

**North Central Kansas Library System
Executive Board Meeting
May 15, 2025**

President Moulton called to order the May meeting of the Executive Committee of the North Central Kansas Library System at 10:01 a.m.

Members present: Judy Goodrich, Wendy Moulton, Judith Cremer, Jeanie Bartel, Alisha Paddock, Eric Norris, Mandy Cook, Susan Moyer, Janet Ayers, Candace Boardman, Claire Lahodny

NCKLS staff present: Sandy Wilkerson, Library Director; Duane Mayer, Technology Consultant; Krystal Cooper, Acquisitions Assistant.

Consent Agenda

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

Financial Statement and Approval of Bills

Summary of Expenses for the Period Ending, March 31, 2025

General Account	\$399,029.05
Employee Benefit Account	69,498.14
Other Income	8,486.55
Capital Improvement	0

Summary of Expenses for the Period Ending, April 28, 2025

General Account	\$ 467,218.71
Employee Benefit Account	92,623.59
Other Income	10,657.59
Capital Improvement	0

Director Wilkerson explained the March 2025 financial statement. NCKLS received their tax payments from the counties. The expense from the furniture line was an office chair. The credit in the processing center was from Baker and Taylor. Due to servicing issues, Baker and Taylor gave NCKLS credit for the money NCKLS paid them. The cost from consulting travel was 6 months of insurance on the 2021 Rogue. Three libraries paid their annual fee reflected in the ILS consortium line; member travel was for the director meeting in Wakefield for 10 people. The postage grant was to Elm Creek, Florence and Hope; the extended service grant went to 31 libraries, and the service improvement grant was Frankfort and Goessel. Downloadables includes the Northwest administrative fee for all the libraries. Tax payments for the employee benefit fund is standard. State aid is \$80,902.88. Contracting fees were received from Lyon County and from Pottawatomie-Wabaunsee. Interest is 2.25% and Miscellaneous is a credit card rebate. Expenses for the book van is 6 months insurance and getting new tires. There were deposits to the local fund from Blue Rapids and Hillsboro. In summary, the receipts are at 53.6% and expenses are at 27.95%.

Wilkerson also explained the April 2025 financial statement. Chase County tax funds were received. In expenses, marketing was for signage on the front doors and side doors. Processing center is still using the Baker and Taylor credit of 6,865. From ILS, five libraries paid their annual fee. Everyone has paid. Expenses from the Member Travel was the executive meeting. The continuing education grants was for Apple for Wamego and Clifton; and Marysville submitted for training. Service improvement grants was Enterprise and Dwight. Tax payments for the employee benefit fund is standard. Other income is

standard, just interest. There was no activity from Capital Improvement Fund nor Custodial Fund. We have half of our receipts and a third of the year is complete and we're at 33% of our expenses.

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

Staff Reports

Director Wilkerson discussed the first large training session in the conference room. There were about 40 people, and it was successful. Director Wilkerson thanked everyone who helped in making it happen. The meeting room got new chairs, so the old chairs can be in the conference room.

Wilkerson also discussed 2026 contracts in the past, base fees have included various things. Wilkerson broke out the former base services and is decreasing the base fee for larger libraries and increasing the base fee for smaller libraries.

Wilkerson also discussed the budget. The same starting number was used as the 2025 budget; the numbers may change in June when the numbers from the counties are submitted. Wilkerson used \$50,000 for the state aid number. The formula has changed so the number will likely be less. NCKLS does use the state aid for the rotating books collection.

Wilkerson noted that NCKLS will likely need a new book van in 2027, and consulting travel vehicles in 2029 and 2031. This keeps the purchases staggered and each vehicle will have about 8 years on it.

Wilkerson also stated that the mailing costs for the RNR mailing will be covered by the legislature in 2026 but it is projected that they will not cover costs 2027.

Wilkerson removed cellphones from this budget. Additionally, with Microsoft 365, everything can be accessed through the app and it saves about \$4,000. Cremer noted that the plan would also need updated.

Wilkerson increased courier funds of at least \$18,760 which is NCKLS' portion of what the state library pays for the courier. If funding from the state is removed the system can cover that for North Central Kansas libraries. The figure in the budget covers all the libraries that use the courier 3 days. Wilkerson did increase gateway and linking libraries to 82% reimbursement to keep their fees at \$400.

Wilkerson combined the service improvement grant with the per capita grants and went with the name extended service grant. This means there are no more grant forms for that money. All 31 taxing libraries would get the base 1000 and they would get the per capita multiplier on top of that using the same multiplier NCKLS has been using.

Wilkerson stated that, for the system plan, her goals are to increase in person experiences, increase local control of grants funds which is being done with the service improvement grants, and increase resource sharing which is being supported with the courier.

Wilkerson requested a transfer of capital improvement funds of \$38,961.63 to cover building expenses that are itemized in the meeting packet.

There are boards seats that are up for election Wilkerson will reach out to those board members and the libraries in their counties to see if there are people who want to run for those seats.

NCKLS currently doesn't have a policy for district libraries because currently we don't have any. We do have a mechanism for contracting libraries and a district library would be considered someone that would need to contract with NCKLS.

Technology consultant Meyer stated that NCKLS is trying to get libraries on Microsoft 365. NCKLS has taken on the role of migrating several libraries to 365. Frankfort is done, Allen is being worked on and there are 3 or 4 others in the works. Meyer is trying to get all the libraries onto Microsoft 365. The only cost to the libraries will be a yearly domain name fee which is about \$22.00 a year. The libraries are considered non-profits should be able to get Microsoft license for free.

Refer to the meeting packet for further staff reports.

Committee Reports

No Committee Reports

Unfinished Business

There was no unfinished business.

New Business

NCKLS 2026 System Plan. President Moulton noted that the System Plan will be presented to the state library board on June 13th. Moulton reminded the board that cell phones are no longer in the budget. Cremer and Wilkerson noted that there is a change in population for Pottawatomie-Wabaunsee libraries. Moulton also notes that summer library programming line has been added in case IMLS funding that normally covers summer reading supplies is not received. The committee decided to allow 80% courier coverage for the 5-day service for one taxing library.

Paddock moved to approve the NCKLS 2026 System Plan. Goodrich seconded, and the motion passed.

NCKLS 2026 Budget. NCKLS does not know what the income will be, but the projected income is more than the projected expenses. Moulton did note NCKLS increasing funding to the courier in case IMLS was unavailable. The only change made in the meeting was to the courier budget.

Bartel moved to approve the NCKLS 2026 Budget. Moyer seconded, and the motion passed

2026 Contracts with Libraries. Director Wilkerson was making changes to the contracts and wanted to illustrate how the changes broke down in comparison to previous years. Cremer suggested making the contract breakdowns the same for everyone. The committee suggested listing what's included in the base fee and standardizing the terminologies, so libraries know what services are included in the base fee for them to use.

The libraries are eligible for a \$500 continuing education grant.

The cost of sunflower library is charged to the libraries. NCKLS covers the initial costs, which brings the holds down as part of that advantage group. Administrative fees will be charged to the contracting libraries. The large libraries participate in OCLC connection as a group for a 5% discount to get records, those fees are passed on to them. The numbers are still being refined, Wilkerson is still working on the cost of rotating books to more accurately reflect the cost. Pottawattamie-Wabaunsee also discussed the possibility of having less stops for the rotating book van for themselves. Only Dorothy Bramlage and Emporia do not use the rotating book van. The board did express concern about the timing being too late for other libraries who set their budgets earlier.

Paddock moved to approve the draft contacts as presented. Bartel seconded, and the motion passed

Transfer Funds. Director Wilkerson presented the list of expenses to the building for the transfer of capital improvement funds to cover building expenses. The costs would cover the building door controls, the cameras, the shades, the monitor, table and chairs, and signs. All are one-time expenses that total to 38,961.63

Cook moved to approve the transfer of funds from capital improvement. Norris seconded, and the motion passed

Executive Board Member Comments

Norris stated there is an increase in people questioning what is in the Manhattan Public Library collection. There was one formal challenge. The Manhattan Public Library is looking to hire a facilities manager. This year, both 1968 elevators need refurbished. MPL applied for a grant to add a garden to one of the old entrances.

Moyer asked about capital improvement funds noting that unspent funds at the end of a year used to go into capital improvement funds and asked if that's what the System does. Meyer states that NCKLS has but prior to the separation between MPL and NCKLS, NCKLS only had vehicles to spend capital improvement funds on.

Moulton has a graphics company working on shirts for summer reading who recognized the summer reading designs in Marysville.

Onaga library branch received a thank you note from a patron.

Adjournment

There being no further business President Moulton called for a motion to adjourn. Paddock moved to adjourn, Goodrich seconded and the motion passed. The meeting was adjourned at 11:36 a.m.

The next meeting will be August 21st, 2025, at 10:00 a.m.

Respectfully submitted,

Wendy Moulton, President

Krystal Cooper, Recording Secretary