

**North Central Kansas Library System  
Executive Board Meeting  
May 25, 2017**

President Judith Cremer called the March meeting of the Executive Committee of the North Central Kansas Library System to order at 10:05 a.m.

Members present: Susan Adamchak, Susan Davis, Carolyn Elliott, Janet Keller, Janice Lyhane, Susan Moyer, Gwen Owens Wilson, Alisha Paddock, Shannon Reid-Wheat, and Mary White. Robin Ottoson provided her proxy.

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, Technology Consultant; Kim Scaler, 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. Adamchack so moved. Davis seconded. The motion carried.

**Financial Statement and Approval of Bills**  
Summary of Expenses Period Ending April 30, 2017

General Account	\$67,666.32
Employee Benefit Account	14,894.98
Other Income	9,369.44
Capital Improvement	0.00

Business Manager Jennifer Lund summarized the April and May financial statements.

Expenses in general operations fund show a negative amount in the rotating books van budget because expenses for book supplies were moved to the cataloging and processing budget. All other expenses were routine. The employee benefit fund expenses were routine. The workers compensation insurance bill will arrive in July. Audit fees and computer equipment was paid from the other income account. Fees for printing and publishing the 2018 budget will come from this account. There was no activity in the capital improvement fund. The summary page shows that 33.32 % of budget has been spent and NCKLS is under budget at this point in the year.

**Period Ending May 30, 2017**  
**Summary of Expenses**

General Account	\$63,179.83
Employee Benefit Account	13,530.52
Other Income	8,300.35
Capital Improvement	(835.00)

Expenses for workshops and meetings were more than usual since more training occurred during this period. There were a number a grants awarded that were applied to May expenses. Activity in the employee benefit fund were routine. Salary expenses and employee benefit expenses will decrease due to Richard Miller's retirement. The other income account shows payment for liability insurance and expenses for Carol Barta and Melendra Sanders to attend the Association for Rural and Small Libraries conference in Saint George, Utah. Payment from the individual who hit the NCKLS vehicles in the parking lot in cars in 2016 was applied to the capital improvement account. The summary page shows that 41.65 % of the budget has been spent and that the system is still under budget for the year.

President Cremer called for a motion to approve the April and May financial statements. Lyhane so moved. Moyer seconded the motion. The motion carried.

### **Staff Updates**

Assistant Director Barta reported that she and Youth Consultant Sanders will attend the Association for Rural and Small Libraries conference. Youth Consultant Sanders will do a presentation about maker kits. Assistant Director Barta and other system consultants will offer a presentation that shows how library boards should conduct business.

Technology Consultant Mayer added that Kim Scaler will start as Assistant Technology Consultant on June 1<sup>st</sup>.

Dorothy Bramlage Library Director Moyer told that board she has been working with the Soldiers for Life program at Fort Riley to fill a recent vacant. The organization helps exiting soldiers find employment. They will send job descriptions to soldiers seeking employment.

Technology Trainer Clark said she demonstrated State Library digital state resources. People there brought their own devices. She will do the same presentation in Hanover soon.

Youth Consultant Sanders announced that she and her husband are moving to Cambridge, England and she is resigning in November.

Herington Representative Owens commented that she thought the Association of Rural and Small Library conferences were beneficial and she recommends it to people who are able to attend. Marysville Library Director Lyhane added that she enjoys the Kansas Library Association conferences.

Manhattan Public Library Board Representative Elliott said she enjoyed the book fair and thanked those who worked to organize it.

### **Unfinished Business**

There was no unfinished business.

## **New Business**

### Discussion of 2018 Budget

The proposed budget was presented by Director Knupp. The 2018 budget allows maintenance of current services and grant funding with an overall increase in the budget from 2017 of 2.67%. Libraries are exempt from the 1.4% state tax lid 1.4%.

Knupp pointed out the auditor's error that occurred in 2016 had to be paid for in 2017. That expense went over budget in 2017 to pay for the error. The 2018 budget shows a significant decrease in this expense because the 2017 expense was higher than usual. The 2018 amount is back to the normal level.

Adamchak asked what the maximum award was for the programming grant. Knupp replied that has not yet been determined.

Business Manager Lund and Director Knupp explained how they determine how expenses are applied to budget lines both during the creation of the budget and throughout the budget year.

Director Knupp invited the board to refer to the written narrative in the meeting packet for further information and explanations of specific items in the budget. She asked for an initial approval before full system board votes on the budget at their annual meeting which will be held in August.

President Cremer call for a motion to approve the 2018 budget. Owens Wilson so moved. Moyer seconded and the motion passed.

### Discussion of 2018 Goals

The 2018 System Service Plan and Goals were presented to the board. NKCLS services to system libraries are same as last year. Training and technology are considered to be essential support services. Each goals and service is outlined in the report. The plan will be presented to the full system board at the August meeting.

President Cremer call for a motion to approve the 2018 System Service Plan and Goals. Adamchack so moved. Davis seconded and the motion passed.

The meeting was adjourned at 11 a.m.

The next meeting will be August 3, 2017.

Respectfully submitted,

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Judith Cremer, President

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Teri Belin, Recording Secretary