

**North Central Kansas Library System
Executive Board Meeting
January 26, 2017**

President Judith Cremer called the January meeting of the Executive Committee of the North Central Kansas Library System to order at 10:35 a.m.

Members present: Judith Cremer, Susan Adamchak, Marion Schweitzer, Janice Lyhane, and Alisha Paddock.

NCKLS staff present: Linda Knupp, Director; Jennifer Lund, Business Manager; Marcy Allen, Technical Services & Collections Manager; LaDonna Clark, Technology Trainer; Richard Miller, Technology Consultant; Duane Mayer, Assistant Technology Consultant; and Melendra Sanders, Youth Consultant.

President Cremer called for questions, amendments, or comments to the consent agenda. Hearing none, President Cremer called for a motion to approve the consent agenda. Susan Adamchak so moved. Janice Lyhane seconded. The motion carried.

Business Manager Jennifer Lund presented the financial statements.

Period Ending December 31, 2016

Summary of Expenses

General Account	\$ 87,236.82
Employee Benefit Account	14,073.71
Other Income	6,165.21
Capital Improvement	14,000.00

Business Manager Lund explained that the reimbursement under the workshops/meeting fund comes from the other regional library systems and is for the trustee manuals. The \$8,510.06 from the technology support category is the eRate Solutions Bill. Lund also discussed the transfer of \$14,000 from the capital improvement fund into the employee benefits fund to offset the deficit of \$25,000 in this category caused by an accounting error. On page three, the income under postage was the final MPL payment toward the postage machine. Finally, the capital improvement fund ended the year with \$43,772, which is enough that NCKLS could cover replacement of the rotating book van if necessary.

Janice Lyhane speculated on ways to increase library use of service improvement grant and technology grant funds. There was a general discussion as to why these funds are not fully spent. A couple of reasons discussed were that some of our libraries do not have the matching funds (25%), and some of our libraries utilize a portion of the total they could receive rather than using all of it.

Period Ending January 25, 2017

Summary of Expenses

General Account	\$ 52,424.35
Employee Benefit Account	14,582.81
Other Income	8,112.14
Capital Improvement	0.00

Business Manager Lund summarized January expenses. Revenue was received from some counties; however, since the state has not finalized their numbers, we are not able to calculate the percentage of the budget at this time. The \$6,500 in the ILL courier grant is the annual bill for this service. On page three, Lund noted that one of the contracting libraries has paid for NCKLS services. Additionally, under the postage fund, \$5,000 of that expenditure will be reimbursed over the year by MPL.

President Cremer called for questions about the financial statements. Hearing none, President Cremer called for a motion to approve financial statements. Janice Lyhane so moved. Susan Adamchak seconded. The motion carried.

Staff Updates

Assistant Director Carol Barta called attention to the 2016 goals report which was distributed as a pamphlet. Barta highlighted the 82,650 books that Denise Coon rotated to 44 libraries over the course of 2016.

Technical Services and Collections Manager Marcia Allen discussed the creation of a statewide Overdrive committee for setting policies and purchasing services. The committee will meet every two months, and the next meeting will be in March.

Technology Consultant Richard Miller announced his retirement. Miller's last day will be May 1st. Miller has been with NCKLS for 25 years, and everyone expressed regret that he will be leaving NCKLS but encouragement as well.

Assistant Technology Consultant Duane Mayer had no updates.

Youth Consultant Melendra Sanders announced the schedules for upcoming summer reading related workshops: summer reading workshop March 9, 1st craft workshop March 16 in Council Grove, 2nd craft workshop March 27 in Peabody, 3rd craft workshop March 29 in Abilene, and final craft workshop April 5 in Frankfort.

Technology Trainer LaDonna Clark explained that she is adding training sessions to her training calendar.

Director Linda Knupp noted that, at this time, it appears the state support to libraries will remain consistent with last year's funds. However, this is subject to change as the budget is negotiated.

Unfinished Business

There was no unfinished business.

New Business

Director Knupp explained that the Kansas Library Trustee Association (KLTA) is looking for people to serve.

President Cremer asked for other comments or questions. Hearing none, she adjourned the meeting at 11:15 a.m.

The next meeting will be March 30, 2017.

Respectfully submitted,

Judith Cremer, President

Melendra Sanders, Recording Secretary