

**North Central Kansas Library System  
Executive Board Meeting  
December 4, 2025**

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

Members present: Wendy Moulton, Mandy Cook, Alicia Paddock, Nikki Plankinton, Candace Boardman, Janet Ayers, Judith Cremer, , Katherine Pope, Eric Norris, Susan Moyer

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

**Consent Agenda**

Cook made a motion to approve the consent agenda with the change. Pope seconded and the motion passed.

**Financial Statement and Approval of Bills**

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

General Account	\$ 942,471.77
Employee Benefit Account	237,596.16
Other Income	44,368.83
Capital Improvement	37,921.62

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

General Account	\$ 1,035,090.50
Employee Benefit Account	262,638.90
Other Income	50,955.52
Capital Improvement	37,921.62

Business Manager Defoor explained the October 2025 financial statement. The General Operation Fund received tax receipts of just over \$11,000. Chase County’s payment of \$2,982 was a late payment for September. Expenditures included \$1,400 for furniture which was a podium purchased from Emporia Public Library and a vacuum cleaner for the building. The \$2,300 spent on staff development included the cost of the KLA conference registration and Koha training for staff.

The credit balance in Miscellaneous Shared was due to libraries reimbursing NCKLS for the Swank Movie Licenses. Technology Support has a credit balance because NCKLS awarded technology grants to libraries and moved the cost of technology equipment purchased from the Technology Support line to the Grants line to reflect grants awarded. Additionally, Service Improvement Grants, a Programming Grant, and Continuing Education Grants were awarded to various libraries.

Under the employee benefit fund, NCKLS received over \$2,100 in tax receipts, October pay roll taxes and benefits for staff totaled \$25,000. Under other income, NCKLS earned interest at 2% which totals \$2,300. Expenses included fuel and oil change for the book van, the system lunch, and lunch for the directors meeting in Peabody. No changes were made to the capital improvement fund in October. There was a little bit of activity from a few libraries in the custodial funds account. Total year-to-date receipts equal just over \$1.4 million and expenses totaling \$1,264,000.00.

Business Manager Defoor also explained the November 2025 financial statement. In the General Operation Fund, NCKLS received Chase County's October tax receipt in November of \$352.00. Expenditures include a new Owl conference room camera, microphone, speakers, and 2 surface pro-tablets for staff under the Technology, Equipment and Maintenance expense line. Technology support again has a credit balance for 13 Technology Grants that were awarded in November. Other grants awarded were for Continuing Education, Programming Grants, and Service Improvement Grants. Under the employee benefit fund, NCKLS received Chase County's payment. Expenditures for pay roll taxes and benefits for staff totaled \$25,000. Under Other Income, interest rate dropped to 1.75% earning us just over \$1,867.00. Expenses include our annual library membership, which give us access to the online Homeless training for our libraries. No changes were made to the capital improvement fund in November. A few transactions were made by librarians in the custodial accounts. Total receipts year-to-date equal \$1,467,140 and expenditures total \$1,389,096; therefore, our cash balance increased by \$78,000 from the beginning of the year which gives us a total of \$1,203,225.00 in our cash account at the end of November.

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

### **Staff Reports**

Director Wilkerson included the link to registration for the State Library board meeting. She also sent information about HB 2410. Wilkerson announced that the State Library is supporting the Kansas 250 Commission with the Kansas 250 Bookshelf, LaDonna will be working with libraries to get this information on library websites. Wilkerson also announced that The Carnegie Corporation of New York is gifting Carnegie Libraries a \$10,000 gift to commemorate the 250<sup>th</sup> anniversary of the signing of the declaration of independence. Wilkerson also noted that the NorCat Participation agreement for 2026 and the 2026 Budget are in your packets. KLA is sponsoring a legislative day on January 27, 2026 Wilkerson encourages librarians to attend and encouraged librarians to email their legislatures to show appreciation for their support.

Technology consultant Meyer reported that 30 out of 31 of the potential tech grants were applied for this year.

Refer to the meeting packet for further staff reports.

### **Committee Reports**

Personnel Committee Reports-Moulton reminded everyone that the evaluations were sent out. Paddock said that those who didn't receive the email should check spam and reach out to her.

President Moulton reminded everyone that a bylaw committee meeting was to occur after the executive board meeting. Norris has agreed to join as another taxing library district.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

Nominating committee for 2026 officers Cook and Moyer both volunteered to be on the nominating committee and will present

**Meeting Dates**

January 29<sup>th</sup> Zoom

March 26<sup>th</sup>

May 14<sup>th</sup> due to system plan

August 27<sup>th</sup> System meeting

October 22<sup>nd</sup>

December 3<sup>rd</sup> Zoom

December and January were decided to be online in case of inclement weather.

**Executive Board Member Comments**

No executive board member comments.

**Adjournment**

There being no further business President Moulton called for a motion to adjourn. Paddock moved to adjourn, Pope seconded, and the motion passed. The meeting was adjourned at 10:29a.m.

The next meeting will be January 29<sup>th</sup>, 2025, via Zoom at 10:00 a.m.

Respectfully submitted,

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Wendy Moulton, President

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Krystal Cooper, Recording Secretary