

Agenda
Linwood Community Library Board Meeting
Tuesday, April 22, 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

Committee Reports

- **Building & Equipment**
- **Financial** (Changes to Petty Cash count on treasurers report)
- **Personnel and Policies**

New Business

- Bills for Payment
- Child Internet Policy

Adjournment

Next Regular Board Meeting: Tuesday, May 26, 2025 at 6:30 pm

Linwood Community Library Board of Trustees
Meeting Minutes: March 25, 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

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 02-28-2024 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 02-28-2024 was \$221,982.70. The CIF Checking account has been reconciled in Xero through 03-03-2025 noting no difference.

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

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.

Change to Agenda: It was suggested that Bills for payment to be discussed first. There were no objections.

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

Financial Report: attached to agenda

Public Comments: None

Old Business:

Policy Manual rewrite:

- All board members were provided with latest draft of draft revised policy manual and asked to review for corrections, typos, redundancy and omissions, and provide comments at April board meeting.
- Library Staff will be allowed to review and comment on proposed new policy manual before release.
- Forms will be separated from Policy Manual and assigned unique form numbers.

Mileage re-imbursement: Pre-approval and re-imbursement forms to be utilized.

Committee Reports:

Building & Equipment: no discussion

Financial: The board desires to have visibility of credit card statements detailing specific purchases rather than a lump sum. Dennis shared examples of detailed spreadsheet for each card, for this purpose. It was agreed to proceed with this format on a trial basis.

Personnel & Policy: no discussion

New Business::

Financial Committee Membership: Aly offered to join the Financial Committee and there were no objections.

Monthly Board Meeting time: A consensus was reached to change the regular monthly board meeting time from 7pm to 6:30pm. A motion was made by Chris and seconded by Sheldon, to revise the bylaws to change the Monthly Board Meeting to 6:30pm on the 4th Tuesday of each month. The vote was unanimous in favor.

Adjournment:

8:12pm – Chris made a motion to adjourn, Aly seconded, and the vote was unanimous in favor.

Submitted by: Chris Mensch; Secretary

Board of Trustees members (exp. date)	Linwood Community Library Staff
Melissia Smitka, Chairperson (03/2029)	Dennis Shelton, Director
Aly Evans, Vice-Chair (03/2028)	Nicole Oelschlaeger, Library Services
Sheldon Wheaton, Treasurer (03/2027)	Teresa Reetz, Collections
Kathy Reno (03/2026)	Amy Rosewicz, Library Services
Chris Mensch, Secretary (03/2029)	Susie Henneke, Adult Programming
Open Position (03/2026)	Clara Nipp, Youth Services
Open Position (03/2027)	Tracy Tygart, Bookkeeper

Linwood Community Library Board Committees

Building & Equipment:	Sheldon Wheaton		
Personnel & Policy:	Melissia Smitka	Kathy Reno	Chris Mensch
Finance:	Sheldon Wheaton	Aly Evans	

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
April 22, 2025**

General Fund (GF) Checking account balance as of 03-31-2025 was \$391,020.08. The GF checking account has been reconciled in Xero through 04-01-2025 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 03-31-2025 was \$222,563.38. The CIF Checking account has been reconciled in Xero through 04-01-2025 noting no difference.

Petty Cash was counted by Amy Rosewicz on 04-18-2025. She stated the total on hand was \$71.30. After taking \$33.30 out for deposit, \$38 was left in the cash drawer.

Prepared by Sheldon Wheaton, treasurer



Director's Report

April 22, 2025

Prepared by: Dennis Shelton, MBA

Susie attended the Early Learning Center in Basehor in April to read to and do a craft with several children at the ELC. This was a chance to highlight what the library is doing over the summer to the children. She gave out flyers so the kids could take them home to share with parents.

The Library will have a display of art created by the children at the Early Learning Center so that the children and families can come into view the art prior to the art auction at the Spring Fling. The art will be displayed, April 18-24, in advance of the Spring Fling. Nicole will attend the Early Learning Center's Spring Fling, April 25, and will have a table set up for crafts and brochures highlighting the events planned for this summer at the library.

We received the renewal information for Directors and Officers insurance. The renewal rate for the Directors and Officers is the same as last year, \$862. I spoke to Bonnie Lewis and she expected our other policy renewals to be out soon, but was not sure when we would receive them. I spoke to her about the possible increases and she did expect increases in the rates and indicated she had seen significant increases with certain companies. This was concerning to me after about a 30% increase last year. Bonnie is an independent agent and I asked her to shop around to see if we might be able to get better rates with other companies so we had the ability to compare prior to renewal.

I attended the City Council Meeting and have received permission to do the concerts downtown again this year. This year we are planning on moving the concerts from Main Street to the school. The city closed on the old school April 15 and the City Council loved the idea of giving us access to the restrooms in school this year for the concerts. If there is bad weather we can use the gymnasium to move the concerts inside. By doing the concerts at the school it will be a chance to work with the city and the local community and showcase the school, which is now owned by the city. I will continue to work with the Baptist Church and the City to make this a community event and to showcase the Library again this year.

2025 Monthly Stats

Linwood Community Library Statistical Report

Circulation:					
	Mar 2025	Y-T-D	Mar 2024	Y-T-D	
Adult Books	188	548	183	516	
Child Books	329	709	283	976	
Young Adult	36	82	29	65	
Magazines	-	4	-	5	
Movies/Videogames	136	386	136	525	
Music		-	-	-	
Audiobooks	53	131	40	105	
Large Print	34	101	31	83	
** Electronic Materials	251	689	185	571	
Equipment: Video/DVD		-			
Equipment: Sports/Games		-			
Total:	1,027	2,650	887	2,846	
% of Change	15.78	(6.89)			
New Acquisitions:					
	Mar 2025	Y-T-D	Mar 2024	Y-T-D	
Adult	69	172	65	162	
Children	67	91	32	87	
Young Adult	3	12	3	23	
Audiovisual	12	43	35	70	
Equipment: Video/DVD	-	-			
Equipment: Sports/Games	-	-			
Total:	151	318	135	342	
% of Change	11.85	(7.02)			
Inter-Library Loan:					
	Mar 2025	Y-T-D	Mar 2024	Y-T-D	
NEXT Loaned	305	1,039	234	690	
NEXT Borrowed	146	352	124	350	
ShareIt ILL Loaned	8	43	7	22	
ShareIt ILL Rec'd	2	2	-	19	
Total:	461	1,436	365	1,081	
% of Change	26.30	32.84			
Programs:					
	Mar 2025	Y-T-D	Mar 2024	Y-T-D	
Adult Programs	48	119	39	110	
Total Adult attendance	265	568	278	734	
Childrens Programs	16	47	16	41	
Total Childrens attendance	52	136	64	139	
Young Adult Programs	-	-	-	1	
Total YA attendance	-	-	-	-	
Outreach Events	1	4	-	3	
Outreach Attendance Total	8	41	-	50	
Total Library Events	65	170	55	155	
Attendance Total	325	745	342	923	
Meeting Room Uses	2	12	6	23	
Meeting Attendance	4	24	11	31	
Total Attend:	329	1,514	353	1,877	
% of Change	(6.80)	(19.34)			
Electronic Materials Use:					
	Mar 2025	Y-T-D	Mar 2024	Y-T-D	% of Change
Consortial Users					
** Flipster	-	-	-	-	#DIV/0!
Lynda Users	-	-	-	-	#DIV/0!
Local Uses					
Cloud Library	40	93	34	105	(11.43)
Kanopy (Dec 2020)	-	2	3	8	(75.00)
Hoopla	148	419	102	259	61.78
Overdrive	63	175	43	199	(12.06)
Total Local Use:	251	689	182	571	
% of Change	37.91	20.67			
Miscellaneous:					
	Mar 2025	Y-T-D	Mar 2024	Y-T-D	% of Change
Volunteer Hours	8	23.00	14.00	50.00	
Number of Volunteers	4	11	5	7	
Door Count	692	1,679	721.00	2,373	(29.25)
Reference	19	62	14	84	(26.19)
Computer Use	26	61	31	82	(25.61)
Wireless Activity	430	1,314	386	1,057	24.31
Website Sessions	227	649	359	1,294	(49.85)
Website Users	152	854	234	980	(12.86)
Public Service Hours	227	622	229	650	(4.31)
FB Video Views	-	-	-	-	-

2025 Monthly Stats

Linwood Community Library Statistical Report

FB Reach	667	1,831	1,200	3,303	(44.57)
Engagements - Youth			-	-	-
Twitter Visits	-				
Tweet impressions	-	-	-	0	
Mailchimp					
Total Emails Sent	6	8	5.00	11	
Total Email Receipts	2,334	3,113	1,921.00	4,238	
Total Emails Opened	896	1,220	786.00	1,678	
Faxes (Per Patron Use)	6	21			
Copies (Per Patron Use)	24	79			
Notary (Per Patron Use)	4	9			

	Mar 2025	Y-T-D
Borrowers end of month	655	0
Borrower Accounts used	92	265
Borrowers Added	5	8
Borrowers Renewed	17	47
Borrowers Deleted	58	59
Total Check Outs/ Renewal	781	1,970
Adult Checkouts/Renewals	320	906
Youth Checkouts/Renewals	461	1,064

** 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 03/31/2025			% Used	% flat target
	Actual	Actual	Budget	Budget diff Over (Under)		
Capital Improvement						
Revenue						
Interest on Idle Funds	7,117.54	1,685.47	-	1,685.47		
Transfer	28,000.00	-	-	-		
Revenue Total	35,117.54	1,685.47	-	1,685.47		
Capital Improvement Fund Total	35,117.54	222,563.38				
Treasurers Balance 12/31/2024	220,877.91					
Treasurers Balance 1/31/2025	222,563.38					
	9,527.13					

	FY2024	FY2025 as of 03/31/2025			% Used	% flat target
	Actual	Actual	Budget	Budget diff Over (Under)		
Employee Benefit						
Revenue						
Property Tax	15,700.27	4,694.88	8,487.41	(3,792.53)	55.32%	100.00%
Revenue Total	15,700.27	4,694.88	8,487.41	(3,792.53)		
Expense						
Payroll Expenses	11,762.23	3,064.11	15,480.00	(12,415.89)	19.79%	100.00%
Cash carry forward	9,527.13	-	-	-	#NAME?	100.00%
Expense Total	21,289.36	3,064.11	15,480.00	(12,415.89)		
Employee Benefit Fund Total		1,630.77				
Treasurers Balance 12/31/2024	9,527.13					
Treasurers Balance 1/31/2025		11,157.90				

	FY2024	FY2025 as of 03/31/2025			% Used	% flat target
	Actual	Actual	*Budget	Budget diff Over (Under)		
General Fund						
Revenue						
Donations/Grants	7,422.36	4,108.25	7,567.00	(3,458.75)	54.29%	100.00%
Interest on Idle Funds	13,570.52	2,869.22	13,200.00	(10,330.78)	N/A	100.00%
Other Income	2,696.14	87.62	2,000.00	(1,912.38)	N/A	100.00%
Property Tax	286,878.12	166,353.75	286,785.73	92.39	100.03%	100.00%
Revenue Total	310,567.14	173,418.84	309,552.73	(136,133.89)		
Expense						
Collections	33,019.74	7,514.60	34,204.00	(26,689.40)	21.97%	100.00%
Program	21,813.70	2,979.80	20,231.00	(17,251.20)	14.73%	100.00%
Operating Expense	68,522.76	21,001.26	95,445.00	(74,443.74)	22.00%	100.00%
Wages	131,748.00	35,112.48	217,112.00	(181,999.52)	16.17%	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	66,608.14	547,992.00	(481,383.86)	12.15%	
General Fund Total	20,082.44	106,810.70				
Treasurers Balance 12/31/2024	269,206.88					
Treasurers Balance 1/31/2025		376,017.58				

Checking Account	387,145.98	Bank Balance	391,020.08	Calculated Outstan	(3,874.10)	Act outstand	3,663.17	Diff	(210.93)
Capital Account	222,563.38		222,563.38						

609,709.36

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

Income Statement (Profit and Loss)

Linwood Community Library

For the 3 months ended March 31, 2025

	CAPITAL OUTLAY	EMPLOYEE BENEFITS	GENERAL FUND	TOTAL
Income				
Property Taxes	-	4,694.88	166,353.75	171,048.63
Fine and Fees	-	-	87.62	87.62
Interest Income	1,685.47	-	2,869.22	4,554.69
NEKLS Grants	-	-	1,607.25	1,607.25
State Grants	-	-	2,501.00	2,501.00
Total Income	1,685.47	4,694.88	173,418.84	179,799.19
Gross Profit				
	1,685.47	4,694.88	173,418.84	179,799.19
Expenses				
Collections	-	-	7,514.60	7,514.60
Gross Wages	-	-	35,112.48	35,112.48
Medicare Co	-	509.13	-	509.13
Operating Expenses	-	-	21,001.26	21,001.26
Program Expenses	-	-	2,979.80	2,979.80
Simple IRA Match	-	159.48	-	159.48
Social Security Co	-	2,176.96	-	2,176.96
SUTA	-	35.10	-	35.10
FUIT	-	183.44	-	183.44
Total Expenses	-	3,064.11	66,608.14	69,672.25
Operating Income	1,685.47	1,630.77	106,810.70	110,126.94
Net Income	1,685.47	1,630.77	106,810.70	110,126.94

Income Statement (Profit and Loss)

Linwood Community Library

For the month ended March 31, 2025

	CAPITAL OUTLAY	EMPLOYEE BENEFITS	GENERAL FUND	TOTAL
Income				
Property Taxes	-	573.29	18,486.65	19,059.94
Fine and Fees	-	-	34.20	34.20
Interest Income	580.68	-	1,030.96	1,611.64
NEKLS Grants	-	-	1,607.25	1,607.25
State Grants	-	-	2,501.00	2,501.00
Total Income	580.68	573.29	23,660.06	24,814.03
Gross Profit				
	580.68	573.29	23,660.06	24,814.03
Expenses				
Collections	-	-	1,897.52	1,897.52
Gross Wages	-	-	12,667.89	12,667.89
Medicare Co	-	183.68	-	183.68
Operating Expenses	-	-	5,654.37	5,654.37
Program Expenses	-	-	1,540.95	1,540.95
Simple IRA Match	-	58.32	-	58.32
Social Security Co	-	785.41	-	785.41
SUTA	-	12.67	-	12.67
FUIT	-	48.78	-	48.78
Total Expenses	-	1,088.86	21,760.73	22,849.59
Operating Income	580.68	(515.57)	1,899.33	1,964.44
Net Income	580.68	(515.57)	1,899.33	1,964.44



Payroll Journal Report

Employees Earning

Pay Run Feb 24th - Mar 26th
Report Period 02/24/2025 - 03/26/2025
Pay Date 03/31/2025

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

Employee Earnings at Company Level (Pay run: Feb 24th - Mar 26th (Mar 31, 2025))

Earnings Description	Hours	Rate	Total	Deductions and Contributions		Employee Taxes Description	Amount	Employee Taxable Wages Description	Wages	Employer Taxable Wages Description	Wages	Time Off (Hours)	
				Description	Amount							Description	Used
Base Pay	629.21		\$12,078.11			Federal Income Tax	\$509.25	Federal Income Tax	\$12,567.89	Employer Medicare Tax	\$12,667.89	PTO	16.00
Overtime(1.5x Base)	5.06		\$189.78	EMPLOYEE Security Benefit	\$100.00	Medicare	\$183.68	Medicare	\$12,667.89	Federal Unemployment Insurance Tax	\$8,128.95		
PTO Hours	16.00		\$400.00	EMPLOYER Security Benefit	\$58.32	Social Security	\$785.41	Social Security	\$12,667.89				
Gross			\$12,667.89			State Withholding - KS	\$633.00	State Withholding - KS	\$12,567.89	Social Security - Employer	\$12,667.89		
								State Unemployment Insurance Tax - KS		State Unemployment Insurance Tax - KS	\$12,667.89		20.14

Pay run: Feb 24th - Mar 26th (Mar 31, 2025)

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

Base Pay	468.1430	EMPLOYEE	\$8,101.15	Security Benefit	\$100.00	\$0.00	Employer Medicare Tax	\$117.46	Additional Medicare Federal Income Tax	\$0.00	Employer Medicare Tax	\$8,101.15	PTO 0	13.73	Net Pay	\$6,678.43
Gross		EMPLOYER	\$8,101.15	Security Benefit	\$58.32	\$117.46	Federal Unemployment Insurance Tax	\$502.27	Social Security - Employer	\$8,101.15	State Unemployment Insurance Tax - KS	\$8,101.15			Company	\$8,835.91

Pay run: Feb 24th - Mar 26th (Mar 31, 2025)

Employee	Earnings Description	Hours	Rate	Total	Deductions and Contributions Description	Amount	Employer Taxes Description	Amount	Employee Taxable Wages Description	Wages	Employer Taxable Wages Description	Wages	Time Off (Hours) Description	Used	Accrued	Totals Description	Amount
Susan B. Henneke W2	Base Pay	86.15	18.92	\$1,457.65	Federal Income Tax	\$20.77	Employer Medicare Tax	\$21.14	Federal Income Tax	\$1,457.65	Employer Medicare Tax	\$1,457.65	PTO 0	3.33		Net Pay	\$1,285.37
	Gross			\$1,457.65	Medicare	\$21.14	Federal Unemployment Insurance Tax	\$8.75	Medicare Social Security	\$1,457.65	Federal Unemployment Insurance Tax	\$1,457.65				Company	\$1,579.37
					Social Security	\$90.37	Social Security - Employer	\$90.37	State Withholding - KS	\$1,457.65	Social Security - Employer	\$1,457.65				Cost	
					State Withholding - KS	\$60.00	State Unemployment Insurance Tax - KS	\$1.46			State Unemployment Insurance Tax - KS						
Clara Knipp W2	Base Pay	116.79	16.92	\$1,976.09	Federal Income Tax	\$72.61	Employer Medicare Tax	\$28.85	Federal Income Tax	\$1,976.09	Employer Medicare Tax	\$1,976.09	PTO 0	2.25		Net Pay	\$1,705.31
	Gross			\$1,976.09	Medicare	\$28.65	Federal Unemployment Insurance Tax	\$11.86	Medicare Social Security	\$1,976.09	Federal Unemployment Insurance Tax	\$1,976.09				Company	\$2,141.10
					Social Security	\$122.52	Social Security - Employer	\$122.52	State Withholding - KS	\$1,976.09	Social Security - Employer	\$1,976.09				Cost	
					State Withholding - KS	\$47.00	State Unemployment Insurance Tax - KS	\$1.88			State Unemployment Insurance Tax - KS						
Nicole R Oelschlaeger W2	Base Pay	37.51	16.97	\$636.61	Medicare	\$9.23	Employer Medicare Tax	\$9.23	Federal Income Tax	\$636.61	Employer Medicare Tax	\$636.61				Net Pay	\$570.91
	Gross			\$636.61	Social Security	\$39.47	Federal Unemployment Insurance Tax	\$3.82	Medicare Social Security	\$636.61	Federal Unemployment Insurance Tax	\$636.61				Company	\$689.77
					State Withholding - KS	\$17.00	Social Security - Employer	\$39.47	State Withholding - KS	\$636.61	Social Security - Employer	\$636.61				Cost	
							State Unemployment Insurance Tax - KS	\$0.64			State Unemployment Insurance Tax - KS						

3013

Check#	PayTo	Date	Memo	Pay Cycle	Amount
			Dennis, Susie and		
11456	VISA	22-Apr-25	Teresa Visas	Monthly	2,592.55
				Semi-	
11457	Midwest Exterminators, Inc	22-Apr-25		Annual	95.00
11458	PEAC Solutions	22-Apr-25	Printer	Monthly	303.26
11459	Ingram Library Services	22-Apr-25	Adult Books	Monthly	342.31
11460	UniFirst	22-Apr-25	Mat cleaning	Monthly	161.92
	Midcontinent				
11461	Communications	22-Apr-25	Phone/Internet	Monthly	245.90
11462	Heathyr Shaw	22-Apr-25	Calligraphy	1x	525.00
11463	Aly Evans	22-Apr-25	Yoga	Monthly	160.00
			Mowing and		
11464	Kevin Reetz	22-Apr-25	Treatments	Monthly	429.97
11465	Demco, Inc.	22-Apr-25	Office Supplies	1x	109.87
11466	Wheat State Cleaning	22-Apr-25	Library Cleanings	Monthly	750.00
	Northeast Kansas Library				
11467	System	22-Apr-25	ThinkPad and Warranty	1x	827.99
11468	Culligan Water of KC	22-Apr-25		Monthly	103.00
11469	Security Benefit Group	22-Apr-25	401k	Monthly	158.32
11470	Evergy	22-Apr-25		Monthly	280.37
	Collaborative Summer		T-Shirts for Summer		
11471	Library Program	22-Apr-25	Reading	1x	77.43
11472	Midwest Tape	22-Apr-25	Hoopla & DVDs	Monthly	372.90
11473	City of Linwood	22-Apr-25		Monthly	62.01
11474	Atmos Energy	22-Apr-25		Monthly	130.15

Branch ConnectionPoint®

Checks & Accessory Ordering, Account Holder Services & More

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Item Details	Item Price	Shipping Method	Shipping & Handling	Quantity	Price
Commercial Check: Laser 416 Caramel Marble Check on Top Font: Standard		Non-Trackable Estimated Delivery 04/10			
Personalization: LINWOOD COMMUNITY LIBRARY DIST. NO 1 P.O. BOX 80 LINWOOD, KS 66052-0080 PHONE & FAX 913-301-3686	\$461.03	Shipping Address: FIRST STATE BANK & REF LINWOOD COMMUNITY LIBRARY 609 VERMONT ST LAWRENCE,KS 66044-2251	\$0.00	500	\$461.03

Subtotal: \$461.03

Tax: \$42.88

Total Price: \$503.91

✓ Thank You. Your order has been received and is being processed.

- The total price shown will be automatically deducted from your account within 14 days
- Items ordered may ship separately and delivery days may vary

Kansas Administrative Regulations

Agency 54

State Library

Article 4.—Children's Internet Protection; Public Library Requirements

54-4-1. Public library internet access policy; adoption and review. (a) The governing body of each public library shall adopt an internet access policy that meets the applicable requirements of subsection (b) and K.S.A. 2013 Supp. 75-2589, and amendments thereto.

(b) Each internet access policy shall meet the following requirements:

- (1) State that the purpose of the policy is to restrict access to those materials that are child pornography, are harmful to minors, or are obscene;
- (2) state how the public library will meet the applicable requirements of K.S.A. 2013 Supp. 75-2589, and amendments thereto;
- (3) require the public library to inform its patrons of the procedures that library employees follow to enforce the applicable requirements of K.S.A. 2013 Supp. 75-2589, and amendments thereto; and
- (4) require the public library to inform its patrons that procedures for the submission of complaints about the policy, the enforcement of the policy, and observed patron behavior have been adopted and are available for review.

(c) The governing body of each public library shall review its internet access policy at least once every three years. (Authorized by and implementing K.S.A. 2013 Supp. 75-2589; effective March 14, 2014.)

***** *Authenticated Kansas Administrative Regulation* *****

75-2589. Kansas children's internet protection act; public libraries; school districts; state librarian; rules and regulations; liability. (a) Any school district that provides public access to a computer shall implement and enforce technology protection measures to ensure that no minor has access to visual depictions that are child pornography, harmful to minors or obscene. Each board of education shall adopt policies for the enforcement of this subsection. Such policies and any standards or rules promulgated pursuant to such policies shall be made available to the public.

(b) (1) Any public library that provides public access to a computer shall implement and enforce technology protection measures to:

(A) Ensure that no minor has access to visual depictions that are child pornography, harmful to minors or obscene; and

(B) ensure that no person has access to visual depictions that are child pornography or obscene.

(2) An employee of a public library may disable a technology protection measure if:

(A) Requested to do so by a library patron who is not a minor; and

(B) the technology protection measure is disabled only to enable access for legitimate research or other lawful purpose.

(c) The state librarian shall establish standards and promulgate rules and regulations for the enforcement of the provisions of subsection (b). Such standards and rules and regulations shall be distributed to the public libraries in this state, posted in a conspicuous place in such public libraries and made available to the public.

(d) The governing body of each public library shall adopt a policy to implement and enforce the provisions of subsection (b) in accordance with the standards and rules and regulations described in subsection (c). Such policy shall be reviewed at least once every three years by such governing body and shall:

(1) State that the purpose of the policy is to restrict access to those materials that are child pornography, harmful to minors or obscene;

(2) provide how such public library will meet the requirements of this section;

(3) require such public library to inform its patrons of the standards and rules and regulations that library employees follow to enforce the provisions of this section; and

(4) require such public library to inform its patrons that procedures for the submission of complaints about the standards and rules and regulations, the enforcement thereof, or observed patron behavior, have been adopted and are available for review.

(e) Any school district or public library that is in compliance with the provisions of this section shall not be liable for any damages arising out of or related to a minor gaining access to visual depictions that are child pornography, harmful to minors or obscene through the use of a computer that is owned or controlled by such school district or public library.

(f) As used in this section:

(1) "Board of education" means the board of education of any school district;

(2) "child pornography" means a visual depiction of a minor shown or heard engaging in sexually explicit conduct with intent to arouse or satisfy the sexual desires or appeal to the prurient interest of the offender or any other person;

(3) "harmful to minors" shall have the same meaning as that term is defined in K.S.A. [21-6402](#), and amendments thereto;

(4) "minor" means any person under 18 years of age;

(5) "obscene" shall have the same meaning as that term is defined in K.S.A. 21-401, and amendments thereto;

(6) "public library" means any library established pursuant to article 12 of chapter 2 of the Kansas Statutes Annotated, and amendments thereto, and any other library which serves the general public and is funded in whole or in part from moneys derived from tax levies;

(7) "school district" means any public school district organized under the laws of this state;

(8) "technology protection measure" means any computer technology or other process that blocks or filters online access to visual depictions; and

(9) "visual depiction" shall have the same meaning as that term is defined in K.S.A. 21-5510, and amendments thereto.

(g) This act shall be known and may be cited as the Kansas children's internet protection act.

History: L. 2013, ch. 98, § 1; July 1.

This website has moved to KSRevisor.gov



COUNTY OF LEAVENWORTH

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

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

April 1, 2025

Enclosed you will find your tax estimates for the 2026 budget year.

Let me know if you have any questions.

Respectfully,

Caleb Gordon
Leavenworth County Treasurer

TAXING UNIT: LINWOOD LIBRARY

ESTIMATED TAX REVENUE FOR 2026

\$ 25,036.81

FUND	MOTOR VEHICLE	RECREATIONAL VEHICLE	WATERCRAFT	16M & 20M TRUCKS	CMV
GENERAL	22,269.36	535.61	352.74	459.30	729.21
EMPLOYEE BENEFITS	610.82	14.69	19.58	25.50	20.00
TOTAL	22,880.18	550.30	372.32	484.80	749.21

Caleb Gordon, County Treasurer, Leavenworth County

If you have any questions, please contact me at 913-684-0432

TWIN CITY FIRE INSURANCE CO.

One College Park 8910 Purdue Road, Indianapolis, IN 46268-0930

A stock insurance company, herein called the Insurer



**PRIVATE CHOICE PREMIERSM POLICY
NON PROFIT ORGANIZATION
DECLARATIONS**

Policy Number: 37 KM 0540730-25

NOTICE: THE LIABILITY COVERAGE PARTS SCHEDULED IN ITEM 5 OF THE DECLARATIONS PROVIDE CLAIMS MADE COVERAGE. EXCEPT AS OTHERWISE SPECIFIED HEREIN: COVERAGE APPLIES ONLY TO A CLAIM FIRST MADE AGAINST THE INSURED DURING THE POLICY PERIOD AND WHICH HAS BEEN REPORTED TO THE INSURER IN ACCORDANCE WITH THE APPLICABLE NOTICE PROVISIONS. COVERAGE IS SUBJECT TO THE INSURED'S PAYMENT OF THE APPLICABLE RETENTION. PAYMENTS OF DEFENSE COSTS ARE SUBJECT TO, AND REDUCE, THE AVAILABLE LIMIT OF LIABILITY. PLEASE READ THE POLICY CAREFULLY AND DISCUSS THE COVERAGE WITH YOUR INSURANCE AGENT OR BROKER.

ITEM 1: Named Entity and Address:

LINWOOD COMMUNITY LIBRARY DISTRICT NO 1.
PO BOX 80
LINWOOD, KS 66052

ITEM 2: Producer's Name and Address:

37277459
KANSAS INSURANCE INC
3801 WEST 6TH STREET
LAWRENCE, KS 66049

ITEM 3: Policy Period:

(A) Inception Date: 06/26/2025

(B) Expiration Date: 06/26/2026

12:01 a.m. local time at the address shown in ITEM 1

ITEM 4: Premium:

\$862

ITEM 5: Liability Coverage Part Elections:

Only those **Liability Coverage Parts** and Coverage Features that are designated with an "X" are included under this Policy.

- ☐ "Combined Aggregate Limit of Liability For All **Liability Coverage Parts**" \$
- ☒ "Defense Outside the Limit of Liability (100%)" for the following coverage parts:
 - ☒ Non Profit Directors, Officers and Entity Liability Coverage Part
 - ☒ Employment Practices Liability Coverage Part
 - ☐ Fiduciary Liability Coverage Part

If both the "Combined Aggregate Limit of Liability For All **Liability Coverage Parts**" and the "Defense Outside the Limit of Liability (100%)" options are selected, the maximum aggregate defense outside the limits paid by the Insurer shall be equal to 100% of the "Combined Aggregate Limit of Liability For All **Liability Coverage Parts**".

- ☐ "Defense Outside the Limit of Liability (Uncapped)" for all **Liability Coverage Parts**.



IMPORTANT NOTICES TO KANSAS POLICYHOLDERS

Important Notices

If your policy provides Automobile Insurance, please read the following:

IF THIS NOTICE OF COVERAGE REDUCTION AND/OR POLICY TRANSFER PERTAINS TO AUTOMOBILE INSURANCE AND YOU DO NOT WISH TO CONTINUE YOUR COVERAGE WITH THE HARTFORD, YOU MAY BE ELIGIBLE FOR AUTOMOBILE INSURANCE THROUGH ANOTHER INSURER. THE KANSAS AUTOMOBILE INJURY REPARATIONS ACT REQUIRES THAT EVERY MOTOR VEHICLE COVERED BY THIS POLICY MUST MAINTAIN FINANCIAL SECURITY CONTINUOUSLY THROUGHOUT THE MOTOR VEHICLE REGISTRATION PERIOD. THE OPERATION OF ANY SUCH MOTOR VEHICLE WITHOUT MAINTAINING CONTINUOUS FINANCIAL SECURITY THEREFOR IS A CLASS B MISDEMEANOR AND SHALL BE SUBJECT TO A FINE OF NOT LESS THAN \$300 AND NOT MORE THAN \$1000. THE REGISTRATION FOR ANY SUCH MOTOR VEHICLE FOR WHICH CONTINUOUS FINANCIAL SECURITY IS NOT PROVIDED IS SUBJECT TO SUSPENSION AND THE DRIVER'S LICENSE OF THE OWNER THEREOF IS SUBJECT TO SUSPENSION.

If your policy provides Property Insurance, please read the following:

Kansas All-Industry Placement Facility: If this notice of coverage reduction and/or policy transfer pertains to a policy providing fire, extended coverage and possibly vandalism and malicious mischief insurance and you do not wish to continue your coverage with The Hartford, you should make an effort to obtain insurance through another company in the normal market. If you have difficulty in procuring replacement coverage in the normal market, you possibly may obtain insurance through the Kansas All-Industry Placement Facility. For further information, please contact your agent or the Kansas All-Industry Placement Facility at 1115 SW Wanamaker Drive Topeka, Kansas 66604-3808.

POLICYHOLDER NOTICE - KANSAS

Date: 04/17/25

Policy Number: 37 SBA AX9V2R

Renewal Date: 06/26/25



The Hartford Company: Hartford Underwriters Insurance Company

Your Hartford Agent: KANSAS INSURANCE INC

(866) 467-8730

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

Dear Valued Hartford Customer,

Your current policy provided by The Hartford will expire shortly. The purpose of this notice is to advise you of changes to your policy for the upcoming policy term. This is not a bill. You will receive a separate bill for all or part of the premium due for your upcoming policy.

A. Coverage Changes

Your policy for the upcoming term will include certain reductions or additional restrictions in coverage, as indicated by an (x) below.

☐ Increase in Deductible to:

☐ Reduction in Limits to:

☒ Reductions in Coverage:

Modified Electronic Data (SP 30 29) and Interruption of Computer Operations (SP 30 30) Added Cyber Virus and Malware Coverage (SP 31 53). Please refer to the form(s) for details; Added Exclusion - Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS) (Form SL 21 15)

☐ Other Changes, Clarifications or Restrictions in Coverage:

The coverage change is due to the following indicated reason(s):

☐ Your exposures, loss experience, or other risk characteristics indicate a need for the change.

☒ A change in our rules, forms or underwriting guidelines for your type of policy.

You may receive other notices of coverage changes for the upcoming policy term under separate cover. Those other changes will apply in addition to the changes described above.

B. Transfer to Another Company of The Hartford

☐ Due to a change in rate that will apply to your upcoming term, your policy will be written by another insurance company of The Hartford.

Some states consider the change(s) described in this notice to be a nonrenewal of your prior policy, in which case this is our notice to you in compliance with the applicable law.

If you would like more information about this notice or your policy, please contact your agent or broker, or you may contact us directly. We look forward to continuing our relationship and fulfilling your insurance needs.

Thank you for your business.



DISCLOSURE/CAP ON LOSSES - TERRORISM RISK INSURANCE ACT

POLICY NUMBER: 37 SBA AX9V2R

SCHEDULE

Terrorism Premium:

\$173.00

A. Disclosure Of Premium

In accordance with the federal Terrorism Risk Insurance Act, as amended (TRIA), we are required to provide you with a notice disclosing the portion of your premium, if any, attributable to coverage for "certified acts of terrorism" under TRIA. The portion of your premium attributable to terrorism coverage is shown in the above Schedule of this endorsement.

B. The following definition is added with respect to the provisions of this endorsement:

1. A "certified act of terrorism" means an act that is certified by the Secretary of the Treasury, in accordance with the provisions of TRIA, to be an act of terrorism under TRIA. The criteria contained in TRIA for a "certified act of terrorism" include the following:
 - a. The act results in insured losses in excess of \$5 million in the aggregate, attributable to all types of insurance subject to TRIA; and
 - b. The act results in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of an United States mission; and
 - c. The act is a violent act or an act that is dangerous to human life, property or infrastructure and is committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion

C. Disclosure Of Federal Share Of Terrorism Losses

The United States Department of the Treasury will reimburse insurers for 80% of insured losses attributable to "certified acts of terrorism" under TRIA that exceeds the applicable insurer deductible:

However, if aggregate industry insured losses attributable to "certified acts of terrorism" under TRIA exceed \$100 billion in a calendar year, the Treasury shall not make any payment for any portion of the amount of such losses that exceeds \$100 billion. The United States government has not charged any premium for their participation in covering terrorism losses.

D. Cap On Insurer Liability for Terrorism Losses.

If aggregate industry insured losses attributable to "certified acts of terrorism" under TRIA exceed \$100 billion in a calendar year and we have met, or will meet, our insurer deductible under TRIA, we shall not be liable for the payment of any portion of the amount of such losses that exceed \$100 billion. In such case, your coverage for terrorism losses may be reduced on a pro-rata basis in accordance with procedures established by the Treasury, based on its estimates of aggregate industry losses and our estimate that we will exceed our insurer deductible. In accordance with the Treasury's procedures, amounts paid for losses may be subject to further adjustments based on differences between actual losses and estimates.

THIS ENDORSEMENT IS ATTACHED TO AND MADE PART OF YOUR POLICY IN RESPONSE TO THE DISCLOSURE REQUIREMENTS OF THE TERRORISM RISK INSURANCE ACT.



E. Application of Other Exclusions

The terms and limitations of any terrorism exclusion, the inapplicability or omission of a terrorism exclusion, or the inclusion of terrorism coverage, do not serve to create coverage for any loss which would otherwise be excluded under this Coverage Form, Coverage Part or Policy, such as losses excluded by any Pollution Exclusions, Nuclear Hazard Exclusions and the War And Military Action Exclusions.

F. All other terms and conditions remain the same.

THIS ENDORSEMENT CHANGES YOUR POLICY. PLEASE READ IT CAREFULLY.



IMPORTANT NOTICE TO POLICYHOLDERS

Electronic Data, SP 30 29 09 24 replaces prior version, SP 30 29 10 18.
Interruption of Computer Operations, SP 30 30 09 24 replaces prior version, SP 30 30 10 18.
Cyber Virus and Malware SP 31 53 09 24 has been added to your policy.

This Notice is not part of your insurance contract. No coverage is provided by this Notice, nor can it be considered a replacement for any provisions of your Policy (including its endorsements). If there is any conflict between this Notice and the Policy (including its endorsements), the provisions of the Policy (including its endorsements) will prevail.

Carefully read your Policy, including the endorsements attached to your Policy.

This Notice provides information concerning updates made to your upcoming **renewal** Policy being issued by The Hartford.

The following changes have been made and are included in your **renewal** policy:

Electronic Data, form SP 30 29 09 24, pays to replace or restore electronic data that has been destroyed or corrupted by a covered cause of loss. This endorsement no longer includes coverage for damage resulting from a computer virus or malware as a covered cause of loss. Coverage for loss resulting from a computer virus or malware is available through the optional Cyber Virus and Malware Coverage. Electronic Data coverage is included in your Policy.

Interruption of Computer Operations, form SP 30 30 09 24, reimburses you for the loss of business income and incurred extra expense when you are unable to operate your business due to the destruction or corruption of electronic data caused by a covered cause of loss. This endorsement no longer includes coverage for damage resulting from a computer virus or malware as a covered cause of loss. Coverage for loss resulting from a computer virus or malware is available through the optional Cyber Virus and Malware Coverage. Interruption of Computer Operations coverage is included in your Policy.

Cyber Virus and Malware Coverage, form SP 31 53 09 24, pays to replace or restore electronic data that has been destroyed or corrupted by a computer virus. It also pays for the loss of business income and incurred extra expense when you are unable to operate your business due to the destruction or corruption of electronic data resulting from a computer virus or malware. This coverage also contains a sub-limit for loss due to digital ransom and / or extortion events. We have included Cyber Virus and Malware Coverage in your renewal Policy.

Please contact your Hartford representative if you have any questions.



director@linwoodlibrary.org

Policy Number: 37SBAAX9V2R

See What's Changing When Your Policy Renews

Dear Dennis,

Your policy will renew soon! There's nothing you need to do – it'll happen automatically. We just want to let you know that there will be some changes to your policy when it renews. [Log in](#) to your account to see what's changing.

LINWOOD COMMUNITY LIBRARY DISTRICT NO 1

Policy Number: 37SBAAX9V2R
Renewal Date: 06/26/2025

[See What's Changing »](#)

You can also view your current policy when you log in.

Thanks for choosing us for your business insurance needs. We look forward to another policy term with you!

Sincerely,
The Hartford

[Privacy Policy](#) | [Terms of Use](#) | [Contact Us](#) | [Update My Profile](#) | [Update Email Address](#)

This email was sent to: director@linwoodlibrary.org

This email was sent on 04/17/2025 at 6:10 AM ET

This email was sent by: The Hartford, 3600 Wiseman Blvd. San Antonio, TX 78251, United States © 2025. All Rights Reserved.

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For Arizona, California, New Hampshire, Texas and Washington, your (or the) specific insurance underwriting company can be easily obtained by viewing the insurance policy document accessed through the link as specified above.