

North Central Kansas Libraries System

2019 Budget Expense Categories

PERSONNEL

Salaries

Salaries for NCKLS staff, full-time and part-time positions. Manhattan Public Library and North Central Kansas Libraries System (NCKLS) follow the same policy and procedures, including classification and compensation scales. Classification and compensation maintain parity regionally for cost of living adjustments and merit increases scale.

Employee Benefits

EBF includes Social Security and Medicare, Kansas Public Employee Retirement System (KPERS) workers' compensation, unemployment compensation and health insurance. Carry over in this account in 2019 will reduce the impact on the tax levy.

SERVICES

Cataloging and processing

Regional catalog support including CILL (software connections) Syndetics software to enhance the catalog, OCLC subscription. Includes supplies ordered for member libraries, processing supplies rotating book service supplies and Mighty Net for card production.

Member Travel Reimbursement

Mileage paid to member libraries and board members for travel to events and meetings. Based on IRS mileage rates. The 2018 business rate is 54.5 cents per mile, up from 53.5 cents in 2017.

Miscellaneous Shared

Expenses paid by the system on behalf of member libraries for shared services, including movie licensing, Baker & Taylor platform fees, and the Niche Academy.

Rotating Book Van

Book van – costs for operation including insurance, maintenance, repairs and gasoline.

Technology Support

Filtering software and maintenance, Deep Freeze licensing, e-rate filing, licensing for software to support remote troubleshooting. server hosting and support for NCKLS library websites, Some licensing is purchased bi-annually.

Workshops/Meetings

Activities hosted by NCKLS – includes workshops, speakers, board meeting and directors' meetings.

Consulting Travel

Cost of transportation for NCKLS staff, including maintenance and mileage of three vehicles used by staff for travel to member libraries for consulting and to meetings. Includes vehicle insurance, maintenance, tags, repairs and gasoline. Mileage reimbursement to staff for use of personal vehicles for business travel.

Telecommunications

Includes mobile phones for traveling staff and toll free 800 number.

GRANTS**Service Improvement**

The Service Improvement grant was added in 2014 to provide funds to assist with service improvements. Public libraries in taxing counties are eligible to apply for this grant for building improvement projects, remodeling or projects that focus on the library as a community center. Legally established public libraries in taxing counties may apply for a matching grant, up to \$1,000.

Continuing Education Grant

Support for conferences, workshops and other library or library-related training opportunities. Available to all libraries in the region.

ILL Postage / Courier Grant

Grants to subsidize the cost of courier participation or postage for libraries not able to participate in the courier service in order to encourage interlibrary loan and resource sharing.

Extended Service Grant

Annual grant to legally established libraries in taxing counties, based on NCKLS classifications of those libraries. Extended service grants are held in an account for each library and are usually spent on materials ordered through NCKLS. Libraries may request direct distribution of funds.

Technology Grant

Grants for automation, equipment and technology-related projects. Legally established public libraries in taxing counties may apply for a matching grant, up to \$1,000.

Programming Grant

Developed from the Good Idea grant in 2017. Legally established public libraries in taxing counties may apply for grants for program supplies or expenses.

MATERIALS**Youth literacy kits**

New kits and replacement parts developed to support children's programs for all ages.

Large Print Books

Books for retirement and nursing homes in the NCKLS region. Distributed through local libraries

Rotating Book Collection

Print collection distributed through the rotating book van.

Downloadables/Shared Contributions

NCKLS contributions to system-wide or state-wide collections for digital materials on behalf of NCKLS members. Increase to allow for additional resources and marketing strategy.

OPERATIONS**Audit and Legal**

Preparation of official budget statements for submission to Riley County Clerk. Annual audit. Budget publication in 8 counties.

Furniture

Furniture and fixtures.

Insurance

Content insurance for NCKLS equipment and furnishings.

Membership Fees

Institutional membership to professional organizations or library-related organizations. Includes Kansas Library Association and Friends of Kansas Libraries institutional memberships.

Office supplies

General office supplies for NCKLS use. Advertising for job ads.

Postage and shipping

Cost of mailing and shipping. Includes the service contract on the mail/postage machine and NCKLS' portion of the courier service.

Staff Development

Training, classes, educational travel, conferences, and associated expenses for NCKLS staff.

Technology equipment & maintenance

Staff computers, equipment, software, peripherals.

Space Allocation

Annual expense or income based on agreement with Manhattan Public Library based on the balance between shared costs and expense.

Transfer to Capital Improvement

Includes \$30,000 toward future replacement of the book van and/or vehicle