



AGENDA  
Park City Public Library  
Monthly Meeting  
Date August 11, 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 July 14, 2022
  - 2. Treasurer's Report Balance Sheet of \$473,909.04 And Profit and Loss of \$- 23,444.42 for July and \$52,426.01 for the year.
  - 3. EFT Transactions of \$3,161.98
  - 4. Payroll Report for July of \$6,272.98
  - 5. Bank and Credit Card Reconciliations
- f. Welcome our new board member Kim Jantz
- g. Comments from the Board
- h. Library Director's Report and Communications
  - a. Summer reading has wrapped up and I and Jayden are finished up the spreadsheets to finalize the counts and name the winners. As last year, we will probably give most all participants a small gift card. We have enough in our summer reading budget (\$8,000 from the Levand Grant) to do this because we didn't hire any outside performers.
  - b. We will be hosting the Chamber of Commerce's Trunk a Treat this year. We will set it up in the west parking lot. We shouldn't need any roads or entrances blocked off. It will be Friday October 21<sup>st</sup> from 5:00 to 7:00 PM
- i. Old Business
  - a. I have added the pricing I received from one company on the outside lockers, and 1 actual bid from Bibliotheca for their system. I contacted 3 different companies that do this type of system and only had 2 responses. I was just an advertising brochure and a price sheet. Biblio's was an actual bid.
- j. New Business
- k. Sign minutes, reports and reconciliations
- l. ADJOURN

2107 E. 61<sup>st</sup>. N.  
Park City, Kansas 67219-1904  
316-744-6318 Voice  
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[www.parkcitypubliclibrary.com](http://www.parkcitypubliclibrary.com)



**Minutes of Meeting**

**DATE:**

The meeting was called to order at (Time): 7:00 PM by

**Pledge of Allegiance** led by

**Attendance (Roll Call)**

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

Use Present, Late, Absent

**Also Present: Len Warren**

**Agenda (Attached)**

Changes to the Agenda

Motion to Accept the Agenda as submitted by Judy Decker

Motion seconded by Jason Brabander

Motion passes 7 – 0 - 0

**Consent Agenda**

Motion to Approve the Consent Agenda as submitted by Linda Holsey

Motion seconded by Jen Woodson

Motion passes 7 – 0 - 0

**Board Member Comments**

**Library Director’s Report**

**Summer reading club is going well. Very few problems.**

**Old Business**

**There was no old business.**

**New Business**

**Discuss outdoor lockers for patron service**

**The outdoor locker seemed like a good idea, Len was tasked with finding out more and getting bids.**

2107 E. 61<sup>st</sup>. N.  
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**Adjourn**

Motion to Adjourn by Jason Brabander

Motion seconded by Emily Kittle

Motion passes 7 – 0 - 0

Time: 7:29 PM

2107 E. 61<sup>st</sup>. N.  
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**Park City Community Public Library**  
**Balance Sheet**  
 As of July 31, 2022

	Jul 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10200 · Emprise Bank Payroll	98,513.01
10300 · Stryv	
10301 · Stryv Checking	351,692.19
10350 · Stryv Savings	5,147.95
10355 · Stryv CD	18,405.89
<b>Total 10300 · Stryv</b>	375,246.03
<b>Total Checking/Savings</b>	473,759.04
<b>Accounts Receivable</b>	
11000 · Accounts Receivable	150.00
<b>Total Accounts Receivable</b>	150.00
<b>Total Current Assets</b>	473,909.04
<b>TOTAL ASSETS</b>	473,909.04
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	4,469.96
<b>Total Accounts Payable</b>	4,469.96
<b>Credit Cards</b>	
10501 · Sam's Credit Card	535.94
<b>Total Credit Cards</b>	535.94
<b>Other Current Liabilities</b>	
24000 · Payroll Liabilities	23,883.26
<b>Total Other Current Liabilities</b>	23,883.26
<b>Total Current Liabilities</b>	28,889.16
<b>Total Liabilities</b>	28,889.16
<b>Equity</b>	
30000 · Opening Balance Equity	397,330.67
Net Income	47,689.21
<b>Total Equity</b>	445,019.88
<b>TOTAL LIABILITIES &amp; EQUITY</b>	473,909.04

Park City Community Public Library  
**Profit & Loss**  
 July 2022

	Jul 22	Jan - Jul 22
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
43400 · Direct Public Support		
43450 · Individual and Business Contribu	0.00	12.00
<b>Total 43400 · Direct Public Support</b>	0.00	12.00
43401 · Tax Income		
43411 · AdVelorem Tax	0.00	187,473.06
<b>Total 43401 · Tax Income</b>	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	0.00	8,000.00
<b>Total 43430 · Grants</b>	0.00	19,160.65
45000 · Investments		
45030 · Interest-Savings, Short-trm CD	0.00	91.22
<b>Total 45000 · Investments</b>	0.00	91.22
46400 · Other Types of Income		
46418 · Miselaneous Items	804.75	19,029.20
46419 · Lost or Damaged Items	0.00	39.87
46421 · Room Rental	0.00	450.00
46433 · Passports	440.00	6,612.18
<b>Total 46400 · Other Types of Income</b>	1,244.75	26,131.25
<b>Total Income</b>	1,244.75	232,868.18
<b>Expense</b>		
60400 · Bank Service Charges	18.00	111.00
60900 · Business Expenses		
60920 · Business Registration Fees	40.00	40.00
<b>Total 60900 · Business Expenses</b>	40.00	40.00
62800 · Facilities and Equipment		
62841 · Copier Expense	678.17	3,472.69
62892 · Lawn Service	200.00	731.93
62893 · Gas Service	32.38	1,783.04
62894 · Electric Service	1,371.67	4,075.52
62897 · Bldg Maintenance	1,253.77	9,130.64
<b>Total 62800 · Facilities and Equipment</b>	3,535.99	19,193.82
63300 · Insurance Expense		
63330 · D & O Insurance	0.00	200.00
<b>Total 63300 · Insurance Expense</b>	0.00	200.00
65000 · Operations		
65010 · Books and other Items	546.15	3,667.82
65020 · Postage Mailing Service	324.75	5,996.66
65040 · Supplies	0.00	497.74
65050 · Telephone and Internet	356.45	2,212.27
65060 · Advertising	0.00	140.00
65070 · Programing		
65076 · Other Programming	0.00	340.00
<b>Total 65070 · Programing</b>	0.00	340.00

1:11 PM  
08/11/22  
Cash Basis

Park City Community Public Library  
Profit & Loss  
July 2022

	<u>Jul 22</u>	<u>Jan - Jul 22</u>
65090 · Computer Programs		
65091 · Work Stations	0.00	78.00
65092 · Public Computer Programs	0.00	1,211.95
65090 · Computer Programs - Other	1,550.00	2,084.55
<b>Total 65090 · Computer Programs</b>	<u>1,550.00</u>	<u>3,374.50</u>
<b>Total 65000 · Operations</b>	<u>2,777.35</u>	<u>16,228.99</u>
65100 · Other Expenses		
65160 · Other Costs	420.00	420.00
<b>Total 65100 · Other Expenses</b>	<u>420.00</u>	<u>420.00</u>
66000 · Payroll Expenses	17,897.83	144,245.28
66900 · Reconciliation Discrepancies	0.00	3.08
<b>Total Expense</b>	<u>24,689.17</u>	<u>180,442.17</u>
<b>Net Ordinary Income</b>	<u>-23,444.42</u>	<u>52,426.01</u>
<b>Net Income</b>	<u><u>-23,444.42</u></u>	<u><u>52,426.01</u></u>

1:11 PM  
08/11/22  
Cash Basis

Park City Community Public Library  
EFT Check Report  
July 2022

	<u>Jul 22</u>	<u>Jan - Jul 22</u>
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	-185.16	-1,114.56
Cintas	-767.10	-4,549.05
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	-54.93	-109.86
Derby Public Library	-1,970.00	-1,970.00
DOS	0.00	-329.64
Evergy	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	-40.00	-2,041.80
Kansas Gas Service 2	-32.38	-1,349.89
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	-112.41	-394.14
United States Treasury	0.00	-11,224.47
Visa	0.00	-1,507.93
No name	0.00	-142.26
<b>TOTAL</b>	<b><u>-3,161.98</u></b>	<b><u>-59,503.11</u></b>

## Park City Community Public Library Payroll Summary July 2022

	Hours	Rate	Jul 22
<b>Employee Wages, Taxes and Adjustments</b>			
Gross Pay			
Yearly Salary	56	11.25	4,591.42
Holiday Pay	446.65	11.25	704.96
Regular Pay	44	11.25	5,571.85
Vacation Pay			599.64
<b>Total Gross Pay</b>	<b>546.65</b>		<b>11,467.87</b>
<b>Deductions from Gross Pay</b>			
KPERS Employee			-412.21
OGLI			-40.30
<b>Total Deductions from Gross Pay</b>			<b>-452.51</b>
<b>Adjusted Gross Pay</b>	<b>546.65</b>		<b>11,015.36</b>
<b>Taxes Withheld</b>			
Federal Withholding			-723.00
Medicare Employee			-166.30
Social Security Employee			-711.03
KS - Withholding			-405.00
Medicare Employee Addl Tax			0.00
<b>Total Taxes Withheld</b>			<b>-2,005.33</b>
<b>Additions to Net Pay</b>			
Milage Reimbursement			2.12
<b>Total Additions to Net Pay</b>			<b>2.12</b>
<b>Net Pay</b>	<b>546.65</b>		<b>9,012.15</b>
<b>Employer Taxes and Contributions</b>			
Federal Unemployment			27.58
Medicare Company			166.30
Social Security Company			711.03
KS - Unemployment Company			16.44
Cell Phone Stipend			32.32
Dental Insurance			63.16
Dental Insurance (company paid)			71.04
Health Insurance			1,981.40
Health Insurance (company paid)			2,274.97
KPERS Company			794.31
KPERS INS			68.71
Vision Insurance			42.08
Vision Insurance (company paid)			23.64
<b>Total Employer Taxes and Contributions</b>			<b>6,272.98</b>