

**North Central Kansas Library System
Executive Board Meeting
August 21, 2025**

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

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

NCKLS staff present: Sandy Wilkerson, Library Director; Amber Hoskins, Catalog Coordinator; 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.

Consent Agenda

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

Financial Statement and Approval of Bills

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

General Account	\$522,235.64
Employee Benefit Account	115,664.30
Other Income	16,211.80
Capital Improvement	33,960.81

Summary of Expenses for the Period Ending, June 30, 2025

General Account	\$604,367.55
Employee Benefit Account	138,796.31
Other Income	22,089.43
Capital Improvement	34,866.00

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

General Account	\$ 687,319.06
Employee Benefit Account	164,302.39
Other Income	29,382.72
Capital Improvement	34,866.00

Business Manager Defoor explained the May 2025 financial statement. NCKLS received early county tax payments for June from three counties. The credit balances in building supplies, furniture, marketing and communications under expenses reflect board approved transfer of capital improvements funds for May for the chairs, cable signage, door access control, window shades, sound system, those were all payments made in the prior month. NCKLS Awarded two programming grants totaling just under \$600 and two technology grants totaling just under \$2,000.

Under the Employee Benefits fund NCKLS received tax payment from the early paying counties and paid about \$23,000 in employee benefits in May. Under other income NCKLS earned \$2,800 at a 2¼% rate. Under expenses, NCKLS repaired the shoes and pads for the brakes on the rotating book van and titles to the rotating books collection. The 33,960 in expenses from the capital improvement fund reflects the reimbursement from the capital improvement fund to the operations fund for the furniture, signage,

and window shades, that were paid earlier in the year. The remaining balance will be transferred once the final payment is made.

The custodial fund that represents the local library funds held by NCKLS is just over \$15,000. These are funds NCKLS holds for various libraries. Defoor encouraged librarians to reach out to her for information about their local funds. Deanna presented the year-to-date summary stating that the cash balance is just over 1.5 million

Business Manager Defoor also explained the June 2025 financial statement. NCKLS received the tax payments of the remaining six counties. After the 3rd tax installment paid, there is a total of about \$318,000. The major expenses from the operation fund in June include payment for the Swank movie license of \$8,300 and eRate consulting of \$5,800. NCKLS also awards 1 continuing education grant and two service improvement grants.

Under the Employee Benefits fund NCKLS received the final tax payment from the paying counties and paid about \$23,132 in employee benefits. Under other income NCKLS earned \$3,144 at a 2¼% rate. NCKLS received a contract payment from one of our libraries. Expenses were primarily for books and fuel for the books van. From the capital improvement fund, NCKLS made the final payment for the video intercom system of \$905. The custodial fund has \$14,800. Receipts exceeded expenses by \$567,000 for the first six months of the year, 90% of our tax payments are received in the first six months of the year. Deanna presented the year-to-date summary stating that the cash balance is just over 1.7 million

Business Manager Defoor additionally explained the July 2025 financial statement. No tax payments were received in July. NCKLS paid for business insurance of about \$2,500 for liability and content coverage for a year, NCKLS also paid \$3,700 for both vehicles for coverage for a year. The annual payment for OCLC subscription was paid and NCKLS paid for 11 domain registration for our libraries. Two continuing education grants, one programming grant, and one service improvement grant were awarded.

Under the Employee Benefit fund, no payments were received. Expenses included \$1,600 for workers compensation coverage, the Blue Cross and Blue Shield premium increased by 5½% starting in July. Under other income fund, NCKLS earned \$3,125 interest for the month of July, still at the 240% interest rate. NCKLS receive two payments from contracting libraries in the month of July. In expenses NCKLS paid one year insurance coverage for the rotating book van at \$1,600. There was no activity in the capital improvement fund with a balance of over \$409,000. There has been little activity in the custodial fund. The year-to-date summary shows that July had \$108,000 loss as expenses exceeded revenue which brought the cash balance down to 1.5 million.

Goodrich made a motion to approve the financial statement. Boardman seconded and the motion passed

Staff Reports

Director Wilkerson stated a lot of NCKLS' projects are complete. NCKLS now has a monitor and a sound system. The tables for the conference room are used from Leavenworth and many of the chairs from Wamego. The meeting room also has a monitor, there are also tables, chairs and blinds. Wilkerson is considering ceiling fans in the conference room and a lightbulb. Wilkerson thanked the board and staff for their support in moving. Wilkerson is working on the emergency and disaster plan, and evaluations are occurring soon. Wilkerson said everyone is getting their grants completed. Wilkerson is also working on meeting with legislators to let them know what the system is doing and the value the system brings to the libraries.

Technology consultant Meyer stated that NCKLS is trying to get libraries on Microsoft 365. Meyer reported some issues because Microsoft blocked the library accounts out of precaution to ensure none of the accounts are fraudulent. Meyer is trying to get those accounts released.

Refer to the meeting packet for further staff reports.

Committee Reports

Personnel Committee Reports-No personnel committee reports

Unfinished Business

There was no unfinished business.

New Business

No new business

Executive Board Member Comments

Cook referred to Norris' comment from last meeting on an increase in people questioning what is in the library collection stating similar experiences recently. No formal challenge was initiated, but all librarians are encouraged to look at their policies on book challenges.

Adjournment

There being no further business President Moulton called for a motion to adjourn. Cook moved to adjourn, Bartel seconded, and the motion passed. The meeting was adjourned at 10:16 a.m.

The next meeting will be October 30st, 2025, via Zoom at 10:00 a.m.

Respectfully submitted,

Wendy Moulton, President

Krystal Cooper, Recording Secretary