

**North Central Kansas Library System
Executive Board Meeting
March 30, 2017**

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: Susan Adamchak, Robin Deich Ottoson, Carolyn Elliott, Janet Keller, Janice Lyhane, Gerald Myers, Gwen Owens Wilson, Alisha Paddock, Shannon Reid-Wheat, Marion Schweitzer, and Mary White.

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. Eric Kientz, Varney and Associates was present to deliver the auditor's report.

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. Myers so moved. Deich Ottoson seconded. The motion carried.

Eric Kientz presented the 2016 audit report to the board. The documents show that the board is in regulatory compliance with managing the approved budget. He reported that there were no deficiencies in internal control or material processes. No weaknesses in the financial statements were found and no actual or suspected fraud was discovered. Auditors encountered no difficulty working with staff. The auditor issued an "unqualified opinion," which is the highest opinion that can be issued by an auditor. Eric complimented the management team for doing a good job keeping financial books in order and for keeping good records. This helped auditor finish their work efficiently.

There were no questions from the board. Linda Knupp recognized Jenn Lund for making the audit a smooth process.

Business Manager Jennifer Lund presented the financial statements.

Period Ending February 28, 2017

Summary of Expenses

General Account	\$ 124,670.11
Employee Benefit Account	29,181.07
Other Income	9,327.13
Capital Improvement	0.00

Period Ending March 29, 2017

Summary of Expenses

General Account	\$200,699.69
Employee Benefit Account	43,779.33
Other Income	12,443.47
Capital Improvement	0.00

Lund summarized February expenses. The General Tax Fund shows an expense for the direct cataloging and processing annual payment, supplies were ordered for book van and the continuing education grant was paid to Apple. Expenses from the Employee Benefit Fund were routine. Miscellaneous revenue in the Other Revenue Account was from books sales from Better World Books. There was no activity in the Capital Improvement Fund.

Lund summarized the March financial statements. Twenty-five percent of the year has passed and 23.11% of the budget has been spent. Vehicle insurance was paid from the General Operations Fund. Payments from counties were received. Chase County has not paid yet. Employee Benefit Fund payments were received from counties. The Other Income Fund shows that State Aid was received and it was \$5,000 over what was budgeted. Insurance was paid from the travel budget in that fund. There were no capital improvement expenses.

President Cremer called for a motion to approve financial statements. White moved to approve the February and March financial statements. Owens Wilson seconded the motion. The motion carried.

Staff Updates

Assistant Director Carol Barta said that interviews have started for the assistant technology consultant position. A grant writing workshop will be held April 19th.

Business Manager Lund reported she will demonstrate how to properly complete new employee payroll paperwork at the April 6th director's meeting in Peabody.

Human Resources Manager Teri Belin will provide training on how to conduct new employee orientations at that same meeting. The orientation documents will be placed on NCKL web site so all NCKLS members have access to them.

Director Linda Knupp reminded the board that Richard Miller's retirement party will be Friday, April 28th.

Technology Consultant Richard Miller and Assistant Technology Consultant Duane Mayer are working on the transition for Duane to resume Richard's responsibilities.

Youth Consultant Melendra Sanders said that there is one more craft workshop scheduled for the 5th of April. There are additional CE opportunities in April. The web site calendar has information.

Owens Wilson asked how libraries can prepare for possible LSTA cuts. Knupp encouraged directors to contact legislators. If the proposal to cut the Institute of Museums and Library Services at the federal level is realized, it would mean a 1.7 million dollar loss for Kansas. It would have a significant impact on Kansas libraries. As librarians prepare budgets, they should think about what to do if LSTA funds were not available by considering what could be cut or where additional funds can be found. Knupp reminded the board that Kansas libraries are exempt from municipal tax lid.

Unfinished Business

Contracting Library Recommendations

Director Knupp reviewed NCKLS fees that are charged to contracting counties. The proposal is for an increase in base services of 5% and an increase in book van services of 5%. Total impact on each library is shown on the report and the additional revenue for NCKL is \$585. She asked that board members provide recommendations for any changes prior to annual meeting in August. Board support is needed when the information is given to contracting counties. The 5% increase was determined by the average increase of income to taxing counties over the years.

Myers stated that when he explains the NCKLS charges to board members they are pleased with the type of services and other benefits that are received from NCKLS and the fees are fair. He stated that the technology support is great.

Myers moved to approve the recommended increase for the 2018 budget year.

Cremer asked if a 5% increase would be made each year. Her library pays for services out of LSTA funds and if state aid continues to fall it is a problem for her library. She asked if she should anticipate a 5% increase every year in NCKLS fees for contracting counties. Knupp explained that the increase is based on a number of factors. This year the increase was determined by the increase from taxing counties.

Owens Wilson seconded the motion. The motion passed.

Owens Wilson stated that the list of services is important for everyone to know. She suggested that if services change libraries should be informed. Janice Lyhane said she provides NCKLS and State library services information to her board at board meetings. Barta reminded the board that marketing materials for state library services are available on State Library web site.

Owens Wilson asked if the NCKLS staff can provide a service of the month presentation at NCKLS Executive board meetings. There was agreement that this could be done.

Appointment to Kansas Library Trustee Association

Director Knupp asked for motion to appointment Robin Newell, Director at Emporia Public Library, to the Kansas Library Trustee Association for a two year term. Owens Wilson made the motion to approve the request. Shannon Reed Wheat seconded and the motion passed.

New Business

President Cremer asked for other comments or questions. Hearing none, she adjourned the meeting at 10:50 a.m.

The next meeting will be May 25, 2017.

Respectfully submitted,

Judith Cremer, President

Teri Belin, Recording Secretary