

Agenda

Library District 1 Do.Co.

June 4, 2025

7:00 pm

Highland, KS

- Call Trustee Meeting to order
- Approve May 2025 minutes
- Patron Petitions Correspondence
- Librarian Report
- Disbursements
- Budget Review
- Building Maintenance Report:
- New Business:

- Old Business:

- Executive Session:

- Next Meeting Wednesday July 2, 2025 7:00pm
Wathena, Ks

Library District #1 Doniphan County

Board of Trustees

Monthly Meeting

Wednesday, May 7, 2025

7:00 pm

Elwood, Kansas

- **Call Trustee Meeting to Order**

President Greg Bevis called the meeting to order at 7:01 pm.

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

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

Community member present

- **Approve Agenda**

Agenda approved.

- **Approve board minutes**

Minutes for April were approved with corrections.

- **Patron's Petitions Correspondence**

Thank you received from Doniphan County Chamber of Commerce for renewing membership. Letter received from the First Grade Teachers at Riverside School stating their support of reading programs and story time.

Library Director's Report

Etherton presented a list of upcoming events for the Library District for April and May 2025.

- **Disbursement**

Braithwait moved to approve disbursements, Reiter seconded, motion carried 7-0.

- **Budget Review**

Budget items were discussed by the Board as needed.

- **Building Maintenance Report**

Update for Highland plumbing repairs were discussed including a new hot water heater. Looking into a foul smell reported at Elwood by Diana Johnson for the Senior Center. Possible source may be water left in the warming pans overnight. Possible sump pump repair in the basement. Etherton will follow up with Diana and maintenance.

- **Old Business**

Audit meeting with CPA. Etherton followed up with Russell Shipley, CPA, to complete an audit for the Library District. Results will be shared once completed.

New Business

Board position election

Elections were held for board positions. Glynn made a motion to nominate Bevis for President and Watkins seconded the motion. Braithwait made a motion to nominate Foley for President and Davis seconded the motion. Bevis received 4 votes to Foley's 3 votes and won the position.

Bevis made a motion to nominate Glynn for Vice President and Watkins seconded the motion. Glynn received 7 votes and won the election.

Glynn made a motion to nominate Reiter for Secretary and Watkins seconded the motion. Reiter received 7 votes and won the election.

Davis made a motion to nominate Foley for Treasurer and Braithwait seconded the motion. Foley received 7 votes and won the election.

Summer reading brochures-Board learned about different activities available this summer for patrons of all ages from Etherton.

Director Evaluation forms-This will be completed next month with the Trustees.

Meeting was adjourned by President Greg Bevis at 7:55 pm

Next meeting will be held Wednesday, June 4, 2025 pm @7:00 pm, Highland, Kansas Branch.

Minutes approved: Greg Bevis

Ruth A. Reiter, Recording Board Member

Librarian Report

SRP starts June 2nd and ends July 18th. It is going to be a very busy summer.

We have 15 regular programs and 2 passive programs scheduled for the month of June.

Friday, June 13 Troy will be hosting B.A.K. The library will be serving a hot dog meal 12pm-2pm (free will donation), face painting, cotton candy & snow cones 2pm-5pm. Balloon artist 5pm-7pm.

We handed out 1,150 SRP brochures, posted in the Kansas Chief, on social media and the library website.

Saturday, July 5th all Doniphan County Libraries will be closed.



Account QuickReport

Library District #1, Doniphan County
May 12-June 4, 2025

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
A-Account (Pony Express)									57,513.30
Beginning Balance									57,453.30
A-Account (Pony Express)	05/12/2025	Check	DEBIT	Reader Zone	2025	A-Account (Pony Express)	Uncleared	-60.00	56,798.30
A-Account (Pony Express)	05/15/2025	Check	EFT	Clune (Proserv)		A-Account (Pony Express)	Uncleared	-655.00	56,143.30
A-Account (Pony Express)	05/21/2025	Check	DEBIT	Amazon.com		A-Account (Pony Express)	Uncleared	-121.86	55,921.44
A-Account (Pony Express)	05/21/2025	Check	DEBIT	Five Below	Bingo	A-Account (Pony Express)	Uncleared	-87.57	55,833.87
A-Account (Pony Express)	05/21/2025	Check	DEBIT	Sams		A-Account (Pony Express)	Uncleared	-612.25	55,221.62
A-Account (Pony Express)	05/21/2025	Check	DEBIT	Wal-Mart	DVD & books	A-Account (Pony Express)	Uncleared	-310.10	54,911.52
A-Account (Pony Express)	05/21/2025	Check	EFT	Kansas Gas Service..	Troy	A-Account (Pony Express)	Uncleared	-284.27	54,627.25
A-Account (Pony Express)	05/22/2025	Check	EFT	Kansas Gas Service..		A-Account (Pony Express)	Uncleared	-86.83	54,540.42
A-Account (Pony Express)	05/22/2025	Check	EFT	Kansas Gas Service..		A-Account (Pony Express)	Uncleared	-123.50	54,416.92
A-Account (Pony Express)	05/22/2025	Check	EFT	Connie S Higgins	Pay Period: 04/22/2025-05/21/2025	A-Account (Pony Express)	Uncleared	-1,924.76	52,492.16
A-Account (Pony Express)	05/22/2025	Payroll Check		Robert D Simmons	Pay Period: 04/22/2025-05/21/2025	A-Account (Pony Express)	Uncleared	-1,417.67	51,074.49
A-Account (Pony Express)	05/22/2025	Payroll Check		Amy L Stanton	Pay Period: 04/22/2025-05/21/2025	A-Account (Pony Express)	Uncleared	-2,222.36	48,852.13
A-Account (Pony Express)	05/22/2025	Payroll Check		Morgan E Morris	Pay Period: 04/22/2025-05/21/2025	A-Account (Pony Express)	Uncleared	-477.68	48,374.45
A-Account (Pony Express)	05/22/2025	Payroll Check		Lesly R Etherton	Pay Period: 04/22/2025-05/21/2025	A-Account (Pony Express)	Uncleared	-2,870.35	45,494.10
A-Account (Pony Express)	05/22/2025	Payroll Check		Ashwanti A Robinson	Pay Period: 04/22/2025-05/21/2025	A-Account (Pony Express)	Uncleared	-457.36	45,036.74
A-Account (Pony Express)	05/22/2025	Payroll Check		David G Reiter	Pay Period: 04/22/2025-05/21/2025	A-Account (Pony Express)	Uncleared	-1,161.84	43,874.90
A-Account (Pony Express)	05/22/2025	Payroll Check		Theresa L Root	Pay Period: 04/22/2025-05/21/2025	A-Account (Pony Express)	Uncleared	-1,099.76	42,775.14
A-Account (Pony Express)	05/22/2025	Payroll Check		Renee E Weber	Pay Period: 04/22/2025-05/21/2025	A-Account (Pony Express)	Uncleared	-583.39	42,191.75
A-Account (Pony Express)	05/22/2025	Payroll Check		Rebecca J Etherton	Pay Period: 04/22/2025-05/21/2025	A-Account (Pony Express)	Uncleared	-3,332.56	38,859.19
A-Account (Pony Express)	05/22/2025	Payroll Check		Holly L Uplinger	Pay Period: 04/22/2025-05/21/2025	A-Account (Pony Express)	Uncleared	-2,387.54	36,471.65
A-Account (Pony Express)	05/22/2025	Payroll Check		Carla A Watkins	Pay Period: 04/22/2025-05/21/2025	A-Account (Pony Express)	Uncleared	-2,244.33	34,184.32
A-Account (Pony Express)	05/22/2025	Payroll Check		Rachelle R McConaughy	Pay Period: 04/22/2025-05/21/2025	A-Account (Pony Express)	Uncleared	-1,799.78	32,384.54
A-Account (Pony Express)	05/22/2025	Payroll Check	DD	Lesly Etherton	40*675	A-Account (Pony Express)	Uncleared	-27.00	32,357.54
A-Account (Pony Express)	05/22/2025	Check	DD	Theresa Root	45*675	A-Account (Pony Express)	Uncleared	-33.13	32,324.41
A-Account (Pony Express)	05/22/2025	Check	DD	Rebecca Etherton	85*675	A-Account (Pony Express)	Uncleared	-57.38	32,267.03
A-Account (Pony Express)	05/22/2025	Check	DD	Rachelle McConaughy	110*675	A-Account (Pony Express)	Uncleared	-67.50	32,199.53
A-Account (Pony Express)	05/22/2025	Check	DD	Amy Stanton	75*675	A-Account (Pony Express)	Uncleared	-60.63	32,138.90
A-Account (Pony Express)	05/22/2025	Check	DD	Holly Uplinger	400*675	A-Account (Pony Express)	Uncleared	-270.00	31,868.90
A-Account (Pony Express)	05/22/2025	Check	DD	Carla A. Watkins	124*675	A-Account (Pony Express)	Uncleared	-83.70	31,785.20
A-Account (Pony Express)	05/23/2025	Check	EFT	Kansas Gas Service	Highland	A-Account (Pony Express)	Uncleared	-52.35	31,732.85
A-Account (Pony Express)	05/27/2025	Check	EFT	Westar Energy	Highland	A-Account (Pony Express)	Uncleared	-69.03	31,663.82
A-Account (Pony Express)	05/28/2025	Check	EFT	Cricknet wires		A-Account (Pony Express)	Uncleared	-335.00	31,328.82
A-Account (Pony Express)	05/31/2025	Check	EFT	Blue Cross and Blue Shield of Kansas		A-Account (Pony Express)	Uncleared	-7,191.12	24,137.70
A-Account (Pony Express)	06/01/2025	Check	EFT	City Of Troy		A-Account (Pony Express)	Uncleared	-632.52	23,505.18
A-Account (Pony Express)	06/04/2025	Check		Smith Plumbing	water fountain, door & faucet	A-Account (Pony Express)	Uncleared	-1,658.40	21,846.78
A-Account (Pony Express)	06/04/2025	Check		Dale Campbell	Balloon animals 6/13/25	A-Account (Pony Express)	Uncleared	-22,687.51	1,159.27
A-Account (Pony Express)	06/04/2025	Check		Jefferson Knapp	Author presentation 6/11/25	A-Account (Pony Express)	Uncleared	-295.00	864.27
A-Account (Pony Express)	06/04/2025	Check		Zole Uplinger	face painting Troy B.A.K	A-Account (Pony Express)	Uncleared	-375.00	489.27
A-Account (Pony Express)	06/04/2025	Check		Meloyne Hathaway	Paranormal, Medium & Author	A-Account (Pony Express)	Uncleared	-100.00	389.27
A-Account (Pony Express)	06/04/2025	Check		NEKLS		A-Account (Pony Express)	Uncleared	-250.00	139.27
A-Account (Pony Express)	06/04/2025	Check		City Of Highland		A-Account (Pony Express)	Uncleared	-569.77	-430.50
A-Account (Pony Express)	06/04/2025	Check		Farm Bureau (RETIREMENT)	Becky 275.00 Amy 189.18 Carla 178.46	A-Account (Pony Express)	Uncleared	-83.00	-513.50
A-Account (Pony Express)	06/04/2025	Check				A-Account (Pony Express)	Uncleared	-622.54	-1,136.04
Total for A-Account (Pony Express)								-\$37,141.20	
TOTAL								-\$37,141.20	

Account QuickReport

Library District #1, Doniphan County
May 19-June 4, 2025

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
Treasury Index(Exchange)									
Beginning Balance									199,542.81
Treasury Index(Exchange)	05/19/2025	Deposit				Treasury Index(Exchange)	Uncleared	1,249.66	200,792.47
Treasury Index(Exchange)	05/28/2025	Deposit		Deposit		Treasury Index(Exchange)	Uncleared	412.17	201,204.64
Total for Treasury Index(Exchange)								\$1,661.83	
TOTAL								\$1,661.83	

Library District #, Doniphan County

Profit Loss

May 2025

	TOTAL
Revenue	
DONATION	0.00
Copies	262.17
Total DONATION	262.17
DONATIONS	0.00
Summer Reading	350.00
Total DONATIONS	350.00
Fees	0.00
Copies & fax	158.85
Lost books	5.97
Total Fees	164.82
REIMBURSEMENT	0.00
Elwood rent	300.00
Income	584.84
Total REIMBURSEMENT	884.84
Transfers to Account	0.00
Total Revenue	\$1,661.83
GROSS PROFIT	\$1,661.83
Expenditures	
COMM.	0.00
Cleaning/office Supplies	1,642.71
Copier supplies	218.62
EMPLOYEE / PUBLIC RELATIONS	179.96
Food	0.00
snacks & lunches	667.94
Total Food	667.94
Programming	0.00
Program supplies - juv	414.28
Program supplies- adult	40.97
Summer Reading	60.00
Total Programming	515.25
Total COMM.	3,224.48
MATERIALS	0.00
Audios adult	439.90
Books - juv	57.72
Books-adult	1,845.45
Database	606.02
Digital Books	1,500.00
DVD	430.42
Total MATERIALS	4,879.51

Library District #, Doniphan County

Profit Loss

May 2025

	TOTAL
OPERATIONAL EXPENSES	0.00
Advertising	18.00
Building Maintenance	780.00
Contractor Elwood	210.07
Contractor Highland	2,236.70
Contractor Troy	610.50
Contractor Wathena	272.58
Lawn/Snow removal	0.00
Elwood	445.00
Total Lawn/Snow removal	445.00
Total Building Maintenance	4,554.85
Copier Services	655.00
Mileage	586.59
Utilities	0.00
electricity - Highland	83.00
Elwood	312.58
gas service - Highland	52.35
gas service - Troy	284.27
gas service - Wathena	86.83
Highland	69.03
Internet/Phone	1,051.23
Troy	517.36
Wathena	206.86
Total Utilities	2,663.51
Total OPERATIONAL EXPENSES	8,477.95
Payroll Expense Employee Benefit	0.00
Health Insurance	7,191.12
Match-Farm Bur. Retirement	609.88
Total Payroll Expense Employee Benefit	7,801.00
Payroll Expenses	0.00
Taxes	2,309.85
Wages	27,711.26
Total Payroll Expenses	30,021.11
Personnel	0.00
CONTINUING EDUCATION	0.00
Conferences	300.00
Total CONTINUING EDUCATION	300.00
Total Personnel	300.00

Library District #, Doniphan County

Profit Loss
May 2025

	TOTAL
TECHNOLOGY	0.00
Tech Equipment	335.00
Total TECHNOLOGY	335.00
Total Expenditures	\$55,039.05
NET OPERATING REVENUE	\$ -53,377.22
NET REVENUE	\$ -53,377.22