

Agenda
Linwood Community Library Board Meeting
Tuesday, March 25, 2025 at 7:00 pm
Public Notice

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

Sheldon Wheaton (Treasurer)
Kathy Reno

Call to Order

Introduction of Guests, if present

Changes or additions to the agenda, if needed

Consent Agenda

All matters on the consent agenda are considered within one motion and will be enacted by one motion. There will be no separate discussion on these items.

- Previous Meeting Minutes
- Treasurer's Report
- Communications for the Board
- Director's report
- Statistical report
- Financial report

Public Comments – Please state name and address. 2-minute time limit

Old Business

- Policy Manual
- Mileage reimbursement

Committee Reports

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

New Business

- Bills for Payment
- Board officers / Committees
- Board meeting time change (Board of Directors Bylaws)

Adjournment

Next Regular Board Meeting: Tuesday, April 22, 2025 at 6:30 pm

Linwood Community Library Board of Trustees
Meeting Minutes: February 25, 2025

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

Staff present: Dennis Shelton

Guests: none

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

Addition to Agenda: Mileage Payments for staff

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, Sheldon 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: no discussion

Personnel & Policy: no discussion

New Business:

Notice of Annual Meeting: Dennis shared that the public notice of the upcoming Annual Meeting on March 4, 2025 at 7:30pm was published in the Tonganoxie Mirror.

Mileage reimbursement: Melissia discussed a desire to review and/or create new policies regarding mileage reimbursements. The matter was deferred to the next regular meeting.

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

Executive Session to discuss Personnel Matter:

At 7:45pm, Melissia made a motion to enter executive session to discuss a 60 day review of the director. Sheldon seconded the motion and the vote was unanimous in favor. The motion specified a return to open meeting at 8:00pm at the library. Only board members participated in the session.

Director's Pay rate:

After returning to open meeting, a motion was made by Sheldon and seconded by Chris, to increase the hourly pay for the Director (Dennis Shelton) from \$22 to \$25 per hour, effective Feb 26, 2025. The vote was unanimous in favor.

Adjournment:

8:09pm – Aly made a motion to adjourn, Melissia 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

The signatures below affirm that these minutes have been approved by the board of trustees.

Melissia Smitka, Chairperson	Date
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Chris Mensch, Secretary	Date
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Linwood Community Library Board of Trustees
Annual Meeting Minutes: March 4, 2025

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

Staff present: Dennis Shelton

Guests: none

Call to Order: 7:30pm - The meeting was called to order by Melissia Smitka

Old Business:

Minutes from the 2024 annual meeting were previously approved by the board.

New Business:

- Documentation of the “Affidavit in Proof of Publication” of Notice of General Annual Board Meeting was provided
- Presentation of the 2024 Annual Report
- Financial report

Nominations:

Melissia nominated Chris Mensch to serve a subsequent 4 year term (through 03/2029) after her current term expires (03/2025). The vote was unanimous in favor.

Chris nominated Melissia Smitka to serve a subsequent 4 year term (through 03/2029) after her current term expires (03/2025). The vote was unanimous in favor.

Review of officer and committee appointments:

Descriptions are available in Policies and Procedure manual

Committees: Building & Equipment, Personnel & Policy, Finance

No changes were made to officer appointments or committee members

Adjournment:

7:43pm – Sheldon made a motion to adjourn, Chris 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 (03/2029)
Aly Evans, Vice-Chair (03/2028)
Sheldon Wheaton, Treasurer (03/2027)
Kathy Reno (03/2026)
Chris Mensch, Secretary (03/2029)
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

The signatures below affirm that these minutes have been approved by the board of trustees.

Melissia Smitka, Chairperson Date

Chris Mensch, Secretary Date

**Treasurer's Report
For the
Linwood Community Library
Board Meeting
March 31, 2025**

General Fund (GF) Checking account balance as of 02-28-2025 was \$396,322.33. The GF checking account has been reconciled in Xero through 03-03-2025 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 02-28-2025 was \$221,982.70. The CIF Checking account has been reconciled in Xero through 03-03-2025 noting no difference.

Petty Cash was counted by Amy Rosewicz on 03-21-2025. She stated the balance was \$34.20.

Prepared by Sheldon Wheaton, treasurer



Director's Report March 25, 2025

Prepared by: Dennis Shelton, MBA

Susie attended the School Site Council Meeting this month which gave us a chance to begin promoting our summer reading programs this year. Clara has been busy getting our youth programs set up and she has put together a great line up of youth programming. Susie and Clara are working with a drama student from the Basehor/Linwood high school and she will be doing a weekly drama club at the library over the summer and we hope to have enough interest that we can put together an end of summer play with the kids involved.

We have our bands scheduled for the summer concerts which will be on the second Fridays in June, July, and August. In June we have the "Gully Washers", in July we have "Cameron Keiling and the Run Away Train" and in August "Bryan Hicks and his Blues Quartet" will be playing. I will be working, again, with the Baptist Church to make this a community event and will be attending the City Council meeting to discuss our plans and to get permission to shut down Main street for the concerts. With the city buying the school I will explore moving the concerts to the school grounds with the city council if possible to provide more shade for the band and the attendees.

Susie attended the Adult Summer Reading Meeting in March and had a chance to meet with several other Adult Programming coordinators from the area to discuss activities for the "One Book, Many Neighbors" program the libraries put together each summer. This year's book will be "Woman on Fire" which is an art heist thriller set in WWII and centers around a Nazi-looted Expressionist masterpiece. Susie has already scheduled an art historian from KU to come and speak about stolen art by the Nazi's during WWII.

This month we had an Irish band come into the library and play Irish music around St Patrick's day. Teresa cooked Corned Beef and cabbage for our patrons to enjoy and we had a great time with about 34 of our patrons who came out to enjoy the Irish music and food with us.

I plan on continuing with Kevin Reetz for our lawn maintenance this year and Steve Reetz to grade our parking lot.

Our electronic subscription use is up 26% over last year at this time. Much of the increase in subscription use is due to a jump of 72% use in Hoopla compared with the same time last year. We are down about the same amount in the check out of children's books which is interesting and makes me wonder if we are seeing children check outs increasing in Hoopla. The other area we are down in is the check out of movies and video games. Hoopla movie check outs are also up from only 4 in Dec to 17 in February. I have spoken to other library directors and this is something that is being seen across all of the libraries in our area. This is a concern due to the costs associated with the use of Hoopla and how it will affect library budgets.

2025 Monthly Stats

Linwood Community Library Statistical Report

Circulation:					
	Feb 2025	Y-T-D	Feb 2024	Y-T-D	
Adult Books	157	360	147	333	
Child Books	193	380	377	693	
Young Adult	18	46	23	36	
Magazines	2	4	3	5	
Movies/Videogames	119	250	146	389	
Music		-	-	-	
Audiobooks	46	78	28	65	
Large Print	23	67	22	52	
** Electronic Materials	220	438	185	389	
Equipment: Video/DVD		-			
Equipment: Sports/Games		-			
Total:	778	1,623	931	1,962	
% of Change	(16.43)	(17.28)			
New Acquisitions:					
	Feb 2025	Y-T-D	Feb 2024	Y-T-D	
Adult	30	103	43	97	
Children	22	24	38	55	
Young Adult	3	9	8	20	
Audiovisual	8	31	12	35	
Equipment: Video/DVD	-	-			
Equipment: Sports/Games	-	-			
Total:	63	167	101	207	
% of Change	(37.62)	(19.32)			
Inter-Library Loan:					
	Feb 2025	Y-T-D	Feb 2024	Y-T-D	
NEXT Loaned	349	734	233	456	
NEXT Borrowed	99	206	102	226	
ShareIt ILL Loaned	12	35	4	15	
ShareIt ILL Rec'd	-	-	8	19	
Total:	460	975	347	716	
% of Change	32.56	36.17			
Programs:					
	Feb 2025	Y-T-D	Feb 2024	Y-T-D	
Adult Programs	38	71	37	71	
Total Adult attendance	157	303	270	456	
Childrens Programs	15	31	15	25	
Total Childrens attendance	57	84	28	75	
Young Adult Programs	-	-	-	1	
Total YA attendance	-	-	-	-	
Outreach Events	1	3	-	3	
Outreach Attendance Total	9	33	-	50	
Total Library Events	54	105	52	100	
Attendance Total	223	420	298	581	
Meeting Room Uses	4	10	8	17	
Meeting Attendance	8	20	9	20	
Total Attend:	231	860	307	1,182	
% of Change	(24.76)	(27.24)			
Electronic Materials Use:					
	Feb 2025	Y-T-D	Feb 2024	Y-T-D	% of Change
** Consortial Users					
Flipster	-	-	-	-	#DIV/0!
Lynda Users	-	-	-	-	#DIV/0!
Local Uses					
Cloud Library	22	53	35	71	(25.35)
Kanopy (Dec 2020)	2	2	2	5	(60.00)
Hoopla	147	271	85	157	72.61
Overdrive	49	112	63	156	(28.21)
Total Local Use:	220	438	185	389	
% of Change	18.92	12.60			
Miscellaneous:					
	Feb 2025	Y-T-D	Feb 2024	Y-T-D	% of Change
Volunteer Hours	8	15.00	11.00	36.00	
Number of Volunteers	4	7	1	2	
Door Count	471	987	834.00	1,852	(40.25)
Reference	23	43	23	70	(38.57)
Computer Use	13	35	28	51	(31.37)
Wireless Activity	457	884	389	671	31.74
Website Sessions	210	422	357	935	(54.87)
Website Users	555	702	207	746	(5.90)
Public Service Hours	196	395	215	421	(6.18)
FB Video Views	-	-	-	-	-

2025 Monthly Stats

Linwood Community Library Statistical Report

FB Reach	448	1,164	653	1,753	(33.60)
Engagements - Youth			-	-	-
Twitter Visits	-	-	-	-	-
Tweet Impressions	-	-	-	0	
Mallchimp					
Total Emails Sent	1	2	4.00	6	
Total Email Receipts	390	779	1,543.00	2,317	
Total Emails Opened	160	324	578.00	892	
Faxes (Per Patron Use)	7	15			
Copies (Per Patron Use)	22	55			
Notary (Per Patron Use)	3	5			

	Feb 2025	Y-T-D
Borrowers end of month	704	0
Borrower Accounts used	77	173
Borrowers Added	1	3
Borrowers Renewed	16	30
Borrowers Deleted	1	1
Total Check Outs/ Renewal	558	1,189
Adult Checkouts/Renewals	249	586
Youth Checkouts/Renewals	309	603

** 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 02/31/2025			% Used	% flat target
	Actual	Actual	Budget	Budget diff Over (Under)		
Capital Improvement Revenue						
Interest on Idle Funds	7,117.54	1,104.79	-	1,104.79		
Transfer	28,000.00	-	-	-		
Revenue Total	35,117.54	1,104.79	-	1,104.79		
Capital Improvement Fund Total	35,117.54	221,982.70				
Treasurers Balance 12/31/2024	220,877.91					
Treasurers Balance 1/31/2025	221,982.70					
	9,527.13					

	FY2024	FY2025 as of 02/31/2025			% 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	1,975.25	15,480.00	(13,504.75)	12.76%	100.00%
Cash carry forward	9,527.13	-	-	-	#NAME?	100.00%
Expense Total	21,289.36	1,975.25	15,480.00	(13,504.75)		
Employee Benefit Fund Total		2,146.34				
Treasurers Balance 12/31/2024	9,527.13					
Treasurers Balance 1/31/2025		11,673.47				

	FY2024	FY2025 as of 02/31/2025			% 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	1,838.26	13,200.00	(11,361.74)	N/A	100.00%
Other Income	2,696.14	53.42	2,000.00	(1,946.58)	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	149,758.78	309,552.73	(159,793.95)		
Expense						
Collections	33,019.74	5,617.08	34,204.00	(28,586.92)	16.42%	100.00%
Program	21,813.70	1,438.85	20,231.00	(18,792.15)	7.11%	100.00%
Operating Expense	68,522.76	15,346.89	95,445.00	(80,098.11)	16.08%	100.00%
Wages	131,748.00	22,444.59	217,112.00	(194,667.41)	10.34%	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	44,847.41	547,992.00	(503,144.59)	8.18%	
General Fund Total	20,082.44	104,911.37				
Treasurers Balance 12/31/2024	269,206.88					
Treasurers Balance 1/31/2025		374,118.25				

	Bank Balance	Calculated Outstan	Act outstand	Diff
Checking Account	385,762.22	396,322.72	(10,560.50)	10,355.61
Capital Account	221,982.70	221,459.45		(204.89)
	-	-		
	607,744.92			

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

Income Statement (Profit and Loss)

Linwood Community Library
For the year ended December 31, 2025

	CAPITAL OUTLAY	EMPLOYEE BENEFITS	GENERAL FUND	TOTAL
Income				
Property Taxes	-	4,121.59	147,867.10	151,988.69
Fine and Fees	-	-	53.42	53.42
Interest Income	1,104.79	-	1,838.26	2,943.05
Total Income	1,104.79	4,121.59	149,758.78	154,985.16
Gross Profit				
	1,104.79	4,121.59	149,758.78	154,985.16
Expenses				
Collections	-	-	5,617.08	5,617.08
Gross Wages	-	-	22,444.59	22,444.59
Medicare Co	-	325.45	-	325.45
Operating Expenses	-	-	15,346.89	15,346.89
Program Expenses	-	-	1,438.85	1,438.85
Simple IRA Match	-	101.16	-	101.16
Social Security Co	-	1,391.55	-	1,391.55
SUTA	-	22.43	-	22.43
FUIT	-	134.66	-	134.66
Total Expenses	-	1,975.25	44,847.41	46,822.66
Operating Income				
	1,104.79	2,146.34	104,911.37	108,162.50
Net Income				
	1,104.79	2,146.34	104,911.37	108,162.50

Income Statement (Profit and Loss)

Linwood Community Library
For the month ended February 28, 2025

	CAPITAL OUTLAY	EMPLOYEE BENEFITS	GENERAL FUND	TOTAL
Income				
Fine and Fees	-	-	33.00	33.00
Interest Income	523.25	-	972.89	1,496.14
Total Income	523.25	-	1,005.89	1,529.14
Gross Profit				
	523.25	-	1,005.89	1,529.14
Expenses				
Collections	-	-	1,846.19	1,846.19
Gross Wages	-	-	10,919.83	10,919.83
Medicare Co	-	158.34	-	158.34
Operating Expenses	-	-	10,021.84	10,021.84
Program Expenses	-	-	1,489.71	1,489.71
Simple IRA Match	-	51.89	-	51.89
Social Security Co	-	677.02	-	677.02
SUTA	-	10.92	-	10.92
FUIT	-	65.52	-	65.52
Total Expenses	-	963.69	24,277.57	25,241.26
Operating Income	523.25	(963.69)	(23,271.68)	(23,712.12)
Net Income	523.25	(963.69)	(23,271.68)	(23,712.12)



Payroll Journal Report

Employees Earning

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

Pay Run: Jan 27th - Feb 23rd
Report Period: 01/27/2025 - 02/23/2025
Pay Date: 02/28/2025

Employee Earnings at Company Level (Pay run: Jan 27th - Feb 23rd (Feb 28, 2025))

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	546.26		\$10,170.77	EMPLOYEE Security	\$100.00	Federal Income Tax	\$344.95	Employer Medicare Tax	\$158.34	Federal Income Tax	\$10,919.83	Employer Medicare Tax	\$10,919.83	PTO	5.00	17.36
Holiday Hours	32.00		\$589.22	EMPLOYEE Benefit	\$92.40	Medicare	\$158.34	Federal Unemployment Insurance Tax	\$65.52	Medicare	\$10,919.83	Federal Unemployment Insurance Tax	\$10,919.83			
PTO Hours	5.00		\$92.40	EMPLOYEE Security	\$51.89	Social Security	\$677.02	Social Security - Employer	\$677.02	Social Security	\$10,919.83	Social Security - Employer	\$10,919.83			
Overtime(1.5x 2.04 Base)			\$67.44	EMPLOYEE Benefit	\$10,919.83	State Security Withholding - KS	\$539.00	State Unemployment Insurance Tax - KS	\$10.92	State Security Withholding - KS	\$10,919.83	State Unemployment Insurance Tax - KS	\$10,919.83			

Pay run: Jan 27th - Feb 23rd (Feb 28, 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

Check#	PayTo	Date	Memo	Pay Cycle	Amount
11433	Aly Evans	3/24/25	Yoga	Monthly	160.00
11434	Atmos Energy	3/24/25		Monthly	250.74
11435	Midcontinent Communications	3/24/25	Internet	Monthly	246.39
11436	Evergy	3/24/25		Monthly	382.46
11437	Eric Ryan	3/24/25	Performance St. Patty's Day	1x	200.00
11438	Chris Hudson	3/24/25	Performance for 4/17/25	1x	200.00
11439	Security Benefit Group	3/24/25	Retirement Benefits	Monthly	151.89
11440	Center Point Large Print	3/24/25	Large Print Book	1x	29.96
11441	PEAC Solutions	3/24/25	New Xerox	Monthly	281.18
11442	Lawrence Journal World	3/24/25	Public Announcement	1x	21.68
11443	UniFirst	3/24/25	Mat Cleaning	Monthly	161.92
11444	Susan Henneke	3/24/25	Mileage Reimbursement	1x	10.22
11445	VISA	3/24/25		Monthly	4,643.73
11446	City of Linwood	3/24/25		Monthly	124.02
11447	Modern Marketing	3/24/25	Coloring Books for Summer Reading	1x	129.83
11448	Stephen Reetz	3/24/25	Snow and Quarterly Parking Lot Grading	1x	300.00
11449	Northeast Kansas Library System	3/24/25	Computers	1x	1,374.90
11450	Midwest Tape	3/24/25	DVD's and Electronic Access	Monthly	353.34
11451	Kansas!	3/24/25	Magazine Renewal	Annual	18.00
11452	Culligan Water of Kansas City	3/24/25		Monthly	82.00
11453	Tonganoxie Mirror	3/24/25	Annual	Annual	42.00
11454	Ingram Library Services	3/24/25	Books	Monthly	50.86
11455	Clara Knipp	3/24/25	Mileage & Program Expenses Reimburseme	1x	29.61

LINWOOD COMMUNITY LIBRARY DISTRICT NO. 1

BOARD OF DIRECTORS

BYLAWS

ARTICLE I

This organization shall be called "The Board of Trustees of the Linwood Community Library District No.1", existing by virtue of the provisions of KSA 12-1238, with powers and duties as provided in KSA 12-1242 and KSA 12-1245 of the laws of the State of Kansas. The Board will consist of seven members elected to four year terms as provided in KSA 12-1241.

ARTICLE II

The officers of this Board shall consist of a Chairperson, a Vice Chairperson, a Secretary, a Treasurer and Vice-Treasurer, whose duties shall be those usually pertaining to these offices. They shall be elected at the first Board meeting following the Annual Meeting and hold their offices until the next Annual Meeting or until their successors are elected.

ARTICLE III

The Annual Meeting shall be held on the first Tuesday of March of each year at 7:30 P.M., as provided in KSA 12-1239, and notice of said Annual Meeting shall be given as provided in KSA 12-1240.

ARTICLE IV

The regular meetings shall be held monthly on the fourth Tuesday of each month at 7:00 P.M., unless otherwise ordered by the Board. Special meetings may be called by the Chairperson of the Board, and shall be called by the Chairperson upon the written request of a majority of the Board members. Written notice stating the time and place of any special meeting and the purpose for which called shall, unless waived, be given each member of the Board at least two (2) days in advance of such meeting, and no business other than that stated in the notice shall be transacted at such special meeting.

ARTICLE V

Four (4) members shall constitute a quorum for the transaction of business. In the absence of the Chairperson and the Vice Chairperson of the Board, the members present shall elect a temporary Chairperson.

ARTICLE VI

At the first regular meeting following the Annual Meeting, the following standing committees shall be appointed by the Chairperson and confirmed by the Board:

Finance Committee

Building and Equipment Committee

Personnel & Policy Committee

Each committee shall consist of at least three (3) members, and they shall hold their offices until the next Annual Meeting or until their successors are appointed. Their duties shall be such as usually pertain to their respective titles. There shall also be such special committees as may be required. They shall be appointed by the Chairperson, unless otherwise ordered, and shall perform such duties as may be assigned to them by motion or resolution adoption.

ARTICLE VII

The Board has the responsibility of making and directing the policy of the library, in accordance at all times with the Statutes of the State of Kansas. Its responsibilities include promotion of library interests, securing of adequate funds to carry on the work satisfactorily, and the administration and control of library funds, property and equipment.

ARTICLE VIII

The Board shall select a Library Director who shall be the administrative officer under the direction and review of the Board. The Director shall be responsible for the employment and direction of the staff in accordance with the policies as adopted by the Board for the

efficiency of the library's service to the public, for the operation of the library under the financial conditions set forth in the Annual Budget, and for such responsibilities as are delegated to them by the Board of Trustees. The Director shall attend all regular and special Board meetings.

ARTICLE IX

These by-laws may be repealed, amended, or revised at any regular meeting of the Board by a majority of those present, providing, however, that such proposed repeal, amendment or revision shall first be submitted in writing at a regular meeting of the Board and sent to those members not present. Such proposal shall not be acted upon prior to a subsequent regular meeting of the Board, and notice of intended repeal, amendment or revision shall be included in the notice of such meeting.

DEFINITIONS

Board of Trustees (Board) the Board shall consist of a Chairperson, a Vice Chairperson, a Secretary, a Treasurer and Vice-Treasurer, whose duties shall be those usually pertaining to these offices

Library Director (Director) The Director shall be the administrator under the direction and review of the Board

Friends of the Library (Friends) is a formal association of people who plan and execute, in conjunction with the goals of the Board and staff, programs and events to benefit the library. In particular, the Friends are involved in fundraising for the library and oversee periodic book sales. The Friends serve at the pleasure of the Library Board. Though the Friends have their own, separate officers and set of bylaws, a liaison from the Library Board will serve as an ex-officio member of the Friends.

Adopted: 2/17/81

Amended: 1/26/98, 4/23/02, 3/26/13, 5/27/14, 12/18/18, 02/26/2019

Institute of Museum and Library Services (IMLS)

On March 14, 2025, the President issued an executive order titled “Continuing the Reduction of the Federal Bureaucracy.” The purpose of the order is to continue “the reduction in the elements of the Federal bureaucracy that the President has determined are unnecessary.” Since the Institute of Museum and Library Services (IMLS) is one of the agencies listed in the order, I encourage you to read through the [executive order](#). As a reminder, IMLS funds account for 30% of the State Library’s (SLK) budget, including the following:

State Library service	How this affects NEKLS, member libraries, and individual patrons
Librarian positions that provide statewide services	Indirectly. Certain SLK librarian positions are funded through IMLS funds.
Resource sharing platform	Directly. KICNET is a statewide system that is available to all types and sizes of Kansas libraries. KICNET currently runs on the Auto-Graphics SHAREit platform, which is funded through IMLS funds.
Authentication system for electronic resources	Directly. The Kansas Library eCard is the entry to statewide resources: databases, digital books and learning resources.
ProQuest databases	Directly. Includes resources for nursing education and access to full-text newspapers.
Infobase databases	Directly. Includes World Almanac and other databases for K-12.
Encyclopædia Britannica products	Directly. These products support users from public, K-12 schools and academic libraries.
Learning Express	Directly. Important resource for K-12 students.
1/3 of cloud library purchases	Directly. Digital books, available in ebook and audiobook formats, with content for all ages.
Bookflix collection	Directly. Focus on PreK to third grade readers.
Vooks collection	Directly. Animated storybooks for kids.

Librarian position in library development	Indirectly. This position works in several areas, including the annual Public Library Survey and State Report.
Tool for collecting public library statistics	Indirectly. This is the tool – Counting Opinions – used to collect the annual statistical data.
Web Junction (library training resources)	Directly. Self-paced training webinars and resources for library staff.
Notable books grants	Directly. Non-competitive grant opportunity for libraries in Kansas to purchase some or all the current year's Kansas Notable Books.
Summer reading program grant	Directly. The purpose of this grant is to assist libraries of all sizes with resources to provide summer library programming for patrons in their local communities, providing the highest quality summer library program at a reasonable cost.
Librarian positions in Talking Books	Indirectly. This position works in several areas, including the annual Public Library Survey and State Report.

Collectively, this is **\$2.1 million of IMLS funding** to the State Library of Kansas for FY 2025.

It is important to note that many IMLS programs are authorized under statute, including the program under which SLK receives grant funding. However, this program was reauthorized in 2018 through federal fiscal year 2025.

The future of this funding is questionable.

LEAVENWORTH COUNTY APPRAISER
300 WALNUT ST STE 202
LEAVENWORTH, KS 66048
913-684-0440

VALUATION NOTICE THIS IS NOT A TAX BILL

DATE MAILED: 02/28/2025

017072 - 024627



LINWOOD COMMUNITY LIBRARY DISTRICT NO 1
PO BOX 80
LINWOOD KS 66052-0080

TAXING UNIT GROUP : 008

SUBDIVISION: WINKLEMAN SUBDIVISION

LOT: THROUGH:

BLOCK: A

SEC - TWP - RNG: 13 — 12 — 21E

LEGAL: WINKLEMAN SUBDIVISION, S13, T12, R21E, BLOCK A,
ACRES 1, E1/2 LT 1 & W1/2 LT 2

PROPERTY ADDRESS:

19649 LINWOOD RD
Linwood KS

PARCEL NUMBER: 052-226-13-0-30-01-003.02-0

QUICK REF ID: R29358



This is your official notification of the County Appraiser's estimate of value for your real property. This value has been updated as required by law.

2025 CLASSIFICATION AND VALUE

CLASS	TOTAL APPRAISED	ASSESSED VALUE
E	306,610	0
TOTALS:	306,610	0

PRIOR YEAR CLASSIFICATION AND VALUE

CLASS	TOTAL APPRAISED	ASSESSED VALUE
E	301,220	0
TOTALS:	301,220	0

Real property is appraised at "market value" as it exists the first day of January each tax year, except for land devoted to agricultural use, which is appraised at its "use value" not "market value".

Please refer to the back of this document for more information. A guide to the appeals process in Kansas is available free of charge in your County Appraiser's Office.

If you have any questions or wish to schedule an appeal, call the Appraiser's Office customer service number at: **913-684-0440**.