

North Central Kansas Libraries System

2021 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. No salary increases are anticipated in 2021 due to widespread economic hardship and the regional response to the situation at hand.

Employee Benefits

EBF includes Social Security and Medicare, Kansas Public Employee Retirement System (KPERs), workers' compensation, unemployment compensation and health insurance.

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 and rotating book service supplies.

Member Travel Reimbursement

Mileage paid to member libraries and board members for travel to events and meetings. The IRS 2020 business rate is .575 cents per mile, down .5 cents in from 2019. In 2021, anticipate reduced travel and increased electronic communications.

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 (Screen Connect). 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. The 2020 budget allowed for 2 unique conference opportunities that are not anticipated in 2021.

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 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 a toll free 800 number.

GRANTS**Service Improvement**

Public libraries in taxing counties are eligible to apply for service improvement grants for facility related projects that enhance the library's role and safety 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 to encourage interlibrary loan and resource sharing.

Extended Service Grant

Annual grant to legally established public 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 books or other materials ordered through NCKLS. Libraries may request direct distribution of funds to spend on books or other circulating materials. Each eligible library receives a base amount according to the service level of the library. In 2021, an additional amount will be available based on the population of the service area as reported in the previous years certified population, as well as the service level of the library.

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

Legally established public libraries in taxing counties may apply for grants for program supplies or expenses up to \$100 per library.

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.

Downloadable Materials/Shared Contributions

NCKLS contributions to system-wide or state-wide collections for digital materials on behalf of NCKLS members. NCKLS's contribution will increase in 2021. It is most efficient to provide a shared resource on behalf of many small libraries.

OPERATIONS**Audit and Legal**

Preparation of official budget statements for submission to the 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's 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.

Marketing/Communications

This is a new line for 2021 to develop and improve communication between NCKLS and librarians including development of a marketing plan, print and electronic tools to gather feedback and communication.

Space Allocation

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

Transfer to Capital Improvement

None recommended for 2021.