

**North Central Kansas Libraries System
Executive Committee Meeting
September 29, 2011**

President Marshall Havenhill called the September meeting of the Executive Committee of the North Central Kansas Libraries System to order at 10:00 a.m. in the NCKLS office. Members present: Marshall Havenhill, Wendy Mitchell, Eric Benson, Janet Keller, Janet Duncan, Gail Daugherty, Gwen Owens-Wilson, Jamie Kelley, Susan Moyer, Robin Ottoson, and Marilyn Hund. Absent: Susan Davis
Proxies Sent: Mary White, and Susan Adamchak
NCKLS staff present: Linda Knupp, Director; Carol Barta, Assistant Director; Marcia Allen, Collection Development and Processing Manager; Jennifer Lund, Business Manager; Richard Miller, Technology Consultant; LaDonna Clark, Technology Trainer; and Ann Pearce, Consultant.

Robin Ottoson made a motion to adopt the agenda as distributed. Gwen Owens-Wilson seconded the motion. Motion approved.

Marilyn Hund made a motion to approve the minutes of August 4, 2011 meeting. Gail Daugherty seconded the motion. Motion approved as written.

Business Manager Lund presented the financial statements for August and September 2011.

**Period Ending 08-31-2011
Summary of Expenses**

General Account	65,622.14
Employee Benefit Account	10,289.16
NCKLS State Aid Account	11,734.53
Talking Books Grant	2,019.34
Member Library (Local Funds Account)	4,116.22

**Period Ending 09-30-2011
Summary of Expenses**

General Account	61,215.50
Employee Benefit Account	10,289.16
NCKLS State Aid Account	10,228.23
Talking Books Grant	2,019.34
Member Library (Local Funds Account)	4,200.68

In the August statement, the miscellaneous income is from Better World Books. There is a negative amount in Hospitality due to CKLS reimbursing NCKLS for the Salina Senior Fair. There is an increase in fees which is reflected under the Audit/Legal expense. Dr. Havenhill requests an explanation of the increase in this budget line item.

In the September statement, revenue is up almost 15% from taxes. This will give us a decent carryover for next year. Staff development costs are up due to the ARSL conference attended by Barta and Knupp.

Gwen Owens-Wilson made a motion to approve the financial statements and authorize payment of all outstanding bills. The motion was seconded by Eric Benson. Motion approved.

Staff Reports

Linda Knupp, Director

You have my written report which centers on the State Library's plans to replace Overdrive service. The plan is to implement 3M for ebooks and Recorded Books for audio books. Recorded Books is ready to launch when the Overdrive contract ends on December 5. 3M ebook platform is still in beta testing. It will be available sometime during the first quarter of next year. Director Knupp handed out a breakdown of costs per library for sharing content based on population. It is important for libraries to start thinking about the importance of online resources and budgeting for shared content. It would be my recommendation that NCKLS pick up the cost of \$3,100 for the content for at least the first year. This expenditure would come from the Mail-a-Book budget. Non-member costs would be \$2,700 total. Jo Budler, State Librarian, has said that everyone will have access to these resources regardless of whether the library contributes or not. These are suggested contributions and we hope that everyone will want to participate. Carol and I did have discussions with Overdrive to see if there was the possibility that we could continue service with some sort of consortium, but the company stated that this is not the business model they are pursuing. Most of the major urban libraries will continue their Overdrive service. Manhattan will join other mid-sized libraries and form a consortium to continue service.

Another topic of discussion has been the reduction in funding for databases. As state and federal dollars are shrinking, the state will be looking at new models of contribution to support statewide resources. The State Library has put together focus groups to prioritize the list of databases. Please attend the focus groups concerning how LSTA funds are spent. The date is October 18. There is a collection management committee to oversee the shared content. Marcia Allen will be our representative on this committee.

Director Knupp handed out the final report from Jennie Rose, the KLA legislative liaison. She gives an overview of what has been happening in the state legislature and what she expects in the future. Her final page outlines an action plan for Kansas libraries. At this time, we don't know about federal funding which has been carrying the state cuts. If federal funding is also reduced, we should be prepared for tight budgets. The state legislators need to know that the libraries in their communities provide important services to constituents.

Jennifer Lund, Business Manager

Written report stands.

Carol Barta, Assistant Director

Assistant Director Barta handed out a listing of NCKLS libraries that shows the progress made toward automation. Currently we have two libraries, Goessel and Riley, committed to automation this year. Auto-Graphics decided that Dwight, White City, and Wilsey could form a consortium, but White City decided against the idea so those three libraries will not be automated. We are waiting to hear from Blue Rapids and Cottonwood Falls. Cottonwood Falls is the last core library that is not automated in the way that is compliant with state requirements. All of our community libraries are compliant. Z39.50 is the protocol to see and share records with each other.

Barta attended a Kan-ed Advisory Council meeting October 16. The Regents see Kan-ed potentially merging with KanREN. KanREN is the educational network and is a 501 (c) 3 corporation. I think this is probably the direction the State will pursue. We don't know if there will be any USF monies allocated to Kan-ed for next year. You can still submit written testimony to the committee. From the discussions, it is probable that all Kan-ed members will be asked to pay to continue to be a member. I told the committee that I could not agree to that on behalf of the libraries. For the libraries that cannot afford the membership fee, they will probably not participate in the T1 line, if the cost is significant.

Susan Moyer pointed out that in Jennie Rose's report; she sites Johnson County as the only growth area. Geary County is also a growth area. The discussions for redistricting have already started. We should be at the table now to try and help craft those districts. This would be a good suggestion for the Government Affairs Committee. The library is not the issue, but the library community should have a voice.

Marcia Allen, Collection Development and Processing Manager

We have completed arrangements with Baker & Taylor to have Clay Center receive their books.

Ann Pearce, Consultant

On September 20th, I attended the Senior Fair. I think attendance was down and I estimate the number of attendees to be about 600. Area Agency on Aging has cut corners with no luncheon speaker. I handed out about 25 folders of information. This Saturday I will attend the S.K.I.P. resource fair. S.K.I.P. stands for Special Kids Informed Parents. I will have information on Talking Books and assistive technology. Linda and I attended Dr. William Thomas' lecture on Eldertopia. We had a few visitors to the booth. The Summer Reading Workshop is scheduled for March 2. The speaker will be Marge Loch-Wouters from LaCrosse, Wisconsin. She is a children's librarian and she has a blog called Tiny Tips for Library Fun found at <http://tinytipsforlibraryfun.blogspot.com>. Gwen would like to see children's books at the senior fair. This would be a way to remind grandparents of the importance of literacy. In Emporia, they have a Read to Your Bunny program. They meet with every new mother while they are in the hospital and present them with a book, a packet of information and a bunny. It is privately funded.

Richard Miller, Technology Consultant

Written report stands.

LaDonna Clark, Technology Trainer

I am working with Leonardville and Talmage on learning how to use the tools for their websites. I will be conducting training for Axtell staff. We do have some dates set for the workday Wednesdays. Librarians can come and ask questions of staff. The hours are 10-12 and 1-3. We have a new piece of equipment called a Cricut. It is a programmable cutter. We have a couple of watch parties coming up. Visit the NCKLS website to find out more information. Request for a Cricut workday Wednesday was made.

Executive Board Member Comments

Dr. Havenhill commented that the City Manager of Emporia wanted to reduce the library budget by \$6,000. The staff put the \$6,000 back in the budget and it was not cut from the budget. We will have a decrease due to property devaluation, but the cut was avoided. We requested 5% more from the County and it was awarded.

Unfinished Business

None

New Business

President Havenhill presented the 2012 service contract for Emporia Public.

Wendy Mitchell made a motion to approve the 2012 service contract. It was seconded by Marilyn Hund. Motion approved.

There is one technology grant with Goessel Public. The grant is for \$335. They are eligible for a 50% grant.

Jamie Kelley made a motion to approve the technology grant as presented. Gwen Owens-Wilson seconded the motion. Motion approved.

Director Knupp proposed to the board to spend a portion of NCKLS budget allocated for print resources for the shared statewide databases. It could be \$5,800 for all regional costs or \$3,100 for NCLS member libraries. There was discussion concerning the issue of taxing libraries and contracting libraries. Do we treat the contracting libraries differently on this issue? After comments, Director Knupp recommended NCKLS pick up the cost for the region for the first year. We are all being asked to do more at the local level. E-book and downloadable audio services are becoming increasingly important for libraries to remain viable.

Gwen Owens-Wilson made a motion for NCKLS to pay the total regional cost for 3M and Recorded Books at \$5,800 for the first year. Wendy Mitchell seconded the motion. Motion approved.

Assistant Director Barta brought up the issue of the 2012 meeting calendar. The issue is the financial statements that are presented at board meetings are not actually through the end of the month due to board meeting dates. Business Manager Lund contacted the auditor to ask whether we needed to change the dates of the meetings. The auditor said that it didn't matter from an auditing standpoint. Does it make sense to meet the first Thursday of the even numbered months?

No action was taken on the 2012 meeting calendar by consensus.

Slate of Officers

Jamie Kelley and Gwen Owens-Wilson volunteered to serve as the nominating committee.

President Havenhill adjourned the meeting at 11:30.