

**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 30<sup>th</sup> through October 3<sup>rd</sup>. 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,

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Judith Cremer, President

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Teri Belin, Recording Secretary