



AGENDA
Park City Public Library
Monthly Meeting
Date December 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 November
 - 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
- h. Old Business
 - a. Waiting on the Outside Lockers. Should be in this week. We have a few decisions to make, but things are going along smoothly.
- i. New Business
 - a. Update the Bylaws with a few changes. The Bylaws and the changes are in the packet.
 - b. We need to design a poster and handouts for the local companies showing off the new lockers. It should include instructions on use and a QR code to download the library app.
 - c. We need a committee to pick some shirts. I looked through the catalogs and there are just too many to choose from. Things to make it easier, material type, Polo or button down, 1 color or choice of color.
 - d. Look at designing a new logo. We could incorporate the City Flag in a new logo design. The city has a company working on rebranding, perhaps we can piggyback
 - e. We use WordPress for our website. Matt and I are working on adding a page to list Board Minutes and Packets from the meetings. Any other ideas or suggestions for the website pages??

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



- f. Discuss forming a Capital Improvement Committee. They would look at things like: painting, new shelves, new carpet, and other items. We could look at adding an elevator to make access to the basement easier. With that we could add a children's room, or other areas.
- j. Sign minutes, reports and reconciliations
- k. ADJOURN

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Minutes of Meeting

DATE:

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

Pledge of Allegiance led by

Attendance (Roll Call)

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

Use Present, Late, Absent

Also Present: John the Mayor present not Ben

Agenda (Attached)

Changes to the Agenda

Motion to Accept the Agenda as submitted Linda

Motion seconded by Jason

Motion passes

Consent Agenda

Motion to Approve the Consent Agenda as submitted by Linda

Motion seconded by Jason

Motion passes

Board Member Comments

Library Director's Report

Old Business

New Business

Next meeting Len will have shirt samples for the board.

Install new officers at the Jan meeting – Linda, 2nd by Emily

Adjourn

Motion to Adjourn by Linda

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Motion seconded by Jason

Motion passes

Time:

2107 E. 61st. N.
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316-744-6318 Voice
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10:38 AM
12/06/22
Accrual Basis

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

	<u>Nov 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
10200 · Emprise Bank Payroll	39,575.60
10300 · Stryv	
10301 · Stryv Checking	495,710.05
10350 · Stryv Savings	5,147.95
10355 · Stryv CD	18,405.89
Total 10300 · Stryv	<u>519,263.89</u>
Total Checking/Savings	<u>558,839.49</u>
Total Current Assets	558,839.49
Fixed Assets	
15000 · Furniture and Equipment	26,950.00
Total Fixed Assets	<u>26,950.00</u>
TOTAL ASSETS	<u><u>585,789.49</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-416.84
Total Accounts Payable	<u>-416.84</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	37,305.60
Total Other Current Liabilities	<u>37,305.60</u>
Total Current Liabilities	<u>39,174.88</u>
Total Liabilities	39,174.88
Equity	
30000 · Opening Balance Equity	397,330.67
Net Income	149,283.94
Total Equity	<u>546,614.61</u>
TOTAL LIABILITIES & EQUITY	<u><u>585,789.49</u></u>

Park City Community Public Library
Profit & Loss
 November 2022

	<u>Nov 22</u>	<u>Jan - Nov 22</u>
Ordinary Income/Expense		
Income		
43400 · Direct Public Support		
43450 · Individual and Business Contribu	100.00	112.00
Total 43400 · Direct Public Support	100.00	112.00
43401 · Tax Income		
43411 · AdVelorem Tax	3,412.58	357,205.30
Total 43401 · Tax Income	3,412.58	357,205.30
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	676.11	22,094.22
46419 · Lost or Damaged Items	20.00	59.87
46421 · Room Rental	150.00	750.00
46433 · Passports	500.00	9,288.18
46434 · Photos	0.00	30.00
Total 46400 · Other Types of Income	1,346.11	32,222.27
Total Income	4,858.69	416,443.44
Gross Profit	4,858.69	416,443.44
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	118.58	4,598.63
62892 · Lawn Service	0.00	1,531.93
62893 · Gas Service	0.00	1,847.80
62894 · Electric Service	1,263.82	6,953.13
62897 · Bldg Maintenance	505.00	12,231.10
Total 62800 · Facilities and Equipment	1,887.40	27,162.59
63300 · Insurance Expense		
63310 · Property Insurance	5.00	5.00
63330 · D & O Insurance	0.00	200.00
Total 63300 · Insurance Expense	5.00	205.00
65000 · Operations		
65010 · Books and other items	715.43	4,584.59
65020 · Postage Mailing Service	804.74	7,234.54
65040 · Supplies	0.00	1,474.99
65050 · Telephone and Internet	0.00	2,971.07
65060 · Advertising	0.00	200.00
65070 · Programing		
65071 · Summer reading Club	100.00	925.00
65076 · Other Programming	0.00	340.00
Total 65070 · Programing	100.00	1,265.00

10:40 AM
12/06/22
Cash Basis

Park City Community Public Library
Profit & Loss
November 2022

	<u>Nov 22</u>	<u>Jan - Nov 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	1,620.17	21,104.69
65100 · Other Expenses		
65160 · Other Costs	0.00	420.00
Total 65100 · Other Expenses	0.00	420.00
66000 · Payroll Expenses	16,920.55	218,008.24
66700 · Professional Fees	0.00	104.90
66900 · Reconciliation Discrepancies	0.00	3.08
Total Expense	<u>20,433.12</u>	<u>267,159.50</u>
Net Ordinary Income	<u>-15,574.43</u>	<u>149,283.94</u>
Net Income	<u><u>-15,574.43</u></u>	<u><u>149,283.94</u></u>

10:41 AM
12/06/22
Cash Basis

Park City Community Public Library
EFT Check Report
November 2022

	Nov 22	Jan - Nov 22
absolute commercial cleaners	-505.00	-3,535.00
American Fun Foods	0.00	-937.52
Ark Valley News	0.00	-200.00
Baker & Taylor	-523.67	-1,858.95
Center Point Large Print	-191.76	-1,306.32
Cintas	0.00	-6,210.46
City of Park City	-3,356.55	-12,307.35
CNA Surety	0.00	-200.00
Cox Communications	0.00	-2,475.13
cybrarian software	0.00	-749.95
De Lange Landen Financial Services	0.00	-2,771.53
Decker Electric	0.00	-198.94
demco	0.00	-109.86
Derby Public Library	0.00	-1,970.00
DOS	-118.58	-483.21
Evergy	-1,263.82	-6,404.78
Faronics	0.00	-462.00
Hogan Sprinkler Installation Inc	0.00	-131.93
JB Landscaping	0.00	-1,400.00
kansas Department of Revenue	0.00	-2,041.80
Kansas Gas Service 2	0.00	-1,414.65
KPERS	0.00	-4,081.90
KPERS OGLI	0.00	-130.95
Nationwide	-5.00	-5.00
NEKLS	0.00	-3,100.00
PermaCard	0.00	-497.74
Quadient Finance USA, Inc.	-804.74	-3,726.50
Reed Plumbing	0.00	-395.88
Sam's Club	0.00	-416.84
Sedgwick County Zoo	-100.00	-100.00
Swank Movie Licensing USA	0.00	-340.00
Terminix	0.00	-200.00
TruGreen	0.00	-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	-6,869.12	-74,063.85

Park City Community Public Library
Payroll Summary
November 2022

	<u>Nov 22</u>
Employee Wages, Taxes and Adjustments	
Gross Pay	
Yearly Salary	4,775.08
Holiday Pay	368.64
Hourly Sick	91.12
Regular Pay	6,543.28
Medical Reimbursement	24.17
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Total Gross Pay	11,802.29
Deductions from Gross Pay	
KPERs Employee	-418.49
OGLI	-40.30
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Total Deductions from Gross Pay	-458.79
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Adjusted Gross Pay	11,343.50
Taxes Withheld	
Federal Withholding	-762.00
Medicare Employee	-170.80
Social Security Employee	-730.25
KS - Withholding	-414.00
Medicare Employee Addl Tax	0.00
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Total Taxes Withheld	-2,077.05
Additions to Net Pay	
Milage Reimbursement	30.09
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Total Additions to Net Pay	30.09
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Net Pay	9,296.54
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Employer Taxes and Contributions	
Federal Unemployment	0.00
Medicare Company	170.80
Social Security Company	730.25
KS - Unemployment Company	38.44
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	794.24
KPERs INS	69.75
Vision Insurance	42.08
Vision Insurance (company paid)	10.50
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Total Employer Taxes and Contributions	4,955.22
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