

Agenda

Library District 1 Do.Co.

December 3, 2025

7:00 pm

Troy, KS

- **Call Trustee Meeting to order**
- **Approve November 2025 minutes**
- **Patron Petitions Correspondence**
- **Librarian Report**
- **Disbursements**
- **Budget Review**
- **Building Maintenance Report.**
- **New Business:**
- **Old Business:**
- **Executive Session:**
- **Next Meeting Wednesday January 7, 2025 7:00pm**
Troy, Ks

Library District #1 Doniphan County

Board of Trustees

Monthly Meeting

Wednesday, November 5, 2025

7:00 pm

Troy, Kansas

- **Call Meeting to Order**

President Greg Bevis called the meeting to order at 7:00 pm.

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

Library Staff member present: Amy Stanton

- **Approve Agenda**

Agenda approved.

- **Approve board minutes**

Minutes for October were approved as presented.

- **Patron's Petitions Correspondence**

the Doniphan County Chamber of Commerce sent an invitation to the Board for the Christmas mixer at Glacial Hills on Thursday, December 4, 2025. Sue Bartley at the Elwood United Community Church sent a request to the Board asking for donations for holiday food baskets and gifts.

- **Library Director's Report**

Etherton was not present but submitted her report in writing to the Board. The report included the schedule of events for the Library District for November and December as well as information about the Library staff Christmas party and schedule of holiday closures. Etherton included information about the Troy and Elwood Trunk or Treat which was well attended by 240 and 170 children respectively. Etherton is resigning her position as Library Director effective December 31, 2025.

- **Disbursements**

After some discussion of several line items for clarification, Glynn made a motion to accept disbursements as presented. Watkins seconded the motion. Motion passed 6-0.

- **Budget Review**

Budget discussed with no concerns.

- **Building Maintenance Report**

Report made of a water leak by the front door of the Elwood Branch. The repair details and cost will be determined and reviewed by the Board to be completed.

- **New Business**

Director Search. Discussion of tasks to be completed by a search committee made up of Amy Foley, Ruth Reiter and Melanie Davis. The committee will also include a staff member and one community member.

- **Old Business**

Audit information sent to the Library District #1 by Russell Shipley, CPA, LLC in order to complete a full audit for 2024 and then 2025.

Meeting was adjourned by President Greg Bevis at 8:01 pm

Next meeting will be held Wednesday, December 3, 2025, 7:00 pm @ the Troy Kansas Branch.

Minutes approved: Greg Bevis, Board President

Ruth A. Reiter, Recording Board Member

Librarian Report

Upcoming events:

November 29th 5pm -? Christmas on the Square Troy (donuts & cider) 335 ppl

December 5th 7am-2pm Give Where You Live Troy

Dec 7th 4pm-7pm Gingerbread house contest Wathena Library

Dec 13th Snowflake Festival Highland (donuts and cider)

Dec 14th 5pm-7pm Library Christmas party Wathena comm.

Menu: turkey, roast beef, mashed pot./ gravy, green beans, corn, salad ,hot rolls & many desserts

Dec 19th 10am P.A.T Donuts with Santa Wathena.

All Libraries closed December 24-25 & 31 January 1.

Merry Christmas, Becky



Account QuickReport

Library District #1, Doniphan County
November 7-December 3, 2025

Distribution account	Transaction date	Transaction type	Num	Name	Memo/Description	Full name	Cleared	Amount	Balance
A-Account (Pony Express)									
Beginning Balance									77,973.09
A-Account (Pony Express)	11/07/2025	Check	Debit	Amazon.com	Amazon Kids	A-Account (Pony Express)	Uncleared	-8.75	77,964.34
A-Account (Pony Express)	11/13/2025	Check	Debit	Amazon.com	Snowflake Fest/Christmas on the Square	A-Account (Pony Express)	Uncleared	-781.31	77,183.03
A-Account (Pony Express)	11/13/2025	Check	Debit	Dollar General	Snowflake Festival	A-Account (Pony Express)	Uncleared	-178.74	77,004.29
A-Account (Pony Express)	11/19/2025	Check	Debit	Amazon.com	Wathena supplies	A-Account (Pony Express)	Uncleared	-15.88	76,988.41
A-Account (Pony Express)	11/20/2025	Check	EFT	Kansas Gas Service	Elwood	A-Account (Pony Express)	Uncleared	-74.60	76,913.81
A-Account (Pony Express)	11/20/2025	Check	EFT	Kansas Gas Service	Troy	A-Account (Pony Express)	Uncleared	-165.72	76,748.09
A-Account (Pony Express)	11/20/2025	Check	EFT	Kansas Gas Service	Wathena	A-Account (Pony Express)	Uncleared	-48.76	76,699.33
A-Account (Pony Express)	11/20/2025	Check	Debit	Amazon.com	Cleaning supplies	A-Account (Pony Express)	Uncleared	-3.62	76,695.71
A-Account (Pony Express)	11/20/2025	Check	Debit	Amazon.com	supplies	A-Account (Pony Express)	Uncleared	-180.56	76,515.15
A-Account (Pony Express)	11/20/2025	Check	Debit	Amazon.com	supplies	A-Account (Pony Express)	Uncleared	-38.97	76,476.18
A-Account (Pony Express)	11/21/2025	Check	EFT	Kansas Gas Service	Highland	A-Account (Pony Express)	Uncleared	-48.76	76,427.42
A-Account (Pony Express)	11/21/2025	Payroll Check		Holly L Uplinger	Pay Period: 10/22/2025-11/21/2025	A-Account (Pony Express)	Uncleared	-2,624.10	73,803.32
A-Account (Pony Express)	11/21/2025	Payroll Check		Robert D Simmons	Pay Period: 10/22/2025-11/21/2025	A-Account (Pony Express)	Uncleared	-942.89	72,860.43
A-Account (Pony Express)	11/21/2025	Payroll Check		Renee E Weber	Pay Period: 10/22/2025-11/21/2025	A-Account (Pony Express)	Uncleared	-946.38	71,914.05
A-Account (Pony Express)	11/21/2025	Payroll Check		David G Reiter	Pay Period: 10/22/2025-11/21/2025	A-Account (Pony Express)	Uncleared	-1,309.94	70,604.11

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Distribution account	Transaction date	Transaction type	Num	Name	Memo/Description	Full name	Cleared	Amount	Balance
A-Account (Pony Express)	11/21/2025	Payroll Check		Timothy A. Myers	Pay Period: 10/22/2025-11/21/2025	A-Account (Pony Express)	Uncleared	-542.88	70,061.23
A-Account (Pony Express)	11/21/2025	Payroll Check		Carla A Watkins	Pay Period: 10/22/2025-11/21/2025	A-Account (Pony Express)	Uncleared	-2,621.43	67,439.80
A-Account (Pony Express)	11/21/2025	Payroll Check		Lawanda I Worthen	Pay Period: 10/22/2025-11/21/2025	A-Account (Pony Express)	Uncleared	-270.35	67,169.45
A-Account (Pony Express)	11/21/2025	Payroll Check		Theresa L Root	Pay Period: 10/22/2025-11/21/2025	A-Account (Pony Express)	Uncleared	-2,133.75	65,035.70
A-Account (Pony Express)	11/21/2025	Payroll Check		Lesly R Eltherton	Pay Period: 10/22/2025-11/21/2025	A-Account (Pony Express)	Uncleared	-3,033.78	62,001.92
A-Account (Pony Express)	11/21/2025	Check	DD	Amy Stanton	320*.675	A-Account (Pony Express)	Uncleared	-216.00	61,785.92
A-Account (Pony Express)	11/21/2025	Check	DD	Lesly Eltherton	100*.675	A-Account (Pony Express)	Uncleared	-67.50	61,718.42
A-Account (Pony Express)	11/21/2025	Check	DD	Holly Uplinger	450*.675	A-Account (Pony Express)	Uncleared	-303.75	61,414.67
A-Account (Pony Express)	11/21/2025	Check	DD	Rebecca Eltherton	200*.675	A-Account (Pony Express)	Uncleared	-135.00	61,279.67
A-Account (Pony Express)	11/21/2025	Payroll Check		Connie S Higgins	Pay Period: 10/22/2025-11/21/2025	A-Account (Pony Express)	Uncleared	-2,014.61	59,265.06
A-Account (Pony Express)	11/21/2025	Payroll Check		Amy L Stanton	Pay Period: 10/22/2025-11/21/2025	A-Account (Pony Express)	Uncleared	-2,412.14	56,852.92
A-Account (Pony Express)	11/21/2025	Payroll Check		Rebecca J Eltherton	Pay Period: 10/22/2025-11/21/2025	A-Account (Pony Express)	Uncleared	-3,398.82	53,454.10
A-Account (Pony Express)	11/24/2025	Check	EFT	Westar Energy/Everg	Highland	A-Account (Pony Express)	Uncleared	-86.12	53,367.98
A-Account (Pony Express)	11/25/2025	Check	Debit	Canva.com	Canva Subscription	A-Account (Pony Express)	Uncleared	-119.99	53,247.99
A-Account (Pony Express)	11/26/2025	Payroll Check	11705	Amy L Stanton	Pay Period: 11/22/2025-12/21/2025 Check created out of sequence in a prior quarter	A-Account (Pony Express)	Uncleared	-1,830.15	51,417.84
A-Account (Pony Express)	11/29/2025	Check	DEBIT	Wal-Mart	DVD & donuts	A-Account (Pony Express)	Uncleared	-306.61	51,111.23
A-Account (Pony Express)	11/30/2025	Check	EFT	InTuit	database	A-Account (Pony Express)	Uncleared	-96.00	51,015.23

Account QuickReport

Library District #1, Doniphan County

November 7-December 3, 2025

Distribution account	Transaction date	Transaction type	Num	Name	Memo/Description	Full name	Cleared	Amount	Balance
Express)						Express)			
A-Account (Pony Express)	12/01/2025	Check	EFT	City of Elwood	Elwood	A-Account (Pony Express)	Uncleared	-184.44	50,830.79
A-Account (Pony Express)	12/01/2025	Check	697	Library District #1, A-Account		A-Account (Pony Express)	Uncleared	50,000.00	100,830.79
A-Account (Pony Express)	12/03/2025	Check		Midwest Tape	507962218	A-Account (Pony Express)	Uncleared	-39.99	100,790.80
A-Account (Pony Express)	12/03/2025	Check		IRS	CP220 03/31/2025	A-Account (Pony Express)	Uncleared	-989.34	99,801.46
A-Account (Pony Express)	12/03/2025	Check		NWKLS	Sunflower eLibrary	A-Account (Pony Express)	Uncleared	-50.00	99,751.46

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Distribution account	Transaction date	Transaction type	Num	Name	Memo/Description	Full name	Cleared	Amount	Balance
A-Account (Pony Express)	12/03/2025	Check		Dolly Parton Imagination Library	Juvenile Programming	A-Account (Pony Express)	Uncleared	-1,000.00	98,751.46
Total for A-Account (Pony Express)								\$20,778.37	
TOTAL								\$20,778.37	

Library District #, Doniphan County

Profit Loss

November 7 - December 3, 2025

	TOTAL
Revenue	
Securities Values	465.65
Total Revenue	\$465.65
GROSS PROFIT	\$465.65
Expenditures	
66000 Payroll Expense Employee Benefit	2.90
Change in Securities Value	4,074.88
COMM.	0.00
Cleaning/office Supplies	244.59
EMPLOYEE / PUBLIC RELATIONS	310.34
Programming	0.00
Family	1,741.14
Summer Reading	47.97
Total Programming	1,789.11
Total COMM.	2,344.04
MATERIALS	0.00
Audios adult	39.99
Database	128.74
Digital Books	50.00
DVD	161.65
Total MATERIALS	380.38
OPERATIONAL EXPENSES	0.00
Mileage	722.25
Utilities	0.00
Elwood	259.04
gas service - Highland	48.76
gas service - Troy	165.72
gas service - Wathena	48.76
Highland	86.12
Total Utilities	608.40
Total OPERATIONAL EXPENSES	1,330.65
Payroll Expenses	0.00
Payroll Expense Employee Benefit	0.00
Medicare - Library	443.47
Soc. Sec. - Library	1,896.26
Total Payroll Expense Employee Benefit	2,339.73
Penalties	989.34
Total Payroll Expenses	3,329.07
Personnel	0.00
SALARIES	30,585.02
Total Personnel	30,585.02

Library District #, Doniphan County

Profit Loss

November 7 - December 3, 2025

	TOTAL
TECHNOLOGY	0.00
Software	96.00
Total TECHNOLOGY	96.00
Total Expenditures	\$42,142.94
NET OPERATING REVENUE	\$ -41,677.29
NET REVENUE	\$ -41,677.29

Account	31-Dec-24	31-Jan-25	28-Feb-25	31-Mar-25	30-Apr-25	31-May-25	30-Jun-25	31-Jul-25	31-Aug-25	30-Sep-25	31-Oct-25	30-Nov-25
A Account	\$37,324.96	\$57,126.08	\$26,952.84	\$17,770.12	\$18,139.91	\$19,729.13	\$36,305.60	\$37,652.07	\$48,711.25	\$52,278.19	\$37,152.09	\$51,015.23
Treasury Index	\$3,877.00	\$341,984.90	\$313,482.30	\$312,056.29	\$259,542.81	\$170,029.17	\$293,468.47	\$240,448.08	\$181,191.33	\$175,526.92	\$134,503.52	\$85,293.35
Cap. Imp.	\$2,525.38	\$2,528.85	\$2,526.32	\$2,526.26	\$2,537.04	\$2,537.04	\$2,542.53	\$2,547.87	\$2,553.38	\$2,558.91	\$2,564.27	\$2,564.27
Library Stifel	\$24,487.78	\$24,105.85	\$24,667.44	\$24,453.17	\$23,624.81	\$23,624.81	\$24,380.80	\$25,144.53	\$25,496.41	\$25,798.62	\$26,310.57	\$26,776.22
Euler Stifel	\$166,716.30	\$161,521.10	\$164,087.98	\$165,535.44	\$161,439.89	\$161,439.89	\$154,739.35	\$154,614.45	\$153,314.94	\$155,996.54	\$161,004.48	\$156,929.60
G.M.C.F.	\$31,158.00	\$31,158.00	\$30,787.13	\$30,896.99	\$30,452.02	\$30,452.02	\$31,338.48	\$32,167.21	\$32,273.83	\$32,273.83	\$33,475.55	\$33,658.67