

Agenda
Linwood Community Library Board Meeting
June 27th, 2023 at 7:00 pm
Public Notice

Lisa Turney
Sheldon Wheaton

Robert Firth
Lea Chrisman

Melanie Morris

Stacey Schmitt

Call to Order

Introduction of Guests, if present

Changes or additions to the agenda, if needed

Consent Agenda

All matters on the consent agenda are considered within one motion and will be enacted by one motion. There will be no separate discussion on these items.

- Previous Meeting Minutes
- Treasurer's Report
- Communications for the Board

Director's Report –

- Financial reports
- Statistical report

Old Business

- Health Insurance:
- Building Insurance:

Committee Reports

- **Building & Equipment**
- **Financial**
- **Personnel and Policies**

New Business

- Bills for Payment
- Add Charge Card for Amy
- LCL Photo Policy
- Holiday Policy
- Loan Policy
- Annual Leave Policy
- Set date of Annual Budget Hearing:

Public Comments – Please state name and address. 2- minute time limit

Executive Session

Adjournment

Next Regular Board Meeting: Tuesday, July 25th 2023 at 7:00 pm



Director's Report
Submitted by Dalton Torneden
June 27th, 2023

Hello Board Members!

- I spoke with Linda Scheer at the Lv. Co County Clerk's Office, she was not able to locate a copy of the Employee Benefit Fund Resolution, I have searched our records at the library and have not been able to locate a copy either.
- I contacted NEKLS about State Park Passes, they no longer pay for libraries to participate. I contacted the Kansas Department of Wildlife and Parks to get a booklet of passes, a booklet is 25 passes. \$5 per pass for a total of \$125 per booklet. I have ordered one booklet, so far 1 patron has taken a pass. Each pass is good for one day's use at a state park. The state will not invoice us until the end of the year and will only charge us for the permits issued when we send back any permits that were not used.
- I spoke with Kanopy, We could do a Kanopy Movie Night, their legal team says that it is acceptable to promote on every platform we have. Dennis reached out to NEKLS and they say the usual Swank rules apply which means we can only advertise the specific movie on the library's website and in the library. If we advertise on social media, unless the library's page is closed (which it is not and cannot be) we can only advertise that we will be showing a movie not the specific title.
- Our 1st Friday concert was a great success! We had 110 people in attendance! All enjoyed the band, tacos, burgers and the kids going around with colorful tongues, enjoyed the Kona Ice! Our next 1st Friday concert will be **July 7th @ 6:30 PM on Main Street, the Tom Page Trio will be performing.** A big thank you and well done to Dennis, Jayne, Nicole, Teresa and Amy for organizing this concert and the concerts still to come!

- Summer Reading has kicked off to a fantastic start! We currently have 76 children signed up to participate! Kudos to Jayne and all her hard work for the kids! The kids so far this month have enjoyed an author visit, puppet show, a Juggler, and the KC Mad Science and their Cotton Candy Experiment. On Tuesday, we have been offering items for the kids to stop by and pick up including cinnamon rolls and a free book to pick up. The next time you're in the library, take a look at the creative Lego projects that the kids have put together showing kindness and togetherness for this year's summer reading theme of "All Together Now".
- The One Book, Many Neighbors program that we participate in with other Leavenworth county area libraries has been going strong! Bonner Springs and Leavenworth have had high numbers of attendance at their programs to the point of needing to move to larger spaces outside the library to accommodate participants. **The LCL program will be on June 29th at 6:30 PM, we will have the KC Mystery Players Mystery Theater performing which consists of a murder mystery whodunnit set at an alumni dinner where participants will have to figure out who killed who! We will have food from Stanley James BBQ on hand for participants to enjoy with the program.** When you stop to think about numbers that other libraries have had so far and LCL's last year's OBMN program had 60 in attendance, this could be a packed program!
- The library will be closed on July 4th in observance of Independence Day.

	FY2022	FY2023 as of 05/31	
	Actual	Actual	Budget
Capital Improvement			
Revenue			
Interest on Idle Funds	901.60	850.79	-
Transfer	-	-	-
Revenue Total	901.60	850.79	-
Capital Improvement Fund Total	901.60	850.79	
Treasurers Balance 12/31/2022	150,995.93	150,995.93	
Treasurers Balance 05/31/2023		151,846.72	

	FY2022	FY2023 as of 05/31	
	Actual	Actual	Budget
Employee Benefit			
Revenue			
Property Tax	12,687.69	8,139.72	14,181.00
Revenue Total	12,687.69	8,139.72	14,181.00
Expense			
Payroll Expenses	10,230.54	2,978.52	13,956.00
Cash carry forward	-	-	4,500.00
Expense Total	10,230.54	2,978.52	18,456.00
Employee Benefit Fund Total	2,457.15	5,161.20	
Treasurers Balance 12/31/2022	6,567.30	6,567.30	
Treasurers Balance 05/31/2023		11,728.50	

	FY2022	FY2023 as of 05/31	
	Actual	Actual	*Budget
General Fund			
Revenue			
Donations	8,975.03	4,886.48	8,053.00
Interest on Idle Funds	2,107.22	5,024.26	-
Property Tax	262,594.16	167,052.29	287,593.00
Revenue Total	273,676.41	176,963.03	295,646.00
Expense			
Collections	21,605.24	11,264.79	37,200.00
Program	7,607.11	3,641.98	16,500.00
Operating Expense	58,704.07	33,668.47	80,358.00
Wages	105,911.22	35,032.32	128,989.00
Capital	-	-	16,500.00

Cash carry over	-	-	153,053.00
Expense Total	193,827.64	83,607.56	432,600.00
General Fund Total	79,848.77	93,355.47	
Treasurers Balance 12/31/2022	207,401.40	207,401.40	
Treasurers Balance 05/31/2023		300,756.87	

31/2023	% Used	% flat target
Budget diff Over (Under)		
850.79		
-		
850.79		

31/2023	% Used	% flat target
Budget diff Over (Under)		
(6,041.28)	57.40%	33.33%
(6,041.28)		
(10,977.48)	21.34%	33.33%
(4,500.00)	0.00%	33.33%
(15,477.48)		

31/2023	% Used	% flat target
Budget diff Over (Under)		
(3,166.52)	60.68%	33.33%
5,024.26	N/A	33.33%
(120,540.71)	58.09%	33.33%
(118,682.97)		
(25,935.21)	30.28%	33.33%
(12,858.02)	22.07%	33.33%
(46,689.53)	41.90%	33.33%
(93,956.68)	27.16%	33.33%
(16,500.00)	0.00%	33.33%

(153,053.00)	0.00%	33.33%
(348,992.44)		

e. Annual Leave

All employees who regularly work more than 20 hours a week earn Paid Time Off (PTO). After 30 days of employment, employees shall receive PTO at the rate of .4 times their scheduled work week. After six months of employment, employees shall receive one week of paid leave, and two weeks of paid leave after one year of employment.

For example, an employee who has worked more than one year and is scheduled to work forty hours per week will receive eighty hours of paid leave, while an employee who has worked more than one year and is scheduled to work thirty hours per week will receive sixty hours of paid leave. Annual leave may be taken as sick leave, vacation, personal days, or bereavement leave and must be taken before the end of the calendar year. No employee shall be permitted to use annual leave for any period spent on unauthorized leave.

Paid leave will be calculated at a rate of 2 times the employees scheduled work week. For example, an employee scheduled to work 40 hours a week will receive 80 hours of annual paid leave. An employee scheduled 30 hours a week will receive 60 hours of annual paid leave.

After 5 years of employment the rate of paid leave will be changed to 2.5 times the employees scheduled work week. After 10 years of employment the rate of paid leave will be changed to 3 times the employees scheduled work week.

Whenever possible, a request for a leave of absence should be submitted well in advance of the time when the leave is to begin. A beginning and ending date for the leave should be indicated. Leave cannot be carried over from one year to another. Annual leave begins the first day after the last pay period in December.

Changes:

e. Annual Leave

All employees who regularly work more than 20 hours a week earn Paid Time Off (PTO). After 30 days of employment, employees shall receive PTO at the rate of .4 times their scheduled work week, until six months employment. After six months of employment, employees shall receive one week of paid leave. After one year of employment, employees shall receive two weeks of paid leave. **All seasonal employees shall receive PTO at one-half the accrual rate of their scheduled work week. Seasonal employment is a type of temporary employment in which the person works during certain times of the year. Typically, nine months or less during a calendar year.**

Where scheduled hours vary weekly, the previous four weeks will be averaged to determine PTO. For example, an employee that is scheduled to

work in the previous weeks twenty- five hours for two weeks and thirty hours for two weeks would result in PTO being calculated at twenty-seven and one-half hours.

For example, an employee who has worked more than one year and is scheduled to work forty hours per week will receive eighty hours of paid leave, while an employee who has worked more than one year and is scheduled to work thirty hours per week will receive sixty hours of paid leave. Annual leave may be taken as sick leave, vacation, personal days, or bereavement leave and must be taken before the end of the calendar year. No employee shall be permitted to use annual leave for any period spent on unauthorized leave.

Paid leave will be calculated at a rate of 2 times the employees scheduled work week. For example, an employee scheduled to work 40 hours a week will receive 80 hours of annual paid leave. An employee scheduled 30 hours a week will receive 60 hours of annual paid leave.

After 5 years of employment the rate of paid leave will be changed to 2.5 times the employees scheduled work week. After 10 years of employment the rate of paid leave will be changed to 3 times the employees scheduled work week.

Whenever possible, a request for a leave of absence should be submitted well in advance of the time when the leave is to begin. A beginning and the ending date for the leave should be indicated. *“Employees requesting a leave of absence shall complete a leave request form in advance of the time when the leave is to begin equal to the amount of leave to be taken. (Ex. If you take 1 week of leave, 2 weeks advance notice shall be given to the Director so they may plan for your absence) In emergency circumstances (illness or family emergency, an email or text message to the Director stating reason for leave and duration of leave to be taken will be considered sufficient.)” Revised June 27th, 2023* Leave cannot be carried over from one year to another. Annual leave begins on the anniversary of the employer’s hire date. *Annual leave begins the first day after the last pay period in December. Revised May 23rd, 2023, June 27th, 2023*

Loan Periods, Renewals and Loan Limits

1. Three (3) weeks for books and audiobooks.
 2. Two (2) weeks for eBooks, unless the patron has specified a shorter loan period in their eLibrary settings.
 3. One (1) week for DVDs, video games, and magazines.
 4. One (1) week for Music CD's or Vinyl LP's.
 5. One (1) week for sports equipment and games
- *All items receive 2 renewal periods unless special circumstances apply.
4. Interlibrary loan materials will follow the lending library's loan periods. 5. All materials may be renewed twice if there is not a waiting list for the item.
 6. The library Director may establish special loan periods for unique situations, for example for a group book club.

The Library shall enforce a limit of five (5) DVDs at one time. This limit only pertains to items belonging to the Linwood Community Library; a patron may check out additional DVDs belonging to other libraries in the NEXT system. The Library shall enforce a limit on patron accounts of 50 Linwood Community Library items at one time. This limit only pertains to items belonging to the Linwood Community Library; a patron may check out additional materials belonging to other libraries in the NEXT system. The Library Director may establish special loan limits for unique situations, for example for a teacher.

Revised September 22, 2020, Revised June 1, 2023



**Linwood
Community
Library**

Linwood Community Library
19649 Linwood Rd.
Linwood, KS 66052
(913) 301-3686

www.linwoodcommunitylibrary.org
linwoodlib@linwoodlibrary.org

Employee Leave Request Form

Employee Name:	Position:					
Hourly Wage (if applicable):	Average Hours Worked During the Previous Month:					
	Leave			Paid Time Off		
Leave Type (Check where applicable)	Start to End Dates		No of days	Entitled PTO Amount	PTO Amount Request	PTO Balance Remaining
<input type="checkbox"/> Annual Leave (PTO)						
<input type="checkbox"/> FMLA						
<input type="checkbox"/> Maternity/Paternity Leave <input type="checkbox"/> Bereavement Leave						
<input type="checkbox"/> Bereavement Leave						
<input type="checkbox"/> Unpaid Leave						

Leave Type (Check where applicable)	Start to End Dates	No of days
<input type="checkbox"/> Military Leave		
<input type="checkbox"/> Civil Leave		

Note: This application must be endorsed by the Library Director or Board Chair in **advance** of any leave to be taken. All forms must be submitted in advance of any leave to be taken in equal amount to the duration of leave before going on leave. (in case of emergency, an email or text message stating reason for leave, start and end date of leave and any use of PTO may be sent to the Director or Board Chair) to be filed in the Employee's Personnel file.

Signed by (Employee):

Date:

Approved by:

Date:

Holidays

Paid holidays must fall on an employee's regularly scheduled workday. If an employee is not scheduled to work on a holiday during which the Library is closed, **any staff member whose regular work hours are affected by the holiday will be compensated for that day at their regular rate.** The Library is closed on the following holidays:

New Year's Day – January 1st
Martin Luther King Day - 3rd Monday in January

President's Day - Third Monday in February
Memorial Day – Last Monday in May
Independence Day – July 4th
Labor Day – First Monday in September
Thanksgiving Day – Fourth Thursday in November
Christmas Eve – December 24th
Christmas Day – December 25th

The Library Board may by motion designate other days as special paid or unpaid holidays on a one-time basis.

Revised June 27th, 2023

June 27th, 2023 Board Meeting

Statistical Analysis

In **Circulation**, we are seeing increased checkouts across all categories with children's books being the largest category in the group, this is largely due to the huge success of Summer Reading, we have 76 children signed up! With **New Acquisitions** numbers are steady with the exception of the Audiovisual category which includes games, audiobooks and DVDs. We are also seeing increased **ILL's** especially through the NEXT system. In **Programs**, there is a significant increase in all areas except for Young Adult programs, the total attendance is nearly double what it was for May 2022. We hope to see even greater numbers in June due to the Summer Concerts, Summer Reading and the library's One Book, Many Neighbors program. Other libraries have reported larger than usual numbers for their OBMN programs. Bonner Springs and Leavenworth had to take the program to larger venues to accommodate all the participants. With **Electronic Materials Use**, numbers are steady with the exception of Overdrive, this may be due to our more frequent users being more active during the summer. In **Miscellaneous**, our door count is up likely due to Summer Reading! Our computer usage is down, most patrons come in with their own devices to print or use the library's wifi. One final item I would note is that our total borrower accounts used is up to 93 for the month of May! This is the highest number of borrowers per month that I have seen since I started handling the statistical report. Our library is on its way, I can take no credit for the success our numbers reflect for May. This was down to the hard work and efforts of Amy, Dennis, Jayne, Nicole and Teresa!

PHOTOGRAPHY AND FILMING POLICY

The Linwood Community Library may accommodate requests for photography or filming provided such photography or filming does not interfere with ordinary Library operations or patrons' rights to privacy. Photography or videography is generally permitted if it is for general Library promotion by the Library or media, student projects and/or strictly for personal use. Photography or filming for commercial use is strictly restricted, which includes self-promotion for social media. (See next paragraph.) Visitors may take casual photographs or video recordings in the Library. The use of additional equipment, such as tripods or lighting, is not permitted because of safety, liability and other issues, unless previously approved by the Library Director.

In order to provide all the Library users with the safest and most pleasant Library experience, no commercial photography or filming may occur in the Library without the prior permission and approval of the Library Director or his/her designee; this includes self-promotion for social media. Commercial photography requests and filming requests must be submitted in writing for approval to the Library Director at least 7 days prior to visiting the Library.

In order to reduce distractions and protect the rights of Library patrons and staff, and to promote safety, photographing and filming in the Library are restricted as set forth in this policy. The Library Director is authorized to act accordingly, including limiting photography or filming by individuals whose activities interfere with Library environment or operations, adversely affect public safety or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate. For purposes of this policy, photography or filming refers to all current and future static, still or video imaging.

PATRON PHOTOGRAPHY AND FILMING

Under no circumstances may the public or members of the media take photographs, video recordings, or live stream without the express permission of any Library patrons or staff who would be prominently included within the composition. Capturing identifiable likeness of individuals or their computer screens, books, documents, or other materials and registration and circulation records is not permitted without their consent. If any person to be photographed or filmed is under 18 years of age, permission must be obtained by the photographer or videographer from a parent or adult guardian on behalf of said minor child. Individuals who photograph or film inside the Library must honor requests from patrons and staff who do not want to be included in photos or recordings. If the photography or filming requires a significant amount of time and/or equipment setup, the Library Director should be contacted at least 7 days prior to photographing or filming so that proper accommodations can be made. All photography and recording must be carried out so as not to disturb Library users or staff and not block aisles, walkways, stairwells, doors or exits.

Photography and filming is never allowed in restrooms and is not permitted in non-public (staff only) areas unless consent is given by the Library Director to do so. Library access by photographers may be limited either by time constraints or to specific areas depending upon such impact or effect such sessions could have on other Library users. In all instances, the Library reserves the right to cease photography or filming if it results in disruption of the ordinary Library environment or operations. The Library accepts no liability for the use of photos or film resulting from this activity.

PHOTOGRAPHY AND FILMING

The staff of the Linwood Community Library may regularly take photographs or videos of patrons and staff at Library programs, workshops, classes and in other Library spaces. Many of these photos/videos will be used in print and electronic marketing materials. Others will be posted on the Library's website and on the Library's various social media accounts. Attendance at Library programs, events or Library spaces constitutes consent to be photographed or filmed for use in print and/or electronic publicity of the Library. Photos, images and videos submitted by users for galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of individuals and children, images will not be identified using full name without written approval from the parent or guardian. If a patron does not want the Library to use a photo or video of them or of their child, they must inform the Library staff member who is coordinating the event. This policy extends to photographing and filming by Library staff at Friends of the Library events and at any of the Library's outreach efforts in the community, including at public events.

FAILURE TO COMPLY

Those not following this policy may be asked to put away their equipment or leave the Library.

DAMAGES AND LIABILITY

Any individual using the Library shall be held responsible for willful or accidental damage to the Library building, grounds, collections or furniture caused by the individual or group.

APPEAL AND REVIEW

The Board of Trustees of the Linwood Community Library will review the *Photography and Filming Policy* and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Library Director to waive regulations under appropriate circumstances. The Library Director is the chief person empowered to make decisions regarding photography and filming within the Library. Any appeals for changes to, or exceptions to, any portion of the Photography and Filming Policy will be considered. An individual wishing to file an appeal shall submit it to the Library Director in writing. The Library Director will respond in writing. If the person in question feels that the Library Director has not adequately addressed the issue, an appeal may be sent to the Board of Trustees. The Board of Trustees Decision is final.

Adopted June 27th, 2023



Is Your Library Interested In Participating?

Have your library contact Kansas State Parks coordinating staff to learn more about this program.



Be sure to thank your local and regional library system for participating in this program!



To participate in some park activities additional permits and licenses are required. While accessing Kansas State Parks through this program all Park Regulations do apply.

To see a full list of our State Park Regulations visit ksoutdoors.com/state-parks/park-regulations

For More Information

Visit our Website:

[Ksoutdoor.com/state-parks/library-program](https://ksoutdoor.com/state-parks/library-program)

Program Coordinator:

Riston Landwehr

riston.landwehr@ks.gov

(620) 672-5911



All Kansas public libraries have the opportunity to participate in this program. It is up to the discretion of each individual library to decide how many permits can be given out each day, week, month; and how many permits each family can check out. Patrons are responsible for properly displaying the KDWP permit in their vehicle windshield when at a state park.

Kansas State Parks



Library Program





Our Mission

Allow all Kansas residents, no matter their financial status, the ability to experience the great outdoors within a Kansas State Park.

With our mission in mind, we have partnered with Kansas Public Libraries to allow libraries the ability to cover the cost of a park permit for their patrons.



How It Works

- Go to your participating library and ask about the Kansas State Parks Library Program. Participating libraries can be found at ksoutdoors.com/state-parks/library-program
- Each library may have a different check out process, but simply ask to check out a state park permit.
- A permit is good for one day in the Kansas State Parks and all permits expire the following day at 2PM.
- Once you are done with your permit or if the permit has expired, recycle or discard your permit. There is no need for return.

Find a State Park

- Once you have your permit, find a state park. There are 28 parks across the state and by going to the KDWP website under the State Parks page, you can learn about the history and unique features of each park.

Park Activities

Kansas State Parks offer a wide variety of activities including:

- Camping
- Hiking
- Fishing
- Observing Wildlife
- Boating
- Biking
- Horseback Riding
- Disc Golf



Special Events

State Parks host a number of different events occurring year-round from youth fishing derbies to special hikes to movie nights, we have it all. Checkout our Calendar for Events near you. ksoutdoors.com/state-parks/event-calendar

With your permit, you or your family now have the key to unlock some of the greatest outdoor recreation the State of Kansas has to offer.



We invite you to explore the great outdoors. Whatever your interest, Kansas State Parks have what you're looking for. Most parks offer utility and primitive camping, access to lakes, trails, wildlife areas and a few parks have preserved natural areas, where you can experience untouched Wild Kansas.

Program Timeline

- The Kansas State Parks Library Program will run through December 31, 2023.



Campit KS

For camping reservations go to: www.campitks.com or download the Campit KS App.

2023 MONTHLY STATS

Linwood Community Library Statistical Report

Circulation:

	May 2023	Y-T-D	May 2022	Y-T-D
Adult Books	833	1,490	138	859
Child Books	1,784	3,184	281	975
Young Adult	69	115	16	89
Magazines	7	13		13
Movies/Videogames	737	1,293	250	894
Music		-		-
Audiobooks	140	216	37	129
Large Print	110	196	21	150
Electronic Materials	612	2,388	203	1,093
Total:	4,292	8,895	946	4,202
% of Change	353.70	111.68		

New Acquisitions:

	May 2023	Y-T-D	May 2022	Y-T-D
Adult	44	191	42	247
Children	46	145	30	162
Young Adult	2	4	4	41
Audiovisual	67	93	7	93
Total:	159	433	83	543
% of Change	91.57	(20.26)		

Inter-Library Loan:

	May 2023	Y-T-D	May 2022	Y-T-D
NEXT Loaned	272	1,281	152	1,025
NEXT Borrowed	134	711	98	469
ShareIt ILL Loaned	5	15	2	14
ShareIt ILL Rec'd	4	11	1	4
Total:	415	2,018	253	1,512
% of Change	64.03	33.47		

Programs:

	May 2023	Y-T-D	May 2022	Y-T-D
Adult Programs	40	185	23	162
Total Adult attendance	154	947	86	652
Childrens Programs	14	66	4	29
Total Childrens attendance	30	207	21	244
Young Adult Programs	-	-	7	12
Total YA attendance	-	-	4	31
Outreach Events	-	11	-	-
Outreach Attendance Total	-	268	-	-
Total Library Events	54	262	34	203
Total Adult/Outreach Progra	184	1,422	23	927
Meeting Room Uses	-	-	1	6
Meeting Attendance	-	-	8	NA
Total Attend:	368	2,844	142	1,854
% of Change		53.40		

Electronic Materials Use:

	May 2023	Y-T-D	May 2022	Y-T-D	% of Change
Consortial Users					
Flipster Magazines	323	1,224	418	1,291	(5.19)
Lynda Users	-	46	19	94	(51.06)
Local Uses					
Cloud Library	25	120	40	206	(41.75)
Kanopy (Dec 2020)	8	19	2	65	(70.77)
Hoopla	64	386	78	354	9.04
Overdrive	48	385	105	563	(31.62)
Total Local Use:	468	2,180	660	2,573	
% of Change		(15.27)			

Miscellaneous:

	May 2023	Y-T-D	May 2022	Y-T-D	% of Change
Door Count	566	2,762	402	2,054	34.47
Reference	-	5	18	102	(95.10)
Computer Use	12	62	160	278	(77.70)
Wireless Activity	332	1,631	364	2,008	(18.77)
Website Users	na		344	977	(100.00)
Website Sessions	292	1,372	260	2,436	(43.68)
Public Service Hours	225	1,049	222	1,043	0.53
FB Video Views	NA	-	14	83	(100.00)
FB Engagements	1,029	5,914	269	918	544.23
Engagements - Youth	na	-	80	462	(100.00)
Twitter Visits	-				
Tweet impressions	-		384	6,793	
Mallchimp					
Total Emails Sent	4		1	5	
Total Email Receipts	1,557		374	1,868	
Total Emails Opened	817		207	1,005	
Faxes (Per Patron Use)	93				
Copies (Per Patron Use)	131				
Notary (Per Patron Use)	1				

May 2023

Borrowers end of month	836
Borrower Accounts used	93
Borrowers Added	5
Borrowers Renewed	24
Borrowers Deleted	1
Total Check Outs/ Renewal	841
Adult Checkouts/Renewals	320
Youth Checkouts/Renewals	521

Linwood Community Library Photo Release Form

Linwood Community Library (LCL) occasionally uses photographs and/or video of patrons in its publications such as brochures, promotionals, newsletters, magazines, web and social media sites, and display boards, or in other non-HPL publications without further consideration or notification.

By signing this release, I grant LCL permission to use my image. I acknowledge LCL's right to crop or treat the photographs at its discretion. I understand that my photo may not be used at this time, but may be used at a later date. I also understand that once my image is posted on the Internet, the image can be downloaded.

The Linwood Community Library need not receive any further permission, approval or authorization from me in order to use my image. The LCL reserves the right to discontinue use of any photograph or video without notice.

I hereby release and forever discharge the Linwood Community Library, its trustees, officers, agents and employees from and against any and all claims, damages, or suits relating to my name, my likeness, the Photos and Videos and their uses and/or distribution in any version or media, including without limitation, any rights and claims relating to royalties or compensations, editing, alteration, copyright, distribution, misappropriation, libel, false light, rights of privacy and/or publicity.

I represent that I am eighteen years of age or older and have voluntarily chosen to grant these rights to the Linwood Community Library. **Parent/guardian will need to sign for a child under the age of 18 and note whether to identify child by first and last name, first name only or not to be identified.** The rights and obligations under this Release shall be binding upon my heir and successors in interest. I may terminate this Release by providing written notice to LCL of such termination. The library may continue to use any materials prepared or photographs or video taken before receipt of my termination.

NAME: _____

DATE: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

SIGNATURE: _____

I do not want to be photographed or videotaped for LCL promotions

**Treasurer's Report
for the
Linwood Community Library
Board Meeting
June 27, 2023**

General Fund (GF) Checking account balance as of 5-31-2023 was \$317,673.09. The GF Checking account has been proven to QuickBooks through 5-31-2023 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 5-31-2023 was \$151,846.72. The CIF Checking account has been proven to QuickBooks through 5-31-2023 noting no difference.

Petty Cash was counted by Jayne on 6-21-2023. She stated the balance was \$46.10.