



North Central Kansas Libraries System

November 22, 2015

The NCKL Executive Board Meeting will be Thursday, December 1, 2016 at 10:00 a.m. in the NCKL Offices in the Manhattan Public Library.

NCKL Staff reports are included in this letter. Also included are Service Improvement Grant and Technology Grant Applications.

Please call or e-mail me and tell me that we have your proxy for this meeting if you cannot attend. The Executive Committee must have a quorum to officially conduct business so if you cannot attend the meeting your proxy allows us to approve the financial report and to pay the bills as well as to take care of other important, timely matters that require a vote.

Cordially,

Carol Barta
NCKL Assistant Director

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AGENDA
EXECUTIVE COMMITTEE MEETING
December 1, 2016
10:00 A.M.
MANHATTAN PUBLIC LIBRARY
NCKLS Offices

Call to order

Consent Agenda

- **Approval of minutes of September 29, 2016 meeting**
- **Staff Reports**
 - **Director -- Linda**
 - **Consultant – Carol**
 - **Collection Management -- Marcy**
 - **Youth Consultant-- Melendra**
 - **Technology Consultant – Richard**
 - **Technology Trainer—LaDonna**
 - **Business Manager -- Jennifer**
 - **Human Resources—Teri**
- **Technology Grants for Burnley Memorial, Burns, Clay Center, Hanover, Hillsboro, Hope, Marysville.**
- **Service Improvement Grants for Burns, Clay Center, Hillsboro, and Marysville.**

Financial statement & Approval of bills – Jennifer

Staff Updates

Executive Board Member Comments

Unfinished business

New business

Election of Officers

Approval of USD 284 Chase County as an NCKLS Affiliate Member

Location of next Executive Committee Meeting

Adjournment

PROXIES:

**North Central Kansas Library System
Executive Board Meeting
September 29, 2016**

President Judith Cremer called the September meeting of the Executive Committee of the North Central Kansas Library System to order at 10:05 a.m.

Members present: Judith Cremer, Mary White, Robin Deich Ottoson, Gerald Myers, Susan Adamchak, Susan Davis, Carolyn Elliott, Gwen Owens-Wilson, Susan Moyer, and Janet Keller.

NCKLS staff present: Linda Knupp, Director; Jennifer Lund, Business Manager; Marcy Allen, Technical Services & Collections Manager; Teri Belin, Human Resources; LaDonna Clark, Technology Trainer; Duane Mayer, Assistant Technology Consultant; Denise Coon, Rotating Book Coordinator; and Melendra Sanders, Youth Consultant.

President Cremer called for questions, amendments, or comments to the consent agenda. Carol Barta noted that the phrase "up to \$1000 annually" needs to be added to the Frankfort service improvement grant.

President Cremer called for a motion to approve the consent agenda. Susan Davis so moved. Gwen Owens-Wilson seconded. The motion carried.

Business Manager Jennifer Lund presented the financial statements.

**Period Ending August 31, 2016
Summary of Expenses**

General Account	\$ 71,507.41
Employee Benefit Account	16,397.74
Other Income	(2,091.96)
Capital Improvement	0.00

Business Manager Lund explained that the miscellaneous shared expense is a negative number due to libraries paying their share of the movie licensing agreement. The Screen Connect expense was moved to the technology support account. Screen Connect replaces Log Me In because it was cheaper. Page two was standard. On page three, there is a negative amount listed in postage expenses due to MPL reimbursing NCKLS for postage. There were no capital improvement expenses. Lund noted that 64.64% of the budget has been spent and that NCKLS is currently 7% under budget for the year.

**Period Ending September 30, 2016
Summary of Expenses**

General Account	\$ 65,735.80
Employee Benefit Account	14,247.69
Other Income	7,702.64
Capital Improvement	0.00

Business Manager Lund summarized September expenses. Revenue was received from some counties. Morris County has not yet submitted a disbursal. The book van expenses included an insurance payment. There were routine expenses and some payments were received in the employee benefit fund. Lund noted that on page three payments for the audit and payments to newspapers for publishing budgets were made. There were no expenses in the capital improvement fund. Overall 66.94% is spent and NCKLS is 8% under budget.

Gwen Owens-Wilson asked if NCKLS can use the overage in the budget for some purpose. Lund responded that the extra will be used in the employee benefit fund to offset the accounting error that was done last year. Director Linda Knupp added annual contract bills may come due later this year. The E-rate bill has yet to arrive and it will be expensive. She also noted that carryover in the account would be beneficial to cover unexpected increases in health insurance.

President Cremer called for approval of financial statements. Robin Deich Ottoson so moved. Susan Adamchak seconded. The motion carried.

Staff Updates

Youth Consultant Melendra Sanders reported 23 librarians from 13 different libraries attended the fall workshops. A mailing was sent to schools with information about what services NCKLS offers. Fifteen people responded that they would like a book repair workshop. In response to this request, Lee Dobratz will conduct a book repair workshop April 7, 2017.

Assistant Technology Consultant Duane Mayer said he is working to get libraries to take care of their technology grants and he is working to get some computers installed.

Technical Services and Collections Manager Marcia Allen said she has been in contact with Baker and Taylor regarding the Title Source 360 system delays in shipping and cataloging problems. Baker and Taylor representatives said the new servers are being installed and that they expect to see improvement.

Assistant Director Carol Barta added that one more person from the extension office will talk at the Necessary Knowledge about how libraries can form partnerships to enhance services to their patrons.

Director Linda Knupp added that she will attend the Research Institute for Public Libraries conference in Denver September 30th through October 3rd. The conference will cover ways to measure effectiveness of service and how to apply those measures. Other topics are the collection and analysis of data, demographics, and what is impact or outcome of a service.

Knupp encouraged the board to attend the KLTA meeting October 19-21. Information was provided in the packet and a flyer was distributed to board members in attendance.

Teri Belin from Human Resources reported likely will be challenges in the next congressional session to the new Fair Labor Standards Act ruling that goes into effect December 1, 2016.

Unfinished Business

There was no unfinished business.

New Business

2015-2016 MPL/NCKLS Memorandum of Agreement

Director Linda Knupp presented the 2015-2016 MPL/NCKLS Memorandum of Agreement. NCKLS will pay MPL \$18,343 for 2015-2016. Overall actual expenses are down. Utilities, internet access and copy cost were down. MPL vehicle use costs are up. The market allocation of office space remains the same. There is a reduction staff hours due to changes in processing workflow. There was a reduction in custodial hours after determining that the NCKLS areas do not require as much care. This results in a \$37,000 reduction in salary and benefits costs for NCKLS. The reduction will help offset the auditing error that occurred last year. There are no service cuts.

President Cremer ask for questions or comments.

Gwen Owens-Wilson asked if a copy of the original MPL/NCKLS contract was kept somewhere. Director Knupp said she has not seen anything her files. Owens-Wilson said she would do the same.

President Cremer asked for a motion to approve the 2016-2017 MPL/NCKLS Memorandum of Agreement. Susan Adamchak so moved. Mary White seconded the motion. The motion carried.

Appointment of the Nominating Committee

Assistant Director Carol Barta stated that Gerald Myers and Gwen Owens-Wilson have served as the nominating committee the past few years. After a brief consultation, Myers and Owens-Wilson agreed to serve as the committee for 2016-2017. President Cremer appointed them to the committee and asked for their recommendations at the December 1, 2016 Executive Committee meeting.

President Cremer asked for other comments or questions. Hearing none, she adjourned the meeting at 10:32 a.m.

The next meeting will be December 1, 2016.

Respectfully submitted,

Judith Cremer, President

Teri Belin, Recording Secretary

Staff Reports
NCKL Executive Committee
December 1, 2016

Linda Knupp, Director

All NCKLS and MPL staff were eligible for free flu shots in October, thanks to the City of Manhattan. Annual group health plan meetings were held in November for 2017 open enrollment. We participate in the city of Manhattan's self-insured plan. This year there was no increase in the premium for the employer or employees. Dental care was expanded with a wider network of providers accepting Delta Dental. Opportunities for staff to elect optional benefits for long-term care, identity theft, cancer, life and disability were also provided.

System administrators worked together to bring library "futurist" Joan Frye Williams to the Kansas Library Association's annual conference in October. Carolyn Elliott and I attended the trustee workshop and the FOLK luncheon. A copy of the outline of the trustee workshop is included in your packet. Both programs were well attended. Key points included the important role of trustees in serving as experts in their communities to ensure the library serves local needs, and recognizing changing roles that make an excellent library.

I attended the Research in Public Libraries annual conference in Denver at the end of October. It is an intensive learning conference with speakers and activities to encourage libraries to use research methods to define the inputs, outputs, outcomes and impact of services to plan and implement effective programs and allocate resources. There was information on designing surveys which will be useful for feedback from NCKLS members.

News from the State Library of Kansas (SLK) includes:

The SLK is contracting with the Docking Institute of Public Affairs at Fort Hays University to conduct an evaluation of Library Services and Technology Act (LSTA) funds. The SLK receives federal funding annually, based on a service plan for a five-year period. At the end of that period, the SLK must conduct an evaluation. Focus groups of librarians in each of the seven regional library systems have met to obtain feedback on the use of LSTA funds. The NCKLS region met on December 6 at Manhattan Public Library. An online survey will be distributed statewide in the coming weeks for people unable to participate in one of the feedback sessions. Regional library system staff and state library staff will participate in an online focus group which has yet to be scheduled.

At the last system administrators' meeting, the state librarian indicated that she did not expect cuts in funding for the databases, but she does expect budget cuts in 2017. The legislature will likely be occupied with work on the school finance formula and tax reform. We will keep NCKLS libraries informed of possible cuts in state aid for 2017 and 2018 budgets.

Carol Barta, Assistant Director

Melendra and I attended the KLA conference in October. For our face to face Apple session, I moderated a panel on Advocacy. The Apple students met Senator Oletha Faust-Goudeau who encouraged them to contact their representatives on a regular basis. The system consultants presented a mock board meeting for one early morning session. Friday I was part of a panel on the previous legislative session.

We had a successful NeCessary KnowLedge Live with about 40 people in attendance. Eric Freudenberger, the director of the Red Hook Library in New York was our keynote speaker via Zoom. She was very enthusiastic and had some wonderful suggestions for reaching out to our communities.

In 2017, I will serve on the KLA Governmental Affairs committee. We had our first meeting November 14. We set January 26 as KLA Legislative Day and began work on a group of stories to highlight the resources we share throughout the state.

Jennifer Lund, Business Manager

I will be concentrating on closing out 2016 in December and January. I will also be doing the W-2's for staff.

Teri Belin, Human Resources Manager

Revised overtime regulations are still scheduled to take effect on December 1, 2016, but an effort to halt them remains alive. Judge Amos L. Mazzant, a federal judge for the Eastern District of Texas, held a hearing November 16 on a preliminary injunction motion seeking to stop the revised regulations from taking effect nationwide. Judge Mazzant stated at the end of today's hearing that he is taking the matter under advisement and intends to rule on the preliminary injunction motion by this coming Tuesday, November 22, 2016. We will have an update at the Executive Committee meeting.

Marcia Allen, Technical Services & Collections Manager

Technical Services staff are working hard to catalog and process system books as quickly as possible as we near the end of the year. Despite vacations planned by staff, we should be able to get ordered materials into the hands of our librarians quickly.

I am still training several system librarians in the use of Title Source 360. I am happy to take a look at carts before they are submitted, so that out-of-print, downloadable, etc. titles are not ordered. This helps librarians to keep fairly close records of their spending.

I will be working with a state board for members of the OverDrive Sunflower eLibrary. The focus of the group is on increasing awareness of the site and its collection; increasing patron awareness and usage for participating libraries; and developing a group-wide collection development policy for the collection. We plan to meet in January to make some decisions.

Melendra Sanders, Youth Consultant

November & December Updates:

- Storytime Kits: 7 kits circulated 9 times to 8 libraries
- Maker Kits: 3 kits circulated 3 times to 3 libraries
- Easy Reader Kits: 1 kit circulated 1 time to 1 library
- 6 by 6 Kits: 2 kits circulated 2 times to 2 libraries
- Presented a session on Maker Space programming kits at the Young Adult Library Services Association (YALSA) national symposium
- Presented a 3D Printer program for Wakefield Public Library
- Attended Kansas Library Association conference
- Created & met with 2 Book Fair teams to select best juvenile and teen books for Book Fair 2017

Richard Miller, Technology Consultant

We are beginning to recommend and order very small (mini box) computers for several NCKLS libraries. The small size allows better use of small space limitations for patron and staff computers. The specs are much the same as larger desktop units and there is a slight cost savings, though the primary advantage is less space needed for the PC tower.

As I write this, Auto-Graphics has implemented new security protocols for thee VERSO sites.

NCKLS Technology staff (Duane & Richard) visits via travel, phone, and remote (Sept thru November):

Hartford:	Worked with ISP (Mercury Wireless) to resolve Internet connection issues, hopefully.
Goessel:	Assist with 3-D printer install and donated laptop configuration. Issues staff and patron PCs
Americus:	re-installed patron PC, help with order to replace 2 patron PCs
Hanover:	update tech plan, tech grant for 1 new staff computer and monitor
Marysville:	Assist with Tech Plan and Install 4 new patron PCs.
Herington:	fix issues with security cameras' recorder (NVR), remove Malware, replace network switch
Hope:	Tech plan and order new staff PC laptop
Burnley:	update patron PCs, set up 1 new patron PC.
Wakefield:	Install new "mini box" PC
Solomon:	Help with scanning document
Frankfort:	Install 3 rd. browser (Chrome) on patron PCs
NCKLS:	Arrange repair of Matrix windshield. Printer toner/ink supplies, prepare for Necessary Knowledge Live presentations about State Library e resources.
Florence:	Help with Tech grant, install new staff PC , help w/ zoom logon
Riley:	Install new network printer, fix/update patron laptop
Peabody:	Install security cameras, recorder and cabling. Install 1 new patron PC
Burns:	Assist with Tech Grant
Chapman:	Quick Books Software issues
Clay Center:	Recommend projector and computer purchase.

LaDonna Clark, Technology Trainer

WordPress Training and setup new website for Riley

WordPress Training for new Director in Clay Center, October 20

WordPress Training, Waterville, October 26

Necessary KnowLedge was November 10

Letter of Agreement Between
Burnley Memorial Library
And
North Central Kansas Libraries
December 1, 2016

The North Central Kansas Libraries System (NCKL) established a Technology Grant for the purpose of helping member libraries from the taxing counties to update, increase or maintain technology-related services in their communities.

The Burnley Memorial Library (BML) will receive funds to assist in purchasing the following items:

Acer Veritron compact desktop PC	\$646.61
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According to the terms of the Technology Grant, all libraries are eligible for a 75% matching grant up to \$1000 annually. Therefore, the total budget for this grant is **\$646.61**. NCKL will grant **\$484.96** and the library's responsibility will be **\$161.65**.

BML agrees to expend all funds before December 15, 2016. Any unexpended funds shall be returned to NCKL before December 31, 2016.

BML agrees to submit a NCKL Technology Grant Report form and provide copies of invoices on all expenditures of grant funds.

Name: _____

Date: _____

Title: _____
North Central Kansas Libraries

Name: _____

Date: _____

Title: _____
Burnley Memorial Library

Letter of Agreement Between
Burns Public Library
And
North Central Kansas Libraries
December 1, 2016

The North Central Kansas Libraries System (NCKL) established a Technology Grant for the purpose of helping member libraries from the taxing counties to update, increase or maintain technology-related services in their communities.

The Burns Public Library (BPL) will receive funds to assist in purchasing the following items:

1 Lenovo Think Center PC	\$569.00
1 4 GB SDRAM	\$ 40.16
1 Logitech Wireless keyboard	\$ 37.95
1 ASUS Transformer Pad	\$239.99
1 Headset	\$ 16.99
1 Transformer Case & Cover & screen protector	\$ 34.92
Sphero Accessories	\$ 63.87

According to the terms of the Technology Grant, all libraries are eligible for a 75% matching grant up to \$1000 annually. Therefore, the total budget for this grant is **\$1002.88**. NCKL will grant **\$752.16** and the library's responsibility will be **\$250.72**.

BPL agrees to expend all funds before December 15, 2016. Any unexpended funds shall be returned to NCKL before December 31, 2016.

Name: _____

Date: _____

Title: _____
North Central Kansas Libraries

Name: _____

Date: _____

Title: _____
Burns Public Library

Letter of Agreement Between
Clay Center Carnegie Library
And
North Central Kansas Libraries
December 1, 2016

The North Central Kansas Libraries System (NCKL) established a Technology Grant for the purpose of helping member libraries from the taxing counties to update, increase or maintain technology-related services in their communities.

The Clay Center Carnegie Library (CCCL) will receive funds to assist in purchasing the following items:

2 Pro Desk 400 mini pc's	\$459.00 each	\$918.00
2 4GB SDRAM	\$ 34.89 each	\$ 69.78

According to the terms of the Technology Grant, all libraries are eligible for a 75% matching grant up to \$1000 annually. Therefore, the total budget for this grant is **\$987.78**. NCKL will grant **\$740.84** and the library's responsibility will be **\$246.94**.

CCCL agrees to expend all funds before December 15, 2016. Any unexpended funds shall be returned to NCKL before December 31, 2016.

CCCL agrees to submit a NCKL Technology Grant Report form and provide copies of invoices on all expenditures of grant funds.

Name: _____

Date: _____

Title: _____
North Central Kansas Libraries

Name: _____

Date: _____

Title: _____
Clay Center Carnegie Library

Letter of Agreement Between
Letter of Agreement Between
Hope Community Library
And
North Central Kansas Libraries
December 1, 2016

The North Central Kansas Libraries System (NCKL) established a Technology Grant for the purpose of helping member libraries from the taxing counties to update, increase or maintain technology-related services in their communities.

The Hope Community Library (HCL) will receive funds to assist in purchasing the following items:

1 Probook 450 pc		\$602.03	
1 4 GB SDRAM	\$ 24.95		
1 2 year warranty		\$ 93.75	
1 Wired mouse	\$ 24.95		
2 16GB jump drives \$6.21 each		\$ 12.42	\$

According to the terms of the Technology Grant, all libraries are eligible for a 75% matching grant up to \$1000 annually. Therefore, the total budget for this grant is **\$758.10** NCKL will grant **\$568.58** and the library's responsibility will be **\$189.52**.

HCL agrees to expend all funds before December 15, 2016. Any unexpended funds shall be returned to NCKL before December 31, 2016.

HCL agrees to submit a NCKL Technology Grant Report form and provide copies of invoices on all expenditures of grant funds.

Name: _____

Date: _____

Title: _____
North Central Kansas Libraries

Name: _____

Date: _____

Title: _____
Hope Community Library

Letter of Agreement Between
Hanover Public Library
And
North Central Kansas Libraries
December 1, 2016

The North Central Kansas Libraries System (NCKL) established a Technology Grant for the purpose of helping member libraries from the taxing counties to update, increase or maintain technology-related services in their communities.

The Hanover Public Library (HPL) will receive funds to assist in purchasing:

1 ProDesk 400 mini pc	\$459.00
1 4GB SDRAM	\$ 38.88
1 Mounting bracket	\$ 24.99
1 23" LCD Monitor	\$179.00
1 ProBook laptop	\$899.00
1 4GB SDRAM	\$ 29.95

According to the terms of the Technology Grant, all libraries are eligible for a 75% matching grant up to \$1000 annually. Therefore, the total budget for this grant is **\$1630.82**. NCKL will grant **\$1000.00** and the library's responsibility will be **\$630.82**.

HPL agrees to expend all funds before December 15, 2016. Any unexpended funds shall be returned to NCKL before December 31, 2014
6.

HPL agrees to submit a NCKL Technology Grant Report form and provide copies of invoices on all expenditures of grant funds.

Name: _____

Date: _____

Title: _____
North Central Kansas Libraries

Name: _____

Date: _____

Title: _____
Hanover Public Library

Letter of Agreement Between
Marysville Public Library
And
North Central Kansas Libraries
December 1, 2016

The North Central Kansas Libraries System (NCKL) established a Technology Grant for the purpose of helping member libraries from the taxing counties to update, increase or maintain technology-related services in their communities.

The Marysville Public Library (MVPL) will receive funds to assist in purchasing the following items:

4 ProDesk 400 Mini Desktop Computers @ \$459.00	\$1,836.00	4 4 GB
Memory sticks @2\$34.89	\$ 139.56	

According to the terms of the Technology Grant, all libraries are eligible for a 75% matching grant up to \$1000 annually. Therefore, the total budget for this grant is **\$1,975.56**. NCKL will grant **\$1000.00** and the library's responsibility will be **\$975.56**.

MVPL agrees to expend all funds before December 15, 2016. Any unexpended funds shall be returned to NCKL before December 31, 2016.

MVPL agrees to submit a NCKL Technology Grant Report form and provide copies of invoices on all expenditures of grant funds.

Name: _____

Date: _____

Title: _____
North Central Kansas Libraries

Name: _____

Date: _____

Title: _____
Marysville Public Library

Letter of Agreement Between
Burns Public Library
And
North Central Kansas Libraries
December 1, 2016

The North Central Kansas Libraries System (NCKL) established a Service Improvement Grant for the purpose of helping member libraries from the taxing counties to meet the [state standards](#) for marketing, community outreach, services or facility improvements.

The Burns Public Library (BPL) will receive funds to assist in purchasing the following items:

Kramer Kik Step Stool	\$68.99
Shipping	\$ 7.95
Turtle Ottoman	\$39.99
Shipping	\$ 9.99

According to the terms of the Service Improvement Grant, NCKL will match the library's funds at 75%. The total budget for this grant is **\$126.92**. NCKL will grant **\$95.19** and the library's responsibility will be **\$31.73**.

BPL agrees to expend all funds before December 15, 2016. Any unexpended funds shall be returned to NCKL before December 31, 2016.

BPL agrees to submit a NCKL Service Improvement Grant Report form and provide copies of invoices on all expenditures of grant funds.

Name: _____

Date: _____

Title: _____
North Central Kansas Libraries

Name: _____

Date: _____

Title: _____
Burns Public Library

Letter of Agreement Between
Hillsboro Library
And
North Central Kansas Libraries
December 1, 2016

The North Central Kansas Libraries System (NCKL) established a Service Improvement Grant for the purpose of helping member libraries from the taxing counties to meet the [state standards](#) for marketing, community outreach, services or facility improvements.

The Hillsboro Public Library (HPL) will receive funds to assist in purchasing the following items:

3 Saucer Chairs @\$22.00 each	\$ 66.00
1 Kindle Fire	\$ 49.94
1 4GB MP3 Player	\$ 35.30
Wire Shelving	\$950.00

According to the terms of the Service Improvement Grant, NCKL will match the library's funds at 75%. The total budget for this grant is **\$1101.24**. NCKL will grant **\$825.93** and the library's responsibility will be **\$275.31**.

HPL agrees to expend all funds before December 15, 2016. Any unexpended funds shall be returned to NCKL before December 31, 2016.

HPL agrees to submit a NCKL Service Improvement Grant Report form and provide copies of invoices on all expenditures of grant funds.

Name: _____

Date: _____

Title: _____
North Central Kansas Libraries

Name: _____

Date: _____

Title: _____
Hillsboro Public Library

Letter of Agreement Between
Clay Center Carnegie Library
And
North Central Kansas Libraries
December 1, 2016

The North Central Kansas Libraries System (NCKL) established a Service Improvement Grant for the purpose of helping member libraries from the taxing counties to meet the [state standards](#) for marketing, community outreach, services or facility improvements.

The Clifton Public Library (CCCL) will receive funds to assist in purchasing the following items:

1 PowerLife LCD Projector	\$790.33
1 Wall Mountable Projector Screen	\$152.96

According to the terms of the Service Improvement Grant, NCKL will match the library's funds at 75%. The total budget for this grant is **\$943.29**. NCKL will grant **\$707.47** and the library's responsibility will be **\$235.82**

CPL agrees to expend all funds before December 15, 2016. Any unexpended funds shall be returned to NCKL before December 31, 2016.

CPL agrees to submit a NCKL Service Improvement Grant Report form and provide copies of invoices on all expenditures of grant funds.

Name: _____

Date: _____

Title: _____
North Central Kansas Libraries

Name: _____

Date: _____

Title: _____
Clay Center Carnegie Library

Letter of Agreement Between
Marysville Public Library
And
North Central Kansas Libraries
December 1, 2016

The North Central Kansas Libraries System (NCKL) established a Service Improvement Grant for the purpose of helping member libraries from the taxing counties to meet the [state standards](#) for marketing, community outreach, services or facility improvements.

The Marysville Public Library (MPL) will receive funds to assist in purchasing the following items:

1 Visio 24" LED Smart TV	\$138.00
1 Basket Cart	\$209.00
2 Plastic Browsing Baskets @ \$19.99	\$ 39.98
1 set Happy Kids Hand Puppets	\$ 33.99
1 Set "See them Shake" maracas	\$ 12.99
1 set Cymbals with handles	\$ 6.99
1 Classroom Rhythm set	\$ 29.97
4 "Band in a box" Sets	\$ 99.96
1 Alphabet Farm rug	\$164.99
1 Angeles Exploration Station	\$299.99
1 set Excellerations Iron Filing Cases	\$ 19.99
1 Set Chubby land, sea and air vehicles	\$49.45
1 Excellerations Farm Block Play Set	\$37.99
1 Old Macdonald Rug	\$89.99
1 Excellerations Magnetic Discovery Board	\$25.99
1 Set Mag-wands	\$11.99

According to the terms of the Service Improvement Grant, NCKL will match the library's funds at 75%. The total budget for this grant is \$1271.26. NCKL will grant **\$953.45** and the library's responsibility will be **\$317.81**

MPL agrees to expend all funds before December 15, 2016. Any unexpended funds shall be returned to NCKL before December 31, 2016.

MPL agrees to submit a NCKL Service Improvement Grant Report form and provide copies of invoices on all expenditures of grant funds.

Name: _____

Date: _____

Title: _____
North Central Kansas Libraries

Name: _____

Date: _____

Title: _____
Marysville Public Library

The Fully Engaged Trustee

Presented by Joan Frye Williams,
Library Consultant & Futurist
joan@jfwilliams.com
at the KLA/KSLA Joint Conference – Wichita
October 19, 2016

There's more to this job than reviewing budgets and approving policies

Complementary expertise

- Trustee: Community needs, context, and priorities
- Librarian: Professional standards and techniques

1. Strengthen your community knowledge

- Who lives here?
- How do they see themselves and this community?
- What kind of future do they want for themselves and their families?
- What do they think when they hear the words “excellent library?”

How would you describe an excellent library?

- Stay curious
- Develop elevator questions
- Cultivate new relationships
- Join a variety of community conversations
- Listen

2. Pay attention to potential game changers

- Digital publishing
- Mobile computing
- Collaborative learning
- Working families
- New channels for information
- Expectations of independence

- Watch the people, not the gadgets
- Beware of nostalgia

3. Push us to stay community-focused

- Emphasize the user experience
- Excellent libraries give a priority to being
 - Safe
 - Clean
 - Welcoming
 - Interesting
 - Designed for user success
- Emphasize working at community scale
- Excellent libraries look beyond individual transactions with their regular users, to
 - Reach every household
 - Partner with other groups that serve the community
 - Build relationships with emerging audiences
 - Encourage support from residents who aren't necessarily library users
- Emphasize local identity
- Excellent libraries support, celebrate, and participate in
 - Local history
 - Local arts and culture
 - Local products and businesses
 - Local content and authors
 - Local events
 - Local initiatives

What are your community's claims to fame?

4. Help everyone move forward

- Start with desired outcomes
- Reveal your decision criteria
- Be open to new approaches
- Say “Yes, and...”
- Respect consensus
 - The process was fair
 - I understood the decision criteria
 - There was an opportunity for my voice to be heard
 - Even if the direction isn’t exactly what I would have chosen, I will support it with positive communications and actions
- Signs that you’re on the right track
 - Cardholder recruitment and retention
 - Broad range of supporters
 - Viral library stories
 - Shared laughter

2016 Executive Committee Calendar

Executive Committee Meetings

January 26

March 30

May 25

August 3

September 28

November 30

Summer Reading March 9

Book Fair May 11

Annual Meeting August 3

NeCessary KnowLedge Live November 9

We will give you a printed calendar with more information at the December 1 meeting.