

**North Central Kansas Libraries System
Executive Committee Meeting
January 30, 2014**

President Eric Benson called the January meeting of the Executive Committee of the North Central Kansas Libraries System to order at 10:03 a.m. in the NCKLS office.

Members present: Eric Benson, Gail Daugherty, Janet Duncan, Mary White, Judith Cremer, Robin Ottoson, Janice Lyhane, Gwen Owens-Wilson, and Crystal Applegarth.

Proxies sent: Gerald Meyers, Susan Adamchak and Janet Keller.

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 Melendra Sanders, Youth Consultant; and Teri Belin, Human Resources.

President Benson asked for any adjustments to the consent agenda. Robin Ottoson asked if there were restrictions on who could use the equipment Goessel was purchasing with the Service Improvement Grant. Director Knupp assured the board that there were no restrictions. Gwen Owens-Wilson moved to accept the consent agenda; Crystal Applegarth seconded the motion. Motion carried unanimously.

Business Manager Lund presented the financial statements for December 2013 and January 2014.

**Period Ending 12-31-2013
Summary of Expenses**

General Account	156,761.16
Employee Benefit Account	11,853.44
NCKLS State Aid Account	0.00
Member Library (Local Funds Account)	11,546.99

**Period Ending 1-28-2014
Summary of Expenses**

General Account	42,064.58
Employee Benefit Account	11,590.90
Other Income	3,982.65
Capital Improvement	0

On the income page the Federal Grant was our reimbursement from E-Rate for our Verizon phones. These are our final income numbers for 2013.

Most of the expenses are standard. We did receive reimbursement from one of the other systems for the Amy Gross workshop. We sent the Postal Service a check for \$5000 to put on our machine account. We purchased a computer and paid an annual technology hosting fee. The nice signs that are outside the offices and on the stairs were purchased this month also. We paid E-Rate solutions for their services to the member libraries. We finished spending out the LSTA grant with downloadables, equipment for the Super WiFi project in Manhattan and copies of Microsoft Office for member libraries.

The total expenditures were 0.5% over the budgeted amount, but we did receive 15.8% more revenue than expected. The board established a Capital Improvement Fund in 2013 into which we transferred \$75,000. This can be used for a new vehicle or technology.

The look of the financial report has changed for 2014. We discussed this change in previous meetings. It meets the changes the auditors suggested and shows better accountability.

The first page is the general operations fund, which shows the funds received from the counties. The expenses on this page include salaries and services for or on behalf of the libraries, which include items such as grants.

The second page reflects the employee benefit fund. The funds come from the counties. The only expenses are for the benefits.

There was a general discussion about when and in what percentages the counties disperse their funds. This varies by county. If there are any questions, Jennifer Lund will contact the counties.

The third page is the Other Income Fund. This fund includes income from State Aid, Grants, E-rate reimbursement and the local funds from member libraries. The expenses charged to this fund include materials, administration and other operating expenses. The name of the Early Literacy Kits will be changed to Youth Programming Kits to reflect the revised scope of the kits. There are 31 early literacy kits, and we are developing kits for older children and young adults.

Page four is the Capital Improvement Fund. The beginning balance of \$75, 000 was from the 2013 carryover. The expenses are the \$10,000 we budgeted in the 2014 budget.

The final page is a summary of the other pages.

The board comments reflected approval for the new look to the financial report.

Gail Daugherty made a motion to approve the financial statements and authorize payment of all outstanding bills. Robin Ottoson seconded the motion. Motion carried.

Staff Updates

Director Knupp updated the board on the progress of the construction project including, the addition of the cabinetry and countertop in the NCKLS offices. She commended the NCKLS staff for their flexibility in adapting to the construction changes.

Barta announced the hiring of Duane Mayer, the new Assistant Technology Consultant who will start Monday. She also provided a brief legislative update, including several bills that will be monitored.

Cremer requested that Barta provide statistics on Zinio circulation.

Lund noted that the auditors will arrive March 10th. She predicts a very busy season as the next round of budgeting will follow the auditors arrival.

Allen observed that Sanders has done a nice job with the new look of the NCKLS newsletter.

Sanders noted that she will be travelling to Hillsboro and Emporia to present summer reading craft workshops. She also reported on the Summer Meals Summit she attended in Wichita.

Miller had no update to his written report.

Clark noted that she is now offering Windows 8 training.

Belin reported that she participated in the interviews for the Assistant Technology Consultant.

Executive Board Member Comments

Owens-Wilson is bothered by the staff losing access to sunlight. She asked what options had been considered. Knupp suggested talking to the architect about options. Owen-Wilson asked whether it was required that the NCKLS staff remains in the Manhattan library. The obstacle is that a number of staff and resources are shared between the system and the library. Knupp noted that separating the two entities would require a longer study, though there would be some possibility of moving some staff back to the third floor. It is an issue that needs to be discussed with the staff. Owens-Wilson recommended that the fluorescent light bulbs be replaced with full-spectrum light bulbs.

Benson noted a long-term question in terms of the limits of the physical plant. This is the last possible expansion at this site. He asked if in the future the basement and the third floor might be needed for library purposes and the administrative offices moved off site. That is a long-term question. Shared positions could remain connected even if off site. Knupp acknowledged that the current expansion plan should accommodate

the library need for at least the next ten years. Knupp agreed that NCKLS will look into full-spectrum lighting and poll staff about working conditions.

There was a discussion about the need for a SIP2 connection for Verso to connect to the Sunflower eLibrary. It is possible to set up without SIP2.

Unfinished Business

There was a discussion about the 2014 goals. There is a need to look at the 2014 goals in order to create goals for 2015. It is important to look ahead in order to plan the budget around the goals. The goals have not been prioritized, but might need to be in the event of a budget cut. The goals were grouped in response to the surveys we sent to the libraries. We have not always met all our goals.

Teri Belin and Jennifer Lund are beginning to provide more services to the member libraries. The goals might highlight the services available to the libraries. There have been strides in what is available, and the board should give direction on how they want the goals prepared for 2015.

New Business

The slate of officers was presented by Owens-Wilson. The slate contains Eric Benson as president, Susan Moyer as vice-president, and Mary White as Treasurer. The slate passed with abstentions from Benson and White.

There was discussion about the Marion City Library receiving the Library Journal three-star library recognition. Marion was one of eleven Kansas libraries receiving LJ recognition and the only one in NCKLS. Barta proposed that the System do some monetary award to the Marion Library to celebrate this accomplishment. The award might be given at the annual meeting.

We will send out the criteria the Library Journal uses to measure libraries, so that we can develop criteria for the award. There was discussion on the amount of the award and on whether we should repeat this annually.

President Benson adjourned the meeting at 11:20.

The next meeting of the NCKLS Executive Board will be March 27, 2014 at 10 a.m. in the NCKLS office.

Respectfully submitted,

Eric Benson, President

Carol Barta, Recording Secretary