

**North Central Kansas Library System
Executive Board Meeting
August 22, 2024**

President Moulton called to order the August meeting of the Executive Committee of the North Central Kansas Library System at 9:39 a.m.

Members present: Wendy Moulton, Judy Goodrich, Candace Boardman, Judith Cremer, Jeanie Bartel, Nikki Plankinton, Mandy Cook, Janet Ayers, Alisha Paddock, Kim Orr, Susan Moyer

NCKLS staff present: Amber Hoskins, Catalog Coordinator; Clint Caster, Rotating Books Delivery Driver; Deanna Defoor, Business Manager; Denise Coon, Rotating Books Collection Coordinator; Duane Mayer, Technology Consultant; Jan Johnson, Library Services Consultant; Kim Scaler, Assistant Technology Consultant; Krystal Cooper, Acquisitions Assistant; LaDonna Clark, Technology Trainer; Sandy Wilkerson, Library Director; Eric Norris, Director of Manhattan Public Library; Jennifer Lund, Business Operations Manager of Manhattan Public Library.

Consent Agenda

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

Financial Statement and Approval of Bills

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

General Account	\$ 554,901.78
Employee Benefit Account	88,597.76
Other Income	18,130.09
Capital Improvement	0

Summary of Expenses for the Period Ending July 31, 2024

General Account	\$ 622,636.25
Employee Benefit Account	104,375.38
Other Income	20,342.22
Capital Improvement	0

Business Manager Lund explained the June 2024 financial statement. We received a third of five payments from the counties. The next one is expected in September or October. The salary expense is for May and June payroll. We paid for business insurance which started July 1st and goes until June 30th of next year. The expenses in miscellaneous shared was for movie licensing. Expenses from consulting travel was for 6 months of insurance for the Rogue and fuel. We received contracting libraries' payment fees for 1,975.00 and the interest is high. No activity in the capital improvement fund. In June, we received a little over 95.5% of our income and spent 39% of expenses.

Lund also explained the July 2024 financial statement. The negative expense for catalog and processing was due to Washington buying supplies. The expense in Miscellaneous shared was for eRate and Wordpress. There was no activity in capital improvement funds. 96.7% of our income and we have paid out 44% of expenses.

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

Staff Reports

Director Wilkerson continues to work on the shared catalog. There are preliminary plans for the new location, Director Wilkerson is waiting on a contract.

Refer to meeting packet for further staff reports.

Unfinished Business

No unfinished business

New Business

MPL and NCKLS lease agreement for September 2024 through December 2024. Director Norris from MPL noted that, if needed, MPL and NCKLS could discuss a month-to-month lease after December. Director Wilkerson expressed appreciation to MPL for their flexibility.

Refer to meeting packet for further information.

Plankinton moved to approve the MPL and NCKLS lease agreement. Boardman seconded, and the motion passed

Executive Board Member Comments

No board member comments.

Adjournment

There being no further business President Moulton called for a motion to adjourn. Paddock moved to adjourn Boardman seconded and the motion passed. The meeting was adjourned at 9:50 a.m.

The next meeting will be October 24th, 2024, at 10 a.m.

Respectfully submitted,

Wendy Moulton, President

Krystal Cooper, Recording Secretary