

Agenda

Library District 1 Doniphan County

Wednesday, October 7, 2026

7:00 pm

Troy, KS

- **Call Trustee Meeting to order**
- **Approve September 2026 minutes**
- **Patron Petitions Correspondence**
- **Librarian Report**
- **Disbursements**
- **Budget Review**
- **Building Maintenance Report:**

- **New Business:**

- **Old Business:**

- **Executive Session (if needed):**
- **Next Meeting: Wednesday, November 4, 2026, 7:00 pm, Troy, KS**

- **2027 Budget Hearing**

Trustees Present: Morris Watkins, Greg Bevis, Marla Taylor, Amy Foley, Melanie Davis

President Greg Bevis called the Budget Hearing to order at 7:00 p.m.

There were no public comments or questions.

Morris Watkins moved to adopt the 2027 Budget as presented. Vice President Amy Foley seconded. Roll Call Vote. Motion carried 5-0.

Resolution No. ____.

Bevis closed the hearing at 7:09 pm.

Call Trustee Meeting to Order

President Bevis called the meeting to order at 7:09 p.m.

- Approve August 2025 minutes
 - Minutes for August were approved with no corrections.
- Approve Agenda
 - Agenda approved
- Patron Petitions Correspondence
 - Thank you letter from Doniphan West schools for providing snacks and drinks for the school faculty and staff.
 - Thank you letter from Doniphan County Emergency Management Coordinator, Scott Morris and Elwood Chief of Police Brandon Whetstine for use of the Elwood Branch location as a staging area during the Battle at the Ballpark event.

- Electronic Correspondence received by a patron. Root stated that she has responded to the patron and is currently working with Robin Hastings of Northeast Kansas Library System.

- **Library Director's Report -Theresa Root**

- August has been a recovery from the Summer Reading Program. Several members of staff have been on vacation, and we are working to fill the open position at Wathena. I want to commend all of our staff for their flexibility and willingness to work different positions this month.
- I have been conducting interviews for the open position, and hope to fill it soon.
- On August 13, we had our annual Staff Mental Wellness Day. We met at the St. Joseph Museum for a team-building session of Murder at the Mansion. We ate lunch at the Frederick Inn and concluded the day with a viewing at the MWSU planetarium. I think everyone enjoyed the day.
- We distributed almost 150 back-to-school backpacks to middle and high school students. We also received a lot of positive comments from parents and grandparents who really appreciated what we did.
- Coffee & Conversation at Highland was a success for the summer, so Becky is continuing it, Wednesday mornings starting at 8 am.
- Becky also set up a booth at the HCC back-to-school block party. She handed out items to 67 students and spoke to multiple students and faculty who said they were unaware of

the existence of the public library in Highland. We felt this was a good outreach to the college community.

- Little Listeners will resume in September. We are working on a lineup of fall and winter events.
- Root announced that Ashley Burton of Troy, KS. has been hired for the Wathena Branch Librarian and will begin Sept. 16, 2026.

- **Disbursements**

Marla Taylor moved to accept disbursements as reported. Amy Foley seconded. Motion carried 5-0

- **Budget Review**

The budget was discussed. Root answered questions.

- **Building Maintenance Report**

Root discussed door sticking at Troy Library door and will contact the contractor.

- **New Business:**

- **Old Business:**

- **Executive Session:** Davis moved to go into a 10 minute executive session for personnel at 7:45 pm. Foley seconded. Motion carried. No action was taken.

The meeting was adjourned by President Greg Bevis at 7:58 pm.

- Next Meeting Wednesday October 7, 2026, 7:00 pm Troy, KS

Minutes approved: Greg Bevis, Trustee President

Melanie Davis, Recording Board Member

Librarian's Report 10-07-2026

- **Staff Activities**

- *Restocked Shelves:* Holly has been doing a great job purchasing, and Connie is also doing well cataloging. We are doing our best to stay on track with budgeted materials spending targets.
- *Personnel Update:* Ashley Burton, our new Branch Librarian at Wathena, has been through her initial training and is now handling the branch on her own.
- I attended the *NEKLS Directors' Retreat* in Lawrence on Sept. 24.

- **Community Engagement & Outreach**

- *Youth Services:* Little Listeners story time program kicked off its fall schedule. We've seen several new families attending.
- *Freedom Rock Artist Meet and Greet:* Bubba Sorensen was welcomed with coffee and pastries Friday, Sept. 25. About 15 people attended.

- **October Programming**

- *"Murder at the Asylum,"* a murder-mystery night put on by the St. Joseph Museums, on October 14. Call to reserve a spot.
- *Witches and Warlocks Night Out* at the Troy Library, October 10. All ages event.
- *Trick or Treat Down the Street* for the little ones, the week of Halloween, in conjunction with regular story time.
- *Trunk or Treat:* Holly and Becky have been making plans for these events.

- **Conference**

- I will be attending KLA in Wichita the last week of October.

Library District #1, Doniphan County

Account QuickReport - A-Account

September 2026

Distribution account	Transaction date	Transaction type	Num	Name	Description	Amount	Balance
A-Account (Pony Express)							
Beginning Balance							26,772.91
A-Account (Pony Express)	09/01/2026	Check	Debit	Amazon.com	Trunk or Treat	-38.79	26,734.12
A-Account (Pony Express)	09/02/2026	Check	11892	Miller Trash Service, Inc.	Trash Service all branches 2 quarters	-660.00	26,074.12
A-Account (Pony Express)	09/02/2026	Check	11893	Book Page	Subscription	-438.00	25,636.12
A-Account (Pony Express)	09/02/2026	Check	11894	The Kansas Chief	Budget Hearing post	-219.00	25,417.12
A-Account (Pony Express)	09/02/2026	Check	11895	City Of Highland	Highland utilities	-88.00	25,329.12
A-Account (Pony Express)	09/02/2026	Check	11896	CJ Garner	Mowing at Elwood & Wathena	-350.00	24,979.12
A-Account (Pony Express)	09/02/2026	Check	11897	Farm Bureau (RETIREMENT)	401k - August	-507.58	24,471.54
A-Account (Pony Express)	09/02/2026	Check	11898	City Of Wathena	Wathena utilities	-340.47	24,131.07
A-Account (Pony Express)	09/02/2026	Check	11899	Troy Booster Club	THS Booster Club Membership	-100.00	24,031.07
A-Account (Pony Express)	09/02/2026	Bill Payment (Check)	11900	John's Market	food	-10.94	24,020.13
A-Account (Pony Express)	09/02/2026	Bill Payment (Check)	11901	The Kansas Chief	Subscription Renewal	-44.00	23,976.13
A-Account (Pony Express)	09/02/2026	Bill Payment (Check)	11902	Midwest Tape	audiobooks and dvds	-386.38	23,589.75
A-Account (Pony Express)	09/02/2026	Bill Payment (Check)	11903	King Squeegie	Window cleaning	-178.00	23,411.75
A-Account (Pony Express)	09/02/2026	Bill Payment (Check)	11890	Quill Corporation	Office supplies	-770.39	22,641.36
A-Account (Pony Express)	09/02/2026	Check	705	A-Account		60,000.00	82,641.36
A-Account (Pony Express)	09/02/2026	Check	Debit	SquareUp.com	Program supplies	-152.59	82,488.77
A-Account (Pony Express)	09/02/2026	Check	Debit	SquareUp.com	Program supplies	-173.70	82,315.07
A-Account (Pony Express)	09/02/2026	Check	Debit	SquareUp.com	Program supplies	-182.00	82,133.07
A-Account (Pony Express)	09/02/2026	Check	Debit	SquareUp.com	Program supplies	-174.40	81,958.67
A-Account (Pony Express)	09/03/2026	Check	Debit	InTuit	Deposit slips	-95.88	81,862.79
A-Account (Pony Express)	09/03/2026	Check	Debit	SquareUp.com	Program supplies	-279.00	81,583.79
A-Account (Pony Express)	09/04/2026	Check	EFT	City of Elwood	Elwood utilities	-469.68	81,114.11
A-Account (Pony Express)	09/04/2026	Check	Debit	SquareUp.com	Bingo Prizes	-42.00	81,072.11
A-Account (Pony Express)	09/04/2026	Check	Debit	Bow Love	Program supplies	-216.00	80,856.11
A-Account (Pony Express)	09/06/2026	Check	Debit	HomeGoods	coffee for break room	-23.68	80,832.43
A-Account (Pony Express)	09/08/2026	Check	Debit	Sam's Club	snacks	-374.82	80,457.61
A-Account (Pony Express)	09/08/2026	Check	Debit	Cracker Barrel	juv books	-522.19	79,935.42
A-Account (Pony Express)	09/08/2026	Check	Debit	Casey's	staff meeting	-22.66	79,912.76
A-Account (Pony Express)	09/08/2026	Check	Debit	KLA	KLA Conference	-327.00	79,585.76

Library District #1, Doniphan County

Account QuickReport - A-Account

September 2026

Distribution account	Transaction date	Transaction type	Nam	Description	Amount	Balance
A-Account (Pony Express)	09/08/2026	Check	Walmart	Juv Books	-468.29	79,117.47
A-Account (Pony Express)	09/08/2026	Check	Bow Love	Bingo Prizes	-338.99	78,778.48
A-Account (Pony Express)	09/08/2026	Check	Amazon.com	Amazon kids	-9.84	78,768.64
A-Account (Pony Express)	09/09/2026	Check	Amazon.com	juv books	-8.66	78,759.98
A-Account (Pony Express)	09/09/2026	Check	Amazon.com	cleaning supplies	-29.99	78,729.99
A-Account (Pony Express)	09/10/2026	Check	City Of Troy	Troy Utilities	-850.67	77,879.32
A-Account (Pony Express)	09/10/2026	Check	Amazon.com	Juv Books	-309.92	77,569.40
A-Account (Pony Express)	09/10/2026	Check	Amazon.com	adult books	-90.00	77,479.40
A-Account (Pony Express)	09/10/2026	Check	Bow Love	Bingo prizes	-325.00	77,154.40
A-Account (Pony Express)	09/10/2026	Bill Payment (Check)	Workplace Pro	Fall Shirts for Staff	-182.35	76,972.05
A-Account (Pony Express)	09/11/2026	Check	Amazon.com	Juv Books	-16.80	76,955.25
A-Account (Pony Express)	09/12/2026	Check	Amazon.com	Trunk or Treat	-50.56	76,904.69
A-Account (Pony Express)	09/14/2026	Check	IRS	04/2026 and 05/2026	-413.68	76,491.01
A-Account (Pony Express)	09/15/2026	Check	Rainbow Communications	Internet/Phone all branches	-947.87	75,543.14
A-Account (Pony Express)	09/15/2026	Check	Amazon.com	juv books	-22.77	75,520.37
A-Account (Pony Express)	09/16/2026	Deposit	Amazon.com	cleaning supplies returned	29.99	75,550.36
A-Account (Pony Express)	09/16/2026	Check	ProServe	Copiers Inv. 42832953	-655.00	74,895.36
A-Account (Pony Express)	09/16/2026	Check	Bow Love	Bingo Prizes	-226.00	74,669.36
A-Account (Pony Express)	09/16/2026	Check	Amazon.com	adult books	-10.99	74,658.37
A-Account (Pony Express)	09/17/2026	Check	Bow Love	adult program supplies	-242.00	74,416.37
A-Account (Pony Express)	09/18/2026	Check	Cricket Wireless	Replacement Hot Spot	-126.15	74,290.22
A-Account (Pony Express)	09/18/2026	Check	Amazon.com	video games	-69.00	74,221.22
A-Account (Pony Express)	09/21/2026	Check	Bow Love	adult program supplies	-1,002.00	73,219.22
A-Account (Pony Express)	09/21/2026	Check	Bow Love	adult program supplies	-123.49	73,095.73
A-Account (Pony Express)	09/21/2026	Check	Amazon.com	adult books	-53.88	73,041.85
A-Account (Pony Express)	09/21/2026	Check	Amazon.com	Juv Books	-65.83	72,976.02
A-Account (Pony Express)	09/21/2026	Check	Amazon.com	adult books	-169.09	72,806.93
A-Account (Pony Express)	09/21/2026	Check	Amazon.com	juv books	-10.44	72,796.49
A-Account (Pony Express)	09/21/2026	Check	Amazon.com	adult books	-19.99	72,776.50
A-Account (Pony Express)	09/21/2026	Check	Amazon.com	front desk chair	-123.49	72,653.01
A-Account (Pony Express)	09/22/2026	Check	Kansas Gas Service	Wathena gas service	-49.67	72,603.34

Library District #1, Doniphan County

Account QuickReport - A-Account

September 2026

Distribution account	Transaction date	Transaction type	Num	Name	Description	Amount	Balance
A-Account (Pony Express)	09/22/2026	Check	EFT	Kansas Gas Service	Elwood gas service	-54.22	72,549.12
A-Account (Pony Express)	09/22/2026	Check	EFT	Kansas Gas Service	Troy gas service	-109.74	72,439.38
A-Account (Pony Express)	09/22/2026	Check	Debit	Walmart	Autumn t-shirts for staff	-143.24	72,296.14
A-Account (Pony Express)	09/22/2026	Check	Debit	Amazon.com	air filters for furnace	-131.57	72,164.57
A-Account (Pony Express)	09/23/2026	Tax Payment		Intuit QuickBooks Workforce	Tax withdrawal	-15.92	72,148.65
A-Account (Pony Express)	09/23/2026	Check	EFT	Kansas Gas Service	Highland gas service	-48.55	72,100.10
A-Account (Pony Express)	09/23/2026	Check	Debit	Amazon.com	dvd	-22.48	72,077.62
A-Account (Pony Express)	09/24/2026	Check	Debit	Sam's Club	Bubba Sorenson Meet & Greet	-54.32	72,023.30
A-Account (Pony Express)	09/24/2026	Check	Debit	Amazon.com	dvd	-32.88	71,990.42
A-Account (Pony Express)	09/24/2026	Check	Debit	Amazon.com	adult books	-34.78	71,955.64
A-Account (Pony Express)	09/24/2026	Check	Debit	Amazon.com	adult books	-10.79	71,944.85
A-Account (Pony Express)	09/25/2026	Payroll Check		Lisa M. Simbro	Pay Period: 08/21/2026-09/20/2026	-1,622.19	70,322.66
A-Account (Pony Express)	09/25/2026	Payroll Check		Lawanda I Worthen	Pay Period: 08/21/2026-09/20/2026	-412.15	69,910.51
A-Account (Pony Express)	09/25/2026	Payroll Check		Holly L Uplinger	Pay Period: 08/21/2026-09/20/2026	-2,740.58	67,169.93
A-Account (Pony Express)	09/25/2026	Payroll Check		Robert D Simmons	Pay Period: 08/21/2026-09/20/2026	-1,223.73	65,946.20
A-Account (Pony Express)	09/25/2026	Payroll Check		Carla A Watkins	Pay Period: 08/21/2026-09/20/2026	-2,895.14	63,051.06
A-Account (Pony Express)	09/25/2026	Payroll Check		Rebecca J Etherton	Pay Period: 08/21/2026-09/20/2026	-2,733.18	60,317.88
A-Account (Pony Express)	09/25/2026	Payroll Check		Connie S Higgins	Pay Period: 08/21/2026-09/20/2026	-1,746.93	58,570.95
A-Account (Pony Express)	09/25/2026	Payroll Check		Theresa L Root	Pay Period: 08/21/2026-09/20/2026	-3,171.14	55,399.81
A-Account (Pony Express)	09/25/2026	Payroll Check		Ashley C. Burton	Pay Period: 08/21/2026-09/20/2026	-242.41	55,157.40
A-Account (Pony Express)	09/25/2026	Payroll Check		Timothy A. Myers	Pay Period: 08/21/2026-09/20/2026	-1,621.81	53,535.59
A-Account (Pony Express)	09/25/2026	Payroll Check		Renee E Weber	Pay Period: 08/21/2026-09/20/2026	-1,465.20	52,070.39
A-Account (Pony Express)	09/25/2026	Payroll Check		Sarah K. Kutz	Pay Period: 08/21/2026-09/20/2026	-1,433.56	50,636.83
A-Account (Pony Express)	09/25/2026	Tax Payment		Intuit QuickBooks Workforce	Tax withdrawal	-7,844.41	42,792.42
A-Account (Pony Express)	09/25/2026	Check	EFT	Westar Energy/Every	Highland electric	-284.87	42,507.55
A-Account (Pony Express)	09/25/2026	Check	DD	Carla Watkins	152* .76	-115.52	42,392.03
A-Account (Pony Express)	09/25/2026	Check	DD	Holly Uplinger	180* .76	-136.80	42,255.23
A-Account (Pony Express)	09/25/2026	Check	DD	Rebecca Etherton	185* .76	-140.60	42,114.63
A-Account (Pony Express)	09/25/2026	Check	DD	Theresa Root	126* .76	-95.76	42,018.87
A-Account (Pony Express)	09/25/2026	Check	Debit	Amazon.com	adult books	-25.00	41,993.87
A-Account (Pony Express)	09/25/2026	Check	Debit	Bow Love	adult program supplies	-382.36	41,611.51

Library District #1, Doniphan County

Account QuickReport - A-Account

September 2026

Distribution account	Transaction date	Transaction type	Num	Name	Description	Amount	Balance
A-Account (Pony Express)	09/27/2026	Check	Debit	Amazon.com	adult books	-13.74	41,597.77
A-Account (Pony Express)	09/28/2026	Check	Debit	U.S. Postal Service	ILL Book returned	-4.87	41,592.90
A-Account (Pony Express)	09/28/2026	Check	EFT	Blue Cross and Blue Shield of Kansas	Employee Health Insurance	-6,576.31	35,016.59
A-Account (Pony Express)	09/28/2026	Check	Debit	Amazon.com	adult programming	-108.19	34,908.40
A-Account (Pony Express)	09/28/2026	Check	Debit	Amazon.com	juv books	-18.99	34,889.41
A-Account (Pony Express)	09/28/2026	Check	Debit	Cricket Wireless	Hot spots	-195.00	34,694.41
A-Account (Pony Express)	09/28/2026	Check	Debit	Amazon.com	adult books	-11.39	34,683.02
A-Account (Pony Express)	09/28/2026	Check	Debit	Amazon.com	Materials	-37.69	34,645.33
A-Account (Pony Express)	09/28/2026	Check	Debit	Amazon.com	dvd	-15.97	34,629.36
A-Account (Pony Express)	09/28/2026	Check	Debit	Amazon.com	adult books	-175.79	34,453.57
A-Account (Pony Express)	09/28/2026	Check	Debit	Amazon.com	adult books	-21.60	34,431.97
A-Account (Pony Express)	09/28/2026	Check	Debit	Amazon.com	adult books	-30.79	34,401.18
A-Account (Pony Express)	09/30/2026	Check	EFT	InTuit	QuickBooks monthly	-132.00	34,269.18
A-Account (Pony Express)	09/30/2026	Check	Debit	Amazon.com	materials	-15.29	34,253.89
A-Account (Pony Express)	09/30/2026	Check	Debit	Amazon.com	materials	-11.99	34,241.90
Total for A-Account (Pony Express)						\$7,468.99	
TOTAL						\$7,468.99	

Library District #1, Doniphan County

Account QuickReport - Treasury Index

September 2026

Distribution account	Transaction date	Transaction type	Num	Name	Description	Amount	Balance
Treasury Index(Exchange)							163,128.11
Beginning Balance							
Treasury Index(Exchange)	09/02/2026	Check	705	A-Account	transfer from TI to A-Account	-60,000.00	103,128.11
Treasury Index(Exchange)	09/03/2026	Deposit				193.50	103,321.61
Treasury Index(Exchange)	09/15/2026	Deposit				367.23	103,688.84
Treasury Index(Exchange)	09/17/2026	Deposit		Northeast Kansas Library System (NEKLS)		2,158.55	105,847.39
Treasury Index(Exchange)	09/17/2026	Deposit				27,517.08	133,364.47
Treasury Index(Exchange)	09/28/2026	Deposit				100.00	133,464.47
Total for Treasury Index(Exchange)						-\$29,663.64	
TOTAL						-\$29,663.64	

Library District #1, Doniphan County

Budget vs. Actuals: Month 9 of 12 (75%)

January - December 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue	\$663,792.44	\$702,176.00	\$ -38,383.56	94.53 %
GROSS PROFIT	\$663,792.44	\$702,176.00	\$ -38,383.56	94.53 %
Expenditures				
66000 Payroll Expense Employee Benefit	0.00		0.00	
CAP. IMP.	740.13	5,000.00	-4,259.87	14.80 %
Change in Securities Value	14,017.37	0.00	14,017.37	
COMM.	27,651.31	40,000.00	-12,348.69	69.13 %
MATERIALS	50,429.35	73,200.00	-22,770.65	68.89 %
OPERATIONAL EXPENSES	82,001.88	115,000.00	-32,998.12	71.31 %
Payroll Expenses	87,612.21	0.00	87,612.21	
Personnel	254,837.84	350,000.00	-95,162.16	72.81 %
Suspense Account for Audit		0.00	0.00	
TECHNOLOGY	10,602.97	10,000.00	602.97	106.03 %
TRANSFERS		10,000.00	-10,000.00	
Uncategorized Expense		0.00	0.00	
Total Expenditures	\$527,893.06	\$603,200.00	\$ -75,306.94	87.52 %
NET OPERATING REVENUE	\$135,899.38	\$98,976.00	\$36,923.38	137.31 %
NET REVENUE	\$135,899.38	\$98,976.00	\$36,923.38	137.31 %

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	31-Aug-26	30-Sep-26
A Account	\$32,739.35	\$385,524.80	\$16,498.28	\$14,081.97	\$18,594.70	\$13,758.35	\$13,886.37	\$20,980.09	\$26,772.91	\$34,241.90
Cap. Imp.	\$22,580.79	\$22,619.91	\$22,664.16	\$22,713.24	\$22,760.84	\$22,810.13	\$22,857.94	\$22,907.44	\$22,957.05	\$22,957.05
Euler Stifel	\$156,142.53	\$158,490.66	\$160,892.56	\$155,687.23	\$154,289.24	\$152,775.73	\$152,373.69	\$154,516.68	\$154,827.59	\$154,827.59
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	\$36,181.42	\$36,576.18	\$36,576.18
Library Stifel	\$26,703.29	\$27,121.19	\$27,081.62	\$26,191.01	\$28,190.90	\$29,120.86	\$29,189.57	\$28,332.42	\$28,274.03	\$28,274.03
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	\$163,128.11	\$133,464.47