

Agenda

Library District 1 Do.Co.

January 8, 2025

7:00 pm

Troy, KS

- **Call Trustee Meeting to order**
- **Approve December 2024 minutes**
- **Patron Petitions Correspondence**
- **Librarian Report:**
 - **Disbursements**
 - **Budget Review**
 - **Building Maintenance Report:**
- **New Business:**
- **Executive Session:**
- **Next Meeting Wednesday February 5, 2025
7:00pm Troy, Ks**

Library District #1 Doniphan County

Board of Trustees

Monthly Meeting

Wednesday, December 4, 2024

7:00 pm

Troy, Kansas

- **Call Trustee Meeting to Order**

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

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

Library Staff member present: Becky Etherton, Library Director, Amy Stanton

- **Approve Agenda**

Agenda approved with additions.

- **Approve board minutes**

Minutes for November were approved as written.

- **Patron's Petitions Correspondence**

Bill Penny asked the Board for permission to display figurines by Jim Shore at the Troy Library. The Board discussed this proposal and decided that since there was no case to display and secure the pieces that the Board will turn down the offer at this time.

The family of Betty Snyder sent a thank you note for the flowers at her funeral. Betty worked at the Highland branch for many years.

Farm Bureau Financial Services sent a notice stating that there was now a 2% wind/hail deductible and a cosmetic roof damage exclusion has been added.

The Community Baby Shower sent a thank you to the Board for the Library's participation in the event. The Shower served 32 families with baby items and local resources.

- **Library Director's Report**

Etherton applied for the Wolfe grant. The request would be for 2 NunoErin sensory tablets and 2 cubes which are used for interactive play and emotional support. The Snowflake Festival was held in Highland on 11.29.24. Christmas on the Square was held on 11.30.24 in Troy. These two activities were well attended by the public. On December 6th, the library is collaborating with Parents as Teachers, Donuts with Santa in Wathena. Give Where You Live is December 6th. The Troy Library will host this event from 10 am to noon. The libraries will be closed 12.24.24 and 12.31.24-1.1.25. Library Christmas party will be held 12.14.24.

- **Disbursements**

Discussed disbursements and notation of expenses. Glynn made a motion and Watkins seconded to accept disbursements as presented. Motion passed 6-0.

- **Budget Review**

Budget discussed with no concerns.

- **Building Maintenance Report**

No issues to report this month.

- **Old Business**

No old business this month.

- **New Business**

- Betty Snyder Memorial Fund**

- \$880 in donations were given to the library in Betty's name and the amount will be matched by the Greater Manhattan Community Fund.

Bevis made a motion to move into Executive Session to discuss personnel matters and Davis seconded the motion. Motion passed 6-0. Executive session began 7:40 pm for 14 minutes.

Meeting was adjourned by President Greg Bevis at 7:54 pm

Next meeting will be held Wednesday, January 8, 2025 pm @ Troy Kansas Branch.

Minutes approved: Greg Bevis

Ruth A. Reiter, Recording Board Member

Librarian Report

Starting to make plans for 2025!

Meeting & working with Melisa Ruiz from the State of Ks on Work Based Learning. Our next meeting is in February. I am very excited about this program.

Summer Reading plans will start as soon as next month.

I have been meeting with Brad Smith about saving on lighting cost in the different branches.

Any thoughts on the 2026 Budget? It will be here sooner than you think.

Board elections will be held Tuesday March 4, 2025 @ 7:30pm, followed by the regular board meeting. Board position elections will be at the regular scheduled board meeting Wednesday, April 2, 2025.



Library District #1, Doniphan County

Account QuickReport

December 5, 2024-January 8, 2025

ACCOUNT	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT FULL NAME	CLEARED	AMOUNT	BALANCE
A-Account (Pony Express)									
Beginning Balance									\$51,708.91
A-Account (Pony Express)	12/05/2024	Check	11502	Midwest Tape	Hoopla	A-Account (Pony Express)	Uncleared	-\$587.41	\$51,121.50
A-Account (Pony Express)	12/05/2024	Check	11503	Preferred Pest Control		A-Account (Pony Express)	Uncleared	-\$780.00	\$50,341.50
A-Account (Pony Express)	12/05/2024	Check	11504	ProServe	275132	A-Account (Pony Express)	Uncleared	-\$218.62	\$50,122.88
A-Account (Pony Express)	12/05/2024	Deposit		Deposit		A-Account (Pony Express)	Uncleared	\$22,000.00	\$72,122.88
A-Account (Pony Express)	12/05/2024	Check	11508	Baker & Taylor		A-Account (Pony Express)	Uncleared	-\$2,107.73	\$70,015.15
A-Account (Pony Express)	12/05/2024	Check	EFT	City of Elwood	Elwood	A-Account (Pony Express)	Uncleared	-\$207.46	\$69,807.69
A-Account (Pony Express)	12/10/2024	Check	DEBIT	Wal-Mart		A-Account (Pony Express)	Uncleared	-\$452.36	\$69,355.33
A-Account (Pony Express)	12/11/2024	Check	DEBIT	Huckleberry Notary Bonding	Notary	A-Account (Pony Express)	Uncleared	-\$97.95	\$69,257.38
A-Account (Pony Express)	12/11/2024	Tax Payment		IRS	Tax Payment for Period: 11/01/2024-11/30/2024	A-Account (Pony Express)	Uncleared	-\$5,782.17	\$63,475.21
A-Account (Pony Express)	12/12/2024	Check	DEBIT	Wal-Mart	Christmas Party	A-Account (Pony Express)	Uncleared	-\$56.34	\$63,418.87
A-Account (Pony Express)	12/12/2024	Check	DEBIT	Sams		A-Account (Pony Express)	Uncleared	-\$117.82	\$63,301.05
A-Account (Pony Express)	12/14/2024	Payroll Check		Holly L Uplinger	Pay Period: 12/14/2024-12/14/2024	A-Account (Pony Express)	Uncleared	-\$100.00	\$63,201.05
A-Account (Pony Express)	12/14/2024	Payroll Check		Rachelle R McConnaughey	Pay Period: 12/14/2024-12/14/2024	A-Account (Pony Express)	Uncleared	-\$100.00	\$63,101.05
A-Account (Pony Express)	12/14/2024	Payroll Check		Ashawnti A Robinson	Pay Period: 12/14/2024-12/14/2024	A-Account (Pony Express)	Uncleared	-\$100.00	\$63,001.05
A-Account (Pony Express)	12/14/2024	Payroll Check		Lesly R Eltherton	Pay Period: 12/14/2024-12/14/2024	A-Account (Pony Express)	Uncleared	-\$100.00	\$62,901.05
A-Account (Pony Express)	12/14/2024	Payroll Check		Theresa L Root	Pay Period: 12/14/2024-12/14/2024	A-Account (Pony Express)	Uncleared	-\$100.00	\$62,801.05
A-Account (Pony Express)	12/14/2024	Payroll Check		Lawanda I Worthen	Pay Period: 12/14/2024-12/14/2024	A-Account (Pony Express)	Uncleared	-\$100.00	\$62,701.05
A-Account (Pony Express)	12/14/2024	Payroll Check		David G Reiter	Pay Period: 12/14/2024-12/14/2024	A-Account (Pony Express)	Uncleared	-\$100.00	\$62,601.05
A-Account (Pony Express)	12/14/2024	Payroll Check		Morgan E Morris	Pay Period: 12/14/2024-12/14/2024	A-Account (Pony Express)	Uncleared	-\$100.00	\$62,501.05
A-Account (Pony Express)	12/14/2024	Payroll Check		Connie S Higgins	Pay Period: 12/14/2024-12/14/2024	A-Account (Pony Express)	Uncleared	-\$100.00	\$62,401.05
A-Account (Pony Express)	12/14/2024	Payroll Check		Robert D Simmons	Pay Period: 12/14/2024-12/14/2024	A-Account (Pony Express)	Uncleared	-\$100.00	\$62,301.05
A-Account (Pony Express)	12/14/2024	Payroll Check		Renee E Weber	Pay Period: 12/14/2024-12/14/2024	A-Account (Pony Express)	Uncleared	-\$100.00	\$62,201.05
A-Account (Pony Express)	12/14/2024	Payroll Check		Rebecca J Eltherton	Pay Period: 12/14/2024-12/14/2024	A-Account (Pony Express)	Uncleared	-\$100.00	\$62,101.05
A-Account (Pony Express)	12/14/2024	Payroll Check		Carla A Watkins	Pay Period: 12/14/2024-12/14/2024	A-Account (Pony Express)	Uncleared	-\$100.00	\$62,001.05
A-Account (Pony Express)	12/14/2024	Payroll Check		Amy L Stanton	Pay Period: 12/14/2024-12/14/2024	A-Account (Pony Express)	Uncleared	-\$100.00	\$61,901.05
A-Account (Pony Express)	12/15/2024	Check	EFT	Clune (Proserv)		A-Account (Pony Express)	Uncleared	-\$655.00	\$61,246.05
A-Account (Pony Express)	12/16/2024	Tax Payment		KS Withholding Tax	Tax Payment for Period: 11/01/2024-11/30/2024	A-Account (Pony Express)	Uncleared	-\$843.17	\$60,402.88
A-Account (Pony Express)	12/17/2024	Deposit				A-Account (Pony Express)	Uncleared	\$6,982.49	\$67,385.37
A-Account (Pony Express)	12/17/2024	Deposit				A-Account (Pony Express)	Uncleared	\$229.00	\$67,614.37
A-Account (Pony Express)	12/20/2024	Payroll Check		Robert D Simmons	Pay Period: 11/22/2024-12/21/2024	A-Account (Pony Express)	Uncleared	-\$1,353.91	\$66,260.46

ACCOUNT	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT FULL NAME	CLEARED	AMOUNT	BALANCE
A-Account (Pony Express)	12/20/2024	Payroll Check		Renee E Weber	Pay Period: 11/22/2024-12/21/2024	A-Account (Pony Express)	Uncleared	-\$487.60	\$65,772.86
A-Account (Pony Express)	12/20/2024	Payroll Check		Carla A Watkins	Pay Period: 11/22/2024-12/21/2024	A-Account (Pony Express)	Uncleared	-\$2,421.80	\$63,351.06
A-Account (Pony Express)	12/20/2024	Payroll Check		Rachelle R McConaughy	Pay Period: 11/22/2024-12/21/2024	A-Account (Pony Express)	Uncleared	-\$2,036.65	\$61,314.41
A-Account (Pony Express)	12/20/2024	Payroll Check		David G Reiter	Pay Period: 11/22/2024-12/21/2024	A-Account (Pony Express)	Uncleared	-\$1,265.38	\$60,049.03
A-Account (Pony Express)	12/20/2024	Payroll Check		Morgan E Morris	Pay Period: 11/22/2024-12/21/2024	A-Account (Pony Express)	Uncleared	-\$489.69	\$59,559.34
A-Account (Pony Express)	12/20/2024	Payroll Check		Theresa L Root	Pay Period: 11/22/2024-12/21/2024	A-Account (Pony Express)	Uncleared	-\$1,130.65	\$58,428.69
A-Account (Pony Express)	12/20/2024	Payroll Check		Lesly R Etherton	Pay Period: 11/22/2024-12/21/2024	A-Account (Pony Express)	Uncleared	-\$2,844.13	\$55,584.56
A-Account (Pony Express)	12/20/2024	Payroll Check		Amy L Slanton	Pay Period: 11/22/2024-12/21/2024	A-Account (Pony Express)	Uncleared	-\$2,171.12	\$53,413.44
A-Account (Pony Express)	12/20/2024	Payroll Check		Connie S Higgins	Pay Period: 11/22/2024-12/21/2024	A-Account (Pony Express)	Uncleared	-\$1,923.86	\$51,489.58
A-Account (Pony Express)	12/20/2024	Payroll Check		Lawanda I Worthen	Pay Period: 11/22/2024-12/21/2024	A-Account (Pony Express)	Uncleared	-\$149.30	\$51,340.28
A-Account (Pony Express)	12/20/2024	Payroll Check		Rebecca J Etherton	Pay Period: 11/22/2024-12/21/2024	A-Account (Pony Express)	Uncleared	-\$3,455.59	\$47,884.69
A-Account (Pony Express)	12/20/2024	Payroll Check		Holly L Uplinger	Pay Period: 11/22/2024-12/21/2024	A-Account (Pony Express)	Uncleared	-\$2,389.00	\$45,495.69
A-Account (Pony Express)	12/20/2024	Payroll Check		Ashawnti A Robinson	Pay Period: 11/22/2024-12/21/2024	A-Account (Pony Express)	Uncleared	-\$492.23	\$45,003.46
A-Account (Pony Express)	12/20/2024	Check	DD	Amy Slanton	75*.675	A-Account (Pony Express)	Uncleared	-\$50.63	\$44,952.83
A-Account (Pony Express)	12/20/2024	Check	DD	Carla Watkins	.675*.75	A-Account (Pony Express)	Uncleared	-\$50.63	\$44,902.20
A-Account (Pony Express)	12/20/2024	Check	DD	Connie Higgins	25*.675	A-Account (Pony Express)	Uncleared	-\$16.88	\$44,885.32
A-Account (Pony Express)	12/20/2024	Check	DD	Holly Uplinger	415*.675	A-Account (Pony Express)	Uncleared	-\$280.13	\$44,605.19
A-Account (Pony Express)	12/20/2024	Check	DD	Lesly Etherton	20*.675	A-Account (Pony Express)	Uncleared	-\$13.50	\$44,591.69
A-Account (Pony Express)	12/20/2024	Check	DD	Rachelle McConaughy	155*.675	A-Account (Pony Express)	Uncleared	-\$104.63	\$44,487.06
A-Account (Pony Express)	12/23/2024	Check	EFT	Kansas Gas Service	Wathena	A-Account (Pony Express)	Uncleared	-\$92.33	\$44,394.73
A-Account (Pony Express)	12/23/2024	Check	EFT	Kansas Gas Service	Troy	A-Account (Pony Express)	Uncleared	-\$411.54	\$43,983.19
A-Account (Pony Express)	12/23/2024	Check	EFT	Kansas Gas Service	Elwood	A-Account (Pony Express)	Uncleared	-\$162.18	\$43,821.01
A-Account (Pony Express)	12/23/2024	Deposit		Deposit	Betty Snyder	A-Account (Pony Express)	Uncleared	\$677.00	\$44,498.01
A-Account (Pony Express)	12/26/2024	Check	EFT	Kansas Gas Service	Highland	A-Account (Pony Express)	Uncleared	-\$71.93	\$44,426.08
A-Account (Pony Express)	12/26/2024	Check	EFT	Weslar Energy	Highland	A-Account (Pony Express)	Uncleared	-\$91.40	\$44,334.68
A-Account (Pony Express)	12/26/2024	Check	EFT	Crockett wires		A-Account (Pony Express)	Uncleared	-\$335.00	\$43,999.68
A-Account (Pony Express)	12/30/2024	Check	EFT	Blue Cross and Blue Shield of Kansas		A-Account (Pony Express)	Uncleared	-\$7,191.12	\$36,808.56
A-Account (Pony Express)	01/01/2025	Check	EFT	City Of Troy		A-Account (Pony Express)	Uncleared	-\$438.04	\$36,370.52
A-Account (Pony Express)	01/02/2025	Check	EFT	Rainbow Communications		A-Account (Pony Express)	Uncleared	-\$1,047.96	\$35,322.56
A-Account (Pony Express)	01/03/2025	Check	EFT	City of Elwood	Elwood	A-Account (Pony Express)	Uncleared	-\$198.83	\$35,123.73
A-Account (Pony Express)	01/08/2025	Check		Richmond Public Library	0003037001918	A-Account (Pony Express)	Uncleared	-\$30.00	\$35,093.73
A-Account (Pony Express)	01/08/2025	Check		Lansing Community Library	0003033041001	A-Account (Pony Express)	Uncleared	-\$27.00	\$35,066.73
A-Account (Pony Express)	01/08/2025	Check		Overbrook Library	0003015006416	A-Account (Pony Express)	Uncleared	-\$25.00	\$35,041.73
A-Account (Pony Express)	01/08/2025	Check		ProServe	271567	A-Account (Pony Express)	Uncleared	-\$946.63	\$34,095.10
A-Account (Pony Express)	01/08/2025	Check		OCLC	WorldShare ILL	A-Account (Pony Express)	Uncleared	-\$873.48	\$33,221.62
A-Account (Pony Express)	01/08/2025	Check		Bonner Springs City Library	0003009025507 & 00106000317714	A-Account (Pony Express)	Uncleared	-\$17.99	\$33,203.63
A-Account (Pony Express)	01/08/2025	Check		Baker & Taylor		A-Account (Pony Express)	Uncleared	-\$1,817.23	\$31,386.40
A-Account (Pony Express)	01/08/2025	Check	EFT	InTuit		A-Account (Pony Express)	Uncleared	-\$162.00	\$31,224.40
A-Account (Pony Express)	01/08/2025	Check	To Print	City Of Highland		A-Account (Pony Express)	Uncleared	-\$83.00	\$31,141.40
A-Account (Pony Express)	01/08/2025	Check		Quill Corporation		A-Account (Pony Express)	Uncleared	-\$69.99	\$31,071.41

ACCOUNT	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT FULL NAME	CLEARED	AMOUNT	BALANCE
A-Account (Pony Express)	01/08/2025	Check		Midwest Tape	Hoopla	A-Account (Pony Express)	Uncleared	-\$568.39	\$30,503.02
A-Account (Pony Express)	01/08/2025	Check		Smith Plumbing	Elwood	A-Account (Pony Express)	Uncleared	-\$135.00	\$30,368.02
A-Account (Pony Express)	01/08/2025	Check		Midwest Tape	Hoopla	A-Account (Pony Express)	Uncleared	-\$609.05	\$29,758.97
Total for A-Account (Pony Express)								-\$21,949.94	
								-\$21,949.94	

2024 General Fund Budget Review 12/31/2024

Income		2024 Budget	Current Income		December	Income
Cash Balance on 1/1/24			\$38,243.00			
Donations/Trusts			\$2,000.00	\$0.00		\$9,954.04
Fees - Copy/Fax/Lost Book Reimbursement, etc.			\$5,000.00	\$2,116.02		\$15,869.86
General Fund - Taxes			\$588,591.00	\$5,980.92		\$515,278.46
Grants			\$2,000.00	\$0.00		\$10,979.00
Interest on General Funds			\$200.00	\$432.83		\$2,467.47
State Aid			\$0.00	\$0.00		\$0.00
Investments			\$0.00	\$0.00		\$0.00
Total Available			\$636,034.00	\$8,529.77	\$0.00	\$554,548.83
Expenditures						
Capital Improvement/ carry over 2023	19150.00	2024 Budget	\$49,150.00	\$0.00	39%	\$19,348.50
Commodities			\$40,000.00	\$1,246.28	82%	\$32,794.10
Materials			\$71,803.00	\$2,884.17	100%	\$71,997.35
Operating Expenses			\$97,820.00	\$4,377.86	118%	\$115,677.06
Salaries			\$350,000.00	\$31,242.57	98%	\$344,828.75
Technology			\$15,000.00	\$0.00	176%	\$26,531.04
Transfer to Cap Imp. Super Fund			\$30,000.00	\$0.00	50%	\$15,000.00
Total Expenditures			\$604,623.00	\$39,750.88	103%	\$626,176.80

Employee Benefit

Employee Benefit Fund		2024 Budget	Currently	December	Fund
Tax Income			\$106,130.00	\$1,001.57	\$108,055.03
Expenses - Workers Comp, Social Security, etc.				\$0.00	\$28,532.53
Employee Insurance			\$75,000.00	\$6,944.01	\$76,384.11

[illegible]