

Agenda
Linwood Community Library Board Meeting
Tuesday, May 27, 2025 at 6:30 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
- Building update (CIF)

Committee Reports

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

New Business

- Bills for Payment
- Insurance Quotes
- Insurance for Summer Concerts

Adjournment

Next Regular Board Meeting: Tuesday, June 24, 2025 at 6:30 pm

Linwood Community Library Board of Trustees
Meeting Minutes: April 22, 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: 6:36pm - 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 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: 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.

Communications for the board: None

Director's Report

Statistical Report

There was a brief discussion regarding specifics of the summer band programs in conjunction with the City of Linwood. Dennis discussed possible locations for the band to set up outside during good weather. Sheldon made a motion to accept the consent agenda, Kathy seconded, and the vote was in favor.

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

Bills for Payment:

As requested at the previous board meeting, the director and staff provided itemized report with line item details for credit card purchases. The suggestion was made to have the finance committee review itemized credit card statements going forward. Motion to approve was made by Chris, seconded by Sheldon. The vote was in favor.

Financial Report: attached to agenda

Public Comments: None

Old Business:

Policy Manual rewrite:

- The board acknowledged their gratitude for Amy Rosewicz's review of the draft revised policy manual.
- Further review of the policy manual was deferred to the next board meeting.

Committee Reports:

Building & Equipment: no discussion

Financial: Sheldon discussed the content and format of the Treasurer's Report presented at board meetings, and asked to have cash drawer counted on approximately the same day as the reconciliation, in order to present a date/time specific accounting of monetary assets. Sheldon made a motion to implement this change, Chris seconded, and the vote was in favor.

Personnel & Policy: no discussion

New Business::

Insurance: Dennis discussed efforts to get additional quotes for insurance, and will present the options available at the next board meeting.

Child Internet Policy: The board reviewed the Kansas Administrative Regulation regarding "Children's Internet Protection" and agreed on revisions to the current policy for the proposed new revision. Will discuss at the next board meeting regarding the need to "inform patrons of the procedures to enforce the requirements". It was suggested to post a notice on the bulletin board to address the requirement to inform patrons of our methods of insuring compliance with the state's "Children's Internet Protection" requirements.

Adjournment:

8:05pm – Sheldon made a motion to adjourn, Aly seconded, and the vote was in favor.

Submitted by: Chris Mensch; Secretary

Board of Trustees members (exp. date)

Linwood Community Library Staff

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)

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

Finance: Sheldon Wheaton

Kathy Reno

Aly Evans

Chris Mensch

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
May 27, 2025**

General Fund (GF) Checking account balance as of 04-30-2025 was \$369,972.57. The GF checking account has been reconciled in Xero through 05-01-2025 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 04-30-2025 was \$223,124.97. The CIF Checking account has been reconciled in Xero through 05-01-2025 noting no difference.

Petty Cash was counted by Dennis Shelton on 05-02-2025. He stated the total on hand was \$70.85.

Prepared by Sheldon Wheaton, treasurer



Director's Report

May 27, 2025

Prepared by: Dennis Shelton, MBA

Nicole attended the Early Learning Center Spring Fling to set up a table and promote our summer reading programs. She had around 75 children and adults come by to pick up a craft and the library's schedule for the summer reading programs.

The library was invited to present to the local Kiwanis club. I had already made an appointment on the date of the meeting so Clara was gracious and attended the meeting for me to give a presentation to the Kiwanis Club concerning our upcoming Summer Reading events.

The Lions Club gave the Library a generous donation of \$500 to be used for our Summer Reading Programs.

We had issues with one of our book shelves over the past month. When I came in one morning a couple of the shelves had fallen out of the book case and books were scattered on the floor. After trying metal pins, I discovered the holes had been damaged and the metal pins would no longer hold the shelves in place. I was able to make repairs to the book shelf so that it will hold the shelves in place without fear of them falling out again and potentially hurting a patron or staff member.

The Friends gave a donation of \$1000 to be used for summer reading. We love our friends and are very thankful for all of the help and support we receive from them.

After submitting all of the necessary documents and waivers to NEKLS, the library has received our accreditation through 2027.

Our quilting club made a beautiful quilt and donated it to the library. I have hung the quilt back by the women's restroom to be displayed.

E-Rate has not been affected by changes in Washington, currently. The E-Rate reimbursement has gone up from \$800 for the year to \$978 which we should receive after the June Midco statement comes out.

I attended the budget workshop virtually this year as a reminder and to learn of any changes. There were some changes as to how exceeding the revenue neutral rate will be handled but nothing which should affect us.

The 2026 budget workbooks are now available from the county and I have downloaded it and began working on the 2026 budget. We have received the Motor vehicle tax estimates and should have the personal property valuations and tax estimates by mid-June which is needed to complete the budget. We are currently on track to spend roughly \$267,000 this year. Our operating budget for this year is on target to hit the goals I made as I filled out the waivers for our accreditation. The waivers were for our spend on wages and collections, which we have missed the past 3 years.

1. Wages and benefits, per accreditation guidelines and policy, should be at 60% of our expenditures and we are currently at 58.4% without our contractor costs through April. When we add the contractor costs we will be right at 60% or just slightly less, but high enough to round up to meet the required 60% by year end.
2. Our spend for collections should be at 12% and currently we are at 11.25%. We will spend slightly more as we go through the summer which should bring us up to the 12% spend for collections as required by our policy and the accreditation guidelines for the year.

Circulation:					
	Apr 2025	Y-T-D	Apr 2024	Y-T-D	
Adult Books	154	702	162	678	
Child Books	325	1,034	318	1,294	
Young Adult	25	107	21	86	
Magazines	-	6	1	6	
Movies/Videogames	136	522	131	656	
Music	-	-	-	-	
Audiobooks	85	216	45	150	
Large Print	34	135	22	105	
** Electronic Materials	194	883	206	777	
Equipment: Video/DVD		-			
Equipment: Sports/Games		-			
Total:	953	3,605	906	3,752	
% of Change	5.19	(3.92)			
New Acquisitions:					
	Apr 2025	Y-T-D	Apr 2024	Y-T-D	
Adult	41	213	78	240	
Children	60	151	39	126	
Young Adult	11	23	10	33	
Audiovisual	6	49	12	82	
Equipment: Video/DVD	-	-			
Equipment: Sports/Games	-	-			
Total:	118	436	139	481	
% of Change	(15.11)	(9.36)			
Inter-Library Loan:					
	Apr 2025	Y-T-D	Apr 2024	Y-T-D	
NEXT Loaned	366	1,405	282	972	
NEXT Borrowed	94	446	109	459	
ShareIt ILL Loaned	9	52	3	25	
ShareIt ILL Rec'd	3	5	11	30	
Total:	472	1,908	405	1,486	
% of Change	16.54	28.40			
Programs:					
	Apr 2025	Y-T-D	Apr 2024	Y-T-D	
Adult Programs	45	164	49	159	
Total Adult attendance	204	772	379	1,113	
Childrens Programs	19	66	11	52	
Total Childrens attendance	61	197	48	187	
Young Adult Programs	-	-	-	1	
Total YA attendance	-	-	-	-	
Outreach Events	2	6	2	5	
Outreach Attendance Total	93	134	203	253	
Total Library Events	66	236	62	217	
Attendance Total	358	1,103	630	1,553	
Meeting Room Uses	6	18	6	29	
Meeting Attendance	11	35	11	42	
Total Attend:	369	2,241	641	3,148	
% of Change	(42.43)	(28.81)			
Electronic Materials Use:					
	Apr 2025	Y-T-D	Apr 2024	Y-T-D	% of Change
** Consortial Users					
Flipster	-	-	-	-	#DIV/0!
Lynda Users	-	-	-	-	#DIV/0!
Local Uses					
Cloud Library	25	118	34	139	(15.11)
Kanopy (Dec 2020)	-	2	-	8	(75.00)
Hoopla	116	535	96	355	50.70
Overdrive	53	228	76	275	(17.09)
Total Local Use:	194	883	206	777	
% of Change	(5.83)	13.64			
Miscellaneous:					
	Apr 2025	Y-T-D	Apr 2024	Y-T-D	% of Change
Volunteer Hours	8	31.00	9.00	59.00	
Number of Volunteers	5	16	5	12	
Door Count	653	2,332	807.00	3,180	(26.67)
Reference	15	77	30	114	(32.46)
Computer Use	16	77	37	119	(35.29)
Wireless Activity	435	1,749	331	1,388	26.01
Website Sessions	307	956	316	1,610	(40.62)
Website Users	182	1,036	802	1,782	(41.86)
Public Service Hours	234	856	233	883	(3.06)
FB Video Views	-	-	-	-	-

2025 Monthly Stats

Linwood Community Library Statistical Report

FB Reach	557	2,388	1,840	5,143	(53.57)	FB Changed how reach is counted
Engagements - Youth			-	-	-	which accounts for the drop
Twitter Visits	-					
Tweet Impressions	-	-	-	0		
Mailchimp						
Total Emails Sent	4	12	6.00	17		
Total Email Receipts	1,551	4,664	2,299.00	6,537		
Total Emails Opened	558	1,778	904.00	2,582		
Faxes (Per Patron Use)	4	25				
Copies (Per Patron Use)	31	110				
Notary (Per Patron Use)	-	9				

	Apr 2025	Y-T-D
Borrowers end of month	658	0
Borrower Accounts used	92	357
Borrowers Added	4	12
Borrowers Renewed	15	62
Borrowers Deleted	0	59
Total Check Outs/ Renewal	766	2,736
Adult Checkouts/Renewals	297	1,203
Youth Checkouts/Renewals	469	1,533

** 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 04/30/2025			% 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 04/30/2025			% 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	4,075.04	15,480.00	(11,404.96)	26.32%	100.00%
Cash carry forward	9,527.13	-	-	-	#NAME?	100.00%
Expense Total	21,289.36	4,075.04	15,480.00	(11,404.96)		
Employee Benefit Fund Total		619.84				
Treasurers Balance 12/31/2024	9,527.13					
Treasurers Balance 1/31/2025		10,146.97				

	FY2024	FY2025 as of 04/30/2025			% Used	% flat target
	Actual	Actual	*Budget	Budget diff Over (Under)		
General Fund						
Revenue						
Donations/Grants	7,422.36	4,608.25	7,567.00	(2,958.75)	60.90%	100.00%
Interest on Idle Funds	13,570.52	3,841.89	13,200.00	(9,358.11)	N/A	100.00%
Other Income	2,696.14	120.87	2,000.00	(1,879.13)	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	174,924.76	309,552.73	(134,627.97)		
Expense						
Collections	33,019.74	9,846.33	34,204.00	(24,357.67)	28.79%	100.00%
Program	21,813.70	4,362.86	20,231.00	(15,868.14)	21.57%	100.00%
Operating Expense	68,522.76	25,360.01	95,445.00	(70,084.99)	26.57%	100.00%
Wages	131,748.00	47,041.47	217,112.00	(170,070.53)	21.67%	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	86,610.67	547,992.00	(461,381.33)	15.81%	
General Fund Total	20,082.44	88,314.09				
Treasurers Balance 12/31/2024	269,206.88					
Treasurers Balance 4/11/2025		357,520.97				

	Bank Balance	Calculated Outstan	Act outstand	Diff
Checking Account	367,638.44	369,972.57	(2,134.13)	2,130.78
Capital Account	222,563.38	222,563.38		(3.35)
	590,201.82			

Income Statement (Profit and Loss)

Linwood Community Library
For the month ended April 30, 2025

APR 2025

Income

Donations	500.00
Fine and Fees	33.25
Interest Income	1,534.26
Total Income	2,067.51

Gross Profit

2,067.51

Expenses

Collections	2,331.73
Gross Wages	11,928.99
Medicare Co	172.97
Operating Expenses	4,358.75
Program Expenses	1,383.06
Simple IRA Match	50.71
Social Security Co	739.58
SUTA	10.04
FUIT	37.60
Total Expenses	21,013.43

Operating Income

(18,945.92)

Net Income

(18,945.92)

Income Statement (Profit and Loss)

Linwood Community Library
For the 4 months ended April 30, 2025

JAN-APR 2025

Income	
Property Taxes	171,048.63
Donations	500.00
Fine and Fees	120.87
Interest Income	6,088.95
NEKLS Grants	1,607.25
State Grants	2,501.00
Total Income	181,866.70
Gross Profit	
	181,866.70
Expenses	
Collections	9,846.33
Gross Wages	47,041.47
Medicare Co	682.10
Operating Expenses	25,360.01
Program Expenses	4,362.86
Simple IRA Match	210.19
Social Security Co	2,916.56
SUTA	45.15
FUIT	221.04
Total Expenses	90,685.71
Operating Income	91,180.99
Net Income	91,180.99



Payroll Journal Report

Employees Earning

Pay Run Mar 27th - Apr 25th
Report Period 03/27/2025 - 04/25/2025
Pay Date 04/30/2025

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

Employee Earnings at Company Level (Pay run: Mar 27th - Apr 25th (Apr 30, 2025))

Earnings		Deductions and Contributions		Employee Taxes		Employer Taxes		Employee Taxable Wages		Employer Taxable Wages		Time Off (Hours)	
Description	Hours	Rate	Total	Description	Amount	Description	Amount	Description	Wages	Description	Wages	Description	Used
Base Pay	590.23		\$11,474.25	EMPLOYEE Security Benefit	\$100.00	Federal Income Tax	\$439.53	Employer Medicare Tax	\$172.97	Employer Federal Medicare Tax	\$172.97	PTO	12.00
PTO Hours	12.00		\$198.60	EMPLOYEE Social Security Benefit	\$50.71	Medicare Tax	\$172.97	Employer Federal Medicare Tax	\$37.60	Employer Federal Medicare Tax	\$37.60		0
Overtime(1.5x Base)	6.63		\$256.14	EMPLOYEE Social Security Benefit	\$50.71	State Social Security	\$739.58	Employer Federal Medicare Tax	\$11,828.99	Employer Federal Medicare Tax	\$11,828.99		
Gross			\$11,928.99	EMPLOYEE State Withholding - KS	\$598.00	State Unemployment Insurance Tax - KS	\$10.04	Employer Federal Medicare Tax	\$11,828.99	Employer Federal Medicare Tax	\$11,828.99		

Pay run: Mar 27th - Apr 25th (Apr 30, 2025)

Earnings		Deductions and Contributions		Employee Taxes		Employer Taxes		Employee Taxable Wages		Employer Taxable Wages		Time Off (Hours)	
Description	Hours	Rate	Total	Description	Amount	Description	Amount	Description	Wages	Description	Wages	Description	Used

Pay run: Mar 27th - Apr 25th (Apr 30, 2025)

Library									
	Base Pay	426.7869	\$7,388.59	EMPLOYEE					
	PTO	12.0000	\$198.60	Security Benefit	\$100.00				
	Hours			FICA Overp					
	Gross		\$7,587.19	Security Benefit	\$50.71				
				Tax					
				Social Security	\$470.39				
				State Withholding	\$380.00				
				- KS					
				Additional Medicare	\$0.00				
				Federal Income Tax	\$255.35				
				Medicare Tax	\$110.01				
				Employer Federal Unemployment Insurance Tax	\$470.39				
				- Employer Social Security	\$470.39				
				State Unemployment Insurance Tax -	\$7.58				
				KS					
				Additional Medicare	\$0.00				
				Federal Income Tax	\$7,487.19				
				Medicare Tax	\$7,587.19				
				Employer Federal Unemployment Insurance Tax	\$7,587.19				
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				Employer Federal Unemployment Insurance Tax	\$7,587.19				
				- Employer Social Security	\$7,587.19				
				State Unemployment Insurance Tax -	\$7,587.19				
				KS					
				Additional Medicare	\$0.00				
				Federal Income Tax	\$7,587.19				
				Medicare Tax	\$6,267.51				
				Employer Federal Unemployment Insurance Tax	\$7,587.19				
				- Employer Social Security	\$7,587.19				
				State Unemployment Insurance Tax -	\$7,587.19				
				KS					
				Additional Medicare	\$0.00				
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				- Employer Social Security	\$7,587.19				
				State Unemployment Insurance Tax -	\$7,587.19				
				KS					
				Additional Medicare	\$0.00				
				Federal Income Tax	\$7,587.19				
				Medicare Tax	\$6,267.51				

Teresa A. Reetz W2	Base Pay	99.69	18.48	\$1,842.23	Federal Income Tax	\$109.22	Employer Medicare Tax	\$26.71	Federal Income Tax	\$1,842.23	Employer Medicare Tax	\$1,842.23		Net Pay	\$1,562.08
	Gross			\$1,842.23	Medicare Tax	\$26.71	Federal Unemployment Insurance Tax	\$6.09	Medicare Tax	\$1,842.23	Federal Unemployment Insurance Tax	\$1,015.04		Company	\$1,991.09
Amy L. Rosewicz W2	Base Pay	90.14	16.55	\$1,491.77	Security Benefit	\$100.00	Employer Medicare Tax	\$24.51	Federal Income Tax	\$1,580.37	Employer Medicare Tax	\$1,690.37	PTO 12.00	Net Pay	\$1,140.02
	PTO 12.00		16.55	\$198.60	Medicare Tax	\$24.51	Federal Unemployment Insurance Tax	\$10.10	Medicare Tax	\$1,690.37	Federal Unemployment Insurance Tax	\$1,693.72		Company	\$1,892.18
	Hours				Security Benefit	\$50.71	State Unemployment Insurance Tax - Employer	\$104.80	Social Security State Withholding - KS	\$1,580.37	Social Security State Unemployment Insurance Tax - Employer	\$1,690.37		Cost	
	Gross			\$1,690.37	State Unemployment Insurance Tax - KS	\$237.00	State Unemployment Insurance Tax - KS	\$1.69	State Unemployment Insurance Tax - KS		State Unemployment Insurance Tax - KS	\$1,690.37			
Dennis Keith Shelton W2	Base Pay	163.43	25.00	\$4,085.66	Federal Income Tax	\$184.18	Employer Medicare Tax	\$62.96	Federal Income Tax	\$4,341.80	Employer Medicare Tax	\$4,341.80		Net Pay	\$3,607.47
	Overtime(1.5x Base)	6.83	37.50	\$256.14	Medicare Tax	\$62.96	Medicare Tax	\$269.19	Medicare Tax	\$4,341.80	Medicare Tax	\$4,341.80		Company	\$4,676.41
	Gross			\$4,341.80	Social Security State Withholding - KS	\$269.19	Social Security State Unemployment Insurance Tax - KS	\$2.46	Social Security State Unemployment Insurance Tax - KS	\$4,341.80	Social Security State Unemployment Insurance Tax - KS	\$2,461.06		Cost	
						\$218.00									
Tracy Lynn Tygart W2	Base Pay	9.40	21.50	\$202.01	Medicare Tax	\$2.93	Employer Medicare Tax	\$2.93	Federal Income Tax	\$202.01	Employer Medicare Tax	\$202.01		Net Pay	\$186.56
	Gross			\$202.01	Social Security	\$12.52	Federal Unemployment Insurance Tax	\$1.21	Medicare Tax	\$202.01	Federal Unemployment Insurance Tax	\$202.01		Company	\$218.87
							Social Security State Unemployment Insurance Tax - Employer	\$12.52	Social Security State Unemployment Insurance Tax - KS	\$202.01	Social Security State Unemployment Insurance Tax - Employer	\$202.01			
							State Unemployment Insurance Tax - KS	\$0.20				\$202.01			

Check#	PayTo	Date	Memo	Pay Cycle	Amount
11494	Wheat State Cleaning	21-May-25	Library Cleanings	Monthly	600.00
11493	UniFirst	21-May-25	Mat cleanings	Monthly	161.92
11492	Jeffrey Lackey	21-May-25	Music performance in library	1x	200.00
11491	Susan Henneke	21-May-25	Mileage	1x	45.78
11490	PEAC Solutions	21-May-25	new Xerox	Monthly	315.35
11489	Midcontinent Communications	21-May-25		Monthly	249.01
11488	Kevin Reetz	21-May-25	Lawn	Monthly	240.00
11487	Mad Science Of Greater Kansas (21-May-25	Summer Reading Program	1x	326.00
11486	Priscilla Howe, Storyteller	21-May-25	Guest Story Teller	1x	313.00
11485	Aly Evans	21-May-25	Yoga	Monthly	160.00
11484	Ingram Library Services	21-May-25	Books	Monthly	165.52
11483	Evergy	21-May-25		Monthly	290.57
11482	Atmos Energy	21-May-25		Monthly	96.58
11481	VISA	21-May-25	Susie/Dennis/Theresa	Monthly	3,104.73
11480	Security Benefit Group	21-May-25		Monthly	150.71
11479	City of Linwood	21-May-25		Monthly	62.01
11478	Chris Hudson	21-May-25	Band for Summer Reading	1x	600.00
11477	Culligan Water of Kansas City	21-May-25		Monthly	213.00
11476	Midwest Tape	21-May-25	DVD's	Monthly	321.30
11475	Clara Knipp	21-May-25	Mileage and Program Reimburseme	1x	50.43

Insurance Quotes 2025

1. Secura

- 1) Includes Crime
- 2) 1% Wind/Hail deductible (\$11,198) (based off amount Building insured for \$1,119,800)
- 3) \$1,000 all other perils deductible
 - a) Business Owners \$7413
 - b) Worker's Comp \$841
 - c) D&O (USLI Insurance) \$698 (*Secura does not write D&O for entities that are not 501 3c*)
 - i) **Total \$8952**

2. Chubb

- 1) Does not include Crime or Cyber (An additional \$1038)
- 2) Does include in the Commercial quote higher limits under the "Privacy Liability & Data Breach Coverage (pg7) (see attached)
- 3) 2% Wind/Hail deductible (\$22,396)
- 4) \$2500 all other perils deductible
 - a) Business Owners \$4458
 - b) Workers Comp \$337
 - c) D&O \$1463
 - i) **Total \$6258**
 - ii) **Total with Cyber \$7296**

3. (Current) Hartford

- 1) Does not include Crime
- 2) Currently have 1% Wind/Hail deductible
- 3) Currently have \$1,000 deductible for all claims
- 4) Renewal premium coming in at \$8036
- 5) Had them quote \$2500 all other perils deductible
- 6) Renewal premium would \$8036
 - a) Worker's Comp \$1005
 - b) D&O \$862
 - c) Business Owners \$8036 (with \$1000 deductible)
 - i) \$7974 (with \$2500 deductible)
 - (i) **Total \$9889 (with \$2500 Deductible)**
 - a. **\$9903 (with \$1000 Deductible)**

NORTHEAST KANSAS LIBRARY SYSTEM



April 30, 2025

Dear Library Director,

Congratulations! Your library has been officially accredited by the Northeast Kansas Library System (NEKLS) for the 2025–2027 period.

Enclosed with this letter is an accreditation window cling. Please display it in a prominent location—such as your front door or a main window—so your community can easily see your commitment to excellent library service.

If you'd also like to share your accreditation status online, you can request a web graphic of the accreditation image by contacting Dan Alexander at dalexander@nekls.org.

Thank you for the work you do to serve your community and strengthen the libraries of Northeast Kansas.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Alexander", is written over a faint, larger version of the signature.

Dan Alexander
Library Consultant
Northeast Kansas Library System