

**North Central Kansas Libraries System  
Executive Committee Meeting  
May 30, 2013**

President Eric Benson called the May 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: Eric Benson, Gail Daugherty, Mary White, Robin Ottoson, Crystal Applegarth, Janice Lyhane, and Judith Cremer. Proxies sent: Janet Keller, Janet Duncan. 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 Megan Gunther, Assistant Technology Consultant. Guest present: Amanda Van Kleek, Varney & Associates.

Amanda Van Kleek, auditor with Varney & Associates, reviewed the 2012 audit with the board beginning with the financial statements. The audit produced an unqualified, clean opinion from the auditors. In addition, there is a letter included that reflects the use of stricter governmental auditing standards. No significant issues were noted. Amanda walked the board through the report page by page. She then discussed the management letter from the auditor to the executive board. There was a small formatting change in the letter this year. The letter reflected no significant findings. There were no questions from the board members for Amanda. Director Knupp thanked Amanda for her work on the audit.

President Benson directed the board's attention to the consent agenda, including technology grants for Clifton Public Library, Council Grove Public Library, Waterville Public Library and Solomon Public Library. Mary White moved to approve the consent agenda as presented; Crystal Applegarth seconded the motion. Motion passed.

Jennifer Lund presented the financial statements for April and May. Expenses for April were ordinary. As of April 30, we had spent approximately 33% of the budget. There was very little income during May. The general liability insurance was somewhat higher than was budgeted. Several grants were noted. As of the end of May, about 42% of the budget had been spent. Gail Daugherty moved to accept the financial statements as presented and pay the bills; Judith Cremer seconded the motion. Motion passed.

President Benson asked for updates to the staff reports. Carol Barta shared that David Lee King, a technology librarian from Topeka Shawnee County Public Library, will be the featured speaker at NeCessay KnowLedge Live, our tech day on November 7. He will be presenting a program that he gave at Technology in Libraries, a national conference held annually in Washington, D.C.

The terms of four executive committee members expire this year. Janet Duncan, Riley County is eligible to begin her first full term. Mary White, Governor's Appointee from Washington County, has an expiring term, but we will assume that it will be renewed as we have not heard otherwise from the Governor's office; Susan Adamchak is in the same position as Mary as a Governor's Appointee. Judith Cremer will stand for election for her first full term as the representative from Wabaunsee County. Their names will appear on the ballot for the annual meeting.

There were no executive board member comments.

There was no unfinished business to conduct.

In new business, the results of the survey of system library directors were presented by Director Knupp. Two pages of results were distributed to the board. Thirty-two of forty-five libraries responded to the survey. The second page contained the benefit ranking. There were six top categories of local benefits: technology support, rotating book van, grants, consulting, continuing education and technical services and processing. While the order of the benefits is somewhat different for the regional responses and the staff responses, there are common patterns. Local benefits selected by the directors match the staff responses, but regional benefits differed somewhat. The results give us some interesting things to work with as far as what services are valued.

President Benson noted that when the results were broken out, the extended service grants were very important in the taxing counties and might have impact on setting goals. Rotating Books was especially important to the smaller libraries; going forward in our goal-setting, our question might be how to make this valuable service even more so. He had expected advocacy to be a higher priority on the regional level. The library directors selected continuing education and consulting as the most important regional benefits. As we move forward with goal-setting to enhance outreach to the libraries, we might find a different set of valued services in three years. The most valuable service NCKL provides to Wamego Public Library is the "brain space" to help them learn how to run the library more effectively.

Robin Ottoson suggested that there may be some kind of gap between what they do as representatives and what shows up on the survey. Is there something else they should be emphasizing? Director Knupp suggested that it may be a matter of marketing. If people knew about services, would they value them?

Barta talked about the response to the advocacy presentation during the summer reading workshop. People were not interested in learning to advocate for summer reading. People may have reached a frustration level due to efforts that have had little effect. We may be seeing that in this survey.

Judith Cremer responded that her staff can take a bit of the advocacy training, but that they need a bigger "dose" of the nuts and bolts services like computer help and rotating books.

Director Knupp talked about advocacy at the legislative level and marketing campaigns such as "Geek the Library" as two parts that may be confused. Librarians seem most interested in services that plug in to what they do in their libraries every day.

President Benson brought up Wamego's annual report as a way of communication and advocacy with the community. They want a means of communicating regularly with their city council. Advocacy is the role of the trustees and the management of the library is the director's role. The State Library of Kansas has offered trustee training in the past. Benson thought every trustee should have that kind of training, though that training has been discontinued.

Richard Miller suggested that it would be interesting to see the response of library boards to the survey. Would some things be more valued? Would new board members understand the role of NCKL?

Robin Ottoson expressed her concern that funding for the system might go away if communities are not aware of the value of the services. President Benson expressed the need to have a short speech that can articulate the value of the system when the opportunity arises to speak with someone like the Governor.

Janice Lyhane discussed the relationship between the city and the library. The library isn't even a link on the city's website. President Benson suggested that the trustees can play a major role in establishing the relationship with the city.

There was discussion of the Capital Improvement Fund Resolution which will be voted on at the full system board meeting in August. State statute allows up to 10% of the taxing budget to be held in a capital improvement fund.

There was discussion of the 2014 Budget and Goals which will be approved in August. The system directors will be updating the Unified Service Plan at the end of 2013. Director Knupp walked through the goals as they will be presented to the State Library Advisory Committee.

She elaborated the need for a committee to create criteria to implement Goal 4: Increase Grant Funding. We will need to create a plan for distribution of the additional funds for the 2015 budget cycle. The committee will look at population, library hours, etc. We are asking the full system board to authorize a committee to look at distribution of the money for 2014. We will also be developing guidelines for a new grant to encourage projects and improvements that enhance the library's place in the community.

Janice Lyhane asked for a bit of brainstorming on ebook collections as libraries develop their budgets for 2014. How much money should be allocated for ebooks? Should libraries contribute to the state collection? Should NCKL form its own consortium or join the Sunflower consortium? We all must look at what we buy and why. Best statewide option seems to be 3M. We need to view ebooks as we do database subscriptions. 3M platform costs are due to increase. The State Library might move everything to One Click. We must look at usage records for what is being read in our libraries. What about interlibrary loan? There is lots of confusion. What do our patrons want?

Director Knupp went through the budget narrative. The budget is flexible at this point. There is a very small increase. Any feedback can be sent to her or Carol Barta.

There was a brief discussion about the makeup of the committee to work on grant allocation. There should be a mix of librarians and board members; taxing and non-taxing counties; sizes of libraries. This committee would make recommendations to the Executive Committee. The full system board would approve the committee and authorize the Executive Committee to act on the recommendations. Director Knupp and Carol Barta will ask people to serve on the committee. Volunteers will be accepted.

The meeting was adjourned by President Benson at 11:40.

The next meeting of the NCKLS Executive Board will be August 1, 2013, at 9:30 a.m., in the Manhattan Public Library Auditorium.

Respectfully submitted,

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Eric Benson, President

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Carol Barta, Recording Secretary