

**North Central Kansas Library System
Executive Board Meeting
October 30, 2025**

President Moulton called to order the October meeting of the Executive Committee of the North Central Kansas Library System at 10:02 a.m.

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

NCKLS staff present: Sandy Wilkerson, Library Director; Deanna Defoor, Business Manager; Duane Mayer, Technology Consultant; Kim Scaler, Assistant Technology Consultant; Krystal Cooper, Acquisitions Assistant; LaDonna Clark, Technology Trainer.

Consent Agenda

Bartel noted that the word breaks needed to be changed to brakes. Boardman made a motion to approve the consent agenda with the change. Cook seconded and the motion passed.

Financial Statement and Approval of Bills

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

General Account	\$662,331.64
Employee Benefit Account	167,420.62
Other Income	34,233.81
Capital Improvement	37,921.62

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

General Account	\$863,138.63
Employee Benefit Account	212,552.91
Other Income	37,973.03
Capital Improvement	337,921.62

Business Manager Defoor explained the August 2025 financial statement. No revenue was received from tax payments. The \$505 credit under miscellaneous shared was libraries reimbursing us for E-Rate fees and the Swank license fees. The \$10,417 credit under technology support was because of how we account for equipment purchase tied to the technology grant. When tech equipment is purchased, the cost is taken out of the technology support line and when technology grants are awarded the expenses are moved to the technology grant line. Defoor said 11 libraries were awarded the technology grant in August. Two libraries were awarded the service improvement grant. Two libraries were awarded a service improvement grant and two were awarded the programming grant. On the employee benefits fund page, there is a credit of \$2,055 under workers compensation, that is a refund from the prior workers compensation carrier. There was also a workers compensation audit that resulted in a refund. Under other income, NCKLS earned 2 ¼% interest for August. Other expenses included fixing the Tommy Gate on the book van. The cost under workshops and meetings was for the speaker fee and lunch for the Annual Meeting in August. The cost in the capital improvement fund was the final payment for the TV and sound system for the conference room leaving the capital improvement fund at just over \$406,000. Defoor presents in summary of the first 8 months of the year, the total receipts received was \$1,380,000 and the expenditures were just over 1,000,000 which results in an increase in the cash fund of \$361,000

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. In the Custodial fund, NCKLS is holding just over \$15,000 of library funds.

Business Manager Defoor also explained the September 2025 financial statement. NCKLS received seven of the 8 tax payments totaling \$51,000. Under audit and legal, NCKLS paid the newspaper ads for the RNR and budget hearing, which totals to a little over \$1,000 for all eight counties. NCKLS also paid Varney's and Associates to help with the RNR and budget. The \$1,800 cost for insurance is for the directors and officers policy with provide liability protection for the board. The majority of the \$16,802 from the ILS consortium was paying ByWater the annual fees for support and hosting Koha. NCKLS awarded 8 continuing education grants, one library was awarded the programming grant, another received the service improvement grants, and two technology grants were awarded.

On the employee benefits fund page NCKLS received just under 10,000 from the seven counties. Payroll taxes and benefits are normal. Under other income, NCKLS received payment of \$1,000 from one of our contracting libraries for 2026. Interest rates were reduced to 2% in September totaling \$2,500. The credit balance under workshops and meetings was just reimbursement for lunch from one of the systems in Kansas when we had our system meeting. In the custodial funds, one library put money into their local funds and another took some out of their local fund. There was no activity in capital improvement. In summary, the total receipts \$1,445,748, the total expenditures were \$1,153,505 which brings our balance up by \$292,000 from the beginning of the year in our cash account.

On receiving questions, Defoor clarified that the contracting library that paid their fee for 2026 paid for next year.

Paddock made a motion to approve the financial statement. Cook seconded and the motion passed

Staff Reports

Director Wilkerson recommended creating a grievance policy in writing for member libraries to give libraries recourse if they are unhappy with actions of the system. She suggested a bylaws committee to work on the policy, which could be voted on at the system meeting. Director Wilkerson does not anticipate an increase in ByWater fees in 2026 or 2027. The same line to pay for By Water also pays for Novelist Plus and Director Wilkerson is planning to start a texting service so people can receive texts when their items are ready for them. Libraries pay 63% of the ByWater support fees. The State Library is beginning the RFP to go out for statewide sharing.

The Revenue Neutral process is complete and turned into Riley County, and performance reviews are complete. Business with Baker and Taylor is also complete, the final bill has been paid and all outstanding orders have been cancelled. Baker and Taylor are ceasing business at the end of the year. Carnegie Corporation is awarding gifts, \$10,000 gifts to Carnegie Libraries. There are eight of those in North Central Kansas on the final list. The trustee manual is completed on the website; Director Wilkerson is planning to print copies for libraries.

Technology consultant Meyer stated that 21 of about 31 technology grants have been processed. There has been progress on the Microsoft 365 migration.

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

Grievance bylaw- President Moulton agrees with Director Wilkerson's recommendation on a grievance bylaw. President Moulton, Boardman, and Cremer volunteered to be on this committee. President Moulton will also reach out to Moyer about potentially serving.

Executive Board Member Comments

Cook asked about next year's meeting schedule. Director Wilkerson said that would be presented next meeting.

Moulton expressed excitement for the texting service and appreciation for Novelist Plus. Moulton also expressed gratitude for the Carnegie Corporation as one of the libraries who is receiving the grants. She also mentioned that she got a request for E-Rate documents under FOIA. Technology Consultant Meyer said to let him know when libraries receive those questions so he can get that information sent.

Adjournment

There being no further business President Moulton called for a motion to adjourn. Bartel moved to adjourn, Paddock seconded, and the motion passed. The meeting was adjourned at 10:32 a.m.

The next meeting will be December 4th, 2025, via Zoom at 10:00 a.m.

Respectfully submitted,

Wendy Moulton, President

Krystal Cooper, Recording Secretary