



AGENDA
Park City Public Library
Monthly Meeting
Date 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 Sept. 8, 2022
 - 2. Treasurer's Report Balance Sheet of \$450,96.16 and a P & L of \$-17,617.96 for September and \$17842.09 for the year.
 - 3. EFT Transactions Paid bills in August so for September 0.00 and for the year \$63,866.24
 - 4. Payroll Report Summary for September of \$13,427.09
 - 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. Update. Jamie Hickock spoke with Captain Capps, he wants the event in the front parking lot and the west parking lot for cars, he doesn't want children crossing Millsboro from the city hall lot into our lot if there is overflow parking. I don't see how moving it from one lot to the other will make much difference. I suggested we talk with and use the Nazarene lot as we have a crosswalk from there to here. We also found out that Chisholm Trail will be having a Trunk n Treat from 6 to 8 the same evening.
- h. Old Business
- i. The ILS outside lockers have yet to arrive, but they are only on week 5 and they said 6 to 10 weeks.
- j. New Business
 - Dell Maintenance agreements. The maintenance agreements on the 15 Dell All in One computers expire in March of 2023. They will sell us one more year for \$159.00

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



for each machine. That would be \$2385 about the cost of 4 computers. We have had to motherboards replaced on 4 the machines so far this year. My recommendation would be to buy the maintenance and then when it runs out, just buy computers one at a time to replace them.

The Halloween Party is October 22nd Saturday from 2 to 4. We would appreciate any help anyone can be. We will have games, goodies and photo ops for all. Let me know if you can be here.

The Christmas Party is December the 3rd again from 2 to 4. We will have variations of the same games, party favors and photos with Santa. The theme for the Christmas party is "Polar Express". Again, let me know if you can attend.

- k. Sign minutes, reports and reconciliations
- l. 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:

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

Pledge of Allegiance led by

Attendance (Roll Call)

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

Use Present, Late, Absent

Also Present:

Agenda (Attached)

Changes to the Agenda

Motion to Accept the Agenda as submitted

Motion seconded by

Motion passes

Consent Agenda

Motion to Approve the Consent Agenda as submitted by

Motion seconded by

Motion passes

Board Member Comments

Library Director's Report

Old Business

New Business

Adjourn

Motion to Adjourn by

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



Motion seconded by
Motion passes
Time:

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 September 30, 2022

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
10200 · Emprise Bank Payroll	68,930.17
10300 · Stryv	
10301 · Stryv Checking	332,662.15
10350 · Stryv Savings	5,147.95
10355 · Stryv CD	18,405.89
Total 10300 · Stryv	<u>356,215.99</u>
Total Checking/Savings	<u>425,146.16</u>
Total Current Assets	<u>425,146.16</u>
Fixed Assets	
15000 · Furniture and Equipment	26,950.00
Total Fixed Assets	<u>26,950.00</u>
TOTAL ASSETS	<u><u>452,096.16</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
10502 · Visa Credit Card	1,750.18
Total Credit Cards	<u>2,286.12</u>
Other Current Liabilities	
24000 · Payroll Liabilities	35,054.12
Total Other Current Liabilities	<u>35,054.12</u>
Total Current Liabilities	<u>37,447.07</u>
Total Liabilities	<u>37,447.07</u>
Equity	
30000 · Opening Balance Equity	397,330.67
Net Income	17,318.42
Total Equity	<u>414,649.09</u>
TOTAL LIABILITIES & EQUITY	<u><u>452,096.16</u></u>

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

	<u>Sep 22</u>	<u>Jan - Sep 22</u>
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	7,652.00	16,538.00
43433 · LeVand Grant	0.00	8,000.00
Total 43430 · Grants	7,652.00	26,812.65
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	628.30	20,291.36
46419 · Lost or Damaged Items	0.00	39.87
46421 · Room Rental	150.00	600.00
46433 · Passports	413.00	7,808.18
46434 · Photos	0.00	30.00
Total 46400 · Other Types of Income	1,191.30	28,769.41
Total Income	8,843.30	243,158.34
Gross Profit	8,843.30	243,158.34
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	0.00	3,519.59
62892 · Lawn Service	0.00	1,131.93
62893 · Gas Service	0.00	1,815.42
62894 · Electric Service	0.00	5,689.31
62897 · Bldg Maintenance	0.00	10,577.94
Total 62800 · Facilities and Equipment	0.00	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	201.34	3,869.16
65020 · Postage Mailing Service	0.00	5,996.66
65040 · Supplies	570.94	1,474.99
65050 · Telephone and Internet	48.00	2,616.72
65060 · Advertising	0.00	200.00
65070 · Programing		
65071 · Summer reading Club	825.00	825.00
65076 · Other Programming	0.00	340.00
Total 65070 · Programing	825.00	1,165.00

4:22 PM
10/13/22
Cash Basis

Park City Community Public Library
Profit & Loss
September 2022

	<u>Sep 22</u>	<u>Jan - Sep 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	0.00	2,084.55
Total 65090 · Computer Programs	<u>0.00</u>	<u>3,374.50</u>
Total 65000 · Operations	1,645.28	18,697.03
65100 · Other Expenses		
65160 · Other Costs	0.00	420.00
Total 65100 · Other Expenses	0.00	420.00
66000 · Payroll Expenses	24,711.08	183,006.05
66700 · Professional Fees	104.90	104.90
66900 · Reconciliation Discrepancies	0.00	3.08
Total Expense	<u>26,461.26</u>	<u>225,316.25</u>
Net Ordinary Income	<u>-17,617.96</u>	<u>17,842.09</u>
Net Income	<u><u>-17,617.96</u></u>	<u><u>17,842.09</u></u>

4:20 PM
10/13/22
Cash Basis

Park City Community Public Library
EFT Check Report
September 2022

	<u>Sep 22</u>	<u>Jan - Sep 22</u>
absolute commercial cleaners	0.00	-3,030.00
American Fun Foods	0.00	-685.03
Ark Valley News	0.00	-200.00
Baker & Taylor	0.00	-1,335.28
Center Point Large Print	0.00	-1,114.56
Cintas	0.00	-5,314.21
City of Park City	0.00	-8,950.80
CNA Surety	0.00	-200.00
Cox Communications	0.00	-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	0.00	-5,140.96
Faronics	0.00	-462.00
Hogan Sprinkler Installation Inc	0.00	-131.93
JB Landscaping	0.00	-1,000.00
kansas Department of Revenue	0.00	-2,041.80
Kansas Gas Service 2	0.00	-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	0.00	-195.00
TruGreen	0.00	-506.28
Uline	0.00	-406.31
United States Treasury	0.00	-11,224.47
Visa	0.00	-1,507.93
No name	0.00	-142.26
TOTAL	<u><u>0.00</u></u>	<u><u>-63,866.24</u></u>

4:25 PM
10/13/22

Park City Community Public Library
Payroll Summary
September 2022

	Hours	Rate	Sep 22
Employee Wages, Taxes and Adjustments			
Gross Pay			7,070.79
Yearly Salary			327.60
Administrative Pay	28	11.70	368.64
Holiday Pay	28	11.70	570.29
Hourly Sick	47.63334	11.70	8,820.91
Regular Pay	971.10002	11.70	0.00
Medical Reimbursement			0.00
Total Gross Pay	1,074.73336		17,158.23
Deductions from Gross Pay			-636.27
KPERS Employee			-60.45
OGLI			-696.72
Total Deductions from Gross Pay			-696.72
Adjusted Gross Pay	1,074.73336		16,461.51
Taxes Withheld			-1,116.00
Federal Withholding			-248.79
Medicare Employee			-1,063.81
Social Security Employee			-609.00
KS - Withholding			0.00
Medicare Employee Addl Tax			-3,037.60
Total Taxes Withheld			-3,037.60
Additions to Net Pay			3.18
Milage Reimbursement			3.18
Total Additions to Net Pay			3.18
Net Pay	1,074.73336		13,427.09
Employer Taxes and Contributions			13.97
Federal Unemployment			248.79
Medicare Company			1,063.81
Social Security Company			30.13
KS - Unemployment Company			48.48
Cell Phone Stipend			94.74
Dental Insurance			47.37
Dental Insurance (company paid)			2,972.10
Health Insurance			1,486.05
Health Insurance (company paid)			1,200.79
KPERS Company			106.07
KPERS INS			63.12
Vision Insurance			15.75
Vision Insurance (company paid)			7,391.17
Total Employer Taxes and Contributions			7,391.17

