

Agenda
Linwood Community Library Board Meeting
Tuesday, November 25, 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

- Building update
- Policy Manual

Committee Reports

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

New Business

- Personnel
- Executive Session

Adjournment

Next Regular Board Meeting: Tuesday, December 29, 2025 at 6:30 pm

Linwood Community Library Board of Trustees
Meeting Minutes: October 28, 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 09-30-2025 was \$391,240.80. The GF checking account has been reconciled in Xero through 09-30-2025 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 09-30-2025 noting no difference.

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

Communications for the board: None

Director's Report

Statistical Report

Financial Report

Chris 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 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 Aly seconded. The vote was in favor.

Old Business:

- **Policy Manual rewrite:** Consensus was reached to have forms not included in policy manual, but to be available in hard copy form at the reference desk, with the exception of the application for board of trustees position, which will also be placed on website.
- **Library Mailbox:** The post office has marked their desired location and Dennis will install the new mailbox.

Committee Reports:

Building & Equipment: second contractor will be contacted for review and quote on building expansion project.

Financial: no discussion

Personnel & Policy: no discussion

New Business:

- **Staff Privacy:** Names of staff will no longer be included in the board meeting minutes.

Board meeting dates: November meeting to be on the 25th per regular schedule. December meeting will be adjusted to be on December 29 to adjust for Christmas holiday.

Adjournment:

7:09pm – Chris made a motion to adjourn, Sheldon 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
November 25, 2025**

General Fund (GF) Checking account balance as of 10-31-2025 was \$383,431.02. The GF checking account has been reconciled in Xero through 10-31-2025 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 10-31-2025 was \$226,560.31. The CIF Checking account has been reconciled in Xero through 10-31-2025 noting no difference.

Petty Cash was counted by Nicole Oelschlaeger 11-06-2025. She indicated the total on hand was \$77.15.

Prepared by Sheldon Wheaton, treasurer



Director's Report November 25, 2025

Prepared by: Dennis Shelton, MBA

I was able to get the mailbox in and a change of address submitted. We are now receiving our mail at our mailbox. We are still going through and making the required changes to our address with our suppliers / newspapers etc.

Our Midco contract is ending in December. Midco wanted a new three year contract and offered to include our phone service in the contract for a discounted rate. I spoke to Benjamin Mauk with E-Rate and we have to renew our E-Rate contract by January also for a period of 3 years. This will provide what we need to keep our E-Rate reimbursement for the next three years. Midco was offering to double our speed for roughly the same monthly charge and after checking with NEKLS finding we have the bandwidth to handle doubling the speed, I upgraded Midco and signed a new three year contract for our phone service and internet.

Complete heating and air was out and serviced our heating and cooling system. Everything checked out and I renewed our contract for spring and fall check ups / service with Complete heating and air through 2026.

Clara gave me her resignation October 28 and her last day was November 10. Nicole will be doing Story Time and she and Ethan have stepped up to fill in hours to cover for us. I talked with the staff and feel comfortable staying with the staff we currently have through the winter. I will have Nicole take the youth Services position to begin preparing for our summer programming and next spring I will post a job opening and have someone in place for Summer Reading.

Amy attended the three day KLA conference in Manhattan. She seemed to enjoy the lectures and came back with some new ideas for ordering and weeding. I had planned on attending the KLA as well, but Susie had to be out for three weeks to help her son in Hawaii who needed assistance due to a medical issue which left us short and I was unable to attend this year.

2025 Monthly Stats

Linwood Community Library Statistical Report

Circulation:					
	Oct 2025	Y-T-D	Oct 2024	Y-T-D	
Adult Books	135	1,573	214	1,856	
Child Books	238	2,882	295	3,424	
Young Adult	26	302	33	282	
Magazines	4	19	3	14	
Movies/Videogames	110	1,237	128	1,555	
Music		1	-	-	
Audiobooks	52	550	52	482	
Large Print	26	290	42	296	
** Electronic Materials	202	2,200	219	2,063	
Equipment: Video/DVD		-			
Equipment: Sports/Games		-			
Total:	793	9,054	986	9,972	
% of Change	(19.57)	(9.21)			
New Acquisitions:					
	Oct 2025	Y-T-D	Oct 2024	Y-T-D	
Adult	31	412	61	672	
Children	33	369	49	385	
Young Adult	-	160	9	91	
Audiovisual	14	131	7	191	
Equipment: Video/DVD	-	-			
Equipment: Sports/Games	-	-			
Total:	78	1,072	126	1,339	
% of Change	(38.10)	(19.94)			
Inter-Library Loan:					
	Oct 2025	Y-T-D	Oct 2024	Y-T-D	
NEXT Loaned	279	3,372	375	3,060	
NEXT Borrowed	85	1,116	139	1,111	
ShareIt ILL Loaned	-	88	8	48	
ShareIt ILL Rec'd	-	12	-	32	
Total:	364	4,588	522	4,251	
% of Change	(30.27)	7.93			
Programs:					
	Oct 2025	Y-T-D	Oct 2024	Y-T-D	
Adult Programs	40	392	52	401	
Total Adult attendance	260	1,960	211	2,633	
Childrens Programs	15	158	9	111	
Total Childrens attendance	49	953	31	476	
Young Adult Programs	-	-	-	1	
Total YA attendance	-	-	-	-	
Outreach Events	-	12	4	12	
Outreach Attendance Total	-	524	68	360	
Total Library Events	55	562	65	525	
Attendance Total	309	3,437	310	3,469	
Meeting Room Uses	5	45	10	83	
Meeting Attendance	10	88	18	174	
Total Attend:	319	3,525	328	3,643	
% of Change	(2.74)	(3.24)			
Electronic Materials Use:					
	Oct 2025	Y-T-D	Oct 2024	Y-T-D	% of Change
** Consortial Users					
Flipster	-	-	-	-	#DIV/0!
Lynda Users	-	-	-	-	#DIV/0!
Local Uses					
Cloud Library	25	286	35	312	(8.33)
Kanopy (Dec 2020)	-	12	1	15	(20.00)
Hoopla	122	1,370	130	1,065	28.64
Overdrive	55	532	53	671	(20.72)
Total Local Use:	202	2,200	219	2,063	
% of Change	(7.76)	6.64			
Miscellaneous:					
	Oct 2025	Y-T-D	Oct 2024	Y-T-D	% of Change
Volunteer Hours	12	105.00	18.00	139.50	
Number of Volunteers	5	42	4	42	
Door Count	672	6,370	729.00	7,532	(15.43)
Reference	18	172	26	185	(7.03)
Computer Use	21	160	29	270	(40.74)
Wireless Activity	299	3,443	326	3,292	4.59
Website Sessions	880	3,269	181	3,255	0.43
Website Users	848	3,211	206	3,683	(12.82)
Public Service Hours	252	2,227	244	2,259	(1.42)
FB Video Views	-	-	-	-	-

2025 Monthly Stats

Linwood Community Library Statistical Report

FB Reach	737	10,873	819	13,143	(17,27)
Engagements - Youth			-	-	-
Twitter Visits	-				
Tweet impressions	-	-	-	0	
Mailchimp					
Total Emails Sent	4	43	6.00	43	
Total Email Receipts	1,512	16,480	1,930.00	16,155	
Total Emails Opened	559	6,009	795.00	6,459	
Faxes (Per Patron Use)	2	55			
Copies (Per Patron Use)	38	270			
Notary (Per Patron Use)	3	25			

	Oct 2025	Y-T-D
Borrowers end of month	636	0
Borrower Accounts used	78	866
Borrowers Added	2	40
Borrowers Renewed	13	191
Borrowers Deleted	9	107
Total Check Outs/ Renewal	591	6,884
Adult Checkouts/Renewals	236	2,705
Youth Checkouts/Renewals	355	4,179

** 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 10/31/2025			% 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 10/31/2025			% Used	% flat target
	Actual	Actual	Budget	Budget diff Over (Under)		
Employee Benefit						
Revenue						
Property Tax	15,700.27	8,636.98	8,487.41	149.57	101.76%	100.00%
Revenue Total	15,700.27	8,636.98	8,487.41	149.57		
Expense						
Payroll Expenses	11,762.23	9,674.90	15,480.00	(5,805.10)	62.50%	100.00%
Cash carry forward	-	-	-	-	#NAME?	100.00%
Expense Total	11,762.23	9,674.90	15,480.00	(5,805.10)		
Employee Benefit Fund Total		(1,037.92)				
Treasurers Balance 12/31/2024	9,527.13					
Treasurers Balance 6/30/2025	8,489.21	8,489.21				

	FY2024	FY2025 as of 10/31/2025			% Used	% flat target
	Actual	Actual	*Budget	Budget diff Over (Under)		
General Fund						
Revenue						
Donations/Grants	7,422.36	11,165.99	7,567.00	3,598.99	147.56%	100.00%
Interest on Idle Funds	13,570.52	10,030.60	13,200.00	(3,169.40)	N/A	100.00%
Other Income	2,696.14	1,978.41	2,000.00	(21.59)	N/A	100.00%
Property Tax	286,878.12	287,412.28	291,079.00	(4,200.88)	98.56%	100.00%
Revenue Total	310,567.14	310,587.28	313,846.00	(3,258.72)		
Expense						
Collections	33,019.74	25,108.03	34,204.00	(9,095.97)	73.41%	100.00%
Program	20,813.02	13,310.40	20,231.00	(6,920.60)	65.79%	100.00%
Operating Expense	68,522.76	53,761.36	95,445.00	(41,683.64)	56.33%	100.00%
Wages	131,548.49	115,804.06	217,112.00	(101,307.94)	53.34%	100.00%
Capital	7,380.50	-	-	-	#NAME?	100.00%
Transfer to Capital	28,000.00	-	21,000.00	(21,000.00)	N/A	
Cash carry over	-	-	160,000.00	(160,000.00)	0.00%	100.00%
Expense Total	289,284.51	207,983.85	547,992.00	(340,008.15)	37.95%	
General Fund Total	21,282.63	102,603.43				
Treasurers Balance 12/31/2024	269,206.88					
Treasurers Balance 6/30/2025	371,810.31	371,810.31				

	Bank Balance	Calculated Outstan	Act outstand	Diff	Balance sheet	Actually Off
Checking Account	380,299.52	383,431.02	(3,131.50)	2,948.96	(182.54)	(130.04)
Capital Account	226,017.06	226,017.06	-	0	-	(52.50)

* corrected 2024 payment issue items changed

Income Statement (Profit and Loss)

Linwood Community Library

For the 10 months ended October 31, 2025

JAN-OCT 2025

Income

Property Taxes	296,049.26
Donations	1,500.00
E-Rate	720.00
Fine and Fees	627.41
Insurance Refund	631.00
Interest Income	15,713.00
NEKLS Grants	6,538.36
State Grants	3,127.63
Total Income	324,906.66

Gross Profit

324,906.66

Expenses

Collections	25,108.03
Gross Wages	115,804.06
Medicare Co	1,679.15
Operating Expenses	53,761.36
Program Expenses	13,310.40
Simple IRA Match	517.67
Social Security Co	7,179.81
SUTA	116.05
FUIT	182.23
Total Expenses	217,658.76

Operating Income

107,247.90

Net Income

107,247.90

Income Statement (Profit and Loss)

Linwood Community Library

For the month ended October 31, 2025

OCT 2025

Income

Property Taxes	9,996.75
Fine and Fees	96.20
Interest Income	1,478.48
NEKLS Grants	1,716.61
Total Income	13,288.04

Gross Profit

13,288.04

Expenses

Collections	2,186.18
Gross Wages	11,490.53
Medicare Co	166.61
Operating Expenses	4,536.44
Program Expenses	863.60
Simple IRA Match	59.52
Social Security Co	712.41
SUTA	3.62
Total Expenses	20,018.91

Operating Income

(6,730.87)

Net Income

(6,730.87)



Payroll Journal Report

Employees Earning

Pay Run Sep 26th - Oct 26th
Report Period 09/26/2025 - 10/26/2025
Pay Date 10/31/2025

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

Employee Earnings at Company Level (Pay run: Sep 26th - Oct 26th (Oct 31, 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	587.40		\$10,922.00	EMPLOYEE Security	\$100.00	Federal Income Tax	\$336.15	Employer Medicare Tax	\$166.61	Federal Income Tax	\$11,390.53	Employer Medicare Tax	\$11,490.53	PTO	25.00
Overtime(1.5x 0.43 Base)		\$16.25		Benefit		Medicare	\$186.61	Social Security - Employer	\$712.41	Medicare	\$11,490.53	Social Security - Employer	\$11,490.53		18.40
PTO Hours	25.00		\$552.28	EMPLOYER Security	\$59.52	Social Security	\$712.41	State Unemployment Insurance Tax - KS	\$3.62	Social Security	\$11,490.53	State Unemployment Insurance Tax - KS	\$3,618.95		
Gross			\$11,490.53	Benefit		State Withholding	\$629.00								

Pay run: Sep 26th - Oct 26th (Oct 31, 2025)

Department	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

Pay run: Sep 26th - Oct 26th (Oct 31, 2025)

Pay run: Sep 26th - Oct 26th (Oct 31, 2025)															
Employee	Earnings	Deductions and Contributions		Employee Taxes	Employer Taxes	Employee Taxable Wages	Employer Taxable Wages	Time Off (Hours)	Accrued	Totals					
	Description Hours	Rate	Total	Description Amount	Description Amount	Description Wages	Description Wages	Description Used		Description Amount					
Susan B. Henneke W2	Base Pay	66.86	16.92	\$1,131.30	Medicare	\$16.40	Employer Medicare Tax	\$16.40	Federal Income Tax	\$1,131.30	Employer Medicare Tax	\$1,131.30	PTO 0	2.58	Net Pay \$1,001.76 Company \$1,218.97 Cost
	PTO 9.0000			\$152.28	Social Security	\$70.14	Social Security - Employer	\$70.14	Medicare	\$1,131.30	Social Security - Employer	\$1,131.30			
	Hours				State Withholding - KS	\$43.00	State Unemployment Insurance Tax - KS	\$1.13	Social Security	\$1,131.30	State Unemployment Insurance Tax - KS	\$1,131.30			
	Gross			\$1,131.30											
Clara Knipp W2	Base Pay	109.99	16.92	\$1,861.05	Federal Income Tax	\$76.33	Employer Medicare Tax	\$29.19	Federal Income Tax	\$2,013.33	Employer Medicare Tax	\$2,013.33	PTO 9.00	4.25	Net Pay \$1,733.98 Company \$2,167.35 Cost
	PTO 9.00		16.92	\$152.28	Medicare	\$29.19	Social Security	\$124.83	Medicare	\$2,013.33	Social Security	\$2,013.33			
	Hours				Social Security	\$124.83	State Withholding - KS	\$49.00	Social Security	\$2,013.33	State Withholding - KS	\$2,013.33			
	Gross			\$2,013.33											
Nicole R Oelshlaeger W2	Base Pay	62.40	16.97	\$1,058.86	Medicare	\$15.35	Employer Medicare Tax	\$15.35	Federal Income Tax	\$1,058.86	Employer Medicare Tax	\$1,058.86			Net Pay \$938.86 Company \$1,140.92 Cost
	PTO 9.0000			\$152.28	Social Security	\$65.65	Social Security - Employer	\$65.65	Medicare	\$1,058.86	Social Security - Employer	\$1,058.86			
	Hours				State Withholding - KS	\$39.00	State Unemployment Insurance Tax - KS	\$1.06	Social Security	\$1,058.86	State Unemployment Insurance Tax - KS	\$1,058.86			
	Gross			\$1,058.86											
Amy L. Rosewicz W2	Base Pay	116.36	17.05	\$1,983.87	FEDERAL EMPLOYEE	\$113.39	Employer Medicare Tax	\$28.77	Federal Income Tax	\$1,983.87	Employer Medicare Tax	\$1,983.87	PTO 0	4.49	Net Pay \$1,366.71 Company \$2,195.16 Cost
	PTO 9.0000			\$152.28	Security Benefit	\$28.77	Social Security	\$123.00	Medicare	\$1,983.87	Social Security Tax	\$1,983.87			
	Hours				EMPLOYEE	\$123.00	State Withholding - KS	\$252.00	Social Security	\$1,983.87	State Withholding - KS	\$1,983.87			
	Gross			\$1,983.87											

Dennel Keith Shelton W2	Base Pay	138.33	25.00	\$3,458.13	Federal Income Tax	\$137.44	Employer Medicare Tax	\$56.18	Federal Income Tax	\$3,874.38	Employer Medicare Tax	\$3,874.38	PTO 16.00	Net Pay \$3,248.55 Company Cost \$4,170.77
	Overtime 1.5x 0.43	37.50		\$16.25	Medicare Tax	\$56.18	Social Security	\$240.21	Medicare Tax	\$3,874.38	Social Security	\$3,874.38		
	PTO Hours	16.00	25.00	\$400.00	Social Security	\$240.21	-		Social Security	\$3,874.38	-			
	Gross			\$3,874.38	State Withholding - KS	\$192.00	Employer -		State Withholding - KS	\$3,874.38	Employer -			
Tracy Lynn Tygart W2	Base Pay	4.14	21.50	\$88.93	Medicare Social Security	\$1.29 \$5.51	Employer Medicare Tax Social Security - Employer	\$1.29 \$5.51	Federal Income Tax Medicare Social Security	\$88.93 \$88.93	Employer Medicare Tax Social Security - Employer	\$88.93 \$88.93		Net Pay \$92.13 Company Cost \$95.82
	Gross			\$88.93			State Unemployment Insurance Tax - KS	\$0.09	State Unemployment Insurance Tax - KS	\$88.93	State Unemployment Insurance Tax - KS	\$88.93		
Ethan David Wood W2	Base Pay	89.32	15.00	\$1,339.86	Federal Income Tax	\$8.99	Employer Medicare Tax Social Security - Employer	\$19.43 \$83.07	Federal Income Tax Medicare Social Security	\$1,339.86 \$1,339.86	Employer Medicare Tax Social Security - Employer	\$1,339.86 \$1,339.86	PTO 0	Net Pay \$1,174.37 Company Cost \$1,443.70
	Gross			\$1,339.86	Medicare Social Security	\$19.43 \$83.07	State Unemployment Insurance Tax - KS	\$1.34	State Unemployment Insurance Tax - KS	\$1,339.86	State Unemployment Insurance Tax - KS	\$1,339.86		

Check#	PayTo	Date	Memo	Pay Cycle	Amount
11595	PEAC Solutions	18-Oct-25	VOIDED	Monthly	324.84
11607	KB Painting, LLC	14-Nov-25	Door Repairs/Renovations	1x	660.00
11608	UniFirst	14-Nov-25	Mat cleanings	Monthly	178.82
11609	Security Benefit Group	14-Nov-25		Monthly	157.77
11610	Aly Evans	14-Nov-25	Yoga	Monthly	160.00
11611	Stephen Reetz	14-Nov-25	Parking Lot Grading	1x	225.00
11612	Midwest Tape	14-Nov-25		Monthly	364.53
11613	Ingram Library Services	14-Nov-25		1x	61.88
11614	Kevin Reetz	14-Nov-25	Mowing	1x	80.00
11615	Megan Luttrell	14-Nov-25	Music Performance	1x	200.00
11616	Culligan Water of Kansas City	14-Nov-25		Monthly	113.50
11617	Wheat State Cleaning	14-Nov-25		Monthly	600.00
11618	Atmos Energy	14-Nov-25		Monthly	125.10
11619	Midcontinent Communications	22-Nov-25		Monthly	255.75
11620	Amy Rosewicz	22-Nov-25	Travel Expenses	1x	202.67
11621	VISA	22-Nov-25		Monthly	2,425.12
11622	Susan Henneke	22-Nov-25		1x	20.93
11623	Demco, Inc.	22-Nov-25	Office Supplies	Monthly	102.67
11624	PEAC Solutions	22-Nov-25		Monthly	638.17
11625	Evergy	22-Nov-25		Monthly	358.94
11626	Complete Heating & Air Conditioning, LLC	22-Nov-25		1x	495.20
11627	City of Linwood	22-Nov-25		Monthly	65.52