

# Library District #1 – Library Board

## Agenda

May 5 ,2021

7:00 Meeting

**Troy** Branch Library

- Call to order
- Approve Agenda
- Minutes
- Patron Petitions Correspondence
- Librarian Report
- Disbursements
- Budget Review
- Building Maintenance Report: Ramp
- Unfinished Business
  
- **New Business**
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Next Meeting Wednesday June 2, 2021 7:00pm @**Highland**

**Library District #1 Doniphan County**

**Board of Trustees**

**Monthly Meeting**

**Troy Branch Library**

Wednesday, April 7, 2021

- **Call to Order**

Vice President Tom Gronniger called the meeting to order at 7:06 pm.

**Trustees present:** Judy Fuemmeler, Janet Harness, Tom Gronniger, Greg Bevis, Kathleen Twombly and Ruth Reiter. Morris Watkins, newly elected trustee was also present.

**Staff member present:** Librarian Becky Etherton

- **Approve Agenda.**

Agenda approved 4-0.

- **Minutes of Previous Meetings**

Minutes were approved with no corrections.

- **Patron's Petitions Correspondence**

There was no correspondence to be reviewed by the Trustees.

- **Librarian's Report**

Discussed upcoming book sales, story time in Elwood, the Great Road Trip. See attached report for more detail.

- **Disbursements**

Discussion by the board. Harness made a motion to approve disbursements as presented and Bevis seconded the motion.

- **Budget Review**

Current budget reviewed and discussed by the trustees.

- **Building Maintenance Report**

The ramp which was damaged at the Troy library will be paid by funds from Farm Bureau Insurance. There will be a \$500 deductible due.

- **Unfinished Business**

There was no unfinished business to discuss.

- **New Business**

- **Peggy Franken**, Doniphan County Clerk installed the two newly elected members of the Board of Trustees, Ruth Reiter and Morris Watkins.
- **Craig Grable** presented information on the Stifel Account for the Board to discuss. Discussed growth, liquidity and yield in long term bonds. After discussion, Gronniger made a motion to move the funds in the Stifel account #5728-1958, totaling \$82,444.17, from a medium to high growth account and Watkins seconded the motion. Motion carried 6-0.
- **Election of officers.** Discussion regarding election of officers. After discussion, Gronniger moved to have Dan Glynn remain President and Bevis seconded the motion. Motion carried, 6-0. Reiter moved to have Tom Gronniger remain Vice President and Harness seconded the motion. Motion carried, 6-0. Watkins moved to have Ruth Reiter remain Secretary and Harness seconded the motion. Motion carried 6-0. Gronniger moved to have Greg Bevis become the Treasurer and Reiter seconded the motion. Motion carried 6-0.
- **2022 Budget.** Franken informed the Board of Senate Bill 13 which will affect how taxes are levied in the county. This was discussed and will be a topic of discussion again when the new 2022 budget is being put together by the Board.

**Scheduled Board meeting ends at 8:37 pm.**

\*\*Gronniger made a motion for the Board to move into **Executive Session** at 8:37 pm to discuss personnel issues and Twombly seconded the motion. Motion carried, 6-0.

**Executive Session** was adjourned by Vice President Tom Gronniger at 8:52 pm.

Next meeting will be held Wednesday, May 5, 2021 at Troy, Kansas

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Minutes approved: Dan Glynn

Ruth A. Reiter, Recording Board Member

# Librarian Report

Robyn Johnson has given the library a check from the Euler Fund to cover the cost for author (Nancy Geise) on June 9<sup>th</sup> at Wathena. We have also received a \$100 donation. Thank you notes have been sent.

I will be purchasing a small refrigerator for the Highland library and a stove for Wathena. Dillion Company will be giving an estimate on the room divider in the Troy Library meeting room.

Roberts roofing has been called about giving an estimate on the Troy library.

Repair to the handicap ramp in Troy has started.

I've started NEKLS director training by zoom. Training sessions are once a month until March 2022. September meeting is in-house at Great Bend Public Library, Great Bend ,Ks.

Thank you, Becky

Library District #, Doniphan County

4/27/2021 9:47 AM

Register: A-Account (Pony Express)

From 04/12/2021 through 05/05/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/12/2021	DEBIT	HyVee	COMM.:EMPLOYEE / PUBLI...	breakfast for staff	70.75			43,627.63
04/15/2021	DEBIT	Postmaster	OPERATIONAL EXPENSES:...	books	15.48			43,612.15
04/21/2021	EFT	Kansas Gas Service	OPERATIONAL EXPENSES:...	Wathena	99.39			43,512.76
04/21/2021	EFT	Kansas Gas Service	OPERATIONAL EXPENSES:...	Troy	288.68			43,224.08
04/22/2021	DEBIT	Cricket wireles	TECHNOLOGY:Internet	8Hotspots + data	280.00			42,944.08
04/22/2021	EFT	Kansas Gas Service	OPERATIONAL EXPENSES:...	Highland	37.94			42,906.14
04/23/2021	DD	Alyson N Gobin	-split-		374.79			42,531.35
04/23/2021	DD	Amy L Stanton	-split-		1,794.28			40,737.07
04/23/2021	DD	Annette H Marriot	-split-		630.14			40,106.93
04/23/2021	DD	Carla A Watkins	-split-		1,566.29			38,540.64
04/23/2021	DD	Connie S Higgins	-split-		1,678.00			36,862.64
04/23/2021	DD	David G Reiter	-split-		769.62			36,093.02
04/23/2021	DD	Holly L Uplinger	-split-		590.81			35,502.21
04/23/2021	DD	Janet L Twombly	-split-		458.60			35,043.61
04/23/2021	DD	Laura J Tharman	-split-		1,581.23			33,462.38
04/23/2021	DD	Lawanda I Worthen	-split-		179.85			33,282.53
04/23/2021	DD	Lesly R Etherton	-split-		2,402.80			30,879.73
04/23/2021	DD	Rebecca J Etherton	-split-		2,988.13			27,891.60
04/23/2021	DD	Robert D Simmons	-split-		845.74			27,045.86
04/23/2021	DD	Theresa L Root	-split-		525.98			26,519.88
04/23/2021	DD	Amy Stanton	OPERATIONAL EXPENSES:...	30*.56	16.80			26,503.08
04/23/2021	DD	Carla Watkins	OPERATIONAL EXPENSES:...	101*.56	56.56			26,446.52
04/23/2021	DD	Laura Tharman	OPERATIONAL EXPENSES:...	330*.56	184.80			26,261.72
04/23/2021	DD	Lesly Etherton	OPERATIONAL EXPENSES:...	160*56	89.60			26,172.12
04/23/2021	DD	Rebecca Etherton	OPERATIONAL EXPENSES:...	350*56	196.00			25,976.12
04/26/2021	EFT	EFTPS (Federal Tax)	-split-		4,023.36			21,952.76
04/26/2021	EFT	Kansas Withholding Tax	Payroll Liabilities:State Withho...	111324822rk2	513.00			21,439.76
04/28/2021	EFT	Westar Energy	OPERATIONAL EXPENSES:...	Highland	103.09			21,336.67

Library District #, Doniphan County

4/27/2021 9:47 AM

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From 04/12/2021 through 05/05/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/29/2021	EFT	Blue Cross and Blue Shield o...	Payroll Expense Employee Bene...	full time employees 1...	3,755.58			17,581.09
05/01/2021	EFT	Clune (Proserv)	OPERATIONAL EXPENSES:...		505.00			17,076.09
05/01/2021	EFT	City Of Troy	OPERATIONAL EXPENSES:...	Troy	425.98			16,650.11
05/05/2021	To Print	Violet Cluck	OPERATIONAL EXPENSES:J...	Apr pmt	433.34			16,216.77
05/05/2021	To Print	Council On Aging	OPERATIONAL EXPENSES:...	May pmt	200.00			16,016.77
05/05/2021	To Print	Miller Trash Service	-split-		150.00			15,866.77
05/05/2021	To Print	City Of Highland	OPERATIONAL EXPENSES:...	Highland	53.00			15,813.77
05/05/2021	To Print	Center Point Large Print	MATERIALS:Books large print...		45.00			15,768.77
05/05/2021	To Print	Farm Bureau (RETIREMENT)	Payroll Liabilities:Farm Bureau...	Amy	136.74			15,632.03
05/05/2021	To Print	Farm Bureau (RETIREMENT)	Payroll Liabilities:Farm Bureau...	Carla	116.26			15,515.77
05/05/2021	To Print	Midwest Tape	MATERIALS:Audios adult	invoice 500314201	125.97			15,389.80
05/05/2021	To Print	Center Point Large Print	MATERIALS:Books large print...	invoice 1846363 & 1...	74.21			15,315.59
05/05/2021	To Print	Darrell Lamme	OPERATIONAL EXPENSES:...	snow removal Elwood	565.55			14,750.04

**2021 General Fund Budget Review 04/30/21**

**4/30/2021**

Income	2021 Budget	Current Income	April	Income
Cash Balance on 1/1/21	\$23,614.86			
Donations/Trusts	\$2,000.00	\$1,109.00		\$900.00
Fees - Copy/Fax/Lost Book Reimbursement, etc.	\$1,000.00	\$950.41		\$100.00
General Fund - Taxes		\$335,749.71		\$46,826.03
Grants		\$1,731.23		\$1,731.23
Interest on General Funds				
State Aid	\$2,000.00			
<b>Total Available</b>	<b>\$28,614.86</b>	<b>\$339,540.35</b>		<b>\$49,557.26</b>

Expenditures	2021 Budget	Current Spending	April
Capital Improvement	\$10,000.00	\$1,233.80	1%
Commodities	\$20,500.00	\$4,937.07	24%
Materials	\$57,000.00	\$16,695.76	29%
Operating Expenses	\$85,000.00	\$24,583.12	29%
Salaries	\$290,000.00	\$62,716.58	22%
Technology	\$12,000.00	\$560.00	5%
Transfer to Cap Imp. Super Fund	\$10,000.00	\$15,000.00	150%
<b>Total Expenditures</b>	<b>\$389,510.00</b>	<b>\$125,726.35</b>	<b>32%</b>

Employee Benefit Fund	2021 Budget	Currently	April	Employee Benefit Fund
Tax Income	\$87,450.00	\$52,141.29		\$8,252.26
Expenses - Workers Comp, Social Security, etc.		\$5,071.54		\$1,697.55
Employee Insurance	\$60,000.00	\$14,712.97		\$3,755.58

Bank accounts as of 04/30/2021

A account	<b>\$17076.09</b>
Treasury Index	<b>\$206512.73</b>
Cap.Imp	<b>\$54348.20</b>
Library (Stifel)	<b>\$82443.47</b>
Euler (Stifel)	<b>\$176424.57</b>
G.M.C.F.	<b>\$60172.59</b>