

Southwest Kansas Library System

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The Full Board of the Southwest Kansas Library System met for their annual Spring Assembly Meeting on Friday, May 15, 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:

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| Leesa Shafer, Chair | Spearville Township Library |
| Cara Vanderree | Ashland City Library |
| Kathy Leon | Bucklin Public Library |
| Candis Hemel | Cimarron City Library |
| Ellen Selzer | Coldwater-Wilmore Regional Library |
| Beulah Jones | Dodge City Public Library |
| Joan Weaver | Edwards County Governor's Appointee |
| Kay Johnson Craig | Ford City Library |
| Becky Heinz | Fowler Public Library |
| Holly Mathes | Grant County Library |
| Lori Zerr | Greeley County Library |
| Joyce Armstrong | Hamilton County Library |
| Karen S. Salmans | Hanston City Library |
| Jacque Sherrill | Jetmore Public Library |
| Richard Brookman, Jr. | Kearny County Library |
| Irene Woolard | Kinsley Public Library |
| Carol Rittscher | Kismet Public Library |
| Ruby Martin | Lane County Library |
| Jill Pannkuk | Liberal Memorial Library |
| Dawnon Beaver | Meade Public Library |
| Stephanie Swonger | Minneola City Library |
| Sara Powell | Montezuma Township Library |
| Virginia Johnson | Morton County Library |
| Jean Schlegel | Ness City Public Library |
| Carolyn Chase | Plains Community Library |
| Mary Ehret Holler | Protection Township Library |
| Jane Wilson-Woods | Stanton County Library |
| Debbie Erb | Ransom Public Library |
| Eunice Schroeder | Stevens County Library |
| Cathy Reeves | Dodge City Public Library |
| Rosetta Graff | Kinsley Public Library |
| Roger Salisbury | Montezuma Township Library |
| Mary Roehr | Plains Community Library |
| Cindy Hittle | Rolla Library |
| Marilyn Kolbeck | Spearville Township Library |
| Stacey Strickland | Stevens County Library |
| Emily Sitz, Director | SWKLS |

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Lane / Meade / Morton / Ness / Scott / Seward / Stanton / Stevens / Wichita Counties

| | |
|--------------------|-------|
| Stanley S. Andrews | SWKLS |
| Patti Cummins | SWKLS |
| Carolyn Guernsey | SWKLS |
| Sara McFarland | SWKLS |
| Janelle Mercer | SWKLS |
| Tandy Ritchhart | SWKLS |

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

Leesa stated that Auditor's Report and LSTA Courier Grant should be added to the agenda. Joan Weaver made a motion the agenda be accepted with these additions. Richard Brookman seconded. Motion carried.

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

The minutes from the March 13, 2009 Executive Board meeting were presented for approval. Leesa stated the next application window for C.E. Grants should begin May 18 rather than May 16. Virginia Johnson made a motion to approve the minutes with this correction. Eunice Schroeder seconded. Motion carried.

Emily reviewed the Budget Summary for the month ending April 30, 2009. Carolyn reviewed the Account Balances and Income Summary for the month ending April 30, 2009.

Carolyn reviewed the bills for the month of May:

General Fund check #29390 through #29429

Grants and Aids check #5850 through #5880

with bills to be added before the end of the month from Alltel, AT&T, Best Water of Southwest Kansas, Blue Cross/Blue Shield of Kansas, Cox Communications, Dillons, Wal Mart, America First Insurance (Commercial Package), Broken Spoke (catering), Emily Sitz (April travel expenses), and May 26 payroll expenses. Joyce Armstrong made a motion to pay the bills listed and the anticipated bills. Kathy Leon seconded. Motion carried.

Emily stated the Policy and Bylaws Committee will be working on revisions to the bylaws at the end of the summer and will have changes ready for Fall Assembly.

Emily explained a misunderstanding over how the Regional Systems would support the state-wide Courier Service. We will need to combine the Courier and the Courier Incentive Grant line items to cover the new structure for 2009.

Emily reported Steve Gechter has completed the audit of the System's books for 2008 and found no irregularities.

Emily stated the Executive Committee met via OPAL on April 17 and approved two grant opportunities about which the State Library had approached the System. The first, an ILDP grant for serving as Lead System for the Courier, has become moot due to the Senate Ways and Means Committee attaching a one-year proviso rejecting the use of state funds for the Courier. The second was to administer an LSTA grant for all Regional Systems to work on automation projects. The System will receive \$10,000 for administering the LSTA grant. Sara Powell made a motion to ratify action of the Executive Committee to apply for an LSTA

automation grant on behalf of the regional library systems in Kansas. Joyce Armstrong seconded. Motion carried.

The State Library has made \$100,000 LSTA funds available for the Courier Service. We have been asked to apply for these funds and pass them through to NEKLS, which will manage the Courier Service. Eunice Schroeder made a motion to allow the Southwest Kansas Library System to apply for an LSTA grant for the Courier Service. Jean Schlegel seconded. Motion carried.

Leesa reviewed proposed changes in the Continuing Education grant structure. Major C.E. grants would be available much as the current grants are handled. C.E. Express Grants would be available for travel to System workshops. Virginia Johnson made a motion to approve the revised Continuing Education Grant program. Richard Brookman seconded. Motion carried.

Emily reviewed the Planning/Services Committee Report. She stated with the implementation of the new fee structure, using the courier for rotating delivery is no longer a good business decision.

Emily went over changes in the System Plan's Description of Services and Programs. Spanish Language Collection Development will not be continued in 2010. Library Development Standards for 2010-11 reflect action of the Board at Fall Assembly changing the Standard for materials expenditures to a minimum of 10% of a library's total operating expenditures. Joan Weaver, Chair of the Library Development Program Committee, encouraged all libraries to participate in this program.

Emily introduced the Shared System Goals developed by the directors of the seven Regional Library Systems and the State Library. Lori Zerr made a motion to adopt the Shared Goals. Kathy Leon seconded. Motion carried.

Budget Committee Chair Cathy Reeves reviewed the Committee's revised recommendations which were distributed at the meeting. These were made necessary by changes in the Courier Service. Bookmobile Travel and Van Maintenance were restored to 2009 levels. The Courier line was increased to \$40,000. The Committee discussed whether to take out the new Grants to support SWKLS representation at state-wide planning meetings but felt it is important to encourage member libraries to participate in state-wide planning. The increase of \$17,800 will not affect the proposed levy or contract rates; it will be covered by anticipated carry forward funds. Ruby Martin made a motion to adopt the proposed budget. Ellen Selzer seconded. Motion carried.

Emily introduced the 2010 Fee Schedule based on 8.75% of a library's tax income exclusive of employee benefits. Carolyn reminded the Board this document reflects only fees paid by public libraries. School libraries in counties that do not levy the System tax pay for ILL, with the schools choosing whether to provide this service for K-6, 7-12, or all students. The rate for schools whose public libraries do not contract for ILL is \$3 per student. The rate for schools whose public libraries do contract for ILL is in the second year of a 3-year step-up plan and will be \$2 per student for the 2010-11 school year. Virginia Johnson made a motion to approve the 2010 Fee Schedule. Lori Zerr seconded. Motion carried.

Joyce Armstrong made a motion to approve the 2010 System Plan. Eunice Schroeder seconded. Motion carried.

Debbie Erb made a motion to approve the Resolution With Respect to Financing 2010 Annual Budget. Kathy Leon seconded. Joan Weaver stated we need to keep an eye on income sources. Motion carried.

Jean Schlegel made a motion to set the Budget Hearing for 10:15 a.m. on August 14, 2009. Ellen Selzer seconded. Motion carried.

Leesa awarded a 1-year Library Development Certificate of Accreditation to Stevens County Library.

Sara awarded (for 400 hours of C.E.) Level 5 and (for 600 hours of C.E.) Level 6 LEEP Certificates.

Emily announced she will attend Christie Brandau's retirement reception. She urged all librarians to fill out the KLA Conference Planning evaluation form that will be coming from the KLA office. She will be sending out a form for libraries to confirm they want to participate in the Courier Service.

Sara drew attention to the Board Training materials that were distributed. The CDs contain 10-minute segments that can be used at Board meetings. Completion of the entire CD can count for Board Certification at the State level. She urged librarians to distribute the summer reading qualitative evaluation form to gather anecdotes for the LSTA Grant report.

Steve gave an update on Kan-Ed T-1 lines.

Janelle outlined upcoming training opportunities. The on-line photo editing sessions will be archived. KLOW work day sessions will be scheduled around the System.

Cathy Reeves announced Dodge City Public Library will host a book launch for *Thunder Over the Prairie* by Chris Enss and Howard Kazanjian on June 5.

Mary Holler announced Protection Township Library will host a hat show on May 23.

Leesa Shafer reminded librarians to apply for Continuing Education Grants.

Candis Hemel made a motion the meeting be adjourned. Eunice Schroeder seconded. Leesa declared the meeting adjourned.

Respectfully submitted,

Carolyn Guernsey
Recording Secretary