

Agenda

Library District 1 Do.Co.

April 2, 2025

7:00 pm

Troy, KS

- **Call Trustee Meeting to order**
- **Approve March 2024 minutes**
- **Patron Petitions Correspondence**
- **Librarian Report**
- **Disbursements**
- **Budget Review**
- **Building Maintenance Report:**
- **New Business:**
- **Old Business:**
 - Audit meeting with CPA (May)
- **Executive Session:**
- **Next Meeting Wednesday May 7, 2025 7:00pm**
Elwood.Ks

Library District #1 Doniphan County

Board of Trustees

Monthly Meeting

Wednesday, March 4, 2025

7:30 pm

Troy, Kansas

- **Call Trustee Meeting to Order**

President Greg Bevis called the meeting to order at 7:36 pm.

Trustees present: Ruth Reiter, Greg Bevis, Dan Glynn, Amy Foley, Morris Watkins, Melanie Davis

Library Staff member present: Becky Etherton, Library Director, Karla Watkins

- **Approve Agenda**

Agenda approved.

- **Approve board minutes**

Minutes for February were approved as written.

- **Patron's Petitions Correspondence**

Etherton has received a \$2400 Wolf Grant for 4 sensory cubes, one for every branch library.

- **Library Director's Report**

Etherton presented a list of upcoming events for the Library District for March 2025.

- **Disbursement**

Reiter moved to approve disbursements, Glynn seconded, motion carried 6-0.

- **Budget Review**

Budget items were discussed by the Board as needed.

- **Building Maintenance Report**

The lock on the front door to the Elwood Branch was fixed as it was not working. The Euler fund will pay for a new water fountain, new flooring in the bathroom and up to half of flooring replacement if needed on the rest of the floor. Euler fund will not repair the walls. All lights are now replaced in the Highland Branch.

- **Old Business**

There is no old business.

- **New Business**

There was discussion regarding possible openings for trustee positions in the future.

Meeting was adjourned by President Greg Bevis at 8:03 pm

Next meeting will be held Wednesday, April 2, 2025 pm @7:30 pm, Troy Kansas Branch.

Minutes approved: Greg Bevis

Ruth A. Reiter, Recording Board Member

Librarian Report

April 10th scheduling SRP times & dates

**April NEKLS directors meeting in Lawrence to be announced
(cancelled meeting from March)**

May - Becky on vacation May 8th – May 16th

May 22nd – May 26th Carla at genealogy conference

May 26th Memorial Day (Libraries closed)

Saturdays closed in the future April 19th, May 24th and July 5th

Account QuickReport

Library District #1, Doniphan County

March 6-April 2, 2025

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	FULL NAME	CATEGORY/PRODUCT/SERVICE AMOUNT
A-Account (Pony Express)							
Beginning Balance							
A-Account (Pony Express)	03/06/2025	Check	DEBIT	Amazon.com		A-Account (Pony Express)	-17.77
A-Account (Pony Express)	03/06/2025	Check	DEBIT	Amazon.com		A-Account (Pony Express)	-16.99
A-Account (Pony Express)	03/07/2025	Check	DEBIT	OK Trophy	Betty Snyder	A-Account (Pony Express)	-48.70
A-Account (Pony Express)	03/07/2025	Check	DEBIT	Continental Research Corporation		A-Account (Pony Express)	-446.94
A-Account (Pony Express)	03/10/2025	Check	DEBIT	Amazon.com		A-Account (Pony Express)	-117.15
A-Account (Pony Express)	03/12/2025	Check	DEBIT	Amazon.com		A-Account (Pony Express)	-71.96
A-Account (Pony Express)	03/13/2025	Check	DEBIT	National Genealogical Society	Carla	A-Account (Pony Express)	-510.00
A-Account (Pony Express)	03/13/2025	Check	DEBIT	Dollar General		A-Account (Pony Express)	-13.02
A-Account (Pony Express)	03/15/2025	Check	EFT	Clune (Proserv)		A-Account (Pony Express)	-655.00
A-Account (Pony Express)	03/17/2025	Check	DEBIT	Wal-Mart		A-Account (Pony Express)	-157.62
A-Account (Pony Express)	03/17/2025	Check	DEBIT	Wal-Mart		A-Account (Pony Express)	-49.29
A-Account (Pony Express)	03/20/2025	Check	DEBIT	Wal-Mart		A-Account (Pony Express)	-1,094.53
A-Account (Pony Express)	03/24/2025	Payroll Check		Robert D Simmons	Pay Period: 02/22/2025-03/21/2025	A-Account (Pony Express)	-444.68
A-Account (Pony Express)	03/24/2025	Payroll Check		Morgan E Morris	Pay Period: 02/22/2025-03/21/2025	A-Account (Pony Express)	-3,332.56
A-Account (Pony Express)	03/24/2025	Payroll Check		Rebecca J Etherton	Pay Period: 02/22/2025-03/21/2025	A-Account (Pony Express)	-2,618.05
A-Account (Pony Express)	03/24/2025	Payroll Check		Lesly R Etherton	Pay Period: 02/22/2025-03/21/2025	A-Account (Pony Express)	-355.79
A-Account (Pony Express)	03/24/2025	Payroll Check		Lawanda I Worthen	Pay Period: 02/22/2025-03/21/2025	A-Account (Pony Express)	-2,037.05
A-Account (Pony Express)	03/24/2025	Payroll Check		Amy L Stanton	Pay Period: 02/22/2025-03/21/2025	A-Account (Pony Express)	-298.76
A-Account (Pony Express)	03/24/2025	Payroll Check		Theresa L Root	Pay Period: 02/22/2025-03/21/2025	A-Account (Pony Express)	-1,989.98
A-Account (Pony Express)	03/24/2025	Payroll Check		Carla A Watkins	Pay Period: 02/22/2025-03/21/2025	A-Account (Pony Express)	-420.56
A-Account (Pony Express)	03/24/2025	Payroll Check		Ashawn A Robinson	Pay Period: 02/22/2025-03/21/2025	A-Account (Pony Express)	-1,853.69
A-Account (Pony Express)	03/24/2025	Payroll Check		Rachelle R McConaughy	Pay Period: 02/22/2025-03/21/2025	A-Account (Pony Express)	-2,217.04
A-Account (Pony Express)	03/24/2025	Payroll Check		Holly L Uplinger	Pay Period: 02/22/2025-03/21/2025	A-Account (Pony Express)	-1,809.15
A-Account (Pony Express)	03/24/2025	Payroll Check		Connie S Higgins	Pay Period: 02/22/2025-03/21/2025	A-Account (Pony Express)	-891.95
A-Account (Pony Express)	03/24/2025	Payroll Check		Renee E Weber	Pay Period: 02/22/2025-03/21/2025	A-Account (Pony Express)	-1,172.56
A-Account (Pony Express)	03/24/2025	Payroll Check		David G Reiter	Pay Period: 02/22/2025-03/21/2025	A-Account (Pony Express)	-138.38
A-Account (Pony Express)	03/24/2025	Check	DD	Rebecca Etherton		A-Account (Pony Express)	-20.25
A-Account (Pony Express)	03/24/2025	Check	DD	Lesly Etherton		A-Account (Pony Express)	-232.88
A-Account (Pony Express)	03/24/2025	Check	DD	Holly Uplinger		A-Account (Pony Express)	-62.10
A-Account (Pony Express)	03/24/2025	Check	DD	Carla Watkins		A-Account (Pony Express)	-30.38
A-Account (Pony Express)	03/24/2025	Check	DD	Amy Stanton		A-Account (Pony Express)	-50.11
A-Account (Pony Express)	03/24/2025	Check	DEBIT	Cracker Barrel		A-Account (Pony Express)	-385.08
A-Account (Pony Express)	03/25/2025	Check	EFT	Kansas Gas Service	Elwood	A-Account (Pony Express)	-273.41
A-Account (Pony Express)	03/25/2025	Check	EFT	Kansas Gas Service	Wathena	A-Account (Pony Express)	-924.45
A-Account (Pony Express)	03/25/2025	Check	EFT	Kansas Gas Service	Troy	A-Account (Pony Express)	-103.36
A-Account (Pony Express)	03/25/2025	Check	DEBIT	Amazon.com		A-Account (Pony Express)	-186.95
A-Account (Pony Express)	03/26/2025	Check	EFT	Kansas Gas Service	Highland	A-Account (Pony Express)	-86.15
A-Account (Pony Express)	03/28/2025	Check	EFT	Westar Energy		A-Account (Pony Express)	-335.00
A-Account (Pony Express)	03/28/2025	Check	EFT	Crickel wireles		A-Account (Pony Express)	-7,191.12
A-Account (Pony Express)	03/31/2025	Check	EFT	Blue Cross and Blue Shield of Kansas		A-Account (Pony Express)	-439.91
A-Account (Pony Express)	04/01/2025	Check	EFT	City Of Troy		A-Account (Pony Express)	-18.99
A-Account (Pony Express)	04/02/2025	Check	11562	NEKLS		A-Account (Pony Express)	

Account QuickReport

Library District #1, Doniphan County

March 6-April 2, 2025

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	FULL NAME	CATEGORY/PRODUCT/SERVICE AMOUNT
A-Account (Pony Express)	04/02/2025	Check	11563	Joe Elbertson	Wathena \$90 Troy \$50	A-Account (Pony Express)	-140.00
A-Account (Pony Express)	04/02/2025	Check	11564	NunoErin	cube sensory	A-Account (Pony Express)	-2,124.80
A-Account (Pony Express)	04/02/2025	Check	11565	ProServe	282685	A-Account (Pony Express)	-584.84
A-Account (Pony Express)	04/02/2025	Check	11566	Hiawatha Daily World	1 per / 1 yr (acct# 215814)	A-Account (Pony Express)	-77.58
A-Account (Pony Express)	04/02/2025	Check	11567	Baker & Taylor		A-Account (Pony Express)	-2,344.31
A-Account (Pony Express)	04/02/2025	Check	11568	Baker & Taylor		A-Account (Pony Express)	-2,530.76
A-Account (Pony Express)	04/02/2025	Check	11569	Baker & Taylor		A-Account (Pony Express)	-3,098.46
A-Account (Pony Express)	04/02/2025	Check	11570	IRS		A-Account (Pony Express)	-855.42
A-Account (Pony Express)	04/02/2025	Check	11571	Wathena Fall Festival	name on t-shirts	A-Account (Pony Express)	-100.00
A-Account (Pony Express)	04/02/2025	Check	11572	Smith Plumbing	Highland sink leak & turance	A-Account (Pony Express)	-160.90
A-Account (Pony Express)	04/02/2025	Check	11573	Doniphan County Chamber Of Commerce	non profit	A-Account (Pony Express)	-75.00
A-Account (Pony Express)	04/02/2025	Check	11574	Farm Bureau (RETIREMENT)	Amy 153.80- Carla 158.18-Rebecca 275.00	A-Account (Pony Express)	-566.98
A-Account (Pony Express)	04/02/2025	Deposit				A-Account (Pony Express)	60,000.00
Total for A-Account (Pony Express)							\$14,191.64
TOTAL							\$14,191.64

Account QuickReport

Library District #1, Doniphan County

March 6-April 2, 2025

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	FULL NAME	CATEGORY/PRODUCT/SERVICE AMOUNT
Treasury Index(Exchange)							
Beginning Balance							38,140.24
Treasury Index(Exchange)	03/25/2025	Deposit				Treasury Index(Exchange)	
Treasury Index(Exchange)	04/02/2025	Check	689	Library District #1, A-Account	A account	Treasury Index(Exchange)	-60,000.00
Total for Treasury Index(Exchange)							-\$21,859.76
TOTAL							-\$21,859.76

Library District #, Doniphan County

Profit Loss

March 2025

	TOTAL
Revenue	
EMP. BENEFIT TAXES	0.00
Co. Ad Valorum	3,934.37
neighborhood revit.	-25.23
Total Co. Ad Valorum	3,909.14
commercial veh.tax	56.46
Delinquent Tax	239.66
Motor Veh. Tax	426.74
R.V. Tax Dist.	8.96
Redempt Distr	1,233.79
Total EMP. BENEFIT TAXES	5,874.75
Fees	0.00
Copies & fax	83.25
Total Fees	83.25
GENERAL FUND TAXES	0.00
Co. Ad Valorum	19,519.32
Neighborhood Revit.	-124.59
Total Co. Ad Valorum	19,394.73
Commerical Vehicle Tax	259.66
Delinquent Tax	1,158.55
Motor Veh. Tax	2,003.90
Redemption Distr	7,232.15
Total GENERAL FUND TAXES	30,048.99
GRANTS	2,133.25
Tranfers to Account	0.00
Total Revenue	\$38,140.24
GROSS PROFIT	\$38,140.24
Expenditures	
COMM.	0.00
Cleaning/office Supplies	763.36
EMPLOYEE / PUBLIC RELATIONS	48.70
Office supplies	79.71
Programming	44.97
Program supplies - juv	29.50
Juv summer reading	33.67
Total Program supplies - juv	63.17
Program supplies- adult	85.63
Total Programming	193.77
Total COMM.	1,085.54

Library District #, Doniphan County

Profit Loss

March 2025

	TOTAL
MATERIALS	0.00
Audios adult	19.92
Books - ad non-fic	17.73
Books - juv	93.81
Books-adult	158.12
digital access	677.78
DVD	182.58
Magazines	520.57
Newspapers	38.35
Total MATERIALS	1,708.86
OPERATIONAL EXPENSES	0.00
Advertising	52.00
Building Maintenance	0.00
Contractor Elwood	434.48
Lawn/Snow removal	370.00
Elwood	220.00
Total Lawn/Snow removal	590.00
Total Building Maintenance	1,024.48
Copier Services	655.00
Financial Fees	50.00
Interlibrary Services	0.00
Courier	2,000.00
Total Interlibrary Services	2,000.00
Mileage	483.99
Utilities	0.00
electricity - Highland	83.00
Elwood	626.80
gas service - Highland	186.95
gas service - Troy	924.45
gas service - Wathena	273.41
Highland	86.15
Internet/Phone	1,049.02
trash removal	330.00
Troy	451.76
Wathena	445.24
Total Utilities	4,456.78
Total OPERATIONAL EXPENSES	8,722.25
Payroll Expense Employee Benefit	0.00
Health Insurance	7,191.12
Match-Farm Bur. Retirement	638.44
Total Payroll Expense Employee Benefit	7,829.56

Library District #, Doniphan County

Profit Loss

March 2025

	TOTAL
Payroll Expenses	0.00
Taxes	2,230.88
Wages	25,790.72
Total Payroll Expenses	28,021.60
Personnel	0.00
CONTINUING EDUCATION	0.00
Conferences	510.00
Dues	125.00
Total CONTINUING EDUCATION	635.00
Total Personnel	635.00
TECHNOLOGY	0.00
Software	162.00
Tech Equipment	335.00
Total TECHNOLOGY	497.00
Total Expenditures	\$48,499.81
NET OPERATING REVENUE	\$ -10,359.57
NET REVENUE	\$ -10,359.57

Account	31-Dec-24	31-Jan-25	28-Feb-25	31-Mar-25			
A Account	\$37,324.96	\$57,126.08	\$26,952.84	\$17,770.12			
Treasury Index	\$3,877.00	\$341,984.90	\$313,482.30	\$312,056.29			
Cap. Imp.	\$2,525.38	\$2,528.85	\$2,526.32	\$2,526.26			
Library Stifel	\$24,487.78	\$24,105.85	\$24,667.44	\$24,453.17			
Euler Stifel	\$166,716.30	\$161,521.10	\$164,087.98	\$165,535.44			
G.M.C.F.	\$31,158.00	\$31,158.00	\$30,787.13	\$30,896.99			