

# Library District #1 – Library Board

## Agenda

September 1, 2021

7:00 Revenue Neutral Rate Hearing

7:10 Budget Hearing meeting and regular board meeting

**Troy** Branch Library

- **Call to order**
  - **Approve Agenda**
  - **Revenue Neutral Rate Hearing**
  - **Budget Hearing**
  - **Motion to approve 2022 Budget**
  - **Approve August 2021 minutes**
  - **Patron Petitions Correspondence**
  - **Librarian Report**
  - **Disbursements**
  - **Budget Review**
  - **Building Maintenance Report:**
  - **Unfinished Business**
    - A) Second reading and motion to approve change to board by-law Article II Interlibrary Loan Policy
    - B) Bank signature cards
  - **New Business**
- Adjourn**

Next Meeting Wednesday October 6, 2021 7:00pm @ **Troy**

# Librarian Report

We had a few programs in August. Pizza Party for patrons at the Troy branch 40 people attended. Troy had the biggest rubber band ball, Elwood was inched out of the winner's circle. National s'mores day was 8/10/21 kids enjoyed making s'mores. National ice cream pie day was 8/18/21 and all the branches enjoyed making personal ice cream pies.

The teen area at Troy is being used daily. Teens seem to enjoy the area and are taking pride in the special space for them. A new computer desk and chair has been order for the area.

The Feed the Hungry Program was a big hit this summer. I received a lot of good feedback from the community. We will continue giving lunches to the story time children all year. After school snacks will be available at all library branches.

Brad Smith will be repairing/replacing the upstairs restroom packet door in Troy this winter. The ramp at Troy is now fixed.

A new database will be purchased in September. Newspapers.com will provide access to newspaper articles from around the US and beyond. This will help with school work and genealogy.

KLA conference is in Wichita October 27-29. If any board member would like to attend please let me know by mid Sept.

Thank you, Becky

Library District #, Doniphan County

8/26/2021 2:02 PM

Register: A-Account (Pony Express)

From 08/05/2021 through 09/02/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/05/2021	DEBIT	Nat Geo Kids	MATERIALS:Magazines	1 yr	20.00			44,306.65
08/05/2021	DEBIT	Highlights	MATERIALS:Magazines	3yr	96.75			44,209.90
08/05/2021	DEBIT	Wal-Mart	-split-	backpacks	307.95			43,901.95
08/05/2021	DEBIT	Dollar General	COMM.:EMPLOYEE / PUBLI...	shreds	2.15			43,899.80
08/05/2021	DEBIT	Sams	COMM.:Food:snacks & lunches	staff mtg	181.46			43,718.34
08/05/2021	EFT	Rainbow Communications	OPERATIONAL EXPENSES:...	invoice 10959779	831.14			42,887.20
08/05/2021	10544	City Of Wathena	OPERATIONAL EXPENSES:...	Wathena	414.39			42,472.81
08/05/2021	10545	Center Point Large Print	MATERIALS:Books large print...	invoice 1870573	310.31			42,162.50
08/05/2021	10546	Midwest Tape	MATERIALS:digital access	Hoopla	235.77			41,926.73
08/05/2021	10547	Darrell Lamme	OPERATIONAL EXPENSES:...	Lawn service	1,050.00			40,876.73
08/05/2021	10548	Simpson's AF Super	COMM.:Food	Acct #6	82.84			40,793.89
08/05/2021	10549	Quill Corporation	-split-		164.88			40,629.01
08/05/2021	10550	John's Market	COMM.:Food:snacks & lunches		101.54			40,527.47
08/05/2021	10552	NEKLS	COMM.:Cleaning/office Supplies	barcodes	25.67			40,501.80
08/05/2021	10553	Midwest Tape	-split-	500781408 & 50047...	204.95			40,296.85
08/13/2021	EFT	OverDrive	MATERIALS:digital access	Sunflower State digit...	250.00			40,046.85
08/15/2021	EFT	FacetWP	TECHNOLOGY:Software		79.20			39,967.65
08/16/2021	DEBIT	Dollar General	COMM.:Cleaning/office Supplies	paint items	12.63			39,955.02
08/17/2021	DEBIT	KLOG	CAP. IMP.:furniture	Troy	468.11			39,486.91
08/17/2021	DEBIT	Little Caecars	COMM.:Programming:Summer...	End of yr pizza party	146.96			39,339.95
08/18/2021	DEBIT	Wal-Mart	COMM.:Cleaning/office Supplies	backpacks	112.97			39,226.98
08/19/2021	EFT	Kansas Gas Service	OPERATIONAL EXPENSES:...	Wathena	33.79			39,193.19
08/19/2021	EFT	Kansas Gas Service	OPERATIONAL EXPENSES:...	Troy	54.12			39,139.07
08/20/2021	EFT	Kansas Gas Service	OPERATIONAL EXPENSES:...	Highland	33.79			39,105.28
08/25/2021	DD	Alyson N Gobin	-split-		756.44			38,348.84
08/25/2021	DD	Amy L Stanton	-split-		2,038.29			36,310.55
08/25/2021	DD	Annette H Marriott	-split-		615.92			35,694.63
08/25/2021	DD	Carla A Watkins	-split-		1,832.54			33,862.09

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08/25/2021	DD	Connie S Higgins	-split-		1,587.71		32,274.38
08/25/2021	DD	David G Reiter	-split-		799.79		31,474.59
08/25/2021	DD	Holly L Uplinger	-split-		995.58		30,479.01
08/25/2021	DD	Janet L Twombly	-split-		524.32		29,954.69
08/25/2021	DD	Laura J Tharman	-split-		1,659.96		28,294.73
08/25/2021	DD	Lesly R Etherton	-split-		2,552.57		25,742.16
08/25/2021	DD	Rachelle R McConnaughey	-split-		432.78		25,309.38
08/25/2021	DD	Rebecca J Etherton	-split-		2,990.13		22,319.25
08/25/2021	DD	Robert D Simmons	-split-		983.13		21,336.12
08/25/2021	DD	Theresa L Root	-split-		1,005.26		20,330.86
08/25/2021	DD	Lawanda I Worthen	-split-		166.23		20,164.63
08/25/2021	DD	Amy Stanton	OPERATIONAL EXPENSES:...	225*.56	126.00		20,038.63
08/25/2021	DD	Carla Watkins	OPERATIONAL EXPENSES:...	180*.56	89.60		19,949.03
08/25/2021	DD	Holly Uplinger	OPERATIONAL EXPENSES:...	100*.56	56.00		19,893.03
08/25/2021	DD	Laura Tharman	OPERATIONAL EXPENSES:...	130*.56	72.80		19,820.23
08/25/2021	DD	Lesly Etherton	OPERATIONAL EXPENSES:...	120*.56	67.20		19,753.03
08/25/2021	DD	Rachelle McConnaughey	OPERATIONAL EXPENSES:...	20*.56	11.20		19,741.83
08/25/2021	DD	Rebecca Etherton	OPERATIONAL EXPENSES:...	350*.56	196.00		19,545.83
08/26/2021	DEBIT	Wal-Mart	-split-	backpacks	271.32		19,274.51
08/26/2021	EFT	Westar Energy	OPERATIONAL EXPENSES:...	Highland	216.31		19,058.20
08/27/2021	EFT	AT&T	OPERATIONAL EXPENSES:...	Elwood	220.67		18,837.53
08/30/2021	EFT	Blue Cross and Blue Shield o...	Payroll Expense Employee Bene...	full time employees 1...	4,245.21		14,592.32
09/01/2021	EFT	Clune (Proserv)	OPERATIONAL EXPENSES:...		505.00		14,087.32
09/01/2021	EFT	City Of Troy	OPERATIONAL EXPENSES:...	Troy	838.33		13,248.99
09/01/2021	To Print	Atchison Globe	MATERIALS:Newspapers	6 months	39.59		13,209.40
09/01/2021	To Print	Center Point Large Print	MATERIALS:Books large print...	invoice 1868264	203.97		13,005.43
09/01/2021	To Print	ProQuest	MATERIALS:Database	Newspapers.com 1yr	5,662.04		7,343.39
09/01/2021	To Print	Book Page	MATERIALS:Magazines	annual rate invoice s...	354.00		6,989.39

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09/01/2021	To Print	Miller Trash Service	-split-		180.00		6,809.39
09/01/2021	To Print	Quill Corporation	COMM.:Cleaning/office Supplies	6986246	56.58		6,752.81
09/01/2021	To Print	Center Point Large Print	MATERIALS:Books large print...	invoice 1871541	146.07		6,606.74
09/01/2021	To Print	Quill Corporation	-split-		164.90		6,441.84
09/01/2021	To Print	Troy Booster Club	COMM.:EMPLOYEE / PUBLI...	silver	50.00		6,391.84
09/01/2021	To Print	John's Market	COMM.:Food:snacks & lunches		76.58		6,315.26
09/01/2021	To Print	Delaware Township Library	MATERIALS:Lost/ damage rei...	Season 1-3 DVD (D...	110.00		6,205.26
09/01/2021	To Print	Quill Corporation	-split-		1,789.57		4,415.69
09/01/2021	To Print	NEKLS	COMM.:Cleaning/office Supplies	calendars	15.00		4,400.69
09/01/2021	To Print	NPG Newspapers	MATERIALS:Newspapers	Atchison Globe	39.59		4,361.10
09/01/2021	To Print	SYNCB/Amazon	-split-		875.60		3,485.50
09/01/2021	To Print	Violet Cluck	OPERATIONAL EXPENSES:J...	Aug pmt	433.34		3,052.16
09/01/2021	To Print	Council On Aging	OPERATIONAL EXPENSES:...	Sept pmt	200.00		2,852.16
09/02/2021		Deposit	Transfers to Account	Deposit		50,000.00	52,852.16
09/02/2021	EFT	EFTPS( Federal Tax)	-split-		4,876.78		47,975.38
09/02/2021	EFT	Kansas Withholding Tax	Payroll Liabilities:State Withho...	1238ymd345ah	618.00		47,357.38
09/02/2021	To Print	City Of Highland	OPERATIONAL EXPENSES:...	Highland	53.00		47,304.38
09/02/2021	To Print	Center Point Large Print	MATERIALS:Books large print...	invoice 1875428	39.73		47,264.65
09/02/2021	To Print	Quill Corporation	-split-		226.96		47,037.69
09/02/2021	To Print	Kansas Chief	MATERIALS:Newspapers	18669080	39.00		46,998.69
09/02/2021	To Print	Kansas Chief	MATERIALS:Newspapers	9/21-9/22	206.50		46,792.19
09/02/2021	To Print	Richmond Public Library	MATERIALS:Lost/ damage rei...	Budget notice invoice...	15.00		46,777.19
09/02/2021	To Print	NEKLS	COMM.:Cleaning/office Supplies	patron passed away it...	145.00		46,632.19
09/02/2021	To Print	Farm Bureau (RETIREMENT)	Payroll Liabilities:Farm Bureau...	Amy	156.76		46,475.43
09/02/2021	To Print	Farm Bureau (RETIREMENT)	Payroll Liabilities:Farm Bureau...	Carla	137.02		46,338.41
09/02/2021	To Print	OverDrive	MATERIALS:digital access	Sunflower State digit...	1,000.00		45,338.41
09/02/2021	To Print	ARM Solutions	MATERIALS:Newspapers	Kansas City Star 40...	97.74		45,240.67
09/02/2021	To Print	Quill Corporation	-split-		628.98		44,611.69

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09/02/2021	To Print	Midwest Tape	MATERIALS:Audios adult	500872447	209.95		44,401.74
09/02/2021	To Print	Midwest Tape	MATERIALS:Audios adult	5008/47268	429.89		43,971.85

**2021 General Fund Budget Review 08/31/21**

Income	2021 Budget		Current Income		Income
		Aug		Aug	
Cash Balance on 1/1/21	\$23,614.86				
Donations/Trusts	\$2,000.00		\$5,149.00		\$300.00
Fees - Copy/Fax/Lost Book Reimbursement, etc.	\$1,000.00		\$2,777.91		\$898.24
General Fund - Taxes			\$405,296.20		\$0.00
Grants			\$4,864.21		\$0.00
Interest on General Funds			\$285.16		
State Aid	\$2,000.00				
Total Available	\$28,614.86		\$418,372.48		\$1,198.24

Expenditures	2021 Budget		Current Spending		
Capital Improvement	\$10,000.00		\$13,985.36		140%
Commodities	\$20,500.00		\$15,236.30		74%
Materials	\$57,000.00		\$33,277.23		58%
Operating Expenses	\$85,000.00		\$54,979.63		65%
Salaries	\$290,000.00		\$163,080.33		56%
Technology	\$12,000.00		\$4,409.74		37%
Transfer to Cap Imp. Super Fund	\$10,000.00		\$15,000.00		150%
Total Expenditures	\$389,510.00		\$299,968.59		77%
					\$36,200.15

Employee Benefit Fund	2021 Budget		Current		Employee Benefit Fund
		August		August	
Tax Income	\$87,450.00		\$73,807.98		\$21,666.68
Expenses - Workers Comp, Social Security, etc.			\$12,192.58		\$1,900.37
Employee Insurance	\$60,000.00		\$32,492.79		\$8,490.42

salary + insurance 195573.12 67.3%

Bank accounts as of 08/31/2021

A account	<b>\$14592.32</b>
Treasury Index	<b>\$193953.62</b>
Cap.Imp	<b>\$52144.55</b>
Library (Stifel)	<b>\$86712.69</b>
Euler (Stifel)	<b>\$182839.09</b>
G.M.C.F.	<b>\$60172.59</b>