

Agenda
Linwood Community Library Annual Board Meeting
March 5, 2024 at 7:00 pm
Linwood Community Library
19649 Linwood Road
Linwood, Kansas 66052
Public Notice

Library Board Members:

- Melissa Smitka (Chair) (3/2025)
- Ronald Smith (Vice-Chair) (3/2024)
- Sheldon Wheaton (Treasurer) (3/2027)
- Lea Chrisman (Vice Treasurer/Secretary) (3/2026)
- Kathy Reno (3/2026)
- Chris Mensch (3/2025)
- Open Position (3/2026)

Call to Order

- Introduction of Guests, if present
- Introduction of District Members
- Changes or additions to the agenda, if needed

Old Business

- Minutes from the 2023 Annual Meeting

New Business

- Annual Meeting Notice Publication
- Presentation of the 2023 Annual Report
- Financial Report

District Member Comments

- **Nominations and Election of one open Library Board Member Position –**
- **Request for Nominations**

Overview of Officer and Committee Appointments:

- **Officers: Chairperson, Vice-Chairperson, Treasurer, Vice- Treasurer, Secretary**
- **Permanent Board Committees: Building and Equipment, Personnel and Policy, Finance**

Adjournment

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

Linwood Community Library Annual Board Meeting: March 7, 2023

Meeting location: Linwood Community Library; 19649 Linwood Rd; Linwood, KS.

Call to Order

Board Members present: Stacey Schmitt(2024), Melanie Morris(2023), Dalton Torneden(2025), Bob Firth(2025)

Staff Members present: None

District Members: Lea Chrisman, Thaddeus Swann, Sheldon Wheaton.

The meeting was called to order at: 7:32 P.M. by Dalton Torneden

- **Changes or Additions to the Agenda: none presented.**

Old Business

- **Minutes from the March 1, 2022 Annual Board Meeting: Bob made a motion to approve minutes as presented. Stacey seconded, Motion carried 4-0**

New Business

- **Notice of Meeting presented by Dalton**
- **2022 Annual Meeting Report: District members were presented with Annual Meeting Packet.**
- **Financial Report: District members were presented with financial documents attached to the Annual Meeting Packet**

Nominations and Election of Library Board Member terms expiring 2 open positions – 2019-2023- completed terms & 1 open position - 2022-2026- uncompleted term

- **Request for nominations:**
- **Stacey nominated Lea Chrisman for the 2022-2026 uncompleted term, Lea accepted, Bob seconded.**
- **Dalton nominated Melanie Morris for a 2nd 4 year term 2023-2027.**
- **Nominees introduced themselves**
- **7 votes for Lea Chrisman for the open term 2022-2026, approved for the open 2 year position by majority vote.**
- **7 votes for Melanie Morris for a new term of 2023-2027, approved for a new 4 year term by majority vote.**

Overview of Officer and Committee Appointments

AFFIDAVIT OF PUBLICATION

State of Pennsylvania, County of Lancaster, ss:

Laquansay Nickson Watkins, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Lawrence Journal-World, that this daily newspaper printed in the State of Kansas, and published in and of general circulation in Douglas County, Kansas, with a general paid circulation on a daily basis in Douglas County, Kansas, and that said newspaper is not a trade, religious or fraternal publication, and which newspaper has been admitted to the mails as periodicals class matter in said County, and that a notice of which is hereto attached, was published in the regular and entire issue of the Lawrence Daily Journal-World.

Said newspaper is published six days per week, 52 weeks per year; has been so published continuously and uninterruptedly in said county and state for a period of more than five years prior to the first publication of said notice and been admitted at the post office of Lawrence in said County as second class matter.

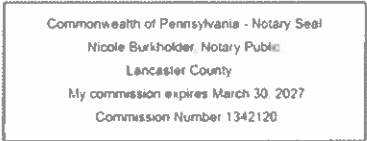
That the attached notice is a true copy thereof and was published in the regular and entire issue of said newspaper for 2 consecutive days/weeks the first publication thereof being made as aforesaid on Feb. 22, 2024 with publications being made on the following dates: 02/22/2024, 02/28/2024

Laquansay Watkins

(Signed) _____

VERIFICATION

State of Pennsylvania
County of Lancaster



Subscribed in my presence and sworn to before me on this: 02/28/2024

Nicole Burkholder

Notary Public
Notarized remotely online using communication technology via Proof.

(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**



LINWOOD COMMUNITY

Annual Report 2023



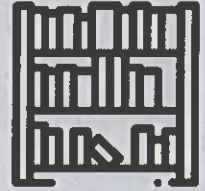
The library had **2,730** open hours in 2023!



679 people have a card at our library



7,680 people walked through our doors last year



The collection contained **2,077,003** items



Print materials totaled **9,430**



Physical videos totaled **2,478**



5,170 e-materials borrowed



Contributing to a total of **11,873** checkouts!



We lent our items to other libraries **3,319** times



215 uses of public computers



3,803 WiFi sessions



And brought in **1,633** items upon patron request



633 total programs offered



4,132 people attended in total!

READ



www.linwoodcommunitylibrary.org
19649 Linwood Rd
LINWOOD, KS 66052
9133013686



LINWOOD COMMUNITY

Annual Report 2022



The library had **1,669** open hours in 2022!



631 people have a card at our library



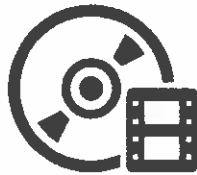
3,051 people walked through our doors last year



The collection contained **1,842,008** items



Print materials totaled **9,109**



Physical videos totaled **2,306**



12,266 e-materials borrowed



Contributing to a total of **13,392** checkouts!



We lent our items to other libraries **3,117** times



98 uses of public computers



4,671 WiFi sessions



And brought in **1,197** items upon patron request



796 total programs offered



4,232 people attended in total!

READ



www.linwoodcommunitylibrary.org
19649 Linwood Rd
LINWOOD, KS 66052
9133013686

	FY2022	FY2023 as of 12/31/2023			% Used	% flat target
	Actual	Actual	Budget	Budget diff Over (Under)		
Capital Improvement Revenue						
Interest on Idle Funds	901.60	3,264.44	-	3,264.44		
Transfer	-	31,500.00	-	31,500.00		
Revenue Total	901.60	34,764.44	-	34,764.44		
Capital Improvement Fund Total	901.60	34,764.44				
Carriers Balance 12/31/2022	150,995.93	150,995.93				
Carriers Balance 12/31/2023		185,760.37				

4,110.15

	FY2022	FY2023 as of 12/31/2023			% Used	% flat target
	Actual	Actual	Budget	Budget diff Over (Under)		
Employee Benefit Revenue						
Property Tax	12,687.69	9,372.87	14,181.00	(4,808.13)	66.09%	100.00%
Revenue Total	12,687.69	9,372.87	14,181.00	(4,808.13)		
Expense						
Payroll Expenses	10,230.54	10,351.08	13,956.00	(3,604.92)	74.17%	100.00%
Cash carry forward	-	-	4,500.00	(4,500.00)	0.00%	100.00%
Expense Total	10,230.54	10,351.08	18,456.00	(8,104.92)		
Employee Benefit Fund Total	2,457.15	(978.21)				
Carriers Balance 12/31/2022	6,567.30	6,567.30				
Carriers Balance 12/31/2023		5,589.09				

	FY2022	FY2023 as of 12/31/2023			% Used	% flat target
	Actual	Actual	*Budget	Budget diff Over (Under)		
General Fund Revenue						
Donations/Grants	8,975.03	9,808.73	8,053.00	1,755.73	121.80%	100.00%
Interest on Idle Funds	2,107.22	13,605.79	-	13,605.79	N/A	100.00%
Other Income	-	299.00	-	299.00	N/A	100.00%
Property Tax	262,594.16	294,173.96	287,593.00	6,580.96	102.29%	100.00%
Revenue Total	273,676.41	317,887.48	295,646.00	22,241.48		
Expense						
Collections	21,605.24	27,195.98	37,200.00	(10,004.02)	73.11%	100.00%
Program	7,607.11	17,583.57	16,500.00	1,083.57	106.57%	100.00%
Operating Expense	58,704.07	78,634.16	80,358.00	(1,723.84)	97.85%	100.00%
Depreciation	105,911.22	120,838.83	128,989.00	(8,150.17)	93.68%	100.00%
Capital	-	411.41	16,500.00	(16,088.59)	2.49%	100.00%

Transfer to Capital	-	31,500.00	-	31,500.00	N/A	
Cash carry over	-	-	153,053.00	(153,053.00)	0.00%	100.00%
Expense Total	193,827.64	276,163.95	432,600.00	(156,436.05)		
General Fund Total	79,848.77	41,723.53				
Treasurers Balance 12/31/2022	207,401.40	207,401.40				
Treasurers Balance 12/31/2023		249,124.93				

Checking Account 254,714.02
 Capital Account 185,760.37
 440,474.39

	Dec 31, 23
Beginning Balance	293,675.32
Cleared Transactions	
Checks and Payments - 48 items	-40,724.11
Deposits and Credits - 3 items	6,715.60
Total Cleared Transactions	-34,008.51
Cleared Balance	<u>259,666.81</u>
Uncleared Transactions	
Checks and Payments - 27 items	-5,888.49
Deposits and Credits - 1 item	973.49
Total Uncleared Transactions	-4,915.00
Register Balance as of 12/31/2023	<u>254,751.81</u>
Ending Balance	254,751.81

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance							153,679.21
Cleared Transactions							
Deposits and Credits - 1 item							
	Deposit	12/29/2023			0	<u>581.16</u>	<u>581.16</u>
Total Deposits and Credits						<u>581.16</u>	<u>581.16</u>
Total Cleared Transactions						<u>581.16</u>	<u>581.16</u>
Cleared Balance						<u>581.16</u>	<u>154,260.37</u>
Register Balance as of 12/31/2023						581.16	154,260.37
New Transactions							
Deposits and Credits - 1 item							
	Deposit	01/17/2024				<u>605.30</u>	<u>605.30</u>
Total Deposits and Credits						<u>605.30</u>	<u>605.30</u>
Total New Transactions						<u>605.30</u>	<u>605.30</u>
Ending Balance						<u><u>1,186.46</u></u>	<u><u>154,865.67</u></u>