

**North Central Kansas Library System
Executive Board Meeting
May 26, 2016**

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

Members present: Judith Cremer, 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; Duane Mayer, Assistant Technology Consultant; and Melendra Sanders, Youth Consultant.

President Cremer called for any questions, amendments, or comments to the consent agenda. Hearing none, President Cremer called for a motion to approve the consent agenda. Robin Deich Ottoson so moved. Mary White seconded. The motion carried.

Business Manager Jennifer Lund presented the financial statements.

Period Ending April 30, 2016

Summary of Expenses

General Account	53,414.73
Employee Benefit Account	14,192.84
Other Income	6395.80
Capital Improvement	0

Business Manager Lund noted that pages one and two were standard. On page three, Lund noted the fees for the annual audit. On page four, Lund pointed out that nothing came out of capital improvement.

Period Ending May 25, 2016

Summary of Expenses

General Account	61,093.58
Employee Benefit Account	14,194.76
Other Income	5998.11
Capital Improvement	0

Business Manager Lund noted that the May financials are equal to 41.66% of our annual budget, and we are currently under budget on all funds. Lund noted that postage is negative because we received the first quarter's payment from MPL. Lund pointed out on page five that we are 67% under budget overall. Business Manager Lund asked if there were any questions or

comments on the financial reports. Robin Deich Ottoson asked why NCKLS had to pay for the vehicle accident cost. Assistant Director Barta explained that the person who hit us had no insurance.

Janet Duncan asked if we are saving for something with the capital improvement fund. Barta said we always saved towards vehicle replacement costs.

President Cremer called for approval of financial statements. Gerald Myer so moved. Shannon Reid-Wheat seconded. The motion carried.

President Cremer called for staff updates.

Director Linda Knupp had no updates.

Assistant Director Barta gave us a legislative update for the session that is now over. It appears that libraries will be exempted from city tax lids. Our previous lobbyist has found another position, and we will have a new lobbyist next year. We should expect a 4% cut of approximately \$167,000 from the State Library funds due to the governor's state budget cuts.

Barta also updated the board about Book Fair. NCKLS changed the format to add breakout sessions. We were a little concerned about low turnout, but everybody really enjoyed Rock Springs. We will have the NeCessary KnowLedge Live at Rock Springs again this fall. NCKLS also hosted an all-staff training for MPL on what NCKLS does. As part of this training, we discovered we need updated photos from our libraries.

Finally Barta noted that Luminosity Launchpads will come from the state in the mail, one of per library. President Cremer asked if any other libraries were having problems interlibrary loaning the floating collection of Launchpads. Cremer spoke to the state library. The State Library thinks it is a Verso issue. Barta will talk to Autographics and see if she can resolve the problem.

Technical Services & Collections Manager Marcy Allen noted that Aaron Heil graduated and is now working full time. He is catching up on a backlog and gaining lots of experience from processing Book Fair books.

Teri Belin, with Human Resources, noted that the final overtime ruling came through. Under these new guidelines, an employee who makes more than \$913 a week passes the salary test to be exempt; however, there are other tests such an employee must meet. All hours over 40 must be paid as time and a half or use comp time. The US Department of Labor will likely be monitoring this closely. There may still be a legal challenge to the ruling.

Technology Trainer LaDonna Clark will be running a number of hands-on WordPress classes. We are addressing the WordPress hacking by moving all 35 websites off the myKansaslibraries server to a local Fox business server. This will allow us to have one installation instead of individual installations; content and WordPress pages will remain the same. There will be a new

URL, username, and password assigned. LaDonna will work with all libraries one-on-one to move their websites with the goal of completing the move by the end of summer.

Assistant Technology Consultant Duane Mayer noted that almost all the computers in the system have been updated to Windows 10. There are approximately 30 computers left to update. We have had some difficulty with illegal file sharing at some of our libraries. We are now blocking more sites because of this.

Youth Consultant Melendra Sanders shared next year's summer reading art.

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

Unfinished Business

There was no unfinished business.

New Business

President Knupp presented the NCKLS budget for 2017. Knupp noted that the budget is written to support the plans and goals for the upcoming year. We are requesting a 4.9% increase to meet these goals. Knupp printed a budget narrative to help everyone understand what comes from each line. We hope to transfer \$10,000 to the capital improvement fund for budget year 2017. In 2016, we may need to take some money from capital improvement and move it to general funds in order to reapply it to employee benefits.

There was general discussion about balancing the NCKLS budget, the amounts libraries should expect in state aid (likely a 4% decrease in state aid), and the reason for money left over in the service improvement grants fund. Barta explained that some libraries cannot meet the matching funds; some libraries feel they do not need the funds; and some libraries are not sure how to use such funds.

Director Knupp also discussed the 2017 annual service plan. Knupp noted it is very similar to the 2016 plan with the core goals remaining the same. We have increased the numbers on our goals and have created more measurable objectives. We discussed some of the services NCKLS currently offers, as well as the idea of focusing on training small libraries, in particular, on their rights and funding in regard to the NCKLS system.

President Cremer called for a motion to accept the budget and goals drafts to present to the all systems meeting in August 2016. Gerald Myer so moved. Mary White seconded, and the motion carried.

President Cremer adjourned the meeting at 11:07 AM.

The next annual meeting will be August 4th in the MPL auditorium.

Respectfully submitted,

Judith Cremer, President

Melendra Sutliff Sanders, Recording Secretary