Northwest Kansas Library System
Executive Committee Meeting
Agenda

Zoom: https://kslib.zoom.us/j/922445950
January 10, 2018
4:00 PM CT

1. Call to order
2. Approval of the December 13, 2017, Meeting Minutes
3. Approval of the Financial Report and Bill List
4. Director’s Report
5. Old Business
   • Future Meeting Dates and Times
   • Other
6. New Business
   • Approval of the GAAP Waiver for 2018
   • Approval of the Financial Depository Institutions for 2018
   • Other
7. Adjourn

Items for the next agenda
• Planning and Budget Committee Appointments
• Set Meeting Times, Dates, and Locations for Planning and Budget Committees

2018
*January 10—Zoom 4:00 PM *February 14—Zoom 4:00 PM *March 14—Colby 3:00 PM
*April 11—Zoom 4:00 PM *May 9—Zoom 4:00 PM *June 13—Colby 3:00 PM
*July 11—Zoom 4:00 PM *August 8—TBA 12:00 PM *September 12—Zoom 4:00 PM
*October 10—Colby 3:00 PM *November 14—Zoom 4:00 PM
*December 12—Zoom 4:00 PM

Zoom Link: https://kslib.zoom.us/j/922445950

Please call the System office at 1-800-432-2858, if you will not be able to attend the meeting.
Northwest Kansas Library System
Executive Committee Meeting
Agenda
Zoom: https://kslib.zoom.us/j/922445950
February 14, 2018
4:00 PM CT

1. Call to order

2. Approval of the January 10, 2018, Meeting Minutes

3. Approval of the Financial Report and Bill List

4. Director’s Report

5. Old Business
   • Other

6. New Business
   • Change in NWKLS Staff
   • Verso CILL Module
   • Envision Ware Computer Management
   • Norton Chamber of Commerce Membership
   • Friends of Kansas Libraries Membership
   • Other

7. Adjourn

Items for the next agenda
• Planning and Budget Committee Appointments
• Set Meeting Times, Dates, and Locations for Planning and Budget Committees

2018
*February 14—Zoom 4:00 PM *March 14—Colby 3:00 PM *April 11—Zoom 4:00 PM *May 9—Zoom 4:00 PM *June 13—Colby 3:00 PM *July 11—Zoom 4:00 PM
*August 8—TBA 12:00 PM *September 12—Zoom 4:00 PM
*October 10—Colby 3:00 PM *November 14—Zoom 4:00 PM
*December 12—Zoom 4:00 PM

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Please call the System office at 1-800-432-2858, if you will not be able to attend the meeting.
Northwest Kansas Library System
Executive Committee Meeting
Agenda

Pioneer Memorial Library
March 14, 2018
3:00 PM CT

1. Call to order

2. Approval of the January 10, 2018, Meeting Minutes

3. Approval of the Financial Report and Bill List

4. Director Report
   a. Change in NWKLS Staff

5. Old Business
   a. Other

6. New Business
   • Verso CILL Module
   • Envision Ware Computer Management
   • MiFi Project
   • Norton Chamber of Commerce Membership
   • Friends of Kansas Libraries Membership
   • Committee Appointments
   • Committee Meetings
   • Other

7. Adjourn

Items for the next agenda
   • Planning and Budget Committee Appointments
   • Set Meeting Times, Dates, and Locations for Planning and Budget Committees

2018
*March 14—Colby 3:00 PM *April 11—Zoom 4:00 PM *May 9—Zoom 4:00 PM
*June 13—Colby 3:00 PM *July 11—Zoom 4:00 PM
*August 8—TBA 12:00 PM *September 12—Zoom 4:00 PM
*October 10—Colby 3:00 PM *November 14—Zoom 4:00 PM
*December 12—Zoom 4:00 PM

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Northwest Kansas Library System
Executive Committee Meeting
Agenda

Zoom: https://kslib.zoom.us/j/922445950
April 11, 2018
4:00 PM CT

1. Call to order

2. Approval of the January 10, 2018, Meeting Minutes

3. Approval of the Financial Report and Bill List

4. Director Report

5. Old Business
   • Verso CILL Module
   • Envision Ware Computer Management
   • MiFi Project
   5.1 Other

6. New Business
   • Other

7. Adjourn

Items for the next agenda

2018
*April 11—Zoom 4:00 PM *May 9—Zoom 4:00 PM
*June 13—Colby 3:00 PM *July 11—Zoom 4:00 PM
*August 8—TBA 12:00 PM *September 12—Zoom 4:00 PM
*October 10—Colby 3:00 PM *November 14—Zoom 4:00 PM
*December 12—Zoom 4:00 PM

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Northwest Kansas Library System  
Executive Committee Meeting  
Agenda  
Zoom: https://kslib.zoom.us/j/922445950  
May 9, 2018  
4:00 PM CT

1. Call to order

2. Approval of the March 14, 2018, Meeting Minutes

3. Approval of the Financial Report and Bill List

4. Director Report

5. Old Business
   • Verso CILL Module
   • Envision Ware Computer Management
   • MiFi Project
   • Planning Committee Report
   • Budget Committee Report • Other

6. New Business
   • Scholarship
   • Other

7. Adjourn

Items for the next agenda

2018
*May 9—Zoom 4:00 PM *June 13—Colby 3:00 PM
*July 11—Zoom 4:00 PM *August 8—TBA 12:00 PM
*September 12—Zoom 4:00 PM *October 10—Colby 3:00 PM
*November 14—Zoom 4:00 PM *December 12—Zoom 4:00 PM
Zoom Link: https://kslib.zoom.us/j/922445950

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Northwest Kansas Library System
Executive Committee Meeting
Agenda
Pioneer Memorial Library
375 West 4th Street
Colby, KS 67701
June 13, 2018
3:00 PM CT

1. Call to order

2. Approval of the May 9, 2018, Meeting Minutes

3. Approval of the Financial Report and Bill List

4. Director Report

5. Old Business
   • Envision Ware Computer Management
   • Budget Committee Report
   • Scholarship Committee Report • Other

6. New Business
   • Direct Deposit—Grant Funds
   • Garden Along Sidewalk
   • Approval and Submission of the NWKLS 2019 Plan to the Full Board
   • Approval and Submission of the NWKLS 2019 Budget to the Full Board and
   • Publish the Budget for the August Budget Hearing
   • Nominating Committee
   • Other

7. Adjourn

Items for the next agenda
--MiFi Project and CILL

2018
*June 13—Colby 3:00 PM *July 11—Zoom 4:00 PM
*August 8—TBA 12:00 PM *September 12—Zoom 4:00 PM
*October 10—Colby 3:00 PM *November 14—Zoom 4:00 PM
*December 12—Zoom 4:00 PM

Zoom Link: https://kslib.zoom.us/j/922445950

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Northwest Kansas Library System
Executive Committee Meeting
Agenda
Zoom: https://kslib.zoom.us/j/922445950
July 11, 2018
4:00 PM CT

1. Call to order

2. Approval of the June 13, 2018, Meeting Minutes

3. Approval of the Financial Report and Bill List

4. Director Report

5. Old Business
   - MiFi Project
   - CILL Purchase
   - Other

6. New Business
   - Personnel Policy Update
   - Bylaws Update
   - Talking Books Contract
   - KLA Contract
   - Approval and Submission of the NWKLS 2019 Budget to the Full Board and Publish the Budget for the August Budget Hearing
   - Nominating Committee
   - Other

7. Adjourn

   Items for the next agenda
   -- Garden Along Sidewalk

2018
*July 11—Zoom 4:00 PM *August 8—TBA 12:00 PM
*September 12—Zoom 4:00 PM *October 10—Colby 3:00 PM
*November 14—Zoom 4:00 PM *December 12—Zoom 4:00 PM
Zoom Link: https://kslib.zoom.us/j/922445950

Please call the System office at 1-800-432-2858, if you will not be able to attend the meeting.
Northwest Kansas Library System
Executive Committee Meeting
Agenda
Buffalo Bill Cultural Center
3083 US Hwy 83
Oakley, Kansas 67748
August 8, 2018
12:00 PM CT

1. Call to order

2. Approval of the July 11, 2018, Meeting Minutes

3. Approval of the Financial Report and Bill List

4. Director Report

5. Old Business
   • MiFi Project
   • Personnel Policy Update
   • KLA Contract
   • Other

6. New Business
   • Other

7. Adjourn

Items for the next agenda
-- Garden Along Sidewalk

2018
*August 8—Buffalo Bill Cultural Center, Oakley, Kansas 12:00 PM
*September 12—Zoom 4:00 PM *October 10—Colby 3:00 PM
*November 14—Zoom 4:00 PM *December 12—Zoom 4:00 PM
Zoom Link: https://kslib.zoom.us/j/922445950

Northwest Kansas Library System
Please call the System office at 1-800-432-2858, if you will not be able to attend the meeting.
Executive Committee Meeting
Agenda
Zoom
https://kslib.zoom.us/j/922445950
September 12, 2018
4:00 PM CT

1. Call to order

2. Approval of the August 8, 2018, Meeting Minutes

3. Approval of the Financial Report and Bill List

4. Director Report

5. Old Business • Other

6. New Business
   • Per Diem
   • Mileage Rate
   • Part-Time to Full-Time Employees
   • 10 by 30
   • Other

7. Adjourn

Follow-up Items from Previous Agendas
-- Garden Along Sidewalk
-- Personnel Policy

2018
*September 12—Zoom 4:00 PM *October 10—Colby 3:00 PM
*November 14—Zoom 4:00 PM *December 12—Zoom 4:00 PM
Zoom Link: https://kslib.zoom.us/j/922445950

Please call the System office at 1-800-432-2858, if you will not be able to attend the meeting.
Northwest Kansas Library System  
Executive Committee Meeting  
Agenda  
October 10, 2018  
3:00 PM CT  
Pioneer Memorial Library  
375 West 4th St  
Colby KS 67701-2197

1. Call to order

2. Approval of the September 12, 2018, Meeting Minutes

3. Approval of the Financial Report and Bill List

4. Director Report

5. Old Business
   • Part-Time to Full-Time Employees
   • 10 by 30
   • Other

6. New Business
   • Almena State Bank CD
   • Hansen Summer Intern
   • Hansen Book Mobile
   • Other

7. Adjourn

Items for the next agenda
-- Garden Along Sidewalk
-- Personnel Policy

2018
*October 10—Colby 3:00 PM  *November 14—Zoom 4:00 PM  
*December 12—Zoom 4:00 PM
Zoom Link: https://kslib.zoom.us/j/922445950

Please call the System office at 1-800-432-2858, if you will not be able to attend the meeting.
Northwest Kansas Library System
Executive Committee Meeting
Agenda
November 14, 2018
4:00 PM CT
Zoom Link: https://kslib.zoom.us/j/922445950

1. Call to order

2. Approval of the October 10, 2018, Meeting Minutes

3. Approval of the Financial Report and Bill List

4. Director Report

5. Old Business
   • Almena State Bank CD
   • Personnel Policy
   • Other

6. New Business
   • Cover One Book Repair
     o Glue Strips 50 for $53
     o Hinge Tape $15
   • Other

7. Adjourn

Items for the next agenda
-- Garden Along Sidewalk

2018
*November 14—Zoom 4:00 PM *December 12—Zoom 4:00 PM
Zoom Link: https://kslib.zoom.us/j/922445950

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Northwest Kansas Library System
Executive Committee Meeting
Agenda
December 12, 2018
4:00 PM CT
Zoom Link: https://kslib.zoom.us/j/922445950

1. Call to order

2. Approval of the November 14, 2018, Meeting Minutes

3. Approval of the Financial Report and Bill List

4. Director Report

5. Old Business
   • Other

6. New Business
   • MOU with Johnson County Library for 6 by 6: Ready to Read
   • Extra Day Off for Employees Between Thanksgiving and Christmas
   • Approve Budget Allocations for Employee Raises
   • Approval to Pay Year-end Bills
   • Future Meeting Dates and Times
   • Other

7. Adjourn

Items for the next agenda
GAAP Waiver
Financial Depository Institutions
Planning and Budget Committee Appointments
Process for Planning and Budget
Follow-up Items
Garden Along Sidewalk
Cover One Book Repair

2018
*December 12—Zoom 4:00 PM
Zoom Link: https://kslib.zoom.us/j/922445950

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