

**North Central Kansas Library System
Executive Board Meeting
January 25, 2024**

President Moulton called to order the January meeting of the Executive Committee of the North Central Kansas Library System at 10:10 a.m.

Members present: Wendy Mouton, Judith Cremer, Candace Boardman, Nikki Plankinton, Judy Goodrich, Linda Cook, Jeanie Bartel, and Alisha Paddock.

NCKLS staff present: Sandy Wilkerson, Library Director; Eric Norris, Consulting Director; Jennifer Lund, Business Operations Manager; Teri Belin, Human Resources Consultant; Duane Mayer, Technology Consultant; Krystal Cooper, Acquisitions Assistant.

Consent Agenda and Minutes

Cook made a motion to approve consent agenda. Goodrich seconded and the motion passed.

Financial Statement and Approval of Bills

Summary of Expenses for the Period Ending, December, 2023

General Account	\$ 1,102,840.64
Employee Benefit Account	184,897.78
Other Income	40,753.83
Capital Improvement	24,655.00

Summary of Expenses for the Period Ending January 24, 2024

General Account	\$ 72,860.63
Employee Benefit Account	14,312.59
Other Income	1,229.89
Capital Improvement	0.00

Business Manager Lund explained the December 2023 financial statement. We received 99.7% of taxed income the .03% could've been delinquencies. The -1516 in catalogue and processing was Manhattan Public Library paying back for Baker and Tayler Subscription. The -2635 in Miscellaneous Shared was the libraries paying their final charges and movies licenses.

We received all income plus a little in employee benefits which Jen suggested was due to paid delinquencies. We spent 83% of the expenses. For November and December NCKL also received interest.

We received a little more in contracting fees because Sunflower e-Library was added to a few contracts. We received state aid and no miscellaneous income this year.

Capital improvement funds were used for the Nissan Rogue. In sum, we received 103% of the income and spent about 93.3% of the expenditures. The left-over balance was left in cash forward.

Lund also explained the January 2024 financial statement. At the start of the year, there is minimal activity. We paid out the digital resource grant for Sunflower e-Library/Overdrive. No activity in capital

improvement funds. We've received about 39.5% of the income and 5% of the expenses have been paid out.

Paddock moved to approve the financial report. Cook seconded, and the motion passed.

Staff Reports

Director Wilkerson said the state survey is in progress, it is a hard deadline from the state library. Wilkerson also discussed the possibility of an ILS change. A committee has met with other companies. Costs to smaller libraries is something being considered. There have also been staff changes and Director Wilkerson is revising the acquisitions position and opening a business manager position. Personnel policy has been submitted to an attorney. Feedback should be received February 13th. The policy should be presented at the March meeting and voted on in May so it can go to the System Board. The Bylaws committee will be meeting after the meeting so it can also be presented in March and voted on in May so it can go to the System Board.

Consulting Director Norris stated that because of its classification, the regional system qualifies for Non-State Employee State Employee Health Benefits. A letter of intent has been sent to the state. A contact with the state will reach out to the system about the benefits. There are different plans. It's expected that this will start September 1st.

Business Manager Lund stated that as of January 1st, we started payroll with NCKLS in their own program.

Technology Consultant Mayer notified the board that NCKLS will be migrating their email from MPL's server to Microsoft 365. The anticipated migration date is the 30th of January. Email addresses will stay the same. This will cost NCKLS about \$2,500.00 per year.

Unfinished Business

Bylaws committee will be meeting at 11:00 on January 25th, 2024.

New Business

Officer election slate is President Wendy Moulton, Vice President is Alisha Paddock, and Treasurer Judy Goodrich.

Cook moved to approve the slate of officers. Bartel seconded and the motion passed.

In person meeting dates? Location?

August 22nd meeting must be in person and will be at Manhattan Public Library. May 16th was suggested to be in person, that is the month of the audit, Duane said NCKLS can have a zoom set up.

Executive Board Member Comments

Consulting Director Norris mentioned that he will be meeting with legislators on January 31st for legislative day.

Adjournment

There being no further business President Moulton called for a motion to adjourn. Cook moved to adjourn Boardman seconded and the motion passed. The meeting was adjourned at 10:46 a.m.

The next meeting will be March, 28th 2024 at 10 a.m.

Respectfully submitted,

Wendy Moulton, President

Krystal Cooper, Recording Secretary