

Agenda

Library District 1 Do.Co.

May 7, 2025

7:00 pm

Elwood, KS

- **Call Trustee Meeting to order**
- **Approve April 2025 minutes**
- **Patron Petitions Correspondence**
- **Librarian Report**
- **Disbursements**
- **Budget Review**
- **Building Maintenance Report:**
- **New Business:**
 - Board position election
 - Summer Reading brochures
 - Director Evaluation forms handed out (to be filled out and ready for the June meeting)
- **Old Business:**
- **Executive Session:**
- **Next Meeting Wednesday June 4, 2025 7:00pm**
Highland.Ks

Library District #1 Doniphan County

Board of Trustees

Monthly Meeting

Wednesday, April 2, 2025

7:30 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, Amy Foley, Morris Watkins, Kerry Braitwait, Melanie Davis

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

- **Approve Agenda**

Agenda approved.

- **Approve board minutes**

Minutes for March were approved with corrections.

- **Patron's Petitions Correspondence**

Amy Stanton will be graduating from Emporia State University in May 2025 in Interdisciplinary Studies. She will be entering a Master's program in the fall.

Executive session from 7:06 pm until 7:30 pm. See Executive session notes for 4.2.25.

Library Director's Report

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

- **Disbursement**

Glynn moved to approve disbursements, Watkins seconded, motion carried 7-0.

- **Budget Review**

Budget items were discussed by the Board as needed.

- **Building Maintenance Report**

No reports this month.

- **Old Business**

Audit meeting with CPA in May. Etherton is going to follow up for completing audits on a regular schedule and who will be completing the audits.

- **New Business**

Discussion on strategic plans used by other libraries to compare to the existing strategic plan of this Library District. This will continue to be discussed and developed and there will be follow up and support from NEKLS.

Meeting was adjourned by President Greg Bevis at 7:45 pm

Next meeting will be held Wednesday, May 7, 2025 pm @7:00 pm, Elwood Kansas Branch.

Minutes approved: Greg Bevis

Ruth A. Reiter, Recording Board Member

Librarian Report

Holly and I were invited to share in a Career Day in St. Joseph at Hyde Elementary school on April 4th. We had the opportunity to speak with over 300 students and teachers. Several students and teachers were very interested in our SRP and events.

On April 29th Troy pre-school class came to the Troy Library for their field trip. 30 students and 5 teachers attended.

Becky on vacation May 8th – May 16th

May 22nd – May 26th Carla at genealogy conference

May 26th Memorial Day (Libraries closed)

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

Saturdays closed in the future May 24th and July 5th



Monthly Statistics All 4 Branches					
Month/Year April 2025					
	Elwood	Highland	Troy	Wathena	Total
Snacks Programs					
Adult Attendance		9	29	0	38
Child Attendance	93	12	202	26	333
Lunch Programs					
Adult Attendance					
Child Attendance					
Story Time Programs	4	5	4	3	16
Child Attendance	8	9	12	25	54
Adult Attendance	7	8	10	16	41
Juv Programs			2		2
Juv Attendance			334		334
YA Programs					
YA Attendance					
Family Programs					
Attendance					
Adult Programs					
Attendance					
Passive Programs					
Attendance					
Puzzle					
Attendance					
Hotspot Checkout	4	8	22	0	22
Genealogy			4		16
Meetings			2		2
Meeting Attendance			9	1	10
Reference Help	1	52	71	5	76
Computer Usage	92	41	94	65	212
Checkouts	10	78	192	38	363
Copy/Fax for Patrons	0	15	130	77	295
ILL Items Sent Out	0	15	56	26	97
New Patrons	113	137	359	147	756
Total Patrons	0	2	6	2	10
	289	253	853	264	1659

[illegible]

Account QuickReport

Library District #1, Doniphan County

April 5-May 7, 2025

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
A-Account (Pony Express)									
Beginning Balance									54,779.70
A-Account (Pony Express)	04/05/2025	Check	11580	Midwest Tape	506968359 Hoopla	A-Account (Pony Express)	Uncleared	-632.74	54,146.96
A-Account (Pony Express)	04/05/2025	Check	DEBIT	John's Market	snacks for meetings	A-Account (Pony Express)	Uncleared	-193.07	53,953.89
A-Account (Pony Express)	04/05/2025	Check	DEBIT	Wal-Mart	DVD & supplies	A-Account (Pony Express)	Uncleared	-280.11	53,673.78
A-Account (Pony Express)	04/08/2025	Check	DEBIT	Amazon.com	postage	A-Account (Pony Express)	Uncleared	-8.75	53,665.03
A-Account (Pony Express)	04/09/2025	Check	DEBIT	Workplace Pro	shirts	A-Account (Pony Express)	Uncleared	-190.20	53,474.83
A-Account (Pony Express)	04/10/2025	Check	DEBIT	Wal-Mart	Books	A-Account (Pony Express)	Uncleared	-255.06	53,219.77
A-Account (Pony Express)	04/10/2025	Check	DEBIT	El Canelo	SRP meeting	A-Account (Pony Express)	Uncleared	-66.63	53,153.14
A-Account (Pony Express)	04/14/2025	Check	EFT	InTuit	yearly	A-Account (Pony Express)	Uncleared	-3,099.00	50,054.14
A-Account (Pony Express)	04/15/2025	Check	EFT	Clune (Proserv)		A-Account (Pony Express)	Uncleared	-655.00	49,399.14
A-Account (Pony Express)	04/16/2025	Check	EFT	NWKL	Sunflower	A-Account (Pony Express)	Uncleared	-50.00	49,349.14
A-Account (Pony Express)	04/16/2025	Check	DEBIT	Amazon.com	DVD	A-Account (Pony Express)	Uncleared	-157.25	49,191.89
A-Account (Pony Express)	04/18/2025	Check	DEBIT	Amazon.com	tye dye kits/bubbles	A-Account (Pony Express)	Uncleared	-58.16	49,133.73
A-Account (Pony Express)	04/18/2025	Check	DEBIT	Amazon.com	sand art	A-Account (Pony Express)	Uncleared	-24.99	49,108.74
A-Account (Pony Express)	04/18/2025	Check	DEBIT	Noah's Ark Animal Workshop	buddy & books	A-Account (Pony Express)	Uncleared	-287.64	48,821.10
A-Account (Pony Express)	04/23/2025	Check	EFT	Kansas Gas Service	ELwood	A-Account (Pony Express)	Uncleared	-172.22	48,648.88
A-Account (Pony Express)	04/23/2025	Check	EFT	Kansas Gas Service	Troy	A-Account (Pony Express)	Uncleared	-494.37	48,154.51
A-Account (Pony Express)	04/23/2025	Check	EFT	Kansas Gas Service	Wathena	A-Account (Pony Express)	Uncleared	-117.71	48,036.80
A-Account (Pony Express)	04/24/2025	Check	EFT	Kansas Gas Service	Highland	A-Account (Pony Express)	Uncleared	-70.82	47,965.98
A-Account (Pony Express)	04/24/2025	Payroll Check		Lawanda I Worthen	Pay Period: 03/22/2025-04/21/2025	A-Account (Pony Express)	Uncleared	-385.80	47,580.18
A-Account (Pony Express)	04/24/2025	Payroll Check		Connie S Higgins	Pay Period: 03/22/2025-04/21/2025	A-Account (Pony Express)	Uncleared	-1,731.90	45,848.28
A-Account (Pony Express)	04/24/2025	Payroll Check		Rebecca J Elherton	Pay Period: 03/22/2025-04/21/2025	A-Account (Pony Express)	Uncleared	-3,332.55	42,515.73
A-Account (Pony Express)	04/24/2025	Payroll Check		Robert D Simmons	Pay Period: 03/22/2025-04/21/2025	A-Account (Pony Express)	Uncleared	-1,278.17	41,237.56
A-Account (Pony Express)	04/24/2025	Payroll Check		Ashawnti A Robinson	Pay Period: 03/22/2025-04/21/2025	A-Account (Pony Express)	Uncleared	-457.37	40,780.19
A-Account (Pony Express)	04/24/2025	Payroll Check		Amy L Stanton	Pay Period: 03/22/2025-04/21/2025	A-Account (Pony Express)	Uncleared	-2,129.70	38,650.49
A-Account (Pony Express)	04/24/2025	Payroll Check		Holly L Uplinger	Pay Period: 03/22/2025-04/21/2025	A-Account (Pony Express)	Uncleared	-2,288.35	36,362.14
A-Account (Pony Express)	04/24/2025	Payroll Check		Theresa L Root	Pay Period: 03/22/2025-04/21/2025	A-Account (Pony Express)	Uncleared	-28.28	36,333.86
A-Account (Pony Express)	04/24/2025	Payroll Check		Morgan E Morris	Pay Period: 03/22/2025-04/21/2025	A-Account (Pony Express)	Uncleared	-435.23	35,898.63
A-Account (Pony Express)	04/24/2025	Payroll Check		Carla A Watkins	Pay Period: 03/22/2025-04/21/2025	A-Account (Pony Express)	Uncleared	-2,183.24	33,715.39
A-Account (Pony Express)	04/24/2025	Payroll Check		David G Reiter	Pay Period: 03/22/2025-04/21/2025	A-Account (Pony Express)	Uncleared	-1,011.57	32,703.82
A-Account (Pony Express)	04/24/2025	Payroll Check		Renee E Weber	Pay Period: 03/22/2025-04/21/2025	A-Account (Pony Express)	Uncleared	-795.67	31,908.15
A-Account (Pony Express)	04/24/2025	Payroll Check		Lesly R Elherton	Pay Period: 03/22/2025-04/21/2025	A-Account (Pony Express)	Uncleared	-2,732.71	29,175.44
A-Account (Pony Express)	04/24/2025	Payroll Check		Rachelle R McConnaughey	Pay Period: 03/22/2025-04/21/2025	A-Account (Pony Express)	Uncleared	-1,853.69	27,321.75
A-Account (Pony Express)	04/24/2025	Check	DD	Holly Uplinger	405*.675	A-Account (Pony Express)	Uncleared	-273.38	27,048.37
A-Account (Pony Express)	04/24/2025	Check	DD	Rachelle McConnaughey	50*.675	A-Account (Pony Express)	Uncleared	-50.68	26,997.69
A-Account (Pony Express)	04/24/2025	Check	DD	Rebecca Elherton	140*.675	A-Account (Pony Express)	Uncleared	-94.50	26,903.19
A-Account (Pony Express)	04/24/2025	Check	DD	Carla Watkins	15*.675	A-Account (Pony Express)	Uncleared	-10.13	26,893.06
A-Account (Pony Express)	04/24/2025	Check	DD	Lesly Elherton	85*.675	A-Account (Pony Express)	Uncleared	-57.38	26,835.68
A-Account (Pony Express)	04/24/2025	Check	DD	Amy Stanton	60*.675	A-Account (Pony Express)	Uncleared	-40.50	26,795.18
A-Account (Pony Express)	04/24/2025	Check	DEBIT	Kohl's	Books	A-Account (Pony Express)	Uncleared	-46.07	26,749.11
A-Account (Pony Express)	04/28/2025	Check	EFT	Cricklet wireles		A-Account (Pony Express)	Uncleared	-335.00	26,414.11
A-Account (Pony Express)	04/28/2025	Check	EFT	Westar Energy	Highland	A-Account (Pony Express)	Uncleared	-76.32	26,337.79
A-Account (Pony Express)	04/30/2025	Check	EFT	InTuit	monthly	A-Account (Pony Express)	Uncleared	-171.00	26,166.79

Account QuickReport

Library District #1, Doniphan County
April 5-May 7, 2025

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
A-Account (Pony Express)	05/01/2025	Check	EFT	Blue Cross and Blue Shield of Kansas		A-Account (Pony Express)	Uncleared	-7,191.12	18,975.67
A-Account (Pony Express)	05/01/2025	Check	EFT	City Of Troy		A-Account (Pony Express)	Uncleared	-517.36	18,458.31
A-Account (Pony Express)	05/01/2025	Check	EFT	City of Elwood	Elwood	A-Account (Pony Express)	Uncleared	-183.51	18,274.80
A-Account (Pony Express)	05/01/2025	Check	DEBIT	Wal-Mart	DVD & grad gifts	A-Account (Pony Express)	Uncleared	-404.84	17,869.96
A-Account (Pony Express)	05/07/2025	Check	11582	OverDrive	digital books	A-Account (Pony Express)	Uncleared	-1,500.00	16,369.96
A-Account (Pony Express)	05/07/2025	Check	11583	ProServe	282803	A-Account (Pony Express)	Uncleared	-218.62	16,151.34
A-Account (Pony Express)	05/07/2025	Check	11584	ProServe	282685	A-Account (Pony Express)	Uncleared	-584.84	15,566.50
A-Account (Pony Express)	05/07/2025	Check	11585	Demco	career day	A-Account (Pony Express)	Uncleared	-190.48	15,376.02
A-Account (Pony Express)	05/07/2025	Check	11586	Kansas Chief	Help wanted	A-Account (Pony Express)	Uncleared	-18.00	15,358.02
A-Account (Pony Express)	05/07/2025	Check	11587	Midwest Tape	506983522 & 506949762	A-Account (Pony Express)	Uncleared	-439.90	14,918.12
A-Account (Pony Express)	05/07/2025	Check	11588	King Squeegee Window cleaning		A-Account (Pony Express)	Uncleared	-178.00	14,740.12
A-Account (Pony Express)	05/07/2025	Check	11589	City Of Highland		A-Account (Pony Express)	Uncleared	-83.00	14,657.12
A-Account (Pony Express)	05/07/2025	Check	11590	Quill Corporation	43605134	A-Account (Pony Express)	Uncleared	-550.98	14,106.14
A-Account (Pony Express)	05/07/2025	Check	11591	Baker & Taylor	Books	A-Account (Pony Express)	Uncleared	-1,845.45	12,260.69
A-Account (Pony Express)	05/07/2025	Check	11592	Quill Corporation	43754551	A-Account (Pony Express)	Uncleared	-85.49	12,175.20
A-Account (Pony Express)	05/07/2025	Check	11593	Carla Watkins	Food & necessities	A-Account (Pony Express)	Uncleared	-300.00	11,875.20
A-Account (Pony Express)	05/07/2025	Check	11594	Smith Plumbing	LED lights	A-Account (Pony Express)	Uncleared	-2,223.70	9,651.50
A-Account (Pony Express)	05/07/2025	Check	11595	Smith Plumbing	door lock replacement	A-Account (Pony Express)	Uncleared	-210.07	9,441.43
A-Account (Pony Express)	05/07/2025	Check	11596	Smith Plumbing	Bathroom, outside faucet	A-Account (Pony Express)	Uncleared	-245.58	9,195.85
A-Account (Pony Express)	05/07/2025	Check	11597	City Of Wathena	Wathena	A-Account (Pony Express)	Uncleared	-206.86	8,988.99
A-Account (Pony Express)	05/07/2025	Check	11598	Farm Bureau (RETIREMENT)	Becky 275.00 Amy 161.48 Carla 173.40	A-Account (Pony Express)	Uncleared	-609.88	8,379.11
A-Account (Pony Express)	05/07/2025	Deposit	11599	MTI Security		A-Account (Pony Express)	Uncleared	60,000.00	68,379.11
A-Account (Pony Express)	05/07/2025	Check	11600	Pro Serv	136851	A-Account (Pony Express)	Uncleared	-472.50	67,906.61
A-Account (Pony Express)	05/07/2025	Check			281055	A-Account (Pony Express)	Uncleared	-307.06	67,599.55
Total for A-Account (Pony Express)									\$12,819.85
TOTAL									\$12,819.85

Account QuickReport

Library District #1, Doniphan County

April 3-May 7, 2025

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
Treasury Index(Exchange)									
Beginning Balance									258,619.33
Treasury Index(Exchange)	04/03/2025	Deposit				Treasury Index(Exchange)	Uncleared	341.00	258,960.33
Treasury Index(Exchange)	04/21/2025	Deposit				Treasury Index(Exchange)	Uncleared	93.56	259,053.89
Treasury Index(Exchange)	05/07/2025	Check	690	Library District #1, A-Account	A account	Treasury Index(Exchange)	Uncleared	-60,000.00	199,053.89
Total for Treasury Index(Exchange)								-\$59,565.44	
TOTAL								-\$59,565.44	

Library District #, Doniphan County

Profit Loss

April 2025

	TOTAL
Revenue	
DONATION	0.00
Bk Replaced	41.00
Total DONATION	41.00
Fees	0.00
Copies & fax	93.56
Total Fees	93.56
REIMBURSEMENT	0.00
Elwood rent	300.00
Total REIMBURSEMENT	300.00
Tranfers to Account	0.00
Total Revenue	\$434.56
GROSS PROFIT	\$434.56
Expenditures	
COMM.	0.00
Cleaning/office Supplies	661.37
EMPLOYEE / PUBLIC RELATIONS	276.49
Food	0.00
snacks & lunches	217.97
Total Food	217.97
Programming	0.00
Program supplies - juv	0.00
Juv summer reading	370.79
Total Program supplies - juv	370.79
Summer Reading	338.52
Total Programming	709.31
Total COMM.	1,865.14
MATERIALS	0.00
Books - juv	46.07
Books-adult	8,228.59
Database	18.99
digital access	632.74
Digital Books	50.00
DVD	335.93
Misc. Materials	2,124.80
Periodicals ad	77.58
Periodicals juv	39.00
Total MATERIALS	11,553.70

Library District #, Doniphan County

Profit Loss

April 2025

	TOTAL
OPERATIONAL EXPENSES	0.00
Advertising	100.00
Building Maintenance	0.00
Contractor Highland	160.90
Lawn/Snow removal	140.00
Total Building Maintenance	300.90
Copier Services	655.00
Memberships	75.00
Mileage	526.57
Shipping/mailing	8.75
Utilities	0.00
electricity - Highland	83.00
Elwood	342.68
gas service - Highland	70.82
gas service - Troy	494.37
gas service - Wathena	117.71
Highland	76.32
Internet/Phone	1,048.02
trash removal	330.00
Troy	439.91
Wathena	181.14
Total Utilities	3,183.97
Total OPERATIONAL EXPENSES	4,850.19
Payroll Expense Emplpyee Benefit	0.00
Match-Farm Bur. Retirement	586.98
Total Payroll Expense Emplpyee Benefit	586.98
Payroll Expenses	0.00
Taxes	2,205.66
Wages	25,999.75
Total Payroll Expenses	28,205.41
TECHNOLOGY	0.00
Software	3,270.00
Tech Equiptment	335.00
Total TECHNOLOGY	3,605.00
Total Expenditures	\$50,666.42
NET OPERATING REVENUE	\$ -50,231.86
NET REVENUE	\$ -50,231.86