

Agenda
Linwood Community Library Board Meeting
Tuesday, July 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

- Policy Update
- Capital Improvement (Ideas for expansion)

Committee Reports

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

New Business

- Bills for Payment
- Holidays
- Programming
- Weekend Schedule

Adjournment

Next Regular Board Meeting: Tuesday, August 27, 2024 at 7:00 pm

Linwood Community Library Board Meeting Minutes: June 25, 2024

Call to Order

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

Staff Present: Dennis Shelton and Tracy Tygart

Guests: None

The meeting was called to order at: 7:07 P.M. by Melissia Smitka

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

Minutes of last month's meeting

Treasurer's Report:

General Fund Checking: As of 05.31.2024 Account Balance was \$355,219.28.

The GF Checking has been reconciled to Xero noting no difference.

Capital Improvement Fund: As of 05.31.2024 Account Balance was \$188,810.79.

The CIF Checking has been reconciled to Xero noting no difference.

Petty Cash Fund: Counted by Dennis on 06.21.2024. He stated the balance was \$59.59.

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. Lea seconded. Motion carried 6/0.

Financial Report

Public Comments: None

Action Items:

Old Business

- **Policy Update:** Tabled pages 21-50 to next meeting.
- **Personnel:** To date, the Library has received (2) applications for the open Library Services Specialist posted.

Committee Reports

Building & Equipment: Inspected some areas on the building that may need paint and caulk in the near future.

Finance: Working on 2025 Budget with Dennis.

Personnel & Policy: Ongoing Policy Revisions

New Business

- **Bills for Payment:** Lea moved to approve bill for payment as presented. Chris seconded. Motion carried 6/0.
- **Budget:** Dennis presented the 2025 Budget to the Board. Sheldon made a motion to give conceptual approval for the 2025 Budget as present by Dennis. Chris seconded. Motion carried 6/0.
- **Capital Improvement Fund:** The Board discussed future plans for the Capital Improvement Fund. Ideas presented were Multi-Purpose Room for Library programming use, and meeting rooms for patron use.

- **Director's Job** Discussion was held regarding wages, benefits and qualifications, prefer college degree from an accredited program. The consensus was to post the job description that was used for the previous Director search.
- **Director's Pay** Discussion was held regarding wages, hourly or salary, and range. Mel made a motion to post the Director's position ASAP, to include health benefits, hourly wage from \$20-\$22 depending on qualifications, and retirement plan. Ally seconded. Motion carried 6/0.
- **Printer** Dennis updated to Board on the issues that the staff is having with current printer. A tech was at the Library today and helped resolve the issues. The Board determined that terminating the current contract with Xerox was not financially responsible.
- **Trees/Landscaping** Dennis had contacted a botanist to come look at the Linden tree that was planted in the past. The botanist believes that the tree will not survive much longer. He suggested that the current location was not ideal because the surrounding landscaping was completing with the tree.

Adjournment

Approval: Lea moved to adjourn the meeting at 9:08 P.M. Aly seconded. Motion carried 6/0.

Next Meeting

The next regular Board meeting will be **Tuesday, July 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: Secretary	(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: July 15, 2024

Call to Order

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

Staff Present: Dennis Shelton

Guests: Eric Koontz and Mark Koontz

The meeting was called to order at: 7:02 P.M. by Melissia Smitka

Subject: Request for Security Camera Footage of Vehicle Accident on K-32 on Saturday, July 13

The Board was informed that the security footage had been given to the Leavenworth County Sheriff's Department via body cam on Saturday, July 13.

On Monday, July 15, Eric had requested to view the security footage. Mel granted Eric viewing access.

Board Chair reached out the NEKLS, and Mike McDonald advised Mel that the action she took was in line with Board Policy.

Board Chair reached out the Leavenworth County Sheriff's Department. The Sheriff's Department explained the "Chain of Custody" and requested that the Library provide the security footage that will be entered into evidence for criminal investigation of the case.

It was explained that the footage was the property of the Library and that we need to protect the confidentiality of the employees and patrons.

The Board heard comments from Eric Koontz.

Adjournment

Approval: Sheldon moved to adjourn the meeting at 7:28 P.M. Chris seconded. Motion carried 5/0.

Next Meeting

The next regular Board meeting will be **Tuesday, July 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)

Linwood Community Library Staff

Vacant; Director

Jayne Hopkins; Youth Services

Teresa Reetz: Adult Programming/Collection

Lea Chrisman: Secretary	(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:

**Treasurer's Report
For the
Linwood Community Library
Board Meeting
July 23, 2024**

General Fund (GF) Checking account balance as of 06-28-2024 was \$420,876.78. The GF checking account has been reconciled in Xero through 06-28-2024 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 06-28-2024 was \$189,366.98. The CIF Checking account has been reconciled in Xero through 06-28-2024 noting no difference.

Petty Cash was counted by Dennis Shelton on 07-19-2024. He stated the balance was \$82.65.

**Treasurer's Report
For the
Linwood Community Library
Board Meeting
June 25, 2024 (corrected)**

General Fund (GF) Checking account balance as of 05-31-2024 was ~~\$355,219.28~~ \$339,219.28.
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.

Income Statement (Profit and Loss)

Linwood Community Library
For the month ended June 30, 2024

JUN 2024

Income

Property Taxes	100,271.81
Donations	25.00
Fine and Fees	226.80
Interest Income	1,763.16
NEKLS Grants	4,300.00
Total Income	106,586.77

Gross Profit

106,586.77

Expenses

Collections	3,175.27
Gross Wages	10,183.73
Medicare Co	147.60
Operating Expenses	13,062.42
Payroll Expenses	21.57
Program Expenses	1,100.11
Simple IRA Match	45.42
Social Security Co	631.35
SUTA	20.26
Total Expenses	28,387.73

Operating Income

78,199.04

Net Income

78,199.04

Income Statement (Profit and Loss)

Linwood Community Library
For the 6 months ended June 30, 2024

JAN-JUN 2024

Income	
Property Taxes	272,505.74
Donations	25.00
Fine and Fees	673.79
Insurance Refund	464.00
Interest Income	10,610.68
NEKLS Grants	6,418.00
Square Sales	64.01
State Grants	1,202.93
Transfer From General	27.62
Total Income	291,991.77

Gross Profit	291,991.77
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Expenses	
Collections	15,988.26
Gross Wages	60,749.64
Health Insurance	137.83
Medicare Co	879.42
Operating Expenses	43,673.64
Payroll Expenses	259.68
Program Expenses	13,505.30
Simple IRA Match	511.86
Social Security Co	3,760.36
Square Fees	0.72
SUTA	126.19
Total Expenses	139,592.90

Operating Income	152,398.87
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Net Income	152,398.87
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Payroll Journal Report

Employees Earning

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

Pay Run May 27th - Jun 25th
Report Period 05/27/2024 - 06/25/2024
Pay Date 06/28/2024

Employee Earnings at Company Level (Pay run: May 27th - Jun 25th (Jun 28, 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
Base Pay	571.30		\$9,746.63	Security	\$100.00	Federal Income Tax	\$263.80	Employer Medicare Tax	\$147.66	Federal Income Tax	\$10,083.69	Employer Medicare Tax	\$10,183.69			
Holiday Hours	24.00		\$411.60	Benefit		Medicare	\$147.66	Federal Unemployment Insurance Tax	\$21.59	Medicare	\$1,018.39	Federal Unemployment Insurance Tax	\$3,599.34			
Overtime(1.5x Base)	0.96		\$25.46	Health/Other		Social Security	\$631.39	Social Security - Employer	\$631.39	Social Security	\$10,183.69	Social Security - Employer	\$10,183.69			
Gross			\$10,183.69	Security	\$45.42	State Withholding	\$439.00	Social Security - Employer	\$631.39	State Withholding	\$1,083.69	Social Security - Employer	\$10,183.69			
Debits for Q1 2024 reconciliation			\$0.04	Benefit		- KS	\$9.27	State Unemployment Insurance Tax - KS	\$9.27	- KS	\$9.27	State Unemployment Insurance Tax - KS	\$9,285.12			

Pay run: May 27th - Jun 25th (Jun 28, 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
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Pay run: May 27th - Jun 25th (Jun 28, 2024)

Employee	Earnings		Deductions and Contributions		Employee Taxes		Employer Taxes		Employee Taxable Wages		Time Off (Hours)	Totals		
	Description	Hours	Rate	Total	Description	Amount	Description	Amount	Description	Wages			Description	Wages
Library	Base Pay	423.9600		\$7,128.50	Health Plan		Additional Medicare	\$0.00	Employer Medicare Tax	\$107.27	Additional Medicare	\$0.00	Employer Medicare Tax	\$7,397.94
	Holiday	16.0000		\$289.44	Security Benefit	\$100.00	Federal Income Tax	\$228.55	Federal Unemployment Insurance Tax	\$21.59	Federal Income Tax	\$7,297.94	Federal Unemployment Insurance Tax	\$3,599.34
	Gross			\$7,397.94	Health Plan		Medicare	\$107.27	Social Security - Employer	\$458.67	Medicare	\$7,397.94	Social Security - Employer	\$7,397.94
	Debits for Q1 2024 reconciliation			\$0.03	Security Benefit	\$45.42	Social Security - State Withholding	\$335.00	State Unemployment Insurance Tax - KS	\$7.38	State Security	\$7,297.94	State Unemployment Insurance Tax - KS	\$7,397.94
Susan B. Henneke	Base Pay	70.14	15.45	\$1,083.73	Medicare	\$15.71	Employer Medicare Tax	\$15.71	Federal Income Tax	\$1,083.73	Employer Medicare Tax	\$1,083.73	Employer Medicare Tax	\$1,083.73
	Gross			\$1,083.73	Social Security	\$67.19	Federal Unemployment Insurance Tax	\$6.50	Medicare	\$1,083.73	Social Security	\$1,083.73	Federal Unemployment Insurance Tax	\$1,083.73
					State Withholding - KS	\$25.00	Social Security - Employer	\$67.19	State Withholding - KS	\$1.08	Social Security	\$1,083.73	State Unemployment Insurance Tax - KS	\$1,083.73
							State Unemployment Insurance Tax - KS	\$1.08						
James R. Hopkins	Base Pay	127.93	16.97	\$2,170.95	Medicare	\$31.48	Employer Medicare Tax	\$31.48	Federal Income Tax	\$2,170.95	Employer Medicare Tax	\$2,170.95	Employer Medicare Tax	\$2,170.95
	Gross			\$2,170.95	Social Security	\$134.60	Federal Unemployment Insurance Tax	\$13.03	Medicare	\$2,170.95	Social Security	\$2,170.95	Federal Unemployment Insurance Tax	\$2,170.95
					State Withholding - KS	\$47.00	Social Security - Employer	\$134.60	State Withholding - KS	\$2.17	Social Security	\$2,170.95	State Unemployment Insurance Tax - KS	\$2,170.95
							State Unemployment Insurance Tax - KS	\$2.17						
Nicole R. Debachner	Base Pay	6.13	16.96	\$103.95	Medicare	\$1.51	Employer Medicare Tax	\$1.51	Federal Income Tax	\$103.95	Employer Medicare Tax	\$103.95	Employer Medicare Tax	\$103.95
	Gross			\$103.95	Social Security	\$6.44	Federal Unemployment Insurance Tax	\$0.62	Medicare	\$103.95	Social Security	\$103.95	Federal Unemployment Insurance Tax	\$103.95
	Debits for Q1 2024 reconciliation			\$0.01	State Withholding - KS	\$0.10	Social Security - Employer	\$6.44	State Withholding - KS	\$0.10	Social Security	\$103.95	State Unemployment Insurance Tax - KS	\$103.95

Teresa A. Reetz	W2	Base Pay	120.56	17.77	\$2,142.28	Federal Income Tax	\$158.80	Employer Medicare Tax	\$33.12	Federal Income Tax	\$2,284.44	Employer Medicare Tax	\$2,284.44	Net Pay	\$1,892.88
		Holiday Hours	8.00	17.77	\$142.16	Medicare Social Security	\$33.12	Social Security - Employer	\$141.64	Medicare Social Security	\$2,284.44	Social Security - Employer	\$2,284.44	Company Cost	\$2,461.48
		Gross			\$2,284.44	State Security	\$141.64	State Unemployment Insurance Tax - KS	\$2.28	State Security	\$2,284.44	State Unemployment Insurance Tax - KS	\$2,284.44		

Amy L. Rosewicz	W2	Base Pay	87.17	15.91	\$1,386.88	Federal Income Tax	\$69.75	Employer Medicare Tax	\$21.96	Federal Income Tax	\$1,414.16	Employer Medicare Tax	\$1,514.16	Net Pay	\$1,023.58
		Holiday Hours	8.00	15.91	\$127.28	Medicare Social Security	\$21.96	Social Security - Employer	\$93.88	Medicare Social Security	\$1,514.16	Social Security - Employer	\$1,514.16	Company Cost	\$1,676.94
		Gross			\$1,514.16	State Security	\$93.88	State Unemployment Insurance Tax - KS	\$1.51	State Security	\$1,514.16	State Unemployment Insurance Tax - KS	\$1,514.16		
		Debits for Q1 2024 reconciliation			\$0.01	Security Benefit	\$45.42	State Security Withholding - KS	\$205.00	State Security Withholding - KS	\$1,414.16	State Unemployment Insurance Tax - KS	\$1,414.16		

Dennis Keith Shelton	W2	Base Pay	147.33	17.77	\$2,618.13	Federal Income Tax	\$35.25	Employer Medicare Tax	\$40.39	Federal Income Tax	\$2,785.75	Employer Medicare Tax	\$2,785.75	Net Pay	\$2,433.40
		Overtime(1.5x Base)	0.96	26.52	\$25.46	Medicare Social Security	\$40.39	Social Security - Employer	\$172.72	Medicare Social Security	\$2,785.75	Social Security - Employer	\$2,785.75	Company Cost	\$3,000.76
		Holiday Hours	8.00	17.77	\$142.16	State Security	\$172.72	State Unemployment Insurance Tax - KS	\$1.89	State Security	\$2,785.75	State Unemployment Insurance Tax - KS	\$1,887.18		
		Gross			\$2,785.75	State Security Withholding - KS	\$104.00	State Security Withholding - KS	\$2,785.75	State Security Withholding - KS	\$2,785.75	State Unemployment Insurance Tax - KS	\$2,785.75		

Troy Lynn Tyson	W2	Base Pay	12.04	19.99	\$240.71	Medicare Social Security	\$3.49	Employer Medicare Tax	\$3.49	Federal Income Tax	\$240.71	Employer Medicare Tax	\$240.71	Net Pay	\$222.31
		Gross			\$240.71	State Security	\$14.92	Federal Medicare Tax	\$1.44	Medicare Social Security	\$240.71	Federal Medicare Tax	\$240.71	Company Cost	\$260.81
		Debits for Q1 2024 reconciliation			\$0.01	State Security	\$14.92	State Security - Employer	\$0.24	State Security Withholding - KS	\$240.71	State Security - Employer	\$240.71		
						State Unemployment Insurance Tax - KS	\$0.24	State Unemployment Insurance Tax - KS	\$0.24	State Unemployment Insurance Tax - KS	\$240.71	State Unemployment Insurance Tax - KS	\$240.71		



Director's Report July 23rd, 2024

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

We held our second concert downtown and had the largest crowd of both last year and this year with slightly over 130 people in attendance. I have a QR code set up for attendees to do a survey concerning suggestions for the library and to gauge interest in the concerts downtown Linwood. Several people filled out the survey and 100% said they liked the concerts and felt that it added to the community. I will have the QR code available at the August concert and hope to have several more responses before I download the results which will be used as support for our grant we received to assist in the costs associated with the concerts.

Our Build a Teddy was extremely successful on Saturday the 13th. We had to stop taking RSVP's about a week prior to the event due to the numbers we were getting and the supply of teddies we had available. We had a total of 52 people here, counting adults. We had 25 children who attended to build their Teddy. We had a full house with tables set up in the kitchen, the children's area, and in the front. Unfortunately due to an accident we had some children who were not able to attend, otherwise all 30 of our Teddys would have been built. We have held out those 5 to provide to the children who were not able to make the event so they can build their bears once they are able to come in. This was so well received we wound up having to turn away a couple of families who came in without RSVPing due to lack of teddys and space to accommodate them.

I have offered a staff position to Clara Knipp. Clara will be joining the library staff as of Monday, July 29. Clara is working on her Masters in Library Science. She will bring our staff up to a total of 7 which will allow us more coverage for our work schedule. Clara has experience with Canva and social media and will be able to take over some of the dual responsibilities I am currently covering. The staff and I are excited to have her join us. I have a schedule put together for her first week as she becomes familiar with the library and staff. Once I feel she is able to function independently we will work on a more permanent schedule with an eye toward the beginning of next year while Jayne is away.

I will be away from the library beginning Friday, July 26 and plan on returning Monday, August 5. I will have a computer and access to email, which I will monitor, as well as the ability to make changes to social media or the web site if it is necessary. I should have WiFi available most of the trip but cell service may be spotty.

Circulation:					
	Jun 2024	Y-T-D	Jun 2023	Y-T-D	
Adult Books	235	1,087	181	1,013	
Child Books	593	2,247	591	2,376	
Young Adult	29	140	23	92	
Magazines	2	9	-	7	
Movies/Videogames	192	981	206	943	
Music	-	-	-	-	
Audiobooks	42	266	33	161	
Large Print	37	175	39	149	
** Electronic Materials	205	1,793	484	2,116	
Equipment: Video/DVD		-			
Equipment: Sports/Games		-			
Total:	1,335	6,698	1,557	6,857	
% of Change	(14.26)	(2.32)			
New Acquisitions:					
	Jun 2024	Y-T-D	Jun 2023	Y-T-D	
Adult	62	376	42	233	
Children	35	217	17	162	
Young Adult	3	47	10	14	
Audiovisual	30	124	38	131	
Equipment: Video/DVD	-	-			
Equipment: Sports/Games	-	-			
Total:	130	764	107	540	
% of Change	21.50	41.48			
Inter-Library Loan:					
	Jun 2024	Y-T-D	Jun 2023	Y-T-D	
NEXT Loaned	301	1,544	260	1,541	
NEXT Borrowed	113	700	122	833	
ShareIt ILL Loaned	3	33	1	16	
ShareIt ILL Rec'd	1	31	1	12	
Total:	418	2,308	384	2,402	
% of Change	8.85	(3.91)			
Programs:					
	Jun 2024	Y-T-D	Jun 2023	Y-T-D	
Adult Programs	39	237	39	224	
Total Adult attendance	311	1,650	130	1,077	
Childrens Programs	10	72	19	85	
Total Childrens attendance	107	328	247	454	
Young Adult Programs	-	1	-	-	
Total YA attendance	-	2	-	-	
Outreach Events	1	8	2	13	
Outreach Attendance Total	9	292	175	443	
Total Library Events	50	318	60	322	
Attendance Total	427	2,272	552	1,974	
Meeting Room Uses	3	38	1	2	
Meeting Attendance	6	65	-	6	
Total Attend:	433	4,609	552	3,954	
% of Change	(21.56)	16.57			
Electronic Materials Use:					
	Jun 2024	Y-T-D	Jun 2023	Y-T-D	% of Change
** Consortial Users					
Flipster	-	921	323	1,547	(40.47)
Lynda Users	-	-	-	46	(100.00)
Local Uses					
Cloud Library	20	188	24	144	30.56
Kanopy (Dec 2020)	-	8	6	25	(68.00)
Hoopla	94	611	88	455	34.29
Overdrive	91	461	43	379	21.64
Total Local Use:	205	1,268	161	1,049	
% of Change		20.88			
Miscellaneous:					
	Jun 2024	Y-T-D	Jun 2023	Y-T-D	% of Change
Door Count	945	4,767	774	3,536	34.81
Reference	15	137	-	5	2,640.00
Computer Use	13	163	10	72	126.39
Wireless Activity	330	2,097	332	2,024	3.61
Website Sessions	333	2,325	318	1,690	37.57
Website Users	212	2,602	220	1,289	101.86
Public Service Hours	219	1,333	229	1,278	4.30
FB Video Views	NA	-	-	-	-
FB Reach	3,334	9,417	-	5,914	59.23
Engagements - Youth		-	0	-	-

2024 Monthly Stats

Linwood Community Library Statistical Report

Twitter Visits	-			
Tweet impressions	-	-	0	167
Mailchimp				
Total Emails Sent	3	25	0	17
Total Email Receipts	1,147	9,594	0	7,045
Total Emails Opened	468	3,777	0	3,274
Faxes (Per Patron Use)	8	48		
Copies (Per Patron Use)	22	166		
Notary (Per Patron Use)	4	22		

	Jun 2024	Y-T-D
Borrowers end of month	673	4,108
Borrower Accounts used	115	595
Borrowers Added	7	32
Borrowers Renewed	17	117
Borrowers Deleted	8	31
Total Check Outs/ Renewal	877	4,774
Adult Checkouts/Renewals	373	1,919
Youth Checkouts/Renewals	761	3,111

** 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.

Check#	PayTo	Date	Memo	BankAccount	Status	Amount
11243	Atmos Energy	23-Jul-24		First State Bank	Uncleared	90.77
11244	Lawrence Journal World	23-Jul-24	Annual Subscription	First State Bank	Uncleared	58.08
11245	Ingram Library Services	23-Jul-24		First State Bank	Uncleared	516.66
11246	Midwest Tape	23-Jul-24		First State Bank	Uncleared	476.95
11247	VISA	23-Jul-24	Theresa Visa	First State Bank	Uncleared	875.37
11248	Kevin Reetz	23-Jul-24	Lawn	First State Bank	Uncleared	400.00
11249	Whiskey Mash	23-Jul-24	Aug Band	First State Bank	Uncleared	850.00
11250	Nyp CPA, LLC	23-Jul-24		First State Bank	Uncleared	218.75
11251	Wheat State Cleaning	23-Jul-24		First State Bank	Uncleared	750.00
11252	City of Linwood	23-Jul-24		First State Bank	Uncleared	62.01
11253	Maryam Hjersted	23-Jul-24	Knitting club	First State Bank	Uncleared	120.00
11254	Aly Evans	23-Jul-24	Yoga	First State Bank	Uncleared	120.00
11255	Energy	23-Jul-24		First State Bank	Uncleared	483.70
11256	Ted Ward	23-Jul-24	Band Finder	First State Bank	Uncleared	150.00
11257	Bug Hounds LLC	23-Jul-24		First State Bank	Uncleared	150.00
11258	EBSCO-	23-Jul-24	Magazine Subscriptions	First State Bank	Uncleared	337.65
11259	Xerox Financial Services	23-Jul-24		First State Bank	Uncleared	337.72
11260	Playaway Products	23-Jul-24		First State Bank	Uncleared	54.99
11261	Midcontinent Communications	23-Jul-24		First State Bank	Uncleared	248.39
11262	UniFirst	23-Jul-24		First State Bank	Uncleared	121.77
11263	Culligan Water of Kansas City	23-Jul-24		First State Bank	Uncleared	92.50
11264	Security Benefit Group	23-Jul-24	IRA Contributions	First State Bank	Uncleared	145.42
11265	VISA	23-Jul-24	Susie Visa	First State Bank	Uncleared	621.90
11266	Lawrence Journal World	23-Jul-24	Budget Hearing Notice	First State Bank	Uncleared	153.90
11267	VISA	23-Jul-24	Dennis Visa	First State Bank	Uncleared	817.97

coverage.

Under the FMLA, an employee can take the 12 weeks of leave intermittently for a serious health condition (i.e. take a day periodically when necessary or use the leave to reduce the workweek or work day on a regular basis). The employee and the Library Director or Board Chair must agree on such reduced work schedules if the employee is taking leave for the birth, adoption, or foster care of a child.

If employees have accumulated paid leave for the equivalent of 8 or less weeks of hourly leave (see section e: Annual Leave above), they may take the rest as unpaid leave to supplement the paid leave. The Library may require the employee to use up all paid vacation or other paid leaves before taking unpaid leave.

When the employee plans to take leave under the FMLA, the employee is required to give his/her supervisor 30 days' notice, or, if this is not practical, as much notice as is possible.

Parental Leave/Birth of a Child

Employees seeking maternity leave will be granted two weeks paid maternity leave, followed by an additional two weeks of either annual leave or unpaid leave (if the employee does not wish to use her annual leave). Employees may also be granted one week of paid paternity leave.

Bereavement Leave

An employee suffering a death in the family will be granted up to three (3) days leave with pay. This leave applies to the death of spouse, child, or other relative residing in the employee's household, parents, parents of spouse, grandparents, grandchildren, brothers, sisters, spouses of brothers and sisters of employee and spouse. An employee who uses Bereavement Leave must submit documentation, such as a newspaper obituary or funeral program, within 30 days of the first day of leave. *Revised November 28, 2023*

Holidays

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

The Library is closed on the following holidays:

New Year's Day - January 1st

Martin Luther King Day - 3rd Monday in January

President's Day - Third Monday in February

Memorial Day - Last Monday in May

Independence Day - July 4th

Labor Day - First Monday in September

Thanksgiving Day - Fourth Thursday in November

Christmas Eve – December 24th
Christmas Day – December 25th

The Library Board may by motion designate other days as special paid or unpaid holidays on a one-time basis.

Revised June 27th, 2023, Revised July 25th, 2023

Military Leave

Employees called to military service in the Military Reserve or National Guard will receive the period of time on active duty up to thirty (30) days with pay. A schedule of duty time with as much advance notice as possible should be given to the Director or Board Chair. An employee may choose one of the following options:

- iv. Present military pay to the Library and receive full pay from the Library
- v. Use accumulated annual leave and retain full military pay

An employee returning from military leave shall be entitled to restoration to the former position or position of like pay and responsibility. The employee must make an application for reinstatement within thirty (30) days after release from active duty. K.S.A. 48-517.

Civil Leave

An employee shall be given necessary time off, with pay, for the following:

- vi. Jury duty. The employee will assign the juror's fee to the Library in the event of a trial running more than two (2) weeks.
- vii. Court appearances as a witness in answer to a subpoena or as an expert witness when acting in an official capacity in connection with the Library.
- viii. Voting.

Mileage Reimbursement

Employees shall receive mileage reimbursement at a rate per mile per the IRS business mileage rate by the board for drives to and from library conferences, training sessions, meetings, other professional development events in addition to trips to the post office, for supplies and when traveling on other library business. Employees will track their mileage using the provided mileage reimbursement form. If the amount of mileage to be paid is less than \$10, the reimbursement for mileage will be added to the employee's paycheck.

Revised, November 28th, 2023

Continuing Education

The Linwood Community Library Board of Trustees supports the guidelines in the NEKLS Accreditation Standards which are based on the 2016 Kansas Library Standards, which states, "Library

City of Linwood

later than the first payday following the pay period in which it was earned. At the discretion of the Mayor and City Council, an employee may be given compensatory time off in lieu of cash payment for overtime worked. Any compensatory time off shall be at the rate of one and one-half times the hours of overtime worked.

- (b) No person employed in an administrative, executive or professional position, as defined by the Federal Fair Labor Standards Act, shall be eligible for overtime compensation.
- (c) Employees shall be eligible to receive overtime compensation for all hours worked in excess of regular scheduled hours per work week.
- (d) Employees eligible to receive overtime compensation for all hours worked in excess of regular scheduled hours per week cannot accrue more than a total of 100 hours compensation time. As of 5/5/2020 per council vote.
- (e) Compensation upon employee termination is only payable up to 100 hours. As of 7/6/2021 per council vote.

ARTICLE E. Attendance and Leave

E-1. Hours of Work

- (a) Full-Time Employees. The normal work week for full-time employees shall be 30 hours per week or those set by the Mayor and/or City Council.
- (b) Part-Time Employees. The normal work week for part-time employees shall be up to 20 hours per week (or) those set by Mayor and/or City Council.

E-2. Breaks/Lunch

Employees are entitled to a break of 15 minutes for each four hours of work. The time of the break, usually mid-morning and mid-afternoon, shall be taken not to interfere with the operation of City Hall. Any employee working over 6 hours will be required to take a 60 minute lunch break. (Amended from 30 minutes, 2015)

E-3. Holidays

The following days shall be paid holidays for city employees:

- (a) New Year's Day
- (b) President's Day
- (c) Memorial Day
- (d) Independence Day
- (e) Juneteenth*
- (f) Labor Day
- (g) Veteran's Day
- (h) Thanksgiving Day
- (i) Day after Thanksgiving * We gave up Martin Luther King Day
- (j) Christmas Eve * We gave up Columbus day
- (k) Christmas Day

*Resolution 1-2013, 6.4.13, added these days' in-lieu-of Martin Luther King, Jr. and Columbus Day holidays.

*Resoluion 8-2022, 8.2.22 added for the 19th of June

2024 Leavenworth County Holiday Schedule

Monday	January 1	New Year's Day
Monday	January 15	Martin Luther King, Jr.
Monday	February 19	Presidents' Day
Monday	May 27	Memorial Day
Monday	June 19	Juneteenth
Tuesday	July 4	Independence Day
Monday	September 2	Labor Day
Monday	October 14	Columbus Day
Friday	November 11	Veterans Day
Thursday	November 28	Thanksgiving Day
Friday	November 29	Thanksgiving
Friday	December 24	Christmas Eve
Monday	December 25	Christmas

401 SW Topeka Blvd
Topeka, KS 66603



Phone: (785) 296-5027
Fax: (785) 291-3425
Email: kdol.uitax@ks.gov
dol.ks.gov

Amber Shultz, Secretary

Laura Kelly, Governor

July 10, 2024

Subject: 2025 Benefit Cost Rate Notice for Rated Governmental Employers

Dear Employer:

Your 2025 Benefit Cost Rate Notice is enclosed. The method for computing the benefit cost rate for rated governmental employers is explained in K.S.A. 44-710d of the Kansas Employment Security Law. **Please note: you will not be taxed at the rate shown on your notice until the first quarter of 2025.** We are providing this in advance for budgeting purposes.

Rated Governmental cost rates are computed by dividing the benefits charged to your account for the fiscal year ending March 31, 2024, by the average of the wages you paid for the two previous fiscal years ending March 31. This formula provides the actual individual benefit cost rate or *experience factor* as shown on your rate notice.

The experience factor does not take into consideration all of the benefits paid to employees of rated governmental employers that were not charged to any individual employer's account. Since these non-charges were paid out of the general unemployment fund, an adjustment must be made to each employer's rate to reimburse the fund for these payments. This is the *adjustment factor* listed on the rate notice. The adjustment factor is the same for all eligible rated governmental employers. The factor is computed by dividing benefits paid, by benefits charged to all rated governmental employers. The adjustment factor for 2024 is 1.41. This means that benefits paid were 1.41 times the benefits charged; therefore, your individual rate was adjusted accordingly.

Your enclosed notice will list benefits charged to your account during the past fiscal year. If you wish to request a review and redetermination, please direct your correspondence and any supporting documentation to KDOL.benefitcharges@ks.gov or mail in a protest to:

Kansas Department of Labor
Attention: Benefit Inquiries
401 SW Topeka Blvd.
Topeka, KS 66603-3182

If you have made payments under the rated governmental payment option for at least four complete calendar years, you may change your payment option. If a change is desired, you must file a written notice with this agency terminating the rated governmental option. This notice must be postmarked no later than December 1, 2024.

For additional information about the rate assigned to your firm, please contact your District Tax Office, printed on the enclosed Benefit Cost Rating Notice.



KANSAS DEPARTMENT OF LABOR

401 S.W. Topeka Boulevard
Topeka, Kansas 66603-3182

**2025
BENEFIT COST RATE
NOTICE**

DATE MAILED: 07-10-2024

ACCOUNT NO.: 351154

LINWOOD COMMUNITY LIBRARY
LINWOOD COMMUNITY LIBRARY
PO BOX 80
LINWOOD KS 66052-0080

THIS NOTICE IS A DETERMINATION OF YOUR BENEFIT COST RATE FOR THE CALENDAR YEAR 2025. YOUR RATE WILL BE 0.10 PERCENT OF TOTAL WAGES PAID DURING CALENDAR YEAR 2025. THIS RATE WAS BASED UPON THE COMPUTATION SHOWN BELOW.

WAGES PAID FY		WAGES PAID FY	AVERAGE WAGES
ENDING 3-31-2023	added	ENDING 3-31-2024	FOR LAST 2 FY YEARS
\$93,766.	TO	\$132,148. EQUALS	\$112,957.71

BENEFITS CHARGED DURING		AVERAGE WAGES PAID	EXPERIENCE
FY ENDED 3-31-2024	divided	2 PRIOR FY ENDED 3-31-2024	FACTOR
\$.00	by	\$112,957.71	EQUALS .0000

EXPERIENCE		ADJUSTMENT		YOUR 2025 BENEFIT
FACTOR	MULTIPLIED	FACTOR		COST RATE
.0000	BY	1.41	EQUALS	* 0.10 PERCENT

* KSA 44-710d PROVIDES THAT NO RATED GOVERNMENTAL EMPLOYER WHICH IS ELIGIBLE FOR A RATE COMPUTATION WILL BE ASSIGNED A RATE LESS THAN 0.10 PERCENT.

APPEAL RIGHTS

THIS DETERMINATION OF YOUR BENEFIT COST RATE FOR 2025 SHALL BECOME CONCLUSIVE AND BINDING UNLESS WITHIN 15 DAYS AFTER MAILING DATE SHOWN ABOVE, YOU FILE A WRITTEN REQUEST FOR REVIEW AND REDETERMINATION SETTING FORTH REASONS THEREFORE AS PROVIDED FOR IN SECTION 44-710b(a) OF THE KANSAS EMPLOYMENT SECURITY LAW.

IF YOU HAVE ANY QUESTIONS REGARDING YOUR RATE PLEASE CALL YOUR FIELD REPRESENTATIVE: ALEXIS DESCH IN TOPEKA, KS AT 785-581-7732

THE BENEFIT CHARGES ASSESSED TO YOUR ACCOUNT DURING THE FISCAL YEAR ENDED MARCH 31, 2024 ARE:

NONE

UI Tax Notification



House Bill 2570: New Quarterly Benefit Charge Notices

House Bill 2570 introduces significant changes to UI Tax under the Kansas Employment Security Law.

Rated Governmental Employers will begin receiving quarterly Notice of Benefit Charges. Effective 2nd quarter of 2024, employers will receive these notices on a quarterly basis instead of annually. The first quarterly notice of benefit charges will be mailed in July 2024. Please review this notice carefully, just as you would have done with your annual notice of benefit charges.

Unemployment Technology Enhancement Project

(UTE) is a multi-year initiative focused on delivering a transformational Unemployment Insurance experience to businesses and workers of Kansas. What you can expect:



Change is Coming

We are implementing a new, more efficient and user-friendly UI system to better serve your needs.



Benefits to Employers

The upgraded system aims to simplify the reporting process.



Support and Guidance

We are committed to aiding and helping guide you throughout the transition period and beyond.



Important Dates and Actions

Clear information on when the changes will take effect and what actions employers need to take will be communicated.

How we will communicate with you...

- **Employer Website:** Provide detailed information about the new system and user interface. This dedicated webpage will continuously be updated with the latest information for employers.
- **Emails:** Leading up to go live we will send you detailed information.
- **LinkedIn:** Share updates, tutorials, and FAQs.
- **Videos:** How-to videos will be housed on the employer website.
- **Helpful resources:** Call the employer line at 785-296-5027 or email KDOL.UITax@ks.gov



You Must Complete Your Insurance Audit



005235 1/1

MB 01 005235 29654 H 15 A
LINWOOD COMMUNITY LIBRARY DI
PO BOX 80
LINWOOD KS 66052

Policy Number 37 WEC AX9VG8	Audit Period 06/26/2023 - 06/26/2024	Report Due Date 08/06/2024	AUDIT ID 16985068
---------------------------------------	--	--------------------------------------	-----------------------------

Dear Valued Customer:

It's time to do an insurance audit for your recent business policy. We know you gave us this information last year, but things can change throughout your policy period. Now that the policy period is over, we need you to review that information and confirm it is still correct.

You're probably wondering why you have to do this, right? Well, there are a couple of reasons. First, it gives you the opportunity to make sure what you paid for your policy matched the risks you had while it covered you. So, think of this as your policy checkup. Just as important, your policy requires us to perform a premium audit to meet our contractual obligations, and in some cases, state laws.

IMPORTANT: You must submit your audit.

If you don't, we'll have to use estimated information to calculate your final bill, and that means you could owe up to three times the amount of your original policy. We really don't want to do that, and that's why we're sending you this reminder.

Submitting your Audit Online

We realize it takes up some of your valuable time, so we're doing all we can to speed it up and make it as painless as possible with our online audit tool. You'll enter and upload some basic business information about your sales, employees, or payroll to our secure server. When you're done, we'll use your answers to finish your audit, and reach out if we have any questions.

Here's how to complete your Insurance Audit online:

1. Go to The Hartford audit site at: www.thehartford.com/servicecenter
2. Log in using your User ID and Password. (You'll need to register for the site if you haven't before.)
3. Click the "Audit" page at the top of the screen.
4. Click "Begin Audit".
5. Answer all the questions that pertain to Linwood Community Library Di .
6. Upload any required information.
7. When you're finished, click "Submit" to send us your completed audit.

Need help?

If you need help completing the online audit, you can call us at (800)790-6711, Monday - Friday, 7:00 am - 7:00 pm CT

Thanks again for choosing The Hartford for your business insurance needs!

SAMPLE AUDIT

This example is to help you feel more comfortable with the types of questions we'll be asking and the information you'll need to provide. Keep in mind that this is just an example. Some of the questions on your audit will differ depending on your business type, legal entity and other factors. You also may need to provide different documents than what you see here.

For your audit, be sure to have:

- Payroll tax documents, such as federal forms 941 or 944, or state unemployment returns. (We prefer you use form 941 though.)
- A payroll report with wages by employees for the policy period.
- Names of owners and officers, and a breakdown of their ownership percentages.
- Names, amounts paid and certificates of insurance (COIs) for subcontractors, temporary and leased workers – only if you had them during the policy period.



1. YOUR BUSINESS

- 1 Your Business
- 2 Taxes
- 3 Identification
- 4 Submit



- What we're asking about: Your business and the people who work there
- When entering amounts: Round to the nearest dollar and don't include decimals
- What you'll need to fill this out: Incorporation and payroll documents
- The timeframe: We're only asking about the policy period 02/22/2018 - 02/22/2019

Business Review

Which of these best describes the legal structure of your business?

- Corporation
- LLC
- Nonprofit Organization or Religious Organization
- Partnership
- Sole Proprietorship

Do you still operate a furniture store or distributorship?

At which locations did you have employees or business operations?

905 EVERING SNOW ST, WAKE FOREST (CA 27087)

Have employees or business operations in other locations?

Business Payroll

Please enter your total gross wages during the policy period.

This amount is your gross wages on payroll report and often referred to as "Total Gross Wages" or "Total Wages" on some tax forms.

Note: Business Payroll must be the total gross wages you enter on the Other's end of 1099-NEC forms.

Get help understanding payroll reports for your policy period.

Workforce

Other than your officers, did you have any full-time or part-time employees during the policy period?

Did you use any subcontractors or 1099 workers during the policy period?

- The subcontractors can be either a business entity or an individual.
- Report all subcontractors you used whether they are paid from a business, 1099, contract or other basis.
- Common types of subcontractors include: independent contractors, 1099 contractors, independent contractors, or 1099 workers (including 1099 contractors, 1099 workers, part-time or 1099 contractors).

Did you lease any employees that were not separately insured during the policy period?

Did you have any temporary workers that were not on the payroll during the policy period?

2. OFFICERS

1. Your Business 2. **Officers** 3. Employees 4. Your Features 5. Your Employee's Labor 6. Submit



- **Who we're asking about:** The people who own and run your business
- **Don't exclude:** Information about your regular employees
- **What you'll need to fill this out:** Incorporation and payroll documents [Need help?](#)
- **The timeframe:** We're only asking about the policy period 02/27/2018 - 02/27/2019

Officer List

Tell us the names for all of the officers for your business

Don't include: If you have any officers listed, we will charge you for them. We'll also exclude any officers that you add after our audit is over. These officers must be people that are in charge of the day-to-day operations of your business. Don't include non-officers, shareholders or officers in ill-health.

First Name	Last Name	
<input type="text" value="John"/>	<input type="text" value="Doe"/>	Delete

[Add another name](#)

Pay Types

Did any of your officers receive the following? (Please select all that apply)

Workers are generally exempt from this provision except if all these conditions are met: (1) not full-time; (2) not a salaried officer

- Overtime (1.5x)
- Double Time (2x)
- Severance
- Section 325
- None of these

Officer Changes

Did any officers join or leave your business during the policy period?

No Yes

John Doe

Percentage of Stock Owned %

Gross Wages

Don't include if it was part of an employee's contract (i.e. amount to only for a period and not every 12/31). This officer is not a regular wage earner.

Let's talk about the work that John Doe did so we can make sure we have their correct job classification.

Thinking back on the policy period, did John Doe do any of the following?

- Supervise a furniture store?
- Work in the store performing furniture sales?
- Work in a furniture warehouse?
- Perform furniture deliveries?

Yes No

Work exclusively in an office setting?

Yes No

[Previous](#)

[Save and Exit](#)

[Next](#)

3. EMPLOYEES

1 Your Business 2 OFFICERS 3 **EMPLOYEES** 4 Verification 5 Non-Employee Labor 6 Submit



- Who we're asking about: **California** employees on your payroll during the policy period, even if they've left since then
- Don't include: information about your Officers
- For employees working in multiple locations: Assign their payroll to the location they work at the most
- What you'll need to fill this out: Payroll reports and tax forms. [Need help?](#)
- The timeframe: We're only asking about the policy period 02/22/2018 - 02/22/2019

Pay Types

Did any of your employees receive the following? (Please select all that apply)

We know you may be on other pay types, including regular wages, that are not shown here. Please use filters to adjust these and the pay types that may affect your cost.

- Overtime (15a)
- Double Time (2a)
- Severance
- Section 125
- None of these

905 EVENING SNOW ST WAKE FOREST, California 27587

Furniture Store Workers - Store Salespeople, Warehouse Staff, Stockers and Drivers

Do you have any employees working in a furniture store, including store supervisors, floor salespeople, warehouse staff, maintenance and delivery drivers?

Yes No

Payroll for Furniture Store Workers - Store Salespeople, Warehouse Staff, Stockers and Drivers

Average Number of Employees

5

Gross Wages

1 50,000

Office Workers

Do you have any employees working exclusively in an office setting?

Yes No

Previous

Save and Exit

Next

4. VERIFICATION

1. Your Business 2. Officers 3. Employees 4. Verification 5. High Employee Labor 6. Submit



- **What we need:** Your payroll tax documents.
- **Why we need them:** To verify the information you've entered.
- **If you don't have them now:** You can fax them to us later, but we can't complete your audit until you do.

Document Type

Choose the type of payroll documentation that you will provide

Federal 941

Payroll Amounts

We need some information from your **four most recently filed 941s**. It's OK if these quarters don't exactly match the policy period or are from two different years. They just need to be the most recent.

Quarter 1 - 941 Information

Medicare Wages & Tips (See Column 1)

\$ 25,000

Quarter 2 - 941 Information

Medicare Wages & Tips (See Column 1)

\$ 25,000

Quarter 3 - 941 Information

Medicare Wages & Tips (See Column 1)

\$ 25,000

Quarter 4 - 941 Information

Medicare Wages & Tips (See Column 1)

\$ 25,000

Provide Your Documents

We need a copy of the 941s. How would you like to provide these?

[Why we need these documents](#)

Upload

Fax

Please provide the 941 documents for all 4 quarters. This can be one document or multiple documents.

These documents are tax and financial statements. You should check with your payroll service or accountant if you need to get copies. You can upload the following types of files: doc, docx, pdf, png, pdf, ppt, xls, xlsx, or xps. You can upload a file that is up to 20 Mb in size.

Your 941s

Drag and drop file here

or

choose file

2020_Business941.docx

Upload file

Previous

Summary & F

Next

5. NON-EMPLOYEE LABOR

1 Your Business 2 Officers 3 Employees 4 Verification 5 Non-Employee Labor 6 Submit



- **Who we're asking about:** Subcontractors, 1099/contract laborers and temporary employees
- **Don't include:** Information about employees on your payroll
- **What you'll need to fill this out:** Amounts paid to subcontractors, and certificates of insurance from them
- **The timeframe:** We're only asking about the policy period 02/22/2018 - 02/22/2019

Number of Subcontractors

How many subcontractors did you employ during the policy period?

Common types of subcontracted jobs for appliance dealers and retailers include contract delivery of well up services, appliance repair services, and warehouse workers (such as 1099 hires).

1-20 subcontractors 21 or more subcontractors

Tell us the names for all of the subcontractors for your business during the policy period.

Name	State	
<input type="text" value="Jack Brown"/>	<input type="text" value="CA"/>	Delete
<input type="button" value="Add another name"/>		

Jack Brown

How much did you pay this subcontractor?

\$

Do they have Workers' Compensation insurance?

Yes No

Please describe the duties performed by this subcontractor.

Delivery Driver

[Previous](#)

6. SUBMIT

1. Your Business 2. Officers 3. Employees 4. Verification 5. Non-Employee Labor 6. **Submit**

You're almost done!

Please review your information before submitting your audit. Once you submit your audit, you'll be able to download a copy that contains the information you've entered.

Your Business 

Officers Gross Wages  \$50,000

California Employees Gross Wages  \$50,000

Verification 

Subcontractors Payments  + \$10,000

Business Payroll \$100,000

Officers and Employees Payroll \$100,000

Who can we talk to if we have questions?

Sometimes we might need to check on something after you've submitted your audit. If that happens, please let us know who we should reach out to.

Name

Email

Phone

Your Electronic Signature

I declare that the information I provided for this audit is accurate to the best of my knowledge. I understand that my failure to provide accurate information could result in termination of this policy. By clicking Submit, I am affixing my electronic signature to this electronic record. I consent that The Hartford will use my electronic signature to indicate that I have read, understood and agreed to the foregoing request.

Provide Agent Access to Audit Documents

If you are the owner of this policy, you are the agent for all employees of this company.

Check this box to allow us to send a copy of your audit report to your agent if they ask for one. It will include all information you've entered, including owner and employee names and wages.

[Previous](#)

[Save and Exit](#)

[Submit](#)



Property
Liability
Workers' Comp
Business Auto

YOUR SUBMITTED AUDIT INFORMATION

Date Submitted: July 23, 2024



Business Name:

Linwood Community Library District No 1
PO Box 80
LINWOOD, KS 66052-0080

Business Payroll Total:

\$136,134

States of Operation: KS

Entity Type: Not for Profit Organization
Business Operations: Library
Agent Document Release: Yes

Policy Number:

37WECAX9VG8

Contact Information:
Dennis Shelton
director@linwoodlibrary.org

913-301-3686

Policy Period:

June 26, 2023 - June 26, 2024

Audit Id:

16985068

Employees

Employee Details

	Average # of Employees	Gross Wages	Overtime	Vacation Pay	Holiday Sick Pay
Location: 19649 Linwood Rd, Linwood, Kansas, 66052					
Professional and Administrative Employees of Libraries and Museums	6	\$136,134	\$460	\$1,902	\$1,365
Subtotal of all locations	6	\$136,134	\$460	\$1,902	\$1,365

YOUR SUBMITTED AUDIT INFORMATION

Date Submitted: July 23, 2024



CONTINUED (PAGE 2)

NEXT STEPS

You've done everything you need to at this point in time. We're now currently reviewing your submission.

WHAT HAPPENS AFTER YOU SUBMIT YOUR AUDIT?

We'll review your submission and reach out with any questions. It normally takes us about three weeks to complete an audit.

When we're done, we'll send you a Statement of Premium Adjustment. That document will show your Net Premium Adjustment.

- If we owe you a refund, your Net Premium Adjustment will say "Returned" and list the amount. We'll apply that amount as a credit toward your next bill. If the total credit is bigger than your bill, we'll send you a check for the difference.
- If we need to collect additional premium, your Net Premium Adjustment will say "Additional" and list the amount. That amount will appear on your next billing cycle. If you use automatic payments, we'll withdraw it on your next withdrawal date.

The Hartford® is The Hartford Financial Services Group, Inc. and its subsidiaries, including Hartford Fire Insurance Company. Its headquarters is in Hartford, CT.

18-0389 © April 2018 The Hartford

Payment Confirmation

1 message

Column Support <support@column.us>
Reply-To: help@column.us
To: director@linwoodlibrary.org

Thu, Jul 18, 2024 at 12:42 PM



Thank you for using Column!

Notice Name: Linwood Library Budget Hearing

Notice ID: Xeb6l9BmiObyZw6cncJf

Publisher: Lawrence Journal-World

Publication Dates: 08/04/24

Invoice Date: Jul. 18, 2024

Amount Paid: \$423.28

Invoice Number: F5973291-0004

You will be alerted when the affidavit for this notice becomes available.

Invoice receipts are available on the "View Notice" page.

[View Notice](#)

Supported by Column

If you'd like to [unsubscribe](#) from any emails from Column, you can do so in your user settings.

(First Published in the Lawrence Daily Journal-World on the 4th of August)

NOTICE OF BUDGET HEARING

The governing body of
Linwood Community Library
 Leavenworth County

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
Revenue Neutral Rate **							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		xxxxxxx	
Assessed Valuation	84,819,676		97,947,818		97,947,818	

Outstanding Indebtedness,

Jan 1,

2022

2023

G.O. Bonds

0

0

Revenue Bonds

0

0

Other

0

0

Lease Pur. Princ.

0

0

Total

0

0

*Tax rates are expressed in mills.

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