

**North Central Kansas Libraries System
Executive Committee Meeting
September 26, 2013**

President Eric Benson called the September meeting of the Executive Committee of the North Central Kansas Libraries System to order at 10:06 a.m. in the NCKLS office.

Members present: Eric Benson , Susan Moyer , Mary White, Janet Duncan, Gwen Owens-Wilson, Robin Deich Ottoson, Judith Cremer, Janet Keller, Gerald Myers, and Crystal Applegarth.

Proxy: Janice Lyhane

NCKLS staff present: Linda Knupp, Director; Carol Barta, Assistant Director; Jennifer Lund, Business Manager; Richard Miller, Technology Consultant; and Melendra Sanders, Youth Consultant.

President Benson asked for any items that might need to be removed from the consent agenda before approval. Hearing none he requested a motion for approval of the consent agenda and the Technology Grants in the agenda. Gerald Myers moved to approve the consent agenda. The motion was seconded by Gwen Owens Wilson. The motion carried.

Business Manager Lund presented the financial statements for August 2013 and September 2013.

**Period Ending 8-26-2013
Summary of Expenses**

General Account	64,942.49
Employee Benefit Account	14,578.32
NCKLS State Aid Account	4,195.29
Member Library (Local Funds Account)	3,873.63

**Period Ending 9-25-2013
Summary of Expenses**

General Account	64,468.41
Employee Benefit Account	12,011.47
NCKLS State Aid Account	8,522.26
Member Library (Local Funds Account)	4,149.64

There were a few payments from contracting libraries. The “audit & legal” expense reflects the cost of publishing the budget. The negative in the library expense grant was for the movie licensing contract. As libraries pay their portions of the movie license, the money will be added back into that line.

The September statement shows the third tax payments from the counties. Riley County’s payment has not been deposited. We have received more money than predicted. We paid the vehicle insurance for the staff cars. The technology equipment expenses were for

several minor purchases such as a monitor. There were several continuing education grants given out.

September is the end of the third quarter and our spending is at 64.67, well under 75% of the budget.

Gail Daugherty made a motion to approve the financial statements and authorize payment of all outstanding bills. Crystal Applegarth seconded the motion. Motion approved.

Staff Updates

Linda Knupp, Director

LSTA, Library services and Technology funding comes to us through the state library. The state librarian found that she had a substantial amount that needed to be encumbered by October first. Systems were allowed to spend the money as best fitted the needs of the system. Staff put together a plan and have begun implementing it. There might be another LSTA grant next year.

Carol Barta, Assistant Director

Zinio, the magazine subscription service will be implemented next month. Carol passed around the iPad to allow board members to see the program. We will be creating cards with barcodes to allow patrons to make Zinio accounts.

Assistant director Barta introduced our new Youth Consultant, Melendra Sanders. Melendra talked about several activities she is working on, including an early literacy workshop, the rotating book collection and storytime kits.

Executive Board Member Comments

There was a question about the new service Log Me In Rescue. President Benson and Richard Miller explained how it will be used.

Richard Miller also answered a question about Tech Soup, a company that helps librarians and other non-profits buy software at greatly reduced prices.

Unfinished Business

A group of librarians from all of the taxing counties and from all sizes of libraries have agreed to serve on the ESG grant distribution committee. They will meet with Linda and Carol on October 17. The recommendations of this committee for 2014 will be brought to the executive committee meeting in December for approval. We will also ask this committee for recommendations for 2015.

New Business

After discussion of the elements in the LSTA grant proposal, Gwen Owens Wilson moved that the board support the proposed expenditures for the LSTA grant. Janet Duncan seconded the motion. Motion carried.

Director Knupp presented the 2014 Memorandum of Agreement for building use and shared expenses. NCKLS will reimburse Manhattan Public Library \$18, 200 for this year. Judith Cremer moved to accept the Memorandum of Agreement. Gwen Owens Wilson seconded the motion. Motion carried.

President Benson appointed Gwen Owens Wilson and Gerald Myers to serve as the nominating committee.

The meeting was adjourned at 10:45.

The next meeting of the NCKLS Executive Board will be December 5, 2013 at 10 a.m. in the NCKLS office.

Respectfully submitted,

Eric Benson, President

Carol Barta, Recording Secretary

