



**North Central Kansas Libraries System**  
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**Executive Committee Meeting**  
**March 26, 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, Susan Adamchak, Mary White, Robin Deich Ottoson, Janice Lyhane, and Susan Moyer.

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; and Melendra Sutliff Sanders, Youth Consultant.

President Benson asked if there were any changes to the consent agenda. Robin Deich Ottoson asked that the minutes be modified to reflect that she previously noted she was surprised at how low the circulation statistics were for some of the publications subscribed to through Zinio. Gerald Myers pointed out that his name has been misspelled in the minutes since he joined the Executive Board.

President Benson entertained a motion to accept the January 2015 minutes with the appropriate modifications. Gwen Owens-Wilson made a motion to approve. Mary White seconded the motion. The motion carried.

**Financial Statements**

Business Manager Jennifer Lund presented the financial statements for February 2014 and March 2015.

**Period Ending 2/28/2015**

**Summary of Expenses**

General Account	70,265.97
Employee Benefit Account	14,014.31
NCKLS State Aid Account	5,692.16
Member Library (Local Funds Account)	2,647.00

**Period Ending 3/24/2015**

**Summary of Expenses**

General Account	58,405.22
Employee Benefit Account	14,247.58
NCKLS State Aid Account	7,863.79
Member Library (Local Funds Account)	0



Business Manager Lund noted on page one of the February financial report that the negative balance for the rotating book van was for the purchase of six new carts. Lund also noted on page three that the negative balance for furniture was for the purchase of a vacuum. Janice Lyhane asked about the postage imbalance. Business Manager Lund explained that because Manhattan Public Library (MPL) uses the NCKLS postage machine, NCKLS puts money on the machine initially and as MPL sends mail, they reimburse NCKLS. On page four, Lund pointed out that the capital improvement fund fee was for an extended warranty on the rotating book van.

On page one of the March financial report, Lund pointed out that NCKLS paid out funds towards the courier postage grant and continuing education funds to Hope Community Library for the ILL workshop. Lund also noted that NCKLS received a small payment from the counties. The rest of the financial report was standard.

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. Crystal Applegarth so moved. Gail Owens-Wilson seconded. The motion carried.

### **Staff Reports**

#### **Linda Knupp, Director**

Director Knupp mentioned that MPL has been involved in a salary study which will be completed in May. She promised to share more details then; however, it currently looks like MPL's salaries, as well as NCKLS' salaries, are in line with local markets.

#### **Carol Barta, Assistant Director**

Assistant Director Barta presented a summary of the legislative information related to libraries in Kansas: the bill that would codify the raffle to become a statue appears to have been forgotten, which is a problem for libraries, since we will need to know what is required for licensing purposes. Barta will contact the library lobbyist in regard to this bill. Barta also explained that the bill trying to regulate teachers and teacher librarians appears to be stuck in committee, while a possible bill that would make it impossible to use money gathered through taxes to pay a lobbyist has come up. This would affect libraries; however, since the Kansas state troopers oppose the bill, it looks likely that the bill will not pass.

Assistant Director Barta noted that the Frankfort Town Council is attempting to declare themselves exempt from portions of statute 12-12-20, which establishes the library and notes that the city council "shall fund" the library. NCKLS is concerned about this because if the Frankfort Town Council is successful, it will set a precedence that other community councils might follow, which would have drastic effects on library funding.

#### **Jennifer Lund, Business Manager**

Business Manager Lund explained that the auditor will present at the May executive board meeting, and thus far, everything looks as it should.



Marcia Allen, Collection Development and Processing Manager

Collection Development and Processing Manager Allen discussed the new Zinio app. It has some major problems, such as reloading every magazine ever downloaded and not downloading new magazine issues. Allen suggested that we should all continue to use the old app until Zinio is able to address the problems.

At this point, Assistant Director Barta offered to demonstrate the Zinio app on any NCKLS tablets.

Richard Miller, Technology Consultant

Technology Consultant Miller and Assistant Technology Consultant Mayer were in Salina, KS for a Kansas technology consultants' meeting.

Melendra Sutliff Sanders, Youth Services Consultant

Youth Consultant Sanders noted that she had 11 attendees at her first summer reading craft workshop which took place at the Emporia Public Library, as well as the fact that there were 50 attendees at the summer reading workshop at MPL.

LaDonna Clark, Technology Trainer

Technology Trainer Clark was unable to attend because she was home with a sick child.

Teri Belin, Human Resources Specialist

Human Resources Specialist Belin noted that she and Director Knupp had been spending a great deal of time on the salary survey.

Cataloging Statistics

Cataloging statistics kept by Acquisitions Specialist Cherie Olsen were shared in the board packets. Assistant Director Barta wanted the board to see some of the statistics that Olsen collects and how busy Olsen is. Janice Lyhane asked why Olsen tracks cataloging on items already in NorCat. Barta explained that Olsen has to search for all items and track the number of copies in the catalog.

There were no other staff report updates.

**Executive Board Member Comments**

Crystal Applegarth announced that she will be resigning as of July 24<sup>th</sup> to accept a position at Central Christian College in Moberly, MO. Applegarth will attend the May executive board meeting.

Robin Deich Ottoson mentioned that the LEGO Maker kit, which is currently at Hillsboro Public Library, is hugely popular with patrons of all ages.



Gwen Owens-Wilson noted that Marion City Library is hosting a quilt show. The quilt show is from March 23<sup>rd</sup> to April 4<sup>th</sup>.

### **Unfinished Business**

Contracting Libraries Recommendation: Director Linda Knupp gave a brief summary of what has taken place at the contracting libraries' discussions previously. In the past, the libraries in non-taxing counties have not paid a levy toward supporting NCKLS, but they have paid a fee. The fee has only been increased once in the past, and there is no documentation providing a structure for future increases. The contracting library committee recommended that contracting fees be evaluated on an annual basis and increases made based on the valuation and support from taxing counties and the budget needs of NCKLS.

Based on the discussion with contracting libraries' committee, Judith Cremer made the motion to raise fees for 2016 as follows: Fees for the rotating book service will increase from \$670 to \$690 per location; Base fees for Wamego Public Library, Pottawatomie-Wabaunsee Regional Library, and Dorothy Bramlage Public Library will increase from \$1,050 a year to \$1,080 a year; Base fees for Emporia Public Library will increase from \$262 to \$1,080. Sue Blechl believed that this was a fair and equitable share for Emporia. Long past agreements had split costs between Lyon County libraries, even though they are separate legal entities; The three remaining libraries in Lyon County will split the cost of the \$1,080 base fee and pay a total of \$360 each, beginning in 2016. Gwen Owens-Wilson seconded the motion. Motion carried.

Assistant Director Barta will send out the contracts in April.

### **New Business**

Assistant Director Barta distributed an update on the NCKLS 2014-2015 service goals in preparation for goal discussions at the May executive board meeting. The new 2015-2016 goals need to be set for the all-system annual meeting in August. Gwen Owens-Wilson asked if there were any goals that have not been accomplished. Barta pointed out that there are things we have not done; for example, we have not contacted each public library to provide a comprehensive review of system services and options. Director Knupp noted that there may be some goals that we do not meet this year. Gwen Owens-Wilson requested that in the future we note the goals that NCKLS accomplishes and also the goals that have not been met so that we can evaluate the goals as well as the achievements. Susan Adamchak requested that future copies of the goals have page numbers. Barta drew attention to the rotating book van statistics which are listed separately from the other goals.

President Benson noted that the executive board will discuss the goals further at the May meeting. Benson asked if there was any other new business.

Gwen Owens-Wilson asked the board if anyone has ideas for ways Herrington Public Library could celebrate the 100 year anniversary of the Carnegie building. Barta suggested that a listing of popular titles from 100 years ago might be fun. A record of salaries of the past librarians was



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suggested as well. Susan Moyer suggested partnering with other town groups to share a “This moment in library history” period for each meeting. Historical reenactors were also discussed.

Hearing no other new business, President Eric Benson adjourned the meeting at 10:55 a.m.

The next meeting of the NCKLS Executive Board will be May 28<sup>th</sup> at 10 a.m. in the NCKLS office.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Eric Benson".

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Eric Benson, President

A handwritten signature in black ink, appearing to read "Melendra Sutliff Sanders".

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Melendra Sutliff Sanders, Recording Secretary