



North Central Kansas Libraries System  
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Executive Committee Meeting  
May 28, 2015

President Eric Benson called the meeting to order in the NCKLS offices at 10:00 a.m.

Members present: Eric Benson, Gerald Myers, Crystal Applegarth, Gail Daugherty, Judith Cremer, Mary White, Robin Deich Ottoson, Janice Lyhane, and Janet Keller.

Proxies: Susan Moyer, Janet Duncan, Gwen Owens-Wilson

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 Mayers, Assistant Technology Consultant; and Melendra Sutliff Sanders, Youth Consultant.

Eric Kents from Varney & Associates, CPAs, LLC presented a summary of the annual audit of NCKLS finances. Kents noted that overall the financial statements were accurate and fairly reported. He pointed out a few discrepancies: on page six, errors from 2013 fiscal year were corrected in 2014; \$10,251 of accounts payable that should have cleared in years prior to 2014; prepaid expenses totaling \$26,113 had not been reflected as an asset of 2013; prepaid expenses totaling \$19,693 had not been reflected as an asset of 2014; and property and equipment records did not properly reflect assets disposed in prior years nor the 2013 acquisition of a van. Business Manager Jennifer Lund explained that NCKLS will follow recommendations for tracking prepaid expenses in the future.

President Benson called for questions related to the financial reports. None were submitted.

President Benson then asked if there were any changes to the consent agenda. Robin Deich Ottoson asked if there were any staff reports. Because of the inclusion of a report on how NCKLS has met its annual goals, there were no separate staff reports. Crystal Applegarth clarified that her last day will be July 24<sup>th</sup>. Director Linda Knupp noted that the service improvement grant application under discussion was for Florence instead of Frankfort. Judith Cremer asked about the exact money the contracting libraries would be paying: the contracting libraries will be paying \$1082 not \$1080 for NCKLS services.

Judith Cremer made a motion to approve the consent agenda and March minutes with the three adjustments discussed. Crystal Applegarth seconded. The motion carried.

### **Financial Statements**

Business Manager Jennifer Lund presented the financial statements for April 2015 and May 2015.



**Period Ending 4/30/2015**

**Summary of Expenses**

General Account	59,847.63
Employee Benefit Account	14,113.12
NCKLS State Aid Account	4,795.54
Member Library (Local Funds Account)	0

**Period Ending 5/26/2015**

**Summary of Expenses**

General Account	63,801.59
Employee Benefit Account	14,101.22
NCKLS State Aid Account	6,595.59
Member Library (Local Funds Account)	0

Business Manager Lund noted that travel expenses, on page three of the April financial statements, were negative because there was a reimbursement check from the insurance agency which had overcharged NCKLS. Lund also pointed out, on the May financial statements, that NCKLS is at 41.67% of budget for the year. On page three, Lund noted that NCKLS received the second half of the state aid funds and that the amount was not reduced. In the miscellaneous category, the revenue was from a cash-back check from the credit card company and a payment for books sent to Better World Books. On the summary page, Lund noted that NCKLS is at 39.47% of budget, and therefore under for the year so far. Business Manager Lund asked if there were any questions about the financial statements. President Benson asked about the prepaid spreadsheet Eric Kents had mentioned. Lund explained that Varney & Associates would be supplying a spreadsheet for NCKLS to use to track the balance on the mail postage machine as “expense revenue.”

No other questions were posed. Gail Daugherty motioned that we approve the financial statements and pay the bills. Mary White seconded. The motion carried.

**Staff Reports**

**Linda Knupp, Director**

Director Knupp explained the 2014/2015 NCKLS goals report. The Executive Board had no comments on the report. Knupp also discussed the salary survey that Manhattan Public Library and NCKLS recently completed. The salary survey utilized an outside consultant who reviewed the salary and positions of Manhattan Public Library and NCKLS as compared to local and regional positions at both libraries and other comparable institutions to compare external equity, salaries for comparable library positions, and classification ranking. This will impact NCKLS in regards to 2 ½ positions which will be reclassified as of July 1<sup>st</sup>. These changes will entail \$2,740 of adjustment to staff salary and employee benefits compensation. Staff will be notified prior to July 1<sup>st</sup>.



Judith Cremer, who is in the process of calculating her own library staff salaries, requested that Knupp share salary scale information from the salary survey.

Carol Barta, Assistant Director

Assistant Director Barta highlighted the proposed motor vehicle tax sweep that the state legislature was considering. A section of the bill under consideration would have taken all the motor vehicle funds from local municipalities and given it to the state government. This aspect of the bill was removed, and the bill was passed without it. There is still rumbling in the legislature about how to keep tax money from being used to pay lobbyists.

Richard Miller, Technology Consultant

Technology Consultant Miller and Assistant Technology Consultant Mayer have installed new wireless access points that are bringing in statistics on how many devices are connecting to library wireless. Janice Lyhane asked if the controllers count per use or per day. Miller explained that they total device counts per day. Miller also explained that NCKLS is in the process of updating board member information.

LaDonna Clark, Technology Trainer

Technology Trainer Clark discussed the new WordPress application that allows libraries to utilize their websites for registering summer reading participants.

There were no other staff report updates.

**Unfinished Business**

There was no unfinished business discussed.

**New Business**

Director Knupp went over the 2016 budget. Highlights included: 1.5% cost of living and 2% performance-based salary increases; increase of \$1000 to workshops and meeting funds because the Public Library Association conference will be in Denver this coming spring, and NCKLS hopes some of our librarians will travel to it; materials were moved into the tax account because of significant expected cuts in state aid; NCKLS is not budgeting for downloadables because we are not certain the state library will be supporting these, instead NCKLS is placing that money in the state shared resources fund; the employee benefits' fund will increase by 7.06%. It looks as though the state aid will decrease by at least 12%, and NCKLS is not including LSTA funds in the 2016 budget.

There were no changes to the capital improvement fund page. Total increase of expenses over last year is 1.044%. We will get updated information on the evaluations from all the counties and the auditors before presenting the budget at the annual meeting.



Janice Lyhane asked about a possible increase in employers' contributions to KPERS. We were originally told that it might go up by 11%, however, the actual posted increase is 10.18%. This information is now on the KPERS website.

President Benson asked if there were questions on the draft budget. Hearing none, we moved on to the last item on the agenda: NCKLS 2016 Goals.

Director Knupp explained that many of the changes to the goals relate to trying to reach a broad audience of libraries, not just a large number of librarians from fewer libraries, so some of the measures have been adapted. Knupp provided a brief description of each goal.

Judith Cremer pointed out that we expressed our goals in numbers of libraries or librarians but for our measurements we used percentages. She requested that we use either numbers for both or percentages for both. Director Knupp asked if the board would like to be involved in setting any of the activities or goals for 2017. Some interest was expressed.

President Benson called for questions about the goals. Hearing none, President Eric Benson adjourned the meeting at 10:53 a.m.

The next meeting of the NCKLS Executive Board will be August 6<sup>th</sup> at 10 a.m. in the NCKLS office.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Eric Benson", written over a horizontal line.

Eric Benson, President

A handwritten signature in black ink, appearing to read "Melendra Sutliff Sanders", written over a horizontal line.

Melendra Sutliff Sanders, Recording Secretary