

Agenda
Linwood Community Library Board Meeting
Tuesday, April 23, 2024 at 7:00 pm
Public Notice

Melissia Smitka (Chair)
Aly Evans (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

- Parking Lot Pavement

Committee Reports

- Building & Equipment
- Financial
- Personnel and Policies

New Business

- Bills for Payment
- Closing Procedure

Adjournment

Next Regular Board Meeting: Tuesday, May 28, 2024 at 7:00 pm

Linwood Community Library Board Meeting Minutes: March 26, 2024

Call to Order

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

Staff Present: Dennis Shelton and Tracy Tygart

Guests: None

The meeting was called to order at: 7:02 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 (February 27, March 5 and March 5 Annual Meeting)

Treasurer's Report:

General Fund Checking: As of 02.29.2024 Account Balance was \$388,241.23.

The GF Checking has been not proven to Xero.

Capital Improvement Fund: As of 02.29.2024 Account Balance was \$186,999.74.

The CIF Checking has not been proven to Xero.

Petty Cash Fund: Counted by Dennis on 03.22.2024. He stated the balance was \$97.40.

Communications for the Board: No communications for the Board

Statistical Report

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

Chris moved to approve the Consent Agenda. Sheldon seconded. Motion carried 6/0.

Financial Report

Public Comments: None

Action Items:

Old Business

- **Table of Contents for Policy Manual** Mel reported that the Table of Contents was updated and corrected.
- **Payroll Scheduling Revisited** Tracy updated the Board on the new Payroll periods, pay date and approval deadlines. Lea made a motion to change the Rippling Payroll schedule to make the "Pay Date" the last day of the month, with the exception where the last days fall on a weekend or holiday, that the "Pay Date" will be the business day before. Sheldon seconded. Motion carried 6/0.
- **Newsletter Update** Sheldon moved to suspend the mailing of the newsletter indefinitely, with a digital copy on Facebook, Linwood Library's website, with printed copies available at the Library. Chris seconded. Motion carried 6/0.

Committee Reports

Building & Equipment: Seeking bids for Parking Lot Pavement for the front of the building.

Finance: Discussion about ongoing issues with Rippling Payroll.

Personnel & Policy: None

New Business

- **Bills for Payment** Sheldon moved to approve bill for payment as presented. Lea seconded. Motion carried 6/0.
 - **Annual Election of Board Officers and Committee Assignments** Kathy made the suggestion that all current officers continue for the next year. After discussion, Aly Evans accepted the nomination of Vice Chair. Sheldon made a motion to nominate the following Board Member to these offices:
Melissa Smitka – Board Chair Aly Evans – Vice Chair
Lea Chrisman – Secretary Sheldon Wheaton – Treasurer
- Chris seconded. Motion carried 6/0.

Committees

Building and Equipment Committee – Sheldon Wheaton and Lea Chrisman

Finance Committee – Lea Chrisman and Sheldon Wheaton

Personnel and Policy Committee – Melissa Smitka, Kathy Reno and Chris Mensch

- **Board Member Liability Insurance** Sheldon reported to the Board about current insurance that the Library has.
- **Vacation Accrual Needs** to be cleaned up by the Personnel and Policy Committee along with Tracy (bookkeeper) so that the policy can easily be used with Rippling Payroll.
- **Staff Computers** Dennis reports some of the staff computers are in need of replacement or upgrades. Chris made a motion to replace the “Collection Computer” spending up to \$900.00. Aly seconded. Motion carried 6/0.
- **Summer Mowing** After discussion, Chris moved to award the 2024 Summer mowing contract to Kevin Reetz at a cost of \$80.00 per mowing. Kathy seconded. Motion carried 6/0.
- **Parking Lot Pavement** Dennis presented a drawing of the proposed layout and specs for the proposed additional pavement for the front of the library. After discussion, Dennis will proceed with getting bids for the proposed project.

Executive Session

Sheldon made a motion to enter Executive Session at 8:55 P.M. to discuss Personnel Matters, with Open Session to resume at 9:11 P.M. Chris seconded. Motion carried 6/0.

Lea made a motion to enter Open Session at 9:11 P.M. Sheldon seconded. Motion carried 6/0.

Sheldon made a motion to enter Executive Session at 9:12 P.M. to discuss Security Matters, with Open Session to resume at 9:18 P.M. Aly seconded. Motion carried 6/0.

Lea made a motion to enter Open Session at 9:18 P.M. Sheldon seconded. Motion carried 6/0.

Action Items:

Sheldon moved to approve 3% raise for Staff Member, Susie Henneke effective at 60 days from date of hire. Aly seconded. Motion carried 6/0.

Sheldon moved to accept Wirenuts LLC Estimate #3604 in the amount of \$1,195.00 to replace the hard drive in the existing DVR of the security system and the purchase of an additional camera not to exceed \$250.00. Chris seconded. Motion carried 6/0.

Adjournment

Approval: Lea moved to adjourn the meeting at 9:45 P.M. Ally seconded. Motion carried 6/0.

Next Meeting

The next regular Board meeting will be Tuesday, April 23, 2024 at 7:00 P.M.

Submitted by: Lea Chrisman; Board Secretary

Linwood Community Library Board

Linwood Community Library Staff

Melissia Smitka: Chair	(03/2025)	Vacant; Director
Aly Evans; Vice-Chair	(03/2028)	Jayne Hopkins; Youth Services
Sheldon Wheaton; Treasurer	(03/2027)	Teresa Reetz: Adult Programming/Collection
Lea Chrisman: Vice-Treasurer/Sec	(03/2026)	Amy Rosewicz; Programming Assistant
Kathy Reno	(03/2026)	Nicole Oeschlaeger; Library Services Specialist
Chris Mensch	(03/2025)	Susie Henneke; Library Services Specialist
Open Position	(03/2027)	Dennis Shelton; Library Services Specialist- Acting Administrator
		Tracy Tygart: Bookkeeper

Linwood Community Library Board Committees

Building & Equipment:	Sheldon Wheaton	Lea Chrisman
Personnel & Policy:	Melissia Smitka	Kathy Reno Chris Mensch
Finance:	Lea Chrisman	Sheldon Wheaton

Officer and Committee appointments updated March 26, 2024

Library Staff updated January 31, 2024

Melissia Smitka, Chairperson Date:

Lea Chrisman, Secretary Date:

Linwood Community Library Board Special Meeting Minutes: April 1, 2024

Call to Order

Board Members present: Sheldon Wheaton, Lea Chrisman, Melissia Smitka, Kathy Reno, Chris Mensch, Aly Evans

Staff Present: Dennis Shelton

Guests: None

The meeting was called to order at: 6:37 P.M. by Melissia Smitka

Agenda

PTO Policy Update

Action Items:

Sheldon made a motion approve the Agenda with the addition of "Budget Seminar". Chris seconded. Motion carried 6/0.

New Business

PTO (Paid Time Off) Policy: The following edits were discussed and mutually agreed upon to the policy presented: add "regularly" after "are" and before "scheduled" and added "an average of" after "work" and before "20" in line #1. Added "director" in line #3 for approval of PTO in "Eligibility" Section. Changed decimals from .019231 to .0193 and .038462 to .0386 for implantation into Rippling Payroll Software in "Accrual Rate" Section. Added "immediate supervisor" to line #1 in "Exceptions" Section.

Chris moved to approve the PTO (Paid Time Off) Policy with outlined edits. Aly seconded. Motion carried 6/0.

Budgeting Seminar: Sheldon moved to approve Dennis' expenses (cost of workshop, mileage and lunch) to attend the Municipal Services 2024 Budget Workshop on May 16 in Topeka KS. Chris seconded. Motion carried 6/0.

Executive Session

Lea made a motion to enter Executive Session at 7:15 P.M. to discuss Security, with Open Session to resume at 7:25 P.M. Chris seconded. Motion carried 6/0.

Lea made a motion to enter Open Session at 7:25 P.M. Sheldon seconded. Motion carried 6/0.

Action Item:

Sheldon moved to approve Wirenuts LLC Estimate #3614 to add (1) additional camera and the installation in the amount of \$571.49. Kathy seconded. Motion carried 6/0.

Adjournment

Approval: Aly moved to adjourn the meeting at 7:27 P.M. Sheldon seconded. Motion carried 6/0.

Next Meeting

The next regular Board meeting will be **Tuesday, April 23, 2024 at 7:00 P.M.**

Submitted by: Lea Chrisman; Board Secretary

Linwood Community Library Board

Melissia Smitka; Chair	(03/2025)
Aly Evans; Vice-Chair	(03/2028)
Sheldon Wheaton; Treasurer	(03/2027)
Lea Chrisman; Secretary	(03/2026)
Kathy Reno	(03/2026)
Chris Mensch	(03/2025)
Open Position	(03/2027)

Linwood Community Library Staff

Vacant; Director

Jayne Hopkins; Youth Services

Teresa Reetz; Adult Programming/Collection

Amy Rosewicz; Programming Assistant

Nicole Oeschlaeger; Library Services Specialist

Susie Henneke; Library Services Specialist

Dennis Shelton; Library Services Specialist-
Acting Administrator

Tracy Tygart; Bookkeeper

Linwood Community Library Board Committees

Building & Equipment:	Sheldon Wheaton	Lea Chrisman	
Personnel & Policy:	Melissia Smitka	Kathy Reno	Chris Mensch
Finance:	Lea Chrisman	Sheldon Wheaton	

Officer and Committee appointments updated March 26, 2024

Library Staff updated January 31, 2024

Melissia Smitka, Chairperson

Date:

Lea Chrisman, Secretary

Date:

Treasurer's Report
For the
Linwood Community Library Board Meeting
April 26, 2024

General Fund (GF) Checking account balance as of 03-29-2024 was \$379,129.59. 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 03-29-2024 was \$187,568.78. 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 04-22-2024. He stated the balance was \$172.57.

Income Statement (Profit and Loss)

Linwood Community Library

For the month ended March 31, 2024

	CAPITAL OUTLAY	EMPLOYEE BENEFITS	GENERAL FUND	TOTAL
Income				
Property Taxes	-	417.22	8,050.75	8,467.97
Fine and Fees	-	-	102.94	102.94
Insurance Refund	-	-	464.00	464.00
Interest Income	569.04	-	1,161.87	1,730.91
NEKLS Grants	-	-	2,118.00	2,118.00
State Grants	-	-	1,202.93	1,202.93
Transfer From General	-	1.29	26.33	27.62
Total Income	569.04	418.51	13,126.82	14,114.37
Gross Profit				
	569.04	418.51	13,126.82	14,114.37
Expenses				
Collections	-	-	3,493.84	3,493.84
Gross Wages	-	-	9,767.81	9,767.81
Health Insurance	-	(490.50)	-	(490.50)
Medicare Co	-	141.64	-	141.64
Operating Expenses	-	-	5,278.41	5,278.41
Payroll Expenses	-	22.24	36.38	58.62
Program Expenses	-	-	2,009.47	2,009.47
Simple IRA Match	-	49.58	-	49.58
Social Security Co	-	605.61	-	605.61
SUTA	-	9.77	-	9.77
Total Expenses	-	338.34	20,585.91	20,924.25
Operating Income				
	569.04	80.17	(7,459.09)	(6,809.88)
Net Income				
	569.04	80.17	(7,459.09)	(6,809.88)

Income Statement (Profit and Loss)

Linwood Community Library

For the 3 months ended March 31, 2024

	CAPITAL OUTLAY	EMPLOYEE BENEFITS	GENERAL FUND	UNASSIGNED	TOTAL
Income					
Property Taxes	-	9,012.56	163,221.37	-	172,233.93
Fine and Fees	-	-	192.42	-	192.42
Insurance Refund	-	-	464.00	-	464.00
Interest Income	1,808.41	-	3,422.75	-	5,231.16
NEKLS Grants	-	-	2,118.00	-	2,118.00
Square Sales	-	-	-	64.01	64.01
State Grants	-	-	1,202.93	-	1,202.93
Transfer From General	-	1.29	26.33	-	27.62
Total Income	1,808.41	9,013.85	170,647.80	64.01	181,534.07
Gross Profit	1,808.41	9,013.85	170,647.80	64.01	181,534.07
Expenses					
Collections	-	-	6,427.46	-	6,427.46
Gross Wages	-	-	30,974.04	-	30,974.04
Health Insurance	-	882.90	-	-	882.90
Medicare Co	-	447.73	-	-	447.73
Operating Expenses	-	-	20,761.51	-	20,761.51
Payroll Expenses	-	88.10	97.09	-	185.19
Program Expenses	-	-	3,768.38	-	3,768.38
Simple IRA Match	-	369.36	-	-	369.36
Social Security Co	-	1,914.33	-	-	1,914.33
Square Fees	-	-	-	0.72	0.72
SUTA	-	86.34	-	-	86.34
Total Expenses	-	3,788.76	62,028.48	0.72	65,817.96
Operating Income	1,808.41	5,225.09	108,619.32	63.29	115,716.11
Net Income	1,808.41	5,225.09	108,619.32	63.29	115,716.11



Payroll Journal Report

Employees Earning

Pay Run Feb 25th - Mar 26th
 Report Period 03/01/2024 - 03/31/2024
 Pay Date 03/29/2024

Linwood Community
 Library District No 1
 19649 Linwood Road
 Linwood, KS 66052

Employee Earnings at Company Level (Pay run: Feb 25th - Mar 26th (Mar 29, 2024))

Earnings Description	Hours	Rate	Total	Deductions and Contributions		Employer Taxes		Employee Taxes		Employer Taxable Wages		Employee Taxable Wages		Time Off (Hours)		
				Description	Amount	Description	Amount	Description	Amount	Description	Amount	Description	Amount	Description	Used	Accrued
Base Pay	544.17		\$9,330.26													
Overtime(1.5x Base)	2.09		\$55.71	Security Benefit	\$200.00	Federal Income Tax	\$284.91	Employer Medicare Tax	\$141.64	Federal Income Tax	\$9,567.81	Employer Medicare Tax	\$9,787.81	Vacation Policy	24.00	0
PTO Hours	24.00		\$391.84	EMPLOYEE SECURITY BENEFIT	\$49.58	Medicare	\$141.64	Federal Unemployment Insurance Tax	\$605.61	Medicare	\$9,787.81	Federal Unemployment Insurance Tax	\$9,787.81			
Gross			\$9,787.81	Security Benefit	\$49.58	Social Security	\$279.00	Social Security - Employer	\$605.61	Social Security Withholding - KS	\$9,567.81	Social Security - Employer	\$9,787.81			
						State Unemployment Insurance Tax - KS	\$9.77	State Unemployment Insurance Tax - KS	\$9.77			State Unemployment Insurance Tax - KS	\$9,787.81			

Pay run: Feb 25th - Mar 26th (Mar 29, 2024)

Department	Earnings		Total	Deductions and Contributions		Employer Taxes		Employee Taxes		Employer Taxable Wages		Employee Taxable Wages		Time Off (Hours)		
	Description	Hours		Description	Amount	Description	Amount	Description	Amount	Description	Amount	Description	Amount	Description	Used	Accrued

Base Pay	373.5245	\$8,287.81	EMPLOYEE	Security Benefit	\$200.00	\$0.00	Employer Medicare Tax	\$96.86	Additional Medicare	\$0.00	Employer Medicare Tax	\$6,679.65	Vacation Policy	24.00	0	Net Pay	\$6,591.22
PTO Hours	24.0000	\$381.84	EMPLOYEE	Benefit		\$218.43	Federal Unemployment Insurance Tax	\$40.09	Federal Income Tax	\$6,479.65	Federal Unemployment Insurance Tax	\$6,679.65				Company Cost	\$7,287.00
Gross		\$6,679.65	EMPLOYEE	Benefit	\$48.58	\$96.86	Social Security - Employer	\$414.14	Social Security	\$6,679.65	State Unemployment Insurance Tax - KS	\$6,679.65					
						\$158.00	State Unemployment Insurance Tax - KS	\$6.68	State Withholding - KS	\$6,479.65							

Pay run: Feb 25th - Mar 26th (Mar 29, 2024)

Employee	Earnings	Description	Hours	Rate	Total	Deductions and Contributions	Description	Amount	Employer Taxes	Description	Amount	Employee Taxes	Description	Amount	Employer Taxable Wages	Description	Wages	Time Off (Hours)	Description Used	Accrued	Totals	Description	Amount		
Susan B. Henneke W2	Base Pay	63.78	16.00		\$1,256.73	Federal Income Tax	\$4.01	\$18.22	Employer Medicare Tax	\$96.86	\$18.22	Federal Income Tax	\$96.86	\$18.22	\$1,256.73	Employer Medicare Tax	\$96.86					Net Pay	\$1,126.58		
	Gross				\$1,256.73	Medicare	\$18.22	\$7.54	Federal Unemployment Insurance Tax	\$40.09	\$7.54	Medicare	\$40.09	\$7.54	\$1,256.73	Federal Unemployment Insurance Tax	\$40.09					Company Cost	\$1,381.67		
						Social Security	\$77.92	\$77.92	Social Security - Employer	\$414.14	\$77.92	Social Security	\$414.14	\$77.92	\$1,256.73	Social Security - Employer	\$414.14								
						State Withholding - KS	\$30.00	\$6.68	State Unemployment Insurance Tax - KS	\$6.68	\$6.68	State Withholding - KS	\$6.68	\$6.68	\$1,256.73	State Unemployment Insurance Tax - KS	\$6.68								
Nicole R. Oelchlaeger W2	Base Pay	34.93	16.97		\$592.83	Medicare	\$8.60	\$8.60	Employer Medicare Tax	\$6.80	\$8.60	Federal Income Tax	\$6.80	\$8.60	\$592.83	Employer Medicare Tax	\$6.80					Net Pay	\$538.47		
	Gross				\$592.83	Social Security	\$38.76	\$3.56	Federal Unemployment Insurance Tax	\$3.56	\$3.56	Medicare	\$3.56	\$3.56	\$592.83	Federal Unemployment Insurance Tax	\$3.56					Company Cost	\$842.34		
						State Withholding - KS	\$9.00	\$36.76	Social Security - Employer	\$414.14	\$36.76	Social Security	\$414.14	\$36.76	\$592.83	Social Security - Employer	\$414.14								
Teresa A. Rietz W2	Base Pay	144.04	17.77		\$2,559.50	Federal Income Tax	\$181.81	\$37.11	Employer Medicare Tax	\$204.66	\$37.11	Federal Income Tax	\$204.66	\$37.11	\$2,559.50	Employer Medicare Tax	\$204.66					Net Pay	\$2,098.89		
	Gross				\$2,559.50	Medicare	\$37.11	\$15.36	Federal Unemployment Insurance Tax	\$15.36	\$15.36	Medicare	\$15.36	\$15.36	\$2,559.50	Federal Unemployment Insurance Tax	\$15.36					Company Cost	\$2,773.22		
						Social Security	\$158.68	\$158.68	Social Security - Employer	\$414.14	\$158.68	Social Security	\$414.14	\$158.68	\$2,559.50	Social Security - Employer	\$414.14								
						State Withholding - KS	\$73.00	\$2.56	State Unemployment Insurance Tax - KS	\$2.56	\$2.56	State Withholding - KS	\$2.56	\$2.56	\$2,559.50	State Unemployment Insurance Tax - KS	\$2.56								

Amy L. Rosewicz W2	Base Pay 79.88	15.91	\$1,270.93	Security Benefit \$200.00	Federal Income Tax \$23.61	Employer Medicare Tax \$23.97	\$23.97	Federal Income Tax \$23.97	\$1,452.77	Employer Medicare Tax \$1,452.77	\$1,452.77	Employer Medicare Tax \$1,452.77	0	Net Pay \$1,266.72
	PTO Hours 24.00	15.91	\$381.84	Health Insurance \$49.58	Medicare \$23.97	Federal Medicare Tax \$9.92	\$9.92	Medicare \$9.92	\$1,652.77	Federal Medicare Tax \$1,652.77	\$1,652.77	Federal Medicare Tax \$1,652.77	Vacation Policy 24.00	Company Cost \$1,840.36
	Gross		\$1,652.77	Security Benefit	Social Security \$102.47	Unemployment Insurance Tax \$102.47	\$102.47	Social Security \$102.47	\$1,652.77	Unemployment Insurance Tax \$1,652.77	\$1,652.77	Unemployment Insurance Tax \$1,652.77		
					State Withholding \$36.00	Social Security - Employer \$1.65	\$1.65	State Withholding \$36.00	\$1,652.77	Social Security - Employer \$1,652.77	\$1,652.77	State Unemployment Insurance Tax - KS \$1,652.77		
Dennis Keith Shelton W2	Base Pay 170.65	17.77	\$3,032.45		Federal Income Tax \$85.48	Employer Medicare Tax \$44.78	\$44.78	Federal Income Tax \$85.48	\$3,088.16	Employer Medicare Tax \$3,088.16	\$3,088.16	Employer Medicare Tax \$3,088.16		Net Pay \$2,665.43
	Overtime(1.5x Base) 26.66	26.66	\$65.71		Medicare \$44.78	Federal Medicare Tax \$18.53	\$18.53	Medicare \$44.78	\$3,088.16	Federal Medicare Tax \$3,088.16	\$3,088.16	Federal Medicare Tax \$3,088.16		Company Cost \$3,346.03
	Gross		\$3,088.16		Social Security \$191.47	Unemployment Insurance Tax \$191.47	\$191.47	Social Security \$191.47	\$3,088.16	Unemployment Insurance Tax \$3,088.16	\$3,088.16	Unemployment Insurance Tax \$3,088.16		
					State Withholding \$121.00	Social Security - Employer \$3.09	\$3.09	State Withholding \$121.00	\$3,088.16	Social Security - Employer \$3,088.16	\$3,088.16	State Unemployment Insurance Tax - KS \$3,088.16		
Tracy Lynn Tygart W2	Base Pay 30.89	20.00	\$617.82		Medicare \$8.96	Employer Medicare Tax \$3.71	\$3.71	Medicare \$8.96	\$617.82	Employer Medicare Tax \$617.82	\$617.82	Employer Medicare Tax \$617.82		Net Pay \$560.56
	Gross		\$617.82		Social Security \$38.30	Federal Medicare Tax \$3.71	\$3.71	Social Security \$38.30	\$617.82	Federal Medicare Tax \$617.82	\$617.82	Federal Medicare Tax \$617.82		Company Cost \$669.41
					State Withholding \$10.00	Unemployment Insurance Tax \$36.30	\$36.30	State Withholding \$10.00	\$617.82	Unemployment Insurance Tax \$617.82	\$617.82	Unemployment Insurance Tax \$617.82		
						Social Security - Employer \$0.62	\$0.62		\$617.82	Social Security - Employer \$617.82	\$617.82	State Unemployment Insurance Tax - KS \$617.82		



Director's Report April 23rd, 2024

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

We have all of our bands lined up for our summer concerts and are looking forward to some great summer reading events. I have coordinated with Jayne to put together a flier for the Linwood/Basehor elementary school Walkathon this month. We are planning on attending the Early Learning Center open house May 3 to promote our summer programs to families and children.

Susie was able to set up time to go to the early learning center to read to two of their classes this month. Susie has begun to create some contacts within the school district and we are going to continue nurturing those relationships through attendance at some of the events held by the school and ELC.

This month saw several programs that had great attendance, more than we anticipated. For the Solar eclipse watch party we had 20 pairs of glasses and ran out. For our "paint a gnome" program we purchased 12 gnomes and ran out of gnomes. We had to give our example gnome to one of our patrons who painted over the top of our example. Teresa did not expect a large group for her "Chicken Pom Wreath" and we had a full house, so I wound up coming in to help her out on a Saturday. Our art class was well attended, we had to set up additional folding tables to accommodate everyone who attended. As we go into the summer reading programs we expect attendance to continue to be up and exceed what we saw last year.

I was very concerned we were going to lose our Friends of the Library group. After working with some of our patrons we had two moms who have expressed interest in helping the Friends out. The Friends have scheduled a meeting for May 14th and we are hoping, with the expressed interest, we will be able to keep our Friends of the Library group intact.

Greg, with NEKLS, came out this month and replaced Teresa's computer.

Wire Nuts came in and installed a new camera to cover the front of the library. They also installed a new DVR to accommodate the additional camera.

The staff initiated getting several of our Home School families together for a meet and greet in April. We had 4 families attend the meeting. The children had pizza and played while they had a chance to

meet each other. The parents exchanged contact information so they could stay in touch and communicate. The parents expressed their appreciation for organizing the meeting and provided some suggestions of things that would be helpful to them as well as some activities they might be interested in. The parents also expressed they would like to make this an ongoing event. We will remain in close contact with them to begin preparing for next school year and how we can be of service to them.

I have discussed the updated PTO policy with Tracy and we will begin working on getting it set up in Rippling over the next couple of weeks. I will calculate everyone's PTO they have earned under the new policy beginning Jan 1st through April and as we set it up we will make everyone whole for the year.

2024 Monthly Stats

Linwood Community Library Statistical Report

Circulation:					
	Mar 2024	Y-T-D	Mar 2023	Y-T-D	
Adult Books	183	516	189	529	
Child Books	341	1,137	407	1,126	
Young Adult	29	65	11	32	
Magazines	-	5	1	3	
Movies/Videogames	134	523	155	428	
Music		-		-	
Audiobooks	40	105	18	63	
Large Print	31	83	19	61	
** Electronic Materials	212	651	147	562	
Equipment: Video/DVD		-		-	
Equipment: Sports/Games		-		-	
Total:	970	3,085	947	2,804	
% of Change	2.43	10.02			
New Acquisitions:					
	Mar 2024	Y-T-D	Mar 2023	Y-T-D	
Adult	65	161	25	96	
Children	32	87	30	97	
Young Adult	2	22	1	2	
Audiovisual	35	70	13	24	
Equipment: Video/DVD		-		-	
Equipment: Sports/Games		-		-	
Total:	134	340	69	219	
% of Change	94.20	55.25			
Inter-Library Loan:					
	Mar 2024	Y-T-D	Mar 2023	Y-T-D	
NEXT Loaned	234	690	275	790	
NEXT Borrowed	124	377	145	444	
ShareIt ILL Loaned	2	15	4	10	
ShareIt ILL Rec'd	1	17	4	7	
Total:	361	1,099	428	1,251	
% of Change	(15.65)	(12.15)			
Programs:					
	Mar 2024	Y-T-D	Mar 2023	Y-T-D	
Adult Programs	39	110	41	108	
Total Adult attendance	278	734	227	623	
Childrens Programs	16	41	14	40	
Total Childrens attendance	64	139	57	138	
Young Adult Programs	-	1	-	-	
Total YA attendance	-	2	-	-	
Outreach Events	-	3	3	7	
Outreach Attendance Total	-	50	17	168	
Total Library Events	55	155	58	155	
Attendance Total	342	925	301	929	
Meeting Room Uses	6	23	-	1	
Meeting Attendance	11	31	-	6	
Total Attend	353	1,881	301	1,864	
% of Change	17.28	0.91			
Electronic Materials Use:					
	Mar 2024	Y-T-D	Mar 2023	Y-T-D	% of Change
** Consortial Users	243	748	264	672	11.31
Flipster		-	9	35	(100.00)
Lynda Users		-			
Local Uses					
Cloud Library	34	105	27	75	40.00
Kanopy (Dec 2020)	3	8	-	11	(27.27)
Hoopla	102	294	77	223	31.84
Overdrive	73	244	43	253	(3.56)
Total Local Use:	212	651	156	597	
% of Change		9.05			
Miscellaneous:					
	Mar 2024	Y-T-D	Mar 2023	Y-T-D	% of Change
Door Count	721	2,373	630	1,735	36.77
Reference	14	84	1	5	1,580.00
Computer Use	31	82	23	42	95.24
Wireless Activity	386	1,057	395	901	17.31
Website Sessions	359	1,294	327	817	58.38
Website Users	234	980	228	672	45.83
Public Service Hours	229	649	236	609	6.57
FB Video Views	NA	-	-	-	
FB Reach	1,200	3,303	1,079	4,109	(19.62)
Engagements - Youth		-		-	

2024 Monthly Stats

Linwood Community Library Statistical Report

Twitter Visits	-	-	0	167
Tweet impressions	-	-	0	167
Mailchimp				
Total Emails Sent	5	11	4	9
Total Email Receipts	1,921	4,238	1957	3,932
Total Emails Opened	786	1,678	1042	1,960
Faxes (Per Patron Use)	8	22		
Copies (Per Patron Use)	31	71		
Notary (Per Patron Use)	2	6		
	Mar 2024	Y-T-D		
Borrowers end of month	693	2,075		
Borrower Accounts used	91	280		
Borrowers Added	4	19		
Borrowers Renewed	23	54		
Borrowers Deleted	0	1		
Total Check Outs/ Renewal	767	2,347		
Adult Checkouts/Renewals	300	940		
Youth Checkouts/Renewals	467	1,406		

** I removed Flipster from Electronic Materials Totals Use and Electronic Materials in Circulation . Flipster is reported by NEKLS and is reported as a total from all NEKLS libraries. It is not broken down by individual Libraries.



library director <director@linwoodlibrary.org>

Concrete Bid

1 message

Tiffany Bennett <tsbennetddd@gmail.com>
To: director@linwoodlibrary.org

Mon, Apr 1, 2024 at 9:00 AM

32' x 21'
Excavate 32' x 21' area 6"
Place 2" of 3/4 clean aggregate
Place 1/2" #4 Rebar on 2" centers, drilled and dowelled to existing slab.
Pour 4000 psi concrete @ 4"
Broom finish, and saw cut to match existing.
Apply clear acrylic cure
Backfill as needed

\$6720.00

Thank you,
Darren Bennett

FREEDOM CONCRETE LLC
DESOTO, KS 66018
913-583-1150 ph
andy@freedomconcrete1.com

Monday, April 1, 2024

To: Linwood Public Library

ATTN: Dennis Shelton

RE: 4" Parking paving

WE PROPOSE THE FOLLOWING ITEMS OF CONSTRUCTION FOR YOUR CONSIDERATION:

Description	Quantity	Units	Price	Units	Total
4" Concrete Rebar Reinforced	665	SF	\$8.00	/SF	\$5,320.00
Option 4" Concrete Fiber Reiforced	665	SF	\$7.00	/SF	\$4,655.00
Rock base	665	SF	\$2.50	/SF	\$1,662.50
					\$11,637.50

ALL PRICES ARE SUBJECT TO THE FOLLOWING:

The conditions set forth will become a part of any subcontract.

NO: Bonds, Inspection fees, Permits or Testing.

Wash-out pit provided by others.

All engineering, Layout & Staking is by others.

Concrete is 4000 AE FA.

No cold weather protection or winter service charges included.

No joint sealing. 2024 COMPLETION. Concrete escalator 1/01/2025 \$8/CY.

PROPOSAL PRICING GOOD FOR 20 DAYS FROM ABOVE DATE. ALL UNITS ARE APPROXIMATE AND WILL BE FIELD MEASURED PRIOR TO BILLING AND ADJUSTED ACCORDINGLY. SALES TAX IS NOT INCLUDED. PAYMENTS ARE DUE MONTHLY WITHIN 30 DAYS OF OUR INVOICE.

SINCERELY,

FREEDOM CONCRETE LLC

Andy Everett

Estimator/Project Manager

Slavin Flatwork Inc.

**1973 N 500 Rd
Baldwin, KS 66006**

JOB ESTIMATE

785-423-7145

Date:

Job:

Linwood Lidrary
19649 Linwood Rd
Linwood, KS 66052

4/4/2024

	DESCRIPTION	Qty	Cost	Total
concrete 1	Parking - 652.52 Sqf 6" Thick Concrete 4000 psi	13.5	195.00	2,632.50
Rebar # 4	Rebar 1/2 inch bars	34	9.00	306.00
Rock	Load's of rock	1	480.00	480.00
Lumber 2	2" x 6" x 16'	4	18.00	72.00
Stakes	Stakes Bundles	1	20.00	20.00
Castle Chair	Castle Chair 2" - 2 1/4"		35.00	35.00
Loader	Moving dirt or rock: etc	5	95.00	475.00
Labor	Labor	652.52	3.62058	2,362.50
	Sales Tax		0.00%	0.00

Any changes or any price increases in materials will be reflected in the final and may higher than the estimate.

Total Estimate \$6,383.00

Estimate is valid for 60 days.

Payment is due upon completion of job

SIGNATURE

TAXING UNIT: LINWOOD LIBRARY

ESTIMATED TAX REVENUE FOR 2025

\$ 25,604.31

FUND	MOTOR VEHICLE	RECREATIONAL VEHICLE	WATERCRAFT	16M & 20M TRUCKS	CMV
GENERAL	22,092.22	554.23	396.8	562.48	655.43
EMPLOYEE BENEFITS	1,226.41	30.77	22.03	27.55	36.39
TOTAL	23,318.63	585.00	418.83	590.03	691.82

Caleb Gordon, County Treasurer, Leavenworth County

If you have any questions, please contact me at 913-684-0432

CheckN PayTo	Date	Memo	BankAccol Status	Amount
11164 VISA	23-Apr-24	Teresa Visa	First State Uncleared	1,604.50
11165 Northeast Kansas Library System	23-Apr-24	New Computer	First State Uncleared	1,090.39
11166 Nyp CPA, LLC	23-Apr-24	Brian	First State Uncleared	312.5
11167 UniFirst	23-Apr-24		First State Uncleared	121.77
11168 Culligan Water of Kansas City	23-Apr-24		First State Uncleared	30
11169 Wirenuts LLC	23-Apr-24	DVD/Camera	First State Uncleared	1,938.99
11170 Midwest Exterminators, Inc	23-Apr-24		First State Uncleared	95
11171 Kevin Reetz	23-Apr-24	Lawn	First State Uncleared	160
11172 Aly Evans	23-Apr-24	Yoga/Juggling	First State Uncleared	170
11173 Atmos Energy	23-Apr-24		First State Uncleared	134.37
11174 Evergy	23-Apr-24		First State Uncleared	290.16
11175 Ingram Library Services	23-Apr-24	Books	First State Uncleared	1,270.76
11176 Sarah Koontz	23-Apr-24	Crochet lesson	First State Uncleared	90
11177 Wheat State Cleaning	23-Apr-24	Weekly Cleaning	First State Uncleared	750
11178 Birds & Blooms	23-Apr-24	Magazine	First State Uncleared	10
11179 Taste of Home	23-Apr-24	Magazine	First State Uncleared	10
11180 Security Benefit Group	23-Apr-24	IRA	First State Uncleared	249.58
11181 Maryam Hjersted	23-Apr-24	Knitting Club	First State Uncleared	120
11182 Teresa Reetz	23-Apr-24	Supplies Reim. / Mileage Reim.	First State Uncleared	215.88
11183 Demco, Inc.	23-Apr-24	Office Supplies	First State Uncleared	420.54
11184 Midwest Tape	23-Apr-24	DVDs	First State Uncleared	1,027.05
11185 City of Linwood	23-Apr-24	Utilities	First State Uncleared	62.01
11186 Xerox Financial Services	23-Apr-24		First State Uncleared	359.04
11187 VISA	23-Apr-24	Susie - Visa	First State Uncleared	697.12
11188 VISA	23-Apr-24	Dennis - Visa	First State Uncleared	173.37



2024 Annual Survey of Public Employment & Payroll E-3: Special Districts and Local Agencies

[Main Menu](#)[FAQs](#)[About Survey](#)[Instructions](#)[Print/Review PDF](#)[Attach Data](#)[Logout](#)

Website: [Survey of Public Employment & Payroll](#)
Telephone: 1-800-832-2839 weekdays, 8AM to 5PM ET

Submission Confirmation

Thank you for completing the 2024 Annual Survey of Public Employment & Payroll!

The U.S. Census Bureau has received your data and appreciates your time and participation. Please keep a copy of this confirmation for your records.

Agency Name: LINWOOD COMMUNITY LIBRARY DISTRICT 1

User ID: 206538

Submission Date & Time: Wednesday April 03, 2024, 01:24:44 PM EDT

Would you like a PDF of the worksheet with your answers?



[Print Confirmation Screen](#)

The letters PDF or the  icon indicate a document is in the [Portable Document Format \(PDF\)](#). To view the file you will need the [Adobe® Reader](#), which is available for free from the Adobe web site.

[Burden Statement](#)[Accessibility](#)[Privacy](#)[Security](#)



THE HARTFORD
 BUSINESS SERVICE CENTER
 3600 WISEMAN BLVD
 SAN ANTONIO TX 78251

-- 01 000649 27866 H 2 A5US15



April 2, 2024

000649 1/4

LINWOOD COMMUNITY LIBRARY DISTRICT NO 1
 PO BOX 80
 LINWOOD KS 66052-0080

Policy Information:

Policy Number:	37 SBA AX9V2R
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Contact Us

Visit <https://business.thehartford.com>

24/7 access to pay bills, view policy documents, get your certificate of insurance and more.

Need Help? Contact your agent.

Agent: KANSAS INSURANCE INC

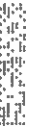
Agent Phone Number: (785) 331-3607

You can find information about your policy enclosed. You can also find this info online at <https://business.thehartford.com>.

If you have any questions or concerns about what you see, contact us at any of the options listed on this page.

Thanks for choosing us for your business insurance needs.

Sincerely,
 The Hartford



ENV

POLICYHOLDER NOTICE - KANSAS

Date: 04/02/24

Policy Number: 37 SBA AX9V2R

Renewal Date: 06/26/24



The Hartford Company: Hartford Underwriters Insurance Company

Your Hartford Agent: KANSAS INSURANCE INC

(866) 467-8730

Linwood Community Library District
No 1
PO Box 80
LINWOOD KS 66052

Dear Valued Hartford Customer,

Your current policy provided by The Hartford will expire shortly. The purpose of this notice is to advise you of changes to your policy for the upcoming policy term. This is not a bill. You will receive a separate bill for all or part of the premium due for your upcoming policy.

A. Coverage Changes

Your policy for the upcoming term will include certain reductions or additional restrictions in coverage, as indicated by an (x) below.

- Increase in Deductible to:
- Reduction in Limits to:
- Reductions in Coverage:
Added SP 31 51 - FUNGI, WET ROT OR DRY ROT - LIMITED COVERAGE and removed SP 30 17 - LIMITED FUNGI, BACTERIA OR VIRUS COVERAGE. Please refer added form for details.
- Other Changes, Clarifications or Restrictions in Coverage:

The coverage change is due to the following indicated reason(s):

- Your exposures, loss experience, or other risk characteristics indicate a need for the change.
- A change in our rules, forms or underwriting guidelines for your type of policy.

You may receive other notices of coverage changes for the upcoming policy term under separate cover. Those other changes will apply in addition to the changes described above.

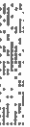
B. Transfer to Another Company of The Hartford

- Due to a change in rate that will apply to your upcoming term, your policy will be written by another insurance company of The Hartford.

Some states consider the change(s) described in this notice to be a nonrenewal of your prior policy, in which case this is our notice to you in compliance with the applicable law.

If you would like more information about this notice or your policy, please contact your agent or broker, or you may contact us directly. We look forward to continuing our relationship and fulfilling your insurance needs.

Thank you for your business.





IMPORTANT NOTICES TO KANSAS POLICYHOLDERS

Important Notices

If your policy provides Automobile Insurance, please read the following:

IF THIS NOTICE OF COVERAGE REDUCTION AND/OR POLICY TRANSFER PERTAINS TO AUTOMOBILE INSURANCE AND YOU DO NOT WISH TO CONTINUE YOUR COVERAGE WITH THE HARTFORD, YOU MAY BE ELIGIBLE FOR AUTOMOBILE INSURANCE THROUGH ANOTHER INSURER. THE KANSAS AUTOMOBILE INJURY REPARATIONS ACT REQUIRES THAT EVERY MOTOR VEHICLE COVERED BY THIS POLICY MUST MAINTAIN FINANCIAL SECURITY CONTINUOUSLY THROUGHOUT THE MOTOR VEHICLE REGISTRATION PERIOD. THE OPERATION OF ANY SUCH MOTOR VEHICLE WITHOUT MAINTAINING CONTINUOUS FINANCIAL SECURITY THEREFOR IS A CLASS B MISDEMEANOR AND SHALL BE SUBJECT TO A FINE OF NOT LESS THAN \$300 AND NOT MORE THAN \$1000. THE REGISTRATION FOR ANY SUCH MOTOR VEHICLE FOR WHICH CONTINUOUS FINANCIAL SECURITY IS NOT PROVIDED IS SUBJECT TO SUSPENSION AND THE DRIVER'S LICENSE OF THE OWNER THEREOF IS SUBJECT TO SUSPENSION.

If your policy provides Property Insurance, please read the following:

Kansas All-Industry Placement Facility: If this notice of coverage reduction and/or policy transfer pertains to a policy providing fire, extended coverage and possibly vandalism and malicious mischief insurance and you do not wish to continue your coverage with The Hartford, you should make an effort to obtain insurance through another company in the normal market. If you have difficulty in procuring replacement coverage in the normal market, you possibly may obtain insurance through the Kansas All-Industry Placement Facility. For further information, please contact your agent or the Kansas All-Industry Placement Facility at 1115 SW Wanamaker Drive Topeka, Kansas 66604-3808.



THIS ENDORSEMENT IS ATTACHED TO AND MADE PART OF YOUR POLICY IN RESPONSE TO THE DISCLOSURE REQUIREMENTS OF THE TERRORISM RISK INSURANCE ACT.



DISCLOSURE/CAP ON LOSSES - TERRORISM RISK INSURANCE ACT

POLICY NUMBER: 37 SBA AX9V2R

SCHEDULE

Terrorism Premium:

\$149.00

A. Disclosure Of Premium

In accordance with the federal Terrorism Risk Insurance Act, as amended (TRIA), we are required to provide you with a notice disclosing the portion of your premium, if any, attributable to coverage for "certified acts of terrorism" under TRIA. The portion of your premium attributable to terrorism coverage is shown in the above Schedule of this endorsement.

B. The following definition is added with respect to the provisions of this endorsement:

1. A "certified act of terrorism" means an act that is certified by the Secretary of the Treasury, in accordance with the provisions of TRIA, to be an act of terrorism under TRIA. The criteria contained in TRIA for a "certified act of terrorism" include the following:
 - a. The act results in insured losses in excess of \$5 million in the aggregate, attributable to all types of insurance subject to TRIA; and
 - b. The act results in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of an United States mission; and
 - c. The act is a violent act or an act that is dangerous to human life, property or infrastructure and is committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion

C. Disclosure Of Federal Share Of Terrorism Losses

The United States Department of the Treasury will reimburse insurers for 80% of insured losses attributable to "certified acts of terrorism" under TRIA that exceeds the applicable insurer deductible:

However, if aggregate industry insured losses attributable to "certified acts of terrorism" under TRIA exceed \$100 billion in a calendar year, the Treasury shall not make any payment for any portion of the amount of such losses that exceeds \$100 billion. The United States government has not charged any premium for their participation in covering terrorism losses.

D. Cap On Insurer Liability for Terrorism Losses.

If aggregate industry insured losses attributable to "certified acts of terrorism" under TRIA exceed \$100 billion in a calendar year and we have met, or will meet, our insurer deductible under TRIA, we shall not be liable for the payment of any portion of the amount of such losses that exceed \$100 billion. In such case, your coverage for terrorism losses may be reduced on a pro-rata basis in accordance with procedures established by the Treasury, based on its estimates of aggregate industry losses and our estimate that we will exceed our insurer deductible. In accordance with the Treasury's procedures, amounts paid for losses may be subject to further adjustments based on differences between actual losses and estimates.



THIS ENDORSEMENT IS ATTACHED TO AND MADE PART OF YOUR POLICY IN RESPONSE TO THE DISCLOSURE REQUIREMENTS OF THE TERRORISM RISK INSURANCE ACT.



E. Application of Other Exclusions

The terms and limitations of any terrorism exclusion, the inapplicability or omission of a terrorism exclusion, or the inclusion of terrorism coverage, do not serve to create coverage for any loss which would otherwise be excluded under this Coverage Form, Coverage Part or Policy, such as losses excluded by any Pollution Exclusions, Nuclear Hazard Exclusions and the War And Military Action Exclusions.

F. All other terms and conditions remain the same.



library director <director@linwoodlibrary.org>

NEKLS library development grant in 2025

1 message

Michael McDonald <mmcdonald@nekls.org>
To: Library Director <director@linwoodlibrary.org>

Fri, Apr 19, 2024 at 4:26 PM

We will get the new accreditation document for 2025 posted online soon, but I wanted to confirm with you the grant amount to expect from NEKLS for 2025.

In 2024, your Hoopla grant (\$718) and Library Development Grant (\$1,400) combined = \$2,118.

Remember, the Hoopla grant goes away for 2025.

In 2025, the formula is **Base Grant** for achieving standards (\$2,500) . . . PLUS . . . a **Population Multiplier** tied to the population of your Legal Service area (\$3,867). **Total Library Development Grant = \$6,367.**

Even with the discontinuation of the Hoopla grant, the library still sees a net gain for 2025.

Please call if you have any questions or concerns.

Mike

Michael McDonald
Northeast Kansas Library System
4317 W 6th Street
Lawrence, KS 66049
785.838.4090
mmcdonald@nekls.org