

Agenda
Linwood Community Library Board Meeting
Tuesday, September 23, 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

Bills for payment

Old Business

- Policy Manual
- Library Mailbox

Committee Reports

- Building & Equipment
- Financial
- Personnel and Policies

New Business

- KLA Nov 5-7
- Painting foyer
- New Book Shelves

Adjournment

Next Regular Board Meeting: Tuesday, October 28, 2025 at 6:30 pm

Linwood Community Library Board of Trustees
Meeting Minutes: August 26, 2025

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

Staff present: Dennis Shelton, Tracy Tygart

Guests: none

Call to Order: 6:40pm - The meeting was called to order by Melissa 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 06-30-2025 was \$433,315.24. The GF checking account has been reconciled in Xero through 07-01-2025 noting no difference.

Capitol Improvement Fund (CIF) Checking: account balance as of 06-30-2025 was \$224,278.64. The CIF Checking account has been reconciled in Xero through 07-01-2025 noting no difference.

Petty Cash: Petty cash was counted by Dennis Shelton on 07-01-2025. He stated the total on hand was \$151.81.

Communications for the board: None

Director's Report

Statistical Report

Financial Report

Sheldon made a motion to accept the consent agenda, Aly seconded, and the vote was in favor.

Public Comments: None

Bills for Payment: Credit card statements are being detailed with spreadsheets for each card. These were reviewed by the Finance Committee and Board Chair with no issues identified. Aly made a motion to approve, and Sheldon seconded. The vote was in favor.

Old Business:

- **Policy Manual rewrite:** Last revised edition of the Policy Manual to be reviewed and presented as final draft for approval at September board meeting. All forms/review of appendix will be reviewed and voted for approval during September meeting. Forms proposed to be reviewed/revised during September board meeting.
- **Old Linwood School Building update:** All members of the board toured the Linwood Elementary School building as a possible alternative to the current library building. The board discussed issues and concerns regarding possible occupation of the old school building, as well as pros and cons of the current building vs. the old school building.

Committee Reports:

Building & Equipment: no discussion – Chris Mensch and Kathy Reno agreed to join this committee.

Financial: no discussion

Personnel & Policy: no discussion

New Business:

- **Mailbox on property:** The possibility of adding a mailbox on the property was discussed. Could be a large locking mailbox located on Linwood Road. Large packages would be delivered to the door. Chris will investigate prices of mailboxes. Dennis to investigate legalities and types.
- **Library Bank Account:** As indicated in audit, board approval of the choice of banking institution needs to be noted in meeting minutes. Current bank is First State Bank and Trust in Tonganoxie, and there were no objections to continuing with this selection. Sheldon made a motion to make the formal designation of this selection, Chris seconded, and the vote was in favor.

Adjournment:

7:55pm – Chris made a motion to adjourn, Kathy seconded, and the vote was in favor.

Submitted by: Chris Mensch; Secretary

Board of Trustees members (exp. 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
Amy Rosewicz, Collections
Susie Henneke, Adult Programming
Clara Nipp, Youth Services
Tracy Tygart, Bookkeeper

Linwood Community Library Board Committees

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

Officer and Committee appointments updated August 26, 2025

Library Staff updated August 26, 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
September 23, 2025**

General Fund (GF) Checking account balance as of 09-02-2025 was \$389,905.37. The GF checking account has been reconciled in Xero through 09-02-2025 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 09-02-2025 was \$225,421.08. The CIF Checking account has been reconciled in Xero through 09-02-2025 noting no difference.

Petty Cash was counted by Nicole Oelschlaeger on 09-03-2025. She indicated the total on hand was \$116.25.

Prepared by Sheldon Wheaton, treasurer



Director's Report September 23, 2025

Prepared by: Dennis Shelton, MBA

A grant application was started in 2023 for a grant from the Kansas Creative Arts but has never been completed. We finally received the grant in the amount of \$626.63 this month. The dollar amount was a little less than the original amount due to some purchases which were made prior to the submission and notification of the grant.

There are some rust spots on the exterior doors and entry way, and some flaking of paint on the outside of the entry doors which need to be addressed. I am getting bids to have the rust removed and the foyer and exterior doors repainted.

I attended the directors retreat put on by NEKLS this month. The topic was designing the layout of the library to encourage traffic and increase check outs by patrons. They brought in a guest speaker who presented some great ideas and I plan on implementing some of the ideas in the library. I am planning on purchasing some new, smaller, bookshelves to use as end caps to increase visibility to our new selections and allow us space to mix in some older books with the new books into the displays. This will hopefully help to increase circulation, but will also provide us some additional shelving for the library.

The KLA meeting is coming up November 5-7 and I would like to send someone from the staff to attend. I attended last year and it was a great meeting with some great information. I want to offer this to Amy. This will be an educational opportunity for her, and she can choose lectures to attend which will be specific to her position at the library. The meeting will be held in Manhattan Ks this year and I can apply for grants from NEKLS to pay for room and the cost of the conference, our only cost will be for her food.

Ethan Wood started as our new Library Services Specialist on September 15th. Please say hi to him, when you have a chance, and make him welcome.

2025 Monthly Stats

Linwood Community Library Statistical Report

Circulation:					
	Aug 2025	Y-T-D	Aug 2024	Y-T-D	
Adult Books	159	1,301	196	1,482	
Child Books	299	2,407	324	2,861	
Young Adult	52	240	30	210	
Magazines	3	14	1	11	
Movies/Videogames	123	1,045	135	1,300	
Music		1	-	-	
Audiobooks	39	431	57	374	
Large Print	38	236	29	228	
** Electronic Materials	234	1,781	213	1,641	
Equipment: Video/DVD		-			
Equipment: Sports/Games		-			
Total:	947	7,456	985	8,107	
% of Change	(3.86)	(8.03)			
New Acquisitions:					
	Aug 2025	Y-T-D	Aug 2024	Y-T-D	
Adult	13	332	97	545	
Children	18	297	51	320	
Young Adult	58	154	28	80	
Audiovisual	17	108	20	164	
Equipment: Video/DVD	-	-			
Equipment: Sports/Games	-	-			
Total:	106	891	196	1,109	
% of Change	(45.92)	(19.66)			
Inter-Library Loan:					
	Aug 2025	Y-T-D	Aug 2024	Y-T-D	
NEXT Loaned	361	2,764	423	2,297	
NEXT Borrowed	108	912	126	877	
ShareIt ILL Loaned	4	71	4	37	
ShareIt ILL Rec'd	1	12	-	32	
Total:	474	3,759	553	3,243	
% of Change	(14.29)	15.91			
Programs:					
	Aug 2025	Y-T-D	Aug 2024	Y-T-D	
Adult Programs	34	315	35	313	
Total Adult attendance	150	1,527	285	2,269	
Childrens Programs	10	131	9	93	
Total Childrens attendance	50	847	22	424	
Young Adult Programs	-	-	-	1	
Total YA attendance	-	-	-	-	
Outreach Events	1	12	-	8	
Outreach Attendance Total	87	524	-	292	
Total Library Events	45	458	44	415	
Attendance Total	287	2,898	307	2,985	
Meeting Room Uses	3	35	12	63	
Meeting Attendance	6	68	24	133	
Total Attend:	293	2,966	331	3,118	
% of Change	(11.48)	(4.87)			
Electronic Materials Use:					
	Aug 2025	Y-T-D	Aug 2024	Y-T-D	% of Change
** Consortial Users					
Flipster	-	-	-	-	#DIV/0!
Lynda Users	-	-	-	-	#DIV/0!
Local Uses					
Cloud Library	26	239	30	253	(5.53)
Kanopy (Dec 2020)	-	2	4	13	(84.62)
Hoopla	150	1,117	112	811	37.73
Overdrive	58	423	67	564	(25.00)
Total Local Use:	234	1,781	213	1,641	
% of Change	9.86	8.53			
Miscellaneous:					
	Aug 2025	Y-T-D	Aug 2024	Y-T-D	% of Change
Volunteer Hours	15	84.00	20.00	108.50	
Number of Volunteers	6	33	5	34	
Door Count	523	5,104	654.00	6,250	(18.34)
Reference	10	135	13	155	(12.90)
Computer Use	6	127	23	213	(40.38)
Wireless Activity	224	2,902	310	2,689	7.92
Website Sessions	193	2,115	200	2,787	(24.11)
Website Users	125	2,159	504	3,276	(34.10)
Public Service Hours	219	1,752	237	1,803	(2.80)
FB Video Views	-	-	-	-	-

2025 Monthly Stats

Linwood Community Library Statistical Report

FB Reach	466	9,741	660	11,024	(11.64)
Engagements - Youth			-	-	-
Twitter Visits	-				
Tweet impressions	-	-	-	0	
Mailchimp					
Total Emails Sent	5	34	2.00	32	
Total Email Receipts	1,883	13,083	775.00	12,287	
Total Emails Opened	661	4,800	340.00	4,899	
Faxes (Per Patron Use)	4	45			
Copies (Per Patron Use)	21	200			
Notary (Per Patron Use)	4	21			

	Aug 2025	Y-T-D
Borrowers end of month	643	0
Borrower Accounts used	89	711
Borrowers Added	10	33
Borrowers Renewed	27	165
Borrowers Deleted	9	98
Total Check Outs/ Renewal	721	5,703
Adult Checkouts/Renewals	279	2,221
Youth Checkouts/Renewals	442	3,482

** I removed Flipster from Electronic Materials Totals Use and Electronic Materials in Circulation . Flipster is reported by NEKLS and is reported as a total from all NEKLS libraries. It is not broken down by individual Libraries.

Income Statement (Profit and Loss)

Linwood Community Library

For the 8 months ended August 31, 2025

	CAPITAL OUTLAY	EMPLOYEE BENEFITS	GENERAL FUND	TOTAL
Income				
Property Taxes	-	7,446.27	260,947.83	268,394.10
Donations	-	-	1,500.00	1,500.00
E-Rate	-	-	720.00	720.00
Fine and Fees	-	-	442.81	442.81
Interest Income	4,543.17	-	8,055.53	12,598.70
NEKLS Grants	-	-	3,214.50	3,214.50
State Grants	-	-	2,501.00	2,501.00
Total Income	4,543.17	7,446.27	277,381.67	289,371.11
Gross Profit				
	4,543.17	7,446.27	277,381.67	289,371.11
Expenses				
Collections	-	-	20,654.39	20,654.39
Gross Wages	-	-	92,809.54	92,809.54
Medicare Co	-	1,345.75	-	1,345.75
Operating Expenses	-	-	45,094.57	45,094.57
Program Expenses	-	-	12,000.46	12,000.46
Simple IRA Match	-	393.31	-	393.31
Social Security Co	-	5,754.14	-	5,754.14
SUTA	-	108.41	-	108.41
FUIT	-	182.23	-	182.23
Total Expenses	-	7,783.84	170,558.96	178,342.80
Operating Income	4,543.17	(337.57)	106,822.71	111,028.31
Net Income	4,543.17	(337.57)	106,822.71	111,028.31

Income Statement (Profit and Loss)

Linwood Community Library

For the month ended August 31, 2025

	CAPITAL OUTLAY	EMPLOYEE BENEFITS	GENERAL FUND	TOTAL
Income				
E-Rate	-	-	720.00	720.00
Fine and Fees	-	-	97.55	97.55
Interest Income	553.85	-	990.53	1,544.38
Total Income	553.85	-	1,808.08	2,361.93
Gross Profit	553.85	-	1,808.08	2,361.93
Expenses				
Collections	-	-	1,869.62	1,869.62
Gross Wages	-	-	10,427.31	10,427.31
Medicare Co	-	151.20	-	151.20
Operating Expenses	-	-	4,215.04	4,215.04
Program Expenses	-	-	2,072.77	2,072.77
Simple IRA Match	-	45.45	-	45.45
Social Security Co	-	646.49	-	646.49
SUTA	-	15.43	-	15.43
FUIT	-	(57.18)	-	(57.18)
Total Expenses	-	801.39	18,584.74	19,386.13
Operating Income	553.85	(801.39)	(16,776.66)	(17,024.20)
Net Income	553.85	(801.39)	(16,776.66)	(17,024.20)

	FY2024	FY2025 as of 07/31/2025			% Used	% flat target
	Actual*	Actual	Budget	Budget diff Over (Under)		
Capital Improvement						
Revenue						
Interest on Idle Funds	7,117.54	4,543.17	-	4,543.17		
Transfer	28,000.00	-	-	-		
Revenue Total	35,117.54	4,543.17	-	4,543.17		
Capital Improvement Fund Total	35,117.54	225,421.08				
Treasurers Balance 12/31/2024	220,877.91					
Treasurers Balance 6/30/2025	225,421.08					

	FY2024	FY2025 as of 07/31/2025			% Used	% flat target
	Actual	Actual	Budget	Budget diff Over (Under)		
Employee Benefit						
Revenue						
Property Tax	15,700.27	7,446.27	8,487.41	(1,041.14)	87.73%	100.00%
Revenue Total	15,700.27	7,446.27	8,487.41	(1,041.14)		
Expense						
Payroll Expenses	11,762.23	7,783.00	15,480.00	(7,697.00)	50.28%	100.00%
Cash carry forward	-	-	-	-	#NAME?	100.00%
Expense Total	11,762.23	7,783.00	15,480.00	(7,697.00)		
Employee Benefit Fund Total		(336.73)				
Treasurers Balance 12/31/2024	9,527.13					
Treasurers Balance 6/30/2025	9,190.40	9,190.40				

	FY2024	FY2025 as of 07/31/2025			% Used	% flat target
	Actual	Actual	*Budget	Budget diff Over (Under)		
General Fund						
Revenue						
Donations/Grants	7,422.36	7,215.50	7,567.00	(351.50)	95.35%	100.00%
Interest on Idle Funds	13,570.52	8,055.53	13,200.00	(5,144.47)	N/A	100.00%
Other Income	2,696.14	1,162.81	2,000.00	(837.19)	N/A	100.00%
Property Tax	286,878.12	260,947.83	291,079.00	(4,200.88)	98.56%	100.00%
Revenue Total	310,567.14	277,381.67	313,846.00	(36,464.33)		
Expense						
Collections	33,019.74	20,654.39	34,204.00	(13,549.61)	60.39%	100.00%
Program	20,813.02	12,000.46	20,231.00	(8,230.54)	59.32%	100.00%
Operating Expense	68,522.76	45,094.57	95,445.00	(50,350.43)	47.25%	100.00%
Wages	131,548.49	92,809.54	217,112.00	(124,302.46)	42.75%	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	289,284.51	170,558.96	547,992.00	(377,433.04)	31.12%	
General Fund Total	21,282.63	106,822.71				
Treasurers Balance 12/31/2024	269,206.88					
Treasurers Balance 6/30/2025	376,029.59	376,029.59				

	Bank Balance	Calculated Outstan	Act outstand	Diff	Balance sheet	Actually Off
Checking Account	385,219.99	389,905.37	(4,685.38)	4,517.64	(167.74)	(115.97)
Capital Account	225,421.08	225,421.08	0.00	0	0.00	(51.77)
	-					

* corrected 2024 payment issue items changed



Payroll Journal Report

Employees Earning

Pay Run Jul 27th - Aug 26th
Report Period 07/27/2025 - 08/26/2025
Pay Date 08/29/2025

Linwood Community
Library

19649 Linwood Road, PO Box 80
Linwood, KS 66052

Employee Earnings at Company Level (Pay run: Jul 27th - Aug 26th (Aug 29, 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	Amount	Description	Amount	Description	Used
Base Pay	516.04		\$10,072.07	EMPLOYEE Security Benefit	\$100.00	Federal Income Tax	\$351.53	Employer Medicare Tax	\$151.20	Federal Income Tax	\$10,327.31	PTO	14.46
PTO	20.70		\$355.24	Credits for Q2 2025 reconciliation	\$0.02	Medicare	\$151.20	Social Security - Employer	\$646.49	Medicare	\$10,427.31		18.81
Hours			\$10,427.31			Social Security	\$646.49	State Unemployment Insurance Tax - KS	\$4.96	Social Security	\$10,427.31		
Gross				EMPLOYER Security Benefit	\$45.45	State Withholding - KS	\$579.00	State Unemployment Insurance Tax - KS	\$4.96	State Withholding - KS	\$10,327.31		

Pay run: Jul 27th - Aug 26th (Aug 29, 2025)

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

Library

Base	356,9825	\$6,095.46	EMPLOYEE	Additional	\$0.00	Employer	\$93.54	Additional	\$0.00	Employer	\$6,450.70	PTO 14.46	10.67	Net Pay	\$5,272.33
Pay			Security	Medicare		Medicare Tax		Medicare		Medicare Tax				Company	\$6,994.57
PTO 20,7000		\$355.24	Benefit	Federal	\$203.87	Federal	\$0.00	Federal	\$6,350.70	Federal	\$0.00			Cost	
Hours			Credits for	Income Tax		Unemployment		Income Tax		Unemployment					
Gross		\$6,450.70	Q2 2025	Medicare	\$93.54	Insurance Tax		Medicare	\$6,450.70	Insurance Tax					
			reconciliation	Social	\$399.94	Social Security	\$399.94	Social	\$6,450.70	Social Security	\$6,450.70				
			EMPLOYEE	Security		- Employer		Security		- Employer					
			Security	State	\$381.00	State	\$4.96	State	\$6,350.70	State	\$4,953.92				
			Benefit	Withholding		Unemployment		Withholding		Unemployment					
				- KS		Insurance Tax -		- KS		Insurance Tax -					
						KS				KS					

Pay run: Jul 27th - Aug 26th (Aug 29, 2025)

Employee

Earnings	Employee Taxes	Employer Taxes	Employee Taxable	Employer Taxable Wages	Time Off (Hours)	Totals
Description	Description	Description	Description	Description	Description	Description
Hours	Amount	Amount	Wages	Wages	Used	Amount

Susan B. Henneke	Base	73.40	16.92	\$1,241.95	EMPLOYEE	Federal	\$9.35	Employer	\$19.48	Federal	\$1,343.47	Employer	\$1,343.47	PTO 6.00	2.83	Net Pay	\$1,177.33
W2	Pay			Credits for		Income Tax		Medicare Tax		Income Tax		Medicare Tax				Company	\$1,447.58
	PTO 6.00		16.92	Q2 2025		Medicare	\$19.48	Social Security	\$83.30	Medicare	\$1,343.47	Social Security	\$1,343.47			Cost	
	Hours			reconciliation		Social	\$83.30	- Employer		Social	\$1,343.47	- Employer					
	Gross		\$1,343.47	EMPLOYEE		Security		State	\$1.34	Security		State					
						State	\$54.00	Unemployment		State	\$1,343.47	Unemployment	\$1,343.47				
						Withholding		Insurance Tax -		Withholding		Insurance Tax -					
						- KS		KS		- KS		KS					

Clara Knipp	Base	113.98	16.92	\$1,928.56	EMPLOYEE	Federal	\$78.01	Employer	\$29.44	Federal	\$2,030.10	Employer	\$2,030.10	PTO 6.00	4.40	Net Pay	\$1,746.78
W2	Pay					Income Tax		Medicare Tax		Income Tax		Medicare Tax				Company	\$2,185.94
	PTO 6.00		16.92	\$101.52		Medicare	\$29.44	Social Security	\$125.87	Medicare	\$2,030.10	Social Security	\$2,030.10			Cost	
	Hours					Social	\$125.87	- Employer		Social	\$2,030.10	- Employer					
	Gross		\$2,030.10			Security		State	\$0.53	Security		State	\$533.32				
						State	\$50.00	Unemployment		State	\$2,030.10	Unemployment					
						Withholding		Insurance Tax -		Withholding		Insurance Tax -					
						- KS		KS		- KS		KS					

Nicole R. Oelischlaeger	Base	73.69	16.97	\$1,250.54	EMPLOYEE	Medicare	\$18.13	Employer	\$18.13	Federal	\$1,250.54	Employer	\$1,250.54			Net Pay	\$1,105.88
W2	Pay					Social	\$77.53	Medicare Tax		Income Tax		Medicare Tax				Company	\$1,347.45
	Gross		\$1,250.54			Security		Social Security	\$77.53	Medicare	\$1,250.54	Social Security	\$1,250.54			Cost	
						State	\$49.00	- Employer		Social	\$1,250.54	- Employer					
						Withholding		State	\$1.25	Security		State	\$1,250.54				
						- KS		Unemployment		State	\$1,250.54	Unemployment					
						KS		Insurance Tax -		Withholding		Insurance Tax -					
								KS		- KS		KS					

Check#	PayTo	Date	Memo	Pay Cycle	Amount
11569	Leavenworth Times	9/13/2025	Annual Renewal	Annual	232.74
11570	Midwest Tape	9/13/2025	DVDs	Monthly	385.55
11571	Security Benefit Group	9/13/2025	Retirement	Monthly	145.45
11572	Agler & Gaeddert	9/13/2025	Audit	Annual	1,157.30
11573	Ingram Library Services	9/13/2025	Adult Books	Monthly	20.10
11574	Center Point Large Print	9/13/2025		1x	49.88
11575	Culligan Water of Kansas City	9/13/2025		Monthly	87.00
11576	Lori Veach	9/13/2025	Face Painting for Fall Fest	1x	210.00
11577	LE Loop Service LLC	9/13/2025	Generator Inspection	Annual	168.00
11578	Midcontinent Communications	9/20/2025	Phone - Internet	Monthly	245.65
11579	PEAC Solutions	9/20/2025	New Xerox	Monthly	297.30
11580	Atmos Energy	9/20/2025		Monthly	95.00
11581	Kevin Reetz	9/20/2025	Mowing	Monthly	240.00
11582	Evergy	9/20/2025		Monthly	421.79
11583	Aly Evans	9/20/2025	Yoga	Monthly	120.00
11584	Bug Hounds	9/23/2025		1x	150.00
11585	Visa	9/20/2025		Monthly	2,169.35
11586	Unifirst	9/20/2025	Matt Cleaning	Monthly	178.72
11587	City of Linwood	9/20/2025		Monthly	65.52
11588	Wheat State Cleaning	9/20/2025		Monthly	750.00



**No-Fee Post Office Box
Renewal Notice / Annual Verification**

BOX# 80 66052
LINWOOD COMMUNITY LIBRARY

Duc Date: 09/30/2025

POSTAL SERVICE USE ONLY

Eligibility Status []Yes []No

Dear Box Customer:

The United States Postal Service® has made no-fee Post Office™ box service available to many customers who are ineligible for carrier street delivery. Each year we must verify the information provided on PS Form 1093, *Application for Post Office Box*, and confirm the continued eligibility of each box customer for no-fee Post Office box service. Please assist us by providing the information requested below.

1. Current Address Information. Complete the required information below by indicating your name and business/organization name (if applicable), current physical residence or business/organization physical address, telephone number, and email address. No-fee Post Office box service will not be renewed until the applicant's identity and current permanent physical street address where he or she resides or conducts business is verified. At the time of renewal, applicants must present two current items of valid identification; one item must contain a photograph of the applicant and one must be traceable to the customer's physical address. This form must be presented to the Postal Service™ and cannot be mailed.

Name (Last, First, MI. (include title if representing a business/organization)) Business/Organization Name (if applicable)

Physical Address (Number, Street, Suite)

City

State

ZIP+4

Telephone Number (include area code)

Email Address

2. Sign and date this form. I certify that the information I have provided above is true and complete to the best of my knowledge. I understand that anyone who furnishes false and misleading information on this notice or who fails to provide information requested on this notice may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

I have read the **Privacy Act Statement** reprinted below and understand that I may remove the statement from this form and keep it for my records.

Signature

Date

Thank you very much for your cooperation.

Notice 32-N, June 2019
PSN 7610-04-000-5093

Note: If you would like to keep this copy of the Privacy Act Statement for your records, cut along the dotted line.

Privacy Act Statement:

Privacy Act Statement: Your information will be used to provide Post Office™ box service. Collection is authorized by 39 U.S.C. 401, 403, and 404.

Providing the information is voluntary, but if not provided, we will be unable to provide this service to you. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a U.S. Postal Service auditor; to entities, including law enforcement, as required by law or in

legal proceedings; to contractors and other entities aiding us to fulfill the service (service providers); to process servers; to domestic government agencies if needed as part of their duties; and to a foreign government agency for violations and alleged violations of law. Information concerning an individual box customer who has filed a protective court order with the Postmaster will not be disclosed except pursuant to court order. For more information regarding our privacy policies visit www.usps.com/privacyoffice.

[Shop now](#)

Sponsored

Tools & Home Improvement › Hardware › Mailboxes & Accessories › Post-Mount Mailboxes



Post Mount Mailbox | Large Size (Aegean Sea), Anti-Theft Locking Mailbox, 15.5" H x 12" W x 18.5" D, Weatherproof Mailboxes for Outside The House

[Visit the adoorn Store](#)

4.3 277 ratings

\$174⁹⁹

Get \$80 off instantly: Pay \$94.99 upon approval for the Amazon Store Card.

Color: Aegean Sea



Size: Large



Color Aegean Sea

Included Lockable

Security Features

Brand adoorn

Mounting Type Post Mount

Product Dimensions 18.5"D x 12"W x 15"H

\$174⁹⁹FREE delivery Friday, September 19. [Details](#)Delivering to Tonganoxie 66086
[Update location](#)

In Stock

Quantity: 1

[Add to Cart](#)[Buy Now](#)

Ships from adoorn

Sold by adoorn

Returns 30-day refund/replacement

Payment Secure transaction

[Add to List](#)

Sponsored

[Click to see full view](#)

About this item

- **Receive What You Buy - Prevent identity, mail and package theft.** Stop porch pirates with our locking mail boxes for house outside. This post mounted mailbox features an anti-phishing panel and anti-pry latch. Keep out sticky fingers with Adoorn's mail box.
- **Receives All Types Of Mail:** Easily accessed by mail carriers and delivery drivers, our post mount mailboxes for outside receive small and large envelopes, poly-bag style mailers and packages up to 16" x 10" x 2.5". This 15.5 x 12 x 18.5" (HxWxD) locking mailbox holds 7-14 days of mail.



Shop Adorn

Sponsored

[Tools & Home Improvement](#) › [Hardware](#) › [Mailboxes & Accessories](#) › [Post-Mount Mailboxes](#)[Click to see full view](#)

5 VIDEOS

Architectural Mailboxes Oasis Mailbox, Black

[Visit the ARCHITECTURAL MAILBOXES Store](#)

4.4 ★★★★★ 268 ratings

Amazon's Choice

50+ bought in past month

\$212⁵⁶

FREE Returns

Get \$80 off instantly: Pay \$132.56 upon approval for the Amazon Store Card.

Available at a lower price from [other sellers](#) that may not offer free Prime shipping.

Color: Black



Material	Metal
Color	Black
Included Security Features	Hopper & Baffle
Brand	ARCHITECTURAL MAILBOXES
Mounting Type	Post Mount

About this item

- **Hands Off Your Mail:** Heavy-duty cam lock and hopper delivery door design blocks thieves from fishing mail out of the locked mail box compartment.
- **Built Like a Tank:** This heavy duty mailbox is made of galvanized steel, & built to last—perfect for anyone needing durable metal mail boxes for outside.
- **Dry Mail, Every Time:** Weather-Tite stripping around the door keeps rain, snow, & dirt out—ideal for long-lasting residential mailboxes for outside.
- **Built for Big Deliveries:** This extra large mailbox offers oversized space for multiple large packages, plus all your other curbside mailbox deliveries.
- **USPS Approved Peace of Mind:** Built tough this USPS Approved locking mailbox is one of the most reliable mailbox with lock for outside (includes 2 keys).
- **Install in Minutes:** Fully assembled & ready to mount. Just note: mounting hardware comes with all Architectural Mailboxes' compatible posts, not the mail box.
- **Post "K" Compatible:** Made to mount effortlessly on all Architectural Mailboxes posts marked with letter K.

[View more](#)[Report an issue with this product or seller](#)

Enjoy fast, free delivery, exclusive deals, and award-winning movies & TV shows.

[Join Prime](#)

Buy new:

\$212⁵⁶

FREE delivery Tuesday, September 16

Or [Prime members](#) get FREE delivery **Saturday, September 13**. Order within 8 hrs 23 mins. [Join Prime](#)Delivering to Tonganoxie 66086 - [Update location](#)

In Stock

Quantity: 1

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Ships from **Amazon.com**
Sold by **Amazon.com**
Returns **FREE 30-day refund/replacement**
Support **Product support included**

[See more](#)☐ Add a gift receipt for easy returns

Save with Used - Very Good

\$156⁵⁶

FREE delivery Tuesday, September 16

Ships from: Amazon
Sold by: Amazon Resale[Add to List](#)

Other sellers on Amazon

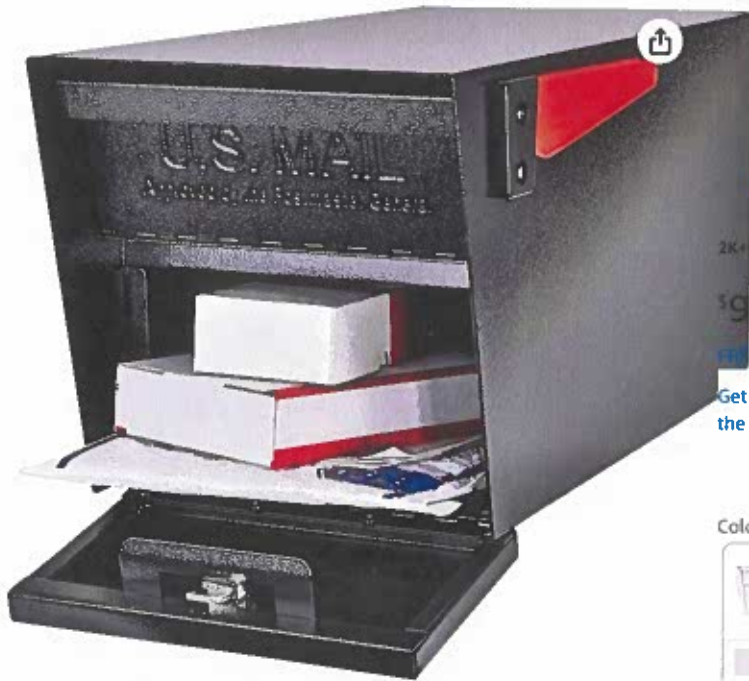
New & Used (4) from \$156⁵⁶ & [FREE Shipping](#)



Shop Adorn

Sponsored

Tools & Home Improvement > Hardware > Mailboxes & Accessories > Post Mount Mailboxes



Click to see full view



9 VIDEOS

Mail Boss 7506 Mail Manager Post Mount Locking Security Mailbox, Black, Large

from the Mail Boss Store

★★★★★ 12,122 ratings

Free Pick

2K+ bought in past month

\$99.99

FREE Returns

Get \$80 off instantly: Pay \$19.99 upon approval for the Amazon Store Card.

Available at a lower price from [other sellers](#) that may offer free Prime shipping.

Color: Black



Material	Stainless Steel, Tempered Steel
Color	Black
Included	Lockable
Security	
Features	
Brand	Mail Boss
Mounting	Post Mount
Type	

About this item

- USPS Approved full-service residential locking security mailbox prevents mail-identity theft
- QUALITY: 14- and 16-gauge galvanized welded steel construction defends against vandalism
- SECURITY: Innovative baffle door accepts small parcels, packages, and a box of checks and also deters fishing
- PATENTED: Includes patented Anti-Pry latch lock mechanism to prevent leveraged entry with a

Enjoy fast, free delivery,
exclusive deals, and award-
winning movies & TV shows.[Join Prime](#)

Buy new:

\$99.99

FREE delivery **Wednesday,**
September 17Or [Prime members](#) get FREE
delivery **Saturday, September**
13. Order within 6 hrs 24 mins.
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In Stock

Quantity: 1

Add to Cart

Buy Now

Ships from Amazon.com

Sold by Amazon.com

Returns [FREE 30-day
refund/replacement](#)Packaging [Ships in product
packaging](#)[See more](#)☐ Add a gift receipt for easy
returns

Save with Used - Like New

\$86.67

FREE delivery **Tuesday,**
September 16

Ships from: Amazon

Sold by: Amazon Resale

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Other sellers on Amazon

New & Used (24) from \$85.00 &
FREE Shipping.

Sponsored

Tools & Home Improvement › Hardware › Mailboxes & Accessories › Mailbox Accessories & Hardware › Mailbox Posts



Adoorn In-Ground Mailbox Mounting Post for Easy Install, 43" x 4" x 4", Heavy Duty Mailbox Post

Visit the [adoorn Store](#)
4.6 81 ratings

Amazon's Choice

500+ bought in past month

\$99⁹⁹

Get \$80 off instantly: Pay \$19.99 upon approval for the Amazon Store Card.

Material	Alloy Steel
Color	Black Post
Brand	adoorn
Product Dimensions	4"D x 4"W x 43"H
Style	Modern

About this item

- **Receive What You Buy - Prevent identity, mail and package theft.** Stop porch pirates with our locking mail boxes for house outside. This post mounted mailbox features an anti-phishing panel and anti-pyry latch. Keep out sticky fingers with Adoorn's mail box.
- **Receives All Types Of Mail:** Easily accessed by mail carriers and delivery drivers, our post mount mailboxes for outside receive small and large envelopes, poly-bag style mailers and packages up to 16" x 10" x 2". This 43" x 4" x 4" (HxWxD) locking mailbox holds 2-3 days of mail
- **Easy to Mount:** Combine Adoorn's residential mailboxes for outside with our post for mailbox (sold separately) or use your existing post. This package mailbox has five different hole patterns to accommodate most posts. Our outside mailboxes can be installed quickly and easily.
- **Instantly Add Curb Appeal:** Adoorn's outdoor mailboxes are designed to compliment home decor. This black mailbox includes a bright red mail flag for added charm. Our modern mailbox comes in a range of eye-catching colors.
- **Durable and Weatherproof:** Our locking mailboxes are constructed from heavy-duty galvanized steel, stainless steel hinges and rust proof finish. This metal mailbox protects from rain and snow.

Report an issue with this product or seller

Similar item with fast delivery

Amazon's Choice

\$99⁹⁹

FREE delivery Friday, September 19. [Details](#)

Delivering to Tonganoxie 66086
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In Stock

Quantity: 1

Add to Cart

Buy Now

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Sold by [adoorn](#)
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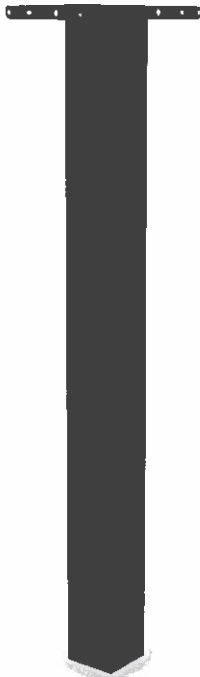
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Sponsored

Tools & Home Improvement › Hardware › Mailboxes & Accessories › Mailbox Accessories & Hardware › Mailbox Posts



Ilyapa Black Metal Mailbox Post for Outside, 43x4x4 inch Metal Post Sleeve with Two Universal Mounting Plate Brackets for Curbside Residential Mailbox, Heavy Duty

Visit the Ilyapa Store

4.4 58 ratings

100+ bought in past month

-9% **\$119⁹⁹**

List Price: ~~\$131.99~~

FREE Returns

Get \$80 off instantly: Pay \$39.99 upon approval for the Amazon Store Card.

Available at a lower price from [other sellers](#) that may not offer free Prime shipping.

Size: 43" Long

7" Bracket

See available options

43" Long

\$119.99
~~\$131.99~~

Color: Black (4"x4"Sleeve)



Click to see full view



2 VIDEOS

Bundles with this item



Ilyapa 43" Black Mailbox Post and Pos...

-19% **\$149.99**

List: ~~\$185.98~~

[See all bundles](#)

- **Heavy-Duty Steel Construction:** Heavy Duty, Crafted from high-quality steel, this 43"Residential mailbox post standard is resistant to rust and corrosion, ensuring long-lasting use. It's powder-coated to withstand outdoor conditions.
- **Various Mounting Options:** Our metal post offers multiple mounting options to suit your location specific installation needs. Includes Two Different Mounting Plates, for wide installation applications. All steel construction, the sleeve fits over an existing or new 4x4 treated wood post.
- **Everything You Need Included To Mount Your Mail Box:** All necessary installation hardware, is included for effortless assembly, allowing you to

prime

Enjoy fast, free delivery, exclusive deals, and award-winning movies & TV shows.

[Join Prime](#)

Buy new:

\$119⁹⁹

FREE delivery Tuesday, September 16

Or [Prime members](#) get FREE delivery **Tomorrow, September 12.** Order within 7 hrs 36 mins.

[Join Prime](#)

Delivering to Tonganoxie 66086 - Update location

In Stock

Quantity: 1

Add to Cart

Buy Now

Ships from Amazon

Sold by Ubiquitty

Returns **FREE 30-day refund/replacement**

Support **Product support included**

[See more](#)

☐ Add a gift receipt for easy returns

Save with Used - Very Good

\$89⁹⁸

FREE delivery Tuesday, September 16

Ships from: Amazon
Sold by: Ubiquitty

Add to List

Other sellers on Amazon

KB Painting

811 E 28th
Ste. B
Lawrence, Kansas 66046
785-423-4464
info@kbpaintingllc.com | www.kbpaintingllc.com



RECIPIENT:

Denis Shelton

19649 Linwood Road
Linwood, Kansas 66052

Quote #2727

Sent on Sep 23, 2025

Total \$825.00

KB Painting Services

Services Offered:

Interior Painting
Custom Cabinetry Painting
Power Washing
Exterior Painting
Deck Staining
Repairs

Always Free Professional Color Consultation

Your Quote is customized to reflect your painting services.

Project Management:

At KB Painting, we pride ourselves on delivering top-notch service to our clients. That's why we provide a dedicated project coordinator for all our services. Their role is to ensure that our professional KB painting team delivers nothing short of excellence from start to finish.

Communication:

The project coordinator will be available for all communications from the date the quote is accepted and through the job process. Once the job begins they will visit the jobsite daily.

Upon Completion:

The project coordinator will perform a final walkthrough upon completion of the project to ensure customer satisfaction.

Product/Service	Description	Total
Additional Preparation	Scope of Work: (2) Metal Doors Sand, caulk around window trim, prime sanded areas and paint. Bottom of door sidelights. Sand rust, prime and paint. An oil based primer will be used prior to painting.	\$575.00*
Additional Preparation	Scope of Work: Remove damaged weatherstripping seal and replace on 1 door.	\$250.00*

* Non-taxable

A deposit of \$165.00 will be required to reserved your project on our schedule.



Ian Martinez
Project Consultant
785-979-4170
ian@absolutehousepainters.com

Proposal

Absolute Painting
3010 Four Wheel Drive, #1
Lawrence, KS 66047
785-330-9619
Family Owned Since 2008

CONTACT	JOB ADDRESS	PROPOSAL ID	DATE
Denis Shelton 19649 Linwood Rd Linwood, KS 66052 director@linwoodlibrary.org 913-301-3686	Denis's Address 19649 Linwood Rd Linwood, KS 66052	3147	Sep 17, 2025
			EXPIRES Sep 17, 2026

Item \$

General Description of Work

Projected Timeline:

Approximately 4 weeks

Estimated Project Duration:

Approximately

Daily Set-up and Clean-up:

Tools, equipment, and paint shall be kept in a centralized "staging area" when not in use. All areas scheduled for work shall be cleaned and organized daily and upon final completion to ensure areas are free from job related debris. Painting crew will organize or remove painting materials/equipment daily.

Daily Communication:

The lead painter will communicate at least once daily regarding progress, next steps, as well as addressing any customer questions or concerns.

Final Walkthrough:

Job lead will perform a final walkthrough upon completion of the project to ensure customer satisfaction, and will address any resulting punch list items immediately.

Interior Prep Work and Drywall Patching/Repairs

- All floors and other items not receiving paint will be adequately covered and protected
- All surfaces scheduled for paint are to close up nail pops and nail holes, sanded and spot primed as appropriate
 - Surfaces shall be assessed for repairs at normal viewing angles, normal lighting, at approximately arm's length - *flashlights, halogen lamps, or other means shall not be used to find humps, dips, or imperfections that are not visible under normal lighting conditions.*
 - These items are included in the Proposal as part of "Prep Work"
 - See Media section below for large dents, holes, and/or settling cracks requiring tape, reinforcement patches, or other more complex repairs included in this Proposal
 - These items are included in the Proposal as "Drywall Repairs"
 - All surfaces scheduled for paint are to be sanded prior to painting; existing texture or stipple will remain.

Entry

Prep Work - Sanding, Patching, Masking, Dropcloths, Etc.

Prime Woodwork (2 Coats, Benjamin Moore UltraSpec DTM Bonding Primer)

Paint Woodwork and Doors (2 Coats, Benjamin Moore UltraSpec DTM Bonding Paint)

Interior Specific Exclusions:

SPECIFIC EXCLUSIONS:

We understand the following surfaces are to receive no work:

All drywall repairs beyond normal paint preparation not specified in the media section

All closets not scheduled for painting

All baseboards, doors, frames, and all other trim not scheduled for painting

All ceilings not scheduled for painting

All cabinets, vanities, or built-ins not scheduled for painting

All floor surfaces

All other surfaces not specifically mentioned above

Interior **\$1,477.00**

Total **\$1,477.00**

Or as low as **\$67.41/month*** with

 **wisetack** [LEARN MORE](#)

Options

These items are optional additions and are not included in the total. To add items to your proposal, just click +Add Option.

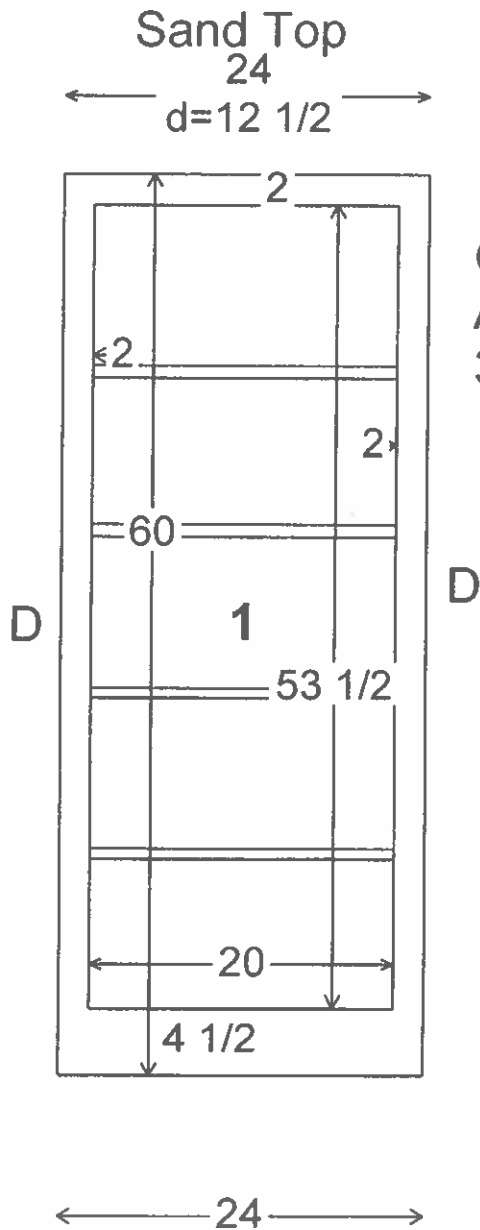
Item \$

Color Consultation	\$350.00
Your painting project comes with peace of mind about your color selections with help from a professional designer!	+ ADD OPTION

Old World Cabinet Inc.
322 Main
PO Box 140
Linwood KS 66052
913-723-3740

Linwood Library

9/16/2025



Room 1 - Wall 1

Old World Cabinet, Inc.

Estimate

322 Main
P.O. Box 140
Linwood, KS 66052
913-723-3740

Date	Estimate #
9/17/2025	3275

Name / Address	Ship To
Linwood Library	pick up

Terms	Due Date
COD	9/17/2025

Description	Total
Red oak bookcase ~~Price is per each bookcase. *Cabinetry is not pre-finished. **Amount due in full at time of pick up.	784.00
Fully insured (includes worker's comp and general liability.)	Total \$784.00