

**North Central Kansas Libraries System
Executive Committee Meeting
January 29, 2015**

President Eric Benson called the meeting to order in the NCKLS offices at 10:05 a.m.

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

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; and Melendra Sutliff Sanders, Youth Consultant.

President Benson asked if there were any changes to the consent agenda, no changes were suggested. Janet Duncan, who had been absent at the prior meeting, asked for clarification about whether local control helps or hurts libraries. Assistant Director Barta explained that local control always helps libraries. Director Linda Knupp added that local control is a top priority of the Kansas League of Municipalities.

President Benson entertained a motion to accept the December 2014 minutes. Gwen Owens-Wilson made a motion to approve. Crystal Applegarth seconded the motion. The motion carried.

Financial Statements

Business Manager Jennifer Lund presented the financial statements for December 2014 and January 2015.

Period Ending 12/31/2014

Summary of Expenses

General Account	87,318.59
Employee Benefit Account	13,476.90
NCKLS State Aid Account	47,746.15
Member Library (Local Funds Account)	0

Period Ending 1/28/2015

Summary of Expenses

General Account	45,010.77
Employee Benefit Account	13,999.18
NCKLS State Aid Account	9,230.16
Member Library (Local Funds Account)	24,074.00

Business Manager Lund noted on page one of the December financial report that the negative balance for Technology Support was because one of the member libraries paid back their movie license fee. Lund also noted that we had transferred 25,000 to the Capital Improvement Fund in order to purchase a new Prius for NCKLS. On page two, Lund pointed out that although we overspent slightly, because we received more income than we expected, we still have funds to carry over to 2015. Further, since health insurance payments will not increase in 2015, the current budgeted amount should cover the employee benefits costs. On page three, Lund explained that the negative balance for postage was due to the fact that the Manhattan Public Library (MPL) reimbursed NCKLS for postage paid.

On page one of the January financial report, Lund pointed out that NCKLS received the first disbursement from the counties. On page three, Lund explained that the \$5,000 paid into the postage fund would be partially reimbursed, on a monthly basis, by MPL. On page four, Lund highlighted that although NCKLS spent \$24,074 from the capital improvement fund for purchasing the Prius, there is still \$75,000 in the fund.

Business Manager Lund asked if there were any questions on the financial reports; hearing none, President Benson entertained a motion to approve the financial reports. Janet Duncan so moved. Robin Duch Ottoson and Mary White both seconded. The motion carried.

Staff Reports

Linda Knupp, Director

Director Knupp noted that the members of the non-taxing counties committee would meet again following the Executive Committee meeting with the goal of creating an annual evaluation process for fees that could be shared with the Executive Committee meeting at the March meeting. Director Knupp shared that the Governor's appointees' office has contacted some of the regional library systems to let them know that the appointee process has been frozen. Although there is nothing definite, there is some speculation that the appointee process will be handed over to the counties. During the general discussion about this change, it was noted that the current process has fostered good resource sharing; NCKLS has two governors appointees on the Executive Committee and six more who attend the annual meeting; there are only governor's appointees for taxing counties; and if this change to local control occurs, it will be even more important for libraries to have good relationships with their county commissions.

Director Knupp updated the board on the current status of the shared Kansas Library Catalog, which the State librarian is wanting to replace or eliminate. The shared catalog is a resource that all of the regional systems are willing to fight for as it makes interlibrary loan possible. Further discussion on the shared catalog will take place at the next system directors' meeting at which time the State librarian will be involved. Assistant Director Barta will attend the meeting in order to voice the strong opposition of the regional systems against eliminating the current shared catalog. Assistant Director Barta stated that the system representatives "can't lobby for the library budget unless it will be spent on what we think it should be spent on."

Director Knupp asked if anyone had questions about the cuts to state aid, but none were voiced.

Carol Barta, Assistant Director

Assistant Director Barta noted that NCKLS would be picking up the Prius that afternoon if the purchase were approved by the board. The Governmental Affairs division of KLA will be supporting the four law librarians in their attempt to narrow a law under consideration by the legislature. Currently the law would impact the entire state, while the law librarians believe it need only impact Dickinson County. Assistant Director Barta, Collection Development and Processing Manager Allen, and Youth Consultant Sanders will visit Hartford Friday, February 6th, for a weeding project.

There was general discussion about the three libraries that were deemed ineligible for state aid and what causes such ineligibility: typically, if a budget has been lowered from previous years, the state will deny aid.

Assistant Director Barta reported that the rotating book collection is up by 1030 items in 2014, with an emphasis on large print.

Jennifer Lund, Business Manager

Business Manager Lund explained that the mileage rate will increase in 2015 to 57.5 cents per mile.

Marcia Allen, Collection Development and Processing Manager

Collection Development and Processing Manager Allen drew attention to the large print purchases in 2014. They were over budget for that format; however, Allen pointed out that NCKLS redistributed funds from general fiction to cover the funds for more large print as demand for this format is growing.

Melendra Sutliff Sanders, Youth Services Consultant

Youth Consultant Sanders discussed the two grants she is currently working on: one is the Bookapalooza Grant from the Association for Library Services to Children (ALSC) for 1000 books from the last publishing year; the other is an Institute of Museum and Library Services (IMLS) grant for creating STEM (Science, Technology, Engineering, & Math) programming in libraries.

Richard Miller, Technology Consultant

Technology Consultant Miller discussed the statewide broadband meeting that he and Duane Mayer attended. Susan asked about statistics gathering for Internet use, and Miller explained that NCKLS has purchased and installed approximately 15 wireless access devices that tally wireless Internet use. NCKLS has about 27 more on order. These devices measure the number of connections, the length of use, and how much data is downloaded per use for all wireless devices that attach to a library's Internet. The devices are on all the time, so they collect data about use during hours that the library is closed, as well as when the library is open.

LaDonna Clark, Technology Trainer

Technology Trainer Clark mentioned that she is currently taking an online course focused on apps that can be used in the library.

Teri Belin, Human Resources Specialist

Human Resources Specialist Belin pointed out that she will be adding job description and Family Medical Leave Act information to the NCKLS website soon.

There were no other staff report updates.

Executive Board Member Comments

Robin Deich Ottoson noted that the Zinio statistics for some publications were surprisingly low.

Gwen Owens-Wilson asked if NCKLS will pursue the Hour of Code programming in 2015. Youth Consultant Sanders explained that she attended the K-State Hour of Code program in 2014 and will work up a training for regional librarians to create their own Hour of Code programs in 2015.

Robin Deich Ottoson expressed enthusiasm for the NCKLS promotional videos that are in production.

Gerald Myers motioned that we move on purchasing the Prius. Mary White seconded. The motion passed. The Prius will be white, but NCKLS plans to add a sign like the one on the rotating book collection van.

Old Business

No old business to discuss.

New Business

Gail Daugherty recommended that everyone stop in to the Council Grove Public Library soon, as they will complete redecorating Friday, January 30th.

Hearing no other new business, President Benson motioned to adjourn the meeting. Gwen seconded. President Eric Benson adjourned the meeting at 11:12 a.m.

The next meeting of the NCKLS Executive Board will be March 26th at 10 a.m. in the NCKLS office. President Benson will be absent.

Respectfully submitted,



Eric Benson, President



Melendra Sutliff Sanders, Recording Secretary