

**North Central Kansas Libraries System
Annual Board and Budget Meeting
Public Hearing 2008 Budget
August 2, 2007**

President Jack Havenhill called the August meeting of the Executive Committee of the North Central Kansas Libraries System to order at 9:35 a.m. in the Manhattan Public Library auditorium. Members present: Jack Havenhill, Mary White, Susan Davis, Lee Ruggles, Jim McBeath, Rosalie Olmsted, Gail Daugherty, Deb Duckwall, Susan Moyer, Kim Clark, and Anita Boese. NCKL staff present: Fred Atchison, Director; Carol Barta, Assistant Director; Richard Miller, Technology Consultant; Marcia Allen, Collection Development and Processing Manager; LaDonna Clark, Technology Trainer; and Ann Pearce, TBS Department Manager.

Proxies sent: Kim Wild, Christina Cunningham

Jim McBeath made a motion to approve the minutes of the May 30, 2007 meeting. Susan Davis seconded the motion, approved as written.

Fred presented the financial statements for June 2007 and July 2007.

**Period Ending 06-30-2007
Summary of Expenses**

General Account	44,916.37
Employee Benefit Account	8,287.89
NCKL State Aid Account	7,887.98
Talking Books Grant	8,216.95
Member Library (Local Funds Accounts)	3,934.48

**Period Ending 07-31-2007
Summary of Expenses**

General Account	56,799.16
Employee Benefit Account	12,875.36
NCKL State Aid Account	21,098.54
Talking Books Grant	5,302.22
Member Library (Local Funds Accounts)	883.68

Rosalie Olmsted made a motion to approve the financial statements. It was seconded by Lee Ruggles and approved.

New Business

The Executive Board has received a letter of resignation from Executive Committee member, Mary Bongers. Jim McBeath made a motion to accept the letter of resignation. It was seconded by Mary White and approved.

President Havenhill appointed Jamie Kelley to fill the unexpired term of Mary Bongers. President Havenhill appointed Deb Duckwall to fill the vacancy of the Vice President until the next election.

Fred presented the 2008 service contracts from the following libraries: Dorothy Bramlage Public, Elmendaro Township (Hartford), Emporia Public and Lyon County, North Lyon County District #1, Pottawatomie-Wabaunsee Regional, and Wamego Public. Fred also presented the library automation grant contracts from the following libraries: Clay Center Public, Frankfort Public, and Summerfield Public.

Jim McBeath made a motion to approve the 2008 service contracts, and automation grant contracts. It was seconded by Mary White. Jack Havenhill abstained. Motion approved.

Staff Reports

Ann Pearce, Talking Books Services

Carol and Ann attended the Talking Book Summit concerning the marketing of the Talking Book program statewide. The state legislature approved a \$76,500 request for an ad campaign. The State Library is responsible for this project. The summit was used as a brainstorming session. The group identified target audiences, discussed different ways to reach the target audiences, and briefly discussed different ideas for outreach.

LaDonna Clark, Technology Trainer

If anyone has any ideas for future training sessions, please contact LaDonna.

Richard Miller, Technology Consultant

Several libraries have acquired new equipment through the NCKL technology grants. Richard has been working on helping set up this equipment. Work is continuing on the Bill & Melinda Gates Foundation U.S. Libraries Initiative.

Marcia Allen, Collection Development/Processing

Melissa Lienemann is the new Interlibrary Loan Clerk for Technical Services.

Carol Barta, Assistant Director

NCKL has had an extremely busy year. The carpet on the third floor has been replaced. Each year a blanket mailing is sent to three counties for Mail-a-Book. The program has seen a 1/3 increase to over 900 patrons since the start of the mailings. Mail-a-Book sends out two catalogs each year. Upcoming workshops:

Wednesday, August 29
Storytime Basics and Puppetry

Friday, September 21
Book mending

Wednesday and Thursday, October 24 and 25
Rollie Welch

Friday, November 9
Patron initiated interlibrary loan

A working committee to revise the system plan and bylaws for 2009 has been established. President Havenhill appointed Deb Duckwall to serve as chair of the committee. Heather Dreith and Susan Davis volunteered to serve on the committee.

Susan Davis made a motion to adjourn the meeting. Gail Daugherty seconded the motion. The Executive Board Meeting was adjourned 9:56 a.m. The next meeting will be September 27, 2007, 10:00 a.m., at the Manhattan Public Library auditorium.

2007 Annual System Board Meeting

At 10:01 a.m. President Jack Havenhill convened the 2007 NCKL Annual Board Meeting.

Presentation of the 2008 System Budget

Fred Atchison presented the 2008 System Budget.

At 10:02 a.m. President Jack Havenhill opened the Public Hearing on the 2008 North Central Kansas Libraries System budget. Notice of the hearing was published in the official county newspaper for each of the eight taxing counties. Affidavits of the publication were available at the meeting. Hearing no opposition to the budget, President Jack Havenhill closed the public hearing at 10:04 a.m.

Roll Call

Secretary-Treasurer Mary White called the roll. Twenty members were present and twenty-one proxies were received, which constituted a quorum.

Collection of Ballots

Carol Barta and Ann Pearce collected the ballots for the Executive Committee elections. One addition to the ballot: Janet Keller will be the Washington County representative.

Approval of Minutes

President Jack Havenhill called for the approval of the August 3, 2006 annual meeting minutes. Jim McBeath made a motion to approve the minutes as written. Kim Clark seconded the motion. Motion approved.

Director's Report

This is a short summary of achievements in 2006 – 2007:

- Implementation of the State Library automation grant in five libraries including Pott-Waub Regional Library System
- Assisted member libraries in writing technology plans
- Increased training opportunities in local libraries
- Supported the roll out of Overdrive and Tutor.com
- Assisted with the establishment of Visually Impaired Persons Support Groups in Abilene and Junction City
- Completed migration of the subregional talking books library to the KLAS automation system
- Updated the NCKL website by adding the ability to register online
- Partnered with MPL and Dorothy Bramlage Public Library in the purchase of high definition video conferencing systems funding by the State Library and Kan-Ed grants
- Conducted an extensive review in our acquisitions and technical services department
- Conducted 39 technology training workshops
- Carol conducted trustee training sessions in twelve communities

Attention will be focused in 2008 on the following:

- Implement recommendations from the cataloguing review
- Review the new service category designations
- Continue to encourage automation development in member libraries
- Encourage the use of the certification for library administrators
- Encourage the use of the training program for trustees

Presentation of the 2008 System Budget

The proposed 2008 budget increase is \$32,715 over the 2007 budget, which is a 3.56% increase. Seven critical elements will illustrate the need for the proposed increase.

- Salaries – The salary line item includes a 3% cost-of-living adjustment and a 0-3% merit component, the same as 2007. The Technology Trainer position includes five new salary hours. This position will go from 20 to 25 hours per week.
- The travel and staff development budget line shows inflationary increases due to higher fuel costs.
- Contractual printing has decreased due to the increase of in-house production.
- Eliminated the forms line item in the budget due to obsolescence.

- The postage & freight budget line item reflects a significant increase due to a mailing machine replacement cost. This cost will be shared with MPL and the system cost will be approximately \$2,000.
- The technology grant fund, which was started in 2007, will continue.
- The total budget for 2008 is \$950,420. Due to the increase in growth in valuation in Riley and Dickinson counties, the estimated impact on the mill rate will be 1.228. This is a reduction of .42 mills.

Resolution to Increase 2008 Budget

Jack Havenhill read the proposed resolution to increase the 2008 budget by \$32,715:

Resolution on Increase in the Year 2008 budget and related property tax revenue, as required by Senate Bill 45, 1999 Kansas Legislature: Resolved by the Board of Directors of the North Central Kansas Libraries System, having determined that the tax revenues and budget for operations in 2007 will not meet the requirement for operations in the next year, an increased Year 2008 budget and related property tax requirement will be adopted.

Susan Moyer made a motion to adopt the resolution to increase the 2008 budget as stated. Deb Duckwall seconded the motion. Motion approved.

Jim McBeath made a motion to approve the NCKL 2008 System Budget in the amount of \$950,420. Deb Duckwall seconded the motion. Motion approved.

Presentation of the 2008 System Plan

Carol Barta presented the 2008 System Plan.

- Riley has changed from an outlet to a legal public library.
- Manhattan Public Library will now be the System Center.
- The Automation Consulting title is changed to Technology Consulting.
- Rotating Books has been weeded heavily, which is reflected in the total number of 83,000 in the collection.
- Deleted “or by mail, fax or e-mail” in respect to book ordering.
- Neighborhood library grant amount is \$800.
- NCKL “offers” a Technology Grant Fund to reflect the continuing nature of the grant.
- The title of Department Head changed to Department Manager for Talking Books.
- Eliminated “purchased by the System” in regards to large type print materials for Talking Books.
- Changed the automation system used for Talking Books from READS to KLAS to reflect that migration to the new system.
- Technology Trainer position changes from .5 to .635 FTE.
- The term, “Specialist” is added to Information Systems.

- Changed local libraries to member libraries and deleted “and accordingly member libraries.”
- Reflects the change in the title of the *Standards for Kansas Public Libraries, 2006 Revision*.
- Add the following: Beginning with the 2008 System Plan, NCKL will undertake a two year process to align NCKL categories for member libraries with the categories in the Standards for Kansas Public Libraries 2006 Revision. A Committee of representatives from member libraries will review the current categories, provision of services and distribution of grants and make recommendations to bring NCKL practice in line with the Standards.

System Resource Center	Major Resource Center I
	Major Resource Center II
Core Libraries	Major Service Center I
Community Libraries	Service Center
	Linking Libraries
Neighborhood Libraries	Gateway Libraries
	System Outlets

- Personnel Changes
 1. Technology Trainer hours change from .5 to .625 FTE
 2. Change Head to Manager for TBS
 3. Cherie Olsen replaced Dennis Southwick
 4. Katie Letourneau’s married name is Katie Sigman
 5. Melissa Lienemann replaced Royce Kitts
 6. Rose Gerdes is retiring and a replacement will not be named at this time
 7. Total FTE hours change from 12.315 to 12.44

There is substantial concern to the proposed changes as outlined in Section II Page 15, 16, and 17. President Havenhill asked for a motion to adopt the 2008 System Plan excluding the proposed changes as outlined in Section II Page 15, 16, and 17. The working committee will then have the charge to work through the proposed changes.

Deb Duckwall made a motion to approve the 2008 System Plan exclusive of the proposed changes as outlined in Section II Page 15, 16, and 17. Susan Davis seconded the motion. Motion approved.

President Havenhill asked for a motion to refer the proposed changes as outlined in Section II Page 15, 16, and 17 to a working committee. Jim McBeath made a motion to refer the proposed changes as outlined in Section II Page 15, 16, and 17 to a working committee. Mary White seconded the motion. Motion approved.

Midge Jones and Sue Blechl reported on the 25th anniversary of FoKL or Friends of Kansas Libraries. The FoKL mission statement: “To encourage and support new and

existing local Friends groups, to facilitate the exchange of useful information among organizations of Friends, and to advocate for excellent library services.” FoKL has approximately 200 members. Last year the organization took in \$4,000 in memberships and gave back in the form of grants and awards, \$3,100.

Daryl Youngman, Hale Library, announced since January K-State has been working with Fort Riley Educational Services on a grant project that is funded by the K-State Center for Engagement in Community Development. The purpose of the grant is to explore how the incoming troops and their families are utilizing area libraries. The grant is in the data gathering phase. This may be an opportunity for those communities that are being affected by the increase at Fort Riley to collaborate.

Election Results for the Executive Committee

Carol reported 26 ballots were cast and the slate was approved as written:

Jamie Kelley
Gail Daugherty
Janet Keller

Adjournment

The motion to adjourn the meeting was made by Jim McBeath and seconded by Deb Duckwall. Motion carried. President Jack Havenhill adjourned the meeting at 11:00 a.m.

Respectfully submitted,

Jack Havenhill, President

Ann Pearce, Recording Secretary