

Library District #1 – Library Board

Agenda

July 7, 2021

7:00 Meeting

Wathena Branch Library

- **Call to order**
- **Approve Agenda**
- **Minutes**
- **Patron Petitions Correspondence**
- **Librarian Report**
- **Disbursements**
- **Budget Review**
- **Building Maintenance Report:**
- **Unfinished Business**
- **New Business**

2022 Budget (Peggy Franken)

Executive Session

Next Meeting Wednesday August 4, 2021 7:00pm @**Troy**

Library District #1 Doniphan County

Board of Trustees

Monthly Meeting

Wednesday, June 2, 2021

- **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,
Kathleen Twombly

Trustees not present: Janet Harness

Staff member present: Librarian Becky Etherton

- **Approve Agenda**

Agenda approved.

- **Minutes of Previous Meetings**

Minutes were approved with corrections.

- **Patron's Petitions Correspondence**

One letter was received from Stifel which contained general information and was reviewed by the Board.

- **Librarian's Report**

Discussed Troy's lunches will be covered by the library. Highland and Elwood lunches will start next week. Meeting rooms are getting busy. Elevator repair tomorrow and ramp next Thursday at Troy branch. Will have staff training on using these safely. Will have branches closed July 2-4th. Trustees Reiter and Watkins have been directed by President Glynn to report to First Option bank in Troy to be added to the banking account. This will be completed in June. Etherton is following up for the bonding process for Bevis. Received money from the Wolf Trust and Etherton presented information about a CD/DVD cleaner to be purchased with some of the money. The existing cleaner is no longer working. Etherton also presented information about a folding partition door for the meeting room at Troy to provide privacy as needed. The item will be provided by Dillon company and will be purchased by Etherton.

- **Disbursements**

Discussed disbursements. Twombly made a motion to approve disbursements and Bevis seconded. Motion passed 6-0.

- **Budget Review**

Budget reviewed and discussed by the trustees. Glynn stated that the funds in the Stifel account #5728-1958 were moved to a medium risk account, according to Craig Grable.

- **Building Maintenance Report**

Troy branch roof repair-Watkins relayed information about the bid from Roberts Roofing Co. in St. Joseph, MO. Another bid will be sought before a decision is made.

Troy branch sliding bathroom door. Watkins will follow through with bid to replace the door.

Wathena branch stove-This will be picked up and installed.

Highland branch refrigerator-This will be picked up and installed.

- **Unfinished Business**

Hourly employee study. Glynn met with the committee of Gronniger, Bevis and himself to look further into salaries in the area. No changes recommended at this time. Etherton stated that she would like to increase salaries for the next year. She will include this information in the proposed budget for next year.

- **New Business**

There was no new business.

- **Executive Session**

Twombly moved and Glynn seconded to move into executive session from 8:20-8:40 to discuss personnel. Motion passed 6-0. Glynn recorded responses from the trustees.

Meeting was adjourned by President Glynn at 8:40 pm.

Next meeting will be held Wednesday, July 7, 2021 at Wathena, Kansas.

Minutes approved: Dan Glynn

Ruth A. Reiter, Recording Board Member

Librarian Report

Refrigerator for Highland & stove for Wathena has been installed.

Our lunch and snack program has been going strong. Lunchables, chips & water has been purchased, the children really appreciate the meals.

Our field trip to Orrick farms was postponed to a later date because of the rain & flooding. Other programs have been well attended. Remington Nature Center field trip will be Friday July 9th @ 9:45am. End of Summer Reading, swimming party is scheduled for July 23rd @6:30 at the Wathena Pool.

Reader Zone sign ups 45 and number of books read 284 (pre-K -2nd 191 books read). Participation in children programming this summer is extremely good.

I would like to order new furniture for the lobby and the adult section of the Troy library. We are seeing more adults in the library reading, visiting, studying /taking test or doing research for genealogy.

The library was given a \$500.00 donation from the Doniphan County Community Foundation for summer reading.

Thank you, Becky



Shopping Cart

Products in Cart



Cart Summary

Item

Price Qty

Cart ID: 1928638



PRINT



SHARE



Smith System Soft Rocker 25-1/2"

\$521.73

x 20-1/2" x 26-1/4"

~~\$560.99~~

Vinyl Oriole

Item # W13802910

Contract Used:

View Terms

Demco Contract

This product ships directly from the manufacturer in approximately 10 working days.



Smith System Round Ottoman 15"

\$483.60

x 26" Diameter

~~\$519.99~~

Vinyl Geyser

Item # W13802920

Merchandise Total \$5,222.93

Contract Discount -\$365.56

Shipping \$535.82

Tax \$0.00

This product ships directly from the manufacturer in approximately 10 working days.

Cart Total \$5,393.19


Palette Lounge Square Chair w/

\$827.70

Legs 33"H x 26"W x 31"D

~~\$889.99~~

Fabric/vinyl seat color Hathaway Lemon

Fabric/vinyl back color Hathaway Lemon

Item # W13747540

This product ships directly from the manufacturer in approximately 70 working days.



Palette Lounge Ottoman w/ 6 Legs

\$1,164.36

16"H x 60"W x 20"D

~~\$1,251.99~~

Color Hathaway Aqua

Item # W13747450

This product ships directly from the manufacturer in approximately 70 working days.



Palette Lounge Square Soft Seat w/

\$510.57

Legs 17H x 22W x 22D

~~\$548.99~~

Color Hathaway Fog

Item # W13747510

Library District #, Doniphan County

Register: A-Account (Pony Express)

From 06/03/2021 through 07/07/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/03/2021		Deposit	Transfers to Account	Deposit				48,475.04
06/03/2021	DEBIT	Kirkwood & Co	COMM.:EMPLOYEE / PUBLI...	staff	25.70		40,000.00	48,449.34
06/04/2021	DEBIT	Dollar General	-split-		45.26			48,404.08
06/04/2021	DEBIT	Dollar General	COMM.:Food:snacks & lunches	summer lunches	8.71			48,395.37
06/04/2021	EFT	Rainbow Communications	OPERATIONAL EXPENSES:...	invoice 10947076	1,129.82			47,265.55
06/04/2021	10498	Orrick Acres	COMM.:Programming:Summer...	Family field trip				47,265.55
06/04/2021	10499	Remington Nature Center	COMM.:Programming:Summer...	family field Trip				47,265.55
06/04/2021	10500	City Of Wathena	OPERATIONAL EXPENSES:...	Wathena	203.93			47,061.62
06/04/2021	10501	Pro Serv	OPERATIONAL EXPENSES:...	invoice 227486	830.87			46,230.75
06/04/2021	10502	Midwest Tape	MATERIALS:digital access	hoopla	232.63			45,998.12
06/07/2021	DEBIT	Dollar General	COMM.:Cleaning/office Supplies		28.17			45,969.95
06/21/2021	EFT	Kansas Gas Service	OPERATIONAL EXPENSES:...	Troy	105.21			45,864.74
06/21/2021	EFT	Kansas Gas Service	OPERATIONAL EXPENSES:...	Wathena	35.51			45,829.23
06/22/2021	EFT	Kansas Gas Service	OPERATIONAL EXPENSES:...	Highland	33.79			45,795.44
06/23/2021	DEBIT	Dollar General	-split-		126.85			45,668.59
06/23/2021	DEBIT	Dollar General	COMM.:Programming:Program...	baskets	17.20			45,651.39
06/23/2021	DEBIT	Wal-Mart	-split-	DVD & juv programs	381.26			45,270.13
06/24/2021	DEBIT	Cricket wireles	TECHNOLOGY:Internet	8Hotspots + data	295.00			44,975.13
06/24/2021	DEBIT	Dollar General	COMM.:Food:snacks & lunches		104.97			44,870.16
06/25/2021	DD	Alyson N Gobin	-split-		705.59			44,164.57
06/25/2021	DD	Amy L Stanton	-split-		1,815.98			42,348.59
06/25/2021	DD	Annette H Marriott	-split-		595.67			41,752.92
06/25/2021	DD	Carla A Watkins	-split-		1,684.65			40,068.27
06/25/2021	DD	Connie S Higgins	-split-		1,503.11			38,565.16
06/25/2021	DD	David G Reiter	-split-		619.15			37,946.01
06/25/2021	DD	Holly L Uplinger	-split-		527.70			37,418.31
06/25/2021	DD	Janet L Twombly	-split-		396.08			37,022.23
06/25/2021	DD	Laura J Tharman	-split-		1,526.34			35,495.89

Library District #, Doniphan County

Register: A-Account (Pony Express)

From 06/03/2021 through 07/07/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
06/25/2021	DD	Lawanda I Worthen	-split-		272.43		35,223.46
06/25/2021	DD	Lesly R Etherton	-split-		2,315.36		32,908.10
06/25/2021	DD	Rebecca J Etherton	-split-		2,988.13		29,919.97
06/25/2021	DD	Robert D Simmons	-split-		974.73		28,945.24
06/25/2021	DD	Theresa L Root	-split-		1,086.21		27,859.03
06/25/2021	DD	Carla Watkins	OPERATIONAL EXPENSES...	250*.56	140.00		27,719.03
06/25/2021	DD	Amy Stanton	OPERATIONAL EXPENSES...	120*.56	67.20		27,651.83
06/25/2021	DD	Robert Simmons	OPERATIONAL EXPENSES...	60*.56	33.60		27,618.23
06/25/2021	DD	Rebecca Etherton	OPERATIONAL EXPENSES...	240*.56	134.40		27,483.83
06/25/2021	DD	Laura Tharman	OPERATIONAL EXPENSES...	320*.56	179.20		27,304.63
06/25/2021	DD	Holly Uplinger	OPERATIONAL EXPENSES...	130*.56	72.80		27,231.83
06/25/2021	DD	Lesly Etherton	OPERATIONAL EXPENSES...	145*.56	145.60		27,086.23
06/28/2021	DEBIT	Dollar General	COMM.:Food:snacks & lunches		24.46		27,061.77
06/28/2021	EFT	AT&T	OPERATIONAL EXPENSES...	Elwood	221.62		26,840.15
06/28/2021	EFT	Westar Energy	OPERATIONAL EXPENSES...	Highland	134.91		26,705.24
06/30/2021	EFT	EFTPS(Federal Tax)	-split-		4,378.48		22,326.76
06/30/2021	EFT	Kansas Withholding Tax	Payroll Liabilities:State Withho...	117926686332	560.00		21,766.76
06/30/2021	EFT	Kansas Employment Security...	Payroll Expense Employee Bene...	267794305	59.84		21,706.92
06/30/2021	EFT	Blue Cross and Blue Shield o...	Payroll Expense Employee Bene...	full time employees 1...	4,245.21		17,461.71
07/01/2021	EFT	City Of Troy	OPERATIONAL EXPENSES...	Troy	617.97		16,843.74
07/01/2021	EFT	Clune (Proserv)	OPERATIONAL EXPENSES...		505.00		16,338.74
07/07/2021	To Print	Midwest Tape	MATERIALS:Audios adult	500508254 & 50056...	492.88		15,845.86
07/07/2021	To Print	NEKLS	COMM.:Cleaning/office Supplies	dvd cases	122.50		15,723.36
07/07/2021	To Print	Quill Corporation	COMM.:Cleaning/office Supplies	17108489	67.91		15,655.45
07/07/2021	To Print	SYNCB/Amazon	-split-		821.25		14,834.20
07/07/2021	To Print	John's Market	COMM.:Programming:Program...		16.14		14,818.06
07/07/2021	To Print	Smith Plumbing	CAP. IMP.:Building	Troy, Wathena & Hig...	775.24		14,042.82
07/07/2021	To Print	Quill Corporation	COMM.:Cleaning/office Supplies	1499362,15000737,1...	368.63		13,674.19

Library District #, Doniphan County

6/29/2021 3:40 PM

Register: A-Account (Pony Express)

From 06/03/2021 through 07/07/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/07/2021	To Print	Midwest Tape	MATERIALS:Audios adult	500533206 500508254	169.96			13,504.23
07/07/2021	To Print	City Of Highland	OPERATIONAL EXPENSES:...	Highland	53.00			13,451.23
07/07/2021	To Print	Pro Serv	OPERATIONAL EXPENSES:...	invoice 227728	198.75			13,252.48
07/07/2021	To Print	NEKLS	COMM.:Cleaning/office Supplies	dvd cases	34.00			13,218.48
07/07/2021	To Print	Midwest Tape	COMM.:Cleaning/office Supplies	500595670	151.96			13,066.52
07/07/2021	To Print	Violet Cluck	OPERATIONAL EXPENSES:J...	June pmt	433.34			12,633.18
07/07/2021	To Print	Council On Aging	OPERATIONAL EXPENSES:...	July pmt	200.00			12,433.18
07/07/2021	To Print	John's Market	COMM.:Food:snacks & lunches		122.71			12,310.47
07/07/2021	To Print	Smith Plumbing	CAP. IMP.:Building	Troy, Wathena & Hig...	613.90			11,696.57
07/07/2021	To Print	Baker & Taylor	-split-		3,949.89			7,746.68

Library District #, Doniphan County

6/29/2021 3:42 PM

Register: Treasury Index(Exchange)

From 06/03/2021 through 07/07/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
06/25/2021		Deposit	-split-	Deposit		1,409.52	271,345.77
			General	\$100 from Simpson f..		141.00	
			Copies & fax			106.00	
			Lost books			13.00	
			GRANTS	Accreditation & Ks ...		1,125.00	
			Copies & fax			24.52	

Library District #, Doniphan County

6/29/2021 3:41 PM

Register: Cap.Imp Super Now(PonyExpress)

From 06/03/2021 through 07/07/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/21/2021	5063	A.E.L.	CAP. IMP.:Building	elevator Troy	1,048.60			52,132.54

2021 General Fund Budget Review 06/30/21

6/30/2021

Income	2021 Budget	Current Income	June	Income
Cash Balance on 1/1/21	\$23,614.86			
Donations/Trusts	\$2,000.00	\$4,849.00		\$141.00
Fees - Copy/Fax/Lost Book Reimbursement, etc.	\$1,000.00	\$1,457.16		\$143.52
General Fund - Taxes		\$449,270.22		\$113,520.51
Grants		\$4,864.21		\$1,125.00
Interest on General Funds		\$205.33		
State Aid	\$2,000.00			
Total Available	\$28,614.86	\$460,645.92		\$114,930.03

Expenditures	2021 Budget	Current Spending	June
Capital Improvement	\$10,000.00	\$11,452.67	115%
Commodities	\$20,500.00	\$7,872.27	38%
Materials	\$57,000.00	\$23,226.42	41%
Operating Expenses	\$85,000.00	\$44,949.86	53%
Salaries	\$290,000.00	\$117,266.56	40%
Technology	\$12,000.00	\$1,895.00	16%
Transfer to Cap Imp. Super Fund	\$10,000.00	\$15,000.00	150%
Total Expenditures	\$389,510.00	\$221,662.78	57%

\$30,267.43

Employee Benefit Fund	2021 Budget	Currently	June	Employee Benefit Fund
Tax Income	\$87,450.00	\$73,807.97		\$21,666.68
Expenses - Workers Comp, Social Security, etc.		\$10,292.19		\$1,796.51
Employee Insurance	\$60,000.00	\$24,002.37		\$4,245.21

salary + insurance

\$141268.93 49%

Bank accounts as of 06/30/2021

A account	\$17461.71
Treasury Index	\$271345.77
Cap.Imp	\$52132.54
Library (Stifel)	\$83114.84
+1330.67	
Euler (Stifel)	\$179715.34
G.M.C.F.	\$60172.59

[illegible]

CPA Summary

Library District No. 1

2022

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget Debt Service	Prior Year Actual for 2020	Current Year Estimate for 2021	Proposed Budget Year for 2022
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
Ad Valorem Tax		0	XXXXXXXXXXXXXXX
Delinquent Tax			
Motor Vehicle Tax			0
Recreational Vehicle Tax			0
16/20M Vehicle Tax			0
Commercial Vehicle Tax			0
Watercraft Tax			0
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	0	0	0
Resources Available:	0	0	0
Expenditures:			
Cash Basis Reserve (2022 column)			
Miscellaneous			
Does misc. exceed 10% of Total Expenditure			
Total Expenditures	0	0	0
Unencumbered Cash Balance Dec 31	0	0	XXXXXXXXXXXXXXX
2020/2021/2022 Budget Authority Amount	0	0	0
Non-Appropriated Balance			
Total Expenditure/Non-Appr Balance			0
Tax Required			0
Delinquent Comp Rate: 0.0%			0
Amount of 2021 Ad Valorem Tax			0

Adopted Budget Employee Benefits	Prior Year Actual for 2020	Current Year Estimate for 2021	Proposed Budget Year for 2022
Unencumbered Cash Balance Jan 1	0	9,870	1,185
Receipts:			
Ad Valorem Tax	80,545	74,728	XXXXXXXXXXXXXXX
Delinquent Tax	549		
Motor Vehicle Tax	5,497	5,500	4,273
Recreational Vehicle Tax	129	115	99
16/20M Vehicle Tax	322	809	637
Commercial Vehicle Tax	346	359	268
Watercraft Tax		69	61
Interest on Idle Funds	1		
Neighborhood Revitalization Rebate	-2,860	-2,815	-2,067
Miscellaneous			
Does misc. exceed 10% of Total Receipts			
Total Receipts	84,529	78,765	3,271
Resources Available:	84,529	88,635	4,456
Expenditures:			
Health Insurance	51,689	60,000	62,500
FICA	18,442	22,100	23,000
Retirement	1,694	4,100	4,100
Unemployment	178	250	250
Other	2,656	1,000	10,000
Cash Forward (2022 column)			
Miscellaneous			
Does misc. exceed 10% of Total Expenditure			
Total Expenditures	74,659	87,450	99,850
Unencumbered Cash Balance Dec 31	9,870	1,185	XXXXXXXXXXXXXXX
2020/2021/2022 Budget Authority Amount	85,350	87,450	99,850
Non-Appropriated Balance			
Total Expenditure/Non-Appr Balance			99,850
Tax Required			95,394
Delinquent Comp Rate: 0.0%			0
Amount of 2021 Ad Valorem Tax			95,394

CPA Summary