

**North Central Kansas Library System
Annual Board and Budget Meeting
Public Hearing 2016 Budget
August 6, 2015**

Presentation of the 2016 System Budget

President Eric Benson called the Public Hearing of the 2016 Budget Hearing to order at 10:01 a.m.

Members present: Eric Benson, Judith Cremer, Janet Duncan, Robin Ottoson, Gwen Owens-Wilson, Wayne Link, Janet Keller, Janice Lyhane, Mary White, Gerald Meyer, Susan Adamchak, and Susan Davis.

NCKLS staff present: Linda Knupp, Director; Carol Barta, Assistant Director; 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 2016 System Budget. The proposed budget was reviewed at May Executive Board Meeting and shared with State Library of Kansas Advisory Commission in June along with the 2016 Goals as required by Kansas Administrative Regulations. The proposed budget was published in advance in the 8 taxing counties' newspapers of record. NCKLS expects \$1,103,447 in expenditures and has been granted the authority to spend up to \$1,164,000 in 2016. Tax levy will be \$848,642, which does not exceed the consumer price index, so we will not need to publish. We do see a small increase in the dollar amount because the evaluations have increased. NCKLS does qualify for state aid, but the state aid is declining.

This year a committee of the contracting libraries met and reviewed the fees for services. These fees had not been increased some time. We will now evaluate these fees annually as our expenditures change and the taxing libraries amounts change. The increase is not a large increase; there will be a \$21 increase for the rotating book service and a \$32 increase per legally established libraries. The three small libraries in Lyon County will split the fee of \$1,082.

Packets include a budget narrative with explanations of individual expense lines. 62% of the budget is salaries and employee benefits. There was some increase in salaries based on a compensation study. Because of this, 2 ½ positions were adjusted to make them compliant with regional, and local, and job positions and for internal equity. The current salary budget allows for a cost of living increase and merit increases. There were no major changes in the expenses. We do not have a transfer included to the capital improvement fund this year.

Director Knupp asked if there were any questions. Hearing none, President Benson opened the floor to public comments.

Hearing no public comments, President Benson adjourned the public budget hearing at 10:08.

President Eric Benson convened the 2015 Annual Board Meeting at 10:08 a.m.

Roll Call

Secretary-Treasurer Mary White called the roll. A quorum was met.

Collection of Ballots

Ballots were collected for the Executive Committee elections, approval of the 2016 system budget, and the 2016 system goals.

Approval of Minutes

President Benson noted that he did not, in fact, bring electronic voting devices, but other than this small point, the minutes from the 2014 Annual Meeting were correct. President Benson called for the approval of the minutes from the August 1, 2014 annual meeting.

Susan Adamchak motioned to approve the minutes. Gerald Myers seconded the motion. The motion carried.

Director's Report

Director Knupp presented the status of the 2014-2015 NCKLS Service Goals. Increase in consulting and support in Youth Services, including the creation of programming kits, the Fall Youth Workshop, and summer reading craft workshops. Advocacy for libraries was greatly increased by Carol Barta in her role as the library representative to the legislature. One third of the NCKLS libraries completed or updated technology plans. Richard and Duane also installed over 100 computers in 33 locations. System continues to keep the libraries compliant with CEPA. Programs included Book Fair, NeCessary KnowLedge, HR day-long workshop, directors' meeting, and on-demand technology training. NCKLS provides financial support for librarians and trustees to attend training, as well as for providing funds for all new directors to attend the state-wide Apple Training.

In the 2014 budget year, over \$149,000 in grants were distributed. NCKLS support for eRate filing saved libraries \$69,500. NCKLS also provided assistance for NORCAT, group discounts and ordering, processing and cataloging materials, interlibrary loan support with courier and postage subsidies, and support for shared materials including eBooks, eMagazines, and the rotating book collection.

Director Knupp recognized this year's Apple graduates:

- Crystal Applegarth
- Shannon Reid-Wheat
- Nikki Plankinton

The 2016 Apple participants will be:

- Robin Clark

- Shelley Wurtz
- Marcia Sell
- Peter Vopata.

Director Knupp also recognized Wamego Public Library for being named the best small library in Kansas for 2014, and Marion Public Library for being named as a 4-star library by *Library Journal*.

One last item that was completed by the Kansas Regional System administrators is a Kansas Public Library Handbook that is available as a PDF. This handbook is posted on the NCKLS website under the resources link.

The votes were tallied, and all measures and all representatives were approved. Shannon Reid-Wheat will begin her first term. Janet Keller will be filling her third full term. Wayne Link will fill the remaining portion of Crystal Applegarth's term. The budget and goals for 2016 were approved by vote.

Presentation and Adoption of the 2016 System Goals

Director Knupp presented goals the 2016 System Goals. It is the 50th anniversary of regional libraries in Kansas. The plan for the coming year includes some measurable goals and objectives to help assess the success of our work and keep libraries informed of our activities. The 2016 goals support the six main service areas:

- 1) Communication and consulting on a variety of aspects of library service
- 2) Children's services to develop young readers
- 3) Continuing education to support the development of library staff and trustees
- 4) Technology support to keep libraries and patrons connected to the online world of information and services
- 5) Resource sharing to extend and enhance efficient access to collections and resources in various formats
- 6) Funding assistance for the development and operations of member libraries

President Benson called for questions or comments on the 2016 NCKLS goals. President Benson took this time to commend the evolution of the goals to be more measurable and the push to make them focus on the future. Gwen Owens-Wilson seconded this approval.

President Benson thanked all the libraries for running summer reading programs. Benson also mentioned that Wamego Public Library had shared their summer reading theme, programming plans, and evidence for how summer reading supports education with the city council. Because they had heard the information, the city council became much more excited about the library and summer reading.

Carol Barta noted that the Kansas Trustee Library Association may need a representative from NCKLS. She also announced the human resources supervisor workshop for September 11th and

the guest speaker for NeCessary KnowLedge on November 5th. Youth Consultant Melendra Sanders announced the fall youth workshop which will focus on teens.

President Benson called for other comments or questions; hearing none, he adjourned the meeting at 10:40 a.m.

Respectfully submitted,

Eric Benson, President

Melendra Sutliff Sanders, Recording Secretary