

Library District #1 – Library Board

Agenda

November 3, 2021

Troy Branch Library

- Call to order
- Approve Agenda
- Approve October 2021 minutes
- Patron Petitions Correspondence
- Librarian Report
- Disbursements
- Budget Review
- Building Maintenance Report:
 Brad Smith
- Unfinished Business:
 more keys found
- New Business
 Trustee Training

Executive Session

Adjourn

Next Meeting Wednesday December 1, 2021 7:00pm @**Troy**

Library District #1 Doniphan County

Board of Trustees

Monthly Meeting

Wednesday, October 6, 2021

Troy Branch Library

- **Call to Order**

President Dan Glynn called the meeting to order at 7:00 pm.

Trustees present: Dan Glynn, Tom Gronniger, Greg Bevis, Morris Watkins, Ruth Reiter

Staff member present: Librarian Becky Etherton

- **Approve Agenda**

Agenda approved.

- **Approve September 2021 Minutes**

Minutes with changes approved as presented.

- **Patron's Petitions Correspondence**

Janet Twombly sent a thank you note for a card and gift for her retirement. The Wathena Fall Festival Committee sent a thank you note for supporting their event.

- **Librarian's Report**

Three computers were purchased from Best Buy and were donated to patrons whose names were on the waiting list. Newspapers.com has been installed a link on the webpage. New wall art added to Troy library. Preschool classes had their yearly field trip to the Troy library on September 28th and 29th.

- **Disbursements**

Watkins made a motion to accept disbursements as presented. Bevis seconded. Motion passed 5-0

- **Budget Review**

Budget approved as presented.

- **Building Maintenance Report**

Discussion and approval of temporary repairs to Elwood branch. Discussion that contents of the library are insured.

- **Unfinished Business**

Resolution 001 Board By-law Article II has now been updated on the website by President Glynn. Key inventory is now complete. Some keys to Troy library are missing. New keys will need to be made after a plan is made for master keys.

Meeting was adjourned by President Glynn at 7:39 pm.

Next meeting will be held Wednesday, November 3, 2021 at 7:00 pm @Troy Branch

Minutes approved: Dan Glynn

Ruth A. Reiter, Recording Board Member

Librarian Report

I'm applying for the Ruth and Roger Wolfe Charitable Trust Grant; grant money will be used to purchase STEM activities & iPads for all 4 of the library branches.

Brad Smith will be giving his recommendations on the Troy & Elwood buildings at the Nov 3rd board meeting.

As of 10/27/21 Troy Library held 7 meetings, Wathena 3 and Highland held 2 meetings.

Lunches given out 59, snacks given out 182 during the month of October.

Entries for the Thanksgiving meal baskets and movie baskets will start Nov 1. Each library branch will draw 1 name for each basket on Nov 19th.

All Doniphan County Libraries will be closed November 25-27 for Thanksgiving.

We will be participating in 2 city winter festivals this year, the Highland Snowflake Festival Nov.26th & the Wathena Christmas Festival Sunday Dec 5th. The library will serve warm cider and donuts at Highland & read Christmas stories. At the Wathena Festival the library will host the gingerbread house contest from 5:00-7:00 pm and serve warm cider and donuts.

Thank you, Becky

Library District #, Doniphan County

Register: A-Account (Pony Express)

From 10/07/2021 through 11/03/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
10/07/2021	DEBIT	D&D Flowers	COMM.:Cleaning/office Supplies	display	34.68		52,357.93
10/07/2021	EFT	Rainbow Communications	OPERATIONAL EXPENSES:...	invoice 10972705	835.65		51,522.28
10/07/2021	10615	City Of Highland	OPERATIONAL EXPENSES:...	Highland	53.00		51,469.28
10/07/2021	10616	City Of Wathena	OPERATIONAL EXPENSES:...	Wathena	377.96		51,091.32
10/07/2021	10617	John's Market	COMM.:Food:snacks & lunches		33.07		51,058.25
10/07/2021	10618	United States Treasury	Payroll Liabilities:941Quarterly	notice cp1348	295.12		50,763.13
10/07/2021	10619	Midwest Tape	MATERIALS:Audios adult	invoice 501033014	124.97		50,638.16
10/07/2021	10620	Midwest Tape	MATERIALS:digital access	Hoopla 501068115	227.54		50,410.62
10/07/2021	10621	Quill Corporation	COMM.:Food	19631925	77.90		50,332.72
10/07/2021	10622	Darrell Lamme	OPERATIONAL EXPENSES:...	Lawn service	225.00		50,107.72
10/12/2021	DEBIT	D&D Flowers	COMM.:Programming:Program...	storytime	20.41		50,087.31
10/13/2021	DEBIT	Hobby Lobby	-split-	STEM games	85.72		50,001.59
10/13/2021	DEBIT	Wal-Mart	-split-		308.49		49,693.10
10/19/2021	DEBIT	Cricknet wireles	TECHNOLOGY:Internet	8Hotspots + data	280.00		49,413.10
10/20/2021	EFT	Kansas Gas Service	OPERATIONAL EXPENSES:...	Wathena	33.79		49,379.31
10/20/2021	EFT	Kansas Gas Service	OPERATIONAL EXPENSES:...	Troy	54.12		49,325.19
10/21/2021	EFT	Kansas Gas Service	OPERATIONAL EXPENSES:...	Highland	33.79		49,291.40
10/22/2021	DEBIT	Hobby Lobby	COMM.:Programming:Program...	crafts	23.77		49,267.63
10/22/2021	10623	Laura Tharman	Personnel:CONTINUING EDU...	breakfast lunch and d...	225.00		49,042.63
10/25/2021	DD	Robert Simmons	OPERATIONAL EXPENSES:...	60*.56	33.60		49,009.03
10/25/2021	DD	Rachelle McConnaughey	OPERATIONAL EXPENSES:...	70*.56	39.20		48,969.83
10/25/2021	DD	Holly Uplinger	OPERATIONAL EXPENSES:...	325*.56	182.00		48,787.83
10/25/2021	DD	Connie Higgins	OPERATIONAL EXPENSES:...	10*56	5.60		48,782.23
10/25/2021	DD	Laura Tharman	OPERATIONAL EXPENSES:...	300*.56	168.00		48,614.23
10/25/2021	DD	Lesly Etherton	OPERATIONAL EXPENSES:...	100*56	56.00		48,558.23
10/25/2021	DD	Carla Watkins	OPERATIONAL EXPENSES:...	75*.56	42.00		48,516.23
10/25/2021	DD	Rebecca Etherton	OPERATIONAL EXPENSES:...	335*.56	187.60		48,328.63
10/25/2021	DD	Amy Stanton	OPERATIONAL EXPENSES:...	210*.56	117.60		48,211.03

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10/27/2021 1:39 PM

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Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
10/25/2021	DD	Alyson N Gobin	-split-		383.87		47,827.16
10/25/2021	DD	Amy L Stanton	-split-		1,847.84		45,979.32
10/25/2021	DD	Annette H Marriott	-split-		636.22		45,343.10
10/25/2021	DD	Carla A Watkins	-split-		1,735.60		43,607.50
10/25/2021	DD	Connie S Higgins	-split-		1,618.80		41,988.70
10/25/2021	DD	David G Reiter	-split-		1,034.07		40,954.63
10/25/2021	DD	Holly L Uplinger	-split-		1,783.80		39,170.83
10/25/2021	DD	Laura J Tharman	-split-		1,762.02		37,408.81
10/25/2021	DD	Lawanda I Worthen	-split-		166.23		37,242.58
10/25/2021	DD	Lesly R Etherton	-split-		2,417.58		34,825.00
10/25/2021	DD	Rachelle R McConnaughey	-split-		517.05		34,307.95
10/25/2021	DD	Rebecca J Etherton	-split-		2,990.13		31,317.82
10/25/2021	DD	Robert D Simmons	-split-		1,025.90		30,291.92
10/25/2021	DD	Theresa L Root	-split-		727.78		29,564.14
10/25/2021	DEBIT	KLA Conference	Personnel:CONTINUING EDU...	Laura Tharman	275.00		29,289.14
10/25/2021	DEBIT	Wal-Mart	-split-		482.38		28,806.76
10/25/2021	DEBIT	Simpson's AF Super	COMM.:Programming:Program...	gift cert# Thanksgivi...	50.00		28,756.76
10/25/2021	DEBIT	John's Market	COMM.:Programming:Program...	gift cert Thanksgivin...	50.00		28,706.76
10/25/2021	EFT	Westar Energy	OPERATIONAL EXPENSES:...	Highland	145.61		28,561.15
10/28/2021	EFT	AT&T	OPERATIONAL EXPENSES:...	Elwood	221.05		28,340.10
10/29/2021	EFT	Blue Cross and Blue Sheild o...	Payroll Expense Employee Bene...	full time employees I...	4,245.21		24,094.89
11/01/2021	EFT	Clune (Proserv)	OPERATIONAL EXPENSES:...		505.00		23,589.89
11/03/2021	EFT	City Of Troy	OPERATIONAL EXPENSES:...	Troy	519.69		23,070.20
11/03/2021	10624	Violet Cluck	OPERATIONAL EXPENSES:J...	Oct pmt	216.67		22,853.53
11/03/2021	10625	Council On Aging	OPERATIONAL EXPENSES:...	Nov pmt	200.00		22,653.53
11/03/2021	10626	King Squeege Window clean...	-split-		85.00		22,568.53
11/03/2021	10627	Quill Corporation	-split-		563.04		22,005.49
11/03/2021	10628	NPG Newspapers	MATERIALS:Newspapers	19111936,19386958,... (Highland) Hia World	29.51		21,975.98

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/03/2021	10629	Farm Bureau (RETIREMENT)	Payroll Liabilities: Farm Bureau...	Carla	129.38			21,846.60
11/03/2021	10630	Farm Bureau (RETIREMENT)	Payroll Liabilities: Farm Bureau...	Amy	141.08			21,705.52
11/03/2021	10631	Baker & Taylor	-split-		1,295.29			20,410.23
11/03/2021	10632	The Library Store	CAP. IMP.: furniture	teen chairs	691.55			19,718.68
11/03/2021	10633	Midwest Tape	MATERIALS: Audios adult	501166759 & 50113...	336.91			19,381.77
11/03/2021	10634	NEKLS	COMM.: Cleaning/office Supplies	dvd cases	28.75			19,353.02
11/03/2021	10635	Miller Trash Service	-split-		210.00			19,143.02
11/03/2021	10636	John's Market	COMM.: Food: snacks & lunches	snacks & drawing	131.01			19,012.01

Library District #, Doniphan County

10/27/2021 2:09 PM

Register: Treasury Index(Exchange)
 From 10/07/2021 through 11/03/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
10/07/2021		Deposit	REIMBURSEMENT:Income	Deposit		164.90	131,576.95
10/14/2021		Deposit	-split-		313.76		131,263.19
			Summer Reading	Diane Pierce	-100.00		
			Lost books		-20.00		
			Copies & fax		-193.76		
10/27/2021		Deposit	-split-	Deposit		4,322.72	135,585.91
			16-20 M Vehicles			3,489.29	
			R.V. Tax Dist.			98.08	
			Commerical Vehicle Tax			3.90	
			16-20 M. Vehicles			710.67	
			R.V. Tax Dist.			19.98	
			commercial veh.tax			0.80	

Bank accounts as of 10/31/2021

A account	\$ 24094.89	\$7582.12
Treasury Index	\$125585.91	\$176369.64
Cap.Imp	\$52151.34	\$52156.34
Library (Stifel)	\$87909.67	\$86712.69
Euler (Stifel)	\$183865.88	\$182839.09
G.M.C.F.	\$60172.59	\$54720.28