

Southwest Kansas Library System

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The Executive Board of the Southwest Kansas Library System met for their regular meeting on Friday, December 11, 2009, at 10:00 a.m. The meeting was held in the Lower Level Meeting Room at the Dodge City Public Library, Dodge City, Kansas.

Those attending were:

Leesa Shafer, Chair	Ford County Representative
Cara Vanderree	Clark County Representative
Ellen Selzer	Comanche County Representative
Virginia Gleason	Edwards County Representative
Joan Weaver	Edwards County Governor's Appointee
Holly Mathes	Grant County Representative
Candis M. Hemel	Gray County Representative
Lori Lynn Zerr	Greeley County Representative
Karen S. Salmans	Hodgeman County Representative
Richard Brookman Jr.	Kearny County Representative
Ruby Martin	Lane County Representative
Cindy Hittle	Morton County Representative
Jean Schlegel	Ness County Representative
Jill Pannkuk	Seward County Representative
Sue Farmer	Seward County Governor's Appointee
Denise Smith	Stanton County Representative
Lennet Froelich	Dudley Township Library
Mary Ehret Holler	Protection Township Library
Cathy Reeves	Dodge City Public Library
Tammy Dickey	Kearny County Library
Ronda Garza	Kismet Public Library
Emily Sitz	SWKLS
Charlene McGuire	SWKLS
Sara McFarland	SWKLS
Carolyn Guernsey	SWKLS

The meeting was called to order by Board Chair Leesa Shafer.

Leesa asked that two items be added to the agenda, Audit Contract and Resolution for G.A.A.P. Waiver. Denise Smith made a motion to approve the agenda with these two additions. Candi Hemel seconded. Motion carried.

Introductions were made and the roll call sheet was passed around to sign.

The minutes from the October 9, 2009, meeting were presented for approval. Jean Schlegel made a motion to approve the minutes as written. Karen Salmans seconded. Motion carried.

Emily stated she would review the Budget Summary later in the meeting along with year-end budget projections. Carolyn reviewed the Account Balances and Income Summary for the month ending November 30, 2009.

Carolyn reviewed the bills for the month of November:

General Fund check #29866 through #29934

Grants and Aids check #6032 through #6039

with bills to be added before the end of the month from AT&T, Best Water of Southwest Kansas, Blue Cross/Blue Shield of Kansas, Cox Communications, Dillons, Verizon, Wal Mart and December 22 payroll expenses. She asked that General Funds check #29836 to Northeast Kansas Library System be considered separately later in the meeting. Joan Weaver made a motion to approve the rest of the bills. Richard Brookman seconded. Motion carried.

Carolyn presented for approval a contract with Stephen Gechter to audit the 2009 books with charges not to exceed \$3,350 plus expenses. Holly Mathes made a motion to approve the audit contract. Ellen Selzer seconded. Motion carried.

Carolyn presented a Resolution for Waiver of Generally Accepted Accounting Principles (G.A.A.P.). This is a part of our audit process stating our financial statements and reports are prepared in compliance with Kansas' cash basis laws, making G.A.A.P. not relevant. Denise Smith made a motion to approve the Resolution for Waiver. Candi Hemel seconded. Motion carried.

Leesa reviewed the Contracts for Approval. Cara Vanderree made a motion to approve the listed Contracts for Service. Lori Zerr seconded. Motion carried.

Charlene presented the SWKLS Technology Plan for July 1, 2010 through June 30, 2013. This document is a requirement for participation in the E-Rate program. Ruby Martin made a motion to approve the Technology Plan. Jean Schlegel seconded. Motion carried.

Emily explained that Scott County Library, as a recipient of funds from the state-wide LSTA Automation Grant, is required to participate in state-wide resource sharing. The library is now on Verso and is beginning to participate in Interlibrary Loan. She requested the System pay for Scott County Library to join the courier system for the first half of 2010, the remainder of the current courier year. Karen Salmans made a motion the System pay for Scott County Library's participation in the courier system beginning in January. Sue Farmer seconded. Motion carried.

Emily reviewed the Budget Summary, providing year-end projections for line item expenses. We anticipate approximately \$77,500 will remain unspent at the end of the year.

Cathy Reeves, chair of the Budget Committee, presented the 2009 End-of-Year Budget Recommendations. Holly Mathes made a motion to carry forward remaining Employee Benefits Levy funds, approximately \$10,640; remaining General Funds of approximately \$57,306; and the \$17,800 built into the 2010 budget. Denise Smith seconded. Motion carried.

Emily reviewed proposed changes to the 2010 Budget Line Items. The changes primarily reflect the addition of the \$3,172 BPH contract approved at Fall Assembly. Denise Smith made a motion to approve the realignment of 2010 budget line items. Candi Hemel seconded. Motion carried.

Leesa revisited General Fund check #29836. Emily explained this is for six months' Kan-Guard service from NEKLS. The issue had been tabled at the September meeting until we had information about whether we could participate for only half a year. Joan Weaver made a motion to approve paying the bill. Cara Vanderree seconded. Motion carried.

Carolyn asked for approval to pay the state-wide Summer Reading LSTA Grant expenses as they come up. Lori Zerr made a motion to pre-approve payment of expenses covered by that grant. Jean Schlegel seconded. Motion carried.

Carolyn announced the IRS business mileage rate for 2010 will be \$.50 per mile. Reimbursement for staff and board travel is paid at this rate.

Leesa presented the 2010 committee appointments and meeting dates.

Emily reported the LSTA Automation Grant we are administering for the State is on hold pending confirmation of KOHA compliance. The Courier Task Force will be changing to an advisory group; we need to make sure there is western Kansas representation in that group. She attended Kan-Ed's Discovery Days where the state-wide Databases were discussed. The databases have been funded by several entities including the State Library, Kan-Ed, Board of Regents, Topeka-Shawnee County and Johnson County Public Libraries. They are looking at new funding models that may include a participation fee. We can expect further reduction in 2010 State Grants-in-Aid but don't know at this point how much.

Sara shared information about upcoming workshops.

Charlene reported the Open DNS filtering solution has been installed in most libraries and should be in all the libraries by the end of the year. The Tech department has been busy with upgrades and E-Rate Tech Plans.

Janelle encouraged participation in the 23 Things state-wide project. Various people will be presenting weekly topics on social networking via a KLOW website.

Ruby brought a Sony Reader to demonstrate to others interested.

Cathy is attending PLA in Portland in March and will probably have a room to share.

Joan reported Kinsley Public Library's float placed 1st in the city's parade.

Denise made a motion to adjourn. Ellen seconded.

Respectfully submitted,

Carolyn Guernsey
Recording Secretary