



AGENDA
EXECUTIVE COMMITTEE MEETING
March 23, 2023
9:00am
Manhattan Public Library, Groesbeck Room

Call to order – Chair Wendy Moulton

Roll Call of Executive Committee Members

Consent Agenda

- Approval of minutes of January 26, 2023 meeting – Wendy Moulton

Approval of financial reports – Jennifer Lund

Staff Reports

Old business

- Bylaws Review Subcommittee – Wendy Moulton, Susan Moyer, Judith Cremer, Nikki Plankinton, Judy Goodrich (Dawn)
 - Proxy voting updates

New business

- NCKLS annual survey of taxing county libraries
- NCKLS annual survey of contracting libraries
- Competitive Grant update (Dawn)

Executive Board Member Comments

Adjournment – Chair Wendy Moulton

To request an item be considered for the meeting agenda please contact the chair of the executive committee or the Assistant Director at least 7 days in advance of the meeting.

2023 Meeting Schedule. All meetings at 10am via Zoom at <https://kslib.zoom.us/j/96927746370> **unless otherwise noted below**

May 25	August – 24 – in-person at MPL
October 19	November 30



**North Central Kansas Library System
Executive Board Meeting
January 26, 2023**

President Judith Cremer called to order the January meeting of the Executive Committee of the North Central Kansas Library System at 10:00 a.m. via Zoom.

Members present: Sharon Pierce, Linda Cook, Wendy Moulton, Mandy Cook, Judy Goodrich, Nikki Plankinton, Alisha Paddock, Judith Cremer

NCKLS staff present: Dawn Krause, Assistant Director; Eric Norris, Director; Jennifer Lund, Business Manager; Teri Belin, Human Resources Consultant; Sandy Wilkerson, Library Consultant; Duane Mayer, Technology Consultant; Kirk Hargett, Cataloging and Acquisitions Specialist; Krystal Cooper,

Elections

The following officer nominees elected for 2023:

- President – Wendy Moulton, Abilene Public Library
- Vice President – Shannon Reid-Wheat, Council Grove Public Library
- Treasurer – Judy Goodrich, County Appointee, Secretary-Treasurer

Mandy Cook moved to accept the officers. Linda Cook seconded and the motion passed.

Consent Agenda

Mandy Cook made a motion to approve the consent agenda with the revision of it taking place December 1, 2022. Judith Cremer seconded and the motion passed.

Financial Statement and Approval of Bills

Summary of Expenses for the Period Ending, December 31, 2022

General Account	\$ 916,130.37
Employee Benefit Account	193,430.48
Other Income	98,532.61
Capital Improvement	15,168.13

Summary of Expenses for the Period Ending January 24, 2023

General Account	\$ 163,326.73
Employee Benefit Account	15,273.50
Other Income	0
Capital Improvement	0

Business Manager Lund explained the financial statements for December 2022. We received 100.27% of income from the counties for the tax fund. The -\$120.00 under the Miscellaneous Shared is to pay back Baker and Taylor Title Source by Junction City. Competitive Grant was added in December. \$148,483.51 was transferred to Capital Improvement. We spent over what we received but we used some of our carry over. Carry over is considered every year when doing the budget with the state.



Employee benefit fund's beginning balance was \$73,600 and the ending balance was \$127,262.92. We received not quite 100% of the income but we have more carry over. Carry over is kept in case of sudden cost increases of health insurance and other such employee benefits.

The \$-2533.15 in postage is pay back from Manhattan Public Library. Postage will be a little different this year. The mail machines lease expenses were taken on by Manhattan Public Library. NCKLS will be paying postage and courier service this year.

We received a little over 100% of our income and spent a little over 94% of our expenses overall. We are 5.82% under budget for the year.

January has minimal activity. We received payments for all but one county. Expenditure for the book van was a book truck and 14 book bags. We paid the Extended Service per Capita Grant out in January. We received a contract payment. We've received 51% of our income - most of this comes from the counties.

Alisha Paddock moved to approve the financial statement and bills. Judy Goodrich seconded and the motion passed.

Staff Reports

Eric has been mapping out the relationship between MPL and NCKLS to better define them as 2 separate organizations. Some internal things such as credit card compliance, internet hook up, and door security need maintained.

Dawn added to her report that the nine Verso libraries are being added to Sunflower eLibrary/Overdrive via SIP2 connection.

Sandy reminded everyone that a Continuing Ed calendar is in the packet with the known links for those that are online. Registration has started for the Early Literacy Symposium 82 are registered and it is capped at 100.

Duane put the wireless statistics in the packet for the state reports.

Refer to packet for additional staff reports.

Unfinished Business

Bylaws Review Subcommittee will be meeting immediately after the executive committee meeting. Schedule of 2023 meeting is attached to the agenda. March 23rd will be in person, we have engaged a consultant to help with strategic planning exercises. This will also be a good time to revisit the plan of service. The annual meeting will also be in person August 24th.

New Business

NCKLS staff will be meeting with Tammy Wellbrock on February 24th and the Executive Committee will be meeting with her March 23rd. She will guide the committee though another exploring session with our system plans.

Telecommuting policy updates- Dawn updated the telecommuting policy to consider weather emergencies. In instances where driving or building conditions are not safe, employees will work from home. Employees no longer receive emergency leave. Committee asked clarifying questions on the



phrasing of the telecommuting policy and suggested some more revisions. Policy will be clarified and sent via email for vote.

Grants to libraries in 2022- Dawn presented a list of all the grants and funding provided to the libraries in 2022. This information is also needed for their annual reports.

Collections grants updates- The last time collection grants guidelines were looked at was 2013. Dawn questioned if a per capita formula might be overall better than using service categories because of population declines across rural Kansas. This can have a significant effect on small libraries. It was also suggested to revisit where the steps in population and funding are set in the collections grant. Clearer guidelines on the collections grant need to be written down. Wendy suggested consultants explore guidelines and look at per capita numbers.

Executive Board Member Comments

Wendy Moulton thanks NCKLS for the competitive grant

Mandy Cook thanked the prior officers who served on the board and welcomed the new officers

Eric Norris thanked Susan for her service as vice chair.

Judith Cremer expressed appreciation for everyone working together throughout 2022

Adjournment

There being no further business, Linda Cook made a motion to adjourn the meeting, Shannon Reid-Wheat seconded and the motion passed. The meeting was adjourned at 10:56 a.m.

The next meeting will be March 23, 2022 at 10 a.m. at Manhattan Public Library in the Groesbeck Room.

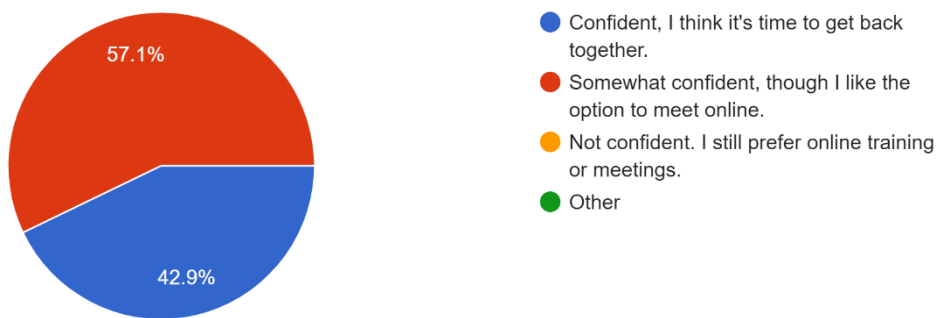
Respectfully submitted,

Wendy Moulton, President

Krystal Cooper, Recording Secretary

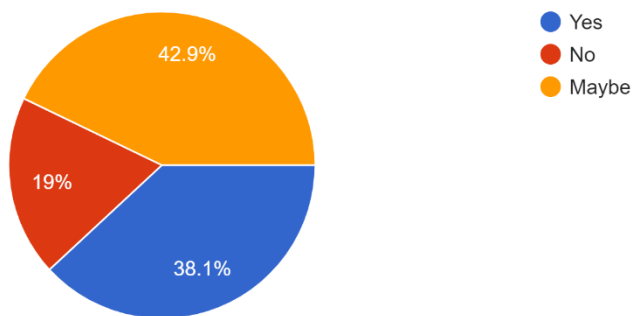
Now that we're nearing post-pandemic, how comfortable are you with in-person meetings/trainings?

21 responses



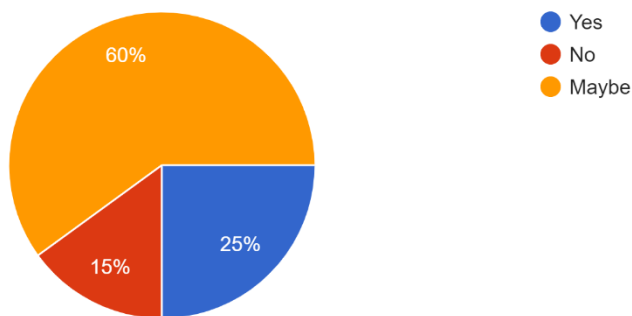
The Association of Rural and Small Libraries Conference is coming to Wichita, Kansas in September 2023. If you had up to \$800 to attend this conference, would you attend?

21 responses



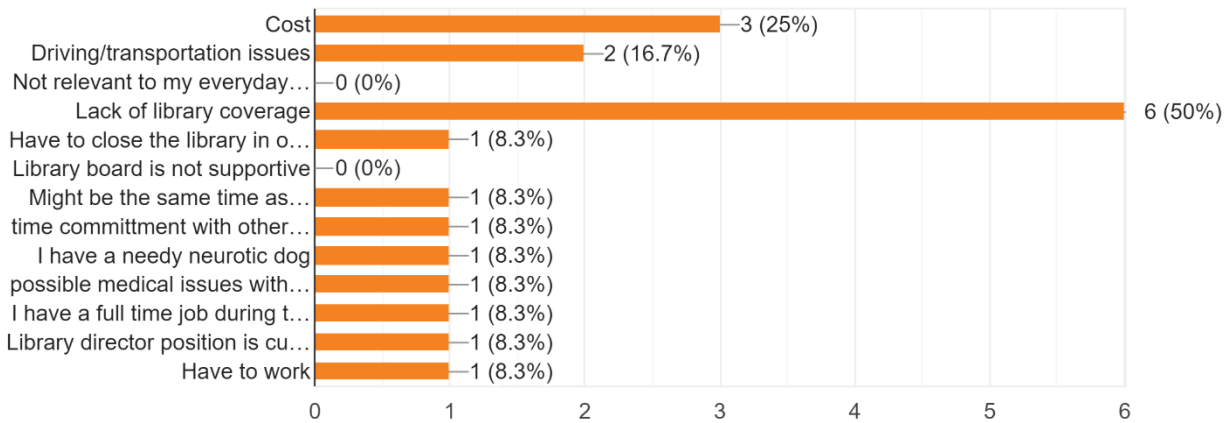
The Kansas Library Association Conference is in late October of 2023 in Wichita, Kansas. We provide a CE grant that covers registration for this event. Are you planning to attend?

20 responses



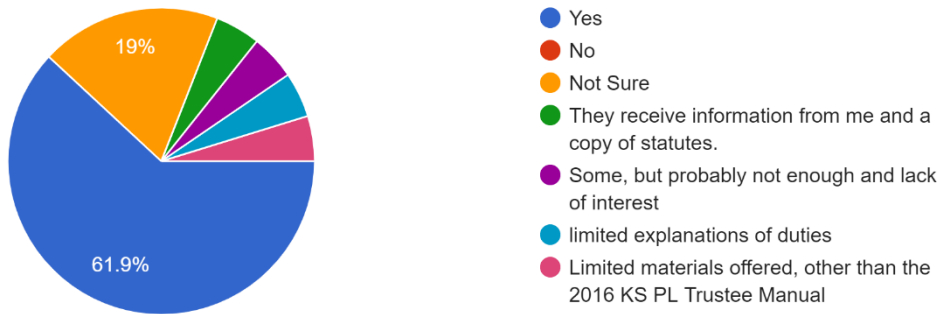
If you are not planning to attend any of the above Kansas library conferences in 2023, please share why not. Check all that apply.

12 responses



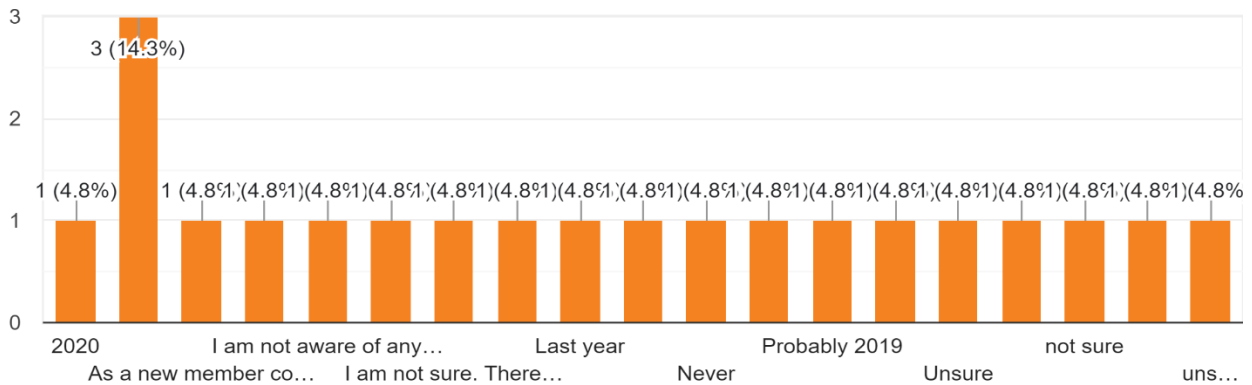
Do new board members receive orientation materials about their role and their duties?

21 responses



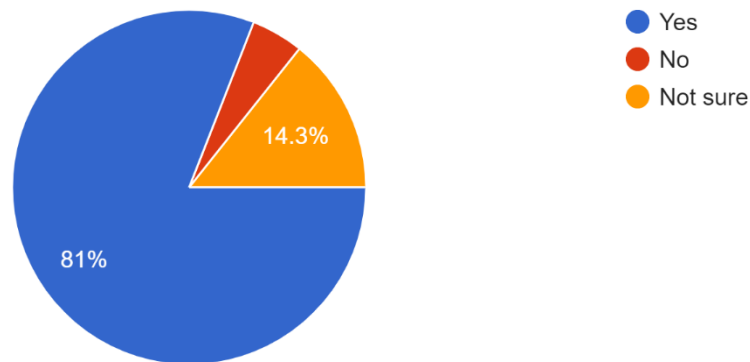
When was the last time your board members received formal training?

21 responses



Do your board members rotate off the board after 8 years of service (2 consecutive terms)? They must roll off the board for at least 1 year if they've... in order to be in compliance with Kansas statutes.

21 responses



What is your library's biggest challenge when it comes to managing your library board?

Finding people willing to serve

We would love to have more involvement from our board outside of board meetings.

N/A

Most of the time it is not a problem but sometimes getting enough to come to the meeting so we have a quorum. To attend some training also.

Acceptance without questioning or challenging things. I'm glad they trust me, but I'd love to have a really healthy check and balance discussion.

Trying to get board members to participate

The Board is supportive of all of the projects and events I initiate and conduct.

Finding people to replace members leaving the board

i have no concerns or issues with my board. all are great supportive members

It's never been, in my opinion, a formal meeting. I would say they meet bare minimum. We are working on this with a new president, though.

lack of participation in meetings/finding members available in a small town

Lately having a quorum at the meetings

Finding a meeting time that works for everyone

Meeting times that work for everyone

Hands on support

Inexactness and inconsistency.

Getting new board members

Board/City Commission Relationships

Board meeting attendance

Finding members of the community willing to do it.

Does your library have a written policy manual and if so, when was it last reviewed by the board?

2022

yes, but not sure when it was last reviewed

2/17/2020

Yes, we go over 1 or 2 policy at each meeting so we don't have to do all of them at one time.

Yes, and we are going through the manual to review a policy at a time.

We have some policies in place and we use the Kansas Public Handbook

Yes, we have a manual.

Yes, unsure of last time it was reviewed by the board. I am reading it now.

Feb. 2022

As far as a manual goes, no. but I am slowly putting this together. apple is teaching me alot

yes they have a manual, not sure when last reviewed

yes we have a written policy manual. we review sections of it each year.

Yes, we have a manual, reviewed in 2020

Yes reviewed it winter 2022

yes, last reviewed in 2018

Entire current board members voiced no knowledge of a policy manual existing. However, there is a typed policy manual that has been in library for possibly 5-7 years.

3/13/2022

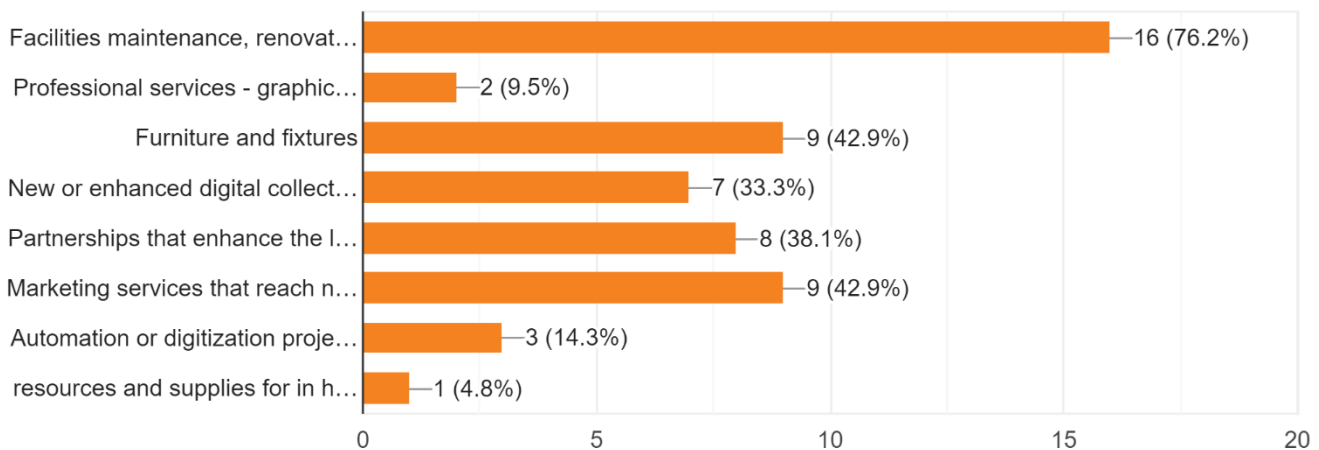
Yes, ongoing

February 8, 2023

November, 2021

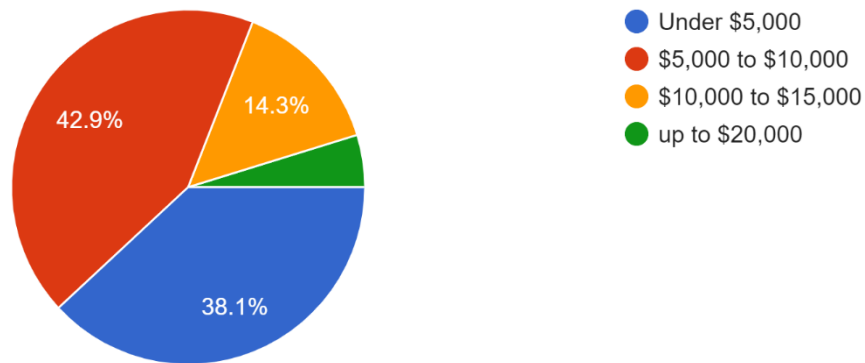
What area of focus would you like for NCKLS competitive grants for 2023? Check all that apply.

21 responses



What award amount would you like to see for competitive grants in 2023?

21 responses



Please tell us about the impact of the Collections Grant (formerly ESG) funds for your library collection. If you did not get these funds to purchase materials from Baker & Taylor, please tell us how that would impact your work and your community.

the Grant allows us to purchase more books

The NCKLS Collections Grant ensures that HPL can purchase new releases and replace overused books to keep our collection looking good.

N/A

We would not be able to get new books for our patrons. Right now our budget for new books is zero because we depend on Collection Grant to purchase books from B&T. The only new books our patrons would get was from the rotating books and if we receive donation or memorial money. I have been using some of the per capita grant money to purchase some books that we can not get from B&T but that is not very many.

We use the Collections Grant to purchase our children and young adult materials. It would be a HUGE hit to our budget and collection if we did not receive these funds every year. We are blessed that we do have a giving and supportive community; if we were made aware that the grant was going away in a few years, we could recoup and change our budget around. But it would be a difficult thing if it was a clean cutoff. We appreciate NCKLS so much!

ESG funds are essential to providing our patrons with fresh books for our community. Without these funds , it would greatly impact our financial budget. Books have went up in price and our community really likes Large Type Print material.

I used all of the Collections Grant funds with purchases from Baker & Taylor.

We would be unable to purchase books for our collection. A majority of our book purchases rests solely on this grant.

Receiving this money is a huge help with our book budget. We still have a line item for books in our budget...but this allows us to be able to use the money elsewhere where needed to cover other expenses. Without this funding we would not be able to purchase as many books as we would like to. We would need to limit how many adult and children's books we could purchase which our patrons would not be happy with. It would also affect other areas in our budget -like salaries if we had to take some from that to be able to order materials etc. We need this funding. Thank You

For me and this library, I don't think we would have very many new books in a year's time. Baker & Taylor makes it very easy and convenient to order books. I can check for the requested books there first before I spend the time looking for another source. They have the best sellers along with the best new authors and the collection is very diversified so that it easy to hit all the genres along with information on LGBTQ books and ethnicity books.

We would probably fall short of the required acquisitions for the year
We wouldn't be able to purchase very much for our collection. We really depend on it.
We are almost entirely reliant on this grant for new books. We do have a small budget for children's books in addition to this grant. Nearly all adult and young adult books are purchased under this grant.
It helps us purchase the much-needed books that we wouldn't be able to with only are budget
It is helpful getting this grant as we are a small library
The Collections Grant allows us to purchase new material for the library. We would have to rely mostly on donations to receive the materials otherwise. This in turn increases the number of patrons we see.
My apology, as a fairly new director, I'm uncertain of ESG funding expenditures/projects.
Used to purchase books from B&T
Without the grant we would probably be able to purchase half the materials or less so it would greatly effect the variety and quality of materials available to our community.
The Collections Grant funding allows our library to have new release books, supplies for the collection, and movie licensing.
This Grant is how we fund the majority of our new book purchases and is very necessary!

In 2022, your library received a Per Capita Grant based on local population. There were no restrictions on how your library could use these funds. Please tell us in general how you spent these funds. Why were the funds important to your library?

The funds are important because money is always needed for repairs, or replacements. It is especially nice to receive money without any requirements for the purchase. In 2022 we purchased items for the Summer Reading Program.

The 2022 NCKLS Per Capita Grant funds were used for general operations of the library, helping HPL avoid transferring funds from our Capital Improvement account.

Maintenance and technology

We used this money to purchase books that we cannot get from B&T, Children's DVDs, a new rug by the front door, some office supplies, supplies for the story time/Christmas Craft program and magnets with our new information on it to give out to our patrons.

The per capita grant was spent on graphic novels. We have not ever had a budget specifically for graphic novels, so when we started receiving the per capita grant, that is what it was earmarked to purchase. We are excited to reach another population with the expansion of this collection. These funds are important to continue developing our reach to the community.

Our library used the Per Capita Grant for purchasing books for our community. These funds help to continue to render a service for our community immensely.

These are very important funds for us. We used them to purchase books and supplies for special events held at the library during 2022.

We mainly bought books for patrons of all ages. Most of the books were new to our collection, a few helped replace damaged books.

So glad to receive this additional funding. We used it for children's programming, to help finish our ARPA grant gazebo project.

I like to find one big item that we might struggle to pay for and use the per capita grant for that item. That way, I'm not having to keep track of 3 or 4 smaller items. Since the per capita grant's inception, the library has used the money to pay towards our Verso contract. It's a relief to know that particular item will be paid and it won't be such a burden to the bottom line for that month.

We bought several books from Amazon vendors to fill in older series titles unavailable from Baker & Taylor
We purchased an AWE Learning system last year and then we didn't get the Dollar General Literacy Grant to cover it, so we used the Per Capita Grant to pay for part of the system.

They went into our grant account and were used to support the summer reading program.

We used it for our Summer Reading Program

These funds help buy crafts and snacks for are programs

Our library is working on a tight budget and the Per Capita Grant gave us the chance to add a few more hours during the summer that we were open.

A few new books ordered via retail sites. Also, as new director I used funds for SRP activities.

This year we were short on levy money. Therefore, money went to support the libraries general budget. We just have to be able to pay the bills and staff.

We used the Per Capita funds for collections. This helped us keep up the quality and number of offerings in our collection.

The Per Capita Grant money was spent on Summer Reading Program supplies. This money allows us to have our program without asking for donations from local businesses, which we considered important during the pandemic.

We are still updating our collection due to mold issues.

If your library received a programming grant this year (most of these grants supported the Summer Reading Program), please tell us the impact these funds had on your program(s).

Allowed us to do more for the students involved in the Summer Reading Program

Our 2022 NCKLS Programming Grant funds were used to provide an evening of games, prizes and fun at our local swimming pool to our SRP families.

N/A

Our programming grant was spent on multiple board games. They have been a HIT with the tweens in our library! It is not unusual for games to be checked out, played in the library, returned, and then another checked out to take home. We love seeing them play the games!

Our library was enhanced receiving the programming grant. We were able to offer our community a fire safety program with lots of food and crafts. It was well attended by our community members.

Our programming grant was used to purchase stick horses and lassos for our "Roping, Riding, & Reading" event with Miss Rodeo Kansas and other Flint Hills Rodeo royalty. In 2022, we had 232+ attend. We truly needed the stick horses and lassos we were able to acquire thanks to the funding.

The programming grant will help with outreach to our local schools. A grant to purchase flyers, brochures and book prizes to encourage students to read during the summer months. A portion would help purchase items for S.T.E.A.M. events as well.

so nice to have extra money to spend on the children. Our budget doesn't always allow for the extras. It's so important to reach these children early for the love of reading and to get them into the library. Offering prizes, programs etc...whatever it takes to promote the library to our children.

The programming grant we received was used for the summer reading program. It eases my mind knowing that we can buy prizes that keep the kids coming in for the program and supplies for crafts that we don't have to "find" money for. We know it's available and lessons the need to pull the money from somewhere else. Our community is very limited where we can ask for funds. We have one small grocer, a bank, post office and Dollar General. The two big businesses in this town have never contributed to the library. We would normally (before covid) go out of town for support. Those towns have their own libraries to support. Support was very minimal at best. With this grant, we can improve our program. Without this grant, our program would have no bells and whistles and probably no attendance.

Made purchasing fun additions to our program more affordable

They helped us to provide more programs for the children.

We did not get a programming grant.

Not applicable

That grant went to support rewards for completing the summer reading program rewards and supplies for bigger projects that we didn't already have

The programming grant allowed us to really make the Summer Reading Program a success through our displays, incentives and end of summer community bash.

A very successful SRP with literally only 15 or so clock hours to prepare for it total (as a newly hired staff person).

We did an end of year mini-carnival with a water theme. Kids really enjoyed the extra activities.

n/a

The Programming Grant funds allowed us to have performers for our SRP kick off and finale.

Summer Reading was very successful.

If your library received a Service Improvement Grant this year, please tell us the impact the \$1,000 had on your library and community. Did the funds help you meet any Kansas Public Library Standards?

N/A

We were able to update the directors and check out computer this year. The new computers are faster and has updated programs. We are able to help patrons faster when we don't have to wait for the computer to open up programs or searching for items on the internet/card catalog.

This year, we used the bulk of the Service Improvement Grant on two virtual reality headsets. Each time we have used them, the kids have enjoyed the program. VR is not something many households have; we try to give the opportunity for kids to experience things they can't. The rest of the money was used for big books to use in Storytime, a sticker maker, and a 3-D printer. We are happy to report these items have also been enjoyed by kids and staff alike. The standards met were points in both the Technology and the Programming Standards. I requested \$700 to replace the 7 old ballast lights on the first floor of the library. They were going out and we were able to replace the system with LED lights. It has made a huge improvement and it's much easier to read the spines of the books.

We are growing in terms of homeschool families in our community and surrounding area. Families have voice they would appreciate certain items in our library to aid in teaching their children. Laminator, binding machine, and extracurricular materials would benefit them. They stated they would be willing to drive if all the supplies were in one place. Students of the local schools would benefit from using a maker space as well for their side hobbies or for classroom studies.

we were able to complete our ARPA grant gazebo project with electricity etc. that the grant didn't cover.

I don't believe we were defunct on any standards. The grant has allowed us to update and improve the look and overall feel of the library since we removed our old children's rug and ancient table. Everyone has commented on "what's different" and "this sure is nice". More children stay to play after story time because of the improvement. It's more inviting.

It helped fund a security system which I felt was important for the public safety

It enabled us to replace our vacuum cleaner and purchase a floor scrubber to assist us in keeping the library clean.

We have not yet received the sign that we ordered but should get it soon. It will be central for communicating not only library events, but all other community events. The Kansas Public Library Standards impacted were under Library Services and Resources.

It allowed us to purchase much needed shelving and a new office chair for me. Yes

I don't believe we received that grant

The Service Improvement Grant helped us finish repairing our sagging floor.

NA

didn't receive

We were able to install the cybrarian software with this grant and it has helped the staff greatly. It has helped keep the computers more secure and manage availability for our patrons. It has helped us streamline the process of providing access to the internet and computer services to our community.

The Service Improvement Grant Funds helped us to purchase a new HVAC unit for our top floor. This adds to comfort of our patrons and helps protect our collection by maintaining the humidity levels.

N/a

If your library received a Technology Grant this year, please tell us the impact the \$1,000 had on your library and community. Did the funds help you meet any Kansas Public Library Standards?

Our Technology Grant allowed us to purchase a new computer.

HPL purchased a set of outdoor speakers to use for community movie nights and replaced one patron computer with funds from the 2022 NCKLS Technology Grant. These items allow HPL to provide services to our community that promote engagement and acquaint citizens with library staff, facilities, and services.

N/A

We put LED lights in the upper part of the library. These lights have made it bright and easier to see items in the library. We hope it also made a difference on the electric bill also. We brought a new dehumidifier for the basement of the library. This keeps it dry so the books don't collect moisture.

We use the Technology Grant to purchase new computers for our staff. The older computers are then rotated out to our patron machines. This is an invaluable grant, because it keeps our computers in great working order. This grant helped us meet the Automation and Technology Kansas State Public Library Standard, point number 32. "The library provides free public access to the number of computers appropriate for the library's level of service, with an Internet connection with bandwidth sufficient to provide high-speed internet access."

We received the technology grant this past year. It was extremely beneficial in providing us with a new updated laptop and much needed headsets.

We purchased a laptop computer and keyboard for our library Treasurer. She is now able to conduct business from home and trouble-shoot library software issues and circulation problems as they arise.

The technology grant helped improve our computers and their parts. Adults and children come in frequently to find information and play games.

we are always able to keep our computers up to date for patrons and staff. Patrons are happy with using great computers and bigger monitors.

The Technology Grant brought our desk computer up to standards and helped us meet our 4-year tech plan. We also updated some accessories for the computers that make the patron computers more library friendly.

(Headphones)

Tech grants help keep us current on our required public technology updates

It enabled us to replace our printer & update our patron computers so that we have them available for our patrons.

We used it for an updated staff computer, allowing us to communicate using Zoom meetings, work on the library website and Facebook page, and conduct library business. We also automated (scanned and provided digital access) to our entire collection in 2022. The Kansas Public Library Standards impacted were all under the Automation and Technology area.

It allowed us to update my technology for our patrons and myself. Yes

We are getting a new computer

The Technology Grant allowed us to give our community another way to digitize vintage collections and make access to our own collections easier to use.

New printer purchased has WIFI accessibility, along with usual features. Other computer accessories assisted patrons in general (wireless headphones, iPad keyboards, Zoom-capable headset w/mouthpiece).

We are now able to offer colored printing services in a community that doesn't have that available to the general public without traveling to a nearby town.

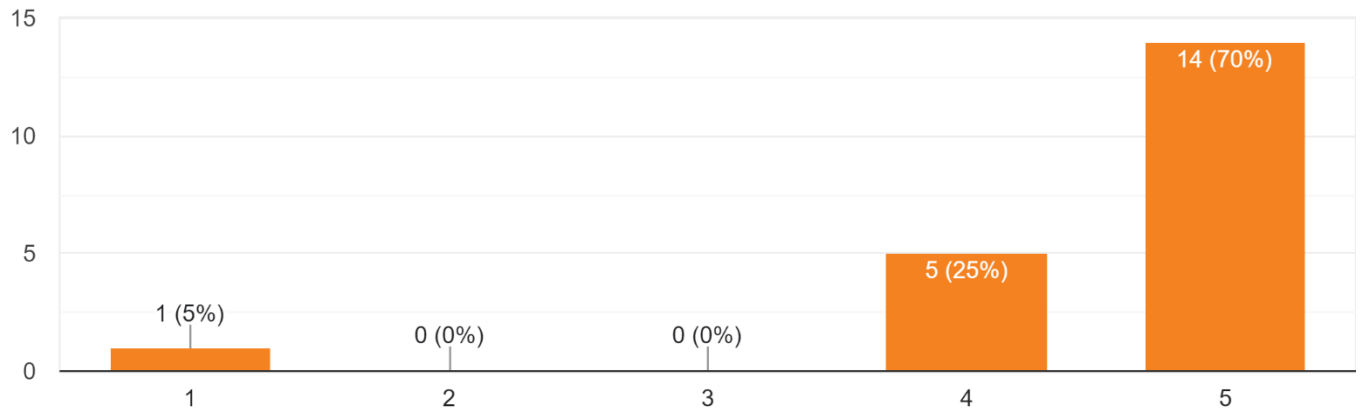
The Tech grant helped us improve public access to the internet and computer processing to the public. It also helped with staff machines to improve work quality from our staff.

With the Technology Grant funds our library was able to upgrade 2 of our computers.

We did not use ours this year as we didn't feel the need to update our computers or printers.

Overall, how satisfied are you with your library website if it's provided by NCKLS?

20 responses



Our website editor changed in 2022 to a WordPress product called Elementor. Please let us know how we can continue to make your websites easy to update and relevant to your community needs.

Just keep doing what they are doing now.

I think it is working great. LaDonna is always willing to help me whenever I call her with questions.

I have finally grown to like Elementor (mostly) -- I enjoy taking care of the website.

I'm very happy with the results.

I am satisfied with the website and how it is being managed.

so far seems to work ok.

Right now, NCKLS does the changes for us. That could not be any easier. At some point, I hope to have time to learn how to make those changes and updates myself.

I use my FB page more, but appreciate the other website that pulls my info

Elementor is easy to use and helps us maintain an engaging online presence.

It is working great for now

It is a great help updating the information the library is offering to the community

I am uncertain at this time. We are relying on NCKLS staff for the updating.

NEW book cover faces scrolling across Home page (once titles are actually given to the editor, which we have not done to this point).

I'm good with Elementor - just would like to be able to do this updating from home.

I think we are doing fine with it.

Tell us why it's important that NCKLS services and staff include direct website support.

Because I wouldn't begin to know how to do things like that!

For HPL, the greatest reason the website support is needed is because of limited staff hours. Staff with the available computer skills are tasked with many other duties and the website does not get the attention it needs. NCKLS staff ensures that HPL has a functioning and welcoming website.

If we didn't have the support of NCKLS we won't have a website. I would have no clue where to begin to make one, let alone keep it update.

LaDonna's expertise and willingness to learn or figure out the problems, when they occur, is a great source of help and comfort to me. I usually take care of the bulk of our website, but I really appreciate LaDonna's help when the library is closed due to weather, or any other things she has assisted in over the past few years. When a new aspect to Elementor comes out, LaDonna is quick to point it out or offer training to make sure we are using it as fully as possible.

I feel it is very important to continue to provide us with this support. It is hard for me to keep up with everything and with the technology help and support it allows me to do more for my patrons. It is much appreciated!

The direct website support offers expertise and updates for us.

I appreciate the immediate and helpful advice I receive from the NCKLS staff. In regards to the website, since we are a small library, having them able to update and change the website is beneficial to me. I am not always able to sit at a computer to work while helping patrons. It is efficient to send an email for the website to be updated and corrected by someone else so I may focus on patrons.

it helps the staff and our patrons be aware more of services etc.

I feel that NCKLS knows that the very small libraries have restrictions on time and funds. We would not be able to stay current if we were expected to do it all without support from someone or somewhere.

They are more experienced, and I don't have much spare time for updates-being only part-time our library lacks to time and skills to keep it updated.

For a small library like mine, I don't need support often, but I don't want to worry about website maintenance, backup, and spam removal. I'm a volunteer and only work a few hours a week. LaDonna's help has been central to my decision to offer an updated website.

Because i wouldn't be able to do it on my own

I have very basic computer skills and your help is terrific

We would be left in the dark if it wasn't for the NCKLS services and staff.

Our library community appreciates being able to see library notices on our site.

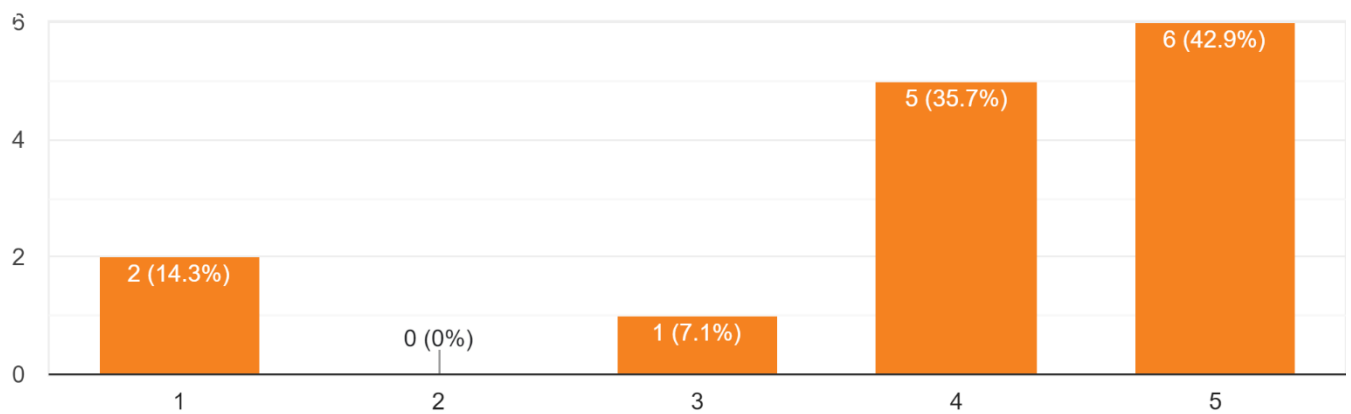
As I have limited work hours for the library, it is essential that I have some help maintaining it.

Helping troubleshoot and maintain the website is a very important to a small library without a dedicated IT person. Being able to get support and ask questions is extremely helpful to our staff.

Since we are all volunteers at our library, we rely on NCKLS staff for lots of support.

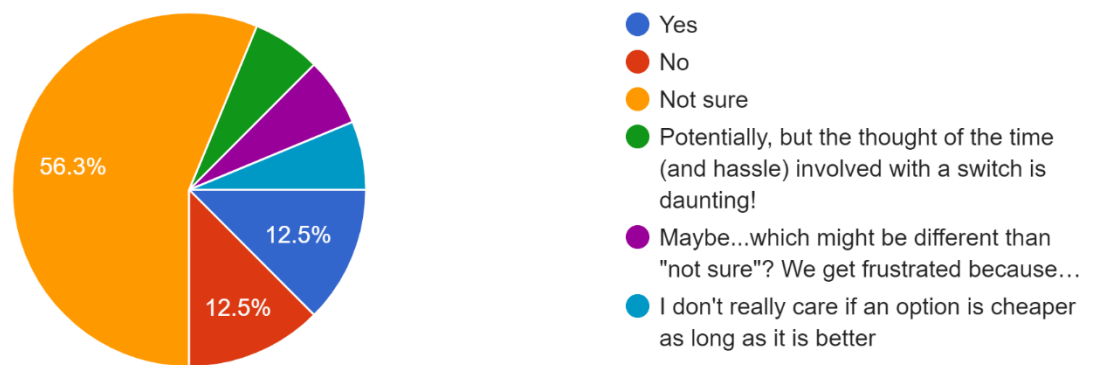
If your library uses AutoGraphics Verso, How satisfied are you with your subscription to that catalog product?

14 responses



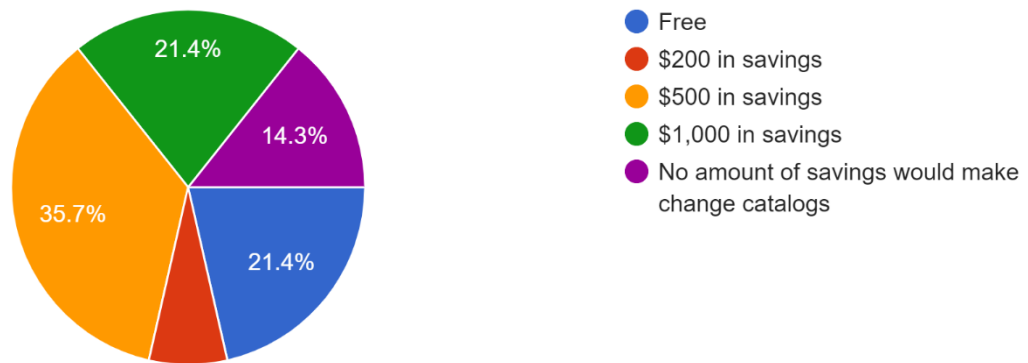
Would your library be interested in exploring other ILS/library catalogs in the future if there was an annual cost savings involved?

16 responses



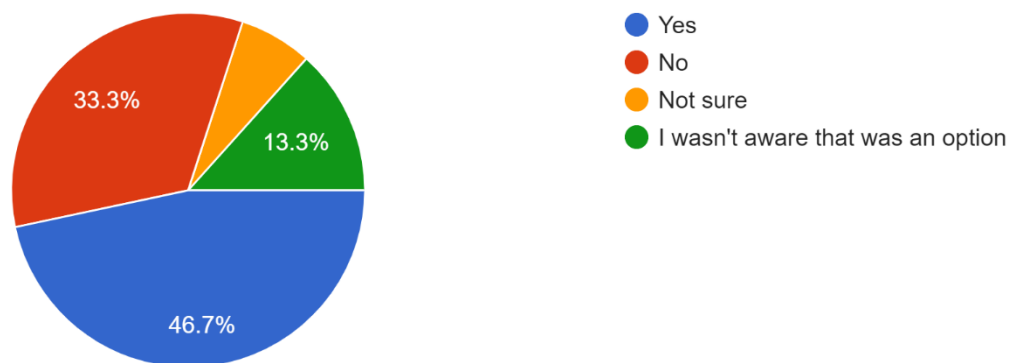
How much cost savings would prompt you to adopt a new ILS/library catalog?

14 responses



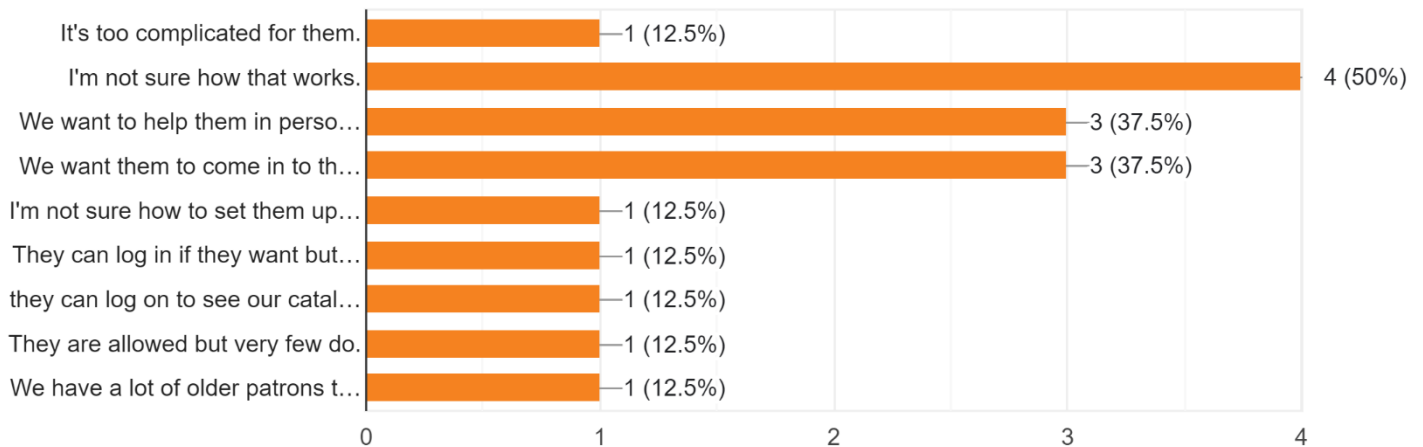
Do you allow patrons to login to their AutoGraphics Verso account to place items on hold, renew their materials, etc.?

15 responses



If you are an AutoGraphics Verso library and you do not allow your patrons to login to their account, please tell us why. Check all that apply.

8 responses



If there was one major thing you could change about Verso, what would it be?

It seems like they have had a lot of trouble this year. . . .

Fewer search glitches

It is not very user-friendly. I think it's hard to teach people how to search. The InterLibrary Loan part of it doesn't always work, and if it doesn't, the people at Auto-Graphics sometimes cannot explain why it doesn't.

(not applicable)

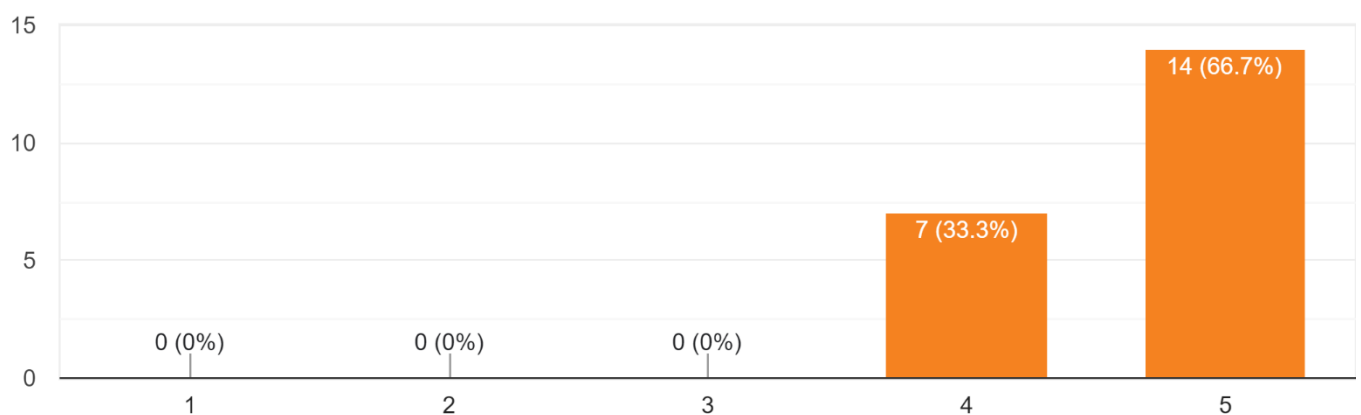
i think its fine.

Searching

I would love to see the Function keys work again.

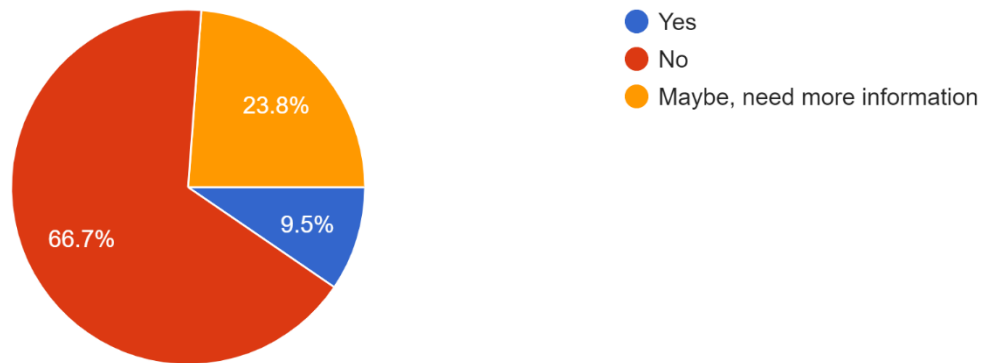
Overall, how satisfied are you with your library's technology?

21 responses



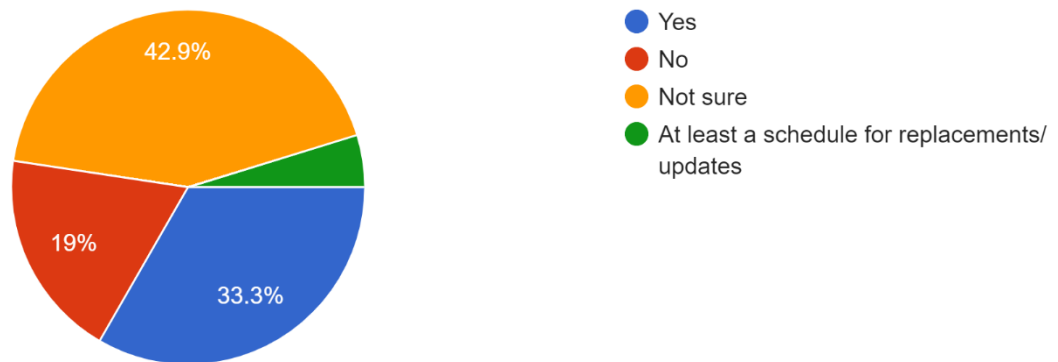
Does your library have any interest in providing wireless hotspots for loan to your customers?

21 responses



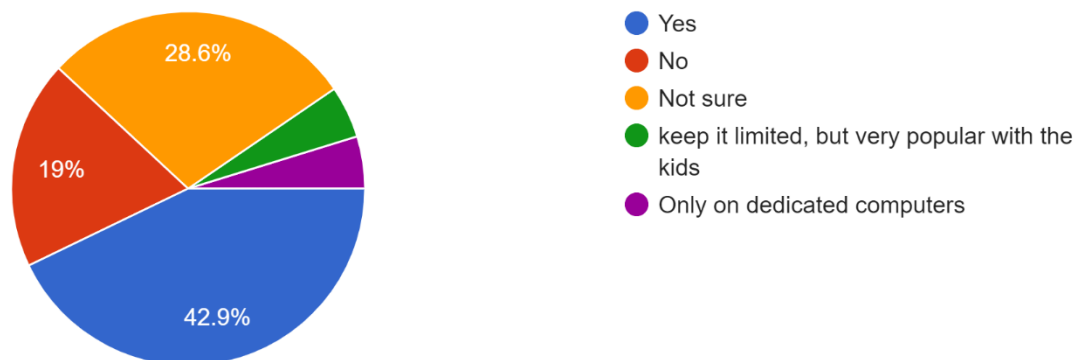
Do you still think that your library should have a formal, written technology plan?

21 responses



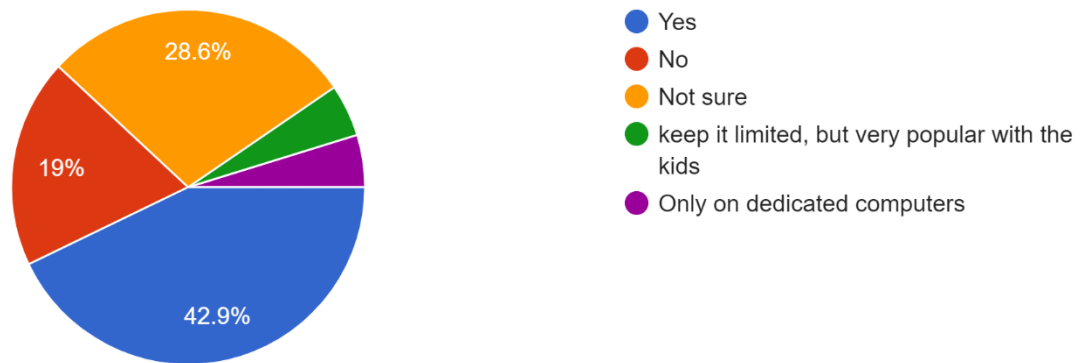
Do you feel your library should support gaming on its computers/laptops/devices?

21 responses



Do you feel your library should support gaming on its computers/laptops/devices?

21 responses



If your library would like to loan out wireless hotspots, how can NCKLS help you achieve that goal?

N/A

A usable hotspot program would need to allow for lost/stolen devices or cover the cost of those losses.

(not applicable)

tell us about hotspots and how to use them.

Not interested

We already do but need to get some replacement units because some haven't been returned.

Training on the maintenance of the devices

What additional or different services would you like to see NCKLS provide to our region's libraries?

Not sure

N/A

I have really loved the system-wide webinars. I think they are well done. I would love to see those continue. I

have also enjoyed the APPLE training. I wonder if there is something that could be launched for other staff members? Like...a more in-depth training about kids or teens? Or more InterLibrary Loan workshops?

We are very happy with all NCKLS provides.

I think they are doing a great job in covering all aspects of libraries.

I probably need to request more in-person training for myself, but a computer workshop for the elderly would be nice too.

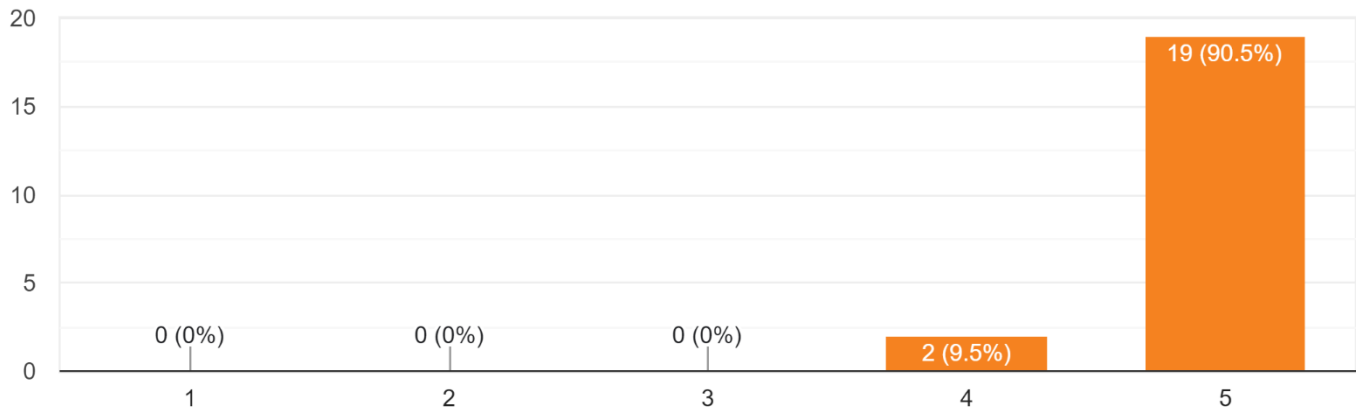
What you offer is wonderful

Many more selections of clerical supplies that we could have access to, ordering from your local ordering inventory.

I appreciate all the services, maybe more in person trainings?

Overall, how satisfied are you with NCKLS staff and services?

21 responses



Let us know if you have any comments, questions, concerns or other needs going into 2023. What can we do better? We would love your feedback.

Not sure

NCKLS staff is essential for tiny libraries in our region to thrive. We at HPL could not function well without our regional staff. I would love to see a return to more on-site library visits by NCKLS staff.

N/A

I appreciate you all! Thank you!

I think you all do an excellent job & I thank you all!

Everything NCKLS offers is at an exceptional level.

Every staff member is doing great. Always very helpful, prompt and kind!!!

I feel that everyone I have dealt with at NCKLS has gone above and beyond what is required. The staff is knowledgeable and very attuned to what is available and what the smaller libraries might need. They keep us current in technology, laws and are empathetic to our problems.

you guys are doing great...I just need to utilize you more...lol

Love all of the support. Fabulous and essential for a tiny library running with volunteers.

You do a great job i have no concerns at this time

Right now we are struggling with keeping help due to our limited budget. The patience and help that you have given us is greatly appreciated and we would like to Thank you for all you do.

NCKLS Annual Survey of Contracting Libraries

5 responses:

Americus Township Library
Lyon County Library Dist.#1
Pottawatomie Wabaunsee Regional Library
ELMENDARO TOWNSHIP LIBRARY
Emporia Public Library

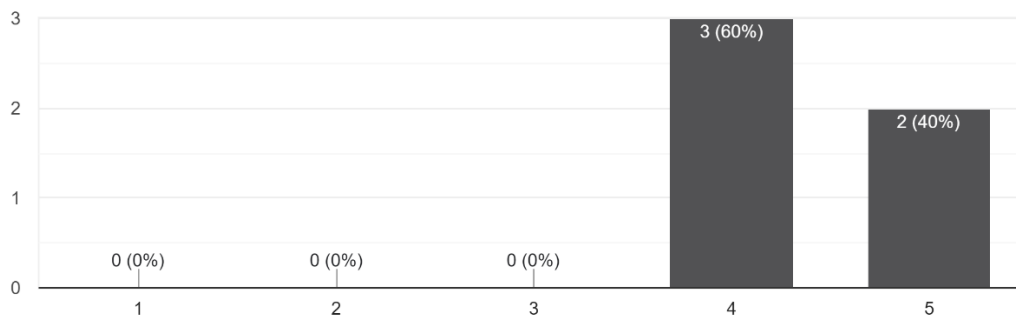
Currently, NCKLS provides your libraries the following services for a \$600-\$1,300 flat fee based on library size annually. This comprises a total of \$13,200 annually out of a current \$1.3 million budget from taxing county libraries:

Continuing education
General and HR consulting
Technology consulting/support
Weeding services
E-rate filing/consulting with E-rate Solutions
Baker & Taylor account for purchasing materials
Cataloging services
OCLC CAT Express account
CE grant of up to \$500 annually
Access to federal grant funds when available
Website hosting, design and support
MS Office on all computers
Filtering software
Deepfreeze software for patron computers
Virus protection for staff computers
Router and access point management
Screenconnect capabilities for troubleshooting

How satisfied are you with these NCKLS programs/services?

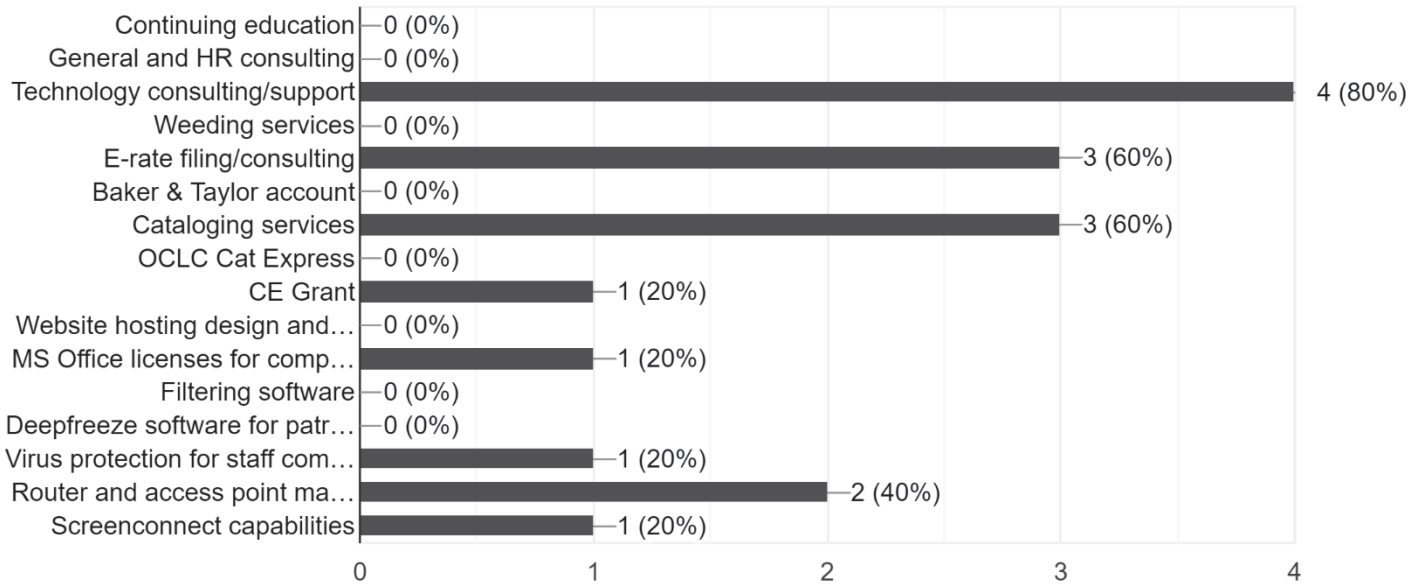
Currently, NCKLS provides your libraries the following services for a \$600-\$1,300 flat fee based on library size annually. This comprises a total of \$1...fied are you with these NCKLS programs/services?

5 responses



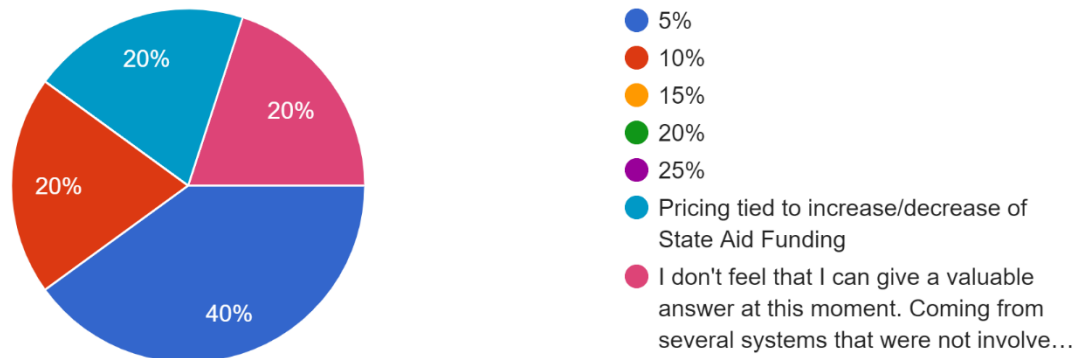
If you had to choose the most valuable services from above that NCKLS provides, which would you choose? Check a maximum of 3 services.

5 responses



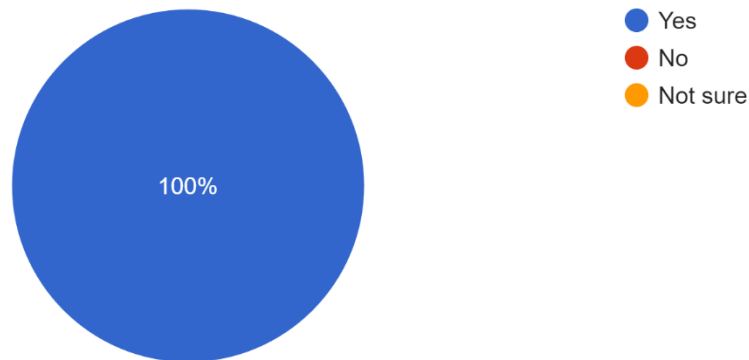
The flat fee for contracting libraries (\$600-1300) has not gone up since 2018 and with inflation, there may be a need for an increase. What would y...ee as a reasonable percentage increase for 2024?

5 responses



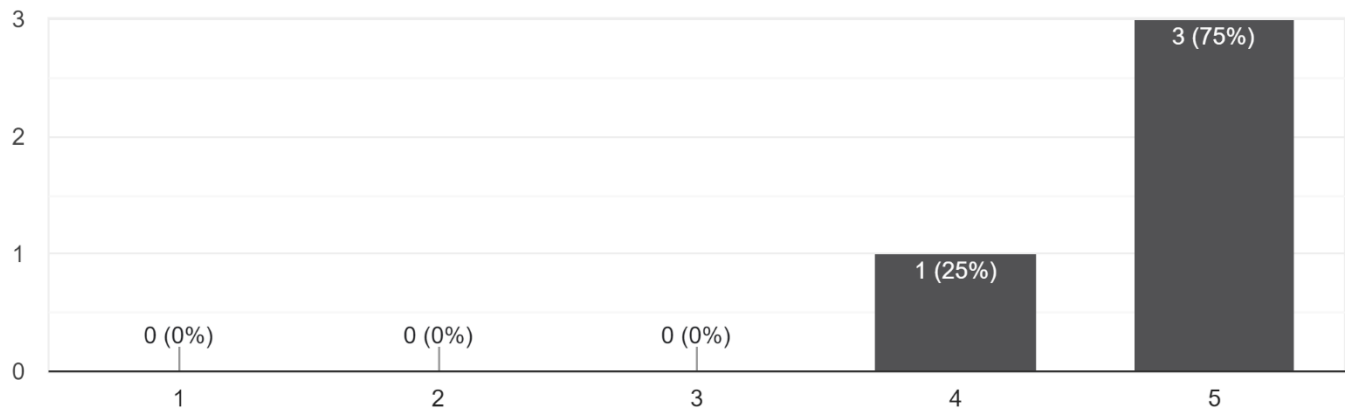
If there was a flat fee increase for contracting with NCKLS for 2024, do you think your your library would still participate?

5 responses



Contracting libraries can opt to add the Rotating Book Collection services for an additional \$775 per stop annually. If you take advantage of this, how satisfied are you with this service?

4 responses



Do you have any suggestions for improvements to the Rotating Book Collection services?

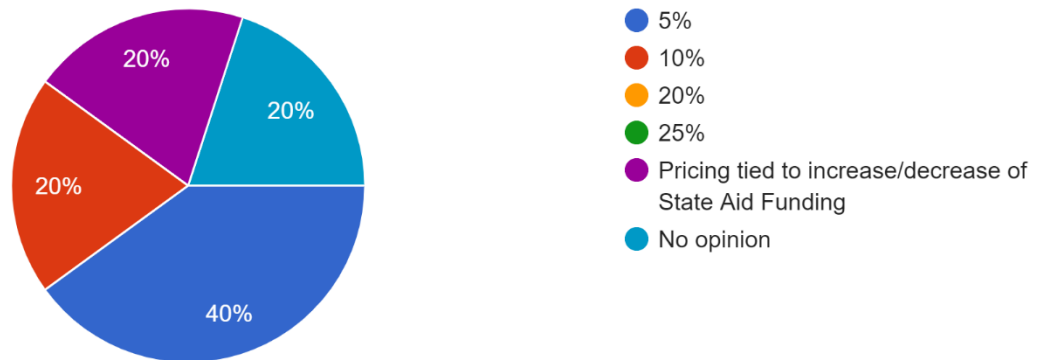
no

Sharing of at least brief Catalog records for the rotating book collection would be a big help. It would dramatically decrease the time that local staff have to spend adding and deleting records for NCKL Rotating Books before they can be circulated or returned.

N/A - not a participant

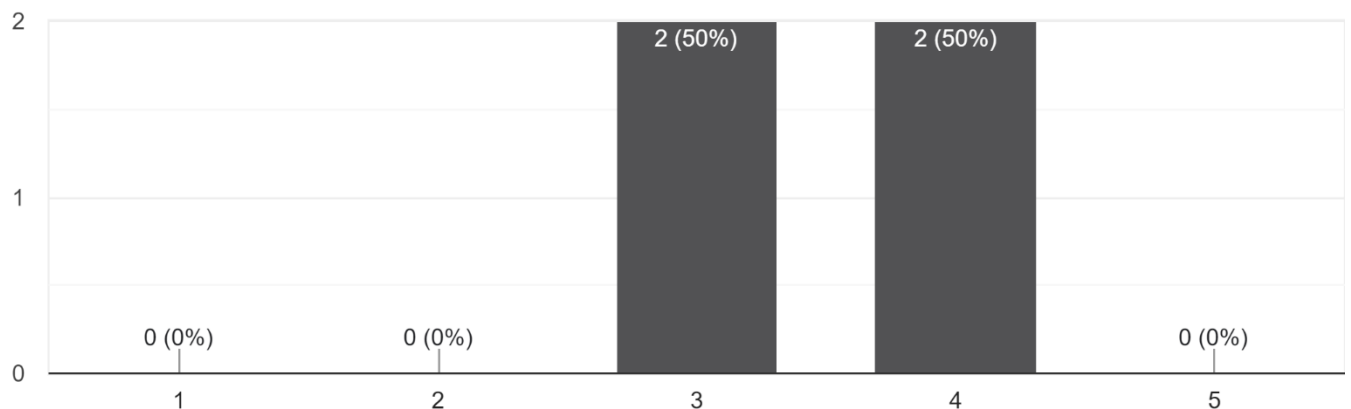
The fee for contracting libraries for the Rotating Book Collection services has not gone up since 2018 and now sits at \$775. In 2018, the increase ...ive Committee as a reasonable increase for 2024?

5 responses



NCKLS is researching our libraries satisfaction with AutoGraphics Verso as our consortium integrated library system. If you are a Verso library, how satisfied are you with this product?

4 responses



Do you have any comments about the impact the Continuing Education Grant has had on your library? *Reminder- all libraries can annually apply to get up to \$500 in event registration reimbursement.*

no

This aid is very important as it allows the Library to support the attendance of more branch library staff, who would otherwise have little access to other networking opportunities.

We haven't used it during my time as Director but we're glad to have the available resource.

N/A

How can NCKLS improve your experience as a contracting library?

Improved Communication and Sharing of Information about Resources and Opportunities is most Critical
More orientation/information (as a new director unfamiliar with this type of setup, I do not know much about what to expect, what services are provided, etc.) Support of coordination for discussions/advocacy/possibly programming... Especially for summer programming

Any other comments or feedback for us?

Very much appreciate the aid and support that the Library has received from staff at NCKL. It is so important that when trouble comes, we have someone we can call discuss the situation and sort out options. NCKL is the safety net, and first line of defense, for those of us working in this part of the Library World. Ours is often a difficult job, and we all do our best to provide the best possible Library Service for our Patrons. It's a comfort to know that there is help around the corner though when things get too hard to handle alone.



NCKLS

North Central Kansas
Library System

Competitive Grant Guidelines

The NCKLS Executive Board is pleased to announce a competitive grant program for non-contracting libraries. Applicants will be scored by a subcommittee including NCKLS staff and member library representatives that will not be applying (if available) using the attached rubric. Libraries should customize their applications based on the criteria listed in the rubric and be prepared to put their best effort into their applications since they will be competing with other non-contracting libraries. The purpose of this grant fund is to fully distribute budgeted grant dollars to qualifying NCKLS libraries, to enhance library services, tackle issues with our aging infrastructure and increase innovation across the region.

Identified Areas of Need

- **Facilities maintenance, renovation and construction projects that significantly improve the library's interior or exterior**
 - *Projects to alter the interior of the library – or a section of the library to refresh and enhance the space for the public including paint, landscaping that relates to programming or new services (like a children's garden), shelving, carpet, windows, lighting, other flooring, plumbing, heating/AC, ADA compliance, etc. This could also include renovation or addition of outdoor programming spaces, adding dedicated spaces for children/youth, a mural project to attract visitors to the library and community, etc.*
- **Professional services - architect, accountant or other professional for a project or limited need/training.**
 - *Examples include: Hiring a consultant to do strategic planning or other futures planning for the community/library. Could also include construction companies/architects/architecture firms in order to plan future building, renovation or expansion projects. This category could also include HR experts, accountants or design professionals providing consulting on internal best practices. Trainers could also be hired to enhance staff skills or to provide services to the community for the project duration.*
- **Furniture and fixtures that make the library more flexible, digital-friendly and welcoming space**
 - *Examples include: Replacing older tables with flexible pieces that move with patrons, enhancements that allow access to the WIFI including tables/chairs with electrical outlets or charging stations, group workstations that allow small group work with a tabletop whiteboard or a tablet.*
- **New or enhanced digital collections**
 - *Examples include: start-up fees to join the Sunflower e-Library and any start-up costs associated with digital titles for your community, digital collection enhancements targeted to a specific audience and purpose. That could include increased digital copies to support a one-book community read or other programming effort.*



NCKLS

North Central Kansas
Library System

- **Partnerships that enhance the library's reach within the community**
 - *Examples include: Partnerships with health or social service related organizations, outreach related to local business or agriculture, new associations with groups that target at-risk individuals, youth groups, targeted efforts to work with local care providers or senior centers, local school partnerships.*
- **Marketing services that reach new audiences or promote new services**
 - *Examples include: Graphic design services for new or enhanced library branding within the community, one-time advertising campaign funds to promote new resources within the community, promotion of the Kansas library ecard in areas where digital adoption is low or to increase the reach of the library's digital materials or other programs/services.*
- **Automation or digitization projects**
 - *Examples include coverage of costs to join NorCat, to automate the library, to add pieces of a collection not currently online or to clean up an existing catalog. Services to digitize special collections or add digital collections to the region's resources.*

Objectives

- Exhaust all budgeted grant funds to libraries in designated areas of need annually.
- Ensure libraries have access to some funding beyond smaller grants that have a maximum of \$1,000.
- Increase the ability of our libraries to make infrastructure enhancements, be innovative and add new services.

Grant Amounts and Number

Annually, we will base our funding range and topics on feedback from the libraries that we gather in our annual survey.

Annual Timeline

Summer release of grant specs – target July

September 15th - grant applications will be due

November 1st - grants will be awarded and checks issued

Project completion timeline – November – April of the following year

Project reporting completed by May 15th

NORTH CENTRAL KANSAS LIBRARIES SYSTEM
GENERAL OPERATIONS FUND
February 28, 2023

	MONTHLY 2023 FEBRUARY	YEAR TO DATE JAN. 1, 2023	2023 BUDGET	% OF BUDGET
BEGINNING FUND BALANCE	\$ 990,880.81	\$ 510,000.00		
REVENUE				
Chase County	\$ -	\$ 39,463.70	\$ 55,228.63	71.46%
Clay County	-	77,165.30	129,036.80	59.80%
Dickinson County	-	111,484.24	190,592.57	58.49%
Marion County	54,978.72	54,978.72	137,855.49	39.88%
Marshall County	-	124,143.29	180,116.80	68.92%
Morris County	-	47,220.15	72,595.97	65.05%
Riley County	-	91,715.80	168,796.25	54.34%
Washington County	-	93,015.06	148,356.66	62.70%
TOTAL REVENUE	<u>\$ 54,978.72</u>	<u>\$ 639,186.26</u>	<u>\$ 1,082,579.17</u>	<u>59.04%</u>
EXPENSES				
Personnel Services				
Salaries	\$ 45,307.06	\$ 90,575.12	\$ 530,000.00	17.09%
Direct Services				
Catalog & Processing	-	2,087.60	45,000.00	4.64%
Member Travel Reimbursement	138.86	138.86	8,000.00	1.74%
Miscellaneous Shared	(1,285.00)	(1,285.00)	12,000.00	-10.71%
Rotating Book Van	338.04	1,776.83	12,000.00	14.81%
Technology Support	2,429.50	2,429.50	20,000.00	12.15%
Workshops/Meetings	-	250.00	7,000.00	3.57%
Telecommunications	425.26	850.52	5,500.00	15.46%
Consulting Travel	163.91	163.91	8,000.00	2.05%
Member Grants				
ARSL Grant	-	-	-	-
Collections Grant	7,748.00	27,228.60	125,000.00	21.78%
Competitive Grant	-	-	80,000.00	0.00%
Digital Resources Grant	-	-	45,000.00	0.00%
Extended Service Grant per Capita	-	32,938.00	33,000.00	99.81%
ILL Courier/Postage Grant	25,815.00	25,815.00	24,000.00	107.56%
Programming Grant	-	-	3,000.00	0.00%
Service Improvement Grant	1,000.00	1,000.00	22,000.00	4.55%
Technology Grant	-	-	32,000.00	0.00%
Continuing Education Grant	-	-	8,000.00	0.00%
Materials				
Youth Literacy Kits	-	-	500.00	0.00%
Downloadables	1,266.05	1,266.05	40,000.00	3.17%
Large Print Books	1,573.37	2,424.07	18,000.00	13.47%
Rotating Book Collection	1,691.80	2,279.52	38,500.00	5.92%
Transfer to Capital Improvement	-	-	60,000.00	-
TOTAL EXPENSES	<u>\$ 86,611.85</u>	<u>\$ 189,938.58</u>	<u>\$ 1,176,500.00</u>	<u>16.14%</u>
ENDING FUND BALANCE 2/28/2023	<u>\$ 959,247.68</u>	<u>\$ 959,247.68</u>		

NORTH CENTRAL KANSAS LIBRARIES SYSTEM
EMPLOYEE BENEFIT FUND
February 28, 2023

	MONTHLY 2023 FEBRUARY	YEAR TO DATE JAN. 1, 2023	2022 BUDGET	% OF BUDGET
BEGINNING FUND BALANCE	\$ 224,218.79	\$ 127,262.92		
REVENUE				
Chase County	\$ -	\$ 7,572.77	\$ 10,564.86	71.68%
Clay County	-	14,811.23	24,680.31	60.01%
Dickinson County	-	21,535.90	36,427.45	59.12%
Marion County	10,544.12	10,544.12	26,349.13	40.02%
Marshall County	-	23,812.13	34,445.13	69.13%
Morris County	-	9,057.95	13,872.90	65.29%
Riley County	-	17,591.72	32,189.83	54.65%
Washington County	-	17,847.67	28,380.18	62.89%
TOTAL REVENUE	<u>\$ 10,544.12</u>	<u>\$ 122,773.49</u>	<u>\$ 206,909.79</u>	<u>59.34%</u>
EXPENSES				
Social Security	\$ 3,296.25	\$ 6,589.52	\$ 39,500.00	16.68%
KPERS	3,819.38	7,635.48	49,000.00	15.58%
Workers' Compensation	-	-	3,500.00	0.00%
Unemployment Compensation	45.31	90.57	550.00	16.47%
Health Insurance	8,118.87	16,237.74	130,450.00	12.45%
TOTAL EXPENSES	<u>\$ 15,279.81</u>	<u>\$ 30,553.31</u>	<u>\$ 223,000.00</u>	<u>13.70%</u>
ENDING FUND BALANCE 2/28/2023	<u>\$ 219,483.10</u>	<u>\$ 219,483.10</u>		

NORTH CENTRAL KANSAS LIBRARIES SYSTEM
OTHER INCOME
February 28, 2023

	MONTHLY 2023 FEBRUARY	YEAR TO DATE JAN. 1, 2023	2023 BUDGET	% OF BUDGET
BEGINNING FUND BALANCE	\$ 24,828.76	\$ 23,453.76		
REVENUE				
Interest	\$ 2,243.04	\$ 2,243.04	\$ 4,500.00	49.85%
Contracting Library Fees	-	1,375.00	13,000.00	10.58%
State Aid and Grants	-	-	50,000.00	0.00%
Miscellaneous	-	-	-	-
TOTAL REVENUE	\$ 2,243.04	\$ 3,618.04	\$ 67,500.00	5.36%
EXPENSES				
Admin - Operation				
Audit & Legal	\$ -	\$ -	\$ 10,000.00	0.00%
Furniture	-	-	2,000.00	0.00%
Insurance	-	-	4,500.00	0.00%
Membership Fees	-	-	1,000.00	0.00%
Office Supplies	200.48	200.48	4,000.00	5.01%
Postage	567.50	567.50	9,000.00	6.31%
Staff Development	249.00	249.00	5,000.00	4.98%
Technology Equip. & Maint.	2,077.38	2,077.38	16,000.00	12.98%
Marketing/Communications	800.00	800.00	8,000.00	10.00%
Space Allocation	-	-	35,000.00	0.00%
TOTAL EXPENSES	\$ 3,894.36	\$ 3,894.36	\$ 94,500.00	4.12%
ENDING FUND BALANCE 2/28/2023	<u>\$ 23,177.44</u>	<u>\$ 23,177.44</u>		

NORTH CENTRAL KANSAS LIBRARIES SYSTEM
 CAPITAL IMPROVEMENT FUND
 February 28, 2023

	MONTHLY 2023 FEBRUARY	YEAR TO DATE JAN. 1, 2023	2023 BUDGET	% OF BUDGET
BEGINNING FUND BALANCE	\$ 419,501.13	\$ 419,501.13		
REVENUE				
Carryover from General Operation Fund	-	\$ -	\$ -	-
TOTAL REVENUE	<u>\$ -</u>	<u>\$ -</u>		
EXPENSES				
	\$ -	\$ -	\$ -	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
TOTAL EXPENSES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
ENDING FUND BALANCE 2/28/2023	<u><u>\$ 419,501.13</u></u>	<u><u>\$ 419,501.13</u></u>		

NORTH CENTRAL KANSAS LIBRARIES SYSTEM
February 28, 2023

	GENERAL OPERATIONS FUND YEAR TO DATE	EMPLOYEE BENEFITS YEAR TO DATE	OTHER FUNDS YEAR TO DATE	CAPITAL IMPROVEMENT FUND YEAR TO DATE	TOTAL ALL FUNDS YEAR TO DATE	TOTAL ALL BUDGETS	% OF BUDGET
BEGINNING FUND BALANCE	\$ 510,000.00	\$ 127,262.92	\$ 23,453.76	\$ 419,501.13	\$ 1,080,217.81		
REVENUE							
Chase County	39,463.70	7,572.77			\$ 47,036.47	65,793.49	71.49%
Clay County	77,165.30	14,811.23			\$ 91,976.53	153,717.11	59.83%
Dickinson County	111,484.24	21,535.90			\$ 133,020.14	227,020.02	58.59%
Marion County	54,978.72	10,544.12			\$ 65,522.84	164,204.62	39.90%
Marshall County	124,143.29	23,812.13			\$ 147,955.42	214,561.93	68.96%
Morris County	47,220.15	9,057.95			\$ 56,278.10	86,468.87	65.08%
Riley County	91,715.80	17,591.72			\$ 109,307.52	200,986.08	54.39%
Washington County	93,015.06	17,847.67			\$ 110,862.73	176,736.84	62.73%
State Aid and Grants					\$ -	50,000.00	0.00%
Interest			2,243.04		\$ 2,243.04	4,500.00	49.85%
Contracting Library Fees			1,375.00		\$ 1,375.00	13,000.00	10.58%
Miscellaneous					\$ -	-	-
TOTAL REVENUE	\$ 639,186.26	\$ 122,773.49	\$ 3,618.04	\$ -	\$ 765,577.79	\$ 1,356,988.96	56.42%
EXPENSES							
Salaries	\$ 90,575.12				\$ 90,575.12	\$ 530,000.00	17.09%
Employee Benefits		30,553.31			\$ 30,553.31	223,000.00	13.70%
Admin - Operation							
Audit & Legal					\$ -	10,000.00	0.00%
Furniture					\$ -	2,000.00	0.00%
Insurance					\$ -	4,500.00	0.00%
Membership Fees					\$ -	1,000.00	0.00%
Office Supplies			200.48		\$ 200.48	4,000.00	5.01%
Postage			567.50		\$ 567.50	9,000.00	6.31%
Staff Development			249.00		\$ 249.00	5,000.00	4.98%
Technology Equip. & Maint.			2,077.38		\$ 2,077.38	16,000.00	12.98%
Marketing/Communications			800.00		\$ 800.00	8,000.00	10.00%
Direct Services							
Catalog & Processing	2,087.60				\$ 2,087.60	45,000.00	4.64%
Member Travel Reimbursement	138.86				\$ 138.86	8,000.00	1.74%
Miscellaneous Shared	(1,285.00)				\$ (1,285.00)	12,000.00	-10.71%
Rotating Book Van	1,776.83				\$ 1,776.83	12,000.00	14.81%
Technology Support	2,429.50				\$ 2,429.50	20,000.00	12.15%
Workshops/Meetings	250.00				\$ 250.00	7,000.00	3.57%
Telecommunications	850.52				\$ 850.52	5,500.00	15.46%
Consulting Travel	163.91				\$ 163.91	8,000.00	2.05%
Member Grants							
ARSL Grant	-				\$ -	-	-
Collections Grant	27,228.60				\$ 27,228.60	125,000.00	21.78%
Competitive Grant	-				\$ -	80,000.00	0.00%
Digital Resources Grant	-				\$ -	45,000.00	0.00%
Extended Service Grant per capita	32,938.00				\$ 32,938.00	33,000.00	99.81%
ILL Courier/Postage Grant	25,815.00				\$ 25,815.00	24,000.00	107.56%
Programming Grant	-				\$ -	3,000.00	0.00%
Service Improvement Grant	1,000.00				\$ 1,000.00	22,000.00	4.55%
Technology Grant	-				\$ -	32,000.00	0.00%
Continuing Education Grant	-				\$ -	8,000.00	0.00%
Materials							
Downloadables	1,266.05				\$ 1,266.05	40,000.00	3.17%
Early Literacy Kits	-				\$ -	500.00	0.00%
Large Print Books	2,424.07				\$ 2,424.07	18,000.00	13.47%
Rotating Book Collection	2,279.52				\$ 2,279.52	38,500.00	5.92%
Space Allocation							
Capital Improvement Fund Expenses					\$ -	-	-
Transfer to Capital Improvement Fund					\$ -	60,000.00	-
TOTAL EXPENSES	\$ 189,938.58	\$ 30,553.31	\$ 3,894.36	\$ -	\$ 224,386.25	\$ 1,494,000.00	15.02%
Transfer for Capital Improvement Fund	-				-		
ENDING FUND BALANCE, 2/28/2023	\$ 959,247.68	\$ 219,483.10	\$ 23,177.44	\$ 419,501.13	\$ 1,621,409.35		

NORTH CENTRAL KANSAS LIBRARIES SYSTEM
GENERAL OPERATIONS FUND
March 21, 2023

	MONTHLY 2023 MARCH	YEAR TO DATE JAN. 1, 2023	2023 BUDGET	% OF BUDGET
BEGINNING FUND BALANCE	\$ 959,247.68	\$ 510,000.00		
REVENUE				
Chase County	\$ -	\$ 39,463.70	\$ 55,228.63	71.46%
Clay County	2,172.46	79,337.76	129,036.80	61.48%
Dickinson County	5,377.39	116,861.63	190,592.57	61.31%
Marion County	-	54,978.72	137,855.49	39.88%
Marshall County	3,682.08	127,825.37	180,116.80	70.97%
Morris County	1,639.75	48,859.90	72,595.97	67.30%
Riley County	5,991.14	97,706.94	168,796.25	57.88%
Washington County	-	93,015.06	148,356.66	62.70%
TOTAL REVENUE	<u>\$ 18,862.82</u>	<u>\$ 658,049.08</u>	<u>\$ 1,082,579.17</u>	<u>60.79%</u>
EXPENSES				
Personnel Services				
Salaries	\$ 45,307.06	\$ 135,882.18	\$ 530,000.00	25.64%
Direct Services				
Catalog & Processing	-	2,087.60	45,000.00	4.64%
Member Travel Reimbursement	55.08	193.94	8,000.00	2.42%
Miscellaneous Shared	-	(1,285.00)	12,000.00	-10.71%
Rotating Book Van	913.25	2,690.08	12,000.00	22.42%
Technology Support	484.00	2,913.50	20,000.00	14.57%
Workshops/Meetings	3,365.41	3,615.41	7,000.00	51.65%
Telecommunications	465.26	1,315.78	5,500.00	23.92%
Consulting Travel	1,260.42	1,424.33	8,000.00	17.80%
Member Grants				
ARSL Grant	-	-	-	-
Collections Grant	5,274.36	32,502.96	125,000.00	26.00%
Competitive Grant	-	-	80,000.00	0.00%
Digital Resources Grant	-	-	45,000.00	0.00%
Extended Service Grant per Capita	-	32,938.00	33,000.00	99.81%
ILL Courier/Postage Grant	-	25,815.00	24,000.00	107.56%
Programming Grant	-	-	3,000.00	0.00%
Service Improvement Grant	-	1,000.00	22,000.00	4.55%
Technology Grant	-	-	32,000.00	0.00%
Continuing Education Grant	-	-	8,000.00	0.00%
Materials				
Youth Literacy Kits	-	-	500.00	0.00%
Downloadables	-	1,266.05	40,000.00	3.17%
Large Print Books	874.69	3,298.76	18,000.00	18.33%
Rotating Book Collection	2,672.06	4,951.58	38,500.00	12.86%
Transfer to Capital Improvement	-	-	60,000.00	-
TOTAL EXPENSES	<u>\$ 60,671.59</u>	<u>\$ 250,610.17</u>	<u>\$ 1,176,500.00</u>	<u>21.30%</u>
ENDING FUND BALANCE 3/21/2023	<u>\$ 917,438.91</u>	<u>\$ 917,438.91</u>		

NORTH CENTRAL KANSAS LIBRARIES SYSTEM
EMPLOYEE BENEFIT FUND
March 21, 2023

	MONTHLY 2023 MARCH	YEAR TO DATE JAN. 1, 2023	2022 BUDGET	% OF BUDGET
BEGINNING FUND BALANCE	\$ 219,483.10	\$ 127,262.92		
REVENUE				
Chase County	\$ -	\$ 7,572.77	\$ 10,564.86	71.68%
Clay County	457.49	15,268.72	24,680.31	61.87%
Dickinson County	1,090.08	22,625.98	36,427.45	62.11%
Marion County	-	10,544.12	26,349.13	40.02%
Marshall County	750.39	24,562.52	34,445.13	71.31%
Morris County	332.93	9,390.88	13,872.90	67.69%
Riley County	1,242.04	18,833.76	32,189.83	58.51%
Washington County	-	17,847.67	28,380.18	62.89%
TOTAL REVENUE	<u>\$ 3,872.93</u>	<u>\$ 126,646.42</u>	<u>\$ 206,909.79</u>	<u>61.21%</u>
EXPENSES				
Social Security	\$ 3,296.25	\$ 9,885.77	\$ 39,500.00	25.03%
KPERS	3,819.38	11,454.86	49,000.00	23.38%
Workers' Compensation	-	-	3,500.00	0.00%
Unemployment Compensation	45.31	135.88	550.00	24.71%
Health Insurance	8,118.87	24,356.61	130,450.00	18.67%
TOTAL EXPENSES	<u>\$ 15,279.81</u>	<u>\$ 45,833.12</u>	<u>\$ 223,000.00</u>	<u>20.55%</u>
ENDING FUND BALANCE 3/21/2023	<u>\$ 208,076.22</u>	<u>\$ 208,076.22</u>		

NORTH CENTRAL KANSAS LIBRARIES SYSTEM
OTHER INCOME
March 21, 2023

	MONTHLY 2023 MARCH	YEAR TO DATE JAN. 1, 2023	2023 BUDGET	% OF BUDGET
BEGINNING FUND BALANCE	\$ 23,177.44	\$ 23,453.76		
REVENUE				
Interest	\$ 2,556.74	\$ 4,799.78	\$ 4,500.00	106.66%
Contracting Library Fees	1,375.00	2,750.00	13,000.00	21.15%
State Aid and Grants	50,226.84	50,226.84	50,000.00	100.45%
Miscellaneous	500.00	500.00	-	-
TOTAL REVENUE	<u>\$ 54,658.58</u>	<u>\$ 58,276.62</u>	<u>\$ 67,500.00</u>	<u>86.34%</u>
EXPENSES				
Admin - Operation				
Audit & Legal	\$ -	\$ -	\$ 10,000.00	0.00%
Furniture	-	-	2,000.00	0.00%
Insurance	-	-	4,500.00	0.00%
Membership Fees	-	-	1,000.00	0.00%
Office Supplies	46.42	246.90	4,000.00	6.17%
Postage	-	567.50	9,000.00	6.31%
Staff Development	-	249.00	5,000.00	4.98%
Technology Equip. & Maint.	12.00	2,089.38	16,000.00	13.06%
Marketing/Communications	251.80	1,051.80	8,000.00	13.15%
Space Allocation	-	-	35,000.00	0.00%
TOTAL EXPENSES	<u>\$ 310.22</u>	<u>\$ 4,204.58</u>	<u>\$ 94,500.00</u>	<u>4.45%</u>
ENDING FUND BALANCE 3/21/2023	<u><u>\$ 77,525.80</u></u>	<u><u>\$ 77,525.80</u></u>		

NORTH CENTRAL KANSAS LIBRARIES SYSTEM
 CAPITAL IMPROVEMENT FUND
 March 21, 2023

	MONTHLY 2023 MARCH	YEAR TO DATE JAN. 1, 2023	2023 BUDGET	% OF BUDGET
BEGINNING FUND BALANCE	\$ 419,501.13	\$ 419,501.13		
REVENUE				
Carryover from General Operation Fund	-	\$ -	\$ -	-
TOTAL REVENUE	<u>\$ -</u>	<u>\$ -</u>		
EXPENSES				
	\$ -	\$ -	\$ -	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
TOTAL EXPENSES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
ENDING FUND BALANCE 3/21/2023	<u><u>\$ 419,501.13</u></u>	<u><u>\$ 419,501.13</u></u>		

NORTH CENTRAL KANSAS LIBRARIES SYSTEM
March 21, 2023

	GENERAL OPERATIONS FUND YEAR TO DATE	EMPLOYEE BENEFITS YEAR TO DATE	OTHER FUNDS YEAR TO DATE	CAPITAL IMPROVEMENT FUND YEAR TO DATE	TOTAL ALL FUNDS YEAR TO DATE	TOTAL ALL BUDGETS	% OF BUDGET
BEGINNING FUND BALANCE	\$ 510,000.00	\$ 127,262.92	\$ 23,453.76	\$ 419,501.13	\$ 1,080,217.81		
REVENUE							
Chase County	39,463.70	7,572.77			\$ 47,036.47	65,793.49	71.49%
Clay County	79,337.76	15,268.72			\$ 94,606.48	153,717.11	61.55%
Dickinson County	116,861.63	22,625.98			\$ 139,487.61	227,020.02	61.44%
Marion County	54,978.72	10,544.12			\$ 65,522.84	164,204.62	39.90%
Marshall County	127,825.37	24,562.52			\$ 152,387.89	214,561.93	71.02%
Morris County	48,859.90	9,390.88			\$ 58,250.78	86,468.87	67.37%
Riley County	97,706.94	18,833.76			\$ 116,540.70	200,986.08	57.98%
Washington County	93,015.06	17,847.67			\$ 110,862.73	176,736.84	62.73%
State Aid and Grants			50,226.84		\$ 50,226.84	50,000.00	100.45%
Interest			4,799.78		\$ 4,799.78	4,500.00	106.66%
Contracting Library Fees			2,750.00		\$ 2,750.00	13,000.00	21.15%
Miscellaneous			500.00		\$ 500.00	-	-
TOTAL REVENUE	\$ 658,049.08	\$ 126,646.42	\$ 58,276.62	\$ -	\$ 842,972.12	\$ 1,356,988.96	62.12%
EXPENSES							
Salaries	\$ 135,882.18				\$ 135,882.18	\$ 530,000.00	25.64%
Employee Benefits		45,833.12			\$ 45,833.12	223,000.00	20.55%
Admin - Operation							
Audit & Legal			-		\$ -	10,000.00	0.00%
Furniture			-		\$ -	2,000.00	0.00%
Insurance			-		\$ -	4,500.00	0.00%
Membership Fees			-		\$ -	1,000.00	0.00%
Office Supplies			246.90		\$ 246.90	4,000.00	6.17%
Postage			567.50		\$ 567.50	9,000.00	6.31%
Staff Development			249.00		\$ 249.00	5,000.00	4.98%
Technology Equip. & Maint.			2,089.38		\$ 2,089.38	16,000.00	13.06%
Marketing/Communications			1,051.80		\$ 1,051.80	8,000.00	13.15%
Direct Services							
Catalog & Processing	2,087.60				\$ 2,087.60	45,000.00	4.64%
Member Travel Reimbursement	193.94				\$ 193.94	8,000.00	2.42%
Miscellaneous Shared	(1,285.00)				\$ (1,285.00)	12,000.00	-10.71%
Rotating Book Van	2,690.08				\$ 2,690.08	12,000.00	22.42%
Technology Support	2,913.50				\$ 2,913.50	20,000.00	14.57%
Workshops/Meetings	3,615.41				\$ 3,615.41	7,000.00	51.65%
Telecommunications	1,315.78				\$ 1,315.78	5,500.00	23.92%
Consulting Travel	1,424.33				\$ 1,424.33	8,000.00	17.80%
Member Grants							
ARSL Grant	-				\$ -	-	-
Collections Grant	32,502.96				\$ 32,502.96	125,000.00	26.00%
Competitive Grant	-				\$ -	8,000.00	0.00%
Digital Resources Grant	-				\$ -	32,000.00	0.00%
Extended Service Grant	25,815.00				\$ 25,815.00	24,000.00	107.56%
ILL Courier/Postage Grant	32,938.00				\$ 32,938.00	33,000.00	99.81%
Programming Grant	1,000.00				\$ 1,000.00	22,000.00	4.55%
Service Improvement Grant	-				\$ -	80,000.00	0.00%
Technology Grant	-				\$ -	3,000.00	0.00%
Continuing Education Grant	-				\$ -	45,000.00	0.00%
Materials							
Downloadables	1,266.05				\$ 1,266.05	40,000.00	3.17%
Early Literacy Kits	-				\$ -	500.00	0.00%
Large Print Books	3,298.76				\$ 3,298.76	18,000.00	18.33%
Rotating Book Collection	4,951.58				\$ 4,951.58	38,500.00	12.86%
Space Allocation							
Capital Improvement Fund Expenses				-	\$ -	-	-
Transfer to Capital Improvement Fund	60,000.00				\$ -	60,000.00	-
TOTAL EXPENSES	\$ 310,610.17	\$ 45,833.12	\$ 4,204.58	\$ -	\$ 300,647.87	\$ 1,494,000.00	20.12%
Transfer for Capital Improvement Fund	-			-			
ENDING FUND BALANCE, 3/21/2023	<u>\$ 857,438.91</u>	<u>\$ 208,076.22</u>	<u>\$ 77,525.80</u>	<u>\$ 419,501.13</u>	<u>\$ 1,622,542.06</u>		