

**North Central Kansas Library System
Executive Board Meeting
December 5, 2024**

President Moulton called to order the December meeting of the Executive Committee of the North Central Kansas Library System at 10:00 a.m.

Members present: Alisha Paddock, Wendy Moulton, Janet Ayers, Eric Norris, Jeanie Bartel, Judith Cremer, Mandy Cook, Nikki Plankinton, Susan Moyer

NCKLS staff present: Sandy Wilkerson, Director; Deanna Defoor, Business Manager; Duane Mayer, Technology Consultant; Krystal Cooper, Acquisitions Assistant.

Consent Agenda

President Moulton proposed a change to the December agenda requesting committee reports were moved to after roll call.

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

Committee Reports

Paddock requested input on the evaluation tool used to evaluate the director included in the board packet. Paddock will be sending those questions to the executive committee for director evaluations.

President Moulton suggested for future director evaluations to have staff input.

Bartel made a motion to approve the evaluation tool. Cook seconded and the motion passed.

Financial Statement and Approval of Bills

Summary of Expenses for the Period Ending, October 31, 2024

| | |
|--------------------------|---------------|
| General Account | \$ 643,782.09 |
| Employee Benefit Account | 200,130.75 |
| Other Income | 151,696.01 |
| Capital Improvement | 394,846.13 |

Summary of Expenses for the Period Ending November 30, 2024

| | |
|--------------------------|---------------|
| General Account | \$ 518,340.98 |
| Employee Benefit Account | 176,588.78 |
| Other Income | 150,523.05 |
| Capital Improvement | 394,846.13 |

Business Manager Defoor explained the October 2024 financial statement. We received our taxes from 6 of the counties for October. The other two counties made their payments on the first of November. The 44,638 for Personnel services was for salaries. The \$300 from audits and legal, is to pay for filing our audit with the state of Kansas. \$1,500 from staff development is to pay for five staff registered to attend the KLA conference in October. The majority of the \$7,681 under services was to pay the annual subscription to Baker and Taylor. The member travel reimbursement of \$1,100 was to reimburse 16 participants for the KOHA training on October 8th. The credit under Miscellaneous shared was libraries reimbursing NCKL for movie license and the credit in technology support was libraries using some of their technology grant to buy technology equipment. Collection grants are books we buy for the libraries. One library was awarded the service improvement grant, two libraries were awarded a continuing education grant, and one library was awarded the technology grant. 6,835.50 is the rent expense to Manhattan Public Library. NCKLS compensated Manhattan Public Library for workers'

compensation because we were part of their policy from 2023 through June of 2024. NCKLS now has its own policy. For other income, the NCKL earned a revenue interest of just over \$3,000. The Rotating Book Van's expenses include the fuel and wash, and books purchased for the Book Van Collection. There's no activity in capital improvement. The revenue received to date is \$1,433,242.00 and the expenses paid \$1,149,774.15.

Defoor also explained the November 2024 financial statement. The 44,638 for Personnel services was salaries. Audit and legal was for the attorney to review the lease for the new office space on Skyvue Lane. 3543 from Catalog and Services was purchasing barcodes and patron cards for libraries. The credit in technology support was libraries using some of their technology grant to buy technology equipment. 13 libraries were awarded service improvement grants, totaling a little over 11,000, 2 libraries were awarded a continuing education grant, 22 libraries were awarded the technology grant, 6 libraries were awarded the programming grant, and 5 libraries were awarded the competitive grant totaling just under 35,000. The \$2,629 spent for space allocation was reimbursement to Manhattan Public Library for three months of electric, gas, trash, phone, and mail meter. The rent expense of \$6,835 was for November rent to Manhattan Public Library. There is nothing in other income, because Defoor has not received the bank statement to report on interest. \$750 of the Rotating Book Van's expense of just under \$1,000 was for the new wrap for the book van. There's no activity in capital improvement. The revenue received to date is 1,434,479 and the expenses paid \$1,301,168.

Cremer moved to approve the financial report. Bartel seconded, and the motion passed.

Staff Reports

Director Wilkerson wanted the record to reflect that Norris has not been voting since he is not officially on the committee yet. Wilkerson is looking into movers for the move and has not given Eric a move-out date yet. They put the carpet in; the flooring must be cured before the shelving can go in. Director Wilkerson talked with Dave at Design Central about moving all the furniture; staff will be assisting in moving rotating book collection. Wilkerson plans to sell panels. NCKL will need a lateral file and tables and chairs. Director Wilkerson thanked Technology Consultant Mayer for his help in the move.

Director Wilkerson mentioned that the state has expressed need for a different type of training for directors apart from ApPle. Emporia State University (ESU) is working on solutions. The director group feels like some of the missing pieces are the budget, the board, board training, library law and working with local government. There is a meeting in January to do planning on the training. Director Wilkerson will keep the committee informed of ESU's thoughts on developing more trainings for directors.

Technology Consultant Mayer mentioned that with the move there will be a change in phone numbers. He is unsure what the new number will be at this time. NCKL intends to keep the 800 number and will be getting a post office box.

Refer to the meeting packet for further staff reports.

Unfinished Business

There is no unfinished business

New Business

- Riley County seat appointment

The Manhattan Public Library Board has appointed Eric Norris to take over the seat on the executive committee for Riley County. The term is up in 2025. In the 2025 annual meeting anyone from Riley County

can run for that seat. Paddock moved to appoint Eric Norris to fill the term Bartel seconded and the motion passed.

- Nominating Committee for 2025 election of officers

Cook volunteered to be on the nominating committee. Norris volunteered to be on the committee. Moyer moved to accept Norris and Cook as the nominating committee for executive committee officers for 2025. Bartel seconded and the motion passed.

- 2025 Meeting dates

| | |
|--------------------------|--|
| January 30 th | March 27 th at NCKLS office |
| May 15 th | August 21 th |
| October 30 th | December 4 th |

Norris moved to approve the meeting dates. Bartel seconded, and the motion passed.

- 2025 staff raises

Director Wilkerson requested 5% raises for the NCKLS staff in January.

Bartel made a motion to approve the raises. Paddock seconded, and the motion passed

Executive Board Member Comments

Burnley Memorial Library's next event is "Mrs. Claus is Coming to Town" on Saturday morning, December 14th. She reads and we have activities in half-hour periods. Bazaar 4-H Club members and 4-H Reading Project members assist with the grand finale for each group.

Moulton thank NKCLS on behalf of Abilene for the competitive grant

Friday Manhattan has a parade Norris intends to invite three 3 boards Manhattan Public Library works with to watch the parade from the second-floor shell.

Moulton said Abilene made \$900 on the library book sale. Moulton also mentioned that there is a Library Director meeting next week.

Adjournment

There being no further business President Moulton the meeting was adjourned Cook made motion Paddock seconded at 10:48 a.m.

The next meeting will be January 30th, 2025, at 10 a.m.

Respectfully submitted,

Wendy Moulton, President

Krystal Cooper, Recording Secretary