

Agenda
Library District 1 Do. Co.

August 5, 2026

7:00 pm

Troy

- Call Trustee Meeting to order
- Approve July 2026 meeting minutes (2 meetings)
- Patron Petitions Correspondence
- Librarian Report
- Disbursements
- Budget Review
- Building Maintenance Report
- New Business

- Old Business

- Executive Session

Next meeting will be Wednesday, September 2, 2026, at **Troy**.

Library District #1 Doniphan County

Board of Trustees

Monthly Meeting

Wednesday, July 1, 2026

7:00 pm

Wathena, Kansas

- **Call Meeting to Order**

President Greg Bevis called the meeting to order at 7:00 pm.

Trustees present: Morris Watkins, Mindy Courtin, Greg Bevis, Marla Taylor, Ruth Reiter, Melanie Davis. Amy Foley attended by Zoom.

Library Staff member present: Theresa Root, Executive Director, Lesly Etherton

- **Community members present:** Keri Braithwait (left at 8:53pm), Peggy Franken(left 7:47 pm)

- **Approve Agenda**

Agenda approved.

- **Approve board minutes**

Minutes for June were approved with corrections.

- **Patron's Petitions Correspondence**

There was no correspondence to review.

- **New Business**

Peggy Franken and Root were present to answer any questions regarding the proposed 2027 budget for the Library District #1. After discussion, Watkins made a motion for Franken to publish the Library Board's intent to raise the revenue neutral rate for the proposed 2027 budget published and public hearing set. Davis seconded the motion. Motion passed 7-0.

- **Library Director's Report**

Root provided an update about summer reading activities. Root and the staff are working to expand materials for library use and community use. These materials will be posted on the Library's website. Root stated that she had made an error and put the year 2024 on June's Board packet. Davis made a motion to allow Root to change the year to 2026 for the June packet. Watkins seconded the motion. Motion passed 7-0.

- **Disbursements**

Reiter made a motion to accept disbursements as presented. Courtin seconded the motion. Motion passed 7-0.

- **Budget Review**

Budget discussed with no concerns.

- **Building Maintenance Report**

Gutter has become disconnected from the drain behind the Wathena branch. Root will ensure that this is corrected.

- **Old Business**

There was no old business.

Bevis made a motion to move into Executive session to discuss legal matters for 30 minutes and to include Root and Braithwait. Reiter seconded. Motion passed 7-0. Started 7:47 pm. Ended 8:17 pm.

Bevis made a motion to move back into Executive session to discuss legal matters for 30 minutes and to include Root and Braithwait. Watkins seconded. Motion passed 7-0. Started 8:17 pm Ended 8:47 pm.

Davis made a motion to have the Board hold a special meeting to further discuss legal matters through zoom on Friday July 3, 2026 at 10 am. Trustees can also attend the meeting at the Troy branch. Courtin seconded the motion. Motion passed 7-0. Root will send out invitations to the meeting.

Davis made a motion that the Board direct the development and adoption of a written policy outlining procedures for responding to complaints and external inquiries, including requirements for full Board review and formal approval and clear designation of who is authorized to speak on behalf of the Board in order to ensure compliance with the Kansas Open Meetings Act, effective 7.1.2026. Foley second 6-1. Motion carried 6-1.

Meeting was adjourned President Greg Bevis at 9:01 pm

The next monthly Board Meeting will be held Wednesday, August 5, 2026, 7:00 pm @ the Troy, Kansas Branch.

Minutes approved: Greg Bevis, Board President

Ruth Reiter, Recording Board Member

Library District #1 Doniphan County

Board of Trustees

Monthly Meeting

Wednesday, July 3, 2026

10:00m

Zoom meeting

- **Call Meeting to Order**

President Greg Bevis called the Special meeting to discuss response to the complaint sent by the Attorney General's office to order at 10:13 am. This meeting was held virtually on the Zoom meeting platform.

Trustees present: Morris Watkins, Mindy Courtin, Greg Bevis, Marla Taylor, Ruth Reiter, Melanie Davis, Amy Foley.

Library Staff member present: There were no library staff present.

- **Community members present:** There were no community members present.

Responses to the Attorney General's complaint were discussed by the Board.

Davis made a motion to approve and send responses back to the Attorney General's office after the final revisions are made as discussed at this meeting. Reiter will send the revised responses back to the Board for their review and Bevis will send the responses to the Attorney General's office once final approval from the Board has been obtained. Courtin seconded the motion. Motion passed 7-0.

Meeting was adjourned President Greg Bevis at 10:29 am

The next monthly Board Meeting will be held Wednesday, August 5, 2026, 7:00 pm @ the Troy, Kansas Branch.

Minutes approved: Greg Bevis, Board President

Ruth Reiter, Recording Board Member

2026-08-05 Librarian Report

Here is a summary of the statistics from all branches in July (Elwood, Highland, Troy, and Wathena):

Overall Totals (All 4 Branches)

- **Total Patron visits:** 2,084
- **New Patron cards issued:** 29
- **Checkouts:** 404
- **ILL Items Sent Out:** 497
- **Computer Usage:** 553 sessions
- **Reference Help:** 215 instances
- **Copy/Fax for Patrons:** 131 instances

Summer Reading has wrapped up. We went with an Arts & Crafts focused program this summer and the kids and adults who participated enjoyed it. Holly and I discussed activity-focused vs. program-focused (such as having a performer come in) events. For the cost of getting a professional entertainer, the parents and children currently prefer home-grown activities, such as the Build a Dino and the Dino Dig.

This week we are having our School Supplies Giveaway. We assembled 149 backpacks with supplies for middle and high school students. As of the end of the first day of the giveaway, we have already handed out over 50 backpacks. The giveaway runs all week, in conjunction with DC Drug's elementary age supplies distribution.

We will have a Staff Day Out on August 13. Our plans are to begin with a Murder Mystery session at the Wyeth Tootle Mansion, have lunch at the Frederick Inn, then see a show at the MWSU planetarium.

Mark your calendars for the Staff/Board/Family Christmas Party – December 11 at 5 pm at the Wathena Community Center. (It's a Friday evening.)



Library District #1, Doniphan County

Account QuickReport - A-Account

July 2026

Distribution account	Transaction date	Transaction type	Num	Name	Description	Amount	Balance
A-Account (Pony Express)							
Beginning Balance							13,886.37
A-Account (Pony Express)	07/01/2026	Check	11841	Quill Corporation	Canvas for W/F printer Inv# 49065833	-565.24	13,321.13
A-Account (Pony Express)	07/01/2026	Check	11842	Quill Corporation	folders Inv# 49071891	-48.46	13,272.67
A-Account (Pony Express)	07/01/2026	Check	11843	Quill Corporation	labels Inv# 49073897	-42.60	13,230.07
A-Account (Pony Express)	07/01/2026	Check	11844	Midwest Tape	dvd & audiobook Inv# 508930758	-108.73	13,121.34
A-Account (Pony Express)	07/01/2026	Check	11845	NEKLS	Courier service	-2,150.00	10,971.34
A-Account (Pony Express)	07/01/2026	Check	11846	ProServe	Copier supplies Inv# 300053	-229.55	10,741.79
A-Account (Pony Express)	07/01/2026	Check	11847	Midwest Tape	audiobooks & dvds Inv# 508961399	-306.69	10,435.10
A-Account (Pony Express)	07/01/2026	Check	11848	IRS	Voided - IRS waived penalty per our request. See attachment.	0.00	10,435.10
A-Account (Pony Express)	07/01/2026	Check	11849	Smith Plumbing & Repair	level drop box @ Elwood Inv# 312620	-125.00	10,310.10
A-Account (Pony Express)	07/01/2026	Check	11850	Demco	laminating film Inv# 7819412	-227.96	10,082.14
A-Account (Pony Express)	07/01/2026	Check	11851	Shipley & Williams CPAs, LLC	2025 Audit	-9,000.00	1,082.14

Library District #1, Doniphan County

Account QuickReport - A-Account

July 2026

Distribution account	Transaction date	Transaction type	Num	Name	Description	Amount	Balance
A-Account (Pony Express)	07/01/2026	Check	11852	Midwest Tape	audiobooks & dvd Inv# 508994976	-104.72	977.42
A-Account (Pony Express)	07/01/2026	Check	11853	King Squeegee	window cleaning Inv# 2026-285	-178.00	799.42
A-Account (Pony Express)	07/01/2026	Check	11854	ProServe	wf toner cartridge Inv# 300302	-296.10	503.32
A-Account (Pony Express)	07/01/2026	Check	11855	ProServe	copiers standard payment Inv# 42317163	-655.00	-151.68
A-Account (Pony Express)	07/01/2026	Check	11856	Farm Bureau (RETIREMENT)	401k - June	-487.16	-638.84
A-Account (Pony Express)	07/01/2026	Check	11857	City Of Highland	utilities	-88.00	-726.84
A-Account (Pony Express)	07/01/2026	Check	11858	City Of Wathena	Wathena utilities	-242.33	-969.17
A-Account (Pony Express)	07/01/2026	Check	11859	CJ Garner	Lawn care - Elwood & Wathena	-475.00	-1,444.17
A-Account (Pony Express)	07/01/2026	Check	11860	Midwest Tape	audiobooks & dvd Inv# 509057195	-103.22	-1,547.39
A-Account (Pony Express)	07/01/2026	Check	703	A-Account		65,000.00	63,452.61
A-Account (Pony Express)	07/03/2026	Check	EFT	City of Elwood	Elwood utilities	-289.91	63,162.70
A-Account (Pony Express)	07/06/2026	Check	Debit	Amazon.com	adult books	-16.50	63,146.20
A-Account (Pony Express)	07/07/2026	Check	Debit	Amazon.com	Amazon kids	-8.75	63,137.45

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A-Account (Pony Express)	07/07/2026	Check	Debit	Amazon.com	YA books	-34.43	63,103.02
A-Account (Pony Express)	07/09/2026	Check	Debit	Amazon.com	books	-492.66	62,610.36
A-Account (Pony Express)	07/09/2026	Check	Debit	Amazon.com	Adult books	-28.86	62,581.50
A-Account (Pony Express)	07/10/2026	Check	EFT	City Of Troy	Troy Utilities for June	-606.36	61,975.14
A-Account (Pony Express)	07/10/2026	Check	EFT	Rainbow Communications	Internet/Phone all branches	-959.40	61,015.74
A-Account (Pony Express)	07/11/2026	Check	Debit	Amazon.com	books	-196.90	60,818.84
A-Account (Pony Express)	07/13/2026	Check	Debit	Casey's	Foam Party	-25.50	60,793.34
A-Account (Pony Express)	07/13/2026	Check	Debit	Dollar General	Adult Bingo	-32.14	60,761.20
A-Account (Pony Express)	07/13/2026	Check	Debit	Walmart	Foam Party	-268.65	60,492.55
A-Account (Pony Express)	07/13/2026	Check	Debit	Rent-All	Foam Cannon	-181.41	60,311.14
A-Account (Pony Express)	07/13/2026	Check	Debit	Amazon.com	YA books	-19.92	60,291.22
A-Account (Pony Express)	07/15/2026	Check	Debit	Amazon.com	Back 2 School	-224.97	60,066.25
A-Account (Pony Express)	07/15/2026	Check	Debit	Amazon.com	printer supplies	-53.98	60,012.27

Library District #1, Doniphan County

Account QuickReport - A-Account

July 2026

Distribution account	Transaction date	Transaction type	Num	Name	Description	Amount	Balance
A-Account (Pony Express)	07/15/2026	Check	Debit	Amazon.com	back to school	-578.35	59,433.92
A-Account (Pony Express)	07/20/2026	Check	Debit	Amazon.com	adult books	-32.99	59,400.93
A-Account (Pony Express)	07/20/2026	Check	Debit	Amazon.com	printer supplies	-40.41	59,360.52
A-Account (Pony Express)	07/20/2026	Check	Debit	Amazon.com	back 2 school	-747.98	58,612.54
A-Account (Pony Express)	07/20/2026	Check	Debit	Amazon.com	back 2 school	-281.08	58,331.46
A-Account (Pony Express)	07/21/2026	Check	Debit	Amazon.com	National Night Out	-77.94	58,253.52
A-Account (Pony Express)	07/21/2026	Check		Amazon.com	back 2 school	-318.40	57,935.12
A-Account (Pony Express)	07/22/2026	Check	Debit	Amazon.com	back to school	-40.52	57,894.60
A-Account (Pony Express)	07/23/2026	Check	EFT	Kansas Gas Service	Wathena	-48.55	57,846.05
A-Account (Pony Express)	07/23/2026	Check	EFT	Kansas Gas Service	Troy	-109.74	57,736.31
A-Account (Pony Express)	07/23/2026	Check	EFT	Kansas Gas Service	Elwood	-55.35	57,680.96
A-Account (Pony Express)	07/23/2026	Check	Debit	Amazon.com	back 2 school	-307.65	57,373.31
A-Account (Pony Express)	07/23/2026	Check	Debit	Amazon.com	back 2 school	-102.55	57,270.76

Library District #1, Doniphan County

Account QuickReport - A-Account

July 2026

Distribution account	Transaction date	Transaction type	Num	Name	Description	Amount	Balance
A-Account (Pony Express)	07/24/2026	Check	EFT	Kansas Gas Service	Highland	-48.55	57,222.21
A-Account (Pony Express)	07/24/2026	Payroll Check		Renee E Weber	Pay Period: 06/21/2026-07/20/2026	-1,222.57	55,999.64
A-Account (Pony Express)	07/24/2026	Payroll Check		Connie S Higgins	Pay Period: 06/21/2026-07/20/2026	-1,922.10	54,077.54
A-Account (Pony Express)	07/24/2026	Payroll Check		Sarah K. Kutz	Pay Period: 06/21/2026-07/20/2026	-1,028.73	53,048.81
A-Account (Pony Express)	07/24/2026	Payroll Check		Timothy A. Myers	Pay Period: 06/21/2026-07/20/2026	-1,148.57	51,900.24
A-Account (Pony Express)	07/24/2026	Payroll Check		Rebecca J Etherton	Pay Period: 06/21/2026-07/20/2026	-2,766.45	49,133.79
A-Account (Pony Express)	07/24/2026	Payroll Check		Lisa M. Simbro	Pay Period: 06/21/2026-07/20/2026	-768.46	48,365.33
A-Account (Pony Express)	07/24/2026	Payroll Check		Holly L Uplinger	Pay Period: 06/21/2026-07/20/2026	-2,518.81	45,846.52
A-Account (Pony Express)	07/24/2026	Payroll Check		Lawanda I Worthen	Pay Period: 06/21/2026-07/20/2026	-391.46	45,455.06
A-Account (Pony Express)	07/24/2026	Payroll Check		Robert D Simmons	Pay Period: 06/21/2026-07/20/2026	-1,228.92	44,226.14
A-Account (Pony Express)	07/24/2026	Payroll Check		Theresa L Root	Pay Period: 06/21/2026-07/20/2026	-3,171.14	41,055.00
A-Account (Pony Express)	07/24/2026	Payroll Check		Lesly R Etherton	Pay Period: 06/21/2026-07/20/2026	-2,889.96	38,165.04
A-Account (Pony Express)	07/24/2026	Payroll Check		Carla A Watkins	Pay Period: 06/21/2026-07/20/2026	-2,496.82	35,668.22

Library District #1, Doniphan County

Account QuickReport - A-Account

July 2026

Distribution account	Transaction date	Transaction type	Num	Name	Description	Amount	Balance
A-Account (Pony Express)	07/24/2026	Check	Debit	Amazon.com	Back 2 School	-55.22	35,613.00
A-Account (Pony Express)	07/24/2026	Check	DD	Theresa Root	60*.76	-45.60	35,567.40
A-Account (Pony Express)	07/24/2026	Check	DD	Rebecca Etherton	445*.76	-338.20	35,229.20
A-Account (Pony Express)	07/24/2026	Check	DD	Lesly Etherton	70*.76	-53.20	35,176.00
A-Account (Pony Express)	07/24/2026	Check	DD	Holly Uplinger	440*.76	-334.40	34,841.60
A-Account (Pony Express)	07/24/2026	Check	DD	Connie Higgins	10*.76	-7.60	34,834.00
A-Account (Pony Express)	07/24/2026	Check	DD	Carla Watkins	62*.76	-47.12	34,786.88
A-Account (Pony Express)	07/27/2026	Check	EFT	Westar Energy/Every	Highland electricity	-216.94	34,569.94
A-Account (Pony Express)	07/29/2026	Check	Debit	Hover Website Domain	annual domain renewal through 08/01/2027	-21.19	34,548.75
A-Account (Pony Express)	07/30/2026	Check	Debit	Cricket Wireless	Hot spots	-335.00	34,213.75
A-Account (Pony Express)	07/30/2026	Check	EFT	Blue Cross and Blue Shield of Kansas	Health Ins	-7,287.38	26,926.37
A-Account (Pony Express)	07/31/2026	Check	Debit	InTuit	QuickBooks monthly	-132.00	26,794.37
A-Account (Pony Express)	07/31/2026	Tax Payment	IRS		Tax Payment for Period: 07/22/2026-07/24/2026	-5,821.97	20,972.40

Library District #1, Doniphan County

Account QuickReport - A-Account

July 2026

Distribution account	Transaction date	Transaction type	Num	Name	Description	Amount	Balance
A-Account (Pony Express)	07/31/2026	Tax Payment		KS Withholding Tax	Tax Payment for Period: 07/01/2026-07/31/2026	-1,473.30	19,499.10
Total for A-Account (Pony Express)						\$5,612.73	
TOTAL						\$5,612.73	

Library District #1, Doniphan County

Account QuickReport - Treasury Index

July 2026

Distribution account	Transaction date	Transaction type	Num	Name	Description	Cleared	Balance
Treasury Index(Exchange)							
Beginning Balance							288,172.09
Treasury Index(Exchange)	07/01/2026	Check	703	A-Account	transfer from TI to A-Account	Reconciled	223,172.09
Treasury Index(Exchange)	07/02/2026	Deposit				Reconciled	223,562.91
Treasury Index(Exchange)	07/09/2026	Deposit				Reconciled	226,033.46
Treasury Index(Exchange)	07/26/2026	Deposit	INTEREST		Interest Earned	Reconciled	226,331.01

Library District #1, Doniphan County

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - December 2026

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Revenue			
DONATIONS	615.27	7,200.00	8.55 %
EMP. BENEFIT TAXES	96,834.09	110,714.00	87.46 %
Fees	1,519.24	1,100.00	138.11 %
GENERAL FUND TAXES	504,277.60	575,062.00	87.69 %
GRANTS	4,560.99	4,500.00	101.36 %
INTEREST	2,198.10	0.00	
NEKL GRANTS	2,158.55	0.00	
REIMBURSEMENT	2,100.00	3,600.00	58.33 %
Securities Values	13,516.92	0.00	
Total Revenue	\$627,780.76	\$702,176.00	89.41 %
GROSS PROFIT	\$627,780.76	\$702,176.00	89.41 %
Expenditures			
CAP. IMP.	123.49	5,000.00	2.47 %
Change in Securities Value	12,628.35	0.00	
COMM.	20,102.86	40,000.00	50.26 %
MATERIALS	41,741.05	73,200.00	57.02 %
OPERATIONAL EXPENSES	70,294.09	115,000.00	61.13 %
Payroll Expenses	60,565.46	0.00	
Personnel	193,053.79	350,000.00	55.16 %
TECHNOLOGY	11,937.04	10,000.00	119.37 %
TRANSFERS		10,000.00	
Total Expenditures	\$410,446.13	\$603,200.00	68.04 %
NET OPERATING REVENUE	\$217,334.63	\$98,976.00	219.58 %
NET REVENUE	\$217,334.63	\$98,976.00	219.58 %

Account	31-Dec-25	31-Jan-26	28-Feb-26	31-Mar-26	30-Apr-26	31-May-26	30-Jun-26	31-Jul-26
A Account	\$32,739.35	\$385,524.80	\$16,498.28	\$14,081.97	\$18,594.70	\$13,758.35	\$13,886.37	\$19,499.10
Cap. Imp.	\$22,580.79	\$22,619.91	\$22,664.16	\$22,713.24	\$22,760.84	\$22,810.13	\$22,857.94	\$22,857.94
Euler Stifel	\$156,142.53	\$158,490.66	\$160,892.56	\$155,687.23	\$154,289.24	\$152,775.73	\$152,373.69	\$152,373.69
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	\$36,149.57
Library Stifel	\$26,703.29	\$27,121.19	\$27,081.62	\$26,191.01	\$28,190.90	\$29,120.86	\$29,189.57	\$29,189.57
Treasury Index	\$4,642.42	\$5,221.80	\$332,988.13	\$307,546.80	\$250,889.42	\$186,272.42	\$288,172.09	\$226,331.01