

Agenda
Linwood Community Library Board Meeting
Tuesday, February 25, 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**
- **Personnel and Policies**

New Business

- Bills for Payment
- Executive Session

Adjournment

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

Linwood Community Library Board of Trustees
Meeting Minutes: January 28, 2025

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

Staff present: Dennis Shelton, Tracy Tygart

Guests: none

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

Addition to Agenda: Discussion regarding Annual Meeting to be held on March 4 at 7:30pm, and the required posting in a local newspaper. Dennis is looking at options on the publishing of the notice.

Correction to minutes: Clarification to indicate that Lea Chrisman resigned from the board of trustees, in addition to the position of Secretary. Also note to remove Lea from board group email, which has been accomplished.

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

Communications for the board: None

Director's Report

Statistical Report

Chris made a motion to accept the consent agenda as corrected, Aly seconded, and the vote was unanimous in favor.

Financial Report: attached to agenda

Public Comments: None

Old Business: None

Committee Reports:

Building & Equipment: no discussion

Financial: A discrepancy of \$11.38 on the General Fund checking account appeared during conversion from Quickbooks to Xero, and it was not considered cost effective to expend further effort to determine the cause.

Personnel & Policy: no discussion

New Business:

Accreditation - Annual Board Member Training: NEKLS accreditation standards indicate continuing education requirements for board members, and the requirement to document and

submit training statistics. Training options discussed included on-line training (NEKLS et.al.), Trustee training at NEKLS office in Lawrence (summer), independent review of “Kansas Public Library Trustee Manual”, and other options.

Computer replacements: Technology plan includes rotating replacement of computers. Last year 2 computers had hard drives replaced with solid state drives to add some usable life. Cost to replace 4 computers is \$1912.90 with monitors, or \$1374.90 w/o new monitors (reference sales order from DHE Computer Systems LLC). Consensus was to go with the lower figure (no monitors), which is within the director's purchase approval limit.

Bills for Payment: Motion to approve was made by Sheldon, seconded by Chris. The vote was unanimous in favor.

Appointment of Secretary: Chris Mensch agreed to assume the role of Secretary.

Policy Manual review: Continuation of ongoing review of proposed changes to pages 38 through 51. Discussed removal of most appendices – some have been incorporated as content in the body of the policy manual. Forms will be referenced by their actual form name (rather than appendix number) in the policy manual.

Adjournment:

9:00pm – Chris made a motion to adjourn, Kathy seconded, and the vote was unanimous in favor.

Submitted by: Chris Mensch; Secretary

Linwood Community Library Board of Trustees members (expiration date)

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

Linwood Community Library Staff

Dennis Shelton, Director
 Nicole Oelschlaeger, Library Services
 Teresa Reetz, Collections
 Amy Rosewicz, Library Services
 Susie Henneke, Adult Programming
 Clara Nipp, Youth Services
 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 January 28, 2025

Library Staff updated January 28, 2025

Melissia Smitka, Chairperson Date

Chris Mensch, Secretary Date

**Treasurer's Report
For the
Linwood Community Library
Board Meeting
February 21, 2025**

General Fund (GF) Checking account balance as of 1-31-2025 was \$419,761.32. The GF checking account has been reconciled in Xero through 02-05-2025 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 1-31-2025 was \$221,459.45. The CIF Checking account has been reconciled in Xero through 02-05-2025 noting no difference.

Petty Cash was counted by Dennis Shelton on 02-21-2025. He stated the balance was \$33.00.

Prepared by Sheldon Wheaton, treasurer



Director's Report February 25, 2025

Prepared by: Dennis Shelton, MBA

It is hard to believe, but we are already thinking about Summer Reading! We will be doing the concerts again this year and Susie has booked our bands for July and August and is working on getting arrangements with a band for June. I have spoken to city hall and will be attending a council meeting sometime in April or May to discuss our options for either closing Main Street again this year, or to move them to the school. The city is supposed to close on the old school on April 15th. Clara is booking our programs for our youth Summer Reading and she and Susie have planned, and ordered, the Build and Animal again for this year. The Build an Animal program was our most popular program for our youth last summer.

Susie has put together some great adult programs already for this year and I have heard from some of our patrons about how much they appreciate what we do and how much they have enjoyed attending. Barb Deaver has repeatedly stressed to me how much she enjoys coming in and participating. After the jewelry making program Suzy Bennett, a past board member, made a point to find me and share how much she enjoyed the jewelry making program and what we were doing with our adult programming.

I have completed the accreditation application and have put together all of the required documents and submitted it to NEKLS. I had to submit only two waivers with the accreditation application;

1. A waiver for salaries being <60% of expenditures (We were at 57% for 2024).
2. A waiver for Director not having APPLE accreditation.

I met with Mike McDonald this month to discuss the application and there will not be an issue with the waivers.

Part of the accreditation file includes 2025 Library Development Grant Application. This year the calculation for the grant is a base grant of \$2,500 for district libraries. In addition to the base grant we will also receive a multiplier of \$1 for population up to 2499, and an additional \$.80 for population from 2500 to 9999. The population for our service area is 4324. This is based off of the 2024 statistical survey submitted to the state.

- Base grant \$2500
- Population up to 2499 = \$1 multiplier, or \$2499
- Population 2500-9999 = 1825 @ \$.80 multiplier, or \$1460

- Total Library Development Grant = \$6459

We received \$2118 from NEKLS for the Development Grant in 2024 which was broken down into a service area grant of \$1400 and a Hoopla grant of \$718.

I have also completed and submitted the 2024 Kansas State Statistical survey, Mel and I have signed and I have submitted the 2025 Next Search Catalog Participation Agreement for 2025, and I have filled out and submitted the Courier Services 2025 Participant Directory Form.

Circulation:					
	Jan 2025	Y-T-D	Jan 2024	Y-T-D	
Adult Books	203	203	186	186	
Child Books	187	187	316	316	
Young Adult	28	28	13	13	
Magazines	2	2	2	2	
Movies/Videogames	131	131	243	243	
Music		-	-	-	
Audiobooks	32	32	37	37	
Large Print	44	44	30	30	
** Electronic Materials	218	218	204	204	
Equipment: Video/DVD		-			
Equipment: Sports/Games		-			
Total:	845	845	1,031	1,031	
% of Change	(18.04)	(18.04)			
New Acquisitions:					
	Jan 2025	Y-T-D	Jan 2024	Y-T-D	
Adult	73	73	54	54	
Children	2	2	17	17	
Young Adult	6	6	12	12	
Audiovisual	23	23	23	23	
Equipment: Video/DVD	-	-			
Equipment: Sports/Games	-	-			
Total:	104	104	106	106	
% of Change	(1.89)	(1.89)			
Inter-Library Loan:					
	Jan 2025	Y-T-D	Jan 2024	Y-T-D	
NEXT Loaned	385	385	223	223	
NEXT Borrowed	107	107	124	124	
ShareIt ILL Loaned	-	-	11	11	
ShareIt ILL Rec'd	-	-	11	11	
Total:	492	492	369	369	
% of Change	33.33	33.33			
Programs:					
	Jan 2025	Y-T-D	Jan 2024	Y-T-D	
Adult Programs	33	33	34	34	
Total Adult attendance	146	146	186	186	
Childrens Programs	16	16	10	10	
Total Childrens attendance	27	27	47	47	
Young Adult Programs	-	-	1	1	
Total YA attendance	-	-	-	-	
Outreach Events	2	2	3	3	
Outreach Attendance Total	24	24	50	50	
Total Library Events	51	51	48	48	
Attendance Total	197	197	283	283	
Meeting Room Uses	6	6	9	9	
Meeting Attendance	12	12	11	11	
Total Attend:	209	406	294	577	
% of Change	(28.91)	(29.64)			
Electronic Materials Use:					
	Jan 2025	Y-T-D	Jan 2024	Y-T-D	% of Change
Consortial Users					
** Flipster	-	-	-	-	#DIV/0!
lynda Users	-	-	-	-	#DIV/0!
Local Uses					
Cloud Library	31	31	36	36	(13.89)
Kanopy (Dec 2020)	-	-	3	3	(100.00)
Hoopla	124	124	72	72	72.22
Overdrive	63	63	93	93	(32.26)
Total Local Use:	218	218	204	204	
% of Change	6.86	6.86			
Miscellaneous:					
	Jan 2025	Y-T-D	Jan 2024	Y-T-D	% of Change
Volunteer Hours	7	7.00	25.00	25.00	
Number of Volunteers	3	3	1	1	
Door Count	516	516	818.00	818	(36.92)
Reference	20	20	47	47	(57.45)
Computer Use	22	22	23	23	(4.35)
Wireless Activity	427	427	282	282	51.42
Website Sessions	212	212	578	578	(63.32)
Website Users	147	147	539	539	(72.73)
Public Service Hours	200	200	206	206	(3.16)
FB Video Views	-	-	-	-	-

2025 Monthly Stats

Linwood Community Library Statistical Report

FB Reach	716	716	1,100	1,100	(34.91)
Engagements - Youth			-	-	-
Twitter Visits	-	-			
Tweet impressions	-	-	-	0	
Mailchimp					
Total Emails Sent	1	1	2.00	2	
Total Email Receipts	389	389	774.00	774	
Total Emails Opened	164	164	314.00	314	
Faxes (Per Patron Use)	8	8			
Copies (Per Patron Use)	33	33			
Notary (Per Patron Use)	2	2			

	Jan 2025	Y-T-D
Borrowers end of month	703	0
Borrower Accounts used	96	96
Borrowers Added	2	2
Borrowers Renewed	14	14
Borrowers Deleted	0	0
Total Check Outs/ Renewal	631	631
Adult Checkouts/Renewals	337	337
Youth Checkouts/Renewals	294	294

** 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.

	FY2024	FY2025 as of 1/31/2025			% Used	% flat target
	Actual	Actual	Budget	Budget diff Over (Under)		
Capital Improvement Revenue						
Interest on Idle Funds	7,117.54	581.54	-	581.54		
Transfer	28,000.00	-	-	-		
Revenue Total	35,117.54	581.54	-	581.54		
Capital Improvement Fund Total	35,117.54	221,459.45				
Treasurers Balance 12/31/2024	220,877.91					
Treasurers Balance 1/31/2025	221,459.45					
	9,527.13					

	FY2024	FY2025 as of 1/31/2025			% Used	% flat target
	Actual	Actual	Budget	Budget diff Over (Under)		
Employee Benefit Revenue						
Property Tax	15,700.27	4,121.59	8,487.41	(4,365.82)	48.56%	100.00%
Revenue Total	15,700.27	4,121.59	8,487.41	(4,365.82)		
Expense						
Payroll Expenses	11,762.23	1,011.56	15,480.00	(14,468.44)	6.53%	100.00%
Cash carry forward	9,527.13	-	-	-	#NAME?	100.00%
Expense Total	21,289.36	1,011.56	15,480.00	(14,468.44)		
Employee Benefit Fund Total		3,110.03				
Treasurers Balance 12/31/2024	9,527.13					
Treasurers Balance 1/31/2025		12,637.16				

	FY2024	FY2025 as of 11/31/2025			% Used	% flat target
	Actual	Actual	*Budget	Budget diff Over (Under)		
General Fund Revenue						
Donations/Grants	7,422.36	-	7,567.00	(7,567.00)	0.00%	100.00%
Interest on Idle Funds	13,570.52	865.37	13,200.00	(12,334.63)	N/A	100.00%
Other Income	2,696.14	20.42	2,000.00	(1,979.58)	N/A	100.00%
Property Tax	286,878.12	147,867.10	286,785.73	92.39	100.03%	100.00%
Revenue Total	310,567.14	148,752.89	309,552.73	(160,799.84)		
Expense						
Collections	33,019.74	3,770.89	34,204.00	(30,433.11)	11.02%	100.00%
Program	21,813.70	(50.86)	20,231.00	(20,281.86)	-0.25%	100.00%
Operating Expense	68,522.76	5,325.05	95,445.00	(90,119.95)	5.58%	100.00%
Wages	131,748.00	11,524.76	217,112.00	(205,587.24)	5.31%	100.00%
Capital	7,380.50	-	-	-	#NAME?	100.00%
Transfer to Capital	28,000.00	-	21,000.00	(21,000.00)	N/A	
Cash carry over	-	-	160,000.00	(160,000.00)	0.00%	100.00%
Expense Total	290,484.70	20,569.84	547,992.00	(527,422.16)	3.75%	
General Fund Total	20,082.44	128,183.05				
Treasurers Balance 12/31/2024	269,206.88					
Treasurers Balance 1/31/2025		397,389.93				

	Bank Balance	Calculated Outstan	Act outstand	Diff
Checking Account	409,997.59	419,761.32	(9,763.73)	9,561.85
Capital Account	221,459.45	221,459.45		(201.88)
	-			
	631,457.04			

\$200 difference is a bookkeeping error which Tracy is working to resolve.

Income Statement (Profit and Loss)

Linwood Community Library
For the month ended January 31, 2025

	CAPITAL OUTLAY	EMPLOYEE BENEFITS	GENERAL FUND	TOTAL
Income				
Property Taxes	-	4,121.59	147,867.10	151,988.69
Fine and Fees	-	-	20.42	20.42
Interest Income	581.54	-	865.37	1,446.91
Total Income	581.54	4,121.59	148,752.89	153,456.02
Gross Profit				
	581.54	4,121.59	148,752.89	153,456.02
Expenses				
Collections	-	-	3,770.89	3,770.89
Gross Wages	-	-	11,524.76	11,524.76
Medicare Co	-	167.11	-	167.11
Operating Expenses	-	-	5,325.05	5,325.05
Program Expenses	-	-	(50.86)	(50.86)
Simple IRA Match	-	49.27	-	49.27
Social Security Co	-	714.53	-	714.53
SUTA	-	11.51	-	11.51
FUIT	-	69.14	-	69.14
Total Expenses	-	1,011.56	20,569.84	21,581.40
Operating Income				
	581.54	3,110.03	128,183.05	131,874.62
Net Income				
	581.54	3,110.03	128,183.05	131,874.62



Payroll Journal Report

Employees Earning

Pay Run Dec 27th - Jan 26th

Report Period 12/27/2024 - 01/26/2025

Pay Date 01/31/2025

Linwood Community Library
19649 Linwood Road, PO Box 80
Linwood, KS 66052

Employee Earnings at Company Level (Pay run: Dec 27th - Jan 26th (Jan 31, 2025))

Earnings		Total		Deductions and Contributions		Employee Taxes		Employer Taxes		Employee Taxable Wages		Employer Taxable Wages		Time Off (Hours)		
Description	Hours	Rate		Description	Amount	Description	Amount	Description	Amount	Description	Wages	Description	Wages	Description	Used	Accrued
Base Pay	542.04		\$9,951.76	EMPLOYEE Security	\$100.00	Federal Income Tax	\$418.82	Employer Medicare Tax	\$167.11	Federal Income Tax	\$11,424.76	Employer Medicare Tax	\$11,524.76	PTO	10.00	16.66
Holiday Hours	76.00		\$1,388.20	EMPLOYEE Benefit		Medicare	\$167.11	Federal Unemployment Insurance Tax	\$69.14	Medicare	\$11,524.76	Federal Unemployment Insurance Tax	\$11,524.76			
PTO Hours	10.00		\$184.80	EMPLOYEE Security Benefit	\$49.27	Social Security	\$714.53	Social Security - Employer	\$714.53	Social Security	\$11,424.76	Social Security - Employer	\$11,524.76			
Gross			\$11,524.76			State Withholding - KS	\$560.00	State Unemployment Insurance Tax - KS	\$11.51	State Withholding - KS	\$11,524.76	State Unemployment Insurance Tax - KS	\$11,524.76			

Pay run: Dec 27th - Jan 26th (Jan 31, 2025)

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: Dec 27th - Jan 26th (Jan 31, 2025)

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	395.0542		\$6,625.82	EMPHOVEL Security Benefit	\$100.00	Additional Medicare Federal Income Tax	\$0.00	Employer Medicare Tax	\$116.68	Additional Medicare Federal Income Tax	\$0.00	Employer Medicare Tax	\$8,046.82	PTO 10.00	10.99	Net Pay	\$6,620.21
	Holiday Hours	60.0000		\$1,036.20	EMPHOVEL Security Benefit	\$49.27	Medicare Social Security	\$116.68	Federal Unemployment Insurance Tax	\$48.27	Medicare Social Security	\$7,946.82	Federal Unemployment Insurance Tax	\$8,046.82			Company Cost	\$8,787.97
	PTO Hours	10.0000		\$184.80						\$498.90								
	Gross			\$8,046.82						\$8.03		\$7,946.82						
Susan B. Henneke	Base Pay	58.50	16.78	\$981.30	Medicare Social Security	\$17.17	Medicare Social Security	\$17.17	Employer Medicare Tax	\$17.17	Federal Income Tax	\$1,184.34	Employer Medicare Tax	\$1,184.34	PTO 0	1.13	Net Pay	\$1,047.74
	Holiday Hours	12.00	16.92	\$203.04						\$7.11	Medicare Social Security	\$1,184.34	Federal Unemployment Insurance Tax	\$1,184.34			Company Cost	\$1,283.23
	Gross			\$1,184.34						\$73.43		\$1,184.34						
										\$1.18								
Jayna R. Hopkins	Base Pay	6.04	16.97	\$102.56	Medicare Social Security	\$4.53	Medicare Social Security	\$4.53	Employer Medicare Tax	\$4.53	Federal Income Tax	\$312.32	Employer Medicare Tax	\$312.32	PTO 0	0.23	Net Pay	\$288.43
	Holiday Hours	12.00	17.48	\$209.76						\$1.87	Medicare Social Security	\$312.32	Federal Unemployment Insurance Tax	\$312.32			Company Cost	\$338.39
	Gross			\$312.32						\$19.36		\$312.32						
										\$0.31								
Clara Kripp	Base Pay	108.58	16.61	\$1,803.87	Federal Income Tax	\$75.69	Federal Income Tax	\$28.10	Employer Medicare Tax	\$28.10	Federal Income Tax	\$2,006.91	Employer Medicare Tax	\$2,006.91	PTO 0	2.10	Net Pay	\$1,728.69
	Holiday Hours	12.00	16.92	\$203.04	Medicare Social Security	\$124.43	Medicare Social Security	\$124.43	Federal Unemployment Insurance Tax	\$124.43	Medicare Social Security	\$2,006.91	Federal Unemployment Insurance Tax	\$2,006.91			Company Cost	\$2,174.49
	Gross			\$2,006.91						\$2.01		\$2,006.91						

Nicole R Oelschlaeger W2	Base Pay Gross	11,442 16,937	16,937	\$193.77 \$193.77	Medicare Social Security	\$2.81 \$12.01	Employer Medicare Tax Federal Unemployment Insurance Tax Social Security - Employer State Unemployment Insurance Tax - KS	\$2.81 \$1.16 \$12.01 \$0.19	Federal Income Tax Medicare Social Security State Withholding - KS	\$193.77 \$193.77 \$193.77 \$193.77	Employer Medicare Tax Federal Unemployment Insurance Tax Social Security - Employer State Unemployment Insurance Tax - KS	\$193.77 \$193.77 \$193.77 \$193.77	PTO 10.00	4.15	Net Pay Company Cost	\$1,975.64 \$2,582.01
Teresa A. Reetz W2	Base Pay Holiday Hours PTO Gross	107.48 12.00 18.48 10.00 18.48	18.39 18.48 18.48	\$1,976.47 \$221.76 \$194.80 \$2,383.03	Federal Income Tax Medicare Social Security State Withholding - KS	\$166.09 \$34.55 \$147.75 \$99.00	Employer Medicare Tax Federal Unemployment Insurance Tax Social Security - Employer State Unemployment Insurance Tax - KS	\$34.55 \$14.30 \$147.75 \$2.38	Federal Income Tax Medicare Social Security State Withholding - KS	\$2,383.03 \$2,383.03 \$2,383.03 \$2,383.03	Employer Medicare Tax Federal Unemployment Insurance Tax Social Security - Employer State Unemployment Insurance Tax - KS	\$2,383.03 \$2,383.03 \$2,383.03 \$2,383.03	PTO 10.00	4.15	Net Pay Company Cost	\$1,975.64 \$2,582.01
Any L. Rosewitz W2	Base Pay Holiday Hours Gross	87.58 12.00 16.55	16.49 16.55	\$1,443.89 \$198.60 \$1,642.49	EMPLOYEE Security Benefit EMPLOYER Security Benefit	\$100.00 \$49.27	Federal Income Tax Medicare Social Security State Withholding - KS	\$79.25 \$23.82 \$9.85 \$101.83 \$235.00	Employer Medicare Tax Federal Unemployment Insurance Tax Social Security - Employer State Unemployment Insurance Tax - KS	\$23.82 \$9.85 \$101.83 \$1.64	Federal Income Tax Medicare Social Security State Withholding - KS	\$1,542.49 \$1,642.49 \$1,642.49 \$1,642.49	PTO 0	3.38	Net Pay Company Cost	\$1,102.59 \$1,828.90
Dennis Keith Shelton W2	Base Pay Holiday Hours Gross	146.98 16.00 22.00	21.27 22.00	\$3,125.94 \$352.00 \$3,477.94	Federal Income Tax Medicare Social Security State Withholding - KS	\$97.79 \$50.43 \$215.63 \$170.00	Employer Medicare Tax Federal Unemployment Insurance Tax Social Security - Employer State Unemployment Insurance Tax - KS	\$50.43 \$20.87 \$215.63 \$3.48	Federal Income Tax Medicare Social Security State Withholding - KS	\$3,477.94 \$3,477.94 \$3,477.94 \$3,477.94	Employer Medicare Tax Federal Unemployment Insurance Tax Social Security - Employer State Unemployment Insurance Tax - KS	\$3,477.94 \$3,477.94 \$3,477.94 \$3,477.94	PTO 0	5.67	Net Pay Company Cost	\$2,944.09 \$3,788.35
Tracy Lynn Tygart W2	Base Pay Gross	15.46 20.96	20.96	\$323.96 \$323.96	Medicare Social Security State Withholding - KS	\$4.70 \$20.09 \$1.00	Employer Medicare Tax Federal Unemployment Insurance Tax Social Security - Employer State Unemployment Insurance Tax - KS	\$4.70 \$1.94 \$20.09 \$0.32	Federal Income Tax Medicare Social Security State Withholding - KS	\$323.96 \$323.96 \$323.96 \$323.96	Employer Medicare Tax Federal Unemployment Insurance Tax Social Security - Employer State Unemployment Insurance Tax - KS	\$323.96 \$323.96 \$323.96 \$323.96			Net Pay Company Cost	\$298.17 \$351.01

11411	Wheat State Cleaning	24-Feb-25	Library Cleaning	First State	1,050.00
11412	Midwest Tape	24-Feb-25	DVD's	First State	451.12
11413	VISA	24-Feb-25		First State	2,687.45
11414	Center Point Large Print	24-Feb-25	Large Print Books	First State	62.17
11415	Stephen Reetz	24-Feb-25	Snow Removal/Salt	First State	360.00
11416	Nyp CPA, LLC	24-Feb-25		First State	405.00
11417	Ingram Library Services	24-Feb-25	Books	First State	339.58
11418	Demco, Inc.	24-Feb-25	Office Supplies	First State	176.14
11419	Teresa Reetz	24-Feb-25	Mileage Reimbursen	First State	47.82
11420	Midcontinent Communic	24-Feb-25	Internet	First State	250.31
11421	NEKLS	24-Feb-25	Site Hosting/Next Sh	First State	3,572.50
11422	Bug Hounds LLC	24-Feb-25		First State	150.00
11423	Security Benefit Group	24-Feb-25	IRA contributions	First State	149.27
11424	Susan Henneke	24-Feb-25	Mileage Reimbursen	First State	58.95
11425	Evergy	24-Feb-25		First State	418.63
11426	PEAC Solutions	24-Feb-25	New "Xerox"	First State	287.05
11427	Atmos Energy	24-Feb-25		First State	285.94
11428	Northeast Kansas Library	24-Feb-25	Courier Services	First State	2,000.00
11429	Julie Kingsbury	24-Feb-25	Jewelry Making	First State	400.00
11430	Aly Evans	24-Feb-25	Yoga	First State	120.00
11431	Culligan Water of Kansas	24-Feb-25	Water	First State	82.00
11432	UniFirst	24-Feb-25	Floor mats	First State	153.08

Kansas Library Express

Courier Service

Invoice

February 12, 2025

Linwood Community Library District #1
19649 Linwood Rd.
PO Box 80
Linwood, KS 66052

Remit To:
Northeast Kansas Library System
4317 W. 6th St
Lawrence, KS 66049

Service Dates: January 1-December 31, 2025

Service	Description	Total
Kansas Library Courier Service: January-December 2025	5 days per week	\$ 4245
Volume Fee (based on reports Dec. 2023-Nov. 2024)	6367 items	\$500
Subsidy from system		\$2745
	Balance Due:	\$ 2000

Mail this payment stub and check to Northeast Kansas Library System.

Name of library Linwood Community Library

Amount paid for courier service \$2000⁰⁰ Check Number _____

Kansas Library Express

Agreement to Participate – New Members January 1 – December 31, 2025

c/o Northeast Kansas Library System, 4317 West 6th Street, Lawrence, KS 66049
<http://kslibexpress.mykansaslbrary.org/>

Participation Agreement Overview

The undersigned library agrees to participate in the Kansas Library Express courier service from **January 1 through December 31, 2025**. The participation cost is based on the frequency of scheduled deliveries per week and the total volume of items shipped by the library. Refer to the 2025 fee schedule below for specific details. The **annual fee will be billed and must be paid by March 1, 2025**. Libraries closed for **one month or longer** may suspend delivery, and charges will be prorated for months without service.

Terms and Conditions:

1. KICNET Participation

Participation in KICNET state-wide interlibrary loan is required for all libraries. For regional systems of cooperating libraries, participation is optional. Libraries should maintain a minimal postage budget to cover occasional shipments to libraries not using courier service.

2. Courier Statistics Submission

Libraries are required to submit **monthly courier statistics**. Failure to provide these statistics may result in additional fees or suspension of service.

3. Missed Service Days

Occasional unscheduled missed service days may occur; however, no reimbursement will be provided for these missed days.

4. Handling Misdeliveries

In the event of a misdelivery, libraries should place the misdelivered items out for pickup by the courier on the **next scheduled service day**.

5. Mileage Costs

Libraries or their individual employees will not be reimbursed for mileage if they transport Kansas Library Express (KLE) materials.

Fee Schedule and Volume Estimates:

Please complete the following information:

- **Number of Service Days per Week** (Check one):
____ 3 days/week | X 5 days/week
- **Estimated Annual Volume (January 1 – December 31, 2025):** 4000 - 6999
- **Base Fees** (For 12 months of service in 2025):
 - \$1,910 for 3 days/week (NEKLS is subsidizing the base fee so that the cost to NEKLS member libraries is \$325.)
 - \$1,450 for schools with 9-month service 3 days/week (NEKLS is subsidizing the base fee so that the cost to NEKLS member libraries is \$245.)
 - \$4,245 for 5 days/week (*For libraries with budgets of \$200,000 or more, NEKLS is subsidizing the base fee so the cost is \$2,000.)
 - \$4,245 for 5 days/week (*For libraries with budgets less than \$200,000, NEKLS is subsidizing the base fee so the cost is \$1,700 or 1.5% of library's total 2024 expenditures whichever is less.)
- **Volume Surcharge:** For libraries shipping more than 4,000 items annually, a volume surcharge of \$500 per additional 3,000 items will apply. Libraries shipping more than 7,000 items are required to have 5 days/week service. (NEKLS is paying all high-volume surcharge fees for NEKLS member libraries.)

2025 Fee Schedule:

Annual Volume Shipped	Charge for 3 days/week	Charge for 5 days/week
Up to 3,999 items	\$1,910	\$4,245
4,000 to 6,999 items	\$2,410	\$4,745
7,000 to 9,999 items	N/A	\$5,245
10,000 to 12,999 items	N/A	\$5,745*

*For libraries shipping over 13,000 items, an additional \$500 fee will be applied for every 3,000 additional items, up to a maximum volume of 34,000 items.

NOTE: Each regional system of cooperating libraries may support interlibrary loan resource sharing in some fashion. **Libraries should contact their regional system for further information.**

Signature:

Please sign and return the **Participation Agreement** and **Directory Form** to the address listed above.

Library Name: Lionwood Community Library

Authorized Signature: 

Authorized Name (Printed): Dennis Shelton

Title: Director Date: 2/14/2025

Kansas Library Express

Interlibrary Courier Service 2025 Participant Directory Form

Library information: (Please print)

Library Name: Linwood Community Library

Physical Address: _____

City: Linwood Zip 66052

Phone (With Area Code): (913) 301-3686

Library Hours: Mon 9-6:30 ; Tues 9-6:30 ; Wed 9-6:30 ;

Thurs 9-6:30 ; Fri 9-6:30

Billing contact information:

Contact Name: Dennis Shelton

Billing address: _____ Email: director@linwoodlibrary.org

City: Linwood Zip 66052

Library Staff email address:

Name(s): ^{#1} Dennis Shelton ^{#2} staff general email

Phone (With Area Code): (913) 301-3686

Staff email: ^{#1} director@linwoodlibrary.org

^{#2} linwoodlib@linwoodlibrary.org

(Include all names and email addresses for staff who should receive courier-related messages and reminders.)

**2025 Next Search Catalog Automation Service Participation Agreement
Northeast Kansas Library System**

The Linwood Community Library Library hereby agrees to participate in Next Search Catalog (Next), the shared library automation service of the Northeast Kansas Library System, from January 1, 2025 through December 31, 2025. The library affirms that this participation agreement has been reviewed and approved by a vote of the library board or other governing board. Following is information about Next, and the conditions and commitments of participation.

Next Search Catalog (formerly called NExpress) began service in 2004 with 9 participating libraries and a goal of providing convenient, rapid, and direct access to the shared collections of participating libraries. Next is not a local library automation system but an open regional resource sharing system. Through Next Search Catalog, library users can easily and rapidly obtain library materials that may not be available in their local library collections. Next has also led to the creation of the interlibrary courier service which has evolved into the Kansas Library Express service.

In the past 19 years Next has grown to include 44 library participants with 50 service locations. Next now provides a shared collection of approximately 1 million items, and an annual circulation of 1,108,116, including over 170,000 loans of materials between libraries during 2023.

Next Search Catalog Costs and Fees: The Northeast Kansas Library System is committed to and substantially subsidizes the ongoing cost of Next.

The 2025 Next budget is \$347,305 which includes: Koha costs, Aspen Discovery, Flipster, and NoveList. The largest items in this budget are the fees paid to our hosting and support vendor, ByWater Solutions, and the personnel costs for Next technical support staff. Participating libraries in 2025 will pay an estimated \$84,675 in Next fees.

The 2025 projected courier service fees to Next libraries will cost \$178,450. Participating libraries will pay \$48,970 towards these courier service fees and NEKLS will subsidize these fees with \$85,980. In addition, NEKLS estimates volume fee charges (paid 100% by NEKLS) to be \$43,500.

	Participating Libraries	NEKLS
Next Search Catalog	* \$84,675	\$262,630
Courier Service to Next Libraries	\$48,970	** \$129,480
totals	\$133,645	\$392,110

* Estimate based on 2023 State Statistical Report

** NEKLS courier rate subsidy + estimated volume fee charges

**2025 Next Search Catalog Automation Service Participation Agreement
Northeast Kansas Library System**

Next participation fees are determined by the Executive Board of the Northeast Kansas Library System. The fee formula is subject to change, but has not increased since 2008. Annual fees for 2025 will be based on library funding according to the following formula:

Public and Academic Libraries:

<u>Library Funding*</u>	<u>Next Search Catalog Fee</u>
Less than \$50,000	\$450
\$50,000 - \$99,999	\$675
\$100,000 - \$249,999	\$1,500
\$250,000 - \$499,999	\$3,300
\$500,000 or more	\$5,000

* A **public library's** fee calculation is based on the library's total income or total operating expenditures in the latest year's State statistical report, whichever amount is less. An **academic library's** fee calculation is based on the academic institution's total expenses for library services as reported in that institution's most recent year's IPEDS survey. Unusual variations in funding may be excluded from the calculation of fees at the discretion of the NEKLS Director.

School Libraries:

<u>ADM*</u>	<u>Next Search Catalog Fee</u>
Less than 450	\$450 per library
Over 450	\$1.00 per ADM per library

* A school library's fee calculation is based on the lowest Average Daily Membership (ADM) as reported to the Kansas State Department of Education in the previous 5 years of available data. Unusual variations in funding may be excluded from the calculation of fees at the discretion of the NEKLS Director.

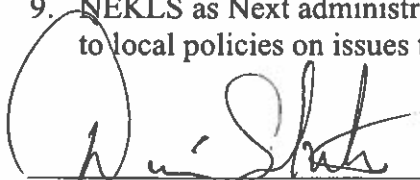
Search Catalog policies and commitments. The library agrees to follow Next policies and conditions, including the following:

1. Next libraries agree to freely share library materials with the users of other Next libraries with a minimum of lending restrictions, and to operate within overall Next policies (the policy manual is available online at: <https://staff.nextkansas.org/cgi-bin/koha/catalogue/detail.pl?biblionumber=801505>).
2. Next libraries will only be able to place restrictions on items of which they purchase multiple copies. Such holds restrictions for local use may be placed on a maximum of 50% of the copies of the restricted item. For example, if a library purchases 4 copies of a book or movie it can reserve two copies for local use only. Restriction may remain in effect for a maximum of 60 days for print and audio books, and 30 days for movies and TV series. The item type

**2025 Next Search Catalog Automation Service Participation Agreement
Northeast Kansas Library System**

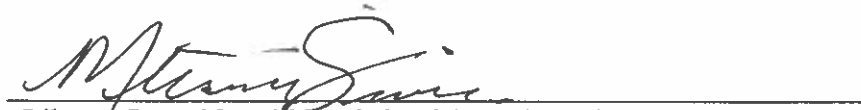
will automatically be changed to an unrestricted item type after that period.

3. The order in which libraries receive requests from other libraries is randomized.
This approach may be revised as needed.
4. Next public libraries will meet the NEKLS library accreditation standard for materials expenditures.
5. Next libraries will purchase items that are most in demand in their community, including multiple copies and print and non-print materials as needed.
6. Next libraries will review its collection development practices with NEKLS staff at least annually to help develop the best possible collection to meet local needs.
7. The director of each Next library is responsible for ensuring that all staff and volunteers at their library follow all Next policies including, but not limited to, the policies described in the Next Patron Privacy and Confidentiality Statement.
8. Next libraries wishing to withdraw from Next will follow the policies for withdrawal stated in the Next Search Catalog Policy Manual (available online at: <https://staff.nextkansas.org/cgi-bin/koha/catalogue/detail.pl?biblionumber=801505>)
9. NEKLS as Next administrator will determine required policies and procedures (but will defer to local policies on issues that do not require consistent system-wide policies).



Library Director

2/18/2025
Date



Library Board President, School Superintendent or other
Administrative Official

2/16/2025
Date

Director, Northeast Kansas Library System

Date