

Agenda
Linwood Community Library Board Meeting
July 25, 2023 at 7:00 pm
Public Notice

Lisa Turney (Chair)
Sheldon Wheaton

Robert Firth
Lea Chrisman

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 - QSEHRA Information
- Holiday Policy
- Annual Leave Policy
- Loans Periods, Renewals, Loan Limits Policy

Committee Reports

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

New Business

- Bills for Payment
- Election of a new Vice-Chair
- Signature Policy Information
- Charge Card for Assistant Director
- QuickBooks Authorization

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

Executive Session

Adjournment

Next Regular Board Meeting: Tuesday, August 22nd, 2023 at 7:00 pm * BUDGET HEARING – AUGUST 22nd, 2023 @7PM WITH REGULAR BOARD MEETING TO FOLLOW

Linwood Community Library Board Meeting: June 27th, 2023

Call to Order

Board Members present: Robert Firth, Stacey Schmitt, Melanie Morris, Sheldon Wheaton, Lea Chrisman

Staff Members present: Dalton Torneden, Amy Crouse

The meeting was called to order at: 7:00 P.M. by Melanie Morris.

Consent Agenda *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

Minutes of last month's meeting: May 23, 2023 Minutes were Reviewed by the Board.

Treasurer's Report:

General Fund Checking: As of 05.31.2023 was \$317,673.09.

The GF Checking Fund has been proven to QuickBooks noting no difference.

Capital Improvement Fund: As of 05.31.2023 was \$151,846.72.

The CIF Checking account has been proven to QuickBooks noting no difference.

Petty Cash: Counted by Jayne on 06.21.2023.

She stated the balance is \$46.10.

Communications: There were (1) communications received and reviewed by the Board from a patron inquiring about the Annual Budget.

Approval: Bob moved to approve the Consent Agenda. Stacey seconded. Motion carried 5/0.

Director's Report

reported on key events, circulation and program updates.

Dalton reported that he is still working on locating the Employee Benefit Fund Resolution. The library will be offering state park passes through the Kansas Department of Wildlife and Parks.

Spoke with Kanopy to learn how to promote Kanopy Movie Night.

The 1st Friday Concert was a success – next 1st Friday Concert will be July 7 @ 6:30 P.M.

The Summer Reading Program has 76 participants.

The KC Mystery Players Mystery Theater will be June 29 @ 6:30 P.M.

Reported on the Plant Sales that were conducted with plants from Free State Growers.

Spoke about Senate Bill 180.

Library will be closed on July 4, in observance of Independence Day.

- Financial reports: Dalton went over expenses for Adult Books, Children's Books, DVD's and Audio Expenses from May 23 thru June 27.
- Statistical report: Dalton reported that Circulation was up, New Acquisitions were steady, Programs saw an increase, Electronic Material use was steady, Door Count was up, computer usage was down.
- Programming and Collections Report

Old Business

- **Health Insurance:** At present, there are (2) employees that would sign up for health insurance if offered. Dalton will be checking into setting up a QSEHRA Plan. More research to be completed for the next Board Meeting.
- **Building Insurance:** The Hartford Insurance Company was secured for the insurance coverage on the building and contents, general liability, work comp, and directors and officers coverage thru Kansas Insurance effective 07.21.2023, premium amount \$7,624.00.

Committee Reports

Building & Equipment: No meeting other than insurance.

Finance: No meeting held. Discussion was held to schedule a meeting with Brian Nyp for assistance with the preparation of the Budget.

Personnel & Policy: No meeting held.

Action Items:

New Business

- **Add Charge Card for New Director:** Bob made a motion to approve Amy, Director for a credit card at First State Bank in the amount of \$3,000.00. Stacey seconded. Motion carried 5/0.
- **LCL Photo Policy:** Bob made a motion to accept the “Linwood Community Library Photo Release Form” and the “Photography and Filming Policy” as presented. Stacey seconded. Motion passed 5/0.
- **Holiday Policy:** Stacey moved to approve the “Holiday” revisions as written. Bob seconded. Motion carried 5/0.
- **Loan Policy:** Bob made the motion to adopt the revisions of “Loan Periods, Renewals and Loan Limits” as presented. Stacey seconded. Motion carried 5/0.
- **Annual Leave Policy:** Item tabled to next Board Meeting. Revisions to presented materials suggested.
- **Bills For Payment:** Bob motioned to approve bills for payment as presented. Stacey seconded. Motion carried 5/0.
- **Set Date of Annual Budget & Revenue Neutral Rate Hearing:**
 - Date: August 22, 2023**
 - Time: 7 P.M.**
 - Location: Linwood Community Library**
 - With Regular Board Meeting to Follow.

Approval:

Public Comments

None

Executive Session:

Enter: Bob made the motion to enter executive session for 15 minutes to discuss Board matters at 8:26 PM, Stacey seconded. Motion carried 5/0.

Exit: Stacey made the motion to exit the executive session at 8:46 PM. Bob seconded. Motion carried 5/0.

Adjournment

Approval: Stacey moved to adjourn the meeting at 8:47 P.M. Sheldon

seconded. Motion carried 5/0.

Next Meeting

The next regular Board meeting will be **Tuesday, July 25th, 2023 at 7:00P.M.**

Submitted by: Lea Chrisman; Board Secretary

Linwood Community Library Board

Lisa Turney; Chair	(03/2026)
Melanie Morris; Vice-Chair	(03/2027)
Robert Firth; Treasurer	(03/2025)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Lea Chrisman; Secretary	(03/2026)
Sheldon Wheaton	(03/2027)
Open Position	(03/2025)

Linwood Community Library Staff

Open Position Director
Dalton Torneden, Interim Director
Jayne Hopkins; Youth Services
Dennis Shelton; Teen and Marketing
Teresa Reetz, Adult Programing/Collection
Joyce Elder, Bookkeeper
Amy Rosewicz; Programming Assistant

Linwood Community Library Board Committees (04/2023)

Building & Equipment:	Melanie Morris	Robert Firth	
Personnel & Policy:	Stacey Schmitt	Sheldon Wheaton	Lisa Turney
Finance:	Lea Chrisman	Stacey Schmitt	Robert Firth

Lisa Turney, Chairperson Date:

Lea Chrisman, Secretary Date:

Linwood Community Library Board Meeting: July 10, 2023

Board Members present: Stacey Schmitt, Sheldon Wheaton, Robert Firth, Lea Chrisman

Staff Members present: Dalton Torneden, Joyce Elder

Guests: None

The Finance Committee meeting started at 6:00 P.M.

The Finance Committee worked on putting together the budget for the upcoming hearing.

Brian Nyp, CPA was part of the meeting via telephone call.

The Finance Committee determined that more research was needed to complete the proposed budget and that a second meeting will be held on Tuesday, July 11, 2023 at 6PM with Brian Nyp, CPA in attendance.

The Finance Committee meeting ended at 6:50 PM.

Submitted by: Lea Chrisman; Board Secretary

Linwood Community Library Board

Lisa Turney; Chair	(03/2026)
Open Position; Vice-Chair	(03/2027)
Robert Firth; Treasurer	(03/2025)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Lea Chrisman; Secretary	(03/2026)
Sheldon Wheaton	(03/2027)
Open Position	(03/2025)

Linwood Community Library Staff

Open Position; Director
Dalton Torneden, Assistant Director
Jayne Hopkins; Youth Services
Dennis Shelton; Teen and Marketing
Teresa Reetz, Adult Programing/Collection
Joyce Elder, Bookkeeper
Amy Rosewicz; Programming Assistant

Linwood Community Library Board Committees

Building & Equipment:		Robert Firth	
Personnel & Policy:	Stacey Schmitt	Sheldon Wheaton	Lisa Turney
Finance:	Lea Chrisman	Stacey Schmitt	Robert Firth

Officer and Committee appointments updated June 29, 2023

Lisa Turney, Chairperson

Date:

Lea Chrisman, Secretary

Date:

Linwood Community Library Board Meeting: July 11, 2023

Board Members present: Stacey Schmitt, Robert Firth, Lea Chrisman

Staff Members present: Dalton Torneden, Joyce Elder

Guests: Brian Nyp, CPA

The Finance Committee meeting started at 6:00 P.M.

The Finance Committee worked on putting together the budget for the upcoming hearing. The Finance Committee agreed on the Draft 2024 Budget for presentation at the special meeting to be held on July 17, 2023 at 6:00 P.M. The Finance Committee meeting ended at 6:55 PM.

Submitted by: Lea Chrisman; Board Secretary

Linwood Community Library Board

Lisa Turney; Chair	(03/2026)
Open Position; Vice-Chair	(03/2027)
Robert Firth; Treasurer	(03/2025)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Lea Chrisman; Secretary	(03/2026)
Sheldon Wheaton	(03/2027)
Open Position	(03/2025)

Linwood Community Library Staff

Open Position; Director
Dalton Torneden, Assistant Director
Jayne Hopkins; Youth Services
Dennis Shelton; Teen and Marketing
Teresa Reetz, Adult Programing/Collection
Joyce Elder, Bookkeeper
Amy Rosewicz; Programming Assistant

Linwood Community Library Board Committees

Building & Equipment:		Robert Firth	
Personnel & Policy:	Stacey Schmitt	Sheldon Wheaton	Lisa Turney
Finance:	Lea Chrisman	Stacey Schmitt	Robert Firth

Officer and Committee appointments updated June 29, 2023

Lisa Turney, Chairperson

Date:

Lea Chrisman, Secretary

Date:

Linwood Community Library Special Board Meeting: July 17, 2023

Call to Order

Board Members present: Lisa Turney, Robert Firth, Stacey Schmitt, Sheldon Wheaton, Lea Chrisman

Staff Members present: Dalton Torneden, Assistant Director

The meeting was called to order at: 6:06 P.M. by Lisa Turney

Agenda:

2024 Budget Draft: Reviewed and discussed by Board Members.

Bob made a motion to adopt the 2024 Budget Draft not to exceed the Revenue Neutral Rate, with a rate slightly below, and to take all necessary steps with the County to complete. Stacey seconded. Motion carried 5/0.

CIF Transfers: Reviewed and discussed by Board Members.

Bob made a motion to transfer from the General Fund to the Capital Improvement Fund the "2020 Catch Up" in the amount of \$28,000.00. Stacey seconded. Motion carried 5/0.

Bob made a motion to transfer from the General Fund to the Capital Improvement Fund the "2021 Catch Up" in the amount of \$25,000.00. Stacey seconded. Motion carried 5/0.

Bob made a motion to transfer from the General Fund to the Capital Improvement Fund the "2022 Catch Up" in the amount of \$27,000.00. Stacey seconded. Motion carried 5/0.

Executive Session

Enter: Bob made the motion to enter executive session for 45 minutes to discuss Board matters at 6:32 PM. Lisa seconded. Motion carried 5/0.

Exit: Bob made the motion to exit executive session at 7:10 PM. Sheldon seconded. Motion carried 5/0.

Adjournment

Approval: Bob moved to adjourn at 7:11 P.M. Lisa seconded. Motion carried 5/0.

Next Meeting

The next regular Board meeting will be **Tuesday, July 25th, 2023 at 7:00P.M.**

Submitted by: Lea Chrisman; Board Secretary

Linwood Community Library Board

Lisa Turney; Chair (03/2026)

Melanie Morris; Vice-Chair (03/2027)

Robert Firth; Treasurer (03/2025)

Linwood Community Library Staff

Open Position; Director

Dalton Torneden, Interim Director

Jayne Hopkins; Youth Services

Stacey Schmitt; Vice-Treasurer	(03/2024)	Dennis Shelton; Teen and Marketing
Lea Chrisman; Secretary	(03/2026)	Teresa Reetz, Adult Programing/Collection
Sheldon Wheaton	(03/2027)	Joyce Elder, Bookkeeper
Open Position	(03/2025)	Amy Rosewicz ; Programming Assistant

Linwood Community Library Board Committees (04/2023)

Building & Equipment:	Melanie Morris	Robert Firth	
Personnel & Policy:	Stacey Schmitt	Sheldon Wheaton	Lisa Turney
Finance:	Lea Chrisman	Stacey Schmitt	Robert Firth

Lisa Turney, Chairperson Date:

Lea Chrisman, Secretary Date:

Treasurer's Report
for the
Linwood Community Library
Board Meeting
July 25, 2023

General Fund (GF) Checking account balance as of 6-30-2023 was \$388,179.37. The GF Checking account has been proven to QuickBooks through 6-30-2023 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 6-30-2023 was \$152,015.21. The CIF Checking account has been proven to QuickBooks through 6-30-2023 noting no difference.

Petty Cash was counted by Dalton on 7-25-2023. He stated the balance was \$58.20.

Linwood Community Library Dist No 1 Check Detail

*10853 to
10888*

June 28 through July 25, 2023

Num	Date	Name	Item	Original Amount
IRS 7-23	07/25/2023	Bank 941	<i>Electronic Debit</i>	-2,329.30
Ks 7-23	07/25/2023	Kansas Dept of Revenue	<i>Electronic Debit</i>	-318.00
10853	07/05/2023	Wheat State Cleaning Referral Agency		-150.00
10854	07/19/2023	VISA		-2,480.06
10855	07/24/2023	Elder, Joyce L		-348.47
10856	07/24/2023	Hopkins, Jayne R		-1,594.15
10857	07/24/2023	Reetz, Teresa A		-1,583.57
10858	07/24/2023	Rosewicz, Amy L		-878.75
10859	07/24/2023	Shelton, Dennis K		-1,507.02
10860	07/24/2023	Torneden, Dalton G		-2,477.82
10861	07/25/2023	Security Benefit Group		-23.40
10862	07/25/2023	Culligan Water of Kansas City		-59.25
10863	07/25/2023	Lawrence Journal World		-58.08
10864	07/25/2023	Evergy		-420.64
10865	07/25/2023	Atmos Energy		-71.18
10866	07/25/2023	Playaway Products		-993.81
10867	07/25/2023	City of Linwood		-150.00
10868	07/25/2023	Blue Duck Plumbing		-120.00
10869	07/25/2023	MIDCONTINENT COMMUNICATIONS		-239.80
10870	07/25/2023	Ingram Library Services		-850.75
10871	07/25/2023	NYP CPA, LLC		-93.75
10872	07/25/2023	Bug Hounds LLC		-150.00
10873	07/25/2023	Midwest Tape		-181.85
10874	07/25/2023	Xerox Financial Services		-42.13
10875	07/25/2023	Ebsco		-244.19
10876	07/25/2023	UniFirst		-102.81
10877	07/25/2023	Mid West Exterminators		-95.00
10878	07/25/2023	City of Linwood		-62.01
10879	07/25/2023	Troy Foster		-300.00
10880	07/25/2023	Maryam Hjersted		-160.00
10881	07/25/2023	Aly Evans		-140.00
10882	07/25/2023	Kevin Reetz		-225.00
10883	07/25/2023	VISA		-1,228.44
10884	07/25/2023	Natalee Ganyon		-390.00
10885	07/25/2023	Dalton Torneden		-75.26
10886	07/25/2023	Amy Rosewicz		-1.44
10887	07/25/2023	Teresa Reetz		-85.15
10888	07/25/2023	U S Postal Service		-292.80
				-20,523.88



Director's Report
Submitted by Dalton Torneden
July 25th, 2023

Hello Board Members,

- June was a busy and productive month for the library. We saw Summer Reading Kickoff on June 2nd with 45 children present in the library!
- June 3rd was Trustee Training, so far, I have down that Lisa and Lea have viewed the recording, please view the recording and let me know so that I can let NEKLS know that we have completed our trustee training requirement for the year.
- There will be a pizza party on July 29th to celebrate the end of Summer Reading, thanks to the Friends of the Library for contributing to the party! We are asking that patrons turn in Summer Reading Logs and RSVP for the party by July 28th.
- The One Book, Many Neighbors program continued through the month of July and has been a resounding success. Our OBMN program with the KC Mystery Players Mystery Theater held at the community building had 65 people in attendance!
- The One Book, Many Neighbors program party will be July 30th at 1 PM at Kane Family Farm in Tonganoxie. Any patron who attended 1 program is eligible to attend, any patron who attended at least 4 programs is eligible to enter into the grand prize drawing. Each library provides a basket worth \$75. Our basket will have Cinnabon Cinnamon Rolls, flavored coffee and two Linwood Community Library mugs. Any patron wishing to attend must turn in their evidence sheet to their home library by July 28th and register for the party by going to: <https://leavenworth.librarycalendar.com/event/one-book-many-neighbors-crime-solvers-party>

- In June, we shipped out the Disc Cleaner for repair, we have received the Disc Cleaner back from Venmill and it is now functioning properly.
- On June 26th, Complete Heating and Air Conditioning performed routine maintenance on the HVAC units.
- At the beginning of July, I replaced all smoke alarm batteries.
- We have noticed a substantial amount of Brown Recluse Spiders in the kitchen area of the library. I have placed glue traps out and completed a search for pest control services. I will be having Mid-West Exterminators from Lawrence come out to handle this issue. Thanks to Sheldon for initially bringing this to the library staff's attention!
- Blue Duck Plumbing came out July 17th and replaced a nut for the basket strainer, we had water leaking from the pipe that drains out of the left side of the kitchen sink.
- I went to change the light bulb in one of the under-counter lights only to have a component on the light fixture spark and burn, Bob assisted me with replacing the component and the light is now functioning properly. Thanks Bob!
- The next First Friday concert will be on August 4th @ 6:30 PM, Downtown Linwood, the City Union Mission Band will be performing, join in if you can!

July 25th, 2023 Board Meeting
Statistical Analysis

In **Circulation**, we are seeing increases in adult books with 181 items and children's books with 591, this is as last month I believe largely due to the great success that this year's Summer Reading program has been.

In **New Acquisitions**, note that there are two new categories for Equipment: Video/DVD and Equipment:Sports/Games. The library now has a portable DVD player and a cornhole game for checkout.

ILL's, no significant changes to note.

With **Programs**, there is a significant increase in children's program and increase in children's program attendance. As with Circulation, this is due to the multiple well attended children's programs that the staff have put on for the children and families of the community at the library including the First Friday Concerts that have been well received.

Electronic Materials Use: Flipster usage is up as is Hoopla usage.

Miscellaneous: Our door count has increased by over 100 from June of 2022. The amount of accounts accessed for the month is significantly higher at 115 than in previous months this year! We have added 11 new accounts and renewed 20. Youth Checkouts continue to be an age group that receives the most checkouts at 749 total Checkouts/Renewals for the month of June.

2023 MONTHLY STATS

Linwood Community Library Statistical Report

Circulation:

	June 2023	Y-T-D	June 2022	
Adult Books	181	1,013	128	987
Child Books	591	2,376	439	1,620
Young Adult	23	92	28	117
Magazines	-	7	1	14
Movies/Videogames	206	943	209	435
Music	-	-	-	-
Audiobooks	33	161	18	136
Large Print	24	149	39	189
Electronic Materials	464	2,672	175	1,268
Equipment: Video/DVD				
Equipment: Sports/Games	1	1		
Total:	1,543	7,614	1,037	4,788
% of Change	48.79	59.76		

New Acquisitions:

	June 2023	Y-T-D	June 2022	Y-T-D
Adult	42	233	47	294
Children	17	182	66	228
Young Adult	10	14	19	60
Audiovisual	38	131	16	109
Equipment: Video/DVD	1	1		
Equipment: Sports/Games	1	1		
Total:	109	542	148	691
% of Change	(26.35)	(21.56)		

Inter-Library Loan:

	June 2023	Y-T-D	June 2022	Y-T-D
NEXT Loaned	260	1,541	291	1,316
NEXT Borrowed	122	833	90	559
Shareit ILL Loaned	1	16	-	14
Shareit ILL Rec'd	1	12	-	4
Total:	384	2,402	381	1,893
% of Change	0.79	26.89		

Programs:

	June 2023	Y-T-D	June 2022	Y-T-D
Adult Programs	39	224	24	186
Total Adult attendance	130	1,077	196	848
Childrens Programs	19	85	6	35
Total Childrens attendance	247	454	53	297
Young Adult Programs	-	-	-	12
Total YA attendance	-	-	-	31
Outreach Events	2	13	-	-
Outreach Attendance Total	175	443	-	-
Total Library Events	60	322	30	233
Attendance Total	552	1,974	24	1,176
Meeting Room Uses	1	1	2	8
Meeting Attendance	-	-	12	63
Total Attend	552	3,948	285	2,415
% of Change		63.48		

Electronic Materials Use:

	June 2023	Y-T-D	June 2022	Y-T-D	% of Change
Consortia Users					
Flipster Magazines	323	1,547	266	1,577	(1.90)
Lynda Users	-	46	23	117	(60.68)
Local Uses					
Cloud Library	24	144	39	245	(41.22)
Kanopy (Dec 2020)	6	25	2	67	(62.69)
Hoopla	88	480	46	400	20.00
Overdrive	43	428	110	673	(36.40)
Total Local Use:	484	2,670	506	3,079	
% of Change		(13.28)			

Miscellaneous:

	June 2023	Y-T-D	June 2022	Y-T-D	% of Change
Door Count	807	3,569	647	2,701	32.14
Reference	-	5	4	106	(95.28)
Computer Use	10	72	18	296	(75.68)
Wireless Activity	332	2,024	366	2,374	(14.74)
Website Users	na		335	1,198	(100.00)
Website Sessions	318	1,690	221	2,771	(39.01)
Public Service Hours	229	1,278	219	1,260	1.39
FB Video Views	-	-	333	430	(100.00)
FB Engagements	2,332	8,246	645	1,583	427.58
Engagements - Youth	na	-	0	462	(100.00)
Twitter Visits	-	-			
Tweet impressions	-	-	475	7,268	
Mailchimp					
Total Emails Sent	3	20	0	5	
Total Email Receipts	1,177	8,222	0	1,866	
Total Emails Opened	612	4,146	0	1,005	
Faxes (Per Patron Use)	4	97			
Copies (Per Patron Use)	21	152			
Notary (Per Patron Use)	2	3			

	June 2023	Y-T-D
Borrowers end of month	647	
Borrower Accounts used	115	524
Borrowers Added	11	34
Borrowers Renewed	20	107
Borrowers Deleted	0	15
Total Check Outs/ Renewal	1,076	4754
Adult Checkouts/Renewals	329	1742
Youth Checkouts/Renewals	749	3012

July report for Collections and Programming: June 28 through July 25, 2023

Prepared by Teresa Reetz 7/24/23

Ingram	\$ 662.64
Midwest Tape	
Amazon books, adult/children, DVDs	\$1,880.00
Programming Events	
Yoga	160.00
Walking Club/ Knitting club	160.00
Potluck	
Book Clubs	
Kona Ice for first Friday concert/	300.00
Entertainers " Gladius"	300.00
Authors/Speakers	
Total	\$ 3,462.64

Exploring coverage options for small businesses

Health Reimbursement Arrangements (HRAs) for small employers

Certain small employers—generally those with less than 50 employees that don't offer a group health plan—can contribute to their employees' health care costs through a Qualified Small Employer Health Reimbursement Arrangement (QSEHRA).

A QSEHRA allows small employers to provide non-taxed reimbursement of certain health care expenses, like health insurance premiums and coinsurance, to employees who maintain [minimum essential coverage](#), including an [individual Marketplace plan](#). In many states, QSEHRAs allow small employers to provide their employees additional plan choices without managing group health plan coverage.

Is your small business eligible to offer a QSEHRA?

To qualify for a QSEHRA, a small employer generally must:

- Have fewer than 50 full-time employees
- Provide the arrangement on the same terms to all full-time employees (reimbursement amounts may only vary based on age and the number of individuals covered)
- Not offer a group health plan, like SHOP coverage or a flexible spending account (FSA)

Note: A QSEHRA isn't a traditional group health plan. For small businesses interested in offering traditional group coverage, [find out if SHOP is available in your state](#). Enrolling in SHOP is generally the only way to qualify for the [Small Business Health Care Tax Credit](#), which can save eligible employers up to 50% of their employer contribution for 2 consecutive years.

QSEHRA contributions

With a QSEHRA, small employers can decide what they'll contribute to their employees' health care costs, up to an annual maximum that is set by the IRS. Employees pay their provider or insurance company for their health care costs, then submit proof of payment to be reimbursed by the QSEHRA. Reimbursement is tax-free. If an employee doesn't submit a claim, the employer keeps the money, though they may choose to roll it over from year to year while the employee is still employed by the business. Typically, QSEHRA amounts claimed by employees are paid monthly by their employer.

Year	Maximum employee only contribution	Maximum for employees & households
2019	\$5,150 (\$429 monthly)	\$10,450 (\$870 monthly)
2020	\$5,250 (\$437.50 monthly)	\$10,600 (\$883.33 monthly)
2021	\$5,300 (\$441.67 monthly)	\$10,700 (\$891.67 monthly)
2022	\$5,450 (\$454.17 monthly)	\$11,050 (\$920.83 monthly)

Generally, the QSEHRA amount you provide to your employees will affect the amount of premium tax credit your employees are eligible for with their Marketplace coverage. If you provide the QSEHRA to employees' dependents, then it will affect the dependent's premium tax credit eligibility, as well. They may be eligible for some or no tax credit depending on the QSEHRA amount you provide. Visit the IRS website to [find out more about QSEHRA rules](#).

How to start a QSEHRA

Small employers can set up a QSEHRA at any time. To provide a QSEHRA you'll need to give written notice to your new employees as soon as they're eligible to participate and 90 days before the beginning of each plan year for current employees. This notice is required to include certain information—to learn more about what this notice must include, [review IRS](#)

Notice 2017-67 (PDF, 211 KB). **Note:** Employees must have [qualifying health coverage](#) to use their QSEHRA amount.

You may want to consider how your employees can get qualifying health coverage when picking a start date. For example, providing a QSEHRA starting on January 1 allows employees to choose coverage during the individual market's annual [Open Enrollment Period](#), and in most cases, plan deductibles reset on January 1 each year. If you're newly providing a QSEHRA, your employees may qualify for a [Special Enrollment Period](#). Newly hired employees who gain access to the QSEHRA may also qualify for a Special Enrollment Period to enroll in or change individual health insurance coverage outside of Open Enrollment. To enroll in coverage through this Special Enrollment Period, employees can submit an application on HealthCare.gov and include information about when their HRA can start.

Get help: Talk to a licensed tax professional, benefits specialist, or health insurance agent/broker to find out if group coverage or QSEHRAs are right for your small business.

Exploring coverage options?

Compare QSEHRAs to other products and services that may be available to help you cover your employees.

[Take me to the HRA decision guide](#)

Employees: Understanding QSEHRAs

If you're an employee who has been provided a QSEHRA by your employer, [learn more about QSEHRAs and the Marketplace](#).

- [Determine your next steps with help from our HRA affordability tool](#)
- [Use this worksheet to help determine if your QSEHRA offer is affordable](#) (PDF, 147 KB)

Can we improve this page?

[Give feedback](#)

Health Insurance Marketplace® is a registered trademark of the Department of Health & Human Services.

An official website of the U.S. Centers for Medicare & Medicaid Services.

Holidays

Paid holidays must fall on an employee's regularly scheduled workday in order for an employee to be compensated for that day based on the number of hours regularly worked. (ex. If an employee works a 6 hour shift, they would be compensated for those hours at their regular hourly 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, Revised July 25,2023

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.

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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, 1 week advance notice shall be given to the Director so they may plan for your absence) In emergency circumstances (illness or family emergency, at your earliest convenience 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, July 25th, 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	Num of days	Director Only 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"/> Unpaid Leave					
<input type="checkbox"/> Military Leave					
<input type="checkbox"/> Civil Leave					

Note: This application must be endorsed by the Library Director, Assistant 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, Assistant Director, or Board Chair) to be filed in the Employee's Personnel file.

Signed by (Employee): _____ Date: _____

Approved by: _____ Date: _____

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
 6. Three (3) week for Equipment: DVD/Video
- *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 27, 2023, Revised July 25th, 2023



Director <director@linwoodlibrary.org>

Budget and Signatures Policy

Michael McDonald <mmcdonald@nekls.org>
To: Dalton Torneden <director@linwoodlibrary.org>

Tue, Jul 11, 2023 at 6:38 PM

Dalton -

You are not wrong that libraries seem to approach the law differently when it comes to signing checks.

K.S.A. 10-803 and K.S.A. 12-1226 (specific to libraries) state the following:

10-803. Signatures on warrants and warrant checks. Warrants and warrant checks shall be signed by the chairman, mayor, president, trustee, director or other chief official, or in the absence of such officer, by the officer authorized by law to act in such officer's stead, and by the clerk, secretary or auditor or like officer, and the seal, if any, of the municipality need not be attached or impressed or shown by facsimile: Provided, That in manager cities the manager and director of finance, or similar officer, if there be one, shall sign the warrants or warrant checks: Provided further, That a facsimile signature may be used when authorized by the official or officer as provided by article 40 of chapter 75 of the Kansas Statutes Annotated.

12-1226. Treasurer of board; bond; duties; Johnson and Wyandotte counties library board treasurer. (a) Except as provided by this section, the treasurer of the library board shall give bond, in an amount fixed by the board and approved by the governing body of the municipality, for the safekeeping and due disbursement of all funds that may come into the treasurer's hands. The bonds shall be filed with the clerk of the municipality. Except where otherwise provided by law, the treasurer of the municipality shall pay over to the treasurer of the library board all funds collected for the maintenance of the library, and the treasurer of the library board shall pay out the funds on orders of the board signed by the secretary and chairperson thereof. Such treasurer shall keep an accurate record of all moneys received and disbursed thereby and make a report thereof to the library board monthly, or as often as the board requires.

I have understood 12-1226 to direct the treasurer of the library board to pay out the funds (prepare the checks) on the orders of the board signed by the board chair and secretary (who sign the checks; also stated in 10-803). That is the narrow interpretation of the statute.

In practice, we know many libraries deviate from this narrow interpretation. NEKLS, for example, is a large operation with many checks to be issued monthly. The checks are prepared by our Finance Manager (a staff member) and printed with the facsimile stamp of the board chair and secretary (facsimile stamps are permissible) and then the board treasurer reviews monthly the warrant register and supporting documentation for each check issued. This process is in the spirit of the law, but manageable in today's world of electronic bill payments (e.g. paychecks in the form of direct deposit) and sheer volume of payments to be made -- the Finance Manager is doing the work of the board treasurer in terms of processing checks, but the treasurer maintains that important role of reviewing the warrant register as a necessary "check and balance" to the process. This is important from an audit perspective to make sure the organization is making a diligent effort to safeguard against fraud. Our auditor has no issues with our process.

So while I have shared with you the statute addressing the signing of checks, ultimately I think a library has to develop a process for paying bills in a timely fashion that follows the spirit of the law as best you can. Maybe you use a facsimile stamp for one or both of the check signers (board chair, secretary). If the board treasurer is the person doing the banking, preparing checks and paying bills (including e-payments) -- and the bank requires the treasurer to be an account signer in order to perform these duties -- then I think the board needs to permit the treasurer to gain this access with the bank. The key is to make sure your financial processes have a "check and balance" that gives all board members confidence that the necessary steps to avoid fraud are being taken.

The facsimile signature has the same legal effect as an original signature. Forms necessary to obtain a facsimile signature are available from the Kansas Secretary of State.

Michael McDonald
Northeast Kansas Library System
4317 W 6th Street
Lawrence, KS 66049
785.838.4090



*All library programs are FREE & open to the public.

September 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Story Time 10 AM	2
3	4 Closed for Labor Day	5 Play Time 10 AM	6	7	8 Story Time 10 AM	9 Cozy Book and Tea Club 10:30 AM
10	11 Knitting Club 4:30-5:30 PM Yoga with Aly 5:30-6:30 PM	12 Play Time 10 AM Potluck Luncheon 1 PM Friends of the Library Meeting 7 PM	13	14	15 Story Time 10 AM	16 Third Saturday Book Club 11 AM
17	18 Knitting Club 4:30-5:30 PM Yoga with Aly 5:30-6:30 PM	19 Play Time 10 AM	20	21 Mystery Book Club 5 PM	22 Story Time 10 AM	23
24	25 Knitting Club 4:30-5:30 PM Yoga with Aly 5:30-6:30 PM	26 Play Time 10 AM Board Meeting 7 PM	27	28 Guitarist Megan Luttrell 6:30 PM	29 Story Time 10 AM	30

LINWOODCOMMUNITYLIBRARY.ORG | 913-301-3686

Digital Resources

Streaming and instant access to movies, eBooks, graphic novels, audiobooks, music, and more. ALWAYS FREE with your library card! Get started by visiting: bit.ly/LCL_eLibrary

Friends of LCL

The Friends are a group of Linwood area patrons who strive to show their appreciation and support of the library's collections, programs, services, and so much more.

Become a member today for only \$10, or \$15 per family for a whole year. Visit bit.ly/LCL_Friends for more details! Meetings are held on the 2nd TUE of FEB, MAY, JUL, SEP, and NOV at 7 PM in the library.



*All library programs are FREE & open to the public.

August 2023

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

		1 Begin Raffle for School Back Packs Play Time 10 AM	2	3	4 Story Time 10 AM First Friday Concert 6:30 PM	5
6	7 Knitting Club 4:30-5:30 PM Yoga with Aly 5:30-6:30 PM	8 Play Time 10 AM	9	10 Family Movie Night Pizza / Raffle Drwaing 6 PM	11 Story Time 10 AM	12 Cozy Book and Tea Club 10:30 AM
13	14 Knitting Club 4:30-5:30 PM Yoga with Aly 5:30-6:30 PM	15 Play Time 10 AM Potluck Luncheon 1 PM	16	17 Mystery Book Club 5 PM	18 Story Time 10 AM	19 Third Saturday Book Club 11 AM
20	21 Knitting Club 4:30-5:30 PM Yoga with Aly 5:30-6:30 PM	22 Play Time 10 AM Board Meeting 7 PM	23	24	25 Story Time 10 AM	26 Puppet Show/Story 11 1 PM
27	28 Knitting Club 4:30-5:30 PM Yoga with Aly 5:30-6:30 PM	29 Play Time 10 AM	30	31		

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Digital Resources

Streaming and instant access to movies, eBooks, graphic novels, audiobooks, music, and more. ALWAYS FREE with your library card! Get started by visiting: blt.ly/LCL_eLibrary

Friends of LCL

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Become a member today for only \$10, or \$15 per family for a whole year. Visit blt.ly/LCL_Friends for more details! Meetings are held on the 2nd TUE of FEB, MAY, JUL, SEP, and NOV at 7 PM in the library.

NEKLS

your library system

Fueling Northeast Kansas Libraries with Foresight

- **Date:** October 5
- **Time:** 9:00 a.m. to 3:00 p.m.
- **Location:** Maceli's Banquet Hall, 1031 New Hampshire St, Lawrence, Kansas 66044
- **Registration Open for NEKLS Member Public Libraries (Library Director and a Trustee or Staff Member):** <https://forms.gle/tyGrmQGIMjUi7yBe7>
- **Registration Deadline:** September 15, 2023
- **Recording/Online Option:** No
- **Cost:** Free



Download Event Description

Libraries and librarians must look beyond our present-day models, assumptions, and ideas to recognize external disruptors on the horizon of our profession alongside broader emerging patterns to “create functional views of alternative futures and possibilities.” The Connecticut State Library Division of Library Development (DLD) has identified Strategic Foresight as a critical discipline for librarians now. Strategic Foresight training can provide librarians with the skills to plan for future shifts. We all want to “ensure that our libraries are ready to adapt and serve the ever-changing needs of their communities.” In this interactive session you will learn about and use selected Foresight tools to transform your mindset to think more about how you and your libraries can create their future.

- Upon completion of session, participants will understand how Strategic Foresight can be used as an operating system in their library to support decision making, strategic planning, cultural transformation, and

professional development.

- Upon completion of session, participants will understand how Strategic Foresight offers an opportunity to create a community of future-focused and future-empowered librarians.
- Participants can identify the key to transforming the culture of the library by ensuring librarians are community champions equipped to map the future to inform decision making in the present.
- Participants will be able to identify a trend within a driver category; understand near-term example of trend and provocative example of trend to identify implications of the trend on libraries

This day long workshop will be facilitated by Dawn LaValle. Dawn is the Director of the Division of Library Development for the Connecticut State Library. Dawn is a recognized Aspen Re-Envisioning Public Libraries Expert; a Certified Strategic Foresight Practitioner, and a Disruption Navigator for Libraries, she is focused on fostering a more collaborative innovative culture, library services and solutions and to instill 21st mindsets in the next generation of library leaders. She most recently served as a consultant to the Dubai Public Library System, in the framing of a strategy to re-envision the future state of libraries as 21st Century anchors of the community and innovation destinations.

Here is a wonderful introduction to Dawn LaValle and Strategic Foresight:

<https://www.youtube.com/watch?v=gZNkPCLamwY>.

Schedule

9:00 AM – Arrive at Maceli's Banquet Hall

9:30 AM – Introductions

10:00 AM – Presentation/Activity 1

11:00 AM – Break

11:15 AM – Presentation/Activity 2

Noon – Lunch

1:00 PM – Presentation/Activity 3

2:00 PM – Break

2:15 PM – Presentation/Activity 4

3:00 PM – End

Beverages:

- Regular and Decaf Coffee
- Iced Tea
- Ice Water

Lunch:

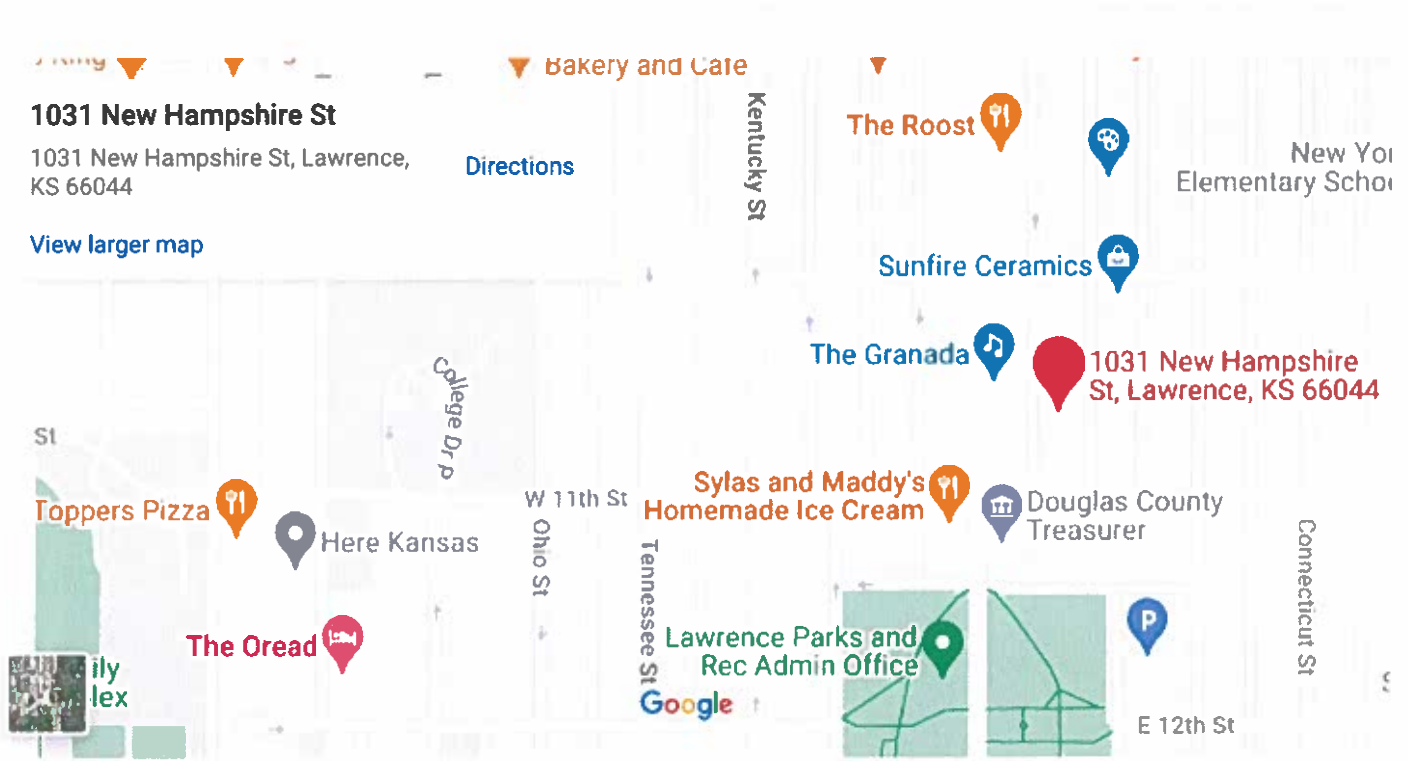
- Macaroni & Cheese Bar (Topping Options: Bacon, Andouille, Fried Onions, Broccoli, Mushrooms, Crushed Kettle Chips)

- Spinach Salad w/ Apple, Pumpkin Seeds, White Cheddar and Balsamic Vinaigrette (GF)

Déssert:

- Assorted Cookies

Please note: no breakfast will be served.



Maceli's Banquet Hall

1031 New Hampshire St.
Lawrence, Kansas () 66044

+ Google Map

[View Venue Website](#)

« **Budget Hearing and Annual Meeting**