

**North Central Kansas Libraries System
Executive Committee Meeting
September 27, 2012**

Treasurer Mary White called the January 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: Mary White, Janet Duncan, Janice Lyhane, Susan Adamchak, Gail Daugherty, Gwen Owens-Wilson, Robin Ottoson, Judith Cremer, Janet Keller, and Wendy Moulton.

Proxies Sent: Eric Benson and Susan Moyer

NCKLS staff present: Linda Knupp, Director; Carol Barta, Assistant Director; Jennifer Lund, Business Manager; Richard Miller, Technology Consultant; and LaDonna Clark, Technology Trainer.

Gail Daugherty made a motion to approve the minutes of August 2, 2012 meeting. Janice Lyhane seconded the motion. Motion approved as written.

Business Manager Lund presented the financial statements for August 2012 and September 2012.

**Period Ending 8-31-2012
Summary of Expenses**

General Account	75,309.63
Employee Benefit Account	15,442.69
NCKLS State Aid Account	0.00
Talking Books Grant	2,059.72
Member Library (Local Funds Account)	4997.13

**Period Ending 9-26-2012
Summary of Expenses**

General Account	71,630.97
Employee Benefit Account	13,206.86
NCKLS State Aid Account	0.00
Talking Books Grant	3,888.30
Member Library (Local Funds Account)	2,218.64

Expenses are routine in nature. On the second page of the August statement, there was a \$3,000 charge from Varneys for their help in preparing the budget.

The September statement shows some revenue from taxes and Better World Books. On page two the increase is the salary line reflects the pay-out for Ann Pearce's vacation time. The reduction in the benefit amount also reflects Ann's departure. September is the month we pay the bi-annual car insurance on the staff cars and rotating book van. The Audit and Legal line indicates the state filing fee for the audit. This puts this line over a bit.

On page three the Technical Equipment line shows the purchase of equipment and software for filtering. Finally, the Talking Books Gift Fund will be expended by the end of the year. We will not have that line in next year's budget.

September is the end of the third quarter and our spending is well under 75% of the budget.

Robin Ottoson made a motion to approve the financial statements and authorize payment of all outstanding bills. Gwen Owens-Wilson seconded the motion. Motion approved.

Staff Reports

Linda Knupp, Director

We are making progress on filling the Children's consultant position. We are currently taking applications and will interview as soon as possible.

Carol Barta, Assistant Director

No report.

Richard Miller, Technology Consultant

All of the Kan-ed T-1 connections will be removed by the end of the year. The new server for filtering Internet content in the libraries is up and running. We are connecting the libraries to the server either over the phone or by going out to the libraries. This filtering application is not free, but is less expensive than the Open DNS service.

LaDonna Clark, Technology Trainer

LaDonna is currently offering e-book reader classes including a new Android tablet and the iPad. A class has been planned for Abilene and for the NeCessary KnowLedge Live.

Jennifer Lund, Business Manager

No report.

Executive Board Member Comments

Wendy Moulton and Carol Barta reported on their experiences at the R-squared Conference they attended in Telluride Colorado earlier in the month. The focus of the conference was on using creative thinking to solve problems and provide services for the libraries.

Gwen Owens Wilson staffed the NCKL booth at the Salina Senior Fare. This booth was originally a Talking Books event, however this year Gwen presented information to seniors on reading to their grandchildren. Gwen made many contacts and reported that she felt it was a valuable because many people don't know about the offerings in modern libraries. She would like to do this again next year. NCKL can support this.

Unfinished Business

None

New Business

Linda Knupp lead the board through a review the 2011 MPL/NCKL Agreement. It is always done for the prior year when we have the numbers. This had not been done in 2010. The 2009 split was used as the basis for this year's document. Things that have changed:

- The square footage for NCKL offices was reduced along with utilities
- Internet access and photocopies are being treated as utilities
- Space rent was increased from \$10 sq./ft. to \$12 sq./ft.

The cost splits for cars, OCLC and processing supplies for MPL are actuals.

Janet Duncan asked that the shared staffing costs be added to the document.

Linda Knupp will bring those figures to the next meeting.

Gwen Owens Wilson expressed appreciation for the document. This is the first time the board has seen the details of the cost sharing.

The balance due to MPL from NCKL is \$7,266. No action was taken at the meeting in order to make changes to some of the wording and for every board member to have a chance to review it.

Technology Grant

Mary White presented a technology grant for Clay Center Carnegie Library. The library is spending \$3,534.10 and is eligible for a 50% grant up to \$1,000. NCKLS' portion is \$1,000.

Gwen Owens Wilson made a motion to approve the technology grant as presented. Susan Adamchak seconded the motion. Motion approved.

Janice Lyhane made a motion to adjourn the meeting. Wendy Moulton seconded the motion. Motion approved. Meeting was adjourned at 10:50.

The next meeting of the NCKLS Executive Board will be November 29, 2012 at 10 a.m. in the NCKLS office.

Respectfully submitted,

Eric Benson, President

Carol Barta, Recording Secretary