

Agenda

Library District 1 Do.Co.

October 1, 2025

7:00 pm

Troy, KS

- **Call Trustee Meeting to order**
- **Approve September 2025 minutes**
- **Patron Petitions Correspondence**
- **Librarian Report**
- **Disbursements**
- **Budget Review**
- **Building Maintenance Report:** Kings Heating & Cooling installed new unit at Wathena, Brad repaired the hole on the Troy building. Owls are gone.
- **New Business:**
- **Old Business:**
- **Executive Session:**
- **Next Meeting Wednesday November 5, 2025**
7:00pm **Troy,Ks**

Library District #1 Doniphan County

Board of Trustees

Monthly Meeting

Wednesday, September 3, 2025

7:00 pm

Troy, Kansas

2025 BUDGET HEARING

- I. President Greg Bevis called the Budget Hearing to Order at 7:01 pm**
- II. Presentation of the 2026 Proposed Budget**
Presentation and discussion among trustees regarding the proposed budget.
- III. Explanation of Public Comment and Procedure**
- IV. Public Comment**
There was not public comment on the issue.
- V. Approve and adopt 2026 budget.**
Glynn moved to accept the 2025 budget as proposed. Reiter seconded the motion. Motion carried 6-0. No nay votes.
- VI. President Greg Bevis closed the 2026 budget hearing at 7:07**

- **Call Trustee Meeting to Order**

President Greg Bevis called the meeting to order at 7:08 pm.

Trustees present: Ruth Reiter, Morris Watkins, Greg Bevis, Dan Glynn, Amy Foley, Kerry Braithwait, Melanie Davis (late arrival at 7:14 pm)

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

- **Approve Agenda**

Agenda approved.

- **Approve board minutes**

Minutes for August were approved.

- **Patron's Petitions Correspondence**

There was no correspondence to review.

- **Library Director's Report**

Back to School Bash was a success. The foam party at Elwood had a final attendance count of 175. The Doniphan County libraries handed out 105 backpacks to Middle and High School students. Staff Mental Health Wellness day was also a success. Staff visited the Patee House

Museum in St. Joseph and had lunch together at 54th Street restaurant. Little Listeners will start back on September 8th. Etherton will attend the director's meeting at NEKLS on 9.10.2025.

- **Disbursements**

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**

Discussion of King's Heating and Cooling estimate to replace the air conditioning units at Wathena Branch. The Euler Fund is paying \$3300 and the Library would be responsible for the remainder of the cost, \$6400. Davis made a motion to accept the bid from King's and Braithwait seconded the motion. Motion passed 6-0.

- **New Business**

Discussion of policies and procedures, including the possible publishing of the approved meeting minutes in the Kansas Chief and to publish the minutes on the Doniphan County Library website. Foley made a motion and Watkins seconded the motion to publish approved minutes. Motion passed 6-0.

- **Old Business**

Davis asked for a copy of the completed NEKLS accreditation for 2025-2026 from Director Etherton. Foley discussed with the Trustees the possibility of completing an audit for 2024. Foley made a motion to complete a 2024 audit and Davis seconded the motion. Discussion on the motion. Etherton suggested the possibility of completing a two-year audit for 2024 and 2025 together. Foley made a revised motion to suggest completing a two-year audit for 2024 and 2025 together. Davis seconded the motion. Yes-4, No-2 and 1 abstention.

Meeting was adjourned by President Greg Bevis at 8:14 pm

Next meeting will be held Wednesday, October 1, 2025, 7:00 pm @ Troy Kansas Branch.

Minutes approved: Greg Bevis

Ruth A. Reiter, Recording Board Member

Librarian Report

Upcoming events: October 18 2pm-4pm Trunk or Treat Elwood

October 25 2pm-4pm Trunk or Treat Troy

October 27-30 10:30am Trick or Treat Story time

November 28 5pm-? Snowflake Festival Highland

November 29 5pm -? Christmas on the Square Troy

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

Dec 6 5pm-7pm Gingerbread House contest Wathena

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

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

Thank you, Becky

Account QuickReport

Library District #1, Doniphan County

September 8-October 1, 2025

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
A-Account (Pony Express)									
Beginning Balance									94,370.37
A-Account (Pony Express)	09/08/2025	Tax Payment		IRS	Tax Payment for Period: 08/01/2025-08/31/2025	A-Account (Pony Express)	Uncleared	-6,169.22	88,201.15
A-Account (Pony Express)	09/08/2025	Tax Payment		KS Withholding Tax	Tax Payment for Period: 08/01/2025-08/31/2025	A-Account (Pony Express)	Uncleared	-1,598.07	86,603.08
A-Account (Pony Express)	09/08/2025	Check	Debit	Amazon.com	Cleaning supplies	A-Account (Pony Express)	Uncleared	-19.94	86,483.14
A-Account (Pony Express)	09/08/2025	Check	Debit	Amazon.com	snacks and supplies	A-Account (Pony Express)	Uncleared	-62.86	86,420.28
A-Account (Pony Express)	09/08/2025	Check	DEBIT	Dollar General	storytime & after school	A-Account (Pony Express)	Uncleared	-17.34	86,402.94
A-Account (Pony Express)	09/15/2025	Check	EFT	Rainbow Communications	Internet All Branches	A-Account (Pony Express)	Uncleared	-1,074.65	85,328.29
A-Account (Pony Express)	09/15/2025	Check	DEBIT	Amazon.com	snacks after school & storytime	A-Account (Pony Express)	Uncleared	-11.80	85,316.49
A-Account (Pony Express)	09/15/2025	Check	DEBIT	Amazon.com	snacks after school & storytime	A-Account (Pony Express)	Uncleared	-84.35	85,232.14
A-Account (Pony Express)	09/15/2025	Check	DEBIT	Amazon.com	staff Christmas party	A-Account (Pony Express)	Uncleared	-119.96	85,112.18
A-Account (Pony Express)	09/15/2025	Check	DEBIT	Quill Corporation	supplies	A-Account (Pony Express)	Uncleared	-638.52	84,473.66
A-Account (Pony Express)	09/16/2025	Check	DEBIT	Wal-Mart	DVD, Books & snacks	A-Account (Pony Express)	Uncleared	-248.90	84,224.76
A-Account (Pony Express)	09/16/2025	Check	DEBIT	Amazon.com	staff Christmas party	A-Account (Pony Express)	Uncleared	-143.39	84,081.37
A-Account (Pony Express)	09/16/2025	Check	DEBIT	Amazon.com	2 replacement computers	A-Account (Pony Express)	Uncleared	-999.96	83,081.41
A-Account (Pony Express)	09/16/2025	Check	EFT	Pro Serv	copiers	A-Account (Pony Express)	Uncleared	-655.00	82,426.41
A-Account (Pony Express)	09/19/2025	Check	DEBIT	Demco	book bags & supplies	A-Account (Pony Express)	Uncleared	-221.42	82,204.99
A-Account (Pony Express)	09/22/2025	Check	EFT	Kansas Gas Service	Troy	A-Account (Pony Express)	Uncleared	-103.94	82,101.05
A-Account (Pony Express)	09/22/2025	Check	EFT	Kansas Gas Service	Wathena	A-Account (Pony Express)	Uncleared	-48.76	82,052.29
A-Account (Pony Express)	09/22/2025	Check	EFT	Kansas Gas Service	Elwood	A-Account (Pony Express)	Uncleared	-55.59	81,996.70
A-Account (Pony Express)	09/23/2025	Check	EFT	Kansas Gas Service	Highland	A-Account (Pony Express)	Uncleared	-48.76	81,947.94
A-Account (Pony Express)	09/24/2025	Payroll Check		David G Reiter	Pay Period: 08/22/2025-09/21/2025	A-Account (Pony Express)	Uncleared	-80,805.41	80,805.41
A-Account (Pony Express)	09/24/2025	Payroll Check		Lawanda I Worthen	Pay Period: 08/22/2025-09/21/2025	A-Account (Pony Express)	Uncleared	-280.75	80,524.66
A-Account (Pony Express)	09/24/2025	Check	DD	Theresa Root	50* 675	A-Account (Pony Express)	Uncleared	-33.75	80,490.91
A-Account (Pony Express)	09/24/2025	Check	DD	Rebecca Etherton	160* 675	A-Account (Pony Express)	Uncleared	-108.00	80,382.91
A-Account (Pony Express)	09/24/2025	Check	DD	Lesly Etherton	90*675	A-Account (Pony Express)	Uncleared	-60.75	80,322.16
A-Account (Pony Express)	09/24/2025	Check	DD	Holly Uplinger	160* 675	A-Account (Pony Express)	Uncleared	-108.00	80,214.16
A-Account (Pony Express)	09/24/2025	Check	DD	Connie Higgins	10* 675	A-Account (Pony Express)	Uncleared	-6.75	80,207.41
A-Account (Pony Express)	09/24/2025	Check	DD	Caria Watkins	137* 675	A-Account (Pony Express)	Uncleared	-92.48	80,114.93
A-Account (Pony Express)	09/24/2025	Check	DD	Amy Stanton	90* 675	A-Account (Pony Express)	Uncleared	-60.75	80,054.18
A-Account (Pony Express)	09/24/2025	Payroll Check		Lesly R Etherton	Pay Period: 08/22/2025-09/21/2025	A-Account (Pony Express)	Uncleared	-2,932.40	77,121.78
A-Account (Pony Express)	09/24/2025	Payroll Check		Connie S Higgins	Pay Period: 08/22/2025-09/21/2025	A-Account (Pony Express)	Uncleared	-1,879.85	75,241.93
A-Account (Pony Express)	09/24/2025	Payroll Check		Timothy A. Myers	Pay Period: 08/22/2025-09/21/2025	A-Account (Pony Express)	Uncleared	-674.46	74,567.47
A-Account (Pony Express)	09/24/2025	Payroll Check		Renee E Weber	Pay Period: 08/22/2025-09/21/2025	A-Account (Pony Express)	Uncleared	-1,009.13	73,558.34
A-Account (Pony Express)	09/24/2025	Payroll Check		Holly L Uplinger	Pay Period: 08/22/2025-09/21/2025	A-Account (Pony Express)	Uncleared	-2,519.43	71,038.91
A-Account (Pony Express)	09/24/2025	Payroll Check		Theresa L Root	Pay Period: 08/22/2025-09/21/2025	A-Account (Pony Express)	Uncleared	-1,946.82	69,092.09
A-Account (Pony Express)	09/24/2025	Payroll Check		Robert D Simmons	Pay Period: 08/22/2025-09/21/2025	A-Account (Pony Express)	Uncleared	-1,263.93	67,828.16
A-Account (Pony Express)	09/24/2025	Payroll Check		Carla A Watkins	Pay Period: 08/22/2025-09/21/2025	A-Account (Pony Express)	Uncleared	-2,511.54	65,316.62
A-Account (Pony Express)	09/24/2025	Payroll Check		Amy L Stanton	Pay Period: 08/22/2025-09/21/2025	A-Account (Pony Express)	Uncleared	-2,333.41	62,983.21
A-Account (Pony Express)	09/24/2025	Payroll Check		Rebecca J Etherton	Pay Period: 08/22/2025-09/21/2025	A-Account (Pony Express)	Uncleared	-3,398.82	59,584.39
A-Account (Pony Express)	09/24/2025	Check	DEBIT	Amazon.com	Books	A-Account (Pony Express)	Uncleared	-190.48	59,393.91
A-Account (Pony Express)	09/24/2025	Check	DEBIT	Amazon.com	Books	A-Account (Pony Express)	Uncleared	-71.99	59,321.92
A-Account (Pony Express)	09/25/2025	Check	EFT	Westar Energy	Highland	A-Account (Pony Express)	Uncleared	-186.84	59,135.08
A-Account (Pony Express)	09/28/2025	Check	EFT	Cricket wires	Sept 2025	A-Account (Pony Express)	Uncleared	-335.00	58,800.08
A-Account (Pony Express)	09/30/2025	Check	EFT	Blue Cross and Blue Shield of Kansas		A-Account (Pony Express)	Uncleared	-6,521.89	52,278.19

Account QuickReport

Library District #1, Doniphan County

September 8-October 1, 2025

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
A-Account (Pony Express)	10/01/2025	Check		King Squeegee	window cleaning	A-Account (Pony Express)	Uncleared	-178.00	52,100.19
A-Account (Pony Express)	10/01/2025	Check		The Kansas Chief	Highland 1 yr	A-Account (Pony Express)	Uncleared	-44.00	52,056.19
A-Account (Pony Express)	10/01/2025	Check		CJ Garner	lawn service	A-Account (Pony Express)	Uncleared	-400.00	51,656.19
A-Account (Pony Express)	10/01/2025	Check		Midwest Tape	507696704 Audio book	A-Account (Pony Express)	Uncleared	-42.99	51,613.20
A-Account (Pony Express)	10/01/2025	Check		Baker & Taylor	Books	A-Account (Pony Express)	Uncleared	-2,731.10	48,882.10
A-Account (Pony Express)	10/01/2025	Check		Smith Plumbing	Troy building hole cover	A-Account (Pony Express)	Uncleared	-207.90	48,674.20
A-Account (Pony Express)	10/01/2025	Check		Quill Corporation	canvas	A-Account (Pony Express)	Uncleared	-279.74	48,394.46
A-Account (Pony Express)	10/01/2025	Check		Midwest Tape	507733433 Audio book	A-Account (Pony Express)	Uncleared	-500.87	47,893.59
A-Account (Pony Express)	10/01/2025	Check		Kings Heating & Cooling	central air unit	A-Account (Pony Express)	Uncleared	-9,700.00	38,193.59
A-Account (Pony Express)	10/01/2025	Check		Schendel Pest Control	termiles Elwood	A-Account (Pony Express)	Uncleared	-250.00	37,943.59
A-Account (Pony Express)	10/01/2025	Check		Ottawa Library	330800***0374 Quilt Room Secret	A-Account (Pony Express)	Uncleared	-14.99	37,928.60
Total for A-Account (Pony Express)								-\$56,441.77	
TOTAL								-\$56,441.77	

Account QuickReport

Library District #1, Doniphan County
September 8-October 1, 2025

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
Treasury Index(Exchange)									
Beginning Balance						Treasury Index(Exchange)			121,791.33
Treasury Index(Exchange)	09/18/2025	Deposit			copies	Treasury Index(Exchange)	Uncleared	244.84	122,036.17
Treasury Index(Exchange)	09/23/2025	Deposit			Doniphan County tax check 038417	Treasury Index(Exchange)	Uncleared	51,357.50	173,393.67
Treasury Index(Exchange)	09/24/2025	Deposit			3rd qt grant	Treasury Index(Exchange)	Uncleared	2,133.25	175,526.92
Total for Treasury Index(Exchange)								\$53,735.59	
TOTAL								\$53,735.59	

Library District #, Doniphan County

Profit Loss

September 8 - October 1, 2025

	TOTAL
Revenue	
EMP. BENEFIT TAXES	0.00
Co. Ad Valorum	6,499.54
neighborhood revit.	-599.28
Total Co. Ad Valorum	5,900.26
Motor Veh. Tax	2,846.35
R.V. Tax Dist.	53.64
Total EMP. BENEFIT TAXES	8,800.25
Fees	0.00
Copies & fax	244.84
Total Fees	244.84
GENERAL FUND TAXES	0.00
16-20 M Vehicles	12,955.77
Co. Ad Valorum	32,178.73
Neighborhood Revit.	-2,959.32
Total Co. Ad Valorum	29,219.41
Commerical Vehicle Tax	135.35
R.V. Tax Dist.	246.72
Total GENERAL FUND TAXES	42,557.25
NEKL GRANTS	2,133.25
Total Revenue	\$53,735.59
GROSS PROFIT	\$53,735.59
Expenditures	
66000 Payroll Expense Employee Benefit	7.74
COMM.	0.00
Cleaning/office Supplies	1,827.61
EMPLOYEE / PUBLIC RELATIONS	263.35
Food	0.00
snacks & lunches	180.71
Total Food	180.71
Total COMM.	2,271.67
MATERIALS	0.00
Audio	543.86
Books - juv	105.29
Books-adult	2,993.57
DVD	126.26
Lost/ damage reimbursement	14.99
Newspapers	44.00
Total MATERIALS	3,827.97

Library District #, Doniphan County

Profit Loss

September 8 - October 1, 2025

	TOTAL
OPERATIONAL EXPENSES	0.00
Building Maintenance	0.00
Contractor Elwood	250.00
Contractor Highland	13.00
Contractor Troy	345.90
Contractor Wathena	9,727.00
Lawn/Snow removal	400.00
Total Building Maintenance	10,735.90
Mileage	470.48
Utilities	0.00
Elwood	55.59
gas service - Highland	48.76
gas service - Wathena	48.76
Highland	186.84
Internet/Phone	1,074.65
Troy	103.94
Total Utilities	1,518.54
Total OPERATIONAL EXPENSES	12,724.92
Payroll Expenses	0.00
Payroll Expense Employee Benefit	0.00
Health Insurance	6,521.89
Medicare - Library	402.38
Soc. Sec. - Library	1,720.50
Total Payroll Expense Employee Benefit	8,644.77
Total Payroll Expenses	8,644.77
Personnel	0.00
SALARIES	27,749.82
Total Personnel	27,749.82
TECHNOLOGY	0.00
Tech Equipment	1,334.96
Total TECHNOLOGY	1,334.96
Total Expenditures	\$56,561.85
NET OPERATING REVENUE	\$ -2,826.26
NET REVENUE	\$ -2,826.26

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
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
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
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
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
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
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