

Agenda

Library District 1 Do.Co.

June 3, 2026

7:00 pm

Highland KS

- **Call Trustee Meeting to order**
 - **Approve May 2026 minutes**
 - **Patron Petitions Correspondence**
 - **Librarian Report**
 - **Disbursements**
 - **Budget Review**
 - **Building Maintenance Report**
 - **New Business:**
 - **Old Business:**
 - **Executive Session:**
 - **Next Meeting Wednesday July 1, 2026, 7:00pm**
- Wathena, KS**

Librarian Report – June 3, 2026

1. Getting settled into new job.
 - a. Will meet with Robyn from NEKLS on June 8.
 - b. Logistics of changing access to accounts
2. SLK hosted the Life in Kansas During the Dust Bowl, as part of the Humanities Kansas series. About 27 people attended.
3. SRP started this week:
 - a. Little Listeners
 - b. Coffee & Conversation
4. Working at purchasing tech which will be able to be checked out (materials), such as new laptops, hot spots, and Tonieboxes.
5. Library News articles going into the KS Chief, and a lot of posts have been put on Facebook about upcoming programs.
6. Working with Mr. Russell Shipley on the 2025 financial audit.

Library District #1, Doniphan County

Account QuickReport
May 6-June 3, 2026

Distribution account	Transaction date	Transaction type	Num	Name	Description	Amount	Balance
A-Account (Pony Express)							
Beginning Balance							9,830.62
A-Account (Pony Express)	05/06/2026	Check	11797	Junior Library Guild	books - Juv inv# 731481	-2,844.56	6,986.06
A-Account (Pony Express)	05/06/2026	Check	11798	Smith Plumbing	Highland light replacement	-285.60	6,700.46
A-Account (Pony Express)	05/06/2026	Check	11802	Midwest Tape	adult audios Inv# 508568211	-39.99	6,660.47
A-Account (Pony Express)	05/06/2026	Check	11803	Midwest Tape	adult audiobooks Inv# 508667878	-221.95	6,438.52
A-Account (Pony Express)	05/06/2026	Check	11804	Gumdrop Books	Children's books Web order# 25847	-2,133.70	4,304.82
A-Account (Pony Express)	05/06/2026	Check	11808	Midwest Tape	adult audiobooks Inv# 508700115	-326.93	3,977.89
A-Account (Pony Express)	05/06/2026	Check	EFT	Rainbow Communications	internet/phone	-1,066.87	2,911.02
A-Account (Pony Express)	05/06/2026	Check	11809	John's Market	food	-33.52	2,877.50
A-Account (Pony Express)	05/06/2026	Check	11810	Midwest Tape	audio books Inv# 508764622	-34.99	2,842.51
A-Account (Pony Express)	05/06/2026	Check	11805	Farm Bureau (RETIREMENT)	401k - April	-477.76	2,364.75
A-Account (Pony Express)	05/06/2026	Check	11806	Wathena Fall Festival	Fall Festival Sponsorship	-100.00	2,264.75
A-Account (Pony Express)	05/06/2026	Check	701	Library District #1, A-Account		65,000.00	67,264.75
A-Account (Pony Express)	05/06/2026	Check	11807	CJ Garner	lawn care	-475.00	66,789.75
A-Account (Pony Express)	05/06/2026	Check	11811	City Of Wathena	utilities	-20.19	66,769.56
A-Account (Pony Express)	05/06/2026	Check	Debit	Amazon.com	juv books	-224.45	66,545.11
A-Account (Pony Express)	05/06/2026	Check	Debit	Amazon.com	YA books	-127.11	66,418.00
A-Account (Pony Express)	05/06/2026	Check	Debit	Amazon.com	adult books	-29.25	66,388.75
A-Account (Pony Express)	05/06/2026	Check	Debit	Amazon.com	adult books	-22.42	66,366.33

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A-Account (Pony Express)	05/06/2026	Check	Debit	Amazon.com	juv programming	-16.11	66,350.22
A-Account (Pony Express)	05/06/2026	Check	Debit	Amazon.com	office furniture	-85.49	66,264.73
A-Account (Pony Express)	05/07/2026	Check	11812	Midwest Tape	audio booksInv# 50879724	-53.99	66,210.74
A-Account (Pony Express)	05/07/2026	Check	DEBIT	Edelman-Lyon Company	troy doors	-2,946.00	63,264.74
A-Account (Pony Express)	05/07/2026	Check	Debit	Amazon.com	Amazon kids	-8.75	63,255.99
A-Account (Pony Express)	05/07/2026	Check	Debit	Amazon.com	adult programming	-47.51	63,208.48
A-Account (Pony Express)	05/07/2026	Check	Debit	Amazon.com	adult books	-363.05	62,845.43
A-Account (Pony Express)	05/07/2026	Check	Debit	Amazon.com	audio cd	-8.94	62,836.49
A-Account (Pony Express)	05/08/2026	Check	DEBIT	Dollar General	Jean Holcomb funeral	-111.09	62,725.40
A-Account (Pony Express)	05/08/2026	Check	Debit	Amazon.com	vacuum	-94.99	62,630.41
A-Account (Pony Express)	05/10/2026	Check	Debit	Amazon.com	family programming	-261.65	62,368.76
A-Account (Pony Express)	05/12/2026	Check	Debit	Star 36 Diner	Staff Meeting & SRP Update	-150.35	62,218.41
A-Account (Pony Express)	05/17/2026	Check	Debit	Amazon.com	Materials: digital	-1,520.46	60,697.95
A-Account (Pony Express)	05/18/2026	Check	Debit	Dollar General	Dave's Retirement	-65.80	60,632.15
A-Account (Pony Express)	05/20/2026	Check	Debit	Amazon.com	video games	-410.57	60,221.58
A-Account (Pony Express)	05/21/2026	Payroll Check		Lawanda I Worthen	Pay Period: 04/21/2026-05/20/2026	-347.88	59,873.70
A-Account (Pony Express)	05/21/2026	Payroll Check		Sarah K. Kutz	Pay Period: 04/21/2026-05/20/2026	-293.42	59,580.28
A-Account (Pony Express)	05/21/2026	Payroll Check		Renee E Weber	Pay Period: 04/21/2026-05/20/2026	-1,368.37	58,211.91
A-Account (Pony Express)	05/21/2026	Payroll Check		Connie S Higgins	Pay Period: 04/21/2026-05/20/2026	-2,034.68	56,177.23
A-Account (Pony Express)	05/21/2026	Payroll Check		Lesly R Etherton	Pay Period: 04/21/2026-05/20/2026	-3,002.39	53,174.84

Library District #1, Doniphan County

Account QuickReport

May 6-June 3, 2026

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A-Account (Pony Express)	05/21/2026	Payroll Check		Carla A Watkins	Pay Period: 04/21/2026-05/20/2026	-2,595.87	50,578.97
A-Account (Pony Express)	05/21/2026	Payroll Check		Robert D Simmons	Pay Period: 04/21/2026-05/20/2026	-1,083.82	49,495.15
A-Account (Pony Express)	05/21/2026	Payroll Check		Theresa L Root	Pay Period: 04/21/2026-05/20/2026	-3,171.14	46,324.01
A-Account (Pony Express)	05/21/2026	Payroll Check		David G Reiter	Pay Period: 04/21/2026-05/20/2026	-1,225.79	45,098.22
A-Account (Pony Express)	05/21/2026	Payroll Check		Timothy A. Myers	Pay Period: 04/21/2026-05/20/2026	-1,192.85	43,905.37
A-Account (Pony Express)	05/21/2026	Payroll Check		Holly L Uplinger	Pay Period: 04/21/2026-05/20/2026	-2,599.65	41,305.72
A-Account (Pony Express)	05/21/2026	Payroll Check		Rachelle R McConnaughey	Pay Period: 04/21/2026-05/20/2026	-155.14	41,150.58
A-Account (Pony Express)	05/21/2026	Payroll Check		Lisa M. Simbro	Pay Period: 04/21/2026-05/20/2026	-640.66	40,509.92
A-Account (Pony Express)	05/21/2026	Payroll Check		Rebecca J Etherton	Pay Period: 04/21/2026-05/20/2026	-3,410.62	37,099.30
A-Account (Pony Express)	05/21/2026	Check	DD	Rebecca Etherton	190*.725	-137.75	36,961.55
A-Account (Pony Express)	05/21/2026	Check	DD	Carla Watkins	62*.725	-44.95	36,916.60
A-Account (Pony Express)	05/21/2026	Check	DD	Theresa Root	45*.725	-32.63	36,883.97
A-Account (Pony Express)	05/21/2026	Check	DD	Holly Uplinger	330*.725	-239.25	36,644.72
A-Account (Pony Express)	05/21/2026	Check	DD	Lesly Etherton	10*.725	-7.25	36,637.47
A-Account (Pony Express)	05/22/2026	Check	EFT	Kansas Gas Service	Elwood Utilities	-88.76	36,548.71
A-Account (Pony Express)	05/22/2026	Check	EFT	Kansas Gas Service	Troy Utilities	-203.24	36,345.47
A-Account (Pony Express)	05/22/2026	Check	EFT	Kansas Gas Service	Wathena utilities	-75.24	36,270.23
A-Account (Pony Express)	05/26/2026	Check	EFT	Kansas Gas Service	Highland utilities	-48.25	36,221.98

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Thursday, May 28, 2026 05:30 PM GMT-05:00

Library District #1, Doniphan County

Account QuickReport

May 6-June 3, 2026

Distribution account	Transaction date	Transaction type	Num	Name	Description	Amount	Balance
A-Account (Pony Express)	05/27/2026	Check	EFT	Westar Energy/Evergy	Highland utilities	-71.30	36,150.68
A-Account (Pony Express)	05/29/2026	Check	EFT	Blue Cross and Blue Shield of Kansas	Health Ins	-7,287.38	28,863.30
A-Account (Pony Express)	06/01/2026	Check	EFT	City Of Troy	Troy Utilities for May	-476.15	28,387.15
A-Account (Pony Express)	06/03/2026	Check	11814	OverDrive	digital books	-1,500.00	26,887.15
A-Account (Pony Express)	06/03/2026	Check	11815	Midwest Tape	Adult audio books	-63.99	26,823.16
A-Account (Pony Express)	06/03/2026	Check	11816	Midwest Tape	Inv# 508507294	-39.99	26,783.17
A-Account (Pony Express)	06/03/2026	Check	11817	Demco	Adult audio books	-243.54	26,539.63
A-Account (Pony Express)	06/03/2026	Check	11818	Midwest Tape	Inv# 508568211	-99.62	26,440.01
A-Account (Pony Express)	06/03/2026	Check	11819	Roberts Roofing Co., Inc.	Office supplies	-2,950.00	23,490.01
A-Account (Pony Express)	06/03/2026	Check	11820	NEKLS	Hoopla	-569.77	22,920.24
A-Account (Pony Express)	06/03/2026	Check	11821	Quill Corporation	508798967	-17.66	22,902.58
A-Account (Pony Express)	06/03/2026	Check	11822	Quill Corporation	Elwood Front door roof cap	-548.22	22,354.36
A-Account (Pony Express)	06/03/2026	Check	11823	City Of Highland	Annual Flipster Subscriptions	-5.00	22,349.36
A-Account (Pony Express)	06/03/2026	Check	11824	Smith Plumbing	Office supplies	-246.90	22,102.46
A-Account (Pony Express)	06/03/2026	Check	11825	Farm Bureau (RETIREMENT)	Inv# 48859838	-487.16	21,615.30
A-Account (Pony Express)	06/03/2026	Check	11826	Demco	Office & cleaning supplies	-80.12	21,535.18
A-Account (Pony Express)	06/03/2026	Check	11827	Preferred Pest Control	Inv# 48858400	-780.00	20,755.18
					Highland utilities for May		
					Elwood light replacement		
					Inv# 1651522		
					401k - May		
					Drawstring bags for Tonies boxes		
					Inv# 7809852		
					Pest control all branches April		

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Distribution account	Transaction date	Transaction type	Num	Name	Description	Amount	Balance
A-Account (Pony Express)	06/03/2026	Check	11828	Smith Plumbing	delivery of desks Inv# 1651513	-265.00	20,490.18
A-Account (Pony Express)	06/03/2026	Check		Midwest Tape	audio books & dvds Inv# 508864246	-1,439.54	19,050.64
Total for A-Account (Pony Express)						\$9,220.02	
TOTAL						\$9,220.02	

Library District #1, Doniphan County

Account QuickReport
May 6-June 3, 2026

Distribution account	Transaction date	Transaction type	Num	Name	Description	Amount	Balance
Treasury Index(Exchange)							
Beginning Balance							251,272.42
Treasury Index(Exchange)	05/06/2026	Check	701	Library District #1, A-Account	A account	-65,000.00	186,272.42
Total for Treasury Index(Exchange)						-\$65,000.00	
TOTAL						-\$65,000.00	

Library District #1, Doniphan County

Statement of Activity By Tag Group
May 2026

	Total
Revenue	
Fees	
Copies & fax	
Lost books	53.00
Total for Fees	30.00
REIMBURSEMENT	\$83.00
Elwood rent	
Total for REIMBURSEMENT	300.00
Total for Revenue	\$300.00
Gross Profit	\$383.00
Expenditures	
66000 Payroll Expense Employee Benefit	
COMM.	18.36
Cleaning/office Supplies	
EMPLOYEE / PUBLIC RELATIONS	130.42
Food	284.60
Programming	\$41.42
Total for COMM.	\$388.04
MATERIALS	\$844.48
OPERATIONAL EXPENSES	\$8,448.36
Advertising	
Building Maintenance	100.00
Contractor Troy	\$285.60
Lawn/Snow removal	2,946.00
Elwood	
Total for Lawn/Snow removal	475.00
Total for Building Maintenance	\$475.00
Mileage	\$3,706.60
Office Furniture	461.83
Utilities	85.49
Total for OPERATIONAL EXPENSES	\$2,318.05
	\$6,671.97

Library District #1, Doniphan County

Statement of Activity By Tag Group
May 2026

	Total
Payroll Expenses	
Payroll Expense Employee Benefit	
Health Insurance	7,287.38
Match-Farm Bur. Retirement	238.88
Medicare - Library	424.02
Soc. Sec. - Library	1,813.05
Total for Payroll Expense Employee Benefit	\$9,763.33
Total for Payroll Expenses	\$9,763.33
Personnel	
SALARIES	29,242.36
Total for Personnel	\$29,242.36
Total for Expenditures	\$54,988.86
Net Operating Revenue	-\$54,605.86
Net Revenue	-\$54,605.86

Account	31-Dec-25	31-Jan-26	28-Feb-26	31-Mar-26	30-Apr-26	31-May-26	30-Jun-26
A Account	\$28,293.13	\$386,682.51	\$16,498.28	\$14,925.70	\$19,575.43	\$28,863.30	
Treasury Index	\$44,642.42	\$5,221.80	\$332,988.13	\$307,546.80	\$250,889.42	\$186,275.42	
Cap. Imp.	\$2,580.79	\$22,619.91	\$22,664.16	\$22,713.24	\$22,760.84	\$22,760.84	
Library Stifel	\$26,703.29	\$27,121.19	\$27,081.62	\$26,191.01	\$28,190.90	\$28,190.90	
Euler Stifel	\$156,142.53	\$158,490.66	\$160,892.56	\$155,687.23	\$154,289.24	\$154,289.24	
G.M.C.F.	\$33,959.51	\$34,721.27	\$35,446.73	\$33,728.79	\$35,359.23	\$35,359.23	