

**North Central Kansas Libraries System  
2020 Budget Hearing  
2019 Full System Board and Annual Meeting  
August 1, 2019**

Call to Order

The NCKLS Executive Committee Board member Janice Lyhane called the 2020 Budget Hearing to order at 10:00 a.m.

Presentation of the 2020 System Budget

Director Linda Knupp presented the proposed 2020 System Budget. The 2020 budget was reviewed and approved by the executive committee, and it was approved by the State Library Advisory Board. The 2020 Plan of Service was approved by the executive committee. It has been published in the newspapers of record in each of the eight taxing counties in the NCKLS region in advance of this hearing, according to legal requirements.

Revenue of \$1,121,434 is anticipated from ad valorem taxes. Other sources of revenue include income from contracting libraries, state-aid, pass-through accounts and estimated carryover from 2019.

The 2020 budget gives NCKLS the authority to spend up to \$1,584,062 from all sources of revenue.

The impact on the mill levy is projected to be 1.431 mills, down from this year's mill of 1.451 (.010 of a mill). Increases in the assessed valuation of taxing counties lowers the impact on the mill levy and maintains a budget that will serve the needs of NCKLS libraries.

The budget increase does not exceed the consumer price index (of 2.50%) in the calendar year 2018, so publication of the vote to increase the budget and a resolution are not required for this budget.

A narrative of expense lines was included in the meeting packet that explains each line item of the budget. Expenses are budgeted based on actual expenditures of 2018, and the actual expenditures mid-way in 2019. Anticipated expenses in 2020 allow for:

- An increase in the salaries for 1.6% cost of living increase and 2% merit.
- An increase in the employee benefits line. This includes the cost of KPERs, unemployment insurance, workers' compensation and health insurance. We do expect some increase in health insurance but do not know exactly what that amount will be before November.
- An increase in the ILL courier grant to help cover an increased cost of the courier service, as well as the cost of postage for libraries that lend materials.
- \$25,000 is budgeted for transfer to the CIP as we may be looking at a vehicle purchase with three aging staff cars that are in use a substantial amount of the work week in travel to NCKLS libraries.
- The most substantial increases planned for 2020 are in related expense lines for workshops & meetings, continuing education, and staff development. All are related to the number of

outstanding CE opportunities in 2020 beginning with the state-wide Research in Public Libraries Conference here in Manhattan on April 7<sup>th</sup> and 8<sup>th</sup> and the Association of Rural and Small Libraries National Conference in Wichita, September 30<sup>th</sup> to October 3<sup>rd</sup>.

Director Knupp reminded those present to take advantage of NCKLS grants offered for continuing education opportunities. She asked librarians to make board members aware of online board member training.

#### Board Comments

Director Knupp was asked if the increase in the grants budget is due to an increase in the number of grants or an increase in the dollar amount of existing grants. Knupp replied the increase is in the dollar amount of existing grants.

#### Public Comment and Adjournment of Budget Hearing

Executive committee member Janice Lyhane opened the floor to public comments. Hearing none, she moved to adjourn the public budget hearing. A motion was made, seconded and passed to adjourn the meeting. Executive committee member Janice Lyhane adjourned at 10:08 a.m.

#### System Board Meeting

Executive committee member Janice Lyhane called the NCKLS 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 2, 2018 Meeting

Executive committee member Janice Lyhane called for the approval of the August 2, 2018 system board meeting minutes. A motion was made, seconded and passed to approve the August 2, 2018 minutes.

#### Presentation and Adoption of the 2020 System Plan and Goals

Director Knupp presented the annual system plan that was included in the meeting packet. She noted that Haddam is no longer a system library. There are slight changes in population; however, there are no changes in the system description.

NCKLS's program of services and annual goals are consistent with the purpose of regional library systems and are defined by six service areas.

1. Consulting services
2. Youth services and program support
3. Continuing education and training for library staff and trustees
4. Technology support
5. Resource sharing
6. Grants and financial support to public libraries in taxing counties

Goals to support services are:

- GOAL 1: All libraries in the NCKLS region will have access to the information and resources they need to manage library operations with consulting services, and timely, accurate, up-to-date communication.
- GOAL 2: NCKLS will provide librarians with the tools and assistance to create young readers from birth through teen years.
- GOAL 3: Librarians and trustees in the NCKLS region will receive educational support and training to meet their needs and interests and to help them be successful in their jobs.
- GOAL 4: All NCKLS libraries will receive support and assistance with technology to provide access to online resources and services that meet the needs of residents in each community.
- GOAL 5: NCKLS will provide services to extend resource sharing and provide efficiencies through technical services, processing support and shared collections.
- GOAL 6: NCKLS libraries in taxing counties will benefit from financial grants to support basic services and encourage innovation.

Director Knupp introduced the NCKLS staff to members present.

1. Assistant Director, Carol Barta
2. Collections Services Manager, Marcia Allen
3. Acquisitions Assistant , Kandy Briggs (not present)
4. Human Resources Manager, Teri Belin
5. Business Manager, Jenn Lund
6. Acquisitions Assistant, Kirk Hargett
7. Rotating Books Coordinator, Denise Coon
8. Administrative Assistant, Krystal Cooper
9. Custodian, Charlotte Smith (not present)
10. Interlibrary Loan Coordinator, Ida Smith (not present)
11. Cataloger, Marlene Moormann (not present)
12. Technology Trainer, LaDonna Clark
13. Technology Consultant, Duane Mayer
14. Assistant Technology Consultant, Kim Scaler
15. Youth Consultant, Sandy Wilkerson

#### Collection of Ballots

Ballots were collected for a vote for executive committee members, approval of the 2020 system budget, and the 2020 System Goals.

#### Director's Report

Member participation in the annual meeting is critical. It is the one time of year when representatives from libraries come together to review the plan and the budget for the following year. Every North Central Kansas library is unique, and the best public, school and academic libraries serve unique local needs whether the needs are books, a children's storytime, Wi-Fi access, study areas or access to digital resources.

According to the Kansas Public Library Statistics for 2018, there are over 117,000 registered borrowers at public libraries in the NCKLS region. In this region alone, people borrowed over 1.6 million items, and total attendance at children's programs at 39 of the public libraries in the region was over 102,000 children.

This doesn't even encompass the use at school and academic libraries.

There is a summary of a few of the activities from 2018 and 2019 in the meeting packet.

NCKLS provided a number of CE events, including regularly scheduled activities such as the spring book fair, summer reading workshop and the fall Necessary Knowledge. In addition to online trustee training and on-site training, a number of training tutorials for staff and patrons are available from the NCKLS website with the Niche Academy.

Continuing education grants that total \$5,200 were awarded for conference attendance and training to fit libraries needs. NCKLS librarians and trustees received over \$16,000 for mileage reimbursement to attend meetings and events.

Technology support staff completed over 160 installations of hardware/and/or software at 35 libraries, made 235 visits to NCKLS libraries in addition to over 1,500 online/remote assistance contacts, and provided critical support for filtering, wireless access, security maintenance, and support for individual library websites.

Over 10,000 books and other items were purchased by individual libraries through NCKLS. Thanks to robust statewide efforts and NCKLS support to encourage ILL, a library patron can obtain just about any book they need even if their local library doesn't own it.

NCKLS provides support for selection, purchasing, processing and cataloging of items to help communities keep collections interesting and relevant. Staff assisted three libraries in weeding projects this year to improve collections and useable space. We know, from experience, that when you weed circulation goes up!

The rotating book van delivered over 82,000 books to participating libraries, visiting each one six times over the year. Over 1,800 large print books rotated among 16 long-term care facilities. You may have already seen the fabulous new book van with the colorful graphics and improved features. Ask Denise to show it to you later today, if you have time or the next time she is in your town.

During 2018, over \$194,000 was distributed among individual libraries for materials, tech support, service improvements, ILL, CE, technology, and program funding.

A subcommittee of the executive committee reviewed the current grant allocation and recommended decreasing the matching grant requirements for technology grants and service improvement grants from 25% of the total grant to 10% beginning in 2020. The programming grant was doubled from \$50 to \$100 for summer reading activities.

The annual state statistics for public library use in the NCKLS region show that libraries are well used, and Kansas residents receive a tremendous benefit from each local library.

Director Knupp thanked library representative for allowing NCKLS to be their partner. She invited those present to contact her to share their thoughts and ideas about what NCKLS can do to support their efforts.

Approval of 2020 System Plan and Goals, 2020 Budget, and 2020 Executive Committee

Assistant Director Barta reported that approval of the 2020 System Plan, budget, and executive committee members passed the plan through the ballot vote.

Executive committee members for 2020 are Judith Cremer, President; Susan Moyer, Vice President; Mary White, Treasurer; and members Susan Davis, Carolyn Elliott, Janice Lyhane, Wendy Moulton, Robin Ottoson, Alisha Paddock, Shannon Reid-Wheat, Sharon Pierce, and Nikki Plankinton.

Adoption of Resolution to Increase the Budget

Director Knupp asked Mary White to read the resolution to increase the 2019 budget by NCKLS as required by KSA79-2925b. Lyhane made a motion to approve the budget, Carolyn Elliott seconded and the motion passed.

**Adjournment**

Executive committee member Janice Lyhane called for other comments or questions. Hearing none, Carolyn Elliott made a motion to adjourn. Alisha Paddock seconded, and the meeting adjourned at 10:40 a.m.

Respectfully submitted,

---

Janice Lyhane,  
Executive Committee Board member

---

Teri Belin, Recording Secretary