



AGENDA
Park City Public Library
Monthly Meeting
Date July 14, 2022 7:00 PM

- a. Call the meeting to order
- b. Pledge of Allegiance
- c. Roll Call
- d. Approval of Agenda
- e. Approval of the Consent Agenda
 - 1. Minutes of the Meeting of
 - 2. Treasurer's Report
 - 3. EFT Transactions
 - 4. Payroll Report
 - 5. Bank and Credit Card Reconciliations
- f. Comments from the Board
- g. Library Director's Report and Communications
 - a. We have a new employee, her name is Karen Newton. She is doing summer reading and story time. After summer reading is over she will study up to do passports. She seems to be doing well and the children like her.
- h. Old Business
 - a. No old business
- i. New Business
 - a. Discuss 24 hour outdoor lockers for the library.
- j. Sign minutes, reports and reconciliations
- k. ADJOURN

2107 E. 61st. N.
Park City, Kansas 67219-1904
316-744-6318 Voice
316-744-6319 Fax
www.parkcitypubliclibrary.com



Minutes of Meeting

DATE: June 9th, 2022

The meeting was called to order at (Time): 7:3 PM by Emily Kittle

Pledge of Allegiance led by

Attendance (Roll Call)

Judy Decker	P	Emily Kittle	P	Linda Holsey	A	Ben Saucedo	A	Jason Brabander	P
Judy Taldo	P	Cheryl Tallent	P	Kristin Wolke	A	Jennifer Woodson	A		

Use Present, Late, Absent

Also Present: Len Warren

Agenda (Attached)

Changes to the Agenda

Motion to Accept the Agenda as submitted Jason Brabander

Motion seconded by Judy Decker

Motion passes 5 - 0

Consent Agenda

Motion to Approve the Consent Agenda as submitted by Jason Brabander

Motion seconded by Cheryl Tallent

Motion passes 5 - 0

Board Member Comments

Library Director's Report

Things are running smoothly and nothing much to actually report

Old Business

We are hoping to have a good turnout for the summer activites.

New Business

A discussion was held about the Federal Holiday "Juneteenth".

A motion was made to add Juneteenth to our list of paid federal holidays.

Motion by Judy Taldo, seconded by Jason Brabander. Passed 5 - 0

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Adjourn

Motion to Adjourn by Jason Brabander

Motion seconded by Emily Kittle

Motion passes 5 - 0

Time: 7:45 PM

2107 E. 61st. N.
Park City, Kansas 67219
316-744-6318 Voice
316-744-6319 Fax

Park City Community Public Library
Balance Sheet
 As of June 30, 2022

	Jun 30, 22
ASSETS	
Current Assets	
Checking/Savings	
10200 · Emprise Bank Payroll	110,660.70
10300 · Stryv	
10301 · Stryv Checking	356,960.97
10350 · Stryv Savings	5,147.95
10355 · Stryv CD	18,364.68
Total 10300 · Stryv	380,473.60
Total Checking/Savings	491,134.30
Accounts Receivable	
11000 · Accounts Receivable	150.00
Total Accounts Receivable	150.00
Total Current Assets	491,284.30
TOTAL ASSETS	491,284.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-3,909.10
Total Accounts Payable	-3,909.10
Credit Cards	
10501 · Sam's Credit Card	416.84
Total Credit Cards	416.84
Other Current Liabilities	
24000 · Payroll Liabilities	21,435.67
Total Other Current Liabilities	21,435.67
Total Current Liabilities	17,943.41
Total Liabilities	17,943.41
Equity	
30000 · Opening Balance Equity	397,330.67
Net Income	76,010.22
Total Equity	473,340.89
TOTAL LIABILITIES & EQUITY	491,284.30

12:11 PM
 07/14/22
 Cash Basis

Park City Community Public Library
Profit & Loss
 June 2022

	Jun 22	Jan - Jun 22
Ordinary Income/Expense		
Income		
43400 · Direct Public Support		
43450 · Individual and Business Contribu	0.00	12.00
Total 43400 · Direct Public Support	0.00	12.00
43401 · Tax Income		
43411 · AdVelorem Tax	0.00	187,473.06
Total 43401 · Tax Income	0.00	187,473.06
43430 · Grants		
43431 · State Library Grant	0.00	2,274.65
43432 · SCKLS Grant in Aid	0.00	8,886.00
43433 · LeVand Grant	8,000.00	8,000.00
Total 43430 · Grants	8,000.00	19,160.65
45000 · Investments		
45030 · Interest-Savings, Short-frm CD	0.00	50.01
Total 45000 · Investments	0.00	50.01
46400 · Other Types of Income		
46418 · Miscellaneous Items	384.20	18,224.45
46419 · Lost or Damaged Items	0.00	39.87
46421 · Room Rental	100.00	450.00
46433 · Passports	235.00	6,172.18
Total 46400 · Other Types of Income	719.20	24,886.50
Total Income	8,719.20	231,582.22
Expense		
60400 · Bank Service Charges	0.00	57.00
62800 · Facilities and Equipment		
62841 · Copier Expense	0.00	2,794.52
62892 · Lawn Service	0.00	531.93
62893 · Gas Service	0.00	1,750.66
62894 · Electric Service	0.00	2,703.85
62897 · Bldg Maintenance	500.00	7,876.87
Total 62800 · Facilities and Equipment	500.00	15,657.83
63300 · Insurance Expense		
63330 · D & O Insurance	0.00	200.00
Total 63300 · Insurance Expense	0.00	200.00

12:11 PM
 07/14/22
 Cash Basis

Park City Community Public Library
Profit & Loss
 June 2022

	Jun 22	Jan - Jun 22
65000 · Operations		
65010 · Books and other items	0.00	3,121.67
65020 · Postage Mailing Service	0.00	5,671.91
65040 · Supplies	0.00	497.74
65050 · Telephone and Internet	0.00	1,855.82
65060 · Advertising	0.00	140.00
65070 · Programing		
65076 · Other Programming	0.00	340.00
Total 65070 · Programing	0.00	340.00
65090 · Computer Programs		
65091 · Work Stations	0.00	78.00
65092 · Public Computer Programs	0.00	1,211.95
65090 · Computer Programs - Other	0.00	534.55
Total 65090 · Computer Programs	0.00	1,824.50
Total 65000 · Operations	0.00	13,451.64
66000 · Payroll Expenses	20,476.75	126,347.45
66900 · Reconciliation Discrepancies	0.00	8.08
Total Expense	20,976.75	155,722.00
Net Ordinary Income	-12,257.55	75,860.22
Net Income	-12,257.55	75,860.22

**Park City Community Public Library
EFT Check Report
June 2022**

12:12 PM
07/14/22
Cash Basis

	Jun 22	Jan - Jun 22
absolute commercial cleaners	0.00	-2,525.00
American Fun Foods	0.00	-638.13
Ark Valley News	0.00	-140.00
Baker & Taylor	0.00	-1,335.28
Center Point Large Print	0.00	-929.40
Cintas	0.00	-3,781.95
City of Park City	0.00	-8,950.80
CNA Surety	0.00	-200.00
Cox Communications	0.00	-1,764.33
cybrarian software	0.00	-749.95
De Lange Landen Financial Services	0.00	-2,098.55
Decker Electric	0.00	-198.94
demco	0.00	-54.93
DOS	0.00	-329.64
Energy	0.00	-3,527.17
Faronics	0.00	-462.00
Hogan Sprinkler Installation Inc	0.00	-131.93
JB Landscaping	0.00	-600.00
kansas Department of Revenue	0.00	-2,001.80
Kansas Gas Service 2	0.00	-1,317.51
KPERS	0.00	-4,081.90
KPERS OGLI	0.00	-130.95
NEKLS	0.00	-3,100.00
PermaCard	0.00	-497.74
Quadient Finance USA, Inc.	0.00	-2,488.62
Reed Plumbing	0.00	-261.38
Sam's Club	0.00	-416.84
Swank Movie Licensing USA	0.00	-340.00
Terminix	0.00	-130.00
TruGreen	0.00	-281.73
United States Treasury	0.00	-11,224.47
Visa	0.00	-1,507.93
No name	0.00	-142.26
TOTAL	0.00	-56,341.13

Date & Sign _____

Park City Community Public Library Payroll Summary June 2022

	Braden M Jessup		Jayden M Billershaw		John D Stewart		Karen E ...	
	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Hours
Employee Wages, Taxes and Adjustments								
Gross Pay								
Yearly Salary	8	0.00						0.00
Holiday Pay		116.16						0.00
Hourly Sick		0.00	4	10.65				0.00
Overtime	4.63333	21.78			46.98333	13.88		652.13
Regular Pay	145.4	14.52	57.35	10.65	36.3	13.88		0.00
Vacation Pay	4	14.52			34.5	13.88		503.84
		58.08						478.86
Total Gross Pay	162.03333	2,386.35	61.35	653.38	117.78333	1,634.83		151.65
Deductions from Gross Pay								
KPERS Employee		-143.18						0.00
OGLI		0.00						0.00
Total Deductions from Gross Pay		-143.18						0.00
Adjusted Gross Pay	162.03333	2,243.17	61.35	653.38	117.78333	1,634.83		151.65
Taxes Withheld								
Federal Withholding		-151.00						-129.00
Medicare Employee		-34.60						-23.70
Social Security Employee		-147.95						-101.36
KS - Withholding		-87.00						-68.00
Medicare Employee Addl Tax		0.00						0.00
Total Taxes Withheld		-420.55						-322.06
Additions to Net Pay								
Milage Reimbursement		1.06						0.00
Total Additions to Net Pay		1.06						0.00
Net Pay	162.03333	1,823.68	61.35	591.40	117.78333	1,312.77		151.65
Employer Taxes and Contributions								
Federal Unemployment		0.00						0.00
Medicare Company		34.60						23.70
Social Security Company		147.95						101.36
KS - Unemployment Company		0.00						0.00
Cell Phone Stipend		0.00						0.00
Dental Insurance		31.58						0.00
Dental Insurance (company paid)		0.00						0.00
Health Insurance		990.70						0.00
Health Insurance (company paid)		0.00						0.00
KPERS Company		212.38						145.50
KPERS INS		10.86						0.00

Park City Community Public Library
Payroll Summary
June 2022

	Braden M Jessup		Jayden M Billershaw		John D Stewart		Karen E ...	
	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate
Vision Insurance			10.50					
Vision Insurance (company paid)			0.00					
Total Employer Taxes and Contributions			1,438.57		53.90		270.56	

Park City Community Public Library Payroll Summary June 2022

	Karen E Newton		Leonard C Warren		Marilyn E Heinz		Pamela K Thomas	
	Rate	Jun 22	Hours	Rate	Jun 22	Hours	Rate	Jun 22
Employee Wages, Taxes and Adjustments								
Gross Pay								
Yearly Salary		0.00		4,591.42		0.00		0.00
Holiday Pay	12.35	98.80		0.00		49.92		4
Hourly Sick		0.00		0.00		0.00		4
Overtime		0.00		0.00		0.00		
Regular Pay	12.35	1,774.08		0.00		739.23		70.58334
Vacation Pay		0.00		0.00		0.00		
Total Gross Pay		1,872.88		4,591.42		789.15		78.58334
Deductions from Gross Pay								
KPERS Employee		0.00		-275.48		0.00		0.00
OGLI		0.00		-40.30		0.00		0.00
Total Deductions from Gross Pay		0.00		-315.78		0.00		0.00
Adjusted Gross Pay		1,872.88		4,275.64		789.15		78.58334
Taxes Withheld								
Federal Withholding		-89.00		-454.00		0.00		0.00
Medicare Employee		-27.15		-66.58		-11.44		-11.44
Social Security Employee		-116.12		-284.67		-48.93		-48.93
KS - Withholding		-60.00		-212.00		-16.00		-16.00
Medicare Employee Addl Tax		0.00		0.00		0.00		0.00
Total Taxes Withheld		-292.27		-1,017.25		-76.37		-76.37
Additions to Net Pay								
Milage Reimbursement		0.00		1.06		0.00		0.00
Total Additions to Net Pay		0.00		1.06		0.00		0.00
Net Pay		1,580.61		3,259.45		712.78		78.58334
Employer Taxes and Contributions								
Federal Unemployment		11.24		0.00		4.73		4.73
Medicare Company		27.15		66.58		11.44		11.44
Social Security Company		116.12		284.67		48.93		48.93
KS - Unemployment Company		13.06		0.00		0.00		0.00
Cell Phone Stipend		0.00		32.32		0.00		0.00
Dental Insurance		0.00		31.58		0.00		0.00
Dental Insurance (company paid)		31.58		68.44		0.00		0.00
Health Insurance		0.00		990.70		0.00		0.00
Health Insurance (company paid)		990.70		2,146.50		0.00		0.00
KPERS Company		166.69		408.64		0.00		0.00
KPERS INS		0.00		22.96		0.00		0.00

12:15 PM

07/14/22

Park City Community Public Library Payroll Summary June 2022

	Karen E Newton		Leonard C Warren		Marilyn E Heinz		Pamela K Thomas	
	Rate	Jun 22	Hours	Rate	Jun 22	Hours	Rate	Jun 22
Vision Insurance		0.00			31.58			0.00
Vision Insurance (company paid)		10.50			22.76			0.00
Total Employer Taxes and Contributions		1,367.04			4,106.73			65.10

Park City Community Public Library
Payroll Summary
June 2022

	Pamela ...		TOTAL	
	Jun 22	Hours	Rate	Jun 22
Employee Wages, Taxes and Adjustments				
Gross Pay				
Yearly Salary	0.00			4,591.42
Holiday Pay	45.00	28.00		352.48
Hourly Sick	45.00	50.98		697.13
Overtime	0.00	4.63		100.91
Regular Pay	794.06	512.52		6,533.19
Vacation Pay	0.00	38.50		536.94
Total Gross Pay	884.06	634.63		12,812.07
Deductions from Gross Pay				
KPERs Employee	0.00			-418.66
OGLI	0.00			-40.30
Total Deductions from Gross Pay	0.00			-458.96
Adjusted Gross Pay	884.06	634.63		12,353.11
Taxes Withheld				
Federal Withholding	-20.00			-843.00
Medicare Employee	-12.82			-185.76
Social Security Employee	-54.81			-794.35
KS - Withholding	-8.00			-463.00
Medicare Employee Addl Tax	0.00			0.00
Total Taxes Withheld	-95.63			-2,286.11
Additions to Net Pay				
Milage Reimbursement	0.00			2.12
Total Additions to Net Pay	0.00			2.12
Net Pay	788.43	634.63		10,069.12
Employer Taxes and Contributions				
Federal Unemployment	5.30			25.19
Medicare Company	12.82			185.76
Social Security Company	54.81			794.35
KS - Unemployment Company	0.00			13.06
Cell Phone Stipend	0.00			32.32
Dental Insurance	0.00			63.16
Dental Insurance (company paid)	0.00			100.02
Health Insurance	0.00			1,981.40
Health Insurance (company paid)	0.00			3,137.20
KPERs Company	0.00			933.21
KPERs INS	0.00			33.82

Park City Community Public Library
Payroll Summary
June 2022

	Pamela ...	TOTAL		
	Jun 22	Hours	Rate	Jun 22
Vision Insurance	0.00			42.08
Vision Insurance (company paid)	0.00			33.26
Total Employer Taxes and Contributions	72.93			7,374.83