

North Central Kansas Libraries System 2017 Budget Narrative

PERSONNEL

Salaries

Salaries for NCKLS staff, full-time and part-time positions. Manhattan Public Library and North Central Kansas Libraries System (NCKLS) follow the same policy and procedures, including classification and compensation scales. Classification and compensation maintain parity with that of the City of Manhattan for cost of living adjustments and merit increases to maintain a fair and equitable salary scale. The salary line also reflects necessary changes in salaries for two employees based on a classification study.

Employee Benefits

EBF includes Social Security and Medicare, Kansas Public Employee Retirement System (KPERS) workers' compensation, unemployment compensation and health insurance. NCKLS insurance is provided through The Manhattan Public Library and the City of Manhattan.

SERVICES

Cataloging and processing

Regional catalog –CILL (software connections) Syndetics software to enhance the catalog, OCLC subscription. As of 2017 this includes supplies ordered for member libraries, processing supplies and van supplies which were being accounted for in the office supplies expense line.

Member Travel Reimbursement

Mileage paid to member libraries and board members for travel to events and meetings. Based on IRS mileage rates.

Miscellaneous Shared

Expenses paid by the system on behalf of member libraries for shared services, including movie licensing, web site hosting and management, Baker & Taylor platform fees.

Rotating Book Van

Book van – costs for operation including insurance, maintenance, repairs and gasoline.

Technology Support

Filtering software and maintenance, Deep Freeze licensing, e-rate filing, licensing for software to support remote troubleshooting.

Workshops/Meetings

Activities hosted by NCKLS – includes workshops, speakers, board meeting and directors' meetings.

GRANTS

Service Improvement

The Service Improvement grant was added in 2014 to provide funds to assist with service improvements. Public libraries in taxing counties are eligible to apply for this grant for building improvement projects, remodeling or projects that focus on the library as a community center.

Continuing Education Grant

Support for conferences, workshops and other library or library-related training opportunities. Available to all libraries in the region.

ILL Postage / Courier Grant

Grants to subsidize the cost of courier participation or postage for libraries not able to participate in the courier service in order to encourage interlibrary loan and resource sharing.

Extended Service Grant

Annual grant to legally established libraries in taxing counties, based on NCKLS classifications of those libraries. Extended service grants are held in an account for each library and are usually spent on materials ordered through NCKLS. Libraries may request direct distribution of funds.

Technology Grant

Grants for automation, equipment and technology-related projects. Legally established public libraries in taxing counties may apply for a matching grant, up to \$1,000.

MATERIALS

Youth literacy kits

New kits and replacement parts developed to support early childhood literacy.

Large Print Books

Books for retirement and nursing homes in the NCKLS region. Distributed through local libraries.

Rotating Book Collection

Print collection distributed on the rotating book van.

Downloadables/Shared Contributions

NCKLS contributions to system-wide or state wide collections for downloadable material on behalf of NCKLS members.

OPERATIONS

Audit and Legal

Preparation and assistance of official budget statements required for systems and annual audit.

Furniture

Furniture and fixtures.

Insurance

Content insurance for NCKLS equipment and furnishings.

Membership Fees

Institutional membership to professional organizations or library-related organizations. Includes Kansas Library Association and Friends of Kansas Libraries institutional memberships.

Office supplies

General office supplies for NCKLS use.

Postage and shipping

Cost of mailing and shipping. Includes the mail/postage machine and NCKLS' portion of the courier service.

Printing

Outside printing costs not anticipated in 2016.

Staff Development

Training, classes, educational travel, conferences, and associated expenses for NCKLS staff.

Technology equipment & maintenance

Staff computers, equipment, software, peripherals.

Telecommunications

Includes mobile phones for traveling staff and 800 WATS line. Other phones are part of MPL's phone system.

Travel

Cost of transportation for NCKLS staff, including maintenance and mileage of three vehicles used by staff for travel to member libraries for consulting and to meetings. Includes vehicle insurance, maintenance, repairs and gasoline. Mileage reimbursement to staff for use of personal vehicles for business travel.

Space Allocation

Annual expense or income based on agreement with Manhattan Public Library based on the balance between shared costs and expense.

Transfer to Capital Improvement

Includes \$10,000 toward future replacement of the book van and/or vehicles.