

**North Central Kansas Library System
Executive Board Meeting Annual Meeting
August 7, 2014**

President Eric Benson called the August meeting of the Executive Committee of the North Central Kansas Library System to order at 9:43 a.m. at the Hilton Garden Inn.

Members present: Eric Benson, Gail Daugherty, Judith Cremer, Janet Duncan, Robin Ottoson, Gwen Owens-Wilson, Crystal Apple garth, Susan Moyer, Janet Keller, Janice Lyhane, Mary White, Gerald Meyer, Susan Adamchak, and Susan Davis.

NCKLS staff present: Linda Knupp, Director; Carol Barta, Assistant Director; Marcia Allen, Collection Development and Processing Manager; Teri Belin, Human Resources; Jennifer Lund, Business Manager; LaDonna Clark, Technology Trainer; Richard Miller, Technology Consultant; Duane Mayer, Assistant Technology Consultant; Denise Coon, Rotating Book Coordinator; and Melendra Sanders, Youth Consultant.

In reviewing the consent agenda, there was the addition of the Waterville’s technology grant information. Gwen moved to approve the consent agenda as corrected. Susan Adamchak seconded the motion. The motion carried.

Jennifer Lund presented the financial statement.

**Period Ending 6-30-2014
Summary of Expenses**

General Account	52,723.93
Employee Benefit Account	13,469.26
Other Income	20,867.45
Capital Improvement	0

The June general fund includes payments from the taxing counties. The Miscellaneous Shared fund under Expenses is negative because we moved our courier bill from here to the ILL Courier Grant fund. We are clearly at 50% of operations.

The Employee Benefit fund contains the standard monthly payments, and we are slightly under 50% which is good.

Page 3 shows the Other Income fund which contains the Catalog fees and monthly interest, payments from contracting libraries, and payment of libraries into their funds. Under the Expenses, the Audit & Legal payment is for Varney & Associates fee for their audit. Under Staff Development the expense is for Melendra to attend the ALSC National Convention in Oakland this October. The Technology Equipment & Maintenance fee is for the server hosting payment. The Insurance expense is the payment of our liability insurance.

We have not spent anything from the Capital Improvement fund on page 4.

Page 5 is the summary of all the accounts year-to-date. Total expenses are at 42.12% as of end of June.

**Period Ending 7-31-2014
Summary of Expenses**

General Account	63,939.75
Employee Benefit Account	13,486.58
Other Income	15,932.35
Capital Improvement	0

In July, there were no payments from taxing counties to the General fund. The next payments are expected in September. The Movie Licensing fee was paid out in July as well as payments for the approved Service Improvement Grants and Technology Grants.

On page 3, the interest from contracting libraries appears, as well as payments into member libraries' local funds. Under the Technology Equipment & Maintenance fund, the expenses are for items purchased by Richard upon request of a library. These expenses will be reimbursed by the library. NCKLS made the first LSTA expenditure for a 3D printer.

On page 4, nothing has been spent from the Capital Gains fund.

Page 5 shows the summary of the accounts year-to-date. Total expenses are at 50.18% as of the end of July.

Gwen commented that she appreciates the changes Jennifer has made to the financial statements, as they make the process more understandable.

Unfinished Business

Presentation of plaque and money for a luncheon to Marion Public Library in recognition of their 3 Star Library listing by Library Journal 2014.

The meeting was adjourned by President Benson at 9:55 a.m.

The next meeting of the NCKLS Executive Board will be September 25, 2014 at 10:00 a.m. in the NCKLS office.

Respectfully submitted,



Eric Benson, President



Melendra Sanders, Recording Secretary

**North Central Kansas Library System
Annual Board and Budget Meeting
Public Hearing 2015 Budget
August 7, 2014**

Presentation of the 2015 System Budget

President Eric Benson called the Public Hearing of the 2015 Budget Hearing to order at 10:03 a.m.

Members present: Eric Benson, Gail Daugherty, Judith Cremer, Janet Duncan, Robin Ottoson, Gwen Owens-Wilson, Crystal Apple garth, Susan Moyer, Janet Keller, Janice Lyhane, Mary White, Gerald Meyer, Susan Adamchak, and Susan Davis.

NCKLS staff present: Linda Knupp, Director; Carol Barta, Assistant Director; Marcia Allen, Collection Development and Processing Manager; Teri Belin, Human Resources; Jennifer Lund, Business Manager; LaDonna Clark, Technology Trainer; Richard Miller, Technology Consultant; Duane Mayer, Assistant Technology Consultant; Denise Coon, Rotating Book Coordinator; and Melendra Sanders, Youth Consultant.

Director Knupp presented the proposed 2015 System Budget. The proposed budget was reviewed at May Executive Board Meeting and shared with State Library Advisory Council in June along with the 2015 Goals as required by Kansas Administrative Regulations. The proposed budget was published in advance in the 8 taxing counties' newspapers of record. NCKLS expects \$1,086,100 in expenditures and has been granted the authority to spend up to \$1,190,000 in 2015. Anticipated expenditures increased by .69% from 2014 or \$7,600. This variance is based on actuals from previous years as well as some re-categorizing of funds. Because the proposed 2015 budget is a decrease to 1.4 mill from last year's 1.5 mill, it is unnecessary to propose a resolution to increase to the budget. This decrease is due to a decrease in the cost of administration as well as decreases in the funds NCKLS contributes to the Downloadable Database from the State Library. Many of our libraries are branching out into different electronic resources, which has led to this decrease. The proposal of a resolution to increase the budget was removed from the order of business.

During the Public Comment Period, Susan Adamchak posed a question about the large variation between the actual spent in 2013 and the authorized for 2014 from the Miscellaneous Shared fund and the newly proposed amount proposed for 2015. Linda explained that we have added items, such as the Movie Licensing and Baker & Taylor ordering software to the Miscellaneous Shared fund which had previously been reported elsewhere. These expenses have been taken moved to this category because they are shared expenses. This higher amount is just a re-categorization of those expenses.

President Benson called for public questions. No questions were raised.

President Benson adjourned the Public Hearing at 10:07 a.m.

President Eric Benson convened the 2014 Annual Board Meeting at 10:08 a.m.

Roll Call

Secretary-Treasurer Mary White called the roll. Thirty-one members were present and fifteen proxies were received, which constitutes a quorum.

Collection of Ballots

Ballots were collected for the Executive Committee elections.

Approval of Minutes

President Benson proposed two corrections to the dates in the minutes from the 2013 Annual Meeting. With these corrections, President Benson called for the approval of the minutes from the August 1, 2013 annual meeting.

Susan Davis made a motion to approve the minutes as corrected. Crystal Applegarth seconded the motion. Motion approved.

Director's Report

Director Knupp presented the status of the 2013-2014 NCKLS Service Goals, referencing Carol Barta's report. Director Knupp introduced Duane Mayer, the new Assistant Technology Consultant, Teri Belin the new Human Resources resource, and Melendra Sanders the new Youth Services Consultant.

During the past year, the State Library has distributed the Library Services and Technology Act (LSTA) funds which have allowed the purchase of new wireless routers for improved Internet for 40 libraries, the addition of LogMeIn to system computers that allow for remote troubleshooting, and the addition of a system-wide subscription to Zinio to increase access to electronic resources for all our libraries.

NCKLS has updated the annual distribution for grants to member libraries to create a new Service Improvement Grant, which allows NCKLS to award \$22,000 annually to assist libraries to meet state standards and community needs. In addition to the Service Improvement Grants, NCKLS offers annual Extended Service Grants (ESG). In 2013-2014, 34 libraries received a total of \$126,750 in ESG funds. This is an increase of \$14,550 over last year. NCKLS also increased funding for Technology Grants \$8,250 for a total of \$33,250.

The Rotating Book Collection is one of NCKLS' most popular services. It provides each participating library with up to 350 titles each time the van visits. These visits take place up to 6 times a year. The Rotating Collection also provides large print titles for care facilities in our region.

Director Knupp asked the 2014 Apple Graduates to stand. These graduates are:

- Janice Lyhane
- Rodger Charles
- Tera Kindle
- Lavonne Owens
- Alice Johnson

- Leah Kulikowski

The 2015 Apple Participants are:

- Crystal Applegarth
- Shannon Reid-Wheat
- Nikki Plankinton

Adoption of 2015 Budget

Secretary-Treasurer Mary White made a motion to approve the 2015 budget. Susan Davis seconded the motion. Motion approved.

Presentation and Adoption of the 2015 System Goals

Director Knupp presented goals the 2015 System Goals. The goals are unique to NCKLS but are tied to the State Library/Regional Library System Unified Plan of Service. The 2015 goals are similar to last year, but focus a bit more on developing ways to communicate better with the system libraries both to disseminate information and to solicit feedback. The six goals are:

- Provide consulting services to all libraries in the region and facilitate communication.
- Provide support and assistance with implementation and maintenance of technology to meet the needs of each library.
- Identify, develop, and support continuing education opportunities to meet the needs of library staff and public library trustees in the NCKLS area.
- Maintain the level of funding for grants to public libraries in taxing counties to support basic services and to encourage innovation.
- Provide technical services and processing to facilitate and encourage resource sharing.
- Provide access to a variety of shared collections to expand the resources available to citizens.

Judith Cremer made a motion to approve the 2015 System Goals. Susan Moyer seconded the motion. Motion approved.

New Business

Director Knupp requested that authority be given to the Executive Board to establish a committee and vote on the committee's recommendations for the Executive Board to review the fees paid by the contracting libraries during 2015.

Judith Cremer made a motion to approve the request. Susan Moyer seconded the motion. Motion approved.

Election Results for the Executive Committee

Carol reported that three Executive Committee candidates were all approved with 0 votes against.

Gwen Owens-Wilson
Susan Moyer

Eric Benson

Announcements

Eric will bring physical clickers for next annual meeting to expedite the voting process.

Carol announced upcoming Continuing Education opportunities

- Directors' Meeting (8/14)
- Youth Fall Workshop (8/21)
- Hiring & Training (9/12)
- NeCessary KnowLedge (10/1)
 - Held at Rock Springs
 - Main Speaker: Daniel Ireton from KSU
 - Gaming in Libraries
 - 3D Printer demonstration
- Maker Faire in Aggieville (9/20)
- KLA (10/29-31)
 - Continuing Education Grants available
 - Trustee Grants available
 - Wednesday programs for Trustees

Adjournment

President Benson adjourned the Annual Board & Budget Hearing Meeting at 10:42 a.m.

Respectfully submitted,



Eric Benson, President



Melendra Sanders, Recording Secretary