

Agenda

Library District 1 Do Co

July 1, 2026

7:00 pm

Wathena, KS

- **Call Trustee Meeting to order**
- **Approve June 2026 minutes**
- **Patron Petitions Correspondence**
- **Librarian Report**
- **Disbursements**
- **Budget Review**
- **Building Maintenance Report**
- **New Business**
 -
- **Old Business**
 -
- **Executive Session**
 -
- **Next Meeting Wednesday, August 5, 2026, 7:00 pm, **Troy****

Library District #1 Doniphan County

Board of Trustees

Monthly Meeting

Wednesday, June 3, 2026

7:00 pm

Highland, Kansas

- **Call Meeting to Order**

President Greg Bevis called the meeting to order at 7:05 pm.

Trustees present: Morris Watkins, Mindy Courtin, Greg Bevis, Marla Taylor. Melanie Davis and Amy Foley arrived at 7:10 pm

Library Staff member present: Becky Etherton, Dan Simmons

Community members present: None

- **Approve Agenda**

Agenda approved.

- **Approve board minutes**

Minutes for May were approved as written.

- **Patron's Petitions Correspondence**

There was no correspondence to review.

- **Library Director's Report**

Root, the new executive director, provided a written library report about library activities in the board packet.

- **Disbursements**

Watkins made a motion to accept disbursements as presented. Courtin seconded the motion. Motion passed 6-0.

- **Budget Review**

Budget discussed with no concerns.

- **Building Maintenance Report**

None.

- **New Business**

The board needs to decide how much money to transfer into the capital improvement fund in 2027. Etherton, as the outgoing director and Root, as the present director, will be meeting with Peggy Franken in July. Last year, \$20,000 was transferred.

The Elwood building needs to have tuck pointing finished.

Discussion by the Board regarding the creation of a Strategic Plan for the Library District. The Northeast Kansas Library System, or NEKLS, supports Kansas libraries in this regard and this will receive further consideration and discussion by the Board.

The board requested Etherton to continue the mentoring process for Root at this time. The Board will discuss ending or continuing the support at the next month's meeting.

NEKLS is available to do trustee training. Davis will call NEKLS about scheduling that for October.

- **Old Business**

Bevis will continue with the process of downloading of programs for background checks.

The Board discussed the need for the creation of an assistant position to the Executive Director. No decisions have been made at this time.

Meeting was adjourned President Greg Bevis at 8:02 pm

The next monthly Board Meeting will be held Wednesday, July 1, 2026, 7:00 pm @ the Troy, Kansas Branch.

Minutes approved: Greg Bevis, Board President

Marla Taylor, Recording Board Member



Librarian Report – July 1, 2026

The Summer Reading Program is halfway through, and participation has been good. Highlight events for children included the Dino Dig and Paint a Dino, both of which were especially popular, according to Holly. Becky reports a small but consistent group attending Coffee & Conversation in Highland, although Troy has been slower. Still to come in July are three Adult Bingo sessions, Dirt & Worms, and the Foam Party.

We have been actively spending from the Materials budget in order to stay on track for the year. Our Library of Things — a concept that has proven enormously popular at libraries across the country — continues to grow. Current lending items include lawn games, musical instruments, and digital media (iPads and Kindles). Recent additions include eight new laptops, replacing the devices purchased with COVID-19 grant funds in 2020, and four sewing machines. Beginner Canning Kits are also available at each branch.

New for our youngest patrons are Toniebox audio players — screen-free devices that even very young children can operate independently. We are also working on acquiring passes to regional attractions, such as zoos, Legoland, Science City, museums, and art galleries, which patrons would be able to check out for free admission. More details are expected next month.

Library District #1, Doniphan County

A-Account Current Fiscal Month

June 2026

Distribution account	Transaction date	Num	Name	Description	Amount	Balance
A-Account (Pony Express)						
Beginning Balance						13,758.35
A-Account (Pony Express)	06/01/2026	EFT	City Of Troy	Troy Utilities for May	-476.15	13,282.20
A-Account (Pony Express)	06/02/2026	Debit	Amazon.com	laptop for patron checkout	-1,205.97	12,076.23
A-Account (Pony Express)	06/02/2026	Debit	Amazon.com	SRP programming supplies	-30.38	12,045.85
A-Account (Pony Express)	06/02/2026	Debit	Amazon.com	SRP & puzzles	-110.85	11,935.00
A-Account (Pony Express)	06/03/2026	11814	OverDrive	digital books	-1,500.00	10,435.00
A-Account (Pony Express)	06/03/2026	11815	Midwest Tape	Adult audio books Inv# 508507294	-63.99	10,371.01
A-Account (Pony Express)	06/03/2026	11816	Midwest Tape	Adult audio books Inv# 508568211	-39.99	10,331.02
A-Account (Pony Express)	06/03/2026	11817	Demco	Office supplies	-243.54	10,087.48
A-Account (Pony Express)	06/03/2026	11818	Midwest Tape	Hoopla 508798967	-99.62	9,987.86
A-Account (Pony Express)	06/03/2026	11819	Roberts Roofing Co., Inc.	Elwood Front door roof cap	-2,950.00	7,037.86
A-Account (Pony Express)	06/03/2026	11820	NEKLS	Annual Flipster Subscriptions	-569.77	6,468.09

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Distribution account	Transaction date	Num	Name	Description	Amount	Balance
A-Account (Pony Express)	06/03/2026	11821	Quill Corporation	Office supplies Inv# 48859838	-17.66	6,450.43
A-Account (Pony Express)	06/03/2026	11822	Quill Corporation	Office & cleaning supplies Inv# 48858400	-548.22	5,902.21
A-Account (Pony Express)	06/03/2026	11823	City Of Highland	Highland utilities for May	-5.00	5,897.21
A-Account (Pony Express)	06/03/2026	11824	Smith Plumbing & Repair	Elwood light replacement Inv# 1651522	-246.90	5,650.31
A-Account (Pony Express)	06/03/2026	11825	Farm Bureau (RETIREMENT)	401k - May	-487.16	5,163.15
A-Account (Pony Express)	06/03/2026	11826	Demco	Drawstring bags for Tonies boxes Inv# 7809852	-80.12	5,083.03
A-Account (Pony Express)	06/03/2026	11827	Preferred Pest Control	Pest control all branches April	-780.00	4,303.03
A-Account (Pony Express)	06/03/2026	11828	Smith Plumbing & Repair	delivery of desks Inv# 1651513	-265.00	4,038.03
A-Account (Pony Express)	06/03/2026	11829	Midwest Tape	audio books & dvds Inv# 508864246	-1,439.54	2,598.49
A-Account (Pony Express)	06/03/2026	11830	Preferred Pest Control	emergency pest control	-75.00	2,523.49
A-Account (Pony Express)	06/03/2026	11831	EBSCO	magazines	-4.40	2,519.09
A-Account (Pony Express)	06/03/2026	11813	Pro Serv	copiers	-566.80	1,952.29
A-Account (Pony Express)	06/04/2026	702	Library District #1, A-Account		65,000.00	66,952.29

Library District #1, Doniphan County

A-Account Current Fiscal Month

June 2026

Distribution account	Transaction date	Num	Name	Description	Amount	Balance
A-Account (Pony Express)	06/04/2026	11835	City Of Wathena	utilities	-204.09	66,748.20
A-Account (Pony Express)	06/04/2026	EFT	Rainbow Communications	internet/phone	-1,068.38	65,679.82
A-Account (Pony Express)	06/04/2026	11836	KS Employment Security Fund		-167.89	65,511.93
A-Account (Pony Express)	06/04/2026	11837	Midwest Tape	Hoopla 50843063	-714.41	64,797.52
A-Account (Pony Express)	06/04/2026	11838	CJ Garner	lawn care	-400.00	64,397.52
A-Account (Pony Express)	06/04/2026	Debit	Eforms	eforms	-49.00	64,348.52
A-Account (Pony Express)	06/05/2026	Debit	Katie's Faves Boutique	SRP door prizes, community baby shower	-228.00	64,120.52
A-Account (Pony Express)	06/05/2026	EFT	City of Elwood	Elwood utilities	-224.66	63,895.86
A-Account (Pony Express)	06/08/2026	Debit	Amazon.com	Highland Staff pc	-881.09	63,014.77
A-Account (Pony Express)	06/09/2026	Debit	John's Market	Staff Meeting/Coffee & Conversation	-24.14	62,990.63
A-Account (Pony Express)	06/09/2026	Debit	Amazon.com	books	-355.16	62,635.47
A-Account (Pony Express)	06/10/2026	Debit	Casey's	Coffee & Conversation	-28.80	62,606.67
A-Account (Pony Express)	06/10/2026	Debit	Amazon.com	adult books	-11.99	62,594.68

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Distribution account	Transaction date	Num	Name	Description	Amount	Balance
A-Account (Pony Express)	06/10/2026	Debit	Amazon.com	laptop cases	-31.32	62,563.36
A-Account (Pony Express)	06/10/2026	Debit	Amazon.com	laptops for patron checkout	-937.98	61,625.38
A-Account (Pony Express)	06/10/2026	Debit	Amazon.com	laptop for patron checkout	-468.99	61,156.39
A-Account (Pony Express)	06/11/2026	Debit	Amazon.com	laptop covers	-31.32	61,125.07
A-Account (Pony Express)	06/11/2026	Debit	Amazon.com	SRP Program Supplies	-105.75	61,019.32
A-Account (Pony Express)	06/11/2026	Debit	Amazon.com	juv books	-7.02	61,012.30
A-Account (Pony Express)	06/11/2026	Debit	Amazon.com	laptops for patron checkout	-937.98	60,074.32
A-Account (Pony Express)	06/12/2026	Debit	Dollar General	Bingo prizes for SRP	-91.79	59,982.53
A-Account (Pony Express)	06/12/2026	Debit	Amazon.com	cleaning supplies	-39.24	59,943.29
A-Account (Pony Express)	06/14/2026	Debit	Amazon.com	Adult & YA Books	-637.71	59,305.58
A-Account (Pony Express)	06/14/2026	Debit	Amazon.com	adult & juv books	-357.42	58,948.16
A-Account (Pony Express)	06/15/2026	Debit	Amazon.com	ipad and baby shower	-405.36	58,542.80
A-Account (Pony Express)	06/16/2026	Debit	HeyGen Technology Inc	Animation software for Genealogy	-488.00	58,054.80

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Distribution account	Transaction date	Num	Name	Description	Amount	Balance
A-Account (Pony Express)	06/16/2026	Debit	Amazon.com	Swamp coolers	-417.96	57,636.84
A-Account (Pony Express)	06/17/2026	Debit	Amazon.com	SRP supplies	-130.39	57,506.45
A-Account (Pony Express)	06/17/2026	Debit	Amazon.com	Drawing pad	-223.95	57,282.50
A-Account (Pony Express)	06/22/2026	Debit	Amazon.com	sewing machines	-725.94	56,556.56
A-Account (Pony Express)	06/22/2026	Debit	Walmart	Juv & Adult programming	-88.66	56,467.90
A-Account (Pony Express)	06/22/2026	Debit	Natural Grocers	Adult programming supplies	-26.26	56,441.64
A-Account (Pony Express)	06/22/2026	Debit	Sam's Club	SRP Programming supplies	-271.42	56,170.22
A-Account (Pony Express)	06/23/2026	EFT	Kansas Gas Service	Troy utilities	-141.87	56,028.35
A-Account (Pony Express)	06/23/2026	EFT	Kansas Gas Service	Wathena utilities	-51.83	55,976.52
A-Account (Pony Express)	06/23/2026	EFT	Kansas Gas Service	Elwood utilities	-54.25	55,922.27
A-Account (Pony Express)	06/23/2026	DD	Carla Watkins	62* .725	-44.95	55,877.32
A-Account (Pony Express)	06/23/2026	DD	Holly Uplinger	492* .725	-356.70	55,520.62
A-Account (Pony Express)	06/23/2026	DD	Rebecca Etherton	220* .725	-137.75	55,382.87

Library District #1, Doniphan County

A-Account Current Fiscal Month
June 2026

Distribution account	Transaction date	Num	Name	Description	Amount	Balance
A-Account (Pony Express)	06/23/2026	DD	Theresa Root	100*.725	-32.63	55,350.24
A-Account (Pony Express)	06/23/2026	DD	Lesly Etherton	10*.725	-7.25	55,342.99
A-Account (Pony Express)	06/24/2026	EFT	Kansas Gas Service	Highland utilities	-48.25	55,294.74
A-Account (Pony Express)	06/24/2026	Debit	Sam's Club	Cupcake Wars	-35.17	55,259.57
A-Account (Pony Express)	06/25/2026		Lesly R Etherton	Pay Period: 05/21/2026-06/20/2026	-3,002.38	52,257.19
A-Account (Pony Express)	06/25/2026		Theresa L Root	Pay Period: 05/21/2026-06/20/2026	-3,171.14	49,086.05
A-Account (Pony Express)	06/25/2026		Lisa M. Simbro	Pay Period: 05/21/2026-06/20/2026	-907.33	48,178.72
A-Account (Pony Express)	06/25/2026		Rebecca J Etherton	Pay Period: 05/21/2026-06/20/2026	-3,410.62	44,768.10
A-Account (Pony Express)	06/25/2026		Carla A Watkins	Pay Period: 05/21/2026-06/20/2026	-2,595.87	42,172.23
A-Account (Pony Express)	06/25/2026		Holly L Uplinger	Pay Period: 05/21/2026-06/20/2026	-2,599.65	39,572.58
A-Account (Pony Express)	06/25/2026		Connie S Higgins	Pay Period: 05/21/2026-06/20/2026	-1,880.94	37,691.64
A-Account (Pony Express)	06/25/2026		Renee E Weber	Pay Period: 05/21/2026-06/20/2026	-1,368.38	36,323.26
A-Account (Pony Express)	06/25/2026		Robert D Simmons	Pay Period: 05/21/2026-06/20/2026	-1,228.92	35,094.34

Library District #1, Doniphan County

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June 2026

Distribution account	Transaction date	Num	Name	Description	Amount	Balance
A-Account (Pony Express)	06/25/2026		Timothy A. Myers	Pay Period: 05/21/2026-06/20/2026	-1,273.10	33,821.24
A-Account (Pony Express)	06/25/2026		Lawanda I Worthen	Pay Period: 05/21/2026-06/20/2026	-789.08	33,032.16
A-Account (Pony Express)	06/25/2026		Sarah K. Kutz	Pay Period: 05/21/2026-06/20/2026	-1,061.42	31,970.74
A-Account (Pony Express)	06/25/2026	Debit	Hover Website Domain	annual domain renewal	-19.17	31,951.57
A-Account (Pony Express)	06/26/2026	EFT	Westar Energy/Every	Highland utilities	-131.83	31,819.74
A-Account (Pony Express)	06/26/2026		KS Withholding Tax	Tax Payment for Period: 06/01/2026-06/30/2026	-1,592.27	30,227.47
A-Account (Pony Express)	06/26/2026		IRS	Tax Payment for Period: 06/24/2026-06/26/2026	-6,338.96	23,888.51
A-Account (Pony Express)	06/26/2026		KS Employment Security Fund	Tax Payment for Period: 04/01/2026-06/30/2026	-52.09	23,836.42
A-Account (Pony Express)	06/26/2026	EFT	KS Employment Security Fund	Online filing from KS different than QB calculation. \$52.09 + \$22.76 = \$74.85	-22.76	23,813.66
A-Account (Pony Express)	06/30/2026	Debit	Cricket Wireless	Hot spots	-335.00	23,478.66
A-Account (Pony Express)	06/30/2026	EFT	Blue Cross and Blue Shield of Kansas	Health Ins	-7,287.38	16,191.28
Total for A-Account (Pony Express)					\$2,432.93	
TOTAL					\$2,432.93	

Library District #1, Doniphan County

Treasury Index Current Fiscal Month
June 2026

Distribution account	Transaction date	Num	Name	Description	Amount	Balance
Treasury Index(Exchange)						
Beginning Balance						186,272.42
Treasury Index(Exchange)	06/02/2026			Doniphan County Treasurer	165,851.98	352,124.40
Treasury Index(Exchange)	06/02/2026			Reimbursement Elwood Rent	300.00	352,424.40
Treasury Index(Exchange)	06/02/2026			Copies & Fax	68.00	352,492.40
Treasury Index(Exchange)	06/04/2026	702	Library District #1, A-Account	A account	-65,000.00	287,492.40
Treasury Index(Exchange)	06/26/2026		Leavenworth Public Library	lost item replacement	25.00	287,517.40
Total for Treasury Index(Exchange)					\$101,244.98	
TOTAL					\$101,244.98	

Library District #1, Doniphan County

Profit and Loss by Tag Group

June 2026

	TOTAL
Revenue	
EMP. BENEFIT TAXES	26,730.71
Fees	93.00
GENERAL FUND TAXES	139,121.27
REIMBURSEMENT	
Elwood rent	300.00
Total REIMBURSEMENT	300.00
Total Revenue	\$166,244.98
GROSS PROFIT	\$166,244.98
Expenditures	
COMM.	
Cleaning/office Supplies	1,464.46
Food	
snacks & lunches	52.94
Total Food	52.94
Misc. Supplies	80.12
Programming	1,167.16
Total COMM.	2,764.68
MATERIALS	
Audio	379.91
Books	3,378.74
Computer software ref	488.00
Database	814.03
Equipment	3,488.87
games	39.89
Misc. Materials	2,204.85
Periodicals	4.40
Videos	1,163.61
Total MATERIALS	11,962.30
OPERATIONAL EXPENSES	
Building Maintenance	
Contractor Elwood	3,391.90
Contractor Highland	195.00
Contractor Troy	535.00
Contractor Wathena	195.00
Lawn/Snow removal	
Elwood	400.00
Total Lawn/Snow removal	400.00
Total Building Maintenance	4,716.90
Mileage	579.28
Utilities	
Elwood	278.91
gas service - Highland	48.25

Library District #1, Doniphan County

Profit and Loss by Tag Group

June 2026

	TOTAL
gas service - Troy	141.87
gas service - Wathena	51.83
Highland	136.83
Internet/Phone	1,068.38
Troy	476.15
Wathena	204.09
Total Utilities	2,406.31
Total OPERATIONAL EXPENSES	7,702.49
Payroll Expenses	9,967.50
Personnel	29,227.73
TECHNOLOGY	900.26
Total Expenditures	\$62,524.96
NET OPERATING REVENUE	\$103,720.02
NET REVENUE	\$103,720.02

Account	31-Dec-25	31-Jan-26	28-Feb-26	31-Mar-26	30-Apr-26	31-May-26	30-Jun-26
A Account	\$32,739.35	\$385,524.80	\$16,498.28	\$14,081.97	\$18,594.70	\$13,758.35	\$16,191.28
Treasury Index	\$4,642.42	\$5,221.80	\$332,988.13	\$307,546.80	\$250,889.42	\$186,272.42	\$287,517.40
Cap. Imp.	\$22,580.79	\$22,619.91	\$22,664.16	\$22,713.24	\$22,760.84	\$22,810.13	\$22,810.13
Library Stifel	\$26,703.29	\$27,121.19	\$27,081.62	\$26,191.01	\$28,190.90	\$29,120.86	\$29,120.86
Euler Stifel	\$156,142.53	\$158,490.66	\$160,892.56	\$155,687.23	\$154,289.24	\$152,775.73	\$152,775.73
G.M.C.F.	\$33,959.51	\$34,721.27	\$35,446.73	\$33,728.76	\$35,359.23	\$36,149.57	\$36,149.57