

**North Central Kansas Library System  
Executive Board Meeting  
March 31, 2016**

President Judith Cremer called the March meeting of the Executive Committee of the North Central Kansas Library System to order at 10:00 a.m.

Members present: Judith Cremer, Eric Benson, Mary White, Susan Moyer, Janice Lyhane, Robin Deich Ottoson, Janet Keller, Shannon Reid-Wheat, Tammy Popejoy, Gerald Myers, and Janet Duncan.

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

President Cremer called for any questions, amendments, or comments to the consent agenda. Business Manager Lund reported that Eric from Varney & Associates would be moved to the front of the agenda to present a summary of the annual audit.

Eric presented the budget audit noting that everything was standard, or as he put it, “clean and boring.” He noted that Jennifer Lund’s electronic record-keeping has completely streamlined the audit process.

President Cremer called for questions or comments on the budget audit. Hearing none, Mary White moved that we approve the consent agenda. Susan Moyer seconded the motion. The motion carried.

Business Manager Jennifer Lund presented the financial statements.

**Period Ending 2-29-2016**

**Summary of Expenses**

General Account	82,511.69
Employee Benefit Account	14,815.18
Other Income	8,040.87
Capital Improvement	1,956.83

On pages one and two, Business Manager Lund pointed out that Marion was in the negative because the county had paid too much initially. As the year progresses, this will self-correct. Also on page one, the ILL courier grant total is the amount for the full year. On page three, Lund noted that we received the state aid for the year, and it is slightly more than we had expected. The reason postage looks so high is that both the MPL and NCKLS expenses are paid in advance. As the year goes on, MPL will reimburse NCKLS as necessary. Expenses from the capital improvement fund on page four are for the vehicle accident costs and new desk chairs.

**Period Ending 3-29-2016**

**Summary of Expenses**

General Account	67,249.77
Employee Benefit Account	14,880.83
Other Income	4,395.53
Capital Improvement	0

On page one, Lund noted that we received the second payment from the counties. Lund also mentioned that the expenses for the rotating book van are to cover insurance. On page three, Lund mentioned NCKLS has received some of the contracting libraries' fees. Under expenses, we purchased new monitors and toner. The travel expenses are insurance for the Dodge van and the Matrix. On page five, Lund pointed out that NCKLS is under budget spent but slightly over 50% on income, which is good. Business Manager Lund asked if there were any questions or comments on the financial reports.

Hearing none, President Cremer entertained a motion to approve the financial reports. Susan Moyer so moved. Gerald Myer seconded. The motion carried.

President Cremer called for staff updates.

Director Linda Knupp updated the board on the NCKLS financial situation. Knupp explained that due to an error in the budget planning process, NCKLS has slightly more than expected in its general fund but is under in employee benefits by approximately \$50,000. NCKLS is looking at ways to adjust the funds to resolve this. If the proposed tax lid is put into place, this shortfall could be a problem.

Knupp also mentioned attending an awards ceremony at which Rodger Charles, Director of the Peabody Township Library, was awarded a Kansas Book Festival grant toward purchasing Launchpads.

Knupp asked the board if anyone was interested in or knew anyone interested in joining the Kansas Library Trustee organization. The KLT organization is working on a preconference workshop for the 2016 Kansas Library Association Annual Conference. Knupp noted that an active trustee association is good for legislative support and for continuing education of trustees, and the time commitment for participation is limited.

There were no legislative updates, but Knupp suggested that libraries plan their budget to cover their needs. Noting that if the worst happens, and the budget cap is passed, libraries can go back to last year's budgets. The budget cap would limit budget increases to the national consumer price index increase, which equals .7%.

Technical Services & Collections Manager Marcy Allen explained that Baker & Taylor is unable to create audio/visual accounts in a way that will meet our system needs. Because of this,

NCKLS will not use B&T for audio/visual materials. Allen performed a cost comparison, and discovered that B&T's discounted costs of \$24 would be considerably higher than those found through Amazon \$15.99 for the same products.

Teri Belin, with Human Resources, announced that the executive order mandating a reduction of the number of people considered exempt from overtime pay is being challenged by formal federal legislation. Belin will keep the board posted on this as it is resolved.

Technology Trainer LaDonna Clark shared the Book Fair 2016 matrix, noting the significant change to the book fair format moving from a sales event toward a more educational event focused on best practices for collection management.

Youth Consultant Melendra Sanders had no updates.

Technology Consultant Richard Miller discussed E-Rate funds and their cycle that goes from July to June. Libraries should be getting ready for the 2016 year. NCKLS has a report that shows which libraries applied for funds and what they received (approximately \$70,000). Miller pointed out that the E-Rate funds are phasing out telephone reimbursement. NCKLS contracts with an outside organization to submit E-Rate applications.

Assistant Technology Consultant Duane Mayer stated that 180 of the computers in the NCKLS system have been updated to Windows 10, and there are approximately 70 more computers to be updated before the free update period ends this summer. Because of the LogMeIn software installed on system computers, many of these updates were able to be made remotely. While Mayer and Miller have not experienced many problems with the updates, some computers have updated on their own. These self-updates can cause difficulties. Mayer warned that as the free deadline approaches, more computers might self-update.

President Cremer called for executive board member questions or comments; hearing none, we progressed to unfinished business.

#### Unfinished Business

Director Knupp shared a spreadsheet with information on the recommendations for contracting libraries' fees. Current recommendations are to increase the base fee by 2% annually with no increase for rotating book van services. Knupp called for questions or comments on the recommendations. Hearing none, President Cremer entertained a motion to approve the recommendations. Janice Lyhane so moved. Shannon Reid-Wheat seconded. Motion carried. The recommendations for contracting libraries' fees will be shared at the annual meeting in August.

#### New Business

President Knupp thanked Janet Duncan and Eric Benson for their service to the executive board as this was their final meeting as board members. We will miss them both.

President Cremer called for comments from the NCKLS Executive Board. There were no comments or questions raised, and the meeting was adjourned at 10:58 a.m.

The next meeting of the NCKLS Executive Board will be May 26<sup>th</sup>, at 10:00 a.m., in the NCKLS office.

Respectfully submitted,

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Judith Cremer, President

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Melendra Sutliff Sanders, Recording Secretary