

**North Central Kansas Library System  
Executive Board Meeting  
May 16, 2024**

President Moulton called to order the May meeting of the Executive Committee of the North Central Kansas Library System at 10:04 a.m.

Members present: Wendy Mouton, Mandy Cook, Candace Boardman, Judy Goodrich, Kim Orr, Nikki Plankinton, Alisha Paddock, Judith Cremer, Janet Ayers, Judith Cremer, Jeannie Bartel.

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

Kientz & Penick CPAs, LLC Guest Present: Eric Kientz

**Consent Agenda**

Cook made a motion to approve the consent agenda and the minutes from March 23, 2024. Goodrich seconded and the motion passed.

**2023 Audit Review**

Kientz provided a summary of the 2023 audit. Kientz reports that no difficulties were encountered during the audit. No misstatements were identified. Kientz recommended written policies for whistleblowers and conflicts of interest Kientz state both these policies mitigate fraud risk.

Goodrich moved to approve the financial audit. Cook seconded and the motion passed.

**Financial Statement and Approval of Bills**

Summary of Expenses for the Period Ending, April 30, 2024

General Account	\$ 376,804.16
Employee Benefit Account	58,058.70
Other Income	11,087.07
Capital Improvement	0

Summary of Expenses for the Period Ending May 14, 2024

General Account	\$ 432,576.51
Employee Benefit Account	58,058.70
Other Income	14,255.15
Capital Improvement	0

Business Manager Lund explained the April 2024 financial statement. A check from Chase county was received shortly after the March meeting. \$7300.00 was the fee for the audit. The -1,585.56 from cataloging and processing was the payback for OCLC costs from Pottawatomie-Wabaunsee Regional Library. The -622.09 was people paying for tech items NCKLS purchased. The expenses from the employee benefit fund are standard. The \$130.17 in other income was a rebate from NCKLS's credit card. There was no activity in the capital improvement fund. NCKLS has received 65.75% and has paid out 26.3% of the expenses.

Lund also explained the May 2024 financial statement. The 43,621.44 in Catalog and Processing is for the OCLC bill and ByWater who is going to be our new vendor. Due to the meeting being scheduled earlier than usual, there was no activity in the Employee Benefit Fund. There was also no activity in the other income fund, and no activity in the capital improvement fund. We've received 66% of our income and paid out almost 30% of our expenses.

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

### **Staff Reports**

Deanna Defoor has been hired as the business manager.

A new personnel policy was submitted to the board. The update reflected the new overtime rule effective July 1.

Director Wilkerson presented the costs of locations. Expenses will increase in both locations NCKLS considered. The location on Sky Vue Lane costs less per square foot but is more expensive because the location is bigger. The extra space is useful for meetings, and staffing.

The Plan of Service has to be approved by the state library and will then go to the system board.

Director Wilkerson also reviewed the 2025 proposed budget. ILS Consortium was taken out of Catalog and Processing to clearly show the estimated costs of the project on its own. Telecommunications includes phone and internet it had to be increased. ARSL will not be funded this year. Courier and Postage will be increased. In 2025, any RNR mailings will come to the entities that are going over the Revenue Neutral. Competitive grants are funded at \$60,000. Material budgets are flat. Furniture line has increased to accommodate staffing. The insurance line has increased due to insurance costs increasing. Utilities and maintenance were added. Office supplies increased; these supplies used to be included in the MoU with Manhattan Public Library. Courier costs also increased. Rent expense was included in this budget, transfer of capital improvement was included at \$50,000.

Board term for some members on the Board expired. Sharon Pierce, who represented Washington County, will be replaced by Claire Lahodny. Mandy has agreed to reelection for Marshall County. Clay County and Marion County are still considering the question. Marion and Dickinson Counties have system board opening those librarians have been notified. Peg Chapin has resigned, and Paul Monty has been appointed by the county commissioners in Washington County. There is a need for a second county appointee. This will be on the August ballot.

The Competitive Grant for 2024 will be funded at \$35,000.

Technology Consultant Meyer stated that NCKLS just transitioned to Microsoft 365. Abilene is in the process of switching to Microsoft 365. Meyer noted the biggest issue being that there are several different ways to do the same thing. Otherwise, the transition has been smooth.

Consulting Director Norris discussed the possibility of NCKLS remaining a satellite library after NCKLS and MPL separate

Refer to meeting packet for further staff reports.

### **Unfinished Business**

No Unfinished Business

**New Business**

Personnel Policy- Goodrich moved to approve the personnel policy. Cook seconded, and the motion passed.

NCKLS Office Locations- Cook moved to approve the change of location for NCKLS. Bartel seconded, and the motion passed.

2025 NCKLS System Plan and Tentative Budget- Director Wilkerson answered clarifying questions about the process of State approval of the budget. And clarified that the capital improvement fund is savings. Paddock moved to approve the 2025 System Plan and Tentative Budget. Goodrich seconded, and the motion passed.

August will be in person. Norris proposed we meet online in January to discuss in person meetings

**Executive Board Member Comments**

President Moulton thanked Director Wilkerson and NCKLS staff for working on the ILS system and the State Library for more state aid.

**Adjournment**

There being no further business President Moulton called for a motion to adjourn. Plankinton moved to adjourn Cook seconded and the motion passed. The meeting was adjourned at 10:53 a.m.

The next meeting will be August 22<sup>nd</sup>, 2024, at 10 a.m.

Respectfully submitted,

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Wendy Moulton, President

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Krystal Cooper, Recording Secretary