

Agenda
Linwood Community Library Board Meeting
Tuesday, January 28, 2025 at 7:00 pm
Public Notice

Melissia Smitka (Chair)
Aly Evans (Vice Chair)
Chris Mensch

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 Manual

Committee Reports

- **Building & Equipment**
- **Financial** (End of year budget difference)
- **Personnel and Policies**

New Business

- Bills for Payment
- Annual Board Member Training
- Staff computer replacement

Adjournment

Next Regular Board Meeting: Tuesday, February 25, 2025 at 7:00 pm

Linwood Community Library Board of Trustees Meeting: December 30, 2024

Call to Order:

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

Staff present: Dennis Shelton, Tracy Tygart

Guests: none

7:00pm - The meeting was called to order by Melissia Smitka

Secretary Resignation: A letter of resignation was received from Lea Chrisman (secretary), resigning from the board of trustees and the secretary position. Sheldon made a motion to accept the resignation, Melissia seconded, and the vote was 5 in favor, zero opposed. Chris agreed to take minutes for the meeting, function as acting secretary. The appointment of a new secretary will take place at a later time.

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

Previous Meeting Minutes

Treasurer's Report:

General Fund (GF) checking: account balance as of 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: Counted by Dennis Shelton on 12-27-2024. He stated the balance was \$51.00.

Communications for the board: None

Director's Report

Statistical Report

Chris made a motion to accept the consent agenda, Aly seconded, and the vote was 5 in favor, zero opposed.

Financial Report: attached to agenda

Public Comments: None

Old Business: None

Committee Reports:

Building & Equipment: no discussion

Financial: no discussion

Personnel & Policy: no discussion

New Business:

Illuminated Sign: Dennis explained that the lighting was still not functioning on the sign out by the road. Dennis and Sheldon will look at it prior to resorting to hiring a contractor.

Bills for Payment: Reviewed. Chris moved to approve, Aly seconded, and the vote was 5 in favor, zero opposed.

Renewal of Rippling subscription: Dennis discussed the price for Rippling renewal will be \$1861.44. After brief discussion, Sheldon made a motion to approve the payment, Chris seconded, and the vote was 5 in favor, zero opposed.

Credit Card Limits: The board discussed increasing Dennis's credit card limit from \$2500 to \$3500 and reducing Teresa's limit from \$3500 to \$2500. Chris made a motion to approve as proposed, Aly seconded, and the vote was 5 in favor, zero opposed.

Signature Card: With Lea's departure, Chris agreed to be added to the bank signature card for check signatures and related banking actions.

Payments from Leavenworth County: Dennis explained that the Leavenworth County Treasurer has indicated they can provide our funding via automatic deposit rather than mailed checks. Board members agreed this would be good and did not necessitate a vote to proceed.

Adjournment:

7:28pm – Aly made a motion to adjourn, Kathy seconded, and the vote was 5 in favor, zero opposed.

Submitted by: Chris Mensch; Acting Secretary

Linwood Community Library

Board of Trustee members (expiration date)

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

Linwood Community Library Staff

Dennis Shelton; Director
Jayne Hopkins; Youth Services
Teresa Reetz; Adult Programming/Collection
Amy Rosewicz; Programming Assistant
Susie Henneke; Library Services Specialist
Tracy Tygart; Bookkeeper

Linwood Community Library Board Committees

| | | | |
|-----------------------|-----------------|------------|--------------|
| Building & Equipment: | Sheldon Wheaton | | |
| Personnel & Policy: | Melissia Smitka | Kathy Reno | Chris Mensch |
| Finance: | Sheldon Wheaton | | |

Officer and Committee appointments updated December 30, 2024

Library Staff updated December 30, 2024

Melissia Smitka, Chairperson

Date

Chris Mensch, Acting Secretary

Date

**Treasurer's Report
For the
Linwood Community Library
Board Meeting
January 28, 2025**

General Fund (GF) Checking account balance as of 12-31-2024 was \$283,942.20. The GF checking account has been reconciled in Xero through 01-03-2025 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 12-31-2024 was \$220,877.91. The CIF Checking account has been reconciled in Xero through 01-03-2025 noting no difference.

Petty Cash was counted by Dennis Shelton on 01-22-2025. He stated the balance was \$20.42.



Director's Report January 28, 2025

Prepared by: Dennis Shelton, MBA

After Jayne left we were stretched a little. Teresa and Amy have filled in some of the gaps and Nicole has to return to the library to begin working on Wednesday and Thursday mornings as well as every other Saturday. Nicole is also available to help fill in when needed for times someone needs off, vacations, or is sick.

Barbara Deever came into my office and wanted to express how much she appreciated what the staff does to make the library a place for community activities. She explained she enjoyed so many of the activities we offer and it would be good for the staff, who set them up, to be able to attend the Pinners Conference to have a chance to explore other activities we might be able to use at the library. I looked into the conference and it is a two day conference. I asked Susie and Clara if they would like to attend. Susie found three classes she signed up for and will be attending on Saturday, February 1.

I have completed the State Statistical Survey and will review it a second time to confirm all of the information is correct so it can be submitted by the February 5 Deadline. NEKLS will be holding a NEXT users group session with a drop in session for the state statistics Thursday, Jan 30 which I will be attending and I will get the statistics submitted to the state immediately following the Jan 30 session at NEKLS.

I have started looking at the information needed for the Accreditation Application. The Accreditation Application along with the 2025 Library Development Grant Application is due by Monday, March 3. One of the items I will need to submit is a Technology Plan which you will find in the packet. The plan calls for the replacement of our computers over a three to five years period as recommended by NEKLS. The plan includes replacing two staff computers this year at a cost of approximately \$1900. The last replacement purchase for staff computers I could find was from 2020. I had the HDD's replaced with SSD's in 2024 to get us by until we could get the computers replaced.

George, from NEKLS, came on Friday, January 24 for a refresher course on creating records and cataloging. This was a great help to the staff who attended and should improve the necessary skills required by the staff for their duties. This was needed and I appreciate George coming in and Clara, Teresa, and Amy taking the time to attend.

| Circulation: | | | | | |
|----------------------------------|-----------------|--------------|-----------------|--------------|--------------------|
| | Dec 2024 | Y-T-D | Dec 2023 | Y-T-D | |
| Adult Books | 175 | 2,176 | 161 | 2,090 | |
| Child Books | 247 | 3,923 | 327 | 4,855 | |
| Young Adult | 27 | 329 | 18 | 226 | |
| Magazines | 1 | 18 | 2 | 19 | |
| Movies/Videogames | 143 | 1,818 | 214 | 2,084 | |
| Music | | - | | - | |
| Audiobooks | 62 | 598 | 17 | 373 | |
| Large Print | 31 | 356 | 22 | 331 | |
| ** Electronic Materials | 213 | 2,564 | 299 | 2,412 | |
| Equipment: Video/DVD | | - | | - | |
| Equipment: Sports/Games | | - | | - | |
| Total: | 899 | 11,782 | 1,060 | 12,390 | |
| % of Change | (15.19) | (4.91) | | | |
| New Acquisitions: | | | | | |
| | Dec 2024 | Y-T-D | Dec 2023 | Y-T-D | |
| Adult | 12 | 739 | 23 | 515 | |
| Children | 16 | 402 | 51 | 437 | |
| Young Adult | - | 144 | - | 28 | |
| Audiovisual | 11 | 220 | 21 | 265 | |
| Equipment: Video/DVD | | - | | - | |
| Equipment: Sports/Games | | - | | - | |
| Total: | 39 | 1,505 | 95 | 1,245 | |
| % of Change | (58.95) | 20.88 | | | |
| Inter-Library Loan: | | | | | |
| | Dec 2024 | Y-T-D | Dec 2023 | Y-T-D | |
| NEXT Loaned | 278 | 3,620 | 182 | 3,319 | |
| NEXT Borrowed | 109 | 1,329 | 111 | 1,633 | |
| ShareIt ILL Loaned | - | 52 | 3 | 32 | |
| ShareIt ILL Rec'd | - | 32 | 6 | 25 | |
| Total: | 387 | 5,033 | 302 | 5,009 | |
| % of Change | 28.15 | 0.48 | | | |
| Programs: | | | | | |
| | Dec 2024 | Y-T-D | Dec 2023 | Y-T-D | |
| Adult Programs | 49 | 494 | 38 | 461 | |
| Total Adult attendance | 252 | 3,077 | 236 | 2,366 | |
| Childrens Programs | 9 | 128 | 13 | 152 | |
| Total Childrens attendance | 21 | 521 | 106 | 1,001 | |
| Young Adult Programs | - | 1 | 1 | 1 | |
| Total YA attendance | - | 2 | - | - | |
| Outreach Events | 3 | 18 | 3 | 19 | |
| Outreach Attendance Total | 90 | 528 | 61 | 704 | |
| Total Library Events | 61 | 641 | 55 | 578 | |
| Attendance Total | 363 | 4,128 | 403 | 3,729 | |
| Meeting Room Uses | 9 | 102 | 4 | 10 | |
| Meeting Attendance | 18 | 210 | 23 | 39 | |
| Total Attend: | 381 | 8,486 | 426 | 7,839 | |
| % of Change | (10.56) | 8.00 | | | |
| Electronic Materials Use: | | | | | |
| | Dec 2024 | Y-T-D | Dec 2023 | Y-T-D | % of Change |
| ** Consortial Users | | | | | |
| Flipster | - | 921 | 215 | 1,870 | (50.75) |
| Lynda Users | | - | | 46 | (100.00) |
| Local Uses | | | | | |
| Cloud Library | 37 | 373 | 34 | 319 | 16.93 |
| Kanopy (Dec 2020) | 2 | 18 | 10 | 66 | (72.73) |
| Hoopla | 121 | 1,366 | 119 | 1,070 | 27.66 |
| Overdrive | 53 | 807 | 126 | 996 | (18.98) |
| Total Local Use: | 213 | 2,564 | 289 | 2,497 | |
| % of Change | (26.30) | 2.68 | | | |
| Miscellaneous: | | | | | |
| | Dec 2024 | Y-T-D | Dec 2023 | Y-T-D | % of Change |
| Volunteer Hours | 8 | 156.50 | 17.00 | 239.00 | |
| Number of Volunteers | 5 | 51 | 1 | 13 | |
| Door Count | 629 | 8,800 | 706 | 7,680 | 14.58 |
| Reference | 15 | 231 | 22 | 44 | 425.00 |
| Computer Use | 11 | 299 | 30 | 215 | 39.07 |
| Wireless Activity | 360 | 4,031 | 255 | 3,803 | 6.00 |
| Website Sessions | 158 | 3,603 | 354 | 3,996 | (9.83) |
| Website Users | 96 | 3,998 | 305 | 3,234 | 23.62 |
| Public Service Hours | 215 | 2,683 | 208 | 2,589 | 3.65 |
| FB Video Views | | - | | - | |

2024 Monthly Stats

Linwood Community Library Statistical Report

| | | | | | |
|--------------------------|-----|--------|-------|--------|--------|
| FB Reach | 990 | 15,151 | 3,402 | 15,472 | (2.07) |
| Engagements - Youth | | | - | - | - |
| Twitter Visits | - | | | | |
| Tweet impressions | - | - | 41 | 267 | |
| Mailchimp | | | | | |
| Total Emails Sent | - | 48 | 5 | 47 | |
| Total Email Receipts | - | 18,104 | 1928 | 17,799 | |
| Total Emails Opened | - | 7,250 | 754 | 8,735 | |
| Faxes (Per Patron Use) | 3 | 92 | | | |
| Copies (Per Patron Use) | 32 | 321 | | | |
| Notary (Per Patron Use) | 1 | 34 | | | |

| | Dec 2024 | Y-T-D |
|---------------------------|-----------------|--------------|
| Borrowers end of month | 700 | 8,233 |
| Borrower Accounts used | 90 | 1166 |
| Borrowers Added | 2 | 71 |
| Borrowers Renewed | 16 | 217 |
| Borrowers Deleted | 0 | 44 |
| Total Check Outs/ Renewal | 693 | 9,002 |
| Adult Checkouts/Renewals | 322 | 3,742 |
| Youth Checkouts/Renewals | 371 | 5,638 |

** 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 .

Income Statement (Profit and Loss)

Linwood Community Library

For the month ended December 31, 2024

| | CAPITAL OUTLAY | EMPLOYEE BENEFITS | GENERAL FUND | TOTAL |
|-------------------------|------------------|-------------------|--------------------|------------------|
| Income | | | | |
| Property Taxes | - | 295.31 | 6,030.25 | 6,325.56 |
| Fine and Fees | - | - | 51.00 | 51.00 |
| Interest Income | 616.61 | - | 856.47 | 1,473.08 |
| Transfer From General | 28,000.00 | - | - | 28,000.00 |
| Total Income | 28,616.61 | 295.31 | 6,937.72 | 35,849.64 |
| Gross Profit | | | | |
| | 28,616.61 | 295.31 | 6,937.72 | 35,849.64 |
| Expenses | | | | |
| Collections | - | - | 2,332.11 | 2,332.11 |
| Gross Wages | - | - | 14,644.09 | 14,644.09 |
| Medicare Co | - | 209.44 | - | 209.44 |
| Operating Expenses | - | - | 3,813.24 | 3,813.24 |
| Program Expenses | - | - | 1,754.27 | 1,754.27 |
| Simple IRA Match | - | 58.77 | - | 58.77 |
| Social Security Co | - | 895.54 | - | 895.54 |
| SUTA | - | 4.07 | - | 4.07 |
| FUIT | - | 3.29 | - | 3.29 |
| Total Expenses | - | 1,171.11 | 22,543.71 | 23,714.82 |
| Operating Income | | | | |
| | 28,616.61 | (875.80) | (15,605.99) | 12,134.82 |
| Net Income | | | | |
| | 28,616.61 | (875.80) | (15,605.99) | 12,134.82 |

Income Statement (Profit and Loss)

Linwood Community Library
For the year ended December 31, 2024

| | CAPITAL OUTLAY | EMPLOYEE BENEFITS | GENERAL FUND | TOTAL |
|-------------------------|------------------|-------------------|-------------------|-------------------|
| Income | | | | |
| Property Taxes | - | 15,700.27 | 286,878.12 | 302,578.39 |
| Donations | - | - | 450.00 | 450.00 |
| E-Rate | - | - | 810.50 | 810.50 |
| Fine and Fees | - | - | 1,421.64 | 1,421.64 |
| Insurance Refund | - | - | 464.00 | 464.00 |
| Interest Income | 7,117.54 | - | 13,570.52 | 20,688.06 |
| 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 | 35,117.54 | 15,700.27 | 282,567.14 | 333,384.95 |
| Gross Profit | 35,117.54 | 15,700.27 | 282,567.14 | 333,384.95 |
| Expenses | | | | |
| CAPITAL OUTLAY EXPENSE | - | - | 7,380.50 | 7,380.50 |
| Collections | - | - | 33,019.74 | 33,019.74 |
| Gross Wages | - | 0.04 | 131,748.49 | 131,748.53 |
| Health Insurance | - | 392.40 | - | 392.40 |
| Medicare Co | - | 1,906.00 | - | 1,906.00 |
| Operating Expenses | - | - | 68,522.76 | 68,522.76 |
| Program Expenses | - | - | 20,813.02 | 20,813.02 |
| Simple IRA Match | - | 814.24 | - | 814.24 |
| Social Security Co | - | 8,149.91 | - | 8,149.91 |
| SUTA | - | 172.73 | - | 172.73 |
| FUIT | - | 326.88 | - | 326.88 |
| Total Expenses | - | 11,762.20 | 261,484.51 | 273,246.71 |
| Operating Income | 35,117.54 | 3,938.07 | 21,082.63 | 60,138.24 |
| Net Income | 35,117.54 | 3,938.07 | 21,082.63 | 60,138.24 |

| | FY2023 | FY2024 as of 12/31/2024 | | | % Used | % flat target |
|---------------------------------------|------------------|-------------------------|----------|--------------------------|--------|---------------|
| | Actual | Actual | Budget | Budget diff Over (Under) | | |
| Capital Improvement Revenue | | | | | | |
| Interest on Idle Funds | 3,264.44 | 7,117.54 | - | 7,117.54 | | |
| Transfer | 31,500.00 | 28,000.00 | - | 28,000.00 | | |
| Revenue Total | 34,764.44 | 35,117.54 | - | 35,117.54 | | |
| Capital Improvement Fund Total | 34,764.44 | 220,877.91 | | | | |
| Treasurers Balance 12/31/2023 | 185,760.37 | | | | | |
| Treasurers Balance 10/31/2024 | 220,877.91 | | | | | |
| | 5,589.09 | | | | | |

| | FY2023 | FY2024 as of 12/31/2024 | | | % Used | % flat target |
|------------------------------------|------------------|-------------------------|------------------|--------------------------|--------|---------------|
| | Actual | Actual | Budget | Budget diff Over (Under) | | |
| Employee Benefit Revenue | | | | | | |
| Property Tax | 9,372.87 | 15,700.27 | 15,810.00 | (109.73) | 99.31% | 100.00% |
| Revenue Total | 9,372.87 | 15,700.27 | 15,810.00 | (109.73) | | |
| Expense | | | | | | |
| Payroll Expenses | 10,351.08 | 11,762.23 | 17,000.00 | (5,237.77) | 69.19% | 100.00% |
| Cash carry forward | 5,589.00 | - | 7,000.00 | (7,000.00) | 0.00% | 100.00% |
| Expense Total | 15,940.08 | 11,762.23 | 24,000.00 | (12,237.77) | | |
| Employee Benefit Fund Total | | 3,938.04 | | | | |
| Treasurers Balance 12/31/2023 | 5,589.09 | | | | | |
| Treasurers Balance 10/31/2024 | | 9,527.13 | | | | |

| | FY2023 | FY2024 as of 12/31/2024 | | | % 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 | 13,570.52 | 11,430.00 | 2,140.52 | N/A | 100.00% |
| Other Income | 299.00 | 2,696.14 | 2,000.00 | 696.14 | N/A | 100.00% |
| Property Tax | 294,173.96 | 286,878.12 | 285,140.00 | 9,033.96 | 103.17% | 100.00% |
| Revenue Total | 317,887.48 | 310,567.14 | 303,775.00 | 6,792.14 | | |
| Expense | | | | | | |
| Collections | 27,195.98 | 33,019.74 | 38,500.00 | (5,480.26) | 85.77% | 100.00% |
| Program | 17,583.57 | 21,813.70 | 17,000.00 | 4,813.70 | 128.32% | 100.00% |
| Operating Expense | 78,634.16 | 68,522.76 | 92,950.00 | (24,427.24) | 73.72% | 100.00% |
| Wages | 120,838.83 | 131,748.49 | 216,265.00 | (84,516.51) | 60.92% | 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 | 290,485.19 | 574,715.00 | (284,229.81) | 50.54% | |
| General Fund Total | 41,723.53 | 20,081.95 | | | | |
| Treasurers Balance 12/31/2023 | 249,124.93 | | | | | |
| Treasurers Balance 12/31/2024 | | 269,206.88 | | | | |

| | | | | | |
|------------------|----------------------|------------|------------|----------|---------|
| | Bank Balance Outstan | | | | |
| Checking Account | 278,704.51 | 283,942.20 | (5,237.69) | 5,226.31 | (11.38) |
| Capital Account | 220,877.91 | 220,877.91 | - | | |
| | | | | | |
| | 499,582.42 | | | | |



Payroll Journal Report

Employees Earning

Pay Run Nov 26th - Dec 26th

Report Period 11/26/2024 - 12/26/2024

Pay Date 12/31/2024

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

Employee Earnings at Company Level (Pay run: Nov 26th - Dec 26th (Dec 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 | 592.07 | | \$9,918.15 | EMPLOYEE Security Benefit | \$100.00 | Federal Income Tax | \$395.47 | Employer Medicare Tax | \$187.46 | Federal Income Tax | \$12,928.10 | Employer Medicare Tax | \$12,928.10 | PTO | 29.50 | 19.49 |
| Holiday Hours | 152.00 | | \$2,525.84 | EMPLOYEE Social Security | \$58.77 | Medicare | \$187.46 | Federal Unemployment Insurance Tax | \$0.93 | Medicare | \$12,928.10 | Federal Unemployment Insurance Tax | \$12,928.10 | | | |
| PTO Hours | 29.50 | | \$484.11 | State Security Benefit | | State Withholding - KS | \$628.00 | Social Security - Employer | \$801.54 | State Withholding - KS | \$12,828.10 | Social Security - Employer | \$12,828.10 | | | |
| Gross Hours | | | \$12,928.10 | | | | | | \$3.43 | | | | | | | |

Pay run: Nov 26th - Dec 26th (Dec 31, 2024)

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

Pay run: Nov 26th - Dec 26th (Dec 31, 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 | Base Pay | 449.5048 | | \$7,394.86 | Security Benefit | \$1,000.00 | Additional Medicare | \$0.00 | Employer Medicare Tax | \$142.48 | Additional Medicare | \$0.00 | Employer Medicare Tax | \$9,826.17 | PTO 29.50 | | 13.99 | Net Pay | \$8,166.86 | |
| | Holiday Hours | 120.0000 | | \$1,957.20 | EMPLOYEE SECURITY BENEFIT | \$56.77 | Federal Income Tax | \$328.61 | Federal Unemployment Insurance Tax | \$0.93 | Federal Income Tax | \$9,726.17 | Federal Unemployment Insurance Tax | \$154.24 | | | | | Company Cost | \$10,641.00 |
| | PTO Hours | 29.5000 | | \$484.11 | | | Medicare Social Security | \$142.48 | Social Security - Employer | \$609.22 | Medicare Social Security | \$9,826.17 | Social Security - Employer | \$9,826.17 | | | | | | |
| | Gross Hours | | | \$9,826.17 | | | State Unemployment Insurance Tax - KS | \$479.00 | State Unemployment Insurance Tax - KS | \$3.43 | State Unemployment Insurance Tax - KS | \$9,726.17 | State Unemployment Insurance Tax - KS | \$3,432.48 | | | | | | |
| Susan B. Herrera | Base Pay | 89.95 | 16.45 | \$1,085.21 | Federal Income Tax | \$21.93 | Federal Income Tax | \$21.93 | Employer Medicare Tax | \$20.82 | Federal Income Tax | \$1,436.01 | Employer Medicare Tax | \$1,436.01 | PTO 0 | | 1.33 | Net Pay | \$1,244.23 | |
| | Holiday Hours | 24.00 | 15.45 | \$370.80 | Medicare Social Security | \$20.82 | Medicare Social Security | \$20.82 | Social Security - Employer | \$89.03 | Medicare Social Security | \$1,436.01 | Social Security - Employer | \$1,436.01 | | | | | Company Cost | \$1,547.30 |
| | PTO Hours | 6.00 | 16.97 | \$1,018.2 | State Unemployment Insurance Tax - KS | \$59.00 | State Unemployment Insurance Tax - KS | \$59.00 | State Unemployment Insurance Tax - KS | \$1.44 | State Unemployment Insurance Tax - KS | \$1,436.01 | State Unemployment Insurance Tax - KS | \$1,436.01 | | | | | | |
| | Gross Hours | | | \$2,419.21 | | | | | | | | | | | | | | | | |
| Jayne R. Hopkins | Base Pay | 112.56 | 16.97 | \$1,910.11 | Medicare Social Security | \$35.08 | Medicare Social Security | \$35.08 | Employer Medicare Tax | \$35.08 | Federal Income Tax | \$2,419.21 | Employer Medicare Tax | \$2,419.21 | PTO 6.00 | | 4.34 | Net Pay | \$2,144.14 | |
| | Holiday Hours | 24.00 | 16.97 | \$407.28 | State Unemployment Insurance Tax - KS | \$90.00 | State Unemployment Insurance Tax - KS | \$90.00 | State Unemployment Insurance Tax - KS | \$149.99 | Medicare Social Security | \$2,419.21 | State Unemployment Insurance Tax - KS | \$2,419.21 | | | | | Company Cost | \$2,604.28 |
| | PTO Hours | 6.00 | 16.97 | \$101.82 | | | | | | | | | | | | | | | | |
| | Gross Hours | | | \$2,419.21 | | | | | | | | | | | | | | | | |
| Claire Knipp | Base Pay | 89.24 | 15.45 | \$1,378.73 | Federal Income Tax | \$62.56 | Federal Income Tax | \$62.56 | Employer Medicare Tax | \$26.71 | Federal Income Tax | \$1,842.23 | Employer Medicare Tax | \$1,842.23 | PTO 6.00 | | 1.72 | Net Pay | \$1,598.74 | |
| | Holiday Hours | 24.00 | 15.45 | \$370.80 | Medicare Social Security | \$26.71 | Medicare Social Security | \$26.71 | Social Security - Employer | \$114.22 | Medicare Social Security | \$1,842.23 | Social Security - Employer | \$1,842.23 | | | | | Company Cost | \$1,985.00 |
| | PTO Hours | 6.00 | 15.45 | \$92.70 | State Unemployment Insurance Tax - KS | \$40.00 | State Unemployment Insurance Tax - KS | \$40.00 | State Unemployment Insurance Tax - KS | \$1.84 | State Unemployment Insurance Tax - KS | \$1,842.23 | State Unemployment Insurance Tax - KS | \$1,842.23 | | | | | | |
| | Gross Hours | | | \$1,842.23 | | | | | | | | | | | | | | | | |
| Teresa A. Reetz | Base Pay | 83.41 | 17.77 | \$1,482.26 | Federal Income Tax | \$129.87 | Federal Income Tax | \$129.87 | Employer Medicare Tax | \$29.22 | Federal Income Tax | \$2,015.36 | Employer Medicare Tax | \$2,015.36 | PTO 6.00 | | 3.22 | Net Pay | \$1,692.32 | |
| | Holiday Hours | 24.00 | 17.77 | \$426.48 | Medicare Social Security | \$29.22 | Medicare Social Security | \$29.22 | Social Security - Employer | \$124.96 | Medicare Social Security | \$2,015.36 | Social Security - Employer | \$2,015.36 | | | | | Company Cost | \$2,169.53 |
| | PTO Hours | 6.00 | 17.77 | \$106.62 | State Unemployment Insurance Tax - KS | \$39.00 | State Unemployment Insurance Tax - KS | \$39.00 | State Unemployment Insurance Tax - KS | \$2.00 | State Unemployment Insurance Tax - KS | \$2,015.36 | State Unemployment Insurance Tax - KS | \$2,015.36 | | | | | | |
| | Gross Hours | | | \$2,015.36 | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | |
|----------------------------|--------------------|-------|------------|--|---|---|---|---|-----------|------|----------------------------|
| Amy L. Rosewicz W2 | Base Pay 87.64 | 15.91 | \$1,394.31 | EMPLOYEE Security Benefit \$100.00 | Federal Income Tax \$114.25 | Employer Medicare Tax \$28.41 | Federal Income Tax \$1,859.12 | Employer Medicare Tax \$1,959.12 | PTO 11.50 | 3.38 | Net Pay \$1,343.99 |
| | Holiday 24.00 | 15.91 | \$361.64 | EMPLOYER Security Benefit \$58.77 | Medicare \$28.41 | Social Security \$121.47 | Medicare \$1,959.12 | Social Security \$1,959.12 | | | Company Cost \$2,167.77 |
| | PTO 11.50 | 15.91 | \$182.97 | | Social Security \$121.47 | Social Security \$121.47 | Social Security \$1,959.12 | Employer \$1,959.12 | | | |
| | Hours | | \$1,959.12 | | State Withholding \$251.00 | Employer \$0.15 | State Withholding \$1,859.12 | | | | |
| | Gross | | | | - KS | | - KS | | | | |
| Dennis Keith Shelton W2 | Base Pay 142.56 | 17.77 | \$2,533.29 | | Federal Income Tax \$66.86 | Employer Medicare Tax \$44.98 | Federal Income Tax \$3,101.93 | Employer Medicare Tax \$3,101.93 | PTO 0 | 5.50 | Net Pay \$2,646.77 |
| | Holiday 32.00 | 17.77 | \$568.64 | | Medicare \$44.98 | Social Security \$192.32 | Medicare \$3,101.93 | Social Security \$3,101.93 | | | Company Cost \$3,339.23 |
| | Hours | | \$3,101.93 | | Social Security \$192.32 | Employer \$0.15 | Social Security \$3,101.93 | Employer \$3,101.93 | | | |
| | Gross | | | | State Withholding \$149.00 | | State Withholding \$3,101.93 | | | | |
| | | | | | - KS | | - KS | | | | |
| Tracy Lynn Tybert W2 | Base Pay 7.71 | 20.00 | \$154.24 | | Medicare \$2.24 | Employer Medicare Tax \$2.24 | Federal Income Tax \$154.24 | Employer Medicare Tax \$154.24 | | | Net Pay \$142.44 |
| | Gross | | \$154.24 | | Social Security \$9.56 | Federal Unemployment Insurance Tax \$0.93 | Medicare \$154.24 | Federal Unemployment Insurance Tax \$154.24 | | | Company Cost \$167.12 |
| | | | | | | Social Security \$9.56 | Social Security \$154.24 | Social Security \$154.24 | | | |
| | | | | | State Unemployment Insurance Tax - KS \$0.15 | State Unemployment Insurance Tax - KS \$0.15 | State Unemployment Insurance Tax - KS \$154.24 | State Unemployment Insurance Tax - KS \$154.24 | | | |
| | | | | | | | | | | | |

| CheckNumt | PayTo | Date | Memo | BankAccou | Status | Amount |
|-----------|-----------------------------|-----------|---|-------------|-----------|----------|
| 11361 | Autumn Baker | 27-Dec-24 | Book Binding | First State | Voided | 600.00 |
| 11385 | Leavenworth County Treasi | 31-Dec-24 | Voided Check to send for direct deposit | First State | Voided | 0.00 |
| 11386 | Autumn Baker | 13-Jan-25 | Book Binding | First State | Voided | 300.00 |
| 11387 | Autumn Baker | 13-Jan-25 | Book Binding | First State | Uncleared | 300.00 |
| 11388 | Maria Morgan | 27-Jan-25 | Fruit Tray | First State | Uncleared | 140.00 |
| 11389 | Stephen Reetz | 27-Jan-25 | Snow removal | First State | Uncleared | 225.00 |
| 11390 | Evergy | 27-Jan-25 | | First State | Uncleared | 398.12 |
| 11391 | OverDrive, Inc. | 27-Jan-25 | Yearly Electronic Subscription | First State | Uncleared | 900.00 |
| 11392 | Sheldon Wheaton | 27-Jan-25 | Bulb reimbursement | First State | Uncleared | 20.34 |
| 11393 | Culligan Water of Kansas Ci | 27-Jan-25 | | First State | Uncleared | 82.00 |
| 11394 | Midcontinent Communicati | 27-Jan-25 | | First State | Uncleared | 248.38 |
| 11395 | Northwest Kansas Library | 27-Jan-25 | Sunflower subscription | First State | Uncleared | 50.00 |
| 11396 | Aly Evans | 27-Jan-25 | | First State | Uncleared | 80.00 |
| 11397 | Cintas Fire 636525 | 27-Jan-25 | | First State | Uncleared | 698.75 |
| 11398 | Xerox Financial Services | 27-Jan-25 | | First State | Uncleared | 302.76 |
| 11399 | Midwest Tape | 27-Jan-25 | | First State | Uncleared | 349.37 |
| 11400 | UniFirst | 27-Jan-25 | | First State | Uncleared | 153.08 |
| 11401 | Security Benefit Group | 28-Jan-25 | IRA Contributions | First State | Uncleared | 158.77 |
| 11402 | City of Linwood | 27-Jan-25 | | First State | Uncleared | 62.01 |
| 11403 | Atmos Energy | 27-Jan-25 | | First State | Uncleared | 291.36 |
| 11404 | VISA | 27-Jan-25 | | First State | Uncleared | 2,639.18 |
| 11405 | Susan Henneke | 27-Jan-25 | Reimbursement for book | First State | Uncleared | 14.99 |
| 11406 | Demco, Inc. | 27-Jan-25 | | First State | Uncleared | 197.08 |
| 11407 | Harvestry by Hand, LLC | 27-Jan-25 | Silk Dying | First State | Uncleared | 280.00 |
| 11408 | Wirenuts LLC | 27-Jan-25 | Video Repair/Service Call | First State | Uncleared | 894.15 |
| 11409 | Ingram Library Services | 27-Jan-25 | | First State | Uncleared | 568.51 |
| 11410 | Wheat State Cleaning | 27-Jan-25 | | First State | Uncleared | 750.00 |

Public Services (including circulation and customer service)
Safety
Collection Development (including challenges and weeding)
Surplus property
Trustee bylaws
Use of personal devices in Library
Kansas Open Record Act (KORA) – Freedom of Information Officer Appointment

- __ 8. Each library policy is reviewed at least once in a three-year cycle.
- __ 9. If the library is subject to a charter ordinance placing a cap on the library’s mill levy, the library director and representation from the library board meet annually with the governing body to discuss current and future implications of the mill levy cap on the library’s ability to build a suitable budget that enables the library to serve the community.

Continuing Education

- __ 10. The library board participates in at least one continuing education activity annually. This activity may be:
- Part of a regularly scheduled board meeting with materials and/or a presentation provided by the library system or other resource.
 - Attendance at continuing education activities provided by the library system and/or other continuing education providers.
 - Other continuing education activities including viewing and discussion of online or recorded presentations.

Library will provide trustee training statistics – topic, date, number of trustees attending and length of training. See Appendix D for details.

- __ 11. All library personnel pursue an ongoing program of continuing education activities, These could be in-house training, webinars, NEKLS-sponsored trainings, or other suitable opportunities. Director annually affirms all staff have completed CE activities.

Facilities

- __ 12. Safety is a primary consideration for every public building and physical grounds. A maintenance checklist is available on the NEKLS Online Learning page, under the Facilities heading.

Every two years, the librarian and a board member and a city representative conduct a maintenance review of the library building and physical grounds. Emergency repairs should be completed immediately and a plan developed to address the remaining repairs. If the local government (city, township or county) provides building maintenance services, the library informs local government of maintenance needs in writing.

Appendix D

Checklist of Standards with Documentation Requirements

The following standards have an information sharing requirement. For each standard, please submit information to the link provided.

| Standard | Documentation Description |
|----------|--|
| 5 | Notify NEKLS of designated System Representative by August 1 st of each year. Contact is Megan Mentzer – mmentzer@nekls.org |
| 7 | Electronic copies of all library policies emailed to: accreditation@nekls.org |
| 10 | Trustee training statistics submitted annually. Contact is Megan Mentzer – mmentzer@nekls.org |
| 17 | Library's final approved budget for the current year emailed to: accreditation@nekls.org |
| 37 | Electronic copy of strategic plan emailed to: accreditation@nekls.org |
| 38 | Summer Library Program statistics submitted annually. Contact is Anna Foote – afoote@nekls.org |
| 39 | Monthly Kansas Library Express (Courier) statistics submitted. Contact is Caroline Handwork – chandwork@nekls.org |
| 40 | Annual Kansas Public Library Survey/State Report successfully submitted to the State Library – https://ks.countingopinions.com/ |
| 44 | Electronic copy of technology plan emailed to: accreditation@nekls.org |

Technology Plan

A. Our Technological Role

The Linwood Library will function as the information center for the community in three distinct but overlapping ways:

1. We will stay aware and informed of new technologies of interest to our community so we can provide access and instruction as needed. Our primary mode of instruction will be in-person assistance. We will review and update support documentation on our Web site for independent learners.
2. We will have devices and software that specifically promote reading and eBooks for use in patron instruction. We will expand this service as needed to meet community needs and adopt software to support readers.
3. We will continue to maintain 2 computers for public use. All electronics will be kept up-to-date with regards to software. With the exception of Microsoft Office products, all necessary software for the patron computers should be available as freeware.

We will also continue to develop and promote all available electronic resources, including the Sunflower eLibrary, Kanopy, and hoopla.

B. Plan Dates: 01/01/2025-12/31/2027

C. Technology Inventory & Replacement Schedule

Tech experts generally agree a computer should last anywhere between three to five years before needing to be replaced. Of course, this number is just a generalization and a number of factors play into lifespan, ranging from the computer's quality, care and room for upgrades.

Active Library computers:

- Director's Desktop - Updated 2023
- Cataloging desktop – Updated 2024
- 1 Director laptop 2021 (Lenovo), 1 older staff laptop 2020 (Acer)
- 3 office desktops - Replaced all HDD with SSD 2024
- 1 Circulation desktop - Updated 2023
- 2 Public desktops - Updated 2023

Total: 2 laptops, 8 desktops

NEKLS has a current build/suggestions for replacement computers on their website (<http://nekls.org/ordering/>).

Technology Plan

Schedule:

2025 - replace 2 staff desktops

Year 2 2026: Replace 1 remaining staff desktop and 1 staff laptop

Year 3 2027: Replace Circ desk and Director Desktop

DHE Computer Systems, LLC

Sales Order: 350102

Sales Order for Northeast Kansas Library System

| Company | |
|-------------------|---|
| Company: | Northeast Kansas Library System |
| Contact: | Greg Gantz |
| Phone: | (785) 838-4090 |
| Address: | Northeast Kansas Library System 4317 W 6th St, Lawrence, KS 66049 |
| Sales Rep: | Greg Jones |

| Ship To | |
|-----------------|---|
| Company: | Northeast Kansas Library System |
| Address: | Northeast Kansas Library System 4317 W 6th St, Lawrence, KS 66049 |

| Summary | |
|------------------------|----------------|
| Total: | \$1,912.90 |
| Order Date: | 01/21/2025 |
| Order Due Date: | |
| PO: | GG01212025OVER |
| Location: | DHE CO |
| Department: | Sales |

| Details | | | | | |
|----------|------------|---|------|-------------------|------------|
| Quantity | ID | Description | UOM | Unit Price | Total |
| 2.00 | 11JN0089US | ThinkCentre M75q Gen 2 - Desktop - AMD - AMD Ryzen 5 PRO - 5650GE - 3.4GHz - 6-Core - 4.4GHz - SO-DIMM DDR4 - 16GB - 3200MHz - No Hard Drive Capacity / HDD - No Hard Drive / Spindle Speed - 256GB - No Optical Storage Type - AMD Radeon Graphics - 3YR | Each | \$687.45 | \$1,374.90 |
| 2.00 | 12NAGAR1US | ThinkCentre Tiny-In-One 24 Gen 5 - Flat - 23.8 Inch - 1920 x 1080 - 16:9 - 60Hz - 1000:1 - Anti-glare - 16.7 Million - 4 Ms - 250 nits - 178/178 - 3Wx2 - 14W - Black - Tilt, Swivel, Pivot, Height Adjust Stand - Supports VESA mount 100mm - TUV - 3-year | Each | \$269.00 | \$538.00 |
| | | | | Sub Total: | \$1,912.90 |
| | | | | Sales Tax: | \$0.00 |
| | | | | Total: | \$1,912.90 |