

Agenda
Linwood Community Library Board Meeting
Tuesday, June 25, 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

- Policy Update
- Personnel

Committee Reports

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

New Business

- Bills for Payment
- Budget
- Capital Improvement Fund
- Director's Job
- Director's Pay

- Printer
- Trees/Landscape

Adjournment

Next Regular Board Meeting: Tuesday, July 23, 2024 at 7:00 pm

Linwood Community Library Board of Trustees Meeting: May 28, 2024

Call to Order:

Board members present: Melissia Smitka, Kathy Reno, Chris Mensch, Aly Evans, Sheldon Wheaton

Staff present: Dennis Shelton, Tracy Tygart

Guests: none

7:02pm - The meeting was called to order by Melissia Smitka

Consent Agenda: *All matters on the consent agenda are considered and enacted with a single motion, with the exception of any items agreed upon to be removed from the consent agenda.*

Previous Meeting Minutes

Treasurer's Report:

General Fund (GF) checking: account balance as of 04-30-2024 was \$355,900.20. The GF Checking account has been reconciled in Xero through 04-30-2024 with consideration for outstanding payments and receipts.

Capitol Improvement Fund (CIF) checking: account balance as of 04-30-2024 was \$185,760.37. The CIF checking account has been reconciled in Xero through 04-30-2024 noting no difference.

Petty Cash: Counted by Dennis Shelton on 05-24-2024. He stated the balance was \$119.11.

Communications for the board: Communications for the board was removed from the consent agenda and moved to "New Business" for detailed discussion

Director's Report

Statistical Report

Chris made a motion to accept the consent agenda (with Communications removed), Aly seconded, and the vote was unanimous.

Financial Report: attached to agenda

Public Comments: None

Old Business:

Parking Lot: Bids were narrowed to Bennett and Slavin. Slavin has not yet responded with revised quote to address request for reduced re-bar spacing. Chris Mensch made a motion to award the contract to Bennett, Sheldon seconded, and the vote was unanimous.

Policy Update: Melissia discussed the Personnel & Policy Committee's proposed changes to pages 6 through 22 of the policy manual. Melissia made a motion to approve with minor change to page 22, Chris seconded, and the vote was unanimous.

Committee Reports:

Building & Equipment: no new discussion (Parking lot discussed in old business)

Financial:

Personnel & Policy: Committee will provide (printer malfunction on this date) draft revisions for page 23 through 52 of the policy manual, to be available at library desk on next day, for review.

New Business:

Bills for Payment: Sheldon moved to approve, Chris seconded, and the vote was unanimous.

Funeral considerations for Ron Smith:

- service to be held on June 15 in Community Building

- board members should notify Dennis if interested in attending service
- City of Linwood asked about library contribution to help with cost of service.
- Sheldon made a motion to approve up to \$300 contribution by the library to help City of Linwood with service expenses, Chris seconded, and the vote was unanimous.

Budget: Dennis discussed several issues regarding the proposed budget.

Director Job Description: discussed proposed changes to be reviewed at the next monthly board meeting.

Personnel: Dennis discussed addition of one associate, with job description, qualifications, and pay matching the previously defined position of Library Services Specialist. Since there was no change to these three defining characteristics, the consensus was that no board approval would be required.

Communications for the Board: discussion regarding information posted by Eudora Library regarding previous Linwood Community Library employee. Discussed that we will provide only dates of employment for any previous employee upon request. No such request has been made regarding the current situation. Consensus was reached that no action was needed, except that Melissa was to communicate this information to the sender of a related inquiry.

Adjournment:

9:05pm – Sheldon made a motion to adjourn, Chris seconded, and the vote was unanimous.

Submitted by: Sheldon Wheaton; Board Treasurer

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)
 Administrator
 Open Position (03/2027)

Linwood Community Library Staff

Vacant; Director
 Jayne Hopkins; Youth Services
 Teresa Reetz; Adult Programming/Collection
 Amy Rosewicz; Programming Assistant
 Susie Henneke; Library Services Specialist
 Dennis Shelton; Library Services Specialist-Acting
 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 of Trustees Meeting: May 30, 2024

Call to Order:

Board members present: Melissia Smitka, Kathy Reno, Chris Mensch, Sheldon Wheaton

Staff present: Dennis Shelton

Guests: none

6:03pm - The meeting was called to order by Melissia Smitka

Concrete work bids: A revised quote for the concrete work in the parking lot, was explained by Dennis. The quote was from Slavin and included the requested change to reduce spacing on the re-bar. Chris made the motion to award the contract to Slavin for the quoted price of \$6864.50 and cancel the previous decision to award the contract to Bennett in the May 28 regular board meeting, Kathy seconded the motion and the vote was unanimous.

Service Area discussion: Dennis shared information regarding a discussion he had with NEKLS, where NEKLS suggested that the western section of Sherman Township was not part of the Linwood Community Library's service area, however Dennis confirmed that the entire Sherman Township is in our service area. No action required.

Draft changes to policy manual: Copies of the draft changes to the policy manual as discussed during the May 28 board meeting were provided to board members. The copies were not available at the May 28 meeting due to problems with the printer.

Adjournment:

6:22pm – Kathy made a motion to adjourn, Sheldon seconded, and the vote was unanimous.

Submitted by: Sheldon Wheaton; Board Treasurer

Linwood Community Library Board

Melissia Smitka, Chairperson (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

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
June 25, 2024**

General Fund (GF) Checking account balance as of 05-31-2024 was \$355,219.28. The GF checking account has been reconciled in Xero through 05-31-2024 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 05-31-2024 was \$188,810.79. The CIF Checking account has been reconciled in Xero through 05-31-2024 noting no difference.

Petty Cash was counted by Dennis Shelton on 06-21-2024. He stated the balance was \$59.59.



Director's Report June 25th, 2024

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

Summer Reading kicked off June 1st. We had a good turnout to get started with Mad Science joining us to help kick things off. We had 32 youth patrons join us and sign up for Summer Reading at our kick off program. We have had an additional 35 youth patrons sign up for Summer Reading since our June 1st kick off for a total of 67.

It's hard to believe but we are now a month into our Summer Reading programs. In addition to Mad Science, we have welcomed StoneLion Puppets and Pricscilla Howe (Story Teller) to our story time this month on different Fridays. Both programs have been well received.

We had 60 people attend our Adult Summer Reading program. Although we did not have the chairs or space to accommodate everyone, all of the attendees stayed for the entire program and everyone we spoke to gave positive feedback to the program.

At our first concert downtown we had 97 people attend. As we spoke to people who attended we received positive feedback from the people who attended, commenting on how much they appreciated what we are doing to bring the community together and how much they enjoyed the music, the food, and being able to get out and participate. I estimate the participants were about 60% of our patrons who we see regularly in the library and about 40% of people who we do not see in the library. This gave us an opportunity to reach out and try to connect with these people as they see the library as part of the community and what we are doing within our community.

I applied for \$3430 in grant money to help support and offset the costs for the summer concerts. We were notified we did receive grant money in the amount of \$1900. The \$1900 will be in addition to the \$250 in grant money which we will receive to offset travel costs for The Tom Page Band. We will receive \$2150 in total grant money to help with our summer concerts this year. The grant came as a competitive, mental wellness grant offered through NEKLS. Once the concerts are completed I will have to provide a grant report to NEKLS with a budget breakdown of how the money was spent along with a report as to how the concerts provided "mental wellness" to the community of Linwood.

I spoke to Tim, with Slavin Flatwork, on 6/4 and made him aware that we will be using him to pour concrete for our drive. He indicated he was at least a month out and would let me know when he would be able to start about a week before. Once he starts it will take approximately two days to complete the job. Once it is completed we will need to keep cars off for an additional 7 days. He said we could pay the total amount once the job is completed.

| Circulation: | | | | | |
|----------------------------------|-----------------|--------------|-----------------|--------------|--------------------|
| | May 2024 | Y-T-D | May 2023 | Y-T-D | |
| Adult Books | 174 | 852 | 175 | 832 | |
| Child Books | 360 | 1,654 | 385 | 1,785 | |
| Young Adult | 25 | 111 | 23 | 69 | |
| Magazines | 1 | 7 | 1 | 7 | |
| Movies/Videogames | 133 | 789 | 181 | 737 | |
| Music | | - | | - | |
| Audiobooks | 74 | 224 | 52 | 128 | |
| Large Print | 33 | 138 | 24 | 110 | |
| ** Electronic Materials | 389 | 1,588 | 612 | 1,632 | |
| Equipment: Video/DVD | | - | | - | |
| Equipment: Sports/Games | | - | | - | |
| Total: | 1,189 | 5,363 | 1,453 | 5,300 | |
| % of Change | (18.17) | 1.19 | | | |
| New Acquisitions: | | | | | |
| | May 2024 | Y-T-D | May 2023 | Y-T-D | |
| Adult | 74 | 314 | 44 | 191 | |
| Children | 56 | 182 | 46 | 145 | |
| Young Adult | 11 | 44 | 2 | 4 | |
| Audiovisual | 12 | 94 | 67 | 93 | |
| Equipment: Video/DVD | | - | | - | |
| Equipment: Sports/Games | | - | | - | |
| Total: | 153 | 634 | 159 | 433 | |
| % of Change | (3.77) | 46.42 | | | |
| Inter-Library Loan: | | | | | |
| | May 2024 | Y-T-D | May 2023 | Y-T-D | |
| NEXT Loaned | 271 | 1,243 | 272 | 1,281 | |
| NEXT Borrowed | 101 | 587 | 134 | 711 | |
| ShareIt ILL Loaned | 5 | 30 | 5 | 15 | |
| ShareIt ILL Rec'd | - | 30 | 4 | 11 | |
| Total: | 377 | 1,890 | 415 | 2,018 | |
| % of Change | (9.16) | (6.34) | | | |
| Programs: | | | | | |
| | May 2024 | Y-T-D | May 2023 | Y-T-D | |
| Adult Programs | 39 | 198 | 40 | 185 | |
| Total Adult attendance | 226 | 1,339 | 154 | 947 | |
| Childrens Programs | 10 | 62 | 14 | 66 | |
| Total Childrens attendance | 34 | 221 | 30 | 207 | |
| Young Adult Programs | - | 1 | - | - | |
| Total YA attendance | - | 2 | - | - | |
| Outreach Events | 2 | 7 | - | 11 | |
| Outreach Attendance Total | 203 | 283 | - | 268 | |
| Total Library Events | 51 | 268 | 54 | 262 | |
| Attendance Total | 463 | 1,845 | 184 | 1,422 | |
| Meeting Room Uses | 6 | 35 | - | 1 | |
| Meeting Attendance | 17 | 59 | - | 6 | |
| Total Attend: | 480 | 3,749 | 184 | 2,850 | |
| % of Change | 160.87 | 31.54 | | | |
| Electronic Materials Use: | | | | | |
| | May 2024 | Y-T-D | May 2023 | Y-T-D | % of Change |
| ** Consortial Users | | | | | |
| Filpster | - | 921 | 323 | 1,224 | (24.75) |
| Lynda Users | - | - | - | 46 | (100.00) |
| Local Uses | | | | | |
| Cloud Library | 29 | 168 | 25 | 120 | 40.00 |
| Kanopy (Dec 2020) | - | 8 | 8 | 19 | (57.89) |
| Hoopla | 112 | 517 | 80 | 367 | 40.87 |
| Overdrive | 68 | 370 | 48 | 336 | 10.12 |
| Total Local Use: | 209 | 1,063 | 161 | 888 | |
| % of Change | | 19.71 | | | |
| Miscellaneous: | | | | | |
| | May 2024 | Y-T-D | May 2023 | Y-T-D | % of Change |
| Door Count | 642 | 3,822 | 566 | 2,762 | 38.38 |
| Reference | 8 | 122 | - | 5 | 2,340.00 |
| Computer Use | 31 | 150 | 8 | 62 | 141.94 |
| Wireless Activity | 331 | 1,767 | 393 | 1,692 | 4.43 |
| Website Sessions | 382 | 1,992 | 292 | 1,372 | 45.19 |
| Website Users | 608 | 2,390 | 201 | 1,069 | 123.57 |
| Public Service Hours | 233 | 1,114 | 225 | 1,049 | 6.20 |
| FB Video Views | NA | - | - | - | - |
| FB Reach | 940 | 6,083 | 1,029 | 5,914 | 2.86 |
| Engagements - Youth | | - | - | - | - |

2024 Monthly Stats

Linwood Community Library Statistical Report

| | | | | |
|--------------------------|-------|-------|------|-------|
| Twitter Visits | - | | | |
| Tweet impressions | - | - | 0 | 167 |
| Mailchimp | | | | |
| Total Emails Sent | 5 | 22 | 4 | 17 |
| Total Email Receipts | 1,910 | 8,447 | 1557 | 7,045 |
| Total Emails Opened | 727 | 3,309 | 817 | 3,274 |
| Faxes (Per Patron Use) | 9 | 40 | | |
| Copies (Per Patron Use) | 32 | 144 | | |
| Notary (Per Patron Use) | 4 | 18 | | |

| | May 2024 | Y-T-D |
|---------------------------|-----------------|--------------|
| Borrowers end of month | 675 | 3,435 |
| Borrower Accounts used | 100 | 480 |
| Borrowers Added | 2 | 25 |
| Borrowers Renewed | 33 | 100 |
| Borrowers Deleted | 11 | 23 |
| Total Check Outs/ Renewal | 807 | 3,897 |
| Adult Checkouts/Renewals | 308 | 1,546 |
| Youth Checkouts/Renewals | 499 | 2,350 |

** 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.

| CheckNo | PayTo | Date | Memo | BankAcct | Status | Amount |
|---------|-------------------------------|-----------|------------------------------------|-------------|-----------|----------|
| 11228 | Aly Evans | 24-Jun-24 | | First State | Uncleared | 180 |
| 11238 | Atmos Energy | 24-Jun-24 | | First State | Uncleared | 98.79 |
| 11227 | City of Linwood | 24-Jun-24 | | First State | Uncleared | 62.02 |
| 11222 | Culligan Water of Kansas City | 24-Jun-24 | | First State | Uncleared | 103 |
| 11235 | Dennis Shelton | 24-Jun-24 | Reimbursement for Ron Flower/Vases | First State | Uncleared | 81.91 |
| 11223 | Dustin Wilgers | 24-Jun-24 | Library Presentation | First State | Uncleared | 350 |
| 11239 | Evergy | 24-Jun-24 | | First State | Uncleared | 389.44 |
| 11218 | Ingram Library Services | 24-Jun-24 | | First State | Uncleared | 854.89 |
| 11217 | Jakob Keegan | 24-Jun-24 | Moonshroom Band | First State | Uncleared | 850 |
| 11230 | James F. Cady | 24-Jun-24 | Summer Reading Program | First State | Uncleared | 375 |
| 11237 | Kevin Reetz | 24-Jun-24 | Lawn Care | First State | Uncleared | 320 |
| 11231 | LE Loop Service LLC | 24-Jun-24 | Generator Inspection | First State | Uncleared | 168 |
| 11236 | Maryam Hjersted | 24-Jun-24 | Knitting Program | First State | Uncleared | 120 |
| 11226 | Midcontinent Communication | 24-Jun-24 | | First State | Uncleared | 248.79 |
| 11220 | Midwest Tape | 24-Jun-24 | | First State | Uncleared | 604.01 |
| 11221 | Playaway Products | 24-Jun-24 | Audio Books for Kids | First State | Uncleared | 419.93 |
| 11224 | Security Benefit Group | 24-Jun-24 | IRA Contributions | First State | Uncleared | 139.38 |
| 11229 | Ted Ward | 24-Jun-24 | Band Finder | First State | Uncleared | 150 |
| 11241 | Teresa Reetz | 24-Jun-24 | Mileage Reimbursement | First State | Uncleared | 47.16 |
| 11234 | The Hartford | 24-Jun-24 | Insurance | First State | Uncleared | 9,446.00 |
| 11225 | UniFirst | 24-Jun-24 | | First State | Uncleared | 243.54 |
| 11233 | Venmill Industries | 24-Jun-24 | Office Equipment | First State | Uncleared | 94.99 |
| 11242 | VISA | 24-Jun-24 | Dennis | First State | Uncleared | 1,076.56 |
| 11240 | VISA | 24-Jun-24 | Teresa | First State | Uncleared | 2,267.31 |
| 11232 | Wheat State Cleaning | 24-Jun-24 | | First State | Uncleared | 600 |
| 11219 | Xerox Financial Services | 24-Jun-24 | | First State | Uncleared | 345.02 |

Income Statement (Profit and Loss)

Linwood Community Library
For the 5 months ended May 31, 2024

JAN-MAY 2024

Income

| | |
|-----------------------|-------------------|
| Property Taxes | 172,233.93 |
| Fine and Fees | 446.99 |
| Insurance Refund | 464.00 |
| Interest Income | 8,847.52 |
| NEKLS Grants | 2,118.00 |
| Square Sales | 64.01 |
| State Grants | 1,202.93 |
| Transfer From General | 27.62 |
| Total Income | 185,405.00 |

Gross Profit

185,405.00

Expenses

| | |
|-----------------------|-------------------|
| Collections | 12,812.99 |
| Gross Wages | 50,565.91 |
| Health Insurance | 137.83 |
| Medicare Co | 731.82 |
| Operating Expenses | 30,611.22 |
| Payroll Expenses | 238.11 |
| Program Expenses | 11,405.19 |
| Simple IRA Match | 466.44 |
| Social Security Co | 3,129.01 |
| Square Fees | 0.72 |
| SUTA | 105.93 |
| Total Expenses | 110,205.17 |

Operating Income

75,199.83

Net Income

75,199.83

Income Statement (Profit and Loss)

Linwood Community Library
For the month ended May 31, 2024

MAY 2024

Income

| | |
|---------------------|-----------------|
| Interest Income | 1,744.84 |
| Total Income | 1,744.84 |

Gross Profit

1,744.84

Expenses

| | |
|-----------------------|------------------|
| Collections | 2,894.86 |
| Gross Wages | 10,191.85 |
| Medicare Co | 147.78 |
| Operating Expenses | 3,509.94 |
| Payroll Expenses | 21.78 |
| Program Expenses | 4,223.34 |
| Simple IRA Match | 39.38 |
| Social Security Co | 631.89 |
| SUTA | 10.20 |
| Total Expenses | 21,671.02 |

Operating Income

(19,926.18)

Net Income

(19,926.18)



Payroll Journal Report

Employees Earning

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

Pay Run Apr 26th - May 26th
 Report Period 04/26/2024 - 05/26/2024
 Pay Date 05/31/2024

Employee Earnings at Company Level (Pay run: Apr 26th - May 26th (May 31, 2024))

| Earnings Description | Hours | Rate | Total | Deductions and Contributions Description | Amount | Employee Taxes Description | Amount | Employer Taxes Description | Amount | Employee Taxable Wages Description | Wages | Employer Taxable Wages Description | Wages | Time Off (hours) Description | Used | Accrued | Totals Description | Amount |
|----------------------|--------|------|-------------|--|----------|--|----------|---|----------|--|-------------|---|-------------|------------------------------|-------|---------|--------------------|--------|
| Base Pay | 573.12 | | \$9,749.58 | FICA/LOVE | | Federal Income Tax | \$275.62 | Employer Medicare Tax | \$147.78 | Federal Income Tax | \$10,091.85 | Employer Medicare Tax | \$10,191.85 | PTO | 16.00 | | | |
| PTO Hours | 16.00 | | \$284.32 | Security Benefit | \$100.00 | Medicare | \$147.78 | Federal Unemployment Insurance Tax | \$21.78 | Medicare | \$10,191.85 | Federal Unemployment Insurance Tax | \$3,830.77 | | | | | |
| Overtime(1.5x Base) | 5.83 | | \$157.95 | EMPLOYER Security Benefit | \$39.38 | Social Security State Withholding - KS | \$631.89 | Social Security State Unemployment Insurance Tax - KS | \$631.89 | Social Security State Withholding - KS | \$10,191.85 | Social Security State Unemployment Insurance Tax - KS | \$10,191.85 | | | | | |
| Gross | | | \$10,191.85 | | | | \$449.00 | | \$10.20 | | \$10,091.85 | | \$10,191.85 | | | | | |

Pay run: Apr 26th - May 26th (May 31, 2024)

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

Pay run: Apr 26th - May 26th (May 31, 2024)

| Employee | Earnings | Deductions and Contributions | Employee Taxes | Employer Taxes | Employee Taxable Wages | Employer Taxable Wages | Time Off (Hours) | Totals | | | | | | |
|---------------------|------------------------------|------------------------------|---------------------------|----------------------------------|--------------------------|----------------------------------|--------------------------|----------------------------------|--------------------|----------------------------------|------------|-----------|-------|--------------------|
| | Description Hours Rate Total | Description Amount | Description Amount | Description Amount | Description Wages | Description Wages | Description Used Accrued | Description Amount | | | | | | |
| Library | Base 414.7253 | \$6,935.07 | Additional Medicare | \$0.00 | Additional Medicare | \$0.00 | PTO 16.00 | 28.89 | Net Pay \$6,011.41 | | | | | |
| | Pay 16.0000 | \$284.32 | Security Benefit | \$100.00 | Federal Income Tax | \$7,119.39 | | | Company \$7,840.06 | | | | | |
| | PTO 16.0000 | | EMPLOYEE Security Benefit | \$221.70 | Federal Income Tax | \$7,119.39 | | | Cost | | | | | |
| | Hours 16.0000 | \$7,219.39 | EMPLOYEE Security Benefit | \$39.38 | Medicare Social Security | \$7,219.39 | | | | | | | | |
| Susan B. Henke W2 | Base 87.77 | 15.45 | \$1,356.00 | Federal Income Tax | \$13.93 | Employer Medicare Tax | \$19.66 | Federal Income Tax | \$2,087.40 | Employer Medicare Tax | \$2,087.40 | PTO 0 | 3.31 | Net Pay \$1,205.34 |
| | Pay | | | Medicare | \$19.66 | Federal Medicare Tax | \$8.14 | Medicare Social Security | \$1,356.00 | Federal Medicare Tax | \$2,087.40 | | | Company \$1,469.23 |
| | Gross | | \$1,356.00 | Social Security | \$84.07 | Unemployment Insurance Tax | \$84.07 | State Withholding | \$1,356.00 | Unemployment Insurance Tax | \$2,087.40 | | | Cost |
| | | | | State Withholding | \$33.00 | Social Security - Employer | \$1.36 | State Unemployment Insurance Tax | \$1.36 | State Unemployment Insurance Tax | \$2,087.40 | | | |
| Jayne R. Hopkins W2 | Base 123.01 | 16.97 | \$2,087.40 | Medicare Social Security | \$30.27 | Employer Medicare Tax | \$30.27 | Federal Income Tax | \$2,087.40 | Employer Medicare Tax | \$2,087.40 | PTO 16.00 | 14.77 | Net Pay \$1,896.01 |
| | Pay | | | State Withholding | \$44.00 | Federal Medicare Tax | \$12.52 | Medicare Social Security | \$2,087.40 | Federal Medicare Tax | \$2,087.40 | | | Company \$2,261.70 |
| | Gross | | \$2,087.40 | State Withholding | \$44.00 | Unemployment Insurance Tax | \$129.42 | State Withholding | \$2,087.40 | Unemployment Insurance Tax | \$2,087.40 | | | Cost |
| | | | | State Withholding | \$2.09 | Social Security - Employer | \$2.09 | State Unemployment Insurance Tax | \$2.09 | State Unemployment Insurance Tax | \$2,087.40 | | | |
| Teresa A. Reetz W2 | Base 112.07 | 17.77 | \$1,991.56 | Federal Income Tax | \$157.77 | Employer Medicare Tax | \$33.00 | Federal Income Tax | \$2,275.88 | Employer Medicare Tax | \$2,275.88 | PTO 16.00 | 14.77 | Net Pay \$1,896.01 |
| | Pay | | | Medicare | \$33.00 | Federal Medicare Tax | \$141.10 | Medicare Social Security | \$2,275.88 | Federal Medicare Tax | \$2,275.88 | | | Company \$2,452.26 |
| | PTO 16.00 | 17.77 | \$284.32 | Social Security | \$141.10 | Social Security - Employer | \$2.28 | State Unemployment Insurance Tax | \$2,275.88 | Social Security - Employer | \$2,275.88 | | | Cost |
| | Hours | | \$2,275.88 | State Unemployment Insurance Tax | \$56.00 | State Unemployment Insurance Tax | \$2.28 | State Withholding | \$2,275.88 | State Unemployment Insurance Tax | \$2,275.88 | | | |

| | | | | | | | | | | | | | | | | |
|-------------------------|-------------------|----------------|--------------------------|---|--|---|---|------------------------------|--|--|---|--|-------|-------|-------------------------|------------------------|
| Any L Rosewicz W2 | Base Pay Gross | 82.51 15.91 | \$1,312.74 \$1,312.74 | EMPLOYEE Security Benefit \$100.00 \$39.38 | Federal Income Tax Medicare Social Security State Security State Withholding - KS | \$50.00 \$19.03 \$81.39 \$199.00 | Employer Medicare Tax Social Security - Employer State Unemployment Insurance Tax - KS | \$19.03 \$81.39 \$1.31 | Federal Income Tax Medicare Social Security State Security State Withholding - KS | \$1,212.74 \$1,312.74 \$1,312.74 \$1,212.74 | Employer Medicare Tax Social Security - Employer State Unemployment Insurance Tax - KS | \$1,312.74 \$1,312.74 \$1,312.74 | PTO 0 | 10.81 | Net Pay Company Cost | \$663.32 \$1,453.85 |
|-------------------------|-------------------|----------------|--------------------------|---|--|---|---|------------------------------|--|--|---|--|-------|-------|-------------------------|------------------------|

| | | | | | | | | | | | | | | | |
|----------------------------------|-------------------------------|-------------------------|--------------------------------------|--|--|---|-------------------------------|--|--|---|--|-------|-------|-------------------------|--------------------------|
| Dennis Keith Shelton W2 | Base Pay Overhead Gross | 158.39 5.93 26.66 | \$2,814.51 \$157.95 \$2,972.46 | Federal Income Tax Medicare Social Security State Security State Withholding - KS | \$53.92 \$43.10 \$184.29 \$115.00 | Employer Medicare Tax Social Security - Employer State Unemployment Insurance Tax - KS | \$43.10 \$184.29 \$2.97 | Federal Income Tax Medicare Social Security State Security State Withholding - KS | \$2,972.46 \$2,972.46 \$2,972.46 \$2,972.46 | Employer Medicare Tax Social Security - Employer State Unemployment Insurance Tax - KS | \$2,972.46 \$2,972.46 \$2,972.46 | PTO 0 | 15.77 | Net Pay Company Cost | \$2,576.15 \$3,202.82 |
|----------------------------------|-------------------------------|-------------------------|--------------------------------------|--|--|---|-------------------------------|--|--|---|--|-------|-------|-------------------------|--------------------------|

| | | | | | | | | | | | | | | | |
|----------------------------|-------------------|---------------|----------------------|-----------------------------|-------------------|---|---------------------------------------|--|--|---|----------------------------------|-------|--|-------------------------|----------------------|
| Tracy Lynn Tygart W2 | Base Pay Gross | 9.37 20.00 | \$187.37 \$187.37 | Medicare Social Security | \$2.72 \$11.62 | Employer Medicare Tax Federal Unemployment Insurance Tax Social Security - Employer State Unemployment Insurance Tax - KS | \$2.72 \$1.12 \$11.62 \$0.19 | Federal Income Tax Medicare Social Security State Security State Withholding - KS | \$187.37 \$187.37 \$187.37 \$187.37 | Employer Medicare Tax Federal Unemployment Insurance Tax Social Security - Employer State Unemployment Insurance Tax - KS | \$187.37 \$187.37 \$187.37 | PTO 0 | | Net Pay Company Cost | \$173.03 \$203.02 |
|----------------------------|-------------------|---------------|----------------------|-----------------------------|-------------------|---|---------------------------------------|--|--|---|----------------------------------|-------|--|-------------------------|----------------------|

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

County Clerk's Budget Information for 2025 Budget Year
 Leavenworth County values
 LINWOOD LIBRARY

1. Estimated Assesed Valuation as of TUESDAY, JUNE 4, 2024:

| | Assessed Value | New Improvements | Territory Added | Changed Use |
|-------------------|--------------------|---------------------|--------------------|----------------|
| Real Estate | 88,511,861 | 1,208,746 | 0 | 393,421 |
| State Assessed | 11,031,973 | 10,257 | | |
| Severed Minerals | 970 | | | |
| Personal Property | 1,209,674 | | | |
| Oil & Gas | <u>5,278</u> | | | |
| Total Value | <u>100,759,756</u> | <u>1,219,003</u> | | |

2. Personal Property: 1,214,952
 (Use this amount on Computation to Determine Limit for 2025 budget, line 5a)

Revenue Neutral Rate 2.699

3. Actual tax rates levied for the 2024 budget: (2023 levies)

| SAC Fund | Rate | RN Rate |
|--|--------------|---------|
| 098 LINWOOD LIBRARY - EMPLOYEE BENEFIT | .146 | .142 |
| 217 LINWOOD LIBRARY - GENERAL | 2.630 | 2.557 |
| Total Levied | <u>2.776</u> | |

4. Final Assessed Valuation from the November 2023 abstract: 97,947,818

5. 2023 Personal Property: 1,315,213
 (Use this amount on Computation to Determine Limit for 2025 budget, line 5b)

6. Gross Earnings (Intangible) Tax Estimate: .00

7. Neighborhood Revitalization District:
 Valuation Subject to Rebates 0

8. 2022 average tax delinquency percentage: .725554

9. 2022 delinquency percentage for special assessments: .000000

Date Provided: 6-4 Provided by: Jamie Klavinski
 Leavenworth County Clerk

Budget Timeline – Not Exceeding RNR

- **June 15th**: Assessed property valuation estimates distributed from County Clerks (will include the Revenue Neutral Rate)
- **By August 4th**: Publish Notice of Budget Hearing in newspaper
- **By August 15th**: Hold budget hearing at least 10 days after published Notice of Budget Hearing
- **August 15th – 25th**: Governing body formally adopts budget
- **August 25th**: Governing body electronically submits budget to County Clerk

Budget Timeline – Recreation Commissions

Note: Italicized lines are specific to exceeding Revenue Neutral Rate (RNR)

- **June 15th**: Assessed property valuation estimates distributed from County Clerks
- **July 11th**: Last day for notice of budget hearing to be published in weekly or daily newspaper (if not exceeding RNR)
- **July 20th**: *Last day to notify County Clerk of intent to levy above RNR*
 - *Clerk should be provided proposed tax rate and RNR hearing information (date, time, location)*
- **July 22nd**: Last day to hold budget hearing (if not exceeding RNR)
- **July 22nd – July 31st**: Recreation commission formally adopts budget (not exceeding RNR)
- **August 1st**: Recreation commission budget due to city or school district, and County Clerk (not exceeding RNR)
- **August 20th–September 20th**: *Hold RNR hearing prior to or in conjunction with budget hearing*
 - *Publication of hearing must be done 10 days prior to RNR hearing*
 - *Publish in newspaper and website (if website is maintained)*
- **August 20th -- September 20th**: *Hold budget hearing*
 - *Publication of hearing must be done 10 days prior to budget hearing*
- **August 20th – October 1st**: *Governing body passes resolution to exceed RNR (if*

Updated Budget Workbook

2 messages

library director <director@linwoodlibrary.org>
To: Brian Nyp <brianwnyp@nypcpa.com>

Wed, Jun 19, 2024 at 12:27 PM

Dennis Shelton, MBA
(Library Services Specialist/Acting Administrator)
Linwood Community Library
19649 Linwood Rd., PO Box 80
Linwood, KS 66052
913-301-3686 | www.linwoodlibrary.org

 **Special_District__Library_2025_fe9a1a5ede35b.xlsx**
486K

Brian Nyp <brianwnyp@nypcpa.com>
To: library director <director@linwoodlibrary.org>

Wed, Jun 19, 2024 at 2:31 PM

OK this looks good to me. Good work!

From: library director <director@linwoodlibrary.org>
Sent: Wednesday, June 19, 2024 12:27 PM
To: Brian Nyp <brianwnyp@nypcpa.com>
Subject: Updated Budget Workbook

[Quoted text hidden]

Public Hearing Input Options

This tab will populate the date, time and location of the public hearing on the selected hearing pages, as well as other required information. Please enter the relevant information in the GREEN cells.

Please review the sections below to determine which hearing notice best fits the needs of the taxing subdivision. Please contact Municipal Services with questions.

WARNING: Prior to providing newspaper with hearing notice, review all of the information has properly been input and linked to the publication draft.

Budget Hearing Notice

Official Name: Linwood Community Library

Official Title: Library Board of Directors, Acting Admin

Date: August 15, 2024

Reminder: The notice of hearing must be published at least 10 days prior to hearing date.

Time: 7 PM

Location: Linwood Community Library

Budget Available at: Linwood Community Library

Combined Revenue Neutral Rate & Bu

Official Name:

Official Title:

Date:

Reminder: The notice of hearing must be published at least 10 days prior to hearing date.

Time:

Location:

Budget Available at:

Hearing to Exceed the Revenue Neutr

Date:

Reminder: The notice of hearing must be published at least 10 days prior to hearing date.

Time:

Location:

CERTIFICATE

To the Clerk of Leavenworth County, State of Kansas
 We, the undersigned, officers of
Linwood Community Library
 certify that: (1) the hearing mentioned in the attached publication was held;
 (2) after the Budget Hearing this budget was duly approved and adopted
 as the maximum expenditures for the various funds for the year ; and
 (3) the Amount(s) of 2024 Ad Valorem Tax are within statutory limitations for the Budget.

| Table of Contents: | | Page No. | Adopted Budget | | |
|--|---------------|----------|-----------------------------------|--------------------------------------|--|
| | | | Budget Authority for Expenditures | Amount of 2024 Ad Valorem Tax | Final Tax Rate (County Clerk's Use Only) |
| Allocation of MVT, RVT, 16/20M Veh | | 2 | | | |
| Schedule of Transfers | | 3 | | | |
| Statement of Indebt. & Lease/Purchase | | 4 | | | |
| Computation to Determine State Library Grant | | 5 | | | |
| Fund | K.S.A. | | | | |
| General | 12-1237 | 6 | 547,992 | 264,733 | #VALUE! |
| Debt Service | 10-113 | 7 | | | |
| Employee Benefits | 12-16,102 | 7 | 15,480 | 7,300 | #VALUE! |
| | | | | | |
| | | | | | |
| | | | | | |
| Non-Budgeted Funds | | 8 | | | |
| Totals | | xxxx | 563,472 | 272,033 | #VALUE! |
| Budget Hearing Notice | | 9 | | County Clerk's Use Only | |
| Combined Rate and Budget Hearing Notice | | | | Nov 1, 2024 Total Assessed Valuation | |
| RNR Hearing Notice | | | | | |
| Neighborhood Revitalization Rebate | | | | | |

Revenue Neutral Rate **2.699**
 Does budget require a resolution to exceed the Revenue Neutral Rate? **NO**

| County Clerk's Use Only - November 1, 2024 - Final Assessed Valuation | | | |
|---|-----------------|------------------------|-----------------|
| County | Final Valuation | County | Final Valuation |
| Leavenworth County | | 0 | |
| 0 | | 0 | |
| 0 | | 0 | |
| 0 | | 0 | |
| 0 | | 0 | |
| 0 | | 0 | |
| 0 | | 0 | |
| 0 | | 0 | |
| 0 | | 0 | |
| | | Total of all counties: | - |

Assisted by: _____

 Address: _____

 Email: _____

 Attest: _____, 2024

 County Clerk

 Governing Body

Linwood Community Library
Leavenworth County

Allocation of MV, RV, 16/20M, Commercial Vehicle, and Watercraft Tax Estimates

| 2024 Budgeted Funds | Tax Levy Amount in 2024 Budget | Allocation for Year 2025 | | | | |
|---------------------|--------------------------------|--------------------------|-----|------------|----------|------------|
| | | MVT | RVT | 16/20M Veh | Comm Veh | Watercraft |
| General | 257,660 | 22,087 | 554 | 559 | 655 | 397 |
| Debt Service | 0 | 0 | 0 | 0 | 0 | 0 |
| Employee Benefits | 14,374 | 1,232 | 31 | 31 | 37 | 22 |
| | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 272,034 | 23,319 | 585 | 590 | 692 | 419 |

County Treas Motor Vehicle Estimate 23,319

County Treas Recreational Vehicle Estimate 585

County Treas 16/20M Vehicle Estimate 590

County Treas Commercial Vehicle Tax Estimate 692

County Treas Watercraft Tax Estimate 419

MVT Factor 0.08572

RVT Factor 0.00215

16/20M Factor 0.00217

Comm Veh Factor 0.00254

Watercraft Factor 0.00154

**WORKSHEET FOR STATE GRANT-IN-AID TO PUBLIC LIBRARIES AND
REGIONAL LIBRARY SYSTEMS**

Budgeted Year: 2025

Library found in: Linwood Community Library
Leavenworth County

As provided in KSA 75-2553 *et seq.*, two tests are used to determine eligibility for State Library Grant. If the grant is approved, then the municipality's library will be paid the grant on February 15 of each year.

First test:

| | Current Year <u>2024</u> | Proposed Year <u>2025</u> |
|----------------------------|-----------------------------|------------------------------|
| Ad Valorem Tax | \$257,660 | \$264,733 |
| Delinquent Tax | \$1,236 | \$0 |
| Motor Vehicle Tax | \$27,054 | \$22,087 |
| 16/20M Vehicle Tax | \$426 | \$559 |
| | <u>\$0</u> | <u>\$0</u> |
| TOTAL TAXES | \$286,376 | \$287,379 |
| Difference in Total Taxes: | \$1,003 | |
| Qualify for grant: | Qualify | |

Second test:

| | | |
|----------------------------------|--------------|---------------|
| Assessed Valuation | \$97,947,818 | \$100,759,756 |
| Did Assessed Valuation Decrease? | No | |
| Levy Rate | 2.630 | 2.627 |
| Difference in Levy Rate: | (0.003) | |
| Qualify for grant: | Not Qualify | |

Overall does the municipality qualify for a grant? **Qualify**

If the municipality would not have qualified for a grant, please see the below narrative for assistance from the State Library.

| Adopted Budget General | Prior Year Actual for 2023 | Current Year Estimate for 2024 | Proposed Budget Year for 2025 |
|--|-------------------------------|------------------------------------|----------------------------------|
| Unencumbered Cash Balance Jan 1 | 207,401 | 249,126 | 238,148 |
| Receipts: | | | |
| Ad Valorem Tax | 258,952 | 257,660 | xxxxxxxxxxxxxxxxxxxx |
| Delinquent Tax | 4,633 | 1,236 | |
| Motor Vehicle Tax | 28,094 | 27,054 | 22,087 |
| Recreational Vehicle Tax | 768 | 633 | 554 |
| 16/20M Vehicle Tax | 492 | 426 | 559 |
| Commercial Vehicle Tax | 930 | 1,157 | 655 |
| Watercraft Tax | 305 | 0 | 397 |
| Donations | 1,523 | 1,500 | 0 |
| KanRen-E Rate | 800 | 800 | 800 |
| State Aid Grants | 1,250 | 1,187 | 1,200 |
| Daily Cash/Other | 886 | 1,200 | 1,200 |
| NEKLS/Other Grants | 5,350 | 4,018 | 6,367 |
| Other Income | 299 | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| In Lieu of Taxes (IRB) | | | |
| Interest on Idle Funds | 13,606 | 13,200 | 13,200 |
| Neighborhood Revitalization Rebate | | | 0 |
| Miscellaneous | | | |
| Does misc. exceed 10% of Total Receipts | | | |
| Total Receipts | 317,888 | 310,071 | 47,018 |
| Resources Available: | 525,289 | 559,197 | 285,166 |
| Expenditures: | | | |
| | | | |
| | | | |
| | | | |
| Wages/Benefits | 120,839 | 152,522 | 217,112 |
| Operating Expenses | 78,634 | 90,819 | 95,445 |
| Collection | 27,195 | 32,000 | 34,204 |
| Programming | 17,584 | 19,709 | 20,231 |
| Capital Outlay | 411 | 5,000 | 0 |
| Transfer to Capital Improvement | 31,500 | 21,000 | 21,000 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Cash Reserve (2025 column) | | | 160,000 |
| Miscellaneous | | | |
| Does misc. exceed 10% Total Expenditures | | | |
| Total Expenditures | 276,163 | 321,050 | 547,992 |
| Unencumbered Cash Balance Dec 31 | 249,126 | 238,148 | xxxxxxxxxxxxxxxxxxxx |
| 2023/2024/2025 Budget Authority Amount: | 432,660 | 574,715 | 547,992 |
| | | Non-Appropriated Balance | 0 |
| | | Total Expenditure/Non-Appr Balance | 547,992 |
| | | Tax Required | 262,826 |
| | | Delinquent Comp Rate: 0.7% | 1,907 |
| | | Amount of 2024 Ad Valorem Tax | 264,733 |

Qualifies for

CPA Summary

Linwood Community Library

2025

FUND PAGE FOR FUNDS WITH A TAX LEVY

| Adopted Budget | Prior Year Actual for 2023 | Current Year Estimate for 2024 | Proposed Budget Year for 2025 |
|---|-------------------------------|------------------------------------|----------------------------------|
| Debt Service | | | |
| Unencumbered Cash Balance Jan 1 | | 0 | 0 |
| Receipts: | | | |
| Ad Valorem Tax | | 0 | xxxxxxxxxxxxxxxxxxxx |
| Delinquent Tax | | | |
| Motor Vehicle Tax | | | 0 |
| Recreational Vehicle Tax | | | 0 |
| 16/20M Vehicle Tax | | | 0 |
| Commercial Vehicle Tax | | | 0 |
| Watercraft Tax | | | 0 |
| | | | |
| | | | |
| Interest on Idle Funds | | | |
| Neighborhood Revitalization Rebate | | | 0 |
| Miscellaneous | | | |
| Does misc. exceed 10% of Total Receipts | | | |
| Total Receipts | 0 | 0 | 0 |
| Resources Available: | 0 | 0 | 0 |
| Expenditures: | | | |
| | | | |
| | | | |
| | | | |
| Cash Reserve (2025 column) | | | |
| Miscellaneous | | | |
| Does misc. exceed 10% of Total Expenditures | | | |
| Total Expenditures | 0 | 0 | 0 |
| Unencumbered Cash Balance Dec 31 | 0 | 0 | xxxxxxxxxxxxxxxxxxxx |
| 2023/2024/2025 Budget Authority Amount: | 0 | 0 | 0 |
| | | Non-Appropriated Balance | |
| | | Total Expenditure/Non-Appr Balance | 0 |
| | | Tax Required | 0 |
| | | Delinquent Comp Rate: 0.7% | 0 |
| | | Amount of 2024 Ad Valorem Tax | 0 |

| Adopted Budget | Prior Year Actual for 2023 | Current Year Estimate for 2024 | Proposed Budget Year for 2025 |
|---|-------------------------------|------------------------------------|----------------------------------|
| Employee Benefits | | | |
| Unencumbered Cash Balance Jan 1 | 6,567 | 5,589 | 6,880 |
| Receipts: | | | |
| Ad Valorem Tax | 8,330 | 14,374 | xxxxxxxxxxxxxxxxxxxx |
| Delinquent Tax | 151 | | |
| Motor Vehicle Tax | 785 | 1,327 | 1,232 |
| Recreational Vehicle Tax | 37 | 31 | 31 |
| 16/20M Vehicle Tax | 12 | 21 | 31 |
| Commercial Vehicle Tax | 43 | 57 | 37 |
| Watercraft Tax | 15 | 0 | 22 |
| | | | |
| | | | |
| Interest on Idle Funds | | | |
| Neighborhood Revitalization Rebate | | | 0 |
| Miscellaneous | | | |
| Does misc. exceed 10% of Total Receipts | | | |
| Total Receipts | 9,373 | 15,810 | 1,353 |
| Resources Available: | 15,940 | 21,399 | 8,233 |
| Expenditures: | | | |
| Payroll Expenses | 10,351 | 14,519 | 15,480 |
| | | | |
| | | | |
| | | | |
| Cash Reserve (2025 column) | | | 0 |
| Miscellaneous | | | |
| Does misc. exceed 10% of Total Expenditures | | | |
| Total Expenditures | 10,351 | 14,519 | 15,480 |
| Unencumbered Cash Balance Dec 31 | 5,589 | 6,880 | xxxxxxxxxxxxxxxxxxxx |
| 2023/2024/2025 Budget Authority Amount: | 18,456 | 24,000 | 15,480 |
| | | Non-Appropriated Balance | |
| | | Total Expenditure/Non-Appr Balance | 15,480 |
| | | Tax Required | 7,247 |
| | | Delinquent Comp Rate: 0.7% | 53 |
| | | Amount of 2024 Ad Valorem Tax | 7,300 |

CPA Summary

NON-BUDGETED FUNDS

(Only the actual budget year for 2023 is reported)

Non-Budgeted Funds

| (1) Fund Name: | (2) Fund Name: | (3) Fund Name: | (4) Fund Name: | (5) Fund Name: | |
|--------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Capital Improvement Fun | | | | | 0 |
| Unencumbered | Unencumbered | Unencumbered | Unencumbered | Unencumbered | |
| Cash Balance Jan 1 | Cash Balance Jan 1 | Cash Balance Jan 1 | Cash Balance Jan 1 | Cash Balance Jan 1 | Total |
| 150,996 | | | | | 150,996 |
| Receipts: | | | | | |
| Transfer From General | | | | | |
| Interest on Idle Funds | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total Receipts | Total Receipts | Total Receipts | Total Receipts | Total Receipts | Total Receipts |
| 34,764 | 0 | 0 | 0 | 0 | 34,764 |
| Resources Available: | Resources Available: | Resources Available: | Resources Available: | Resources Available: | Resources Available: |
| 185,760 | 0 | 0 | 0 | 0 | 185,760 |
| Expenditures: | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total Expenditures | Total Expenditures | Total Expenditures | Total Expenditures | Total Expenditures | Total Expenditures |
| 0 | 0 | 0 | 0 | 0 | 0 |
| Cash Balance Dec 31 | Cash Balance Dec 31 | Cash Balance Dec 31 | Cash Balance Dec 31 | Cash Balance Dec 31 | Cash Balance Dec 31 |
| 185,760 | 0 | 0 | 0 | 0 | 185,760 |
| | | | | | ** |
| | | | | | ** |

**** Note: These two block figures should agree.**

CPA Summary

NOTICE OF BUDGET HEARING

The governing body of
Linwood Community Library
 Leavenworth County

State of Kansas
 Special District

will meet on August 15, 2024 at 7 PM at Linwood Community Library for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to levied. Detailed budget information is available at Linwood Community Library and will be available at this hearing.

SUPPORTING COUNTIES
 Leavenworth County (home county)

BUDGET SUMMARY

Proposed Budget 2025 Expenditures and Amount of Current Year Estimate for 2024 Ad Valorem Tax establish the maximum limits of the 2025 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

| FUND | Prior Year Actual for 2023 | | Current Year Estimate for 2024 | | Proposed Budget Year for 2025 | | |
|--------------------|----------------------------|------------------|--------------------------------|------------------|-----------------------------------|-------------------------------|------------------------------|
| | Expenditures | Actual Tax Rate* | Expenditures | Actual Tax Rate* | Budget Authority for Expenditures | Amount of 2024 Ad Valorem Tax | Proposed Estimated Tax Rate* |
| General | 276,163 | 3.063 | 321,050 | 2.630 | 547,992 | 264,733 | 2.627 |
| Debt Service | | | | | | | |
| Employee Benefits | 10,351 | 0.150 | 14,519 | 0.146 | 15,480 | 7,300 | 0.072 |
| | | | | | | | |
| | | | | | | | |
| Non-Budgeted Funds | | | | | | | |
| Totals | 286,514 | 3.213 | 335,569 | 2.776 | 563,472 | 272,033 | 2.699 |
| | | | | | <i>Revenue Neutral Rate **</i> | | 2.699 |
| Less: Transfers | 31,500 | | 21,000 | | 21,000 | | |
| Net Expenditures | 255,014 | | 314,569 | | 542,472 | | |
| Total Tax Levied | 272,561 | | 272,034 | | XXXXXXXXXXXXXX | | |
| Assessed Valuation | 84,819,676 | | 97,947,818 | | 100,759,756 | | |

Outstanding Indebtedness.

| | 2022 | 2023 | 2024 |
|-------------------|------|------|------|
| Jan 1, | | | |
| G.O. Bonds | 0 | 0 | 0 |
| Revenue Bonds | 0 | 0 | 0 |
| Other | 0 | 0 | 0 |
| Lease Pur. Princ. | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |

*Tax rates are expressed in mills.

**Revenue Neutral Rate as defined by KSA 79-2988

Linwood Community Library

Cost Per Image Agreement



Agreement No: 193919

"Supplier" Name & Address: **Midwest Data Systems 10124 Hutton Rd Kansas City, KS 66109**

CUSTOMER INFORMATION

Full Legal Name: **Linwood Library** Phone: **(913) 301-3686**
Billing Address: **19649 Linwood Rd** Contact Name: **Kat McKee**
City: **Linwood** State: **KS** Zip Code: **66052** Contact Email: **director@linwoodlibrary.org**

| EQUIPMENT | | MONTHLY IMAGE ALLOWANCE* | | EXCESS IMAGE CHARGE** | |
|-----------|--|--------------------------|-------|-----------------------|-------|
| QTY | MODEL and DESCRIPTION | B&W | COLOR | B&W | COLOR |
| 1 | Xerox Altalink C8130 Color Copy/Print/Scan/Email | 0 | 0 | 0085 | .06 |
| | | | | | |
| | | | | | |

Meter billing frequency (Monthly unless checked): (Other) * Included in Base Payment ** Plus applicable taxes

TERM (in months) **60** BASE PAYMENT (plus applicable taxes) **230.17** EQUIPMENT LOCATION (if different from Billing Address):
Initial Term: **60** Frequency: (Monthly if none selected): Monthly Other

| CUSTOMER ACCEPTANCE | | OWNER ACCEPTANCE | |
|---|---|-------------------------------------|--|
| BY YOUR SIGNATURE BELOW, YOU ACKNOWLEDGE THAT YOU ARE ENTERING INTO A NON-CANCELLABLE AGREEMENT AND THAT YOU HAVE READ AND AGREED TO ALL APPLICABLE TERMS AND CONDITIONS SET FORTH ON PAGES 1 AND 2 HEREOF. | | Xerox Financial Services LLC | |
| Authorized Signer X: <i>Kathleen McKee</i> | Federal Tax ID # (Required): 480874640 | Accepted By: X: | |
| Print Name/Title: Kathleen McKee, Director | Date: 01/26/2022 | Date: | |

TERMS & CONDITIONS

1. Definitions. The words "you" and "your" mean the legal entity identified in "Customer Information" above, and "XFS," "we," "us," "Owner" and "our" mean Xerox Financial Services LLC. "Party" means you or XFS, and "Parties" means both you and XFS. "Supplier" means the entity identified as "Supplier" above. "Acceptance Date" means the date you irrevocably determine Equipment has been delivered, installed and operating satisfactorily. "Agreement" means this Cost Per Image Agreement, including any attached Equipment schedule. "Commencement Date" will be a date after the Acceptance Date, as set forth in our first invoice, for facilitating an orderly transition and to provide a uniform billing cycle. "Discount Rate" means 3% per annum. "Equipment" means the items identified in "Equipment" above and in any attached Equipment schedule, plus any Software (defined in section 3 hereof), attachments, accessories, replacements, replacement parts, substitutions, additions and repairs thereto. "Excess Charges" means the applicable excess image charges. "Interim Period" means the period, if any, between the Acceptance Date and the Commencement Date. "Interim Payment" means one thirtieth of the Base Payment multiplied by the number of days in the Interim Period. "Payment" means the Base Payment specified above, which may include an amount payable to Supplier under the Maintenance Agreement to account for the Monthly Image Allowances listed above, the Excess Charges (unless otherwise agreed by you, Supplier and XFS), Taxes and other charges you, Supplier and XFS agree will be invoiced by XFS. "Maintenance Agreement" means a separate agreement between you and Supplier for maintenance and support purposes. "Origination Fee" means a one-time fee of \$125 billed on your first invoice, which you agree to pay, covering origination, documentation, processing and other initial costs. "Term" means the Interim Period, if any, together with the Initial Term plus any subsequent renewal or extension term. "UCC" means the Uniform Commercial Code of the State(s) where XFS must file UCC-1 financing statements to perfect its interest in the Equipment.

2. Agreement, Payments and Late Payments. You agree and represent that the Equipment was selected, configured and negotiated by you based on your judgment and supplied by Supplier. At your request, XFS will acquire same from Supplier to lease to you hereunder and you agree to lease same from XFS. The Initial Term commences on the Acceptance Date. You agree to remit to XFS each Payment as invoiced by us according to the frequency set forth above. You agree to pay us all sums due under each invoice via check, Automated Clearing House debit, Electronic Funds Transfer or direct debit from your bank account by the due date. If any Payment is not paid in full within 5 days after its due date, you will pay a late charge of the greater of 10% of the amount due or \$25, not to exceed the maximum amount permitted by law. For each dishonored or returned Payment, you will be assessed the applicable fee, not to exceed \$35. Restrictive covenants on any method of payment will be ineffective.

3. Equipment and Software. To the extent that the Equipment includes intangible property or associated services such as software licenses, such intangible property shall be referred to as "Software." You acknowledge and agree that XFS is not the licensor of such Software, and therefore has no right, title or interest in it and you will comply throughout the Term with any license and/or other agreement ("Software License") with the supplier of the Software ("Software Supplier"). You are responsible for determining with the Supplier whether any Software Licenses are required, and entering into them with the Software Supplier(s) no later than 30 days after the Acceptance Date. **YOU AGREE THE EQUIPMENT IS FOR YOUR LAWFUL BUSINESS USE IN THE UNITED STATES, WILL NOT BE USED FOR PERSONAL, HOUSEHOLD OR FAMILY PURPOSES, AND IS NOT BEING ACQUIRED FOR RESALE.** You will not attach the Equipment as a fixture to real estate or make any permanent alterations to it.

4. Non-Cancellable Agreement. **THIS AGREEMENT CANNOT BE CANCELLED OR TERMINATED BY YOU PRIOR TO THE END OF THE INITIAL TERM. YOUR OBLIGATION TO MAKE ALL PAYMENTS IS ABSOLUTE AND UNCONDITIONAL AND NOT SUBJECT TO DELAY, REDUCTION, SET-OFF, DEFENSE, COUNTERCLAIM OR RECOURSE FOR ANY REASON WHATSOEVER, IRRESPECTIVE OF THE PERFORMANCE OF THE EQUIPMENT, SUPPLIER, ANY THIRD PARTY, OR XFS.** Any pursued claim by you against XFS for alleged breach of our obligations hereunder shall be asserted solely in a separate action; provided, however, that your obligations hereunder shall continue unabated.

5. End of Agreement Options. If you are not in default and if you provide no greater than 150 days and no less than 60 days' prior written notice to XFS, you may, at the end of the Initial Term or any renewal term ("End Date"), either (a) purchase all, but not less than all, of the Equipment by paying its fair market value, as determined by XFS in its sole but reasonable discretion ("Determined FMV"), plus Taxes, or (b) return the Equipment within 30 days of the End Date, at your expense, fully insured, to a continental US location XFS shall specify. You cannot return Equipment more than 30 days prior to the End Date without our consent. If we consent, we may charge you, in addition to all undiscounted amounts due hereunder, an early termination fee. If you have not elected one of the above options, this Agreement shall renew for successive 3-month terms. Either party may terminate the Agreement as of the end of any 3-month renewal term on 30 days' prior written notice and by taking one of the actions identified in (a) or (b) in the preceding sentence of this section. Purchase options shall be exercised with respect to each term of Equipment on the day immediately following the date of expiration of the Term of such item, and by the delivery at such time by you to XFS of payment, in form acceptable to XFS, of the amount of the applicable purchase price. Upon payment of the applicable amount, XFS shall transfer our interest in the Equipment to you on an "AS IS, WHERE IS," "WITH ALL FAULTS" basis, without representation or warranty of any kind.

6. Equipment Delivery and Maintenance. You should arrange with Supplier to have the Equipment delivered to you at the location(s) specified herein, and you agree to execute a Delivery & Acceptance Certificate at XFS's request (and confirm same via telephone and/or electronically) confirming when you have received, inspected and irrevocably accepted the Equipment, and authorize XFS to fund Supplier for the Equipment. If you fail to accept the Equipment, you shall no longer have any obligations hereunder; however, you remain liable for any Equipment purchase order or other contract issued on your behalf directly with Supplier. Equipment may not be moved to another physical location without XFS's prior written consent, which shall not be unreasonably withheld or delayed. You agree that you will not take the Equipment out of service during the Term. You shall permit XFS or its agent to inspect Equipment and any maintenance records relating thereto during your normal business hours upon reasonable notice. You represent you have entered into a Maintenance Agreement to maintain the Equipment in good working order in accordance with the manufacturer's maintenance guidelines and to provide you with Equipment supplies. You acknowledge that XFS is acting solely as an administrator for Supplier with respect to the billing and collecting of the charges under any Maintenance Agreement. **XFS IS NOT LIABLE FOR ANY BREACH BY SUPPLIER OF ANY OF ITS OBLIGATIONS TO YOU, NOR WILL ANY OF YOUR OBLIGATIONS HEREUNDER BE MODIFIED, RELEASED OR EXCUSSED BY ANY ALLEGED BREACH BY SUPPLIER.**

7. Equipment Ownership, Labeling and UCC Filing. If and to the extent a court deems this Agreement to be a security agreement under the UCC, and otherwise for precautionary purposes only, you grant XFS a first priority security interest in your interest in the Equipment as defined on the first page hereof in order to secure your performance hereunder. XFS is and shall remain the sole owner of the Equipment, except the Software. You authorize XFS to file a UCC financing statement to show, and to do all other acts to protect, our interest in the Equipment. You agree to pay any filing fees and administrative costs for the filing of such financing statements. You agree to keep the Equipment free from any liens or encumbrances and to promptly notify XFS if there is any change in your organization such that a re-filing or amendment to XFS's financing statement against you becomes necessary.



library director <director@linwoodlibrary.org>

Mental Wellness Grant

1 message

Jan Alexander <dalexander@nekls.org>
To: Library Director <director@linwoodlibrary.org>

Mon, Jun 17, 2024 at 12:34 PM

Dennis,

I am pleased to announce that NEKLS has chosen to partially fund your grant proposal for a total of \$1900.

Before the check is sent out, I need for you to accept the terms of the grant: money must be spent by 11/1/2024, and an executive report will be due on 12/1/2024. I will attach an example of a grant report to give you an idea of the expectations.

Let me know if you would like any of the feedback from the grant committee.

Best regards,

Dan

Dan Alexander
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 **2023 NEKLS Literacy Exploration Grant Report (1).docx**
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