

Agenda
Linwood Community Library Board Meeting
Tuesday, February 27, 2024 at 7:00 pm
Public Notice

Melissia Smitka (Chair)
Ronald Smith (Vice-Chair)
Chris Mensch

Lea Chrisman (Secretary)
Sheldon Wheaton (Treasurer)
Kathy Reno

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
- Statistical report

Financial report

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

Old Business

- Policy Manual Table of Contents update

Committee Reports

- Building & Equipment
- Financial
- Personnel and Policies

New Business

- Bills for Payment
- Vacant positions
- Newsletters
- 2024 Goals / Ideas
- Square (Credit Cards)
- Pay Periods

Executive Session (Board Only)

Adjournment

Next Regular Board Meeting: Tuesday, March 26, 2024 at 7:00 pm

Linwood Community Library Special Board Meeting: December 27, 2023

Call to Order

Board Members present: Sheldon Wheaton, Lea Chrisman, Ronald Smith, Melissia Smitka

Staff Members present: Gabrielle Miller

Guests: None

The meeting was called to order by Sheldon Wheaton at 5:08 P.M.

Agenda

- **Acceptance of Board Trustees Resignation** Ron moved to accept the resignations of Board Trustee Lisa Turney, Board Chair and Bob Firth, Board Treasurer. Sheldon seconded. Motion carried 4/0.
- **Appointment of Executive Officers** Sheldon resigned as Board Vice-Chair and Mel resigned as Board Vice-Treasurer. Lea moved to accept the resignations. Ron seconded. Motion carried 4/0. Nominations were opened, accepted as follows: Chair – Mel, Vice Chair – Ron, Treasurer – Sheldon, Vice-Treasurer/Secretary – Lea. Mel made a motion to approve officers as nominated and accepted. Ron seconded. Motion carried 4/0.
- **Bank Signatures** New signature card were executed for the General Fund Checking and the Capital Improvement Fund.
- **Expiring PTO** After discussion, Sheldon moved to allow Staff and Director to roll over 2023 Unused PTO to be used during the next calendar year. Ron seconded. Motion carried 4/0.
- **Vacant Positions** Gabby to draft "Library Services Specialist" Job Description and pay range to be approved by the Board prior to posting to fill current job vacancy.

Adjournment

Approval: Ron moved to adjourn the meeting at 6:35 P.M. Sheldon seconded. Motion carried 4/0.

Submitted by: Lea Chrisman; Board Secretary

Linwood Community Library Board

Melissia Smitka, Chair (03/2025)
Ronald Smith, Vice-Chair (03/2024)
Sheldon Wheaton; Treasurer (03/2027)
Lea Chrisman; Vice-Treas/Secretary (03/2026)
Open Position (03/2025)
Open Position (03/2026)
Open Position (03/2027)

Linwood Community Library Staff

Gabby Miller, Director
Jayne Hopkins; Youth Services
; Teen and Marketing
Teresa Reetz, Adult Programming/Collection
Joyce Elder, Bookkeeper
Amy Rosewicz; Programming Assistant

Linwood Community Library Board Committees

Building & Equipment: Sheldon Wheaton Ron Smith
Personnel & Policy: Melissia Smitka Sheldon Wheaton
Finance: Lea Chrisman

Officer and Committee appointments updated December 27, 2023

Library Staff updated December 26, 2023

Melissia Smitka, Chairperson

Date:

Lea Chrisman, Secretary

Date:

Linwood Community Library Special Board Meeting: January 2, 2024

Call to Order

Board Members present: Sheldon Wheaton, Lea Chrisman, Ronald Smith, Melissia Smitka

Staff Members present: Gabrielle Miller

Guests: None

The meeting was called to order by Melissia Smitka at 5:00 P.M.

Agenda

- **Library Services Specialist Job Description** Gabby Present the Board with a draft of the job description and the job posting. During discussion the following changes were addressed: Hours 20-29, Requirements to be "Accredited Associates Degree or 2 years Library Employment Experience".
- **Staff Shortages** Gabby discussed that she feels that the current staffing is in a crisis state and feels the urgency to hire staff members. The Board encouraged finding the best employees. Gabby will be forwarding all applications for the open positions to the Board. Mel inquired about who was handling the social media account (Facebook) and asked Gabby to address the updating of the website with Board Member and Staff changes.
- **Board Member Application** Board has received (1) application, but the paperwork was not in hand for the meeting.

Adjournment

Approval: Ron moved to adjourn the meeting at 6:02 P.M. Sheldon seconded. Motion carried 4/0.

Submitted by: Lea Chrisman; Board Secretary

Linwood Community Library Board

Melissia Smitka, Chair	(03/2025)
Ronald Smith, Vice-Chair	(03/2024)
Sheldon Wheaton; Treasurer	(03/2027)
Lea Chrisman; Vice-Treas/Secretary	(03/2026)
Open Position	(03/2025)
Open Position	(03/2026)
Open Position	(03/2027)

Linwood Community Library Staff

Gabby Miller, Director
Jayne Hopkins; Youth Services
; Teen and Marketing
Teresa Reetz, Adult Programing/Collection
Joyce Elder, Bookkeeper
Amy Rosewicz; Programming Assistant

Linwood Community Library Board Committees

Building & Equipment:	Sheldon Wheaton	Ron Smith
Personnel & Policy:	Melissia Smitka	Sheldon Wheaton
Finance:	Lea Chrisman	

Officer and Committee appointments updated December 27, 2023

Library Staff updated January 2, 2024

Melissia Smitka, Chairperson	Date:
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Lea Chrisman, Secretary	Date:
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Linwood Community Library Board Meeting: January 23, 2024

Call to Order

Board Members present: Sheldon Wheaton, Lea Chrisman, Melissia Smitka, Ronald Smith

Staff Present: Gabby Miller

**Guests: Kathy Reno, Brian Nyp, Lynn Shoemaker, Kathy Hood
From NEKLS – Mike McDonald and Robin Hood**

The meeting was called to order at: 7:09 P.M. by Melissia Smitka

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

Treasurer's Report:

General Fund Checking: As of 12.29.2023 Account Balance was \$259,668.81.

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

Capital Improvement Fund: As of 12.29.2023 Account Balance was \$185,760.37.

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

Petty Cash Fund: Counted by Gabby on 01.15.2024 She stated the balance was \$19.60 – Cash payment was made to Linwood Lions Club for pecans purchased by patron via credit card

Communications for the Board: No communications for the Board

Director's Report

Statistical Report

Approval: Being there were no objections, the consent agenda was approved.

Financial Report: Presented by Brian Nyp

Public Comments: None

Old Business

- **Policy Manual Table of Contents Update** After discussion, Board agreed to table.
- **ALA membership** – Gabby recommended that Linwood Community Library not to renew membership with ALA but to become a member of the Association for Rural & Small Libraries.

Committee Reports

Building & Equipment: Seeking bids for Parking Lot Maintenance (4x year) plus additional gravel when needed. Plan to review bids to date at next committee meeting.

Finance: None

Personnel & Policy: None

Action Items:

New Business

- **Board Member Application:** Ron move to nominate Kathy Reno for vacant trustee position. Sheldon seconded. Kathy accepted the nomination. Motion carried 4/0. Chair assigned Kathy to fill the position vacated by Lisa Turney expiring 03/2026.
- **Bills for Payment** Ron moved to approve bill for payment as presented. Lea seconded. Motion carried 5/0.
- **NEKLS Information:** Mike McDonald, at the request of Gabby, gave a presentation to the Board on the 2022 Value of the Community Library Report. He also spoke about the roles of the Director and the Trustee.
- **Vacant Positions:** Gabby has received (3) applications to date for the (2) Library Services Specialist.
- **Rippling Payroll Periods and Earning PTO:** Gabby requested that the pay period be adjusted so that payroll would be totally automated. She did not want to have to adjust the pay periods to match current pay periods.
- **Gravel Bids:** The Building and Equipment Committee wanted to review before presenting to the Board.
- **2024 Goals/Ideas:** Refer to Director's Report.

Executive Session

Ron made a motion to enter Executive Session at 10:04 P.M. to discuss Personnel Matters with Gabby, Open Session to begin at 10:14 P.M. Sheldon seconded. Motion carried 5/0.

Ron made a motion to enter Open Session at 10:14 P.M. Sheldon seconded. Motion carried 5/0.

Board took Restroom Break.

Ron made a motion to enter Executive Session (Board Members Only) at 10:23 P.M. to discuss Personnel Matters with Open Session to begin at 11:03 P.M. Sheldon seconded. Motion carried 5/0.

Ron made a motion enter Open Session at 11:03 P.M. Lea seconded. Motion carried 5/0.

Adjournment

Approval: Lea moved to adjourn the meeting at 11:05 P.M. Ron seconded. Motion carried 5/0.

Next Meeting

The next regular Board meeting will be **Tuesday, 27, 2024 at 7:00 P.M.**

Submitted by: Lea Chrisman; Board Secretary

Linwood Community Library Board

Melissa Smitka: Chair	(03/2025)
Ronald Smith; Vice-Chair	(03/2024)
Sheldon Wheaton; Treasurer	(03/2027)
Lea Chrisman: Vice-Treasurer/Sec	(03/2026)
Kathy Reno	(03/2026)
Open Position	(03/2025)
Open Position	(03/2027)

Linwood Community Library Staff

Gabby Miller; Director
Jayne Hopkins; Youth Services
Open Position; Teen and Marketing
Teresa Reetz; Adult Programming/Collection
Amy Rosewicz; Programming Assistant
Open Position: Bookkeeper

Linwood Community Library Board Committees

Building & Equipment:	Sheldon Wheaton	Ron Smith
Personnel & Policy:	Melissia Smitka	Sheldon Wheaton Kathy Reno
Finance:	Lea Chrisman	

Officer and Committee appointments updated December 26, 2023

Library Staff updated December 26, 2023

Melissia Smitka, Chairperson

Date:

Lea Chrisman, Secretary

Date:

Linwood Community Library Special Board Meeting: January 29, 2024

Call to Order

Board Members present: Sheldon Wheaton, Lea Chrisman, Melissia Smitka, Ronald Smith, Kathy Reno

The meeting was called to order at: 6:17 P.M. by Melissia Smitka

Public Comments: None

Old Business

- **Parking Lot Maintenance- 2024 Contract was awarded to Stephen Reetz**

Executive Session

Ron made a motion to enter Executive Session at 6:22 P.M. to discuss Personnel Matters with Open Session to begin at 6:27 P.M. Sheldon seconded. Motion carried 5/0.

Ron made a motion to enter Open Session at 6:28 P.M. Sheldon seconded. Motion carried 5/0.

Action: Ron moved to recommend the termination of employment of Gabrielle Miller, effective 01.30.2024. Sheldon seconded. Motion carried 4/1.

Lea made a motion to enter Executive Session at 6:55 P.M. to discuss Security Matters with Open Session to start at 7:25P.M. Sheldon seconded. Motion carried 5/0.

Ron made a motion enter Open Session at 7:25 P.M. Lea seconded. Motion carried 5/0.

Adjournment

Approval: Ron moved to adjourn the meeting at 7:30 P.M. Kathy seconded. Motion carried 5/0.

Next Meeting

The next regular Board meeting will be **Tuesday, February 27, 2024 at 7:00 P.M.**

Submitted by: Lea Chrisman; Board Secretary

Linwood Community Library Board

Melissa Smitka: Chair	(03/2025)
Ronald Smith; Vice-Chair	(03/2024)
Sheldon Wheaton; Treasurer	(03/2027)
Lea Chrisman: Vice-Treasurer/Sec	(03/2026)
Kathy Reno	(03/2026)
Open Position	(03/2025)
Open Position	(03/2027)

Linwood Community Library Staff

Gabby Miller; Director
Jayne Hopkins; Youth Services
Open Position; Teen and Marketing
Teresa Reetz; Adult Programming/Collection
Amy Rosewicz; Programming Assistant
Open Position: Bookkeeper

Linwood Community Library Board Committees

Building & Equipment:	Sheldon Wheaton	Ron Smith
Personnel & Policy:	Melissia Smitka	Sheldon Wheaton Kathy Reno
Finance:	Lea Chrisman	

Officer and Committee appointments updated December 26, 2023

Library Staff updated December 26, 2023

Melissia Smitka, Chairperson	Date:
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Lea Chrisman, Secretary	Date:
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Linwood Community Library Special Board Meeting: February 6, 2024

Call to Order

Board Members present: Sheldon Wheaton, Lea Chrisman, Ronald Smith, Melissia Smitka, Kathy Reno

Staff Members present: None

Guests: None

The meeting was called to order by Melissia Smitka at 5:03 P.M.

Sheldon made a motion to enter Executive Session at 5:04 P.M. to discuss Personnel Matters, to resume Open Session at 5:50 P.M. Ron seconded. Motion carried 5/0.

Lea made a motion to exit Executive Session at 5:50 P.M., Ron seconded. Motion carried 5/0.

Action Items:

Sheldon made a motion to increase current hourly wages by 2% for Jayne Hopkins, Nicole Oeschlaeger, Teresa Reetz and Amy Rosewicz effective February 26, 2024. Ron seconded. Motion carried 5/0.

Sheldon made a motion to give the title of “Library Services Specialist – Acting Administrator” to Dennis Shelton, working 29 hours per week, with hourly pay at \$17.77 effective January 31, 2024. Ron seconded. Motion carried 5/0.

Sheldon made a motion to enter Executive Session at 6:00 P.M. to discuss Security Matters with Open Session to resume at 6:10 P.M. Lea seconded. Motion carried 5/0.

Ron made a motion to enter Open Session at 6:10 P.M. Sheldon seconded. Motion carried 5/0.

Board reviewed Bookkeeper Job posting. Made adjustments as recommended. Board reviewed Bookkeeper Application received.

Adjournment

Approval: Ron moved to adjourn the meeting at 6:26 P.M. Sheldon seconded. Motion carried 5/0.

Submitted by: Lea Chrisman; Board Secretary

Linwood Community Library Board

Melissia Smitka, Chair	(03/2025)
Ronald Smith, Vice-Chair	(03/2024)
Sheldon Wheaton; Treasurer	(03/2027)
Lea Chrisman; Vice-Treas/Secretary	(03/2026)
Open Position	(03/2025)
Kathy Reno	(03/2026)
Open Position	(03/2027)

Linwood Community Library Staff

Vacant, Director
Jayne Hopkins; Youth Services
; Teen and Marketing
Teresa Reetz, Adult Programming/Collection
Vacant, Bookkeeper
Amy Rosewicz; Programming Assistant
Dennis Shelton, Library Services Specialist Acting Administrator

Linwood Community Library Board Committees

Building & Equipment:	Sheldon Wheaton	Ron Smith
Personnel & Policy:	Melissia Smitka	Sheldon Wheaton Kathy Reno
Finance:	Lea Chrisman	

Officer and Committee appointments updated January 23, 2024

Library Staff updated January 31, 2024

Melissia Smitka, Chairperson

Date:

Lea Chrisman, Secretary

Date:

Linwood Community Library Board Meeting Minutes: February 19, 2024

Call to Order

Board members present: Melissia Smitka, Kathy Reno, Ron Smith, Sheldon Wheaton

Staff present: Dennis Shelton

Guests: Tracy Tygart, Chris Mensch

The meeting was called to order at 5:03pm by Melissia Smitka

The Policy and Personnel committee presented a summary of interviews with bookkeeping candidates for the board's consideration, including a recommendation for the consideration of candidate Tracy Tygart.

Bookkeeping candidate Tracy Tygart visited with the board, answering and asking questions regarding the bookkeeping position.

Ron Smith made a motion to offer the position of bookkeeper to candidate Tracy Tygart. Kathy Reno seconded. Motion carried 4/0.

The position of bookkeeper was offered to Tracy Tygart, and she accepted.

Chris Mensch appeared to discuss board membership. Chris answered and asked questions regarding the board and the library.

Ron Smith made a motion to appoint Chris Mensch to the board of trustees, and assign her to the term ending March 2025. Kathy Reno seconded. The motion carried 4/0.

Adjournment

Approval: Ron Smith made a motion to adjourn at 6:24pm, Sheldon Wheaton seconded. The motion carried 4/0.

Submitted by: Sheldon Wheaton, board treasurer

Linwood Community Library Board

Melissa Smitka: Chair (03/2025)
Ronald Smith; Vice-Chair (03/2024)
Sheldon Wheaton; Treasurer (03/2027)
Lea Chrisman: Vice-Treasurer/Sec (03/2026)
Kathy Reno (03/2026)
Chris Mensch (03/2025)
Open Position (03/2027)

Linwood Community Library Staff

Vacant: Director
Jayne Hopkins; Youth Services
Open Position; Teen and Marketing
Teresa Reetz; Adult Programming/Collection
Amy Rosewicz; Programming Assistant
Tracy Tygart: Bookkeeper
Susie Henneke; Library Services Specialist
Nicole Oelschlaeger; Library Services Specialist
Dennis Shelton; Library Services Specialist – Acting Administrator

Linwood Community Library Board Committees

Building & Equipment:	Sheldon Wheaton	Ron Smith
Personnel & Policy:	Melissia Smitka	Sheldon Wheaton Kathy Reno
Finance:	Lea Chrisman	

Officer and Committee appointments updated February 19, 2024

Library Staff updated February 19, 2024

Melissia Smitka, Chairperson Date:

Lea Chrisman, Secretary Date:

Treasurer's Report
For the
Linwood Community Library Board Meeting
February 27, 2024

General Fund (GF) Checking account balance as of 01-31-2024 was \$403,734.39. The GF Checking account has not yet been reconciled by bookkeeping and as such could not be proven to Xero.

Capitol Improvement Fund (CIF) Checking account balance as of 01-31-2024 was \$186,420.61. The CIF Checking account also has not yet been reconciled by bookkeeping and as such could not be proven to Xero.

Petty cash was counted by Dennis on 02-23-2024. He stated the balance was \$61.85.



Director's Report February 26th, 2024

Prepared by: Dennis Shelton, MBA (Library Services Specialist/Acting Administrator)

Completed the 2023 annual statistical survey for the state and submitted it prior to the deadline.

Susie agreed to get a credit card. She will be using her credit card for youth purchases, including youth collection and youth programming. I also signed up for a credit card which will be used for general library expenses and recurring charges. Susie and I both received credit cards Tuesday, Feb 20. Teresa will begin to use her card for adult programming and collection. This should help with, more easily, placing charges into the correct accounts as we put them into Xero. Teresa's credit limit will remain at \$3500, Susie's will be set at \$2500, and mine will be set at \$2500 for a total credit limit of \$8500.

Susie has also agreed to become a notary if needed. Until Jayne returns in May, Teresa and I are the only two notaries available. We will evaluate the need to get Susie set up to be a notary as we move forward.

With Sheldon's help I was able to get some training on the use of Xero, Rippling, and our security systems. The staff is becoming comfortable with the use of Rippling and I am learning and becoming more comfortable with our new programs.

We have started using the manual clicker (counter) at the desk as of February 15th. The counter that is attached to the door consistently over-counts the number of patrons who visit the library. The staff and I notice the counter is significantly above what we see using the manual counter. This will have a short term impact on the statistics but it will be more accurate.

Nicole has agreed to return to the library and is helping Susie connect with the grade schools and the ELC. As Susie connects with the schools we will begin to go back and read in classes which will increase our outreach to the youth in the community. Susie has also begun providing updates to ELC so our youth programs will be listed in their newsletter which they send out monthly to parents.

Nicole will continue to help us out with staffing, particularly during days and evenings when we have programming scheduled. Thursday nights can be problematic as Teresa and I are the only staff available to work on Thursdays, so having Nicole available is very important. Nicole will be leaving mid April for about a month and a half and Jayne will be returning at the beginning of May.

Our alarm Keypad battery died and since it was a special battery I had Wirenuts come out and replace the battery.

I have submitted the 2024 Library Development Grant Application (See attached) to NEKLS on February 12.

We received a letter from NEKLS notifying us our Next fees will be going up to \$3300. NEKLS will keep our Next fees at \$1500 for 2024 since that is what we have already budgeted for. The Participation agreement needs to be signed by the director and board president and returned with the payment. (See attached)

With summer rapidly approaching we are looking at finding musicians for our First Friday concerts over the summer to connect with the Linwood community. The concerts were a big hit last year and gave us an opportunity to connect with people in the community who do not normally frequent the library. I have spoken to city hall and we will need to attend a city council meeting to request permission to shut down Main street for our concerts again this year. I will attend the March 5th meeting to make the request to the city council, as soon as we have permission we can begin to work on securing musicians.

Summer reading is approaching and the local libraries are scheduling meetings to discuss programming for the Adult Summer Reading. Teresa will be attending the first meeting, February 27, in Lansing, Ks.

The staff have been outstanding and have provided a great deal of support and help to me as I have returned to the library. Susie has been great as she has come on board, offering to fill in anywhere she was needed. Everyone has made my return as smooth as possible and without them I would have been lost.



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Lawrence Journal-World** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(785) 832-2222**.

Notice ID: xArFIB1Ka9uiMF2WoNgp | Proof Updated: Feb. 20, 2024 at 09:27am CST
Notice Name: 2024 Annual Meeting Notice

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER

~~Dakon Tormeden~~

director@linwoodlibrary.org

(913) 301-3686

FILING FOR

Lawrence Journal-World

Columns Wide: 1

Ad Class: Legals

Subtotal	\$62.48
Tax %	0
Processing Fee	\$0.00
Total	\$62.48

(First published in the Lawrence Daily Journal-World on the 22nd of February, 2024)

**Notice of Annual Meeting
Linwood Community
Library District No 1
Linwood, Kansas
Tuesday, March 5, 2024
7:00 pm @
Linwood Community
Library
19649 Linwood Rd,
Linwood, KS 66052**

NORTHEAST KANSAS LIBRARY SYSTEM

@yourlibrary



February 15, 2024
Dennis Shelton
Melissia Smitka, Library Board President
Linwood Community Library
19649 Linwood Rd.
Linwood, KS 66052

Re: Next fees

Dear Dennis and Melissia,

I am writing to inform you that the Linwood Community Library Next fee will increase in 2025 to \$3,300. Your 2024 Next participation agreement shows the Next fee schedule that is based on the prior year (2023) income or expenditures listed on the State statistical report. The Linwood Community Library income was listed at \$312,375 and expenditures were listed at \$254,152.

As libraries move into a different income/expense range, NEKLS has been giving the library a one-year deferment on the Next fee cost. The 2024 fee for Linwood Community Library should now be \$3,300 versus \$1,500. Since this increase is difficult to manage after a budget has already been approved, we have only billed Linwood Community Library for \$1,500 in 2024.

The important thing is to include the increased cost in the library budget planning for 2025.

If you have any questions, I would be glad to work with your library.

Sincerely,

A handwritten signature in dark ink, reading "Michael McDonald". The signature is fluid and cursive, with the first name "Michael" being more prominent.

Michael McDonald, Director

Cc: file

Encl.

2024 Next Search Catalog Automation Service Participation Agreement Northeast Kansas Library System

The _____ Library hereby agrees to participate in Next Search Catalog (Next), the shared library automation service of the Northeast Kansas Library System, from January 1, 2024 through December 31, 2024. The library affirms that this participation agreement has been reviewed and approved by a vote of the library board or other governing board. Following is information about Next, and the conditions and commitments of participation.

Next Search Catalog (formerly called NExpress) began service in 2004 with 9 participating libraries and a goal of providing convenient, rapid, and direct access to the shared collections of participating libraries. Next is not a local library automation system but an open regional resource sharing system. Through Next Search Catalog, library users can easily and rapidly obtain library materials that may not be available in their local library collections. Next has also led to the creation of the interlibrary courier service which has evolved into the Kansas Library Express service.

In the past 19 years Next has grown to include 44 library participants with 51 service locations. Next now provides a shared collection of over 1 million items, and an annual circulation of 1,073,284, including over 160,000 loans of materials between libraries during 2022.

Next Search Catalog Costs and Fees: The Northeast Kansas Library System is committed to and substantially subsidizes the ongoing cost of Next.

The 2024 Next budget is \$461,409 which includes: Koha costs, Hoopla, Flipster, and NoveList. The largest items in this budget are the fees paid to our hosting and support vendor, ByWater Solutions, and the personnel costs for Next technical support staff. Participating libraries in 2024 will pay an estimated \$81,650 in Next fees.

The 2024 projected courier service fees to Next libraries will cost \$166,385. Participating libraries will pay \$46,970 towards these courier service fees and NEKLS will subsidize these fees with \$79,915. In addition, NEKLS estimates volume fee charges (paid 100% by NEKLS) to be \$39,500.

	Participating Libraries	NEKLS
Next Search Catalog	* \$81,650	\$379,759
Courier Service to Next Libraries	\$46,970	** \$119,415
totals	\$128,620	\$499,174

* Estimate based on 2022 State Statistical Report

** NEKLS courier rate subsidy + estimated volume fee charges

2024 Next Search Catalog Automation Service Participation Agreement Northeast Kansas Library System

Next participation fees are determined by the Executive Board of the Northeast Kansas Library System. The fee formula is subject to change, but has not increased since 2008. Annual fees for 2024 will be based on library funding according to the following formula:

Public and Academic Libraries:

<u>Library Funding*</u>	<u>Next Search Catalog Fee</u>
Less than \$50,000	\$450
\$50,000 - \$99,999	\$675
\$100,000 - \$249,999	\$1,500
\$250,000 - \$499,999	\$3,300
\$500,000 or more	\$5,000

* A **public library's** fee calculation is based on the library's total income or total operating expenditures in the latest year's State statistical report, whichever amount is less. An **academic library's** fee calculation is based on the academic institution's total expenses for library services as reported in that institution's most recent year's IPEDS survey. Unusual variations in funding may be excluded from the calculation of fees at the discretion of the NEKLS Director.

School Libraries:

<u>ADM*</u>	<u>Next Search Catalog Fee</u>
Less than 450	\$450 per library
Over 450	\$1.00 per ADM per library

* A school library's fee calculation is based on the lowest Average Daily Membership (ADM) as reported to the Kansas State Department of Education in the previous 5 years of available data. Unusual variations in funding may be excluded from the calculation of fees at the discretion of the NEKLS Director.

Search Catalog policies and commitments. The library agrees to follow Next policies and conditions, including the following:

1. Next libraries agree to freely share library materials with the users of other Next libraries with a minimum of lending restrictions, and to operate within overall Next policies (the policy manual is available online at: <https://staff.nextkansas.org/cgi-bin/koha/catalogue/detail.pl?biblionumber=801505>).
2. Next libraries will only be able to place restrictions on items of which they purchase multiple copies. Such holds restrictions for local use may be placed on a maximum of 50% of the copies of the restricted item. For example, if a library purchases 4 copies of a book or movie it can reserve two copies for local use only. Restriction may remain in effect for a maximum of 60 days for print and audio books, and 30 days for movies and TV series. The item type

2024 Next Search Catalog Automation Service Participation Agreement Northeast Kansas Library System

will automatically be changed to an unrestricted item type after that period.

This approach will be automatically enforced by the Koha ILS beginning sometime in 2024.

3. The order in which libraries receive requests from other libraries is randomized.
This approach may be revised as needed.
4. Next public libraries will meet the NEKLS library accreditation standard for materials expenditures.
5. Next libraries will purchase items that are most in demand in their community, including multiple copies and print and non-print materials as needed.
6. Next libraries will review its collection development practices with NEKLS staff at least annually to help develop the best possible collection to meet local needs.
7. The director of each Next library is responsible for ensuring that all staff and volunteers at their library follow all Next policies including, but not limited to, the policies described in the Next Patron Privacy and Confidentiality Statement.
8. Next libraries wishing to withdraw from Next will follow the policies for withdrawal stated in the Next Search Catalog Policy Manual (available online at:
<https://staff.nextkansas.org/cgi-bin/koha/catalogue/detail.pl?biblionumber=801505>)
9. NEKLS as Next administrator will determine required policies and procedures (but will defer to local policies on issues that do not require consistent system-wide policies).

Library Director

Date

Library Board President, School Superintendent or other
Administrative Official

Date

Director, Northeast Kansas Library System

Date

Balance Due

\$

1,500.00

PLEASE NOTE: This is an annual billing. For special payment arrangements, please call (785) 838-4090.

mailed to
Megan Mentzer (NEKLS) 2/12/24

2024 Library Development Grant Application

submission deadline: Friday, March 1, 2024



We hereby apply for a Northeast Kansas Library System Library Development Grant for the year 2024 at the accreditation level indicated below.

- | | |
|---|---|
| <input type="checkbox"/> Gateway Library | <input type="checkbox"/> Major Service Center Level I |
| <input type="checkbox"/> Linking Library | <input type="checkbox"/> Major Service Center Level II |
| <input type="checkbox"/> Service Center Level I | <input type="checkbox"/> Major Service Center Level III |
| <input checked="" type="checkbox"/> Service Center Level II | <input type="checkbox"/> Major Resource Library |

We certify that:

1. The library is a legally established, tax supported city or township public library located in a taxing county of the Northeast Kansas Library System.
2. The library meets requirements for receipt of State of Kansas grant-in-aid funds.
3. The library is a member of the Northeast Kansas Library System and provides service without charge to all system residents.
4. The library is accredited by the Northeast Kansas Library System at the level indicated in this application, and continues to meet all applicable Library Development standards, except where a waiver has been approved by the Northeast Kansas Library System.
5. The library board will complete a written library plan, or review an existing plan, during 2024.
6. This Library Development Grant application was discussed and approved at a library board meeting with a quorum of board members present.
7. The library has a good faith intent to meet, during the agreed time, any standard that has been waived by the Northeast Kansas Library System for 2024.

CERTIFIED BY:

 _____ Library Board President	<u>2-12-2024</u> _____ Date
 _____ Library Director	<u>2-12-2024</u> _____ Date
<u>Linwood Community Library</u> _____ Library Name	

LIBRARY DEVELOPMENT GRANT SERVICE LEVELS

The goal of the Library Development Grant program is to strengthen library service by:

1. Recognizing attainment of the standards for service in the Library Development Accreditation program of the Northeast Kansas Library System.
2. Providing extended tax support from rural areas to municipal public libraries serving those areas.

Libraries that are accredited by the Northeast Kansas Library System and meet other eligibility requirements may qualify for the grant amount corresponding to the level of accreditation attained by the library. Therefore, a library's grant may increase or decrease in any given year. The accreditation and standards program will be reviewed regularly by the Executive Board of the Northeast Kansas Library System and revised as needed.

Gateway Library
Linking Library
Service Center I
Service Center II
Major Service Center I
Major Service Center II
Major Service Center III
Major Resource Library

SUBMISSION INSTRUCTIONS

This is the last year for the current accreditation cycle.

- (1) Review the library's service level with the library board. Determine which service level is appropriate for your library and indicate this selection on the grant application.
 - o If your service level remains unchanged, you need ONLY to submit this grant application in order to apply for a 2024 Library Development Grant.
 - o If you seek to move up a service level for 2024, you will need to submit this grant application plus the completed accreditation application. Please contact Jessi Harris at jharris@nekls.org if you wish to apply to move up a service level.
- (2) The library board president and library director must sign the grant application.
- (3) Scan and email the completed (and signed) 2024 Library Development Grant Application to Megan Mentzer at mmentzer@nekls.org

City Of Linwood
306 Main Street
Linwood, KS 66052
Phone: 913-301-3024



Dear Valued Customers/Residents,

Introduction

The U.S. Environmental Protection Agency (EPA) recently announced changes to drinking water regulations requiring water supplies to identify all materials used in the construction of water distribution systems-aimed at the removal of all lead lines in the system. This includes the public (CITY) side and privately owned side. **Accordingly, the Kansas Department of Health and Environment is requiring that all public water systems complete an inventory of the water distribution system.**

What is Required of the City of Linwood?

The City of Linwood must develop a 'Lead Service Line Inventory' of both **public distribution lines** AND **private service lines** to the faucets in a home or business. The city inventory sheet is required to be completed by October 16, 2024.

What is Required of the Customer?

All water service customers **MUST** complete a survey **per address** by:

- 1) Completing and returning the enclosed paper survey by mail or by dropping off at City Hall
- 2) Call our office at 913-301-3024 to complete over the phone.

Kansas Customer Water System Service Line Inventory Questionnaire

City of Linwood

Need to fill out.

Dear Water Customer:

The U.S. Environmental Protection Agency (EPA) recently issued regulations requiring all public water supply (PWS) systems to develop a Lead Service Line Inventory (LSLI) of both water system owned and your privately owned service lines. Your PWS system must submit this inventory to the Kansas Department of Health and Environment (KDHE) by October 16, 2024.

While these contaminants are not in the source water, they can enter tap water through the corrosion of service line piping and older household plumbing materials. Your water system is sending this survey to all customers asking that you complete and return the form below. We thank you for your cooperation in helping us with this to continue to serve clean and safe drinking water to our customers. Please take a few minutes to complete this questionnaire to the best of your ability and return to the address at the end of the questionnaire.

Additional information on the Lead and Copper Rule and identifying lead pipes and plumbing can be found on the KDHE website at: kdhe.ks.gov/547 or at the EPA Website at: epa.gov/dwreginfo/lead-and-copper-rule

Contact Information

Name of Person filling out this questionnaire: _____

Phone Number should we have questions: _____

Property Street Address: _____

Structure Type: Single Family Home _____ Multi-Family (duplex/Quadraplex) _____
 Apartment _____ Commercial Building _____ Industrial Facility _____

Year Built: _____

Materials List (Check all that apply) See drawing on back of this paper for more information.

1. What pipe material is the service line pipe entering your house, foundation or business made of?

Lead _____ Copper _____ Galvanized Steel _____ PVC _____

Polyethylene _____ Unknown _____

2. What year was your service line installed? _____ (This may be the year structure was built)

3. What size pipe is the service line entering your house or business? _____ inches

4. What material are the plumbing pipes in your house or business mostly made of?

Lead _____ Copper _____ Galvanized Steel _____ PVC _____

Polyethylene _____ Unknown _____

CheckNumber	PayTo	Date	Memo	BankAccount	Status	Amount
11110	VISA	2-Feb-24	1/19/2024 Stmt Teresa	First State Bank & Trust	Reconciled	1,380.29
11111	Association for Rural & Small Libraries	21-Feb-24		First State Bank & Trust	Uncleared	175
11112	Evergy	21-Feb-24		First State Bank & Trust	Voided	404.33
11113	Wheat State Cleaning	21-Feb-24		First State Bank & Trust	Uncleared	150
11114	Kanopy Inc.	21-Feb-24		First State Bank & Trust	Uncleared	3
11115	Wirenuts LLC	21-Feb-24		First State Bank & Trust	Uncleared	266.5
11116	Northeast Kansas Library System	21-Feb-24		First State Bank & Trust	Uncleared	3,772.50
11117	Cintas Fire 636525	21-Feb-24		First State Bank & Trust	Uncleared	555.16
11118	Kansas Department of Wildlife and Parks	21-Feb-24		First State Bank & Trust	Uncleared	60
11119	UniFirst	21-Feb-24		First State Bank & Trust	Uncleared	116.17
11120	Cameron Williams	21-Feb-24		First State Bank & Trust	Uncleared	150
11121	Demco, Inc.	21-Feb-24		First State Bank & Trust	Uncleared	230.47
11122	Midcontinent Communications	21-Feb-24		First State Bank & Trust	Uncleared	245.58
11123	VISA	21-Feb-24		First State Bank & Trust	Uncleared	1,507.30
11124	Bug Hounds LLC	21-Feb-24		First State Bank & Trust	Uncleared	150
11125	Barbara Deaver	21-Feb-24		First State Bank & Trust	Uncleared	150
11126	Xerox Financial Services	21-Feb-24		First State Bank & Trust	Uncleared	1,043.63
11127	Midwest Tape	21-Feb-24		First State Bank & Trust	Uncleared	288.32
11128	Nyp CPA, LLC	21-Feb-24		First State Bank & Trust	Uncleared	625
11129	Stephen Reetz	21-Feb-24		First State Bank & Trust	Uncleared	378.48
11130	Atmos Energy	21-Feb-24		First State Bank & Trust	Uncleared	306.42
11131	Evergy	21-Feb-24		First State Bank & Trust	Uncleared	404.33
11132	Aly Evans	26-Feb-24		First State Bank & Trust	Voided	135
11133	City of Linwood	26-Feb-24		First State Bank & Trust	Voided	62.01
11134	Maryam Hjersted	26-Feb-24		First State Bank & Trust	Voided	120
11135	Aly Evans	26-Feb-24		First State Bank & Trust	Uncleared	135
11136	City of Linwood	26-Feb-24		First State Bank & Trust	Uncleared	62.01
11137	Maryam Hjersted	26-Feb-24		First State Bank & Trust	Uncleared	120

Circulation:					
	Jan 2024	Y-T-D	Jan 2023		
Adult Books	191	191	179	179	
Child Books	314	314	359	359	
Young Adult	13	13	13	13	
Magazines	2	2	1	1	
Movies/Videogames	244	244	126	126	
Music		-		-	
Audiobooks	37	37	12	12	
Large Print	30	30	18	18	
Electronic Materials	520	520	543	543	
Equipment: Video/DVD		-			
Equipment: Sports/Games		-			
Total:	1,351	1,351	1,251	1,251	
% of Change	7.99	7.99			
New Acquisitions:					
	Jan 2024	Y-T-D	Jan 2023	Y-T-D	
Adult	54	54	39	39	
Children	17	17	28	28	
Young Adult	12	12	-	-	
Audiovisual	23	23	10	10	
Equipment: Video/DVD		-			
Equipment: Sports/Games		-			
Total:	106	106	77	77	
% of Change	37.66	37.66			
Inter-Library Loan:					
	Jan 2024	Y-T-D	Jan 2023	Y-T-D	
NEXT Loaned	223	223	262	262	
NEXT Borrowed	151	151	151	151	
ShareIt ILL Loaned	10	10	4	4	
ShareIt ILL Rec'd	10	10	1	1	
Total:	394	394	418	418	
% of Change	(5.74)	(5.74)			
Programs:					
	Jan 2024	Y-T-D	Jan 2023	Y-T-D	
Adult Programs	34	34	33	33	
Total Adult attendance	186	186	169	169	
Childrens Programs	10	10	15	15	
Total Childrens attendance	47	47	46	46	
Young Adult Programs	1	1		-	
Total YA attendance	-	-		-	
Outreach Events	3	3	2	2	
Outreach Attendance Total	50	50	59	59	
Total Library Events	48	48	50	50	
Attendance Total	283	283	274	274	
Meeting Room Uses	9	9	1	1	
Meeting Attendance	-	11	6	6	
Total Attend:	283	577	280	554	
% of Change	1.07	4.15			
Electronic Materials Use:					
	Jan 2024	Y-T-D	Jan 2023	Y-T-D	% of Change
Consortial Users					
Flipster Magazines	262	262	250	250	4.80
Lynda Users		-	26	26	(100.00)
Local Uses					
Cloud Library	36	36	26	26	38.46
Kanopy (Dec 2020)	12	12	-	-	#DIV/0!
Hoopla	122	122	72	72	69.44
Overdrive	88	88	169	169	(47.93)
Total Local Use:	520	520	543	543	
% of Change		(4.24)			
Miscellaneous:					
	Jan 2024	Y-T-D	Jan 2023	Y-T-D	% of Change
Door Count	818	818	540	540	51.48
Reference	47	47	1	1	4,600.00
Computer Use	23	23	3	3	666.67
Wireless Activity	282	282	214	214	31.78
Website Sessions	578	578	187	187	209.09
Website Users	539	539	220	220	145.00
Public Service Hours	206	206	182	182	13.19
FB Video Views	NA	-	-	-	-
FB Reach	1,100	1,100	906	906	21.41

2024 Monthly Stats

Linwood Community Library Statistical Report

Engagements - Youth	-	-	-	-
Twitter Visits	-	-	-	-
Tweet Impressions	-	-	0	129
Mailchimp				
Total Emails Sent	2	2	2	9
Total Email Receipts	774	774	791	791
Total Emails Opened	314	314	318	318
Faxes (Per Patron Use)	5	5		
Copies (Per Patron Use)	16	16		
Notary (Per Patron Use)	-	-		
	Jan 2024	Y-T-D		
Borrowers end of month	690	690		
Borrower Accounts used	95	95		
Borrowers Added	11	11		
Borrowers Renewed	17	17		
Borrowers Deleted	0	0		
Total Check Outs/ Renewal	834	834		
Adult Checkouts/Renewals	373	373		
Youth Checkouts/Renewals	460	460		