



AGENDA
Park City Public Library
Monthly Meeting
Date November 10, 2022 7:00 PM

- a. Call the meeting to order at 7:00 PM
- b. Pledge of Allegiance
- c. Roll Call
- d. Approval of Agenda
- e. Approval of the Consent Agenda
 1. Minutes of the Meeting of October 13, 2022 No Meeting
 2. Treasurer's Report Balance sheet of \$600,245.95 and P&L of \$147,016.28 for October and \$164,858.37 for the year.
 3. EFT Transactions \$3,328.49 For October and \$67,194.73 for 2022
 4. Payroll Report of \$15,401.44
 5. Bank and Credit Card Reconciliations
- f. Comments from the Board
- g. Library Director's Report and Communications

I Spoke with Fred at ILS and he told me the factory told him our lockers were due to be out of the factory on November 30. So we will have them yet this year, we hope.

The Halloween party great fun for everyone. Not as well attended as we hoped, but it was preceded by the Chamber of Commerce Trunk a Treat on Friday night. There were about 300 children at the Trunk a Treat and 75 at the party the next afternoon.
- h. Old Business

We are keeping things caught up, so no old business this month, just keep an eye on the outside lockers.
- i. New Business
 1. Shirts for Board Members. I have had several requests to obtain shirts for board members. We can do the same shirts employees are in. Last I ordered were \$25 each. They may have gone up. I will call and get current pricing.
 2. If the board decides they want something different we can do that as well. I think the board should all be the same, either Polos like the employees or Oxfords, any style really, just all the same. So we need to discuss style and color. Also, the emblem, we could do the Park City logo with Library underneath as the employees were or we could change it up and do the city flag with library

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



underneath, even the flag with Park City above and Library below. Might look nice.

3. I have a bid for rewiring the front lights to use with the lockers. It if \$204.25 to rewire them to a switch inside the building. Taking them off the timer so they will run all night.

I also have a bid to run a network cable from the network cabinet across the suspended ceiling and down the wall by the copier. Taking it outside of the metal and brick wall and terminating next to the power outlet behind where the lockers will be. Bid is \$591.25.

Both bids are from B& C Electrical. I send request for bids to 3 places and only heard back from B and C.

4. Nominations for Board Positions. It's that time again. We can accept nominations from the floor. We can accept volunteers. Once we have a slate of officers, we can move to accept the slate as presented or wait till December to elect them into office.

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:

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

Pledge of Allegiance led by

Attendance (Roll Call)

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

Use Present, Late, Absent

Also Present: Len Warren

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 A Quorum was not present so no meeting was held.

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

11/04/22

As of October 31, 2022

Accrual Basis

	<u>Oct 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
10200 · Emprise Bank Payroll	52,021.63
10300 · Stryv	
10301 · Stryv Checking	497,720.48
10350 · Stryv Savings	5,147.95
10355 · Stryv CD	18,405.89
Total 10300 · Stryv	<u>521,274.32</u>
Total Checking/Savings	<u>573,295.95</u>
Total Current Assets	<u>573,295.95</u>
Fixed Assets	
15000 · Furniture and Equipment	26,950.00
Total Fixed Assets	<u>26,950.00</u>
TOTAL ASSETS	<u><u>600,245.95</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	1,370.65
Total Accounts Payable	<u>1,370.65</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	36,187.63
Total Other Current Liabilities	<u>36,187.63</u>
Total Current Liabilities	<u>39,844.40</u>
Total Liabilities	<u>39,844.40</u>
Equity	
30000 · Opening Balance Equity	397,330.67
Net Income	163,070.88
Total Equity	<u>560,401.55</u>
TOTAL LIABILITIES & EQUITY	<u><u>600,245.95</u></u>

Park City Community Public Library
Profit & Loss
October 2022

	Oct 22	Jan - Oct 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	166,319.66	353,792.72
Total 43401 · Tax Income	166,319.66	353,792.72
43430 · Grants		
43431 · State Library Grant	0.00	2,274.65
43432 · SCKLS Grant in Aid	0.00	16,538.00
43433 · LeVand Grant	0.00	8,000.00
Total 43430 · Grants	0.00	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	1,126.75	21,418.11
46419 · Lost or Damaged Items	0.00	39.87
46421 · Room Rental	0.00	600.00
46433 · Passports	980.00	8,788.18
46434 · Photos	0.00	30.00
Total 46400 · Other Types of Income	2,106.75	30,876.16
Total Income	168,426.41	411,584.75
Gross Profit	168,426.41	411,584.75
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	960.46	4,480.05
62892 · Lawn Service	400.00	1,531.93
62893 · Gas Service	32.38	1,847.80
62894 · Electric Service	0.00	5,689.31
62897 · Bldg Maintenance	1,148.16	11,726.10
Total 62800 · Facilities and Equipment	2,541.00	25,275.19
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	3,869.16
65020 · Postage Mailing Service	433.14	6,429.80
65040 · Supplies	0.00	1,474.99
65050 · Telephone and Internet	354.35	2,971.07
65060 · Advertising	0.00	200.00
65070 · Programing		
65071 · Summer reading Club	0.00	825.00
65076 · Other Programming	0.00	340.00
Total 65070 · Programing	0.00	1,165.00

5:15 PM

11/04/22

Cash Basis

Park City Community Public Library

Profit & Loss

October 2022

	<u>Oct 22</u>	<u>Jan - Oct 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
	<u>0.00</u>	<u>3,374.50</u>
Total 65090 · Computer Programs	0.00	3,374.50
Total 65000 · Operations	787.49	19,484.52
65100 · Other Expenses		
65160 · Other Costs	0.00	420.00
	<u>0.00</u>	<u>420.00</u>
Total 65100 · Other Expenses	0.00	420.00
66000 · Payroll Expenses	18,081.64	201,087.69
66700 · Professional Fees	0.00	104.90
66900 · Reconciliation Discrepancies	0.00	3.08
	<u>21,410.13</u>	<u>246,726.38</u>
Total Expense	21,410.13	246,726.38
Net Ordinary Income	<u>147,016.28</u>	<u>164,858.37</u>
Net Income	<u><u>147,016.28</u></u>	<u><u>164,858.37</u></u>

5:14 PM

11/04/22

Cash Basis

Park City Community Public Library
EFT Check Report
October 2022

	<u>Oct 22</u>	<u>Jan - Oct 22</u>
absolute commercial cleaners	0.00	-3,030.00
American Fun Foods	-252.49	-937.52
Ark Valley News	0.00	-200.00
Baker & Taylor	0.00	-1,335.28
Center Point Large Print	0.00	-1,114.56
Cintas	-896.25	-6,210.46
City of Park City	0.00	-8,950.80
CNA Surety	0.00	-200.00
Cox Communications	-354.35	-2,475.13
cybrarian software	0.00	-749.95
De Lange Landen Financial Services	-672.98	-2,771.53
Decker Electric	0.00	-198.94
demco	0.00	-109.86
Derby Public Library	0.00	-1,970.00
DOS	-34.99	-364.63
Evergy	0.00	-5,140.96
Faronics	0.00	-462.00
Hogan Sprinkler Installation Inc	0.00	-131.93
JB Landscaping	-400.00	-1,400.00
kansas Department of Revenue	0.00	-2,041.80
Kansas Gas Service 2	-32.38	-1,414.65
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.	-433.14	-2,921.76
Reed Plumbing	-134.50	-395.88
Sam's Club	0.00	-416.84
Swank Movie Licensing USA	0.00	-340.00
Terminix	-5.00	-200.00
TruGreen	-112.41	-618.69
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>-3,328.49</u></u>	<u><u>-67,194.73</u></u>

Date & Sign _____

Park City Community Public Library
Payroll Summary
 October 1 through November 4, 2022

	Hours	Rate	Oct 1 - Nov 4, 22
Employee Wages, Taxes and Adjustments			
Gross Pay			
Yearly Salary			4,775.08
Regular Pay	514.65	11.70	6,790.67
Medical Reimbursement			1,395.58
Total Gross Pay	514.65		12,961.33
Deductions from Gross Pay			
KPERS Employee			-427.51
OGLI			-40.30
Total Deductions from Gross Pay			-467.81
Adjusted Gross Pay	514.65		12,493.52
Taxes Withheld			
Federal Withholding			-748.00
Medicare Employee			-167.70
Social Security Employee			-717.08
KS - Withholding			-407.00
Medicare Employee Addl Tax			0.00
Total Taxes Withheld			-2,039.78
Additions to Net Pay			
Milage Reimbursement			2.12
Total Additions to Net Pay			2.12
Net Pay	514.65		10,455.86
Employer Taxes and Contributions			
Federal Unemployment			3.05
Medicare Company			167.70
Social Security Company			717.08
KS - Unemployment Company			35.50
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			799.25
KPERS INS			71.26
Vision Insurance			42.08
Vision Insurance (company paid)			10.50
Total Employer Taxes and Contributions			4,945.58