



AGENDA
Park City Public Library
Monthly Meeting
Date September 8, 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 August 11 , 2022
 - 2. Treasurer's Report Balance Sheet of \$46,1241.55 And Profit and Loss of \$- 16,965.96 for August and \$35,460.05 for the year.
 - 3. EFT Transactions of \$4,363.13
 - 4. Payroll Report for July of \$8,673.23
 - 5. Bank and Credit Card Reconciliations
- f. Comments from the Board
- g. Library Director's Report and Communications
 - a. 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 21st from 5:00 to 7:00 PM. So I will leave this here one more month to remind everyone.
 - b. Outside lockers have been ordered. The configuration will be for 29 lockers and they will be between to two west pillars under the front portico. If we need more over time, they can be added to the west of the current ones. I am looking for an electrician to run 1 network wire to run the system.
 - c. The new printer, approved by the board 10 months ago, finally arrived. So far, we are pleased.
- h. Old Business
- i. See directors report.
- j. New Business
- k. In January the board was asked to provide a 3% increase on the salaries of the library employees. The Board was gracious enough to make it 4%. Since that time inflation has gone to 11%. In response to this, the City of Park City added a 3.8 % two payroll ago. They also included a 5% cost of living in next years budget.

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



I would ask the board to consider doing the 3.8 now and consider the 5% at the end of the year. I have included a breakdown of the cost for this. Is \$2033.51

- l. Sign minutes, reports and reconciliations
- m. ADJOURN

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Minutes of Meeting

DATE:

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

Pledge of Allegiance led by

Attendance (Roll Call)

| | | | | | | | | | |
|-------------|---|----------------|---|--------------|---|------------------|---|-----------------|---|
| Judy Decker | P | Emily Kittle | P | Linda Holsey | | Ben Saucedo | A | Jason Brabander | P |
| Judy Taldo | A | Cheryl Tallent | P | Kim Jantz | P | Jennifer Woodson | A | | |

Use Present, Late, Absent

Also Present: Len Warren

Agenda (Attached)

Changes to the Agenda

Motion to Accept the Agenda as submitted Emily Kittle

Motion seconded by Jason Brabander

Motion passes 5-0

Consent Agenda

Motion to Approve the Consent Agenda as submitted by Judy Decker

Motion seconded by Jason Brabander

Motion passes 5-0

Board Member Comments

Vote to change secretary – Vote on Cheryl Tallent to be secretary

Emily Kittle, Jason Brabander 2nd Passes 5-0

Library Director’s Report

Old Business

Motion to approve Bibliotheca for lockers, \$28,218.85 and up to \$5,000 contingency for misc Emily Kittle, Jason Brabander 2nd passed 5-0

New Business

Motion to increase the cash drawer opening funds to \$100 instead of only \$50, Emily Kittle, Jason Brabander 2nd Passed 5-0

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Adjourn

Motion to Adjourn by Judy Decker

Motion seconded by Jason Brabander

Motion passes 5-0

Time: 8:01

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Park City Community Public Library
Balance Sheet
As of August 31, 2022

| | <u>Aug 31, 22</u> |
|--|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 10200 · Emprise Bank Payroll | 86,918.86 |
| 10300 · Stryv | |
| 10301 · Stryv Checking | 350,768.85 |
| 10350 · Stryv Savings | 5,147.95 |
| 10355 · Stryv CD | 18,405.89 |
| Total 10300 · Stryv | <u>374,322.69</u> |
| Total Checking/Savings | <u>461,241.55</u> |
| Total Current Assets | <u>461,241.55</u> |
| TOTAL ASSETS | <u><u>461,241.55</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | 106.83 |
| Total Accounts Payable | <u>106.83</u> |
| Credit Cards | |
| 10501 · Sam's Credit Card | 535.94 |
| Total Credit Cards | <u>535.94</u> |
| Other Current Liabilities | |
| 24000 · Payroll Liabilities | 28,331.73 |
| Total Other Current Liabilities | <u>28,331.73</u> |
| Total Current Liabilities | <u>28,974.50</u> |
| Total Liabilities | <u>28,974.50</u> |
| Equity | |
| 30000 · Opening Balance Equity | 397,330.67 |
| Net Income | 34,936.38 |
| Total Equity | <u>432,267.05</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>461,241.55</u></u> |

Park City Community Public Library
Profit & Loss
 August 2022

| | Aug 22 | Jan - Aug 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 | 0.00 | 8,000.00 |
| Total 43430 · Grants | 0.00 | 19,160.65 |
| 45000 · Investments | | |
| 45030 · Interest-Savings, Short-trm CD | 0.00 | 91.22 |
| Total 45000 · Investments | 0.00 | 91.22 |
| 46400 · Other Types of Income | | |
| 46418 · Miselaneous Items | 633.86 | 19,663.06 |
| 46419 · Lost or Damaged Items | 0.00 | 39.87 |
| 46421 · Room Rental | 0.00 | 450.00 |
| 46433 · Passports | 783.00 | 7,395.18 |
| 46434 · Photos | 30.00 | 30.00 |
| Total 46400 · Other Types of Income | 1,446.86 | 27,578.11 |
| Total Income | 1,446.86 | 234,315.04 |
| Gross Profit | 1,446.86 | 234,315.04 |
| Expense | | |
| 60400 · Bank Service Charges | 0.00 | 111.00 |
| 60900 · Business Expenses | | |
| 60920 · Business Registration Fees | 0.00 | 40.00 |
| Total 60900 · Business Expenses | 0.00 | 40.00 |
| 62800 · Facilities and Equipment | | |
| 62841 · Copier Expense | 46.90 | 3,519.59 |
| 62892 · Lawn Service | 400.00 | 1,131.93 |
| 62893 · Gas Service | 32.38 | 1,815.42 |
| 62894 · Electric Service | 1,613.79 | 5,689.31 |
| 62897 · Bldg Maintenance | 1,447.30 | 10,577.94 |
| Total 62800 · Facilities and Equipment | 3,540.37 | 22,734.19 |
| 63300 · Insurance Expense | | |
| 63330 · D & O Insurance | 0.00 | 200.00 |
| Total 63300 · Insurance Expense | 0.00 | 200.00 |
| 65000 · Operations | | |
| 65010 · Books and other items | 0.00 | 3,667.82 |
| 65020 · Postage Mailing Service | 0.00 | 5,996.66 |
| 65040 · Supplies | 406.31 | 904.05 |
| 65050 · Telephone and Internet | 356.45 | 2,568.72 |
| 65060 · Advertising | 60.00 | 200.00 |
| 65070 · Programing | | |
| 65076 · Other Programming | 0.00 | 340.00 |
| Total 65070 · Programing | 0.00 | 340.00 |

10:57 AM
09/08/22
Cash Basis

Park City Community Public Library
Profit & Loss
August 2022

| | Aug 22 | Jan - Aug 22 |
|--|--------------------------|-------------------------|
| 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 | 2,084.55 |
| Total 65090 · Computer Programs | <u>0.00</u> | <u>3,374.50</u> |
| Total 65000 · Operations | 822.76 | 17,051.75 |
| 65100 · Other Expenses | | |
| 65160 · Other Costs | 0.00 | 420.00 |
| Total 65100 · Other Expenses | 0.00 | 420.00 |
| 66000 · Payroll Expenses | 14,049.69 | 158,294.97 |
| 66900 · Reconciliation Discrepancies | 0.00 | 3.08 |
| Total Expense | <u>18,412.82</u> | <u>198,854.99</u> |
| Net Ordinary Income | <u>-16,965.96</u> | <u>35,460.05</u> |
| Net Income | <u><u>-16,965.96</u></u> | <u><u>35,460.05</u></u> |

10:56 AM
09/08/22
Cash Basis

Park City Community Public Library
EFT Check Report
August 2022

| | Aug 22 | Jan - Aug 22 |
|------------------------------------|------------------|-------------------|
| absolute commercial cleaners | -505.00 | -3,030.00 |
| American Fun Foods | -46.90 | -685.03 |
| Ark Valley News | -60.00 | -200.00 |
| Baker & Taylor | 0.00 | -1,335.28 |
| Center Point Large Print | 0.00 | -1,114.56 |
| Cintas | -765.16 | -5,314.21 |
| City of Park City | 0.00 | -8,950.80 |
| CNA Surety | 0.00 | -200.00 |
| Cox Communications | -356.45 | -2,120.78 |
| 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 | -109.86 |
| Derby Public Library | 0.00 | -1,970.00 |
| DOS | 0.00 | -329.64 |
| Evergy | -1,613.79 | -5,140.96 |
| Faronics | 0.00 | -462.00 |
| Hogan Sprinkler Installation Inc | 0.00 | -131.93 |
| JB Landscaping | -400.00 | -1,000.00 |
| kansas Department of Revenue | 0.00 | -2,041.80 |
| Kansas Gas Service 2 | -32.38 | -1,382.27 |
| 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 | -65.00 | -195.00 |
| TruGreen | -112.14 | -506.28 |
| Uline | -406.31 | -406.31 |
| United States Treasury | 0.00 | -11,224.47 |
| Visa | 0.00 | -1,507.93 |
| No name | 0.00 | -142.26 |
| TOTAL | -4,363.13 | -63,866.24 |

Park City Community Public Library
Payroll Summary
 August 1 through September 1, 2022

| | Hours | Rate | Aug 1 - Sep 1, 22 |
|---|------------------|-------|-------------------|
| Employee Wages, Taxes and Adjustments | | | |
| Gross Pay | | | |
| Yearly Salary | | | 4,591.42 |
| Hourly Sick | 8 | 14.52 | 116.16 |
| Regular Pay | 484.78332 | 11.25 | 6,166.98 |
| Medical Reimbursement | | | 149.23 |
| Total Gross Pay | 492.78332 | | 11,023.79 |
| Deductions from Gross Pay | | | |
| KPERs Employee | | | -407.50 |
| OGLI | | | -40.30 |
| Total Deductions from Gross Pay | | | -447.80 |
| Adjusted Gross Pay | 492.78332 | | 10,575.99 |
| Taxes Withheld | | | |
| Federal Withholding | | | -693.00 |
| Medicare Employee | | | -157.68 |
| Social Security Employee | | | -674.20 |
| KS - Withholding | | | -380.00 |
| Medicare Employee Addl Tax | | | 0.00 |
| Total Taxes Withheld | | | -1,904.88 |
| Additions to Net Pay | | | |
| Milage Reimbursement | | | 2.12 |
| Total Additions to Net Pay | | | 2.12 |
| Net Pay | 492.78332 | | 8,673.23 |
| Employer Taxes and Contributions | | | |
| Federal Unemployment | | | 18.45 |
| Medicare Company | | | 157.68 |
| Social Security Company | | | 674.20 |
| KS - Unemployment Company | | | 15.08 |
| Cell Phone Stipend | | | 32.32 |
| Dental Insurance | | | 63.16 |
| Dental Insurance (company paid) | | | 31.58 |
| Health Insurance | | | 1,981.40 |
| Health Insurance (company paid) | | | 990.70 |
| KPERs Company | | | 772.21 |
| KPERs INS | | | 67.92 |
| Vision Insurance | | | 42.08 |
| Vision Insurance (company paid) | | | 10.50 |
| Total Employer Taxes and Contributions | | | 4,857.28 |