

**Agenda**  
**Linwood Community Library Board Meeting**  
**Tuesday, August 27, 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)
- Holiday Schedule

**Committee Reports**

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

**New Business**

- Bills for Payment

**Adjournment**

**Next Regular Board Meeting: Tuesday, September 24, 2024 at 7:00 pm**

**Linwood Community Library Board Budget Meeting Minutes:  
August 19, 2024**

**Call to Order**

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

**Staff Members present: Dennis Shelton**

**Guests: None**

**The meeting was called to order at: 7:00 P.M. by Melissia Smitka**

**Minutes from the August 22, 2023 Budget Hearing**

Chris moved to approve the 2023 Budget Hearing Minutes. Aly seconded.  
Motion carried 6/0.

**Notice of Budget Haring**

Notice was published in Lawrence Journal World on August 4, 2024 and  
The Tonganoxie Mirror August 7, 2024.

**Proposed Budget for 2025**

Proposed Budget did not exceed Revenue Neutral Rate  
Proposed 2025 Revenue Neutral Rate is 2.699  
(General Fund 2.627 and Employee Benefits 0.072)

**Chris moved to approve the 2025 Proposed Budget as presented.  
Aly seconded the motion. Motion carried 6-0**

**Roll Call Vote:**

|                        |            |
|------------------------|------------|
| <b>Melissia Smitka</b> | <b>Yes</b> |
| <b>Sheldon Wheaton</b> | <b>Yes</b> |
| <b>Aly Evans</b>       | <b>Yes</b> |
| <b>Kathy Reno</b>      | <b>Yes</b> |
| <b>Chris Mensch</b>    | <b>Yes</b> |
| <b>Lea Chrisman</b>    | <b>Yes</b> |

**Public Comments**

None

**Adjournment**

**Sheldon made a motion to adjourn the meeting at 7:14 p.m. Aly seconded.  
Motion carried 6/0.**

*Submitted by: Lea Chrisman; Board Secretary*

**Linwood Community Library Board**

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

**Linwood Community Library Staff**

Vacant; Director  
Jayne Hopkins; Youth Services  
Teresa Reetz: Adult  
Amy Rosewicz; Programming Assistant  
Nicole Oeschlaeger; Library Services  
Susie Henneke; Library Services Specialist  
Clara Knipp, Library Service 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 July 29, 2024*

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Melissia Smitka, Chairperson Date:

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Lea Chrisman, Secretary Date:

# Linwood Community Library Board Meeting Minutes: July 23, 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: 7:05 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 06.28.2024 Account Balance was \$420,876.78.

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

**Capital Improvement Fund:** As of 06.28.2024 Account Balance was \$189,366.98.

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

**Petty Cash Fund:** Counted by Dennis on 07.19.2024. He stated the balance was \$82.65.

**Communications for the Board:** No communications for the Board

### **Statistical Report**

**Approval: Being there were no objections, the consent agenda was approved with the corrected version of the Treasurer's Report dated June 25, 2024**

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

### **Financial Report**

**Public Comments:** None

**Action Items:**

## Old Business

- **Policy Update:** Board discussed several policy revisions.
- **Capital Improvement:** Discussion was held regarding ideas for expansion. The Board was in agreement to proceed with looking into the cost of expanding the original footprint to make room for an area to accommodate for space to have programs and meetings.

## Committee Reports

**Building & Equipment:** Building Expansion

**Finance:** None

**Personnel & Policy:** Ongoing Policy Revisions

## New Business

- **Bills for Payment:** Chris moved to approve bills for payment as presented. Sheldon seconded. Motion carried 6/0.
- **Holidays:** Dennis presented a schedule for additional holidays for the library staff. Approval for additional holidays, tabled to next month. Mel moved that all part-time employees received 6 hours and full-time employees receive 8 hours holiday pay effective immediately. Chris seconded. Motion carried 6/0 .

- **Programming:** Concern was mentioned regarding low attendance at some of the programs provided by the Library.
- **Weekend Schedule:** Dennis updated the Board the weekend staffing schedule.

**Adjournment**

**Approval:** Chris moved to adjourn the meeting at 8:48 P.M. Aly seconded. Motion carried 6/0.

**Next Meeting**

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

*Submitted by: Lea Chrisman; Board Secretary*

**Linwood Community Library Board**

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

**Linwood Community Library Staff**

Vacant; Director  
 Jayne Hopkins; Youth Services  
 Teresa Reetz: Adult Programming/Collection  
 Amy Rosewicz; Programming Assistant  
 Nicole Oeschlaeger; Library Services Specialist  
 Susie Henneke; Library Services Specialist  
 Clara Knipp, Library Service 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 July 29, 2024*

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Melissia Smitka, Chairperson Date:

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Lea Chrisman, Secretary Date:

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

General Fund (GF) Checking account balance as of 07-31-2024 was \$388,491.19. The GF checking account has been reconciled in Xero through 07-31-2024 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 07-31-2024 was \$190,022.81. The CIF Checking account has been reconciled in Xero through 07-31-2024 noting no difference.

Petty Cash was counted by Dennis Shelton on 08-26-2024. He stated the balance was \$40.11.

# Income Statement (Profit and Loss)

Linwood Community Library  
For the month ended July 31, 2024

JUL 2024

| <b>Income</b>           |                    |
|-------------------------|--------------------|
| Donations               | 350.00             |
| Fine and Fees           | 337.70             |
| Interest Income         | 2,055.03           |
| <b>Total Income</b>     | <b>2,742.73</b>    |
| <b>Gross Profit</b>     |                    |
|                         | <b>2,742.73</b>    |
| <b>Expenses</b>         |                    |
| Collections             | 2,719.07           |
| Gross Wages             | 10,868.79          |
| Medicare Co             | 157.61             |
| Operating Expenses      | 4,047.23           |
| Payroll Expenses        | 16.67              |
| Program Expenses        | 627.68             |
| Simple IRA Match        | 50.85              |
| Social Security Co      | 673.87             |
| SUTA                    | 5.90               |
| <b>Total Expenses</b>   | <b>19,167.67</b>   |
| <b>Operating Income</b> | <b>(16,424.94)</b> |
| <b>Net Income</b>       | <b>(16,424.94)</b> |



# Income Statement (Profit and Loss)

Linwood Community Library  
For the 7 months ended July 31, 2024

JAN-JUL 2024

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## Income

|                       |                   |
|-----------------------|-------------------|
| Property Taxes        | 272,505.74        |
| Donations             | 375.00            |
| Fine and Fees         | 1,011.79          |
| Insurance Refund      | 464.00            |
| Interest Income       | 12,665.71         |
| NEKLS Grants          | 6,418.00          |
| Square Sales          | 64.01             |
| State Grants          | 1,202.93          |
| Transfer From General | 27.62             |
| <b>Total Income</b>   | <b>294,734.80</b> |

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## Gross Profit

**294,734.80**

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## Expenses

|                       |                   |
|-----------------------|-------------------|
| Collections           | 18,707.33         |
| Gross Wages           | 71,618.43         |
| Health Insurance      | 137.83            |
| Medicare Co           | 1,037.03          |
| Operating Expenses    | 47,720.87         |
| Payroll Expenses      | 276.35            |
| Program Expenses      | 14,132.98         |
| Simple IRA Match      | 562.71            |
| Social Security Co    | 4,434.23          |
| Square Fees           | 0.72              |
| SUTA                  | 132.09            |
| <b>Total Expenses</b> | <b>158,760.57</b> |

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## Operating Income

**135,974.23**

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## Net Income

**135,974.23**



# Payroll Journal Report

## Employees Earning

Pay Run Jun 26th - Jul 26th

Report Period 07/01/2024 - 07/31/2024

Pay Date 07/31/2024

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

### Employee Earnings at Company Level (Pay run: Jun 26th - Jul 26th (Jul 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 |       |
|----------------------|--------|------|-------------|--|----------|----------------------------|----------|---------------------------------------|----------|------------------------------------|-------------|---------------------------------------|-------------|------------------------------|------|---------|-------|
| Base Pay             | 564.39 |      | \$9,632.40  | EMPLOYEE Security Benefit                | \$100.00 | Federal Income Tax         | \$312.08 | Employer Medicare Tax                 | \$157.61 | Federal Income Tax                 | \$10,788.79 | Employer Medicare Tax                 | \$10,868.79 | PTO                          |      | 32.00   | 20.12 |
| Overtime(1.5x Base)  | 5.96   |      | \$158.75    | EMPLOYER Security Benefit                | \$50.85  | Medicare                   | \$157.61 | Federal Medicare Tax                  | \$16.57  | Medicare                           | \$10,868.79 | Federal Medicare Tax                  | \$2,779.69  |                              |      |         |       |
| Holiday Hours        | 32.00  |      | \$538.76    |  |          | Social Security            | \$673.87 | Unemployment Insurance Tax            | \$673.87 | Social Security                    | \$10,868.79 | Unemployment Insurance Tax            | \$10,868.79 |                              |      |         |       |
| PTO Hours            | 32.00  |      | \$538.88    |  |          | State Security             | \$472.00 | Social Security - Employer            | \$673.87 | State Security                     | \$10,788.79 | Social Security - Employer            | \$5,897.40  |                              |      |         |       |
| Gross                |        |      | \$10,868.79 |  |          | Withholding - KS           |          | State Unemployment Insurance Tax - KS | \$5.90   | Withholding - KS                   |             | State Unemployment Insurance Tax - KS |             |                              |      |         |       |

### Pay run: Jun 26th - Jul 26th (Jul 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 | Taxes Description | Amount |
|------------|----------------------|-------|------|-------|--|--------|----------------------------|--------|----------------------------|--------|------------------------------------|-------|------------------------------------|-------|------------------------------|------|---------|-------------------|--------|
|            |                      |       |      |       |  |        |                            |        |                            |        |                                    |       |                                    |       |                              |      |         |                   |        |

Pay run: Jun 26th - Jul 26th (Jul 31, 2024)

| Employee            | Earnings Description | Hours    | Rate       | Total                  | Deductions and Contributions 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     |
|---------------------|----------------------|----------|------------|------------------------|--|---------------------------------------|---------------------------------------|------------------------|------------------------------------|---------------------------------------|---------------------------------------|------------|-----------------------------------|---------|--------------------|------------|
| Library             | Base Pay             | 402.4609 |            | \$6,754.91             | EMPHOFT Security Benefit                 | \$100.00                              | Employer Medicare Tax                 | \$109.46               | Additional Medicare Tax            | \$0.00                                | Employer Medicare Tax                 | \$7,548.23 | PTO 24.00                         | 13.64   | Net Pay            | \$6,308.42 |
|                     | Holiday 24.0000      |          |            | \$396.60               | EMPHOFT Security Benefit                 | \$50.85                               | Federal Unemployment Insurance Tax    | \$16.67                | Federal Income Tax                 | \$7,448.23                            | Federal Unemployment Insurance Tax    | \$2,779.69 |                                   |         | Company            | \$8,199.11 |
|                     | PTO 24.0000          |          |            | \$396.72               | Security Benefit                         | \$50.85                               | Social Security                       | \$468.00               | Medicare Tax                       | \$7,548.23                            | Social Security                       | \$7,548.23 |                                   |         | - Employer         |            |
|                     | Gross Hours          |          |            | \$7,548.23             | State Unemployment Insurance Tax - KS    | \$398.00                              | State Unemployment Insurance Tax - KS | \$5.90                 | State Withholding                  | \$7,448.23                            | State Unemployment Insurance Tax - KS | \$5,897.40 |                                   |         | Cost               |            |
| Susan B. Henneke W2 | Base Pay             | 71.07    | 15.45      | \$1,098.07             | Medicare Social Security                 | \$17.27                               | Employer Medicare Tax                 | \$17.27                | Federal Income Tax                 | \$1,190.77                            | Employer Medicare Tax                 | \$1,190.77 | PTO 0                             | 1.37    | Net Pay            | \$1,071.67 |
|                     | Holiday 6.00         |          | 15.45      | \$92.70                | State Withholding                        | \$28.00                               | Federal Unemployment Insurance Tax    | \$3.92                 | Medicare Social Security           | \$1,190.77                            | Federal Unemployment Insurance Tax    | \$653.75   |                                   |         | Company            | \$1,286.98 |
|                     | Gross Hours          |          |            | \$1,190.77             | State Withholding - KS                   | \$28.00                               | Social Security - Employer            | \$73.83                | State Withholding - KS             | \$1,190.77                            | Social Security - Employer            | \$1,190.77 |                                   |         | Cost               |            |
| Jayne R. Hopkins W2 | Base Pay             | 130.82   | 16.97      | \$2,220.04             | Medicare Social Security                 | \$33.67                               | Employer Medicare Tax                 | \$33.67                | Federal Income Tax                 | \$2,321.86                            | Employer Medicare Tax                 | \$2,321.86 | PTO 0                             | 5.05    | Net Pay            | \$2,093.23 |
|                     | Holiday 6.00         |          | 16.97      | \$101.82               | State Withholding                        | \$51.00                               | Federal Unemployment Insurance Tax    | \$11.14                | Medicare Social Security           | \$2,321.86                            | Federal Unemployment Insurance Tax    | \$1,857.14 |                                   |         | Company            | \$2,512.95 |
|                     | Gross Hours          |          |            | \$2,321.86             | State Withholding - KS                   | \$51.00                               | Social Security - Employer            | \$143.96               | State Withholding - KS             | \$2,321.86                            | Social Security - Employer            | \$2,321.86 |                                   |         | Cost               |            |
| Teresa A. Reetz W2  | Base Pay             | 102.59   | 17.77      | \$1,822.98             | Federal Income Tax                       | \$135.51                              | Employer Medicare Tax                 | \$30.04                | Federal Income Tax                 | \$2,071.76                            | Employer Medicare Tax                 | \$2,071.76 | PTO 8.00                          | 3.96    | Net Pay            | \$1,730.76 |
|                     | Holiday 6.00         |          | 17.77      | \$106.62               | Medicare Social Security                 | \$30.04                               | Social Security - Employer            | \$128.45               | Medicare Social Security           | \$2,071.76                            | Social Security - Employer            | \$2,071.76 |                                   |         | Company            | \$2,230.67 |
|                     | PTO 8.00             |          | 17.77      | \$142.16               | State Withholding                        | \$47.00                               | State Unemployment Insurance Tax - KS | \$0.42                 | State Withholding                  | \$2,071.76                            | State Unemployment Insurance Tax - KS | \$420.93   |                                   |         | Cost               |            |
| Gross Hours         |                      |          | \$2,071.76 | State Withholding - KS | \$47.00                                  | State Unemployment Insurance Tax - KS | \$0.42                                | State Withholding - KS | \$2,071.76                         | State Unemployment Insurance Tax - KS | \$420.93                              |            |                                   |         |                    |            |

|                                  |                        |       |            |                              |          |                             |          |   |          |                             |            |   |          |                             |          |   |          |           |      |                       |
|----------------------------------|------------------------|-------|------------|------------------------------|----------|-----------------------------|----------|---|----------|-----------------------------|------------|---|----------|-----------------------------|----------|---|----------|-----------|------|-----------------------|
| Any L<br>Rosewicz<br>W2          | Base Pay<br>84.54      | 15.91 | \$1,345.02 | EMPLOYEE<br>Security Benefit | \$100.00 | Federal<br>Income Tax       | \$87.84  | Employer<br>Medicare Tax                      | \$24.58  | Federal<br>Income Tax       | \$87.84    | Employer<br>Medicare Tax                      | \$24.58  | Federal<br>Income Tax       | \$87.84  | Employer<br>Medicare Tax                      | \$24.58  | PTO 16.00 | 3.26 | Net Pay<br>\$1,168.53 |
|                                  | Holiday Hours<br>6.00  | 15.91 | \$95.46    | EMPLOYEE<br>Security Benefit | \$50.85  | Medicare<br>Social Security | \$24.58  | Social Security<br>- Employer                 | \$105.09 | Medicare<br>Social Security | \$24.58    | Social Security<br>- Employer                 | \$105.09 | Medicare<br>Social Security | \$24.58  | Social Security<br>- Employer                 | \$105.09 |           |      | Company<br>Cost       |
|                                  | PTO Hours<br>16.00     | 15.91 | \$254.56   | EMPLOYEE<br>Security Benefit | \$50.85  | State<br>Withholding        | \$105.09 | State<br>Unemployment Insurance Tax -<br>KS   | \$1.70   | State<br>Withholding        | \$105.09   | State<br>Unemployment Insurance Tax -<br>KS   | \$1.70   | State<br>Withholding        | \$105.09 | State<br>Unemployment Insurance Tax -<br>KS   | \$1.70   |           |      |                       |
|                                  | Gross<br>Hours         |       | \$1,695.04 |                              |          |                             | \$212.00 |   |          |                             | \$1,595.04 |   |          |                             |          |   |          |           |      |                       |
| Dennis<br>Kerth<br>Shelton<br>W2 | Base Pay<br>161.93     | 17.77 | \$2,877.49 |                              |          | Federal<br>Income Tax       | \$88.73  | Employer<br>Medicare Tax                      | \$48.15  | Federal<br>Income Tax       | \$88.73    | Employer<br>Medicare Tax                      | \$48.15  | Federal<br>Income Tax       | \$88.73  | Employer<br>Medicare Tax                      | \$48.15  | PTO 8.00  | 6.48 | Net Pay<br>\$2,843.81 |
|                                  | Overtime(1.5x<br>Base) | 26.66 | \$158.75   |                              |          | Medicare<br>Social Security | \$48.15  | Social Security<br>- Employer                 | \$205.87 | Medicare<br>Social Security | \$48.15    | Social Security<br>- Employer                 | \$205.87 | Medicare<br>Social Security | \$48.15  | Social Security<br>- Employer                 | \$205.87 |           |      | Company<br>Cost       |
|                                  | Holiday Hours<br>8.00  | 17.77 | \$142.16   |                              |          | State<br>Withholding        | \$205.87 | State<br>Unemployment Insurance Tax -<br>KS   | \$0.27   | State<br>Withholding        | \$205.87   | State<br>Unemployment Insurance Tax -<br>KS   | \$0.27   | State<br>Withholding        | \$205.87 | State<br>Unemployment Insurance Tax -<br>KS   | \$0.27   |           |      |                       |
|                                  | PTO Hours<br>8.00      | 17.77 | \$142.16   |                              |          |                             | \$134.00 |   |          |                             | \$3,320.56 |   |          |                             |          |   |          |           |      |                       |
|                                  | Gross                  |       | \$3,320.56 |                              |          |                             |          |   |          |                             | \$3,320.56 |   |          |                             |          |   |          |           |      |                       |
| Troy Lynn<br>Tysart<br>W2        | Base Pay<br>13.44      | 20.00 | \$268.80   |                              |          | Medicare<br>Social Security | \$3.90   | Employer<br>Medicare Tax                      | \$3.90   | Federal<br>Income Tax       | \$3.90     | Employer<br>Medicare Tax                      | \$3.90   | Federal<br>Income Tax       | \$3.90   | Employer<br>Medicare Tax                      | \$3.90   |           |      | Net Pay<br>\$248.23   |
|                                  | Gross                  |       | \$268.80   |                              |          |                             | \$16.67  | Federal<br>Unemployment Insurance Tax -<br>KS | \$1.61   |                             | \$268.80   | Federal<br>Unemployment Insurance Tax -<br>KS | \$1.61   |                             | \$268.80 | Federal<br>Unemployment Insurance Tax -<br>KS | \$1.61   |           |      | Company<br>Cost       |
|                                  |                        |       |            |                              |          |                             |          |   |          |                             | \$268.80   |   |          |                             | \$268.80 |   |          |           |      |                       |



## **Director's Report August 27, 2024**

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

It is hard to believe but summer reading is over. We ended our youth Summer Reading with a pizza party on July 27 and had 42 children who attended and on August 9 held our final concert downtown with 122 people attending. We had a great year for summer reading and we all hated to see it end. With school back in session things have slowed down at the library as families and children are reacclimating their schedules to the school schedule.

We held our last concert downtown and the Baptist Church provided all of the food and our Friends of the Library gave us a donation for the Kona Ice so that everyone was able to enjoy Kona Ice at no cost. I had 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. The staff and I encouraged attendees to fill out the survey and about 44 people used the QR code to go on and fill out our survey (See attached Results). According to the results, 4 people who attended the concerts had not been in the library in the past year and 6 people had not attended any programs in the past year. Doing the concerts gave us a chance to connect with people who do not normally utilize the library. We also noticed that the last two concerts had about 40%-50% new attendees and about 50%-60% of the attendees were at all three concerts.

I have signed Clara and Teresa up to attend a cataloging seminar being held by NEKLS in Lawrence. The seminar will be held on Sept 5. I want to expose Clara to every aspect of the library to help her with her MLS education and to set her up to be successful and possibly help the Linwood Library out in the future if she chooses to continue her career at the library. This will also provide some support for Teresa in her role in collections.

Susie will be attending a conference in Topeka on Sept 12 "Libraries transform minds" which focuses on programming to support older adults. This conference is being provided by NEKLS and the Shawnee public Library. Both the Cataloging and the "Libraries Transform minds" are provided at no cost through NEKLS.

I have just completed a class covering Grant Writing, August 22. The class was through Amigos Library Services. The cost for the class was \$90 and I have received the \$90 back to the library through an educational grant from NEKLS.

NEKLS updated WordPress and some of their servers in August, when they made the updates the library's web Site was down for a couple of days this month (Monday evening through Wednesday afternoon, Aug 19-22). I was able to work with some of the staff at NEKLS to update the IP address on our domain site. This did not fix the problem and Robin, with NEKLS, had to spend time on a call with our Domain provider to find a fix. As I was working on getting this fixed I became aware that we actually have two domains; linwoodlibrary.org, which is run by NEKLS and linwoodcommunitylibrary.org which we own and run but is hosted through the NEKLS servers. It seems the linwoodlibrary.org is for our email and the linwoodcommunitylibrary.org is for our website. We paid, through NEKLS, to add 9 years to our linwoodlibrary.org earlier this year. As I was working on the issue with our website I became aware that our lionwoodcommunitylibrary.org domain was expiring in a couple of months so I went ahead and renewed that domain for an additional 9 years as well.

Due to recent situations in the library, I have requested Arlen lock the door to the genealogy room when she is not here. If someone needs to use the room for either genealogy or as a meeting room, the staff will unblock the door and relock it after its use until further notice.

2024 Monthly Stats

Linwood Community Library Statistical Report

| <b>Circulation:</b>              |                 |              |                 |              |                    |
|----------------------------------|-----------------|--------------|-----------------|--------------|--------------------|
|                                  | <b>Jul 2024</b> | <b>Y-T-D</b> | <b>Jul 2023</b> | <b>Y-T-D</b> |                    |
| Adult Books                      | 199             | 1,286        | 205             | 1,218        |                    |
| Child Books                      | 290             | 2,537        | 735             | 3,111        |                    |
| Young Adult                      | 40              | 180          | 35              | 127          |                    |
| Magazines                        | 1               | 10           | 1               | 8            |                    |
| Movies/Videogames                | 184             | 1,165        | 175             | 1,118        |                    |
| Music                            |                 | -            |                 | -            |                    |
| Audiobooks                       | 51              | 317          | 42              | 203          |                    |
| Large Print                      | 24              | 199          | 35              | 184          |                    |
| ** Electronic Materials          | 237             | 2,030        | 240             | 1,243        |                    |
| Equipment: Video/DVD             |                 | -            |                 | -            |                    |
| Equipment: Sports/Games          |                 | -            |                 | -            |                    |
| Total:                           | 1,026           | 7,724        | 1,468           | 7,212        |                    |
| % of Change                      | (30.11)         | 7.10         |                 |              |                    |
| <b>New Acquisitions:</b>         |                 |              |                 |              |                    |
|                                  | <b>Jul 2024</b> | <b>Y-T-D</b> | <b>Jul 2023</b> | <b>Y-T-D</b> |                    |
| Adult                            | 72              | 448          | 61              | 294          |                    |
| Children                         | 52              | 269          | 50              | 212          |                    |
| Young Adult                      | 5               | 52           | 4               | 18           |                    |
| Audiovisual                      | 20              | 144          | 16              | 147          |                    |
| Equipment: Video/DVD             | -               | -            |                 |              |                    |
| Equipment: Sports/Games          | -               | -            |                 |              |                    |
| Total:                           | 149             | 913          | 131             | 671          |                    |
| % of Change                      | 13.74           | 36.07        |                 |              |                    |
| <b>Inter-Library Loan:</b>       |                 |              |                 |              |                    |
|                                  | <b>Jul 2024</b> | <b>Y-T-D</b> | <b>Jul 2023</b> | <b>Y-T-D</b> |                    |
| NEXT Loaned                      | 330             | 1,874        | 341             | 1,882        |                    |
| NEXT Borrowed                    | 78              | 778          | 137             | 970          |                    |
| ShareIt ILL Loaned               | -               | 33           | 3               | 19           |                    |
| ShareIt ILL Rec'd                | 1               | 32           | -               | 12           |                    |
| Total:                           | 409             | 2,717        | 481             | 2,883        |                    |
| % of Change                      | (14.97)         | (5.76)       |                 |              |                    |
| <b>Programs:</b>                 |                 |              |                 |              |                    |
|                                  | <b>Jul 2024</b> | <b>Y-T-D</b> | <b>Jul 2023</b> | <b>Y-T-D</b> |                    |
| Adult Programs                   | 41              | 278          | 44              | 268          |                    |
| Total Adult attendance           | 334             | 1,984        | 185             | 1,262        |                    |
| Childrens Programs               | 12              | 84           | 12              | 97           |                    |
| Total Childrens attendance       | 74              | 402          | 126             | 580          |                    |
| Young Adult Programs             | -               | 1            | -               | -            |                    |
| Total YA attendance              | -               | 2            | -               | -            |                    |
| Outreach Events                  | -               | 8            | 1               | 14           |                    |
| Outreach Attendance Total        | -               | 292          | 129             | 572          |                    |
| Total Library Events             | 53              | 371          | 57              | 379          |                    |
| Attendance Total                 | 408             | 2,680        | 440             | 2,414        |                    |
| Meeting Room Uses                | 13              | 51           | 1               | 3            |                    |
| Meeting Attendance               | 44              | 109          | -               | 6            |                    |
| Total Attend:                    | 452             | 5,469        | 440             | 4,834        |                    |
| % of Change                      | 2.73            | 13.14        |                 |              |                    |
| <b>Electronic Materials Use:</b> |                 |              |                 |              |                    |
|                                  | <b>Jul 2024</b> | <b>Y-T-D</b> | <b>Jul 2023</b> | <b>Y-T-D</b> | <b>% of Change</b> |
| ** <b>Consortial Users</b>       |                 |              |                 |              |                    |
| Flipster                         |                 | 921          | 323             | 1,870        | (50.75)            |
| Lynda Users                      | -               | -            | -               | 46           | (100.00)           |
| <b>Local Uses</b>                |                 |              |                 |              |                    |
| Cloud Library                    | 35              | 223          | 27              | 171          | 30.41              |
| Kanopy (Dec 2020)                | 1               | 9            | 11              | 36           | (75.00)            |
| Hoopla                           | 138             | 749          | 84              | 539          | 38.96              |
| Overdrive                        | 63              | 524          | 118             | 497          | 5.43               |
| Total Local Use:                 | 237             | 1,505        | 240             | 1,289        |                    |
| % of Change                      |                 | 16.76        |                 |              |                    |
| <b>Miscellaneous:</b>            |                 |              |                 |              |                    |
|                                  | <b>Jul 2024</b> | <b>Y-T-D</b> | <b>Jul 2023</b> | <b>Y-T-D</b> | <b>% of Change</b> |
| Door Count                       | 829             | 5,596        | 774             | 4,343        | 28.85              |
| Reference                        | 5               | 142          | -               | 5            | 2,740.00           |
| Computer Use                     | 27              | 190          | 14              | 86           | 120.93             |
| Wireless Activity                | 330             | 2,427        | 323             | 2,347        | 3.41               |
| Website Sessions                 | 262             | 2,587        | 387             | 2,077        | 24.55              |
| Website Users                    | 170             | 2,772        | 265             | 1,554        | 78.38              |
| Public Service Hours             | 231             | 1,564        | 215             | 1,493        | 4.76               |
| FB Video Views                   | -               | -            | -               | -            | -                  |
| FB Reach                         | 947             | 10,364       | 975             | 6,889        | 50.44              |
| Engagements - Youth              |                 | -            | -               | -            | -                  |

2024 Monthly Stats

Linwood Community Library Statistical Report

|                           |                 |              |       |        |
|---------------------------|-----------------|--------------|-------|--------|
| Twitter Visits            | -               |              |       |        |
| Tweet impressions         | -               | -            | -     | 167    |
| <b>Mailchimp</b>          |                 |              |       |        |
| Total Emails Sent         | 5               | 30           | 5     | 25     |
| Total Email Receipts      | 1,918           | 11,512       | 1,959 | 10,181 |
| Total Emails Opened       | 782             | 4,559        | 1,103 | 4,989  |
| Faxes ( Per Patron Use)   | 11              | 59           |       |        |
| Copies ( Per Patron Use)  | 27              | 193          |       |        |
| Notary ( Per Patron Use)  | 3               | 25           |       |        |
|                           | <b>Jul 2024</b> | <b>Y-T-D</b> |       |        |
| Borrowers end of month    | 669             | 4,777        |       |        |
| Borrower Accounts used    | 94              | 689          |       |        |
| Borrowers Added           | 7               | 39           |       |        |
| Borrowers Renewed         | 26              | 143          |       |        |
| Borrowers Deleted         | 12              | 43           |       |        |
| Total Check Outs/ Renewal | 789             | 5,563        |       |        |
| Adult Checkouts/Renewals  | 338             | 2,257        |       |        |
| Youth Checkouts/Renewals  | 451             | 3,562        |       |        |

\*\* 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.



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 1<sup>st</sup>

Martin Luther King Day - 3<sup>rd</sup> Monday in January

President's Day - Third Monday in February

Memorial Day – Last Monday in May

Independence Day – July 4<sup>th</sup>

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 28<sup>th</sup>, 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:

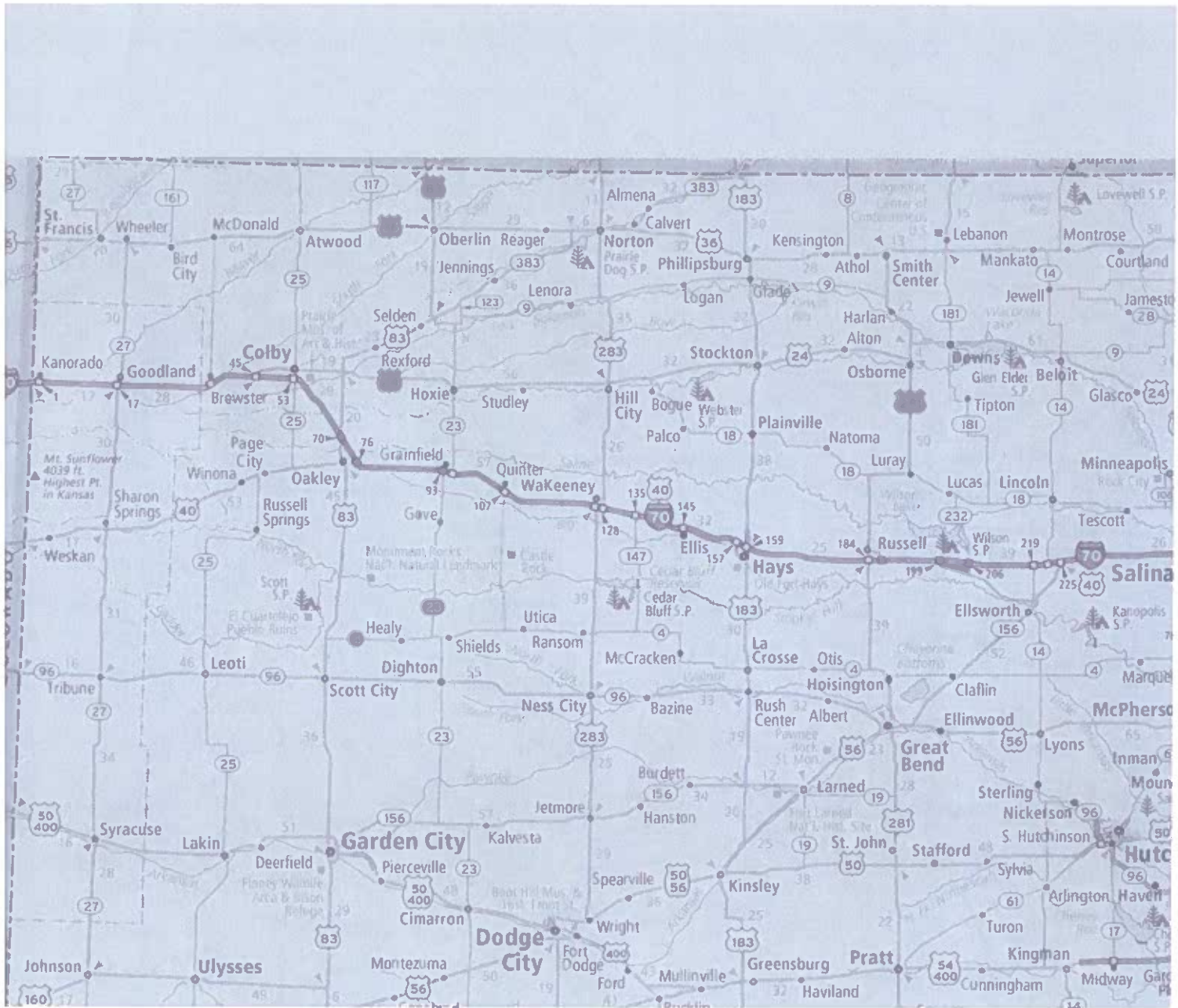
- (a) New Year's Day
- (b) President's Day
- (c) Memorial Day
- (d) Independence Day
- (e) Juneteenth\*
- (f) Labor Day
- (g) Veteran's Day
- (h) Thanksgiving Day
- (i) Day after Thanksgiving \* We gave up Martin Luther King Day
- (j) Christmas Eve \* We gave up Columbus day
- (k) Christmas Day

\*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 19<sup>th</sup> of June

2024 Leavenworth County Holiday Schedule

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



## Tips, Tricks, & Courier Holidays

Suggestions for improving shipping on the Kansas Library Express are always welcome. Tips and Tricks listed here summarize ideas shared from the field and from the coordinator's desk.

### [Tips and tricks](#)

Click [this link](#) for an overview of packaging and shipping procedures compiled by the Courier Coordinator.

## KLE 2024 Courier Holidays

New Year's Day – Monday, January 1, 2024  
27, 2024

Memorial Day – Monday, May

Independence Day – July 4 & 5, 2024  
September 2, 2024

Labor Day – Monday,

Thanksgiving Day & Friday – November 21 & 22, 2024  
December 24 & 25, 2024

Christmas Eve & Day –

Kansas Library Express / Proudly powered by WordPress

2025' Not out yet  
will be adding Juneteenth 2025  

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2024

Jan 1 New years Day  
May 27 Memorial Day  
July 4, 5 Independence Day  
Sept. 2 Labor Day  
Nov. 21, 22 Thanksgiving  
Dec. 24, 25 Christmas

9 days

| CheckNumber | PayTo                           | Date      | Memo        | BankAccou   | Amount      |
|-------------|---------------------------------|-----------|-------------|-------------|-------------|
| 11289       | VISA                            | 26-Aug-24 | Dennis Vis: | First State | \$ 836.54   |
| 11288       | VISA                            | 26-Aug-24 | Susie Visa  | First State | \$ 745.04   |
| 11287       | Atmos Energy                    | 26-Aug-24 |             | First State | \$ 91.38    |
| 11286       | Midcontinent Communications     | 26-Aug-24 |             | First State | \$ 252.65   |
| 11285       | Teresa Reetz                    | 26-Aug-24 | Mileage     | First State | \$ 86.46    |
| 11284       | Kevin Reetz                     | 26-Aug-24 | Lawn        | First State | \$ 530.00   |
| 11283       | Evergy                          | 26-Aug-24 |             | First State | \$ 479.33   |
| 11282       | Xerox Financial Services        | 26-Aug-24 |             | First State | \$ 682.35   |
| 11281       | Pens.com                        | 26-Aug-24 | Pens        | First State | \$ 284.90   |
| 11280       | Demco, Inc.                     | 26-Aug-24 | Office supy | First State | \$ 157.03   |
| 11279       | Security Benefit Group          | 26-Aug-24 | Amy retire  | First State | \$ 150.85   |
| 11278       | Leavenworth Public Library      | 26-Aug-24 |             | First State | \$ 166.85   |
| 11277       | Maryam Hjersted                 | 26-Aug-24 | Knitting    | First State | \$ 40.00    |
| 11276       | Aly Evans                       | 26-Aug-24 | Yoga        | First State | \$ 200.00   |
| 11275       | Culligan Water of Kansas City   | 26-Aug-24 |             | First State | \$ 103.00   |
| 11274       | Unifirst                        | 26-Aug-24 |             | First State | \$ 153.08   |
| 11273       | City of Linwood                 | 26-Aug-24 | Utilities   | First State | \$ 62.01    |
| 11272       | Midwest Tape                    | 26-Aug-24 |             | First State | \$ 739.10   |
| 11271       | Ingram Library Services         | 26-Aug-24 |             | First State | \$ 707.17   |
| 11270       | Northeast Kansas Library System | 26-Aug-24 |             | First State | \$ 85.60    |
| 11269       | Wheat State Cleaning            | 26-Aug-24 | Cleaning    | First State | \$ 1,200.00 |
| 11268       | VISA                            | 26-Aug-24 | Teresa Vis: | First State | \$ 2,603.48 |



July 25, 2024

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

Policy Number: 37 WEC AX9VG8  
Policy Period: 06/26/2023 – 06/26/2024

Dear Policyholder,

Thanks for completing your premium audit.

We've attached our audit statement with this letter. It's not a bill—you'll get that later. In the meantime, the statement will show you a comparison of your estimated policy costs vs. the actual numbers you reported.

If you overpaid, we'll pay back some of your premium. You'll get the amount as a credit to your account. If the total credit is bigger than your bill, we'll send you a check for the difference.

If you owe money, the entire amount that you owe will be included on your next scheduled bill. We'll expect payment in full to close out this past policy term. If you use automatic payments, we'll withdraw it on your next scheduled withdrawal date.

### **We're Here to Help**

If you have questions or need help, let us know. You can visit <https://thehartford.com/servicecenter> for more information about how premium audit works, including frequently asked questions. You can also call us at 1-866-467-8730 and follow the option for audit.

Thanks for choosing us for your business insurance needs.

Sincerely,

The Hartford



**STATEMENT OF PREMIUM ADJUSTMENT - Final Audit**



**Policy Number:** 37 WEC AX9VG8  
**Named Insured and Mailing Address:**  
 Linwood Community Library District No 1  
 PO Box 80  
 LINWOOD, KS 66052-0080  
**Direct Bill Account #:** 17124612

**Hartford Accident and Indemnity Company**  
**Policy Period:** 6/26/2023- 6/26/2024  
**Audit Period:** 6/26/2023 - 6/26/2024  
**Producer:** KANSAS INSURANCE INC  
**Producer Code:** 37276932  
**Issuance Date:** 7/25/2024

This document will show you a summary of your insurance costs for this policy, based on your recent premium audit. It's not a bill.

| <b>PREMIUM AUDIT SUMMARY</b>      |                   |
|-----------------------------------|-------------------|
| <b>Original Estimated Premium</b> | <b>\$1,020.00</b> |
| <b>Audited Actual Premium</b>     | <b>\$355.00</b>   |
| <b>Taxes and Surcharges</b>       | <b>\$0.00</b>     |
| <b>Total Audited Cost</b>         | <b>\$355.00</b>   |
| <b>Premium Variance</b>           |                   |
| Return Premium                    | <b>-\$665.00</b>  |

**STATEMENT OF PREMIUM ADJUSTMENT  
THIS IS NOT A BILL**

This Statement of Premium Adjustment compares the estimated cost from the beginning of your last policy term to your actual numbers from the end. It shows you how we adjusted your premium based on that comparison. If you owe us additional money at the end of your policy term, the amount will appear on your next regular bill. If you overpaid, we'll return some of your premium.

**ENTITY, LOCATION AND STATE**

| <b>Entity</b>  | <b>Estimated Annual Exposure</b> | <b>Audited Annual Exposure</b> | <b>Net Difference</b> |
|--|----------------------------------|--------------------------------|-----------------------|
| Linwood Community Library<br>District No 1<br>Loc 1 (15) | \$115,589.00                     | \$132,714.00                   |                       |
| <b>Total Premium</b>                                     | <b>\$1,020.00</b>                | <b>\$355.00</b>                | <b>-\$665.00</b>      |

**Estimated Annual Exposure** shows your estimated payroll and insurance cost for this policy term. Each line in the table shows the estimated payroll for that line. The bottom line (Total Premium) shows your estimated insurance cost based on those numbers. The numbers include your original estimate from the start of your policy term, plus any endorsements you've added.

**Audited Annual Exposure** shows your actual payroll and insurance cost for this policy term. Each line in the table shows the actual payroll for that line. The bottom line (Total Premium) shows your actual insurance cost, based on the audit.

**Net Difference** is the difference between your estimated costs and your actual audited costs. If you see a "-" before this number, it means a credit back to your account. If not, you may owe additional premium. Please refer to your bill to see the final amount and how it's applied to your account.

**STATEMENT OF PREMIUM ADJUSTMENT – Final Audit (Cont.)****Policy Number:** 37WECAX9VG8**Audit Period:** 06/26/23 to 06/26/24

|                  |   |
|------------------|---|
| <b>Insured:</b>  | Linwood Community Library District No 1     |
| <b>State:</b>    | KS (15)                                     |
| <b>Location:</b> | 1 - 19649 Linwood Rd Linwood KS 66052       |
| <b>Co. Code:</b> | 5 - Hartford Accident and Indemnity Company |

|                         | <b>Class Code</b> | <b>Class Description</b>   | <b>Audited Exposure</b> | <b>Rate (Per \$100)</b> | <b>Total Cost</b> |
|-------------------------|-------------------|--|-------------------------|-------------------------|-------------------|
| <b>Standard Premium</b> |                   |  |                         |                         |                   |
|                         | 9101              | PUBLIC LIBRARY OR MUSEUM - ALL OTHER THAN PROFESSIONAL EMPLOYEES OR CLERICAL | \$0.00                  | 2.8500                  | \$0.00            |
|                         | 8810              | PUBLIC LIBRARY OR MUSEUM PROFESSIONAL EMPLOYEES & CLERICAL                   | \$132,714.00            | 0.1000                  | \$133.00          |

| <b>KS - Other Premium Taxes and Surcharges</b> |  |   |              |        |          |
|--|--|---|--------------|--------|----------|
|  |  |   |              |        |          |
|  |  | EXPENSE CONSTANT  |              |        | \$200.00 |
|  |  | TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT DISCLOSURE ENDORSEMENT | \$132,714.00 | 0.0070 | \$9.00   |
|  |  | CATASTROPHE (OTHER THAN CERTIFIED ACTS OF TERRORISM)                        | \$132,714.00 | 0.0100 | \$13.00  |

|                      |                 |
|----------------------|-----------------|
| <b>KS Total Cost</b> | <b>\$355.00</b> |
|----------------------|-----------------|

|                                |                 |
|--------------------------------|-----------------|
| <b>Policy Audit Total Cost</b> | <b>\$355.00</b> |
|--------------------------------|-----------------|

# SLOAN, EISENBARTH, GLASSMAN, McENTIRE & JARBOE, L.L.C.

Reply to Topeka Office

August 1, 2024

RE: Reporting to the Kansas Secretary of State

Dear Valued Sloan Law Firm Client,

Please be aware that as of January 1, 2024, the Kansas Secretary of State changed its annual business reporting requirements. Instead of filing an Annual Report every year, businesses will now file an Information Report every other year.

The Information Report is basically the same as the former Annual Report. The reporting year is based on the year in which the business was formed at the Secretary of State's office. If you formed your business on an even year, you will file an Information Report on every even year from now on. If you formed your business on an odd year, you will file an Information Report on every odd year from now on. You can find this information and the forms on the Secretary of State's website here:  
<https://www.sos.ks.gov/businesses/information-reports.html>.

This new Report applies retroactively to those businesses whose status is forfeit for previous years' missed reports. You will catch up by filing an Information Report for every other year missed and a Certificate of Reinstatement. That information and forms can be found here: <https://sos.ks.gov/businesses/reinstate-a-business.html>.

You can check your business's status and find the date of formation by searching your business on the Business search page of the Secretary of State's website:  
<https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.

We hope you find this information useful. Please call our office with any questions.

Sincerely,

Sloan Law Firm

BMJ:lrg

Arthur A. Glasman  
James R. McEntire  
Alan V. Johnson  
Vernon L. Jarboe  
\*Stephen D. Lanier  
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Michael S. Heplig  
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Michael J. Duenes  
Robert S. Maxwell

Of Counsel  
Gregory A. Lee

Retired:  
Martha A. Peterson

Deceased:  
Myron L. Listrom  
James W. Sloan  
Lois F. Eisenbarth

All admitted in Kansas  
\*Admitted in Nebraska  
\*Admitted in Missouri

## Sloan Law Firm

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# SLOAN, EISENBARTH, GLASSMAN, McENTIRE & JARBOE, L.L.C.

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Danielle N. Davay  
Allison Maxwell Hibler  
Ryan M. Brungardt  
Tal J. Volins  
Michael J. Duenes  
Robert S. Maxwell

Reply to Topeka Office

August 1, 2024

RE: Corporate Transparency Act

Of Counsel  
Gregory A. Lee

Retired:  
Martha A. Peterson

Deceased:  
Myron L. Lstrom  
James W. Sloan  
Louis F. Eisenbarth

All admitted in Kansas  
\*Admitted in Nebraska  
\*Admitted in Missouri

Dear Valued Sloan Law Firm Client:

Beginning January 1, 2024, most businesses will need to register with the U.S. Department of the Treasury as part of the Corporate Transparency Act. For businesses in existence as of January 1, 2024, you will need to register by December 31, 2024. The Corporate Transparency Act was enacted as part of the National Defense Act for fiscal year 2021; however, the application and registration requirements under the Corporate Transparency Act have been delayed until 2024. This disclosure requires that you provide the "beneficial ownership information" (hereinafter known as BOI) of certain entities, essentially disclosing who owns or has control of a company.

The government anticipates that approximately 32 million businesses will need to register over the next year. The purpose of the registry and BOI is to help U.S. Law Enforcement combat money laundering, financing of terrorism, and other illicit activities. Since most of these activities occur in small businesses versus businesses on the registered stock exchange, all small businesses are required to register.

The Corporate Transparency Act was not enacted as part of the Tax Code, but rather the Bank Secrecy Act. Thus, under the Corporate Transparency Act, the BOI reports are not filed with the IRS like your tax returns, but rather are filed with the Financial Crimes Enforcement Network (FinCEN) which is a different agency of the U.S. Department of the Treasury.

Because the Corporate Transparency Act is not part of the Tax Code, many tax preparers and certified public accountants are not assisting in this preparation, as it has been deemed the practice of law. It is my understanding that the malpractice insurance for accountants are not covering this filing requirement. Generally, LLCs, corporations, limited partnerships, and other entities that are created by registering with the State or tribal authority will need to register. Entities created in 2024 will have 90 days from the date they are required to register with FinCEN. Entities that were in existence prior to January 1, 2024, have until the end of 2024 to register with FinCEN. Entities that are created in 2025 and beyond will have 30 days to register with FinCEN. **There are significant fines for failing to register. The potential fines include \$500 per day penalties up to a maximum of \$10,000 and potentially two years in prison.**

The information needed to file are the name, birthdate, address, and unique number from an applicable identification document (a driver's license or passport and a copy of

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(785) 842-6312 (Fax)

such document for each individual who is deemed to be a beneficial owner of the company), as well as the registered agent of the entity. A "beneficial owner" is anyone who exercises substantial control over a company, or who owns or controls at least 25 percent of the ownership interest of the reporting entity.

The registration requirement also requires you to update the addresses of a beneficial owner or registered agent in the event a beneficial owner or registered agent moves, within thirty (30) days of moving.

The website for FinCEN is [www.fincen.gov/boi](http://www.fincen.gov/boi). There is a lengthy handbook which outlines some of this process. We stand ready to assist our clients in meeting this requirement. If you would like some assistance in preparing this application, please do not hesitate to reach out to us. If we serve as the registered agent for your entity, you will need our information to complete the filing. We are happy to provide you with our FIN number for each attorney who is registered so that you may complete the form. If you would like us to assist with preparing the form, we are happy to do that. Please reach out to us so that we can schedule a time to go over the information that we will need and help you get that prepared.

Thank you for allowing us to be of service to you. Best regards,

Very truly yours,

  
Brian M. Jacques

BMJ:cmw

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## 1.2 Is my company exempt from the reporting requirements?

The Reporting Rule exempts twenty-three (23) specific types of entities from the reporting requirements listed in Chart 2 below. An entity that qualifies for any of these exemptions is not required to submit BOI reports to FinCEN.

**Chart 2 – Reporting company exemptions**

| Exemption No. | Exemption Short Title                    |
|---------------|--|
| 1             | Securities reporting issuer              |
| 2             | Governmental authority                   |
| 3             | Bank                                     |
| 4             | Credit union                             |
| 5             | Depository institution holding company   |
| 6             | Money services business                  |
| 7             | Broker or dealer in securities           |
| 8             | Securities exchange or clearing agency   |
| 9             | Other Exchange Act registered entity     |
| 10            | Investment company or investment adviser |
| 11            | Venture capital fund adviser             |
| 12            | Insurance company                        |
| 13            | State-licensed insurance producer        |
| 14            | Commodity Exchange Act registered entity |
| 15            | Accounting firm                          |
| 16            | Public utility                           |
| 17            | Financial market utility                 |
| 18            | Pooled investment vehicle                |
| 19            | Tax-exempt entity                        |
| 20            | Entity assisting a tax-exempt entity     |
| 21            | Large operating company                  |
| 22            | Subsidiary of certain exempt entities    |
| 23            | Inactive entity                          |

### *Special rule for foreign pooled investment vehicles.*

If an entity meets the criteria of Exemption #18 and is formed under the laws of a foreign country, the entity is subject to a separate reporting requirement. These companies are referred to as “foreign pooled investment vehicles” in the Reporting Rule and their reporting requirement is explained in [Chapter 4.2](#) of this Guide.

*See special rule at 1010.380(b)(2)(iii).*

The criteria for each exemption are provided in a check-box format in the following pages to assist your company in answering the question, “Is my company exempt from the reporting requirements?”

### Securities reporting issuer (Exemption #1)

An entity qualifies for this exemption if **either** of the following two criteria apply:

|   |  |
|---|--|
| 1. The entity is an issuer of a class of securities registered under section 12 of the Securities Exchange Act of 1934 ( <a href="#">15 U.S.C. 78I</a> ).                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. The entity is required to file supplementary and periodic information under section 15(d) of the Securities Exchange Act of 1934 ( <a href="#">15 U.S.C. 78o(d)</a> ). | <input type="checkbox"/> Yes <input type="checkbox"/> No |

### Governmental authority (Exemption #2)

An entity qualifies for this exemption if **both** of the following criteria apply:

|   |  |
|---|--|
| 1. The entity is established under the laws of the United States, an Indian tribe, a State, or a political subdivision of a State, or under an interstate compact between two or more States. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. The entity exercises governmental authority on behalf of the United States or any such Indian tribe, State, or political subdivision.  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

### Bank (Exemption #3)

An entity qualifies for this exemption if **any** of the following three criteria apply:

|   |  |
|---|--|
| 1. The entity is a “bank” as defined in section 3 of the Federal Deposit Insurance Act ( <a href="#">12 U.S.C. 1813</a> ).            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. The entity is a “bank” as defined in section 2(a) of the Investment Company Act of 1940 ( <a href="#">15 U.S.C. 80a-2(a)</a> ).    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. The entity is a “bank” as defined in section 202(a) of the Investment Advisers Act of 1940 ( <a href="#">15 U.S.C. 80b-2(a)</a> ). | <input type="checkbox"/> Yes <input type="checkbox"/> No |

### Credit Union (Exemption #4)

An entity qualifies for this exemption if **either** of the following two criteria apply:

|   |  |
|---|--|
| 1. The entity is a “Federal credit union” as defined in section 101 of the Federal Credit Union Act ( <a href="#">12 U.S.C. 1752</a> ). | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. The entity is a “State credit union” as defined in section 101 of the Federal Credit Union Act ( <a href="#">12 U.S.C. 1752</a> ).   | <input type="checkbox"/> Yes <input type="checkbox"/> No |



July 25, 2024

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

Policy Number: 37 WEC AX9VG8  
Policy Period: 06/26/2023 – 06/26/2024

Dear Policyholder,

Thanks for completing your premium audit.

We've attached our audit statement with this letter. It's not a bill—you'll get that later. In the meantime, the statement will show you a comparison of your estimated policy costs vs. the actual numbers you reported.

If you overpaid, we'll pay back some of your premium. You'll get the amount as a credit to your account. If the total credit is bigger than your bill, we'll send you a check for the difference.

If you owe money, the entire amount that you owe will be included on your next scheduled bill. We'll expect payment in full to close out this past policy term. If you use automatic payments, we'll withdraw it on your next scheduled withdrawal date.

**We're Here to Help**

If you have questions or need help, let us know. You can visit <https://thehartford.com/servicecenter> for more information about how premium audit works, including frequently asked questions. You can also call us at 1-866-467-8730 and follow the option for audit.

Thanks for choosing us for your business insurance needs.

Sincerely,

The Hartford



# 2024 Summer Library Program Evaluation

NEKLS is required to submit the information collected in this form to the State Library of Kansas as part of the IMLS grant that supports the Summer Reading programs in our library system. If you have questions, please contact Anna Foote, [afoote@nekls.org](mailto:afoote@nekls.org).

**Reporting on your library's summer program helps persuade the State Library to continue funding Summer Library Program for the whole state--thank you!**

**Due to NEKLS on or before September 4, 2024.**

[youthservices@linwoodlibrary.org](mailto:youthservices@linwoodlibrary.org) [Switch account](#)

 [Resubmit to save](#)

\* Indicates required question

Email \*

[youthservices@linwoodlibrary.org](mailto:youthservices@linwoodlibrary.org)

2. Name of Library: \*

Linwood Community Library

3. Your First and Last Names: \*

Jayne Hopkins

You're editing your response. Sharing this URL allows others to also edit your response.

[OPEN BLANK FORM](#)

4. Summer Reading Program Beginning Date: \*

Date

06/02/2024

5. Summer Reading Program End Date: \*

Date

07/27/2024

6. Did your library use the Collaborative Summer Library Program (CSLP) manual? \*

yes

no

7. I am satisfied that the CSLP manual is meeting the needs of my library.

Strongly disagree

Disagree

Neither Agree nor Disagree

Agree

Strongly agree

Clear selection

8. Did your library use the Collaborative Summer Library Program (CSLP) materials? \*

yes

no

9. I am satisfied that the CSLP materials are meeting the needs of my library.

Strongly disagree

Disagree

Neither Agree nor Disagree

Agree

Strongly agree

Clear selection

10. CSLP resources have helped improve my library's summer library program services to the public.

Strongly disagree

Disagree

Neither Agree nor Disagree

Agree

Strongly agree

Clear selection

## Participation/Registration

How many people participated/registered in the reading portion of your summer program?

Include in-person registration and virtual registration (such as Beanstack, Reader Zone, etc.)

Participation includes registered, started, or completed.

11a. Number of readers - children aged birth to 5 years (Early Childhood): \*

23

11b. Number of readers - children aged 6 years to 12 years: \*

46

11c. Number of readers - teens aged 13 to 18 years: \*

8

11d. Number of readers - adults 19 years or older: \*

14

11e. Number of readers - participants for the State Library Talking Books summer \*  
reading program:

0

**Number of in-person events/activities designed for specific age groups**

12a. Number of **in-person** summer library events or activities for Children Birth to \*  
5 years (Early Childhood):

18

12b. Number of **in-person** summer library events or activities for Children 6 to 12 \*  
years (School Aged):

18

12c. Number of **in-person** summer library events or activities for participants 13 \*  
to 18 years (Teens):

18

12d. Number of **in-person** summer library events or activities for participants 19 \*  
years or older (Adults):

12e. Number of **in-person** summer library events or activities for Families/All Ages: (Do not duplicate count from other age groups.) \*

5

### **In-person attendance**

Include everyone in attendance for an event/activity.

For example: A storyteller event designed for children ages 6-12 was attended by 15 children and 10 adults. You would include the event attendance in line 13b by adding 25 for this event to the total for all events designed for children ages 6-12.

13a. **In-person** attendance at Early Childhood events/activities (designed for birth - 5 years): \*

262

13b. **In-person** attendance at Children's events/activities (designed for 6 - 12 years): \*

315

13c. **In-person** attendance at Teen events/activities (designed for 13 - 18 years): \*

56

13d. **In-person** attendance at Adult events/activities (designed for 19+ years): \*

71

13e. **In-person** attendance at Family/All Ages events/activities (designed for all ages): \*

425

**Number of virtual events/activities designed for specific age groups**

14a. Number of **virtual** summer library events or activities for Children Birth to 5 years (Early Childhood): \*

0

14b. Number of **virtual** summer library events or activities for Children 6 to 12 years (School Aged): \*

0

14c. Number of **virtual** summer library events or activities for participants 13 to 18 years (Teens): \*

0

14d. Number of **virtual** summer library events or activities for participants 19 years or older (Adults): \*

0

14e. Number of virtual summer library events or activities for Families/All Ages: \*  
(Do not duplicate count from other age groups.)

0

### **Attendance at virtual events**

15a. Attendance at **virtual** Early Childhood events/activities (designed for birth - 5 years): \*

0

15b. Attendance at **virtual** Childrens events/activities (designed for 6 - 12 years): \*

0

15c. Attendance at **virtual** Teen events/activities (designed for 13 - 18 years): \*

0



15d. Attendance at **virtual** Adult events/activities (designed for 19+ years): \*

0

15e. Attendance at **virtual** Family/All Ages events/activities (designed for all ages): \*

0

**Your library's expenditures for the summer library program**

16a. Amount spent on Summer Library Program materials and supplies: \*

(Enter the exact amount in numbers only, no dollar sign, for example fifty dollars and one penny would be: 50.01)

716.49

16b. Amount spent on Summer Library Program performers: \*

(Enter the exact amount in numbers only, no dollar sign, for example fifty dollars and one penny would be: 50.01)

5375.77

**Contributions to your summer library program**

17a. Funding from your library's annual budget: \*

(Enter the exact amount in numbers only, no dollar sign, for example fifty dollars and one penny would be: 50.01)

2925.77

17b. Monetary donations/contributions from other sources, including Friends groups, Library foundations, and community partners: \*

(Enter the exact amount in numbers only, no dollar sign, for example fifty dollars and one penny would be: 50.01)

300.00

17c. Total value of donated prizes/materials, including Friends groups, Library foundations and community partners: \*

(Enter the exact amount in numbers only, no dollar sign, for example fifty dollars and one penny would be: 50.01)

75.00

### **Summer stories**

Please share stories about your Summer Library Program. How did your program make a

18. Please include all stories here:

Our summer program makes a huge difference to our community. It offers families a time of summer fun that doesn't require a cost from them. Our summer concerts offered a time of good music, food and conversation with neighbors and introduced the library to many who were unaware of where we are and what we do for the community. Our summer reading program was a huge hit with the kids! Our adventure theme was focused around camping. We had weekly scavenger hunts that earned them raffle tickets for items such as flashlights and compasses. We also had weekly treats that included s'mores, trail mix, popsicles and more! We ended our program with a pizza party and prizes! Our adult program hosted a speaker who shared his love of mystery and how Agatha Christie influenced his writing while everyone enjoyed a light snack of tea and crumpets!

A copy of your responses will be emailed to the address you provided.

Submit

Page 1 of 1

Never submit passwords through Google Forms.

**reCAPTCHA**  
[Privacy](#) [Terms](#)

This form was created inside of Northeast Kansas Library System. [Report Abuse](#)

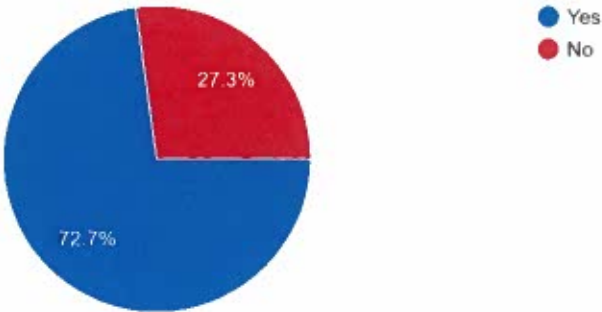
Google Forms

You're editing your response. Sharing this URL allows others to also edit your response.

OPEN BLANK FORM

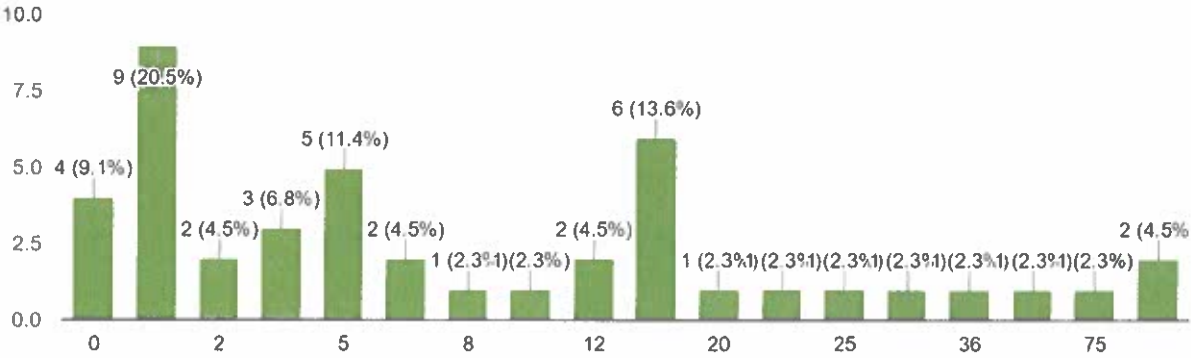
Are you a resident of Reno or Sherman Township?

44 responses



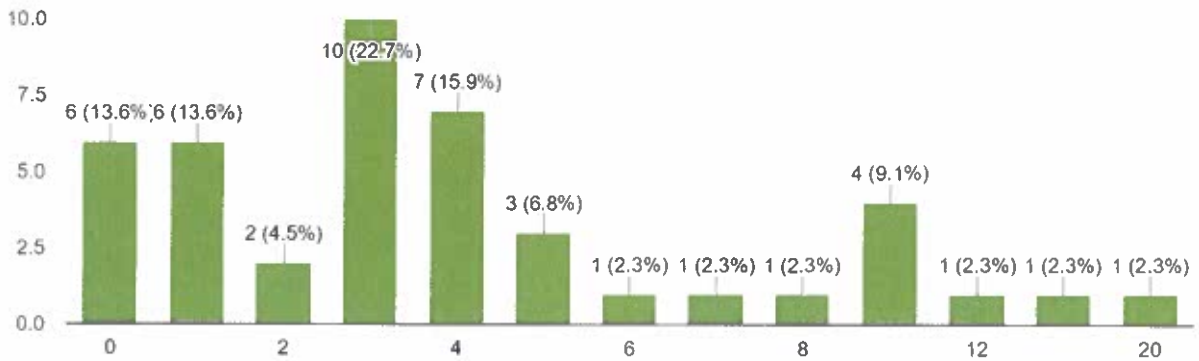
How many times did you visit the Linwood Library in the past year?

44 responses



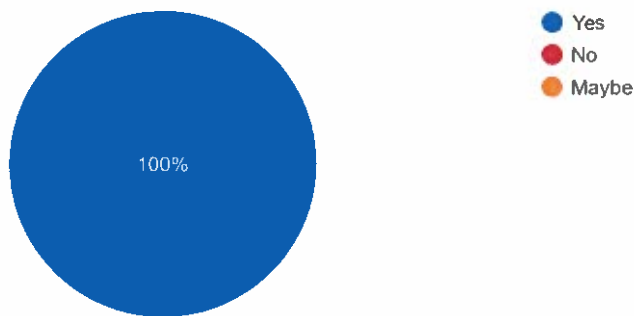
How many programs have you attended at Linwood Library in the past year?

44 responses



Do you feel the concerts on Main Street helps create a sense of community?

44 responses



We would enjoy any comments you have concerning future programs you would be interested in seeing from the library. 30 responses

Test

No

Walking club

Music is always a draw for me.

Like acoustic folk, enjoyed free hot dogs last summer.

Would like Jimmy Buffett cover band and liked free hot dogs

Moives outside

Leavenworth county extension projects

Anything they do to bring the community together is great!

As a small rural town our library is a great asset to all. A place for children to spend quality time reading and organizations can use to meet. Quilts of valor have presented many vets with quilts for their service.

Always do stuff at the library. First concert. Loved it.

Keep this going every year. 1st one so far but it's an amazing time with great people

The concerts are good. Maybe more movie nights but on Fridays or Saturdays. A screen set up outside to have a "drive in" feel.

Na

Keep up the amazing work!!

Dennis Shelton is the Best! We love coming to the summer concerts. We would enjoy more things like this!

Keep up the good work!! More music!

More music programs at the library

I love the concerts, they are so much fun.

It is good small town America at it's best!!

Our library does a wonderful Summer Reading program and musical events throughout the year.

Concerts are great, library summer reading program well run and attended.

I was invited to the concert, and thoroughly enjoyed it. Linwood is a very friendly community and I have been to the library in the past . This kind of event is wonderful for community!

The survey is a great idea. The library sure seems to be running smoothly these days!

Keep doing what your doing.. add in variety wherever possible.

We love the concerts and the food.. Dennis Shelton is a wonderful asset to the Library and the community!

Continue concert, ice cream truck

Continue with the concerts, maybe have an ice cream truck with food trucks adult programs at the library, maybe financial information/ programs. Barbwire BBQ was great.

More summer concerts, maybe even extended into fall!

Keep the excellent live music coming! Everyone loves it.