

Agenda
Linwood Community Library Board Meeting
Monday, December 30, 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

Committee Reports

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

New Business

- Bills for Payment
- Credit Card limit for Director/Rippling Subscription Renewal
- ACH deposit for Lv County funds

Adjournment

Next Regular Board Meeting: Tuesday, January 28, 2025 at 7:00 pm

**Linwood Community Library Board Meeting Minutes:
November 26, 2024**

Call to Order

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

Staff Present: Dennis Shelton, Tracy Tygart

Guests: None

The meeting was called to order at: 7:00 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 10.31.2024 Account Balance was \$351,401.84.
The GF Checking has been reconciled thru 11.01.2024 to Xero noting no difference.
Capital Improvement Fund: As of 10.31.2024 Account Balance was \$191,760.01.
The CIF Checking has been reconciled thru 11.01.2024 to Xero noting no difference.
Petty Cash Fund: Counted by Amy Rosewicz on 11.25.2024.
She stated the balance was \$70.95.

Communications for the Board: No communications for the Board

Director's Report

Statistical Report

Financial Report

Approval: Chris moved to approve the Consent Agenda, Aly seconded.

Motion carried 6/0.

Public Comments: None

Old Business

- **Policy Manual Table of Contents Update** After discussion, Board agreed to table.

Committee Reports

Building & Equipment: None

Finance: Discussed Employee Raised to determine if they were within the Budget

Personnel & Policy: None

Action Items:

New Business

- **Bills for Payment:** Chris moved to approve payment of bill as presented. Sheldon seconded. Motion carried 6/0.
- **Year End Transfer of Funds from General Fund to Capital Improvement Fund:** Chris moved to approve the transfer of \$28,000.00 from the General Fund to the Capital Improvement Fund. Aly seconded. Motion carried 6/0.

Executive Session

Sheldon moved to enter Executive Session at 7:30 P.M. to discuss Personnel Matters with Dennis, Open Session to begin at 7:50 P.M. Chris seconded. Motion carried 6/0.

Sheldon moved to enter Executive Session (Board Members Only) at 7:53 P.M. to discuss Personnel Matters with Open Session to begin at 8:10 P.M. Lea seconded. Motion carried 6/0.

Lea moved to enter Executive Session at 8:12 PM to continue discussion of Personnel Matter with Open Session to begin at 8:22 P.M.

Personnel Items:

- **Employee Raises:** Chris moved to approve employees raises with the hourly rates effective January 1, 2025 as follows:
 - Tracy Tygart - \$ 21.50
 - Clara Knipp - \$16.92
 - Susie Henneke - \$16.92
 - Jayne Hopkins – 17.48
 - Teresa Reetz – 18.48
 - Amy Rosewicz - \$16.47
 - Dennis Shelton - \$22.00
- **Vacant Director's Position:** Chris moved to fill the vacant position with Dennis Shelton with a 60-day evaluation. Aly seconded. Motion carried 5/1.
- **Year End Bonuses:** Lea moved to approve Year End Bonuses for Employees with the Library paying the FICA Taxes, checks to net \$200.00 with the Employee receiving the checks the week of December 16, 2024. Mel seconded. Motion carried 6/0.
- **Patron Appreciation Gifts:** Chris moved to present Arlene Prichard and Barbara Deaver with Gift Cards in the amount of \$200.00 for their volunteer services given to the Library. Aly Seconded. Motion carried 6/0.

Adjournment

Approval: Sheldon moved to adjourn the meeting at 8.41 P.M. Aly seconded. Motion carried 6/0.

Next Meeting

The next regular Board meeting will be **Monday, December 30 at 7:00 P.M.** (Scheduled due to Christmas and New Year's Holidays)

Submitted by: *Lea Chrisman; Board Secretary*

Linwood Community Library Board

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

Linwood Community Library Staff

Dennis Shelton; Director
Jayne Hopkins; Youth Services
Teresa Reetz; Adult Programming/Collection
Amy Rosewicz; Library Services Specialist
Susie Henneke; Library Services Specialist
Clara Knipp; Library Services Specialist
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 November 26, 2024

Melissia Smitka, Chairperson Date:

Lea Chrisman, Secretary Date:

**Treasurer's Report
For the
Linwood Community Library
Board Meeting
December 30, 2024**

General Fund (GF) Checking account balance as of 11-29-2024 was \$337,425.89. The GF checking account has been reconciled in Xero through 12-03-2024 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 11-29-2024 was \$192,261.30. The CIF Checking account has been reconciled in Xero through 12-03-2024 noting no difference.

Petty Cash was counted by Dennis Shelton on 12-27-2024. He stated the balance was \$51.00.



Director's Report December 30, 2024

Prepared by: Dennis Shelton, MBA

Jayne and I attended the Christmas parade/tree lighting festivities in Linwood the Saturday evening after Thanksgiving. We set up a table and handed out about 40 bags of children's crafts, library calendars and newsletters, along with blank form letters to Santa which kids could fill out and bring into the library to mail to Santa as an outreach to the community. We responded to 14 of the letters which were turned in with a letter back from Santa.

On Sat , Dec 7, we had a great turn out for a program to make cinnamon roll trees. Twenty people came out to make the cinnamon roll trees. This was our largest Saturday with the exception of the first day of summer reading. With everyone that showed up and family members who also attended along with our regular patrons, we had 46 total patrons for the day.

After an alarm was accidentally set off this month, I realized I was not able to access our security cameras from my phone. I spoke to Wirenuts concerning the issue and found the power box which connects to the cameras was no longer working. Wirenuts assured me the boxes go bad from time to time and simply replacing it would fix the issue. I had Wirenuts out and they were able to replace the power box and the cameras are back up and working.

Wheat State Cleaning had been given the master code to the alarm system when they began cleaning. After discovering this, it was a concern as there was no control as to when they could access the library or who it could be given to. I set up a new alarm code, just for Wheat State cleaners, and only made it usable only on Sundays, the day they come into clean. I have changed the master code to the alarm.

It is hard to believe this year is almost over. 2024 has gone by so quickly, and although it flew by, 2024 was a year of learning and growing for the library, and we are looking forward to 2025 being even better. The staff appreciates all of the hard work the board has done to make 2024 a great year for the library, the hard work the board has done has contributed mightily to how smoothly this year has gone. Please join us on Tuesday, Dec 31st from 3-5 PM to both ring in 2025, and celebrate 2024.

Circulation:					
	Nov 2024	Y-T-D	Nov 2023	Y-T-D	
Adult Books	145	2,001	150	1,929	
Child Books	252	3,676	280	4,528	
Young Adult	20	302	18	208	
Magazines	3	17	-	17	
Movies/Videogames	120	1,675	251	1,870	
Music		-		-	
Audiobooks	54	536	37	356	
Large Print	29	325	40	309	
** Electronic Materials	211	2,353	221	2,113	
Equipment: Video/DVD		-		-	
Equipment: Sports/Games		-		-	
Total:	834	10,885	997	11,330	
% of Change	(16.35)	(3.93)			
New Acquisitions:					
	Nov 2024	Y-T-D	Nov 2023	Y-T-D	
Adult	55	727	37	492	
Children	1	386	34	386	
Young Adult	53	144	2	28	
Audiovisual	18	209	12	244	
Equipment: Video/DVD		-		-	
Equipment: Sports/Games		-		-	
Total:	127	1,466	85	1,150	
% of Change	49.41	27.48			
Inter-Library Loan:					
	Nov 2024	Y-T-D	Nov 2023	Y-T-D	
NEXT Loaned	282	3,342	346	3,137	
NEXT Borrowed	109	1,247	157	1,522	
ShareIt ILL Loaned	4	52	1	29	
ShareIt ILL Rec'd	-	32	4	19	
Total:	395	4,673	508	4,707	
% of Change	(22.24)	(0.72)			
Programs:					
	Nov 2024	Y-T-D	Nov 2023	Y-T-D	
Adult Programs	44	445	42	423	
Total Adult attendance	192	2,825	236	2,130	
Childrens Programs	8	119	8	139	
Total Childrens attendance	24	500	47	895	
Young Adult Programs	-	1	-	-	
Total YA attendance	-	2	-	-	
Outreach Events	3	15	-	16	
Outreach Attendance Total	78	438	-	704	
Total Library Events	55	580	50	578	
Attendance Total	294	3,765	283	3,729	
Meeting Room Uses	10	93	-	10	
Meeting Attendance	18	192	-	39	
Total Attend:	312	7,722	283	7,497	
% of Change	10.25	3.00			
Electronic Materials Use:					
	Nov 2024	Y-T-D	Nov 2023	Y-T-D	% of Change
** Consortial Users					
Flipster	-	921	-	1,870	(50.75)
Lynda Users	-	-	-	46	(100.00)
Local Uses					
Cloud Library	24	338	37	299	13.04
Kanopy (Dec 2020)	1	16	3	45	(64.44)
Hoopla	130	1,245	104	875	42.29
Overdrive	56	754	77	891	(15.38)
Total Local Use:	211	2,353	221	2,156	
% of Change	(4.52)	9.14			
Miscellaneous:					
	Nov 2024	Y-T-D	Nov 2023	Y-T-D	% of Change
Volunteer Hours	9	148.50	27.00	222.00	
Number of Volunteers	4	46	2	12	
Door Count	639	8,171	662	6,974	17.16
Reference	31	216	2	22	881.82
Computer Use	18	288	23	185	55.68
Wireless Activity	-	3,340	365	3,548	(5.86)
Website Sessions	190	3,445	321	3,642	(5.41)
Website Users	119	3,902	429	2,929	33.22
Public Service Hours	209.5	1,808	221	2,381	(24.07)
FB Video Views		-	-	-	

2024 Monthly Stats

Linwood Community Library Statistical Report

FB Reach	1,018	14,161	1,882	12,070	17.32
Engagements - Youth			-	-	-
Twitter Visits	-	-			
Tweet impressions	-	-	26	226	
Mailchimp					
Total Emails Sent	5	48	6	42	
Total Email Receipts	1,949	18,104	1,448	15,871	
Total Emails Opened	791	7,250	1,071	7,981	
Faxes (Per Patron Use)	6	89			
Copies (Per Patron Use)	24	289			
Notary (Per Patron Use)	4	33			

	Nov 2024	Y-T-D
Borrowers end of month	699	7,533
Borrower Accounts used	90	1076
Borrowers Added	8	69
Borrowers Renewed	8	201
Borrowers Deleted	0	44
Total Check Outs/ Renewal	514	8,309
Adult Checkouts/Renewals	258	3,420
Youth Checkouts/Renewals	378	5,267

** 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.

	FY2023	FY2024 as of 11/31/2024			% Used	% flat target
	Actual	Actual	Budget	Budget diff Over (Under)		
Capital Improvement						
Revenue						
Interest on Idle Funds	3,264.44	6,500.93	-	6,500.93		
Transfer	31,500.00	-	-	-		
Revenue Total	34,764.44	6,500.93	-	6,500.93		
Capital Improvement Fund Total	34,764.44	192,261.30				
Treasurers Balance 12/31/2023	185,760.37					
Treasurers Balance 10/31/2024	192,261.30					
	5,589.09					

	FY2023	FY2024 as of 11/31/2024			% Used	% flat target
	Actual	Actual	Budget	Budget diff Over (Under)		
Employee Benefit						
Revenue						
Property Tax	9,372.87	10,172.96	15,810.00	(5,637.04)	64.35%	100.00%
Revenue Total	9,372.87	10,172.96	15,810.00	(5,637.04)		
Expense						
Payroll Expenses	10,351.08	10,735.26	17,000.00	(6,264.74)	63.15%	100.00%
Cash carry forward	5,589.00	-	7,000.00	(7,000.00)	0.00%	100.00%
Expense Total	15,940.08	10,735.26	24,000.00	(13,264.74)		
Employee Benefit Fund Total		(562.30)				
Treasurers Balance 12/31/2023	5,589.09					
Treasurers Balance 10/31/2024		5,026.79				

	FY2023	FY2024 as of 11/31/2024			% Used	% flat target
	Actual	Actual	*Budget	Budget diff Over (Under)		
General Fund						
Revenue						
Donations/Grants	9,808.73	7,422.36	5,205.00	2,217.36	142.60%	100.00%
Interest on Idle Funds	13,605.79	12,714.05	11,430.00	1,284.05	N/A	100.00%
Other Income	299.00	2,951.75	2,000.00	951.75	N/A	100.00%
Property Tax	294,173.96	285,773.26	285,140.00	9,033.96	103.17%	100.00%
Revenue Total	317,887.48	308,861.42	303,775.00	5,086.42		
Expense						
Collections	27,195.98	30,687.63	38,500.00	(7,812.37)	79.71%	100.00%
Program	17,583.57	19,058.75	17,000.00	2,058.75	112.11%	100.00%
Operating Expense	78,634.16	64,709.52	92,950.00	(28,240.48)	69.62%	100.00%
Wages	120,838.83	117,104.40	216,265.00	(99,160.60)	54.15%	100.00%
Capital	411.41	7,380.50	10,000.00	(2,619.50)	73.81%	100.00%
Transfer to Capital	31,500.00	28,000.00	31,500.00	(3,500.00)	N/A	
Cash carry over	-	-	168,500.00	(168,500.00)	0.00%	100.00%
Expense Total	276,163.95	266,940.80	574,715.00	(307,774.20)	46.45%	
General Fund Total	41,723.53	41,920.62				
Treasurers Balance 12/31/2023	249,124.93					
Treasurers Balance 10/31/2024		291,045.55				

Checking Account 296,072.34
 Capital Account 192,261.30
 -
 488,333.64

Income Statement (Profit and Loss)

Linwood Community Library
For the month ended November 30, 2024

	CAPITAL OUTLAY	EMPLOYEE BENEFITS	GENERAL FUND	TOTAL
Income				
Property Taxes	-	124.15	2,482.41	2,606.56
Fine and Fees	-	-	111.67	111.67
Interest Income	501.26	-	918.13	1,419.39
Transfer From General	-	-	(28,000.00)	(28,000.00)
Total Income	501.26	124.15	(24,487.79)	(23,862.38)
Gross Profit				
	501.26	124.15	(24,487.79)	(23,862.38)
Expenses				
CAPITAL OUTLAY EXPENSE	-	-	7,380.50	7,380.50
Collections	-	-	3,256.28	3,256.28
Employee IRA	-	144.17	-	144.17
Gross Wages	-	-	11,273.93	11,273.93
Medicare Co	-	163.47	-	163.47
Operating Expenses	-	-	6,100.74	6,100.74
Program Expenses	-	-	1,656.80	1,656.80
Simple IRA Match	-	48.54	-	48.54
Social Security Co	-	698.99	-	698.99
SUTA	-	18.98	-	18.98
FUIT	-	12.31	-	12.31
Total Expenses	-	1,086.46	29,668.25	30,754.71
Operating Income				
	501.26	(962.31)	(54,156.04)	(54,617.09)
Net Income				
	501.26	(962.31)	(54,156.04)	(54,617.09)

Income Statement (Profit and Loss)

Linwood Community Library

For the 11 months ended November 30, 2024

	CAPITAL OUTLAY	EMPLOYEE BENEFITS	GENERAL FUND	TOTAL
Income				
Property Taxes	-	10,172.96	285,773.26	295,946.22
Donations	-	-	450.00	450.00
E-Rate	-	-	810.50	810.50
Fine and Fees	-	-	1,677.25	1,677.25
Insurance Refund	-	-	464.00	464.00
Interest Income	6,500.93	-	12,714.05	19,214.98
NEKLS Grants	-	-	5,769.43	5,769.43
State Grants	-	-	1,202.93	1,202.93
Transfer From General	-	-	(28,000.00)	(28,000.00)
Total Income	6,500.93	10,172.96	280,861.42	297,535.31
Gross Profit	6,500.93	10,172.96	280,861.42	297,535.31
Expenses				
CAPITAL OUTLAY EXPENSE	-	-	7,380.50	7,380.50
Collections	-	-	30,687.63	30,687.63
Employee IRA	-	144.17	-	144.17
Gross Wages	-	0.04	117,104.40	117,104.44
Health Insurance	-	392.40	-	392.40
Medicare Co	-	1,696.56	-	1,696.56
Operating Expenses	-	-	64,709.52	64,709.52
Program Expenses	-	-	19,058.75	19,058.75
Simple IRA Match	-	755.47	-	755.47
Social Security Co	-	7,254.37	-	7,254.37
SUTA	-	168.66	-	168.66
FUIT	-	323.59	-	323.59
Total Expenses	-	10,735.26	238,940.80	249,676.06
Operating Income	6,500.93	(562.30)	41,920.62	47,859.25
Net Income	6,500.93	(562.30)	41,920.62	47,859.25



Payroll Journal Report

Employees Earning

Pay Run Oct 27th - Nov 25th

Report Period 10/27/2024 - 11/25/2024

Pay Date 11/29/2024

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

Employee Earnings at Company Level (Pay run: Oct 27th - Nov 25th (Nov 29, 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	Time Off (Hours) Description	Used	Taxes Description	Amount
Base Pay	670.79		\$11,284.44	ELDER/OTEE Security Benefit	\$100.00	Federal Income Tax	\$293.97	Employer Medicare Tax	\$163.47	Federal Income Tax	\$11,173.93	Employer Medicare Tax	\$11,173.93						
Overtime(1.5x 0.36 Base)			\$9.49	ELDER/OTEE Security Benefit	\$100.00	Medicare	\$163.47	Federal Unemployment Insurance Tax	\$12.31	Medicare	\$11,273.93	Federal Unemployment Insurance Tax	\$11,273.93						
Gross			\$11,273.93	EMPLOYER Security Benefit	\$48.54	Social Security	\$698.99	State Social Security - Employer	\$698.99	Social Security	\$11,273.93	State Social Security - Employer	\$11,173.93						
						State Withholding -KS	\$535.00	State Unemployment Insurance Tax -KS	\$3.77	State Withholding -KS	\$11,173.93	State Unemployment Insurance Tax -KS	\$3,775.63						

Pay run: Oct 27th - Nov 25th (Nov 29, 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	Time Off (Hours) Description	Used	Taxes Description	Amount
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Library

Base Pay	518.6951	\$8,561.83	EMPLOYEE Security Benefit	\$100.00	Additional Medicare	\$0.00	Employer Medicare Tax	\$124.14	Additional Medicare	\$0.00	Employer Medicare Tax	\$8,561.83	Time Off (hours)		Net Pay	\$7,133.76
Gross		\$8,561.83	EMPLOYEE Security Benefit	\$48.54	Federal Income Tax	\$286.09	Federal Unemployment Insurance Tax	\$12.31	Federal Income Tax	\$9,461.83	Federal Unemployment Insurance Tax	\$2,051.74	Acrued		Company	\$9,281.43
					Medicare	\$124.14	Social Security	\$530.84	Medicare	\$8,561.83	Social Security	\$9,581.83			Cost	
					Social Security	\$530.84	- Employer		Social Security	\$8,561.83	- Employer	\$9,581.83				
					State Withholding	\$407.00	State Unemployment Insurance Tax - KS	\$3.77	State Withholding	\$8,461.83	State Unemployment Insurance Tax - KS	\$3,775.63				

Pay run: Oct 27th - Nov 25th (Nov 29, 2024)

Employee

Earnings	Description	Hours	Rate	Total	Deuctions and Contributions	Description	Amount	Employee Taxes	Description	Amount	Employee Taxable Wages	Description	Wages	Employer Taxable Wages	Description	Wages	Time Off (hours)	Description Used	Acrued	Totals	Description	Amount
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Susan B. Henneke	W2	Base Pay	64.05	15.45	\$989.52	Medicare	\$14.35	Social Security	\$61.35	State Withholding	\$38.00	- KS		Employer Medicare Tax	\$14.35	Federal Income Tax	\$989.52	Medicare	\$989.52	Social Security	\$989.52	- Employer	\$989.52	State Unemployment Insurance Tax - KS	\$9.99	Net Pay	\$877.82	Company	\$1,068.21	Cost	
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Jayne R. Hopkins	W2	Base Pay	109.74	16.97	\$1,862.34	Medicare	\$27.00	Social Security	\$115.47	State Withholding	\$61.00	- KS		Employer Medicare Tax	\$27.00	Federal Income Tax	\$1,862.34	Medicare	\$1,862.34	Social Security	\$1,862.34	- Employer	\$1,862.34	State Unemployment Insurance Tax - KS	\$7.73	Net Pay	\$1,658.87	Company	\$2,095.54	Cost	
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Clara Knipp	W2	Base Pay	113.44	15.45	\$1,752.67	Federal Income Tax	\$53.60	Medicare	\$25.41	Federal Unemployment Insurance Tax	\$10.52	Social Security	\$108.67	State Withholding	\$1.75	Federal Income Tax	\$1,752.67	Medicare	\$1,752.67	Social Security	\$1,752.67	- Employer	\$1,752.67	State Unemployment Insurance Tax - KS	\$1.75	Net Pay	\$1,528.99	Company	\$1,899.02	Cost	
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Teresa A. Reetz	W2	Base Pay	114.82	17.77	\$2,040.26	Federal Income Tax	\$132.36	Medicare	\$29.58	Social Security	\$126.50	State Withholding	\$41.00	- KS	Employer Medicare Tax	\$29.58	Federal Income Tax	\$2,040.26	Medicare	\$2,040.26	Social Security	\$2,040.26	- Employer	\$2,040.26	State Unemployment Insurance Tax - KS	\$1.75	Net Pay	\$1,710.82	Company	\$2,196.34	Cost	
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Any L Rosenwitz W2	Base Pay Gross	101.70 15.91	\$1,617.97	EMPLOYEE Security Benefit EMPLOYEE Security Benefit	\$100.00 \$48.54	Federal Income Tax Medicare Social Security State Withholding - KS	\$80.13 \$23.46 \$100.31 \$233.00	Employer Medicare Tax Social Security Employer	\$23.46 \$100.31	Federal Income Tax Medicare Social Security State Withholding - KS	\$1,617.97 \$1,617.97 \$1,617.97 \$1,517.97	Employer Medicare Tax Social Security Employer	\$1,617.97	Net Pay Company Cost	\$1,081.07 \$1,790.28
Dennis Keith Shetton W2	Base Pay Overtime(1.5x Base) Gross	152.09 17.77 25.66	\$2,702.61 \$9.49 \$2,712.10			Federal Income Tax Medicare Social Security State Withholding - KS	\$27.88 \$39.33 \$168.15 \$128.00	Employer Medicare Tax Social Security Employer	\$39.33 \$168.15	Federal Income Tax Medicare Social Security State Withholding - KS	\$2,712.10 \$2,712.10 \$2,712.10 \$2,712.10	Employer Medicare Tax Social Security Employer	\$2,712.10	Net Pay Company Cost	\$2,348.74 \$2,919.58
Tracy Lynn Tygart W2	Base Pay Gross	14.95 20.00	\$299.07 \$299.07			Medicare Social Security	\$4.34 \$18.54	Employer Medicare Tax Federal Unemployment Insurance Tax Social Security - Employer State Unemployment Insurance Tax - KS	\$4.34 \$1.79 \$18.54 \$0.30	Federal Income Tax Medicare Social Security State Withholding - KS	\$299.07 \$299.07 \$299.07 \$299.07	Employer Medicare Tax Federal Unemployment Insurance Tax Social Security - Employer State Unemployment Insurance Tax - KS	\$299.07	Net Pay Company Cost	\$276.19 \$324.04



Payroll Journal Report

Employees Earning

Pay Run Christmas
Pay Date 12/13/2024

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

Employee Earnings at Company Level (Pay run: Christmas (Dec 13, 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	Acrued
Bonus 0			\$1,515.99													
Gross			\$1,515.99			Medicare Social Security	\$21.98	Employer Medicare Tax	\$2.36	Federal Income Tax	\$1,515.99	Employer Medicare Tax	\$1,515.99			
						Unemployment Insurance Tax	\$94.01	Social Security - Employer	\$94.01	State Withholding - KS	\$0.66	Federal Unemployment Insurance Tax	\$1,515.99			
						State Unemployment Insurance Tax - KS						State Unemployment Insurance Tax - KS	\$849.71			

Pay run: Christmas (Dec 13, 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	Acrued	Totals Description	Amount

Pay run: Christmas (Dec 13, 2024)

Employee	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
Library	Bonus 0			\$1,299.42													Net Pay	\$1,200.00
	Gross			\$1,299.42													Company Cost	\$1,401.88
Susan B. Henneke W2	Bonus 0	15.45		\$216.57													Net Pay	\$200.00
	Gross			\$216.57													Company Cost	\$233.36
Jayne R. Hopkins W2	Bonus 0	18.97		\$216.57													Net Pay	\$200.00
	Gross			\$216.57													Company Cost	\$233.14
Clara Knipp W2	Bonus 0	15.45		\$216.57													Net Pay	\$200.00
	Gross			\$216.57													Company Cost	\$234.42
Teresa A. Reetz W2	Bonus 0	17.77		\$216.57													Net Pay	\$200.00
	Gross			\$216.57													Company Cost	\$233.14

Amy L. Rosenwicz W2	Bonus 0 Gross	15.91	\$216.57 \$216.57	Medicare Social Security	\$3.14 \$13.43	Employer Medicare Tax Social Security - Employer	\$3.14 \$13.43	Federal Income Tax Medicare Social Security State Withholding - KS	\$216.57 \$216.57 \$216.57 \$216.57 \$216.57 \$216.57	Employer Medicare Tax Social Security - Employer	\$216.57 \$216.57	Net Pay Company Cost	\$200.00 \$233.14
Dennis Keith Shelton W2	Bonus 0 Gross	17.77	\$216.57 \$216.57	Medicare Social Security	\$3.14 \$13.43	Employer Medicare Tax Social Security - Employer	\$3.14 \$13.43	Federal Income Tax Medicare Social Security State Withholding - KS	\$216.57 \$216.57 \$216.57 \$216.57 \$216.57 \$216.57	Employer Medicare Tax Social Security - Employer	\$216.57 \$216.57	Net Pay Company Cost	\$200.00 \$233.14
Treacy Lynn Tygart W2	Bonus 0 Gross	20.00	\$216.57 \$216.57	Medicare Social Security	\$3.14 \$13.43	Employer Medicare Tax Federal Unemployment Insurance Tax Social Security - Employer State Unemployment Insurance Tax - KS	\$3.14 \$1.30 \$13.43 \$0.22	Federal Income Tax Medicare Social Security State Withholding - KS	\$216.57 \$216.57 \$216.57 \$216.57 \$216.57 \$216.57	Employer Medicare Tax Federal Unemployment Insurance Tax Social Security - Employer State Unemployment Insurance Tax - KS	\$216.57 \$216.57 \$216.57 \$216.57	Net Pay Company Cost	\$200.00 \$234.86

11359	Xerox Financial Services	27-Dec-24	First State	328.12
11360	Culligan Water of Kansas City	27-Dec-24	First State	103.00
11361	Autumn Baker	27-Dec-24	First State	600.00
11362	Unifirst	27-Dec-24	First State	153.08
11363	VISA	27-Dec-24	First State	3,178.88
11364	Midcontinent Communications	27-Dec-24	First State	249.59
11365	Demco, Inc.	27-Dec-24	First State	113.88
11366	Aly Evans	27-Dec-24	First State	200.00
11367	Matt Beets	27-Dec-24	First State	200.00
11368	Stephen Reetz	27-Dec-24	First State	75.00
11369	Midwest Tape	27-Dec-24	First State	605.43
11370	City of Linwood	27-Dec-24	First State	62.01
11371	Clara Knipp	27-Dec-24	First State	35.35
11372	Teresa Reetz	27-Dec-24	First State	124.76
11373	Tracy Tygart	27-Dec-24	First State	72.44
11374	Susan Henneke	27-Dec-24	First State	135.00
11375	Northeast Kansas Library System	27-Dec-24	First State	32.70
11376	LE Loop Service LLC	27-Dec-24	First State	120.00
11377	Bug Hounds LLC	27-Dec-24	First State	150.00
11378	Ingram Library Services	27-Dec-24	First State	192.21
11379	Wheat State Cleaning	27-Dec-24	First State	600.00
11380	Barbara Deaver	27-Dec-24	First State	75.41
11381	Evergy	27-Dec-24	First State	353.99
11382	Security Benefit Group	27-Dec-24	First State	148.54
11383	Atmos Energy	27-Dec-24	First State	190.99
11384	Scholastic INC	27-Dec-24	First State	104.81



Hi Admin,

Linwood Community Library is set to auto-renew for another 12 months on March 1, 2025, for a total of \$1,861.44. Below are your renewal rates:

Product	Billing type	Linwood Community Library PEPM
Rippling Platform (Core)	Everyone	\$5.46
Domestic Payroll	Custom	\$5.46
Time & Attendance	T&A Users (excluding admins & approvers not tracking time)	\$4.10
HRIS (Full HRIS)	Everyone	\$0.00

As always you can review your current subscription information in detail through [Company Settings > Billing](#). The renewal rates above represent a 5% increase to your current price, which will be reflected in your invoice on March 1, 2025. You can read more about Rippling's pricing terms in our [Terms of Service](#).

There is a lot we have planned for this year, and we're excited to show you all the new ways Rippling will drive efficiencies at Linwood Community Library!

We look forward to the next year of partnership.

-The Rippling Team



COUNTY OF LEAVENWORTH

300 Walnut St - Suite 105
Leavenworth, Kansas 66048-2725
(913) 684-0432
Fax (913) 683-0436

*From the office of Caleb Gordon, County Treasurer
Email: cgordon@leavenworthcounty.gov*

Dear Linwood Library,

Moving to electronic tax distributions with ACH payments in lieu of checks and emailed spreadsheets instead of paper has taken longer than hoped. However, we are getting closer!

Included in this distribution is the ACH opt in form. If you would like to participate, please return this to our office via mail or email. Any agency not wishing to receive payments electronically will continue to receive a check in the mail.

We are planning to roll out the first ACH payments for the March 2025 distribution.

Feel free to reach out to me any time with questions or concerns.

Respectfully,
Caleb Gordon

A handwritten signature in black ink, appearing to read 'Caleb Gordon', written over a horizontal line.

Leavenworth County Treasurer

Enclosure: Electronic Funds Transfer Authorization Form

**LEAVENWORTH COUNTY TREASURER
ELECTRONIC FUNDS TRANSFER AUTHORIZATION FORM**

Entity Name _____ Office Use Only

Check action to be processed:

____ NEW participant. Complete and sign this form. **(Enclose A Voided Check)**

____ CHANGE of account and/or financial institution. Complete and sign this form.
(Enclose A Voided Check)

____ CANCEL participation. Complete account information and sign cancellation notice.

Account Information: Routing # First 4 Numbers _____ Second 5 Numbers _____

Checking Account # _____ Savings Account # _____

Financial Institution _____

City and State _____

AUTHORIZATION STATEMENT:

As an authorized representative of the entity listed above, I hereby authorize the Leavenworth County, Kansas Treasurer's Office to initiate electronic credit entries (deposits) to the financial institution indicated above, and initiate adjustments (if necessary) for any transactions credited/debited in error. I hereby authorize the financial institution specified above to credit my account. **I understand that a check-like document will not be created when the deposit is made into my account.** I understand that all credits will be made under the rules governing the ACH Network of the National Automated Clearing House Association and will comply with the provisions of U.S. law. I understand this Authorization will remain in full force and effect until the Leavenworth County Treasurer's Office has received written notification from me that I am revoking it in such a manner that the Leavenworth County Treasurer will receive such notification at least 15 days prior to the next scheduled transaction. I understand that Leavenworth County and the bank must have a reasonable opportunity to act on my revocation before it will become effective.

Signature Date

Telephone Number _____

E-Mail Address for remittance advice and spreadsheets: _____

CANCELLATION NOTICE:

I hereby cancel the authorization for LEAVENWORTH COUNTY, KANSAS to electronically credit funds into my account as previously authorized.

Signature Date

Please return to: LEAVENWORTH COUNTY TREASURER'S OFFICE
300 WALNUT STREET
LEAVENWORTH, KS 66048

**CONTINUOUS PUBLIC OFFICIAL
SCHEDULE BOND FOR
INDEFINITE TERM**

Bond No. 108179934

KNOW ALL MEN BY THESE PRESENTS, that Travelers Casualty and Surety Company of America, of Hartford, a corporation organized and existing under the laws of the State of CT, hereinafter called the Surety, is held and firmly bound unto Linwood Community Library District #1, hereinafter called the Obligee, in the sums as set forth in the schedule forming part of this bond, or as hereafter added to said schedule as hereinafter provided, for the payment of which said sums the Surety binds itself, its successors and assigns, firmly by these presents.

WHEREAS, the Obligee desires to have the various officers, employees or other encumbents, all hereinafter called the Principals, as named in the schedule, or as hereafter added to said schedule as hereinafter provided, bonded for the faithful performance of their duties in the capacities and in the amounts set opposite their respective names in said schedule.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH that if each Principal named in the schedule or hereafter added to the schedule, as hereinafter provided, shall faithfully perform the duties of his/her office or employment, as required by law, and at the expiration of his/her term or employment shall pay over and deliver all money, records, and property that may come into his/her possession, then this obligation to be void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that this bond is executed and accepted subject to the following agreements and limitations:

FIRST: As to Principals named in the schedule, the Surety shall not be liable for losses occurring prior to the date of this bond, and as to Principals hereafter added to the schedule, as hereinafter provided, the Surety shall not be liable for losses occurring prior to the effective dates of such additions to the schedule.

SECOND: The Obligee may, during the continuance of this bond, add other Principals to the schedule, by giving written notice to the Surety, and may likewise increase or decrease the amounts of suretyship as to any Principal or Principals, by giving like written notice to the Surety. Such additions of Principals, and increases or decreases of the suretyship on Principals, shall be effective on the date when the Surety shall receive written notice thereof from the Obligee.

THIRD: The aggregate liability of the Surety on account of any one Principal shall in no event exceed the largest single amount for which said Principal is at any time bonded hereunder, regardless of the number of years this bond, or the renewals thereof, shall continue in force; nor shall the Surety be liable for an amount in excess of the amount for which said Principal is bonded during the period when the loss occurred.

FOURTH: Upon the payment of any loss on any Principal under this bond, the Obligee shall, to the extent of the payment so made, assign to the Surety the claim of the Obligee against said Principal.

FIFTH: This bond shall remain in full force and effect until canceled and terminated by either the Obligee or the Surety as follows:

- (1) The Obligee may cancel and terminate this bond either in its entirety or as to any individual Principal or Principals by giving the Surety written notice, in which event the cancellation and termination shall be effective on the date when the Surety shall receive such notice.
- (2) The Surety may cancel and, terminate this bond either in its entirety or as to any individual Principal or Principals by giving written notice to the Obligee, in which event the cancellation and termination shall be effective thirty days after the Obligee shall have received such notice.

IN WITNESS WHEREOF, the Surety has caused this bond to be signed and its corporate seal to be hereunto affixed, by its proper officer duly appointed for this purpose, this on **Dec 16, 2024**.



By: Krystale A. Neitzel
Krystale A. Neitzel Attorney-in-Fact

CONTINUOUS PUBLIC OFFICIAL SCHEDULE
BOND FOR INDEFINITE TERM

Bond No.
108179934

Principal

LINWOOD COMMUNITY LIBRARY DISTRICT #1

Obligee

Linwood Community Library District #1

**Travelers Casualty and Surety Company of America
Hartford, CT 06183**

Approved on 2024-12-16



**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **KRYSTALE A NEITZEL** of **LAWRENCE** **Kansas**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law. **IN WITNESS WHEREOF**, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **3rd** day of **February**, 2017.



State of Connecticut

City of Hartford ss.

By:
Robert L. Raney, Senior Vice President

On this the **3rd** day of **February**, 2017, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, 2021



Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary, or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 17th day of December, 2024



Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.**