

Agenda
Linwood Community Library Board Meeting
Tuesday, October 28, 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

- Staff Privacy
- Nov/Dec Board Meetings

Adjournment

Next Regular Board Meeting: Tuesday, November 25, 2025 at 6:30 pm

Linwood Community Library Board of Trustees
Meeting Minutes: September 23, 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: 6:33pm - 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 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: Petty cash was counted by Nicole Oelschlaeger on 09-03-2025. She stated the total on hand was \$116.25.

Communications for the board: None

Director's Report

Statistical Report

Financial Report

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

Public Comments: None

Bills for Payment: Credit card statements were reviewed by the Finance Committee and Board Chair with no issues identified and recommended for approval by the board. Sheldon made a motion to approve, and Chris seconded. The vote was in favor.

Old Business:

- **Policy Manual rewrite:** (Moved to end of meeting)
- **Library Mailbox:** The board and director discussed and concurred on the purchase of a post for \$120 and mailbox for \$175, subject to installation issues including post office approval and actual installation.

Committee Reports:

Building & Equipment: Quincy Kyle to provide tentative plans and budget by Oct. 1. Additional bids will be sought.

Financial: no discussion

Personnel & Policy: New associate (Ethan) has been hired and will function in Library Services role.

New Business:

- **KLA training:** Dennis recommended sending Amy to the KLA annual conference in Manhattan in November. The board concurred that it was a good idea and that the director can proceed at his discretion.
- **Foyer repairs:** A quote was received by KB Painting for addressing corrosion and repainting areas as required, and replacing weather stripping. The quote was \$825. The board concurred that it was a good idea and that the director can proceed at his discretion.
- **New Bookshelves:** 3 each end cap shelf units are desired to add to the ends of the existing shelf units in the main room. They would be 3 feet wide by 5 feet tall. Estimated price is \$2352 plus tax for all 3, by the cabinet shop in Linwood. Chris made a motion to approve the purchase, Aly seconded, and the vote was in favor.
- **Groundskeeping:** New bids will be sought for general outside maintenance on the property, including planting grass on the east side of the building, maintaining existing plants and trees, in addition to mowing grass on regular basis.
- **Illuminated Roadside Sign:** The board discussed a desire have a variety of events shown on the sign, with more frequent changes. Dennis indicated that Ethan is being assigned to maintain the sign.

Old Business (deferred from earlier): Policy Manual revision - The board and director reviewed the appendices and forms for minor changes. All content has now been reviewed and after all changes have been implemented, the new version can be released for public access.

Adjournment:

8:35pm – Chris made a motion to adjourn, Aly 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

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 September 23, 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
October 28, 2025**

General Fund (GF) Checking account balance as of 09-30-2025 was \$391,240.80. The GF checking account has been reconciled in Xero through 10-03-2025 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 09-30-2025 was \$226,017.06. The CIF Checking account has been reconciled in Xero through 10-03-2025 noting no difference.

Petty Cash was counted by Nicole Oelschlaeger 10-02-2025. She indicated the total on hand was \$87.85.

Prepared by Sheldon Wheaton, treasurer



Director's Report

October 28, 2025

Prepared by: Dennis Shelton, MBA

I have applied for, and received grants for Amy and myself to attend KLA. Amy's grant will cover all of her expenses to attend KLA and her hotel room while there. Amy now oversees all of our adult collections and this will allow her to meet other people involved in collections and learn new strategies and identify new wholesalers as one of our suppliers, Baker and Taylor announced they will not stay in business and all attempts to sell their business have failed as of October. My grant is only for one day as my plan is to drive over in the morning and back the same evening.

I have also received a grant to cover the entire cost for Susie to attend the Bureau of Education and Research "What's NEW in Children's Books" in December. Susie orders all of our children's books and this will give her a chance to preview new books for our children's collection and identify new trends in children's books.

I have the mailbox to put in but there have been issues getting it in. I am waiting for the post master to come out and mark the location as I have been told I need to do by the USPS. I have been to De Soto to speak to him and he assured me he would be out the week of Oct 20, unfortunately he has not been out. I will contact him ASAP to get him out. I did not sign the renewal for our post office box since we are putting in a mailbox, the post office has removed our PO Box and we no longer have access to it. The post office is currently holding our mail for us behind the counter until we can get our mailbox in.

To get KB painting started, I had to pay a deposit. KB Painting has been out and has sanded to rust spots and applied primer to the areas to be painted. They will return to do the painting, using a heavy marine paint, as well as replace the seals on the east side that are rotted. They did not think it was the seals causing the rust, but the changes in temperature causing very high humidity in the entry way and the treatment for ice blowing in causing the rust.

I placed the order for the new book shelves to be used for end caps with the cabinet shop. The shop is running behind and anticipate it will be after the first of the year before they complete.

Our contract with Midco ends at the first of the 2026 year at which point we will go to a month to month pricing and lose our discounts. To remain compliant with E-Rate we have to get bids at the end of this year. I have spoken to our E-Rate representative and Midco appears to currently be the only company who has the ability to offer the services we are required to offer to our patrons. E-Rate requires we get bids once every three years and Midco wants us to sign a 3 year contract to lock in our discounts. For a small amount more we can double our internet speeds, which I have checked and we have the bandwidth to do, for about \$30 per month more than we are currently paying. I will be confirming pricing with Midco and making sure the service will provide needed speeds with E-Rate to keep our E-Rate reimbursements intact for the next three years.

2025 Monthly Stats

Linwood Community Library Statistical Report

Circulation:					
	Sep 2025	Y-T-D	Sep 2024	Y-T-D	
Adult Books	137	1,438	160	1,642	
Child Books	237	2,644	268	3,129	
Young Adult	36	276	39	249	
Magazines	1	15	-	11	
Movies/Videogames	82	1,127	127	1,427	
Music		1	-	-	
Audiobooks	67	498	56	430	
Large Print	28	264	26	254	
** Electronic Materials	212	1,998	203	1,844	
Equipment: Video/DVD		-			
Equipment: Sports/Games		-			
Total:	800	8,261	879	8,986	
% of Change	(8.99)	(8.07)			
New Acquisitions:					
	Sep 2025	Y-T-D	Sep 2024	Y-T-D	
Adult	49	381	66	611	
Children	39	336	16	336	
Young Adult	6	160	2	82	
Audiovisual	9	117	20	184	
Equipment: Video/DVD	-	-			
Equipment: Sports/Games	-	-			
Total:	103	994	104	1,213	
% of Change	(0.96)	(18.05)			
Inter-Library Loan:					
	Sep 2025	Y-T-D	Sep 2024	Y-T-D	
NEXT Loaned	329	3,093	388	2,685	
NEXT Borrowed	119	1,031	95	972	
ShareIt ILL Loaned	17	88	3	40	
ShareIt ILL Rec'd	-	12	-	32	
Total:	465	4,224	486	3,729	
% of Change	(4.32)	13.27			
Programs:					
	Sep 2025	Y-T-D	Sep 2024	Y-T-D	
Adult Programs	37	352	36	349	
Total Adult attendance	173	1,700	153	2,422	
Childrens Programs	12	143	9	102	
Total Childrens attendance	57	904	21	445	
Young Adult Programs	-	-	-	1	
Total YA attendance	-	-	-	-	
Outreach Events	-	12	-	8	
Outreach Attendance Total	-	524	-	292	
Total Library Events	49	507	45	460	
Attendance Total	230	3,128	174	3,159	
Meeting Room Uses	5	40	10	73	
Meeting Attendance	10	78	23	156	
Total Attend:	240	3,206	197	3,315	
% of Change	21.83	(3.29)			
Electronic Materials Use:					
	Sep 2025	Y-T-D	Sep 2024	Y-T-D	% of Change
** Consortial Users					
Flipster	-	-	-	-	#DIV/0!
Lynda Users	-	-	-	-	#DIV/0!
Local Uses					
Cloud Library	22	261	24	277	(5.78)
Kanopy (Dec 2020)	5	12	1	14	(14.29)
Hoopla	131	1,248	124	935	33.48
Overdrive	54	477	54	618	(22.82)
Total Local Use:	212	1,998	203	1,844	
% of Change	4.43	8.35			
Miscellaneous:					
	Sep 2025	Y-T-D	Sep 2024	Y-T-D	% of Change
Volunteer Hours	9	93.00	13.00	121.50	
Number of Volunteers	4	37	4	38	
Door Count	594	5,698	553.00	6,803	(16.24)
Reference	19	154	4	159	(3.14)
Computer Use	12	139	28	241	(42.32)
Wireless Activity	242	3,144	277	2,966	6.00
Website Sessions	274	2,389	287	3,074	(22.28)
Website Users	204	2,363	201	3,477	(32.04)
Public Service Hours	223	1,975	212	2,015	(1.96)
F8 Video Views	-	-	-	-	-

2025 Monthly Stats

Linwood Community Library Statistical Report

FB Reach	395	10,136	1,300	12,324	(17.75)
Engagements - Youth			-	-	-
Twitter Visits	-				
Tweet impressions	-	-	-	0	
Mailchimp					
Total Emails Sent	4	38	5.00	37	
Total Email Receipts	1,885	14,968	1,938.00	14,225	
Total Emails Opened	650	5,450	765.00	5,664	
Faxes (Per Patron Use)	8	53			
Copies (Per Patron Use)	32	232			
Notary (Per Patron Use)	1	22			

	Sep 2025	Y-T-D
Borrowers end of month	644	0
Borrower Accounts used	77	788
Borrowers Added	5	38
Borrowers Renewed	13	178
Borrowers Deleted	0	98
Total Check Outs/ Renewal	590	6,293
Adult Checkouts/Renewals	248	2,469
Youth Checkouts/Renewals	342	3,824

** 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 month ended September 30, 2025

	CAPITAL OUTLAY	EMPLOYEE BENEFITS	GENERAL FUND	TOTAL
Income				
Property Taxes	-	695.98	16,962.43	17,658.41
Fine and Fees	-	-	88.40	88.40
Insurance Refund	-	-	631.00	631.00
Interest Income	595.98	-	1,039.84	1,635.82
NEKLS Grants	-	-	1,607.25	1,607.25
State Grants	-	-	626.63	626.63
Total Income	595.98	695.98	20,955.55	22,247.51
Gross Profit				
	595.98	695.98	20,955.55	22,247.51
Expenses				
Collections	-	-	2,267.46	2,267.46
Gross Wages	-	-	11,598.99	11,598.99
Medicare Co	-	166.79	-	166.79
Operating Expenses	-	-	4,035.35	4,035.35
Program Expenses	-	-	446.34	446.34
Simple IRA Match	-	64.84	-	64.84
Social Security Co	-	713.26	-	713.26
SUTA	-	4.02	-	4.02
Total Expenses	-	948.91	18,348.14	19,297.05
Operating Income	595.98	(252.93)	2,607.41	2,950.46
Net Income	595.98	(252.93)	2,607.41	2,950.46

Income Statement (Profit and Loss)

Linwood Community Library

For the 9 months ended September 30, 2025

	CAPITAL OUTLAY	EMPLOYEE BENEFITS	GENERAL FUND	TOTAL
Income				
Property Taxes	-	8,142.25	277,910.26	286,052.51
Donations	-	-	1,500.00	1,500.00
E-Rate	-	-	720.00	720.00
Fine and Fees	-	-	531.21	531.21
Insurance Refund	-	-	631.00	631.00
Interest Income	5,139.15	-	9,095.37	14,234.52
NEKLS Grants	-	-	4,821.75	4,821.75
State Grants	-	-	3,127.63	3,127.63
Total Income	5,139.15	8,142.25	298,337.22	311,618.62
Gross Profit	5,139.15	8,142.25	298,337.22	311,618.62
Expenses				
Collections	-	-	22,921.85	22,921.85
Gross Wages	-	-	104,408.53	104,408.53
Medicare Co	-	1,512.54	-	1,512.54
Operating Expenses	-	-	49,129.92	49,129.92
Program Expenses	-	-	12,446.80	12,446.80
Simple IRA Match	-	458.15	-	458.15
Social Security Co	-	6,467.40	-	6,467.40
SUTA	-	112.43	-	112.43
FUIT	-	182.23	-	182.23
Total Expenses	-	8,732.75	188,907.10	197,639.85
Operating Income	5,139.15	(590.50)	109,430.12	113,978.77
Net Income	5,139.15	(590.50)	109,430.12	113,978.77

	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	5,139.15	-	5,139.15		
Transfer	28,000.00	-	-	-		
Revenue Total	35,117.54	5,139.15	-	5,139.15		
Capital Improvement Fund Total	35,117.54	226,017.06				
Treasurers Balance 12/31/2024	220,877.91					
Treasurers Balance 6/30/2025	226,017.06					

	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	8,142.25	8,487.41	(345.16)	95.93%	100.00%
Revenue Total	15,700.27	8,142.25	8,487.41	(345.16)		
Expense						
Payroll Expenses	11,762.23	8,732.75	15,480.00	(6,747.25)	56.41%	100.00%
Cash carry forward	-	-	-	-	#NAME?	100.00%
Expense Total	11,762.23	8,732.75	15,480.00	(6,747.25)		
Employee Benefit Fund Total		(590.50)				
Treasurers Balance 12/31/2024	9,527.13					
Treasurers Balance 6/30/2025	8,936.63	8,936.63				

	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	9,449.38	7,567.00	1,882.38	124.88%	100.00%
Interest on Idle Funds	13,570.52	9,095.37	13,200.00	(4,104.63)	N/A	100.00%
Other Income	2,696.14	1,882.21	2,000.00	(117.79)	N/A	100.00%
Property Tax	286,878.12	277,910.26	291,079.00	(4,200.88)	98.56%	100.00%
Revenue Total	310,567.14	298,337.22	313,846.00	(15,508.78)		
Expense						
Collections	33,019.74	22,921.85	34,204.00	(11,282.15)	67.02%	100.00%
Program	20,813.02	12,446.80	20,231.00	(7,784.20)	61.52%	100.00%
Operating Expense	68,522.76	49,129.92	95,445.00	(46,315.08)	51.47%	100.00%
Wages	131,548.49	104,408.53	217,112.00	(112,703.47)	48.09%	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	188,907.10	547,992.00	(359,084.90)	34.47%	
General Fund Total	21,282.63	109,430.12				
Treasurers Balance 12/31/2024	269,206.88					
Treasurers Balance 6/30/2025	378,637.00	378,637.00				

	Bank Balance	Calculated Outstan	Act outstand	Diff	Balance sheet	Actually Off
Checking Account	387,573.63	391,240.80	(3,667.17)	3,479.20	(187.97)	(135.36)
Capital Account	226,017.06	226,017.06	-	0	-	(52.61)

* corrected 2024 payment issue items changed



Payroll Journal Report

Employees Earning

Pay Run Aug 27th - Sep 25th
Report Period 08/27/2025 - 09/25/2025
Pay Date 09/30/2025

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

Employee Earnings at Company Level (Pay run: Aug 27th - Sep 25th (Sep 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	Accrued
Base Pay	550.22		\$10,637.98	EMPLOYEE Security	\$100.00	Federal Income Tax	\$450.55	Employer Medicare Tax	\$168.79	Federal Income Tax	\$11,403.99	Employer Medicare Tax	PTO	12.00
Holiday Hours	32.00		\$618.22	Benefit		Medicare	\$168.79	Social Security - Employer	\$713.26	Medicare	\$11,503.99	Social Security - Employer		18.42
PTO Hours	12.00		\$203.04	EMPLOYER Security	\$64.84	Social Security	\$713.26	State Unemployment Insurance Tax - KS	\$4.02	Social Security	\$11,503.99	State Unemployment Insurance Tax - KS		
Overtime(1.5x Base)	1.12		\$42.13	Benefit		State Withholding - KS	\$621.00							
PTO Payout (PTO Policy Va 2)	0.25		\$4.62											
Gross			\$11,503.99											

Pay run: Aug 27th - Sep 25th (Sep 30, 2025)

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

Library

Base	394.6172	\$6,498.14	EMPLOYEE	Additional	\$0.00	Employer	\$103.25	Additional	\$0.00	Employer	\$7,122.02	PTO 12.00	11.98	Net Pay	\$5,813.83
Pay			Security	Medicare		Medicare Tax		Medicare		Medicare Tax				Company	\$7,735.71
Holiday 24.0000		\$416.22	Benefit	Federal	\$262.36	Federal	\$0.00	Federal	\$7,022.02	Federal	\$0.00			Cost	
Hours			EMPLOYEE	Income Tax		Unemployment		Income Tax		Unemployment					
PTO 12.0000		\$203.04	Security	Medicare	\$103.25	Insurance Tax		Medicare	\$7,122.02	Insurance Tax					
Hours			Benefit	Social	\$441.58	Social Security	\$441.58	Social	\$7,122.02	Social Security	\$7,122.02				
PTO 0.2500		\$4.62		Security		- Employer		Security		- Employer					
Payroll				State	\$401.00	State	\$4.02	State	\$7,022.02	State	\$4,017.33				
(PTO				Withholding		Unemployment		Withholding		Unemployment					
Policy				- KS		Insurance Tax -		- KS		Insurance Tax -					
W6 2)						KS				KS					
Gross		\$7,122.02													

Pay run: Aug 27th - Sep 25th (Sep 30, 2025)

Employee	Earnings		Deductions and Contributions		Employee Taxes		Employer Taxes		Employee Taxable Wages		Employer Taxable Wages		Time Off (Hours)		Totals			
	Description	Hours	Rate	Total	Description	Amount	Description	Amount	Description	Wages	Description	Wages	Description	Used	Accrued	Description	Amount	
Susan B. Henneke	Base Pay	69.44	16.92	\$1,174.94	Federal Income Tax	\$22.95	Employer Medicare Tax	\$21.45	Federal Income Tax	\$1,479.50	Employer Medicare Tax	\$1,479.50		PTO	12.00	2.68	Net Pay	\$1,282.37
	Holiday Hours	6.00	16.92	\$101.52	Medicare Social Security	\$21.45 \$91.73	Social Security - Employer	\$91.73	Medicare Social Security	\$1,479.50 \$1,479.50	Social Security - Employer	\$1,479.50					Company	\$1,594.16
	PTO	12.00	16.92	\$203.04	Social Security		State Unemployment Insurance Tax - KS	\$1.48	Social Security	\$1,479.50	State Unemployment Insurance Tax - KS	\$1,479.50					Cost	
	Hours Gross			\$1,479.50	State Withholding - KS	\$61.00			State Withholding - KS	\$1,479.50								
Clara Knipp	Base Pay	102.32	16.92	\$1,731.18	Federal Income Tax	\$58.27	Employer Medicare Tax	\$26.57	Federal Income Tax	\$1,832.70	Employer Medicare Tax	\$1,832.70		PTO	0	3.95	Net Pay	\$1,594.23
	Holiday Hours	6.00	16.92	\$101.52	Medicare Tax	\$26.57	Social Security	\$113.63	Medicare Tax	\$1,832.70	Social Security	\$1,832.70					Company	\$1,972.90
	Gross			\$1,832.70	Social Security	\$113.63	- Employer		Social Security	\$1,832.70	- Employer	\$1,832.70					Cost	
					State Withholding - KS	\$40.00			State Withholding - KS	\$1,832.70								
Nicole R. Oetzelhager	Base Pay	47.04	16.97	\$798.19	Medicare Social Security	\$11.57 \$49.49	Employer Medicare Tax	\$11.57	Federal Income Tax	\$798.19	Employer Medicare Tax	\$798.19					Net Pay	\$711.13
	Gross			\$798.19	State Withholding - KS	\$26.00	- Employer	\$0.80	Medicare Social Security	\$798.19	Social Security - Employer	\$798.19					Company	\$860.05
																	Cost	

Fran Keppler
Leavenworth County Clerk
300 Walnut, Leavenworth, KS 66048

PHONE: 913-684-0422
FAX: 913-680-1489
EMAIL: fkeppler@leavenworthcoounty.gov

October 2, 2025

Linwood Community Library
P.O. Box 80
Linwood, KS 66052

RE: Final Valuation and Mill Levies

Please be advised the final assessed valuation for Linwood Community Library is 104,759,179. Accordingly, the tax levies required to finance your 2026 budget is as follows:

<u>FUND</u>	<u>LEVY</u>	<u>PRODUCES</u>
General	2.519	\$263,888.37
Employee Benefits	<u>.076</u>	<u>\$ 7,961.70</u>
TOTALS	2.595	\$271,850.07

If you have any questions, please call me at 684-0422 prior to October 15, 2025.
Please review your 2026 budget to verify the above dollars will fund your budget.


Fran Keppler
County Clerk

Fran Keppler
Leavenworth County Clerk
300 Walnut, Leavenworth, KS 66048

PHONE: 913-684-0422
FAX: 913-680-1489
EMAIL: fkeppler@leavenworthcounty.gov

TO: Fran Keppler

RE: Acknowledgement for Receipt of Levied Taxes for Budget Year 2026

I Dennis Shelton, of Linnwood Community Library
(Name/Please Print) (Name of Taxing Entity)

am in receipt of the levied letter, dated October 3, 2025, regarding notification of the final assessed valuation, tax levies, and the dollars that will be levied for the 2025 tax year. I (we) have reviewed the 2026 budget to insure that the dollars levied will finance the adopted budget.

I hereby give the County Clerk authority to proceed with the tax statements and finalize the tax abstract.

Dated: 10/1/2025


Signature

Please date, sign and return this acknowledgement in the enclosed self-addressed stamped envelope or email back to fkeppler@leavenworthcounty.gov

NOTICE OF BUDGET HEARING

The governing body of
Linwood Community Library
Leavenworth County

State of Kansas
Special District

will meet on 8/19/2025 at 7:00 PM at Linwood Community Library for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to be levied. Detailed budget information is available at Linwood Community Library and will be available at this hearing.

SUPPORTING COUNTIES
Leavenworth County (home county)

BUDGET SUMMARY

Proposed Budget 2026 Expenditures and Amount of Current Year Estimate for 2025 Ad Valorem Tax establish the maximum limits of the 2026 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2024		Current Year Estimate for 2025		Proposed Budget Year for 2026		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2025 Ad Valorem Tax	Proposed Estimated Tax Rate*
General	290,485	2.630	307,592	2.625	589,579	261,895	2.518
Debt Service							
Employee Benefits	11,762	0.146	11,500	0.072	14,695	8,005	0.076
Non-Budgeted Funds							
Totals	302,247	2.776	319,092	2.697	604,274	271,900	2.594
					Revenue Neutral Rate **		2.595
Less: Transfers	28,000		28,000		28,000		
Net Expenditures	274,247		291,092		576,274		
Total Tax Levied	272,034		272,033		XXXXXXXXXX		
Assessed Valuation	97,947,818		100,835,625		104,813,303		

Outstanding Indebtedness.

	2023	2024	2025
Jan 1.	0	0	0
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	0	0	0

*Tax rates are expressed in mills.

**Revenue Neutral Rate as defined by KSA 79-2988

Linwood Community Library



This Construction Contract (the "Contract") is made as of this ____ day of _____, 20 __, by and between _____ Linwood library _____, RK Bar Construction who desires to provide Construction services to _____, [Owner] and _____ [Owner] desires to obtain such services from RK Bar Construction.

WITNESSETH:

In consideration for the mutual promises set forth below, the parties agree as follows:

1) Scope of Work

RK Bar Construction will provide all materials, services, and labor for the construction of an addition to the Linwood Community Library located at: 19649 Linwood Rd Linwood, KS 66052 herein referred to as "Worksite."

This includes adding an addition onto the existing building. In doing so we will be remodeling the children's area at the back of the library as well. We will be taking out a wall and that is currently a work room for employees. In addition to removing the wall we will have to reconstruct all of the drop-down ceiling to make it flow into the widened area that we are creating.

The addition will 52ft wide and 20ft long. We will need to take down a existing HVAC unit that is currently mounted to the side of the building. We will need to add new electrical wires from the panel to the new portion of the building as well as leave drops for lights and smoke and fire alarms for codes. As well as all new HVAC system so that we can put drops in multiple spots throughout the new addition. All must Installed before new drop ceiling.

2) Contract Price

The owner shall pay RK Bar Construction the rough estimate sum of 146,562\$ dollars (\$) for the material and labor to be performed under the Contract, subject to any additions and/or

deductions made pursuant to authorized change orders. This price is a reflection of the market today and costs for labor and material. It does change weekly. Due to the project being a addition there will be lots of stuff that comes up during this process that can effectively change the price as we proceed through the building process.

3) Completion Time

The parties agree that time is of the essence, and therefore the work to be performed under this Contract shall be commenced on or before the ____ day of _____, 20____, and shall be substantially completed on or before the ____ day of _____, 20____.

4) Payments

Payments of the Contract price shall be paid in the following manner:

Type	Percent	Amount	Due Date
Down Payment	30%	\$43,968.6	Due upon signing on contract
Delivery Payment	40%	\$58,624.8	Due upon delivery of materials
Truss Payment	20%	\$29,312.4	Due upon installation of trusses
Final Payment	10%	\$14,656.2	Due upon completion

Please make checks payable to Kwincy Kile and or RK Bar Construction, if owner fails to pay bills within 30 days of completion there will be a 10% fee. And for every 30 days that follows an additional 10% will be added to final payment.

If _____ fails to pay for the services when due, RK Bar Construction has the option to treat such failure to pay as a material breach of this Contract and may seek legal remedies and/or cancel this Contract.

6) Insurance

RK Bar Construction warrants it is adequately insured for injury to its employees and any others incurring loss or injury as a result of the acts of Contractor or its employees and subcontractors.

7) Subcontractors

RK Bar Construction may engage subcontractors to perform work at its discretion hereunder, provided RK Bar Construction shall fully pay said subcontractor and in all instances remain responsible for the proper completion of this Contract.

8) Modifications

All changes to Services shall be in writing and signed by both Owner and RK Bar Construction

10) Integration

This Contract contains the entire Contract of the parties, and there are no other promises or conditions in any other contract whether oral or written concerning the subject matter of this Contract. Any amendments must be in writing and signed by each party. This Contract supersedes any prior written or oral agreements between the parties.

Signed this _____ day of _____, 20__.

Construction Company Signature

Owner Signature