

**North Central Kansas Libraries System
2018 Budget Hearing
2017 Full System Board and Annual Meeting
August 6, 2017**

President Judith Cremer called the 2018 Budget Hearing to order at 10:00 a.m.

Presentation of the 2018 System Budget

Director Linda Knupp presented the proposed 2018 System Budget. The 2018 budget was reviewed and approved by the Executive Committee at their May 25, 2017 meeting. The 2018 Plan of Service was also reviewed and approved by the State Library Advisory board at their June 2017 meeting. The budget certificate has been published in the newspaper of record in each of the eight taxing counties in the NCKLS region in advance of this hearing according to legal requirements. We anticipate receiving and spending \$1,141,400 and the published budget gives the system the authority to spend up to \$1,393,000. \$1,051,281 will come from ad valorem taxes and the impact on the mill levy is projected to be 1.515 mills, down 0.087 of a mill from 2017. The 2017 mill levy was 1.602. The decrease is due to an error in the audit in 2016 which we were able to resolve in 2017. We are now back on track. The increase does not exceed the consumer price index in the calendar year 2016, so publication of the vote to increase the budget will not be required. We expect to receive a small amount of additional revenue from contracting libraries. Fees for base services and the book van were increased and the total increase will be \$586. For the most part, revenues will decrease and decrease the impact on the tax rate.

A narrative of expense lines was included in the packet that explains each line item of the budget. Expenses are based on what was actually spent the previous fiscal year. A decrease in the salary line is largely due to the retirement of a long-term employee. Supplies for processing books were moved into the cataloging and processing budget line. This will enable us to track the true cost of processing a book. This decreased the rotating book van budget and the office supplies budget. Increases in the materials budget includes funding to maintain youth literacy kits, additional large print books, and more funding for the shared collection of downloadable eBooks and audiobooks on behalf of NCKLS libraries. There is an increase in the transfer of funds to the capital improvement fund in anticipation of the need for a new book van or other vehicle in the near future.

There was discussion about the financial support NCKLS gives the state library for downloadable electronic resources. Director Knupp said that the resources are available to all library patrons across the state.

Public Comment

President Cremer opened the floor to public comments. Hearing none, President Cremer adjourned the public budget hearing at 10:09 a.m.

System Board Meeting

President Cremer called the System Board Meeting to order at 10:10 a.m.

Roll Call

Secretary-Treasurer Mary White called the roll. A quorum was met.

Approval of minutes of the August 4, 2016 Meeting

President Cremer called for the approval of the August 4, 2016 system board meeting minutes. Noting corrections, Susan Davis made a motion to approve the minutes. Susan Adamchak seconded and the motion passed.

Collection of Ballots

Ballots were collected for the executive committee elections, approval of the 2018 system budget, and the 2018 system goals.

Director's report

A summary of the 2016 accomplishments and progress made thus far in 2017 was included in the meeting packet.

It is important to remember that 22 of the public libraries in the NCKLS region have populations of less than 1,000 people, and another 13 have populations of less than 5,000.

In small and large communities, libraries provide many services that are critical to their communities, but particularly in smaller communities, the public library is often the only place to find Internet access, the only place that offers programs and materials for children, the only public place for people to meet and engage with their neighbors, and of course, the only place to find information and something good to read.

The work of each and every librarian and board member is right in line with this year's summer reading theme—you work to build a better world in your community, providing a wider array of services than ever before.

It is the role of NCKLS to provide assistance to help each library meet the unique needs of each community. There is never enough money, never enough staff, never enough materials, never a big enough building and never a fast enough Internet connection. That's why regional library systems exist.

Our role is defined by state law—to provide library services through joint planning and financing to improve service that exist. Our mission is to maximize the use of all available resources with shared services.

There are just over 330 public libraries in Kansas. That number says a lot about the value local communities place on their libraries and library services.

Assistant Director Barta assembled the reports on the 2016 goals plan and 2017 goals – summarizing the activities supporting our goals. Progress was made in many areas, and there are always areas that we continue to work on.

Some of the highlights of 2016 and 2017 include:

The completion of the Kansas Library Trustees Handbook – a joint effort among Assistant Director Barta and the regional consultants across that state. It was completed and distributed in 2016.

The bimonthly newsletter for librarians and trustees continues to be an excellent source of information.

Technology Support

Richard Miller, the library's first, and for a while only, technology consultant for NCKLS retired after a long 26-year career. We are fortunate to have Duane Mayer now as the chief technology consultant with assistance from Kim Scaler.

We have seen an increase in the number of libraries that have technology plans which allows for more efficient planning and support.

NCKLS provides support for filtering public computers to keep small public libraries compliant with federal CIPA and KSCIPA laws.

NCKLS now hosts the web sites of 35 libraries, including maintenance of the server and training, moving them from a shared service with other regional library systems to a more secure server.

NCKLS pays for annual filing of e-rate applications. Over \$39,000 is the return on the investment the \$4,600 it costs to provide the service. It is an excellent example of maximizing resources to benefit the region.

Support to keep current technology running and support for the number of functions for library operations and public service is critical. An article in the October 16, 2016 *Wichita Eagle* titled "Lousy Internet – the Newest Threat to Rural Kansas" interviewed Nikki Plankington, a librarian in Allen (Lyon County) and highlighted that the library was only able to get a Wi-Fi hotspot three years ago (at the time of publication) with help from NCKLS and that it made the library a popular destination for Internet-starved townspeople. Nikki told the reporter that there were several people who sit outside the library to use the Internet after hours.

Continuing Education

Several CE events have seen excellent attendance over the past year, particularly youth service workshops – the ever popular summer reading workshop was attended by staff from 80% of libraries in the NCKLS region, and 95% of NCKLS libraries offered a summer reading program.

Attendance at the bimonthly directors' meetings continues to be good. We've scheduled time to review policies such as confidentiality of records and core values of library services, labor law basics, customer conduct and more. Librarians share what has been going on in their libraries and we get to visit other locations, most recently Peabody, after an extensive remodeling.

Grants

In the 2016 budget year, over \$203,000 was distributed in grants.

This includes extended service, technology and service improvements to libraries in taxing counties. Continuing education grants are available to all libraries.

Activities that the good idea grants have sparked are highlighted in the latest newsletter. The projects funded with this small grant are producing a real impact in many locations. Access to books at the popup library in Riley in the park this summer, a little free library for Marysville, a free book at Leonardville, summer reading prizes in Hillsboro, informative and entertaining programs at Solomon and Marion were funded. Elm Creek Township's program using upcycled odds and ends from a thrift store to create wildlife habitat must have been exceptionally fun for adults, promoting creativity and recycling. A very unique idea.

The impact of these special things takes root in children, providing a wonderful summer for learning, engaging lifelong readers and engaging young people in their communities.

Resource Sharing

The heart of maximizing access to resources and materials to be shared lies with assistance and support for NORCAT, the regional online catalog, as well as support for group discounts, support for acquiring materials, support for the processing and cataloging materials, and support for interlibrary loan with courier or postage grants.

NCKLS contributes funding for a shared collections of e-books. There is also the wildly popular rotating book collection that provides a fresh stock of up to 350 books to each library 6 times a year. Shared collections also include large print books for care homes in the region and kits for story times. Maker activities and other programming for children and teens are available.

Currently, we will be looking for a new Youth Services Consultant as Melendra Sanders will be moving.

A property tax lid on city and county budgets impacting 2018 budgets was passed and the inclusion or impact on library budgets is still unclear. We will know more before 2018 budgeting.

Other items of interest for librarians and boards to note include a legislative change that moved the authority of the governor to make appointments to represent each taxing county in the system to each individual county commission. HB 2012 changed a law that limited the meeting dates and times for commissions and at the end of the session, the appointment authority was added. For several years the governor's office wanted to change this responsibility.

The governor's office contacted us about our current appointees and the office indicated that they would send a notification. Another system administrator has been in touch with the Kansas Association of Counties; however, we have not received additional guidance from the governor's office to date. The change has not been mentioned in any of the post-legislative session publications or reviews from the state, or the KAC. NCKLS is working with other system administrators to determine the best approach to this new process.

If you live in one of the eight taxing counties and know someone who would be a good candidate for the system board, who meets the requirement of living outside the city or town that levies ad library tax for that city or town, please contact Director Knupp. The approach will be for us to submit names to each commission for appointment, much like a municipal board. The change will require an update of the NCKLS bylaws. Let NCKLS staff know if you are willing to serve on a committee to review the current bylaws.

Director Knupp encouraged librarians to complete the survey that will be out soon. The survey will help NCKLS staff plan for future services.

Presentation and Adoption of the 2018 System Plan and Goals

Each system adapts services to meet the needs of regional libraries and to work with each other and member libraries to improve library service throughout the state and encourage resource sharing of materials, knowledge, skills, and services.

The annual plan for 2018 is included in your packet. It provides a description of the service area, as well as our goals, a description of the service that supports the goals and examples of program activities that support the goals.

There are no notable changes in the service plan for 2018. We continue to focus on the 6 primary service areas.

1. Communication and consulting on a variety of aspects of library operations.
Continue to provide information and assistance on a variety of topics about running a library and providing library services.
2. Support children's services to develop young readers, maintaining contact with school libraries in the region and providing circulating kits and books, and assistance to develop programs and activities for children of different ages in public libraries.
3. Continuing education to support development of library staff and trustees
Support the development of librarians and trustees with NCKLS training at annual events, cooperative training opportunities across the state, one-on-one assistance, and grants and travel reimbursement.
4. Technology support to keep libraries and patrons connected to the online world of information and services. With the exception of the book van, most of the in-person visits to member libraries are technology-related. NCKLS will maintain staffing and current commitments to meeting ever-changing needs.
5. Resource sharing to extend and enhance efficient access to collections and resources in various formats across the region and the state. NCKLS will continue to support the variety of methods to encourage resource sharing, making materials and information available across the state.
6. Provide funding assistance to support the development and operations of member libraries through existing grant programs.

We will continue to work to ensure that each librarian and trustee has access to information about the services that NCKLS offers, to support your work and your community.

An infographic was shared with the board. An electronic copy is on the website that can be customized for other NCKLS libraries. Facts come from 2016 public library statistics that the state compiles every year. The creator of the infographic, Vivienne Uccello, was commended by board members for her great sales tool for individual libraries.

Approval of 2018 System Plan

President Cremer called for the approval of the 2018 plan and goals. Owens Wilson moved to approve the plan. Carolyn Elliott seconded. The motion carried.

Adoption of Resolution to Increase the 2018 Budget

President Cremer asked Mary White to read the resolution to increase the 2017 budget by NCKLS as required by law KSA79-2925b.

President Cremer asked for a motion to approve the resolution. Adamchak so moved. Owens Wilson seconded. The adoption of the resolution to increase the 2017 budget was approved.

Formal Adoption of the 2018 Budget

President Cremer asked for a formal adoption of the 2018 NCKLS budget. Lyhane so moved. Elliott seconded. The motion carried by a vote of 32 yes and 0 no.

Assistant Director Barta recognized several librarians who graduated from the state-wide APPLE program for new directors. The current program participants were introduced. Director Knupp introduced NCKLS staff.

Executive Committee Vote

Assistant Director Barta reported that the results of the vote were that Judith Cremer, Marion Switzer, Carolyn Elliott were elected to the executive committee for the next year.

Adjournment

President Cremer called for other comments or questions; hearing none, the meeting adjourned at 10:50 a.m.

Respectfully submitted,

Judith Cremer, President

Teri Belin, Recording Secretary