

Agenda
Linwood Community Library Board Meeting
Monday, December 29, 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

Committee Reports

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

New Business

- Cash transfer to Capital Improvement Account
- Institutional Neutrality policy

Adjournment

Next Regular Board Meeting: Tuesday, January 27, 2026 at 6:30 pm

Linwood Community Library Board of Trustees
Meeting Minutes - November 25, 2025

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

Staff present: Dennis Shelton

Guests: none

Call to Order: 6:30pm - The meeting was called to order by Melissia Smitka

Changes to the agenda: Add executive sessions for 1.) Staff resignation (board and director), 2.) staff pay increase recommendations and bonuses (board and director), and 3.) Director pay increase and bonus (board only)

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 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 10-30-2025 noting no difference.

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

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 Chris seconded. The vote was in favor.

Old Business:

- **Building addition:** Pal-Co Contracting and Brad Hoobler both looked at the building and were asked to provide budgetary quotes. Dennis is coordinating with NEKLS to make arrangements for an architect to review the project and provide input and develop a technical description.
- **Policy Manual revision:** Sheldon made a motion to formally approve the complete revised policy manual dated October 28, 2025. Chris seconded the motion and the vote was in favor.

Committee Reports:

Building & Equipment: no discussion

Financial: no discussion

Personnel & Policy: no discussion

Executive Sessions:

- **Staff resignation** – Sheldon made a motion to enter an executive session with the Director in attendance, for 10 minutes, to conclude at 7:03pm. Chris seconded and the vote was in favor.
- **Staff pay increases and bonuses** – Chris made a motion to enter an executive session with the Director in attendance, for 10 minutes, to conclude at 7:30pm. Aly seconded and the vote was in favor.

Pay Increases for staff: - Melissia made a motion to approve the staff pay increases discussed in the executive session, as well as \$200 bonuses for each staff member, with the withholding to be paid by the library. Chris seconded the motion and the vote was in favor.

Executive Sessions:

- **Director pay increase and bonus** - Sheldon made a motion to enter an executive session with only the board in attendance, for 5 minutes, to conclude at 8:00pm.

Pay Increases for Director: Melissia made a motion to approve the Director's pay increases discussed in the executive session, as well as \$200 bonuses for the Director, with the withholding to be paid by the library. Chris seconded the motion and the vote was in favor.

New Business:

- **Bonuses for volunteers:** The board discussed providing gift cards in the amount of \$200 to both the historian and the quilting group leader. Chris made a motion to approve, Aly seconded, and the vote was in favor.

Adjournment:

8:14pm – Aly made a motion to adjourn, Chris 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
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Chris Mensch, Secretary	Date
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**Treasurer's Report for the
Linwood Community Library Board Meeting
December 29, 2025**

General Fund (GF) Checking account balance as of 11-28-2025 was \$366,888.27. The GF checking account has been reconciled in Xero through 11-30-2025 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 11-28-2025 was \$227,041.74. The CIF Checking account has been reconciled in Xero through 11-30-2025 noting no difference.

Petty Cash was counted by Nicole Oelschlaeger 12-11-2025. She indicated the total on hand was \$92.88. An amount of \$56 residing in a cash box in the director's office was combined with that for a total of \$148.88 cash on hand.

Prepared by Sheldon Wheaton, treasurer



Director's Report

December 29, 2025

Prepared by: Dennis Shelton, MBA

It's hard to believe the year is almost over. I attended the Linwood Christmas tree lighting, the Saturday after Thanksgiving, and had a chance to visit with a number of residents, many of whom are patrons of the library. I handed out about 50 ornament kits to the children as they came through to visit Santa and had about 27 of the kids fill out a form letter to Santa. We had an additional 8 kids fill out letters to Santa in the library, and we sent out about 35 letters, back to kids in the community "From Santa".

After talking to the staff, we decided to do something other than the traditional Santa visit. On Dec 6th we had Mrs Clause (Nicole) host a cookie decorating party with a surprise visit from Santa (Sheldon). The 27 kids who attended loved it and had a wonderful time. Some of the kids actually decorated extra cookies and gave them away to some of our older patrons who were here watching.

On Dec 7th we had our quarterly bed bug inspection. For the first time, I am aware of, we had bed bugs. I removed all of the books from the children's section that were identified as having bed bugs, boxed them up and moved them out to the shed to get them separated from any other books in the library. Once I had them separated I worked with John Kugler to identify where I might take them to get them "cooked". I was able to get a hold of Jack, the director at Bonner Springs. Bonner Springs Library has a "Cooker" and Jack allowed me to take them to the Bonner Springs library to get them treated.

End cap bookshelves were completed by the cabinet shop and I picked them up and placed them in my garage due to limited space in the library. I have them finished and will get them placed in the library to add additional shelf space and allow us to have more area to display new books. The friends of the library were very generous and donated \$1,600 of the \$2,352 total to help cover our cost for the bookshelves.

We have received the estimates for the building costs from two of the contractors who came out. I tried to contact BHB, Brad Hoobler Build, but his phone did not allow messages and I did not receive a call back from him.

Circulation:					
	Nov 2025	Y-T-D	Nov 2024	Y-T-D	
Adult Books	139	1,712	145	2,001	
Child Books	241	3,123	252	3,676	
Young Adult	23	325	20	302	
Magazines	-	19	3	17	
Movies/Videogames	91	1,328	120	1,675	
Music		1	-	-	
Audiobooks	49	599	54	536	
Large Print	16	306	29	325	
** Electronic Materials	203	2,409	211	2,274	
Equipment: Video/DVD		-			
Equipment: Sports/Games		-			
Total:	762	9,822	834	10,806	
% of Change	(8.63)	(9.11)			
New Acquisitions:					
	Nov 2025	Y-T-D	Nov 2024	Y-T-D	
Adult	42	454	55	727	
Children	38	407	1	386	
Young Adult	4	164	53	144	
Audiovisual	7	138	18	209	
Equipment: Video/DVD	-	-			
Equipment: Sports/Games	-	-			
Total:	91	1,163	127	1,466	
% of Change	(28.35)	(20.67)			
Inter-Library Loan:					
	Nov 2025	Y-T-D	Nov 2024	Y-T-D	
NEXT Loaned	219	3,591	282	3,342	
NEXT Borrowed	100	1,216	109	1,220	
ShareIt ILL Loaned	4	96	4	52	
ShareIt ILL Rec'd	-	13	-	32	
Total:	323	4,916	395	4,646	
% of Change	(18.23)	5.81			
Programs:					
	Nov 2025	Y-T-D	Nov 2024	Y-T-D	
Adult Programs	37	429	44	445	
Total Adult attendance	212	2,172	192	2,825	
Childrens Programs	11	169	8	119	
Total Childrens attendance	29	982	24	500	
Young Adult Programs	-	-	-	1	
Total YA attendance	-	-	-	-	
Outreach Events	1	13	3	15	
Outreach Attendance Total	80	604	78	438	
Total Library Events	49	611	55	580	
Attendance Total	321	3,758	294	3,763	
Meeting Room Uses	3	48	10	93	
Meeting Attendance	6	94	18	192	
Total Attend:	327	3,852	312	3,955	
% of Change	4.81	(2.60)			
Electronic Materials Use:					
Consortial Users	Nov 2025	Y-T-D	Nov 2024	Y-T-D	% of Change
** Flipster	-	-	-	-	#DIV/0!
Lynda Users	-	-	-	-	#DIV/0!
Local Uses					
Cloud Library	36	328	24	336	(2.38)
Kanopy (Dec 2020)		12	1	16	(25.00)
Hoopla	96	1,466	130	1,195	22.68
Overdrive	71	603	56	727	(17.06)
Total Local Use:	203	2,409	211	2,274	
% of Change	(3.79)	5.94			
Miscellaneous:					
	Nov 2025	Y-T-D	Nov 2024	Y-T-D	% of Change
Volunteer Hours	5	110.00	9.00	148.50	
Number of Volunteers	3	45	4	46	
Door Count	533	6,903	639.00	8,171	(15.52)
Reference	15	187	31	216	(13.43)
Computer Use	10	170	18	288	(40.97)
Wireless Activity	307	3,750	331	3,623	3.51
Website Sessions	671	3,940	190	3,445	14.37
Website Users	656	3,867	119	3,802	1.71
Public Service Hours	221	2,447	210	2,468	(0.85)
FB Video Views	-	-	-	-	-

2025 Monthly Stats

Linwood Community Library Statistical Report

FB Reach	690	11,563	1,018	14,161	(18.35)
Engagements - Youth			-	-	-
Twitter Visits	-				
Tweet Impressions	-	-	-	0	
Mailchimp					
Total Emails Sent	5	48	5.00	48	
Total Email Receipts	1,519	17,999	1,949.00	18,104	
Total Emails Opened	219	6,228	791.00	7,250	
Faxes (Per Patron Use)	4	59			
Copies (Per Patron Use)	25	295			
Notary (Per Patron Use)	2	27			

	Nov 2025	Y-T-D
Borrowers end of month	636	0
Borrower Accounts used	75	941
Borrowers Added	3	43
Borrowers Renewed	9	200
Borrowers Deleted	1	108
Total Check Outs/ Renewal	581	7,465
Adult Checkouts/Renewals	225	2,930
Youth Checkouts/Renewals	356	4,535

** 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 11/30/2025			% Used	% flat target
	Actual*	Actual	Budget	Budget diff Over (Under)		
Capital Improvement						
Revenue						
Interest on Idle Funds	7,117.54	6,163.83		6,163.83		
Transfer	28,000.00	-	-	-		
Revenue Total	35,117.54	6,163.83	-	6,163.83		
Capital Improvement Fund Total	35,117.54	227,041.74				
Treasurers Balance 12/31/2024	220,877.91					
Treasurers Balance 11/30/2025	227,041.74					

	FY2024	FY2025 as of 11/30/2025			% Used	% flat target
	Actual	Actual	Budget	Budget diff Over (Under)		
Employee Benefit						
Revenue						
Property Tax	15,700.27	8,636.98	8,603.31	33.67	100.39%	100.00%
Revenue Total	15,700.27	8,636.98	8,603.31	33.67		
Expense						
Payroll Expenses	11,762.23	10,570.03	15,480.00	(4,909.97)	68.28%	100.00%
Cash carry forward	-	-	-	-	#NAME?	100.00%
Expense Total	11,762.23	10,570.03	15,480.00	(4,909.97)		
Employee Benefit Fund Total		(1,933.05)				
Treasurers Balance 12/31/2024	9,527.13					
Treasurers Balance 11/30/2025	7,594.08	7,594.08				

	FY2024	FY2025 as of 11/30/2025			% Used	% flat target
	Actual	Actual	*Budget	Budget diff Over (Under)		
General Fund						
Revenue						
Donations/Grants	7,422.36	10,515.99	7,567.00	2,948.99	138.97%	100.00%
Interest on Idle Funds	13,570.52	10,837.36	13,200.00	(2,362.64)	N/A	100.00%
Other Income	2,696.14	1,930.56	2,000.00	(69.44)	N/A	100.00%
Property Tax	286,878.12	287,412.28	288,954.67	(2,076.55)	99.28%	100.00%
Revenue Total	310,567.14	310,696.19	311,721.67	(1,025.48)		
Expense						
Collections	33,019.74	26,546.51	34,204.00	(7,657.49)	77.61%	100.00%
Program	20,813.02	13,997.28	20,231.00	(6,233.72)	69.19%	100.00%
Operating Expense	68,522.76	58,674.96	95,445.00	(36,770.04)	61.48%	100.00%
Wages	131,548.49	126,656.20	217,112.00	(90,455.80)	58.34%	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	225,874.95	547,992.00	(322,117.05)	41.22%	
General Fund Total	21,282.63	84,821.24				
Treasurers Balance 12/31/2024	269,206.88					
Treasurers Balance 11/30/2025	354,028.12	354,028.12				

	Bank Balance	Calculated Outstan	Act outstand	Diff	Balance sheet	Actually Off
Checking Account	361,622.20	366,888.27	(5,266.07)	5,079.45	(186.62)	(134.09)
Capital Account	227,041.74	227,041.74	-	0	-	(52.53)

Income Statement (Profit and Loss)

Linwood Community Library

For the 11 months ended November 30, 2025

	JAN-NOV 2025	TOTAL
Income		
Property Taxes	296,049.26	296,049.26
Donations	1,500.00	1,500.00
E-Rate	720.00	720.00
Fine and Fees	579.56	579.56
Insurance Refund	631.00	631.00
Interest Income	17,001.19	17,001.19
NEKLS Grants	5,888.36	5,888.36
State Grants	3,127.63	3,127.63
Total Income	325,497.00	325,497.00
Gross Profit	325,497.00	325,497.00
Expenses		
Collections	26,546.51	26,546.51
Gross Wages	126,656.20	126,656.20
Medicare Co	1,836.51	1,836.51
Operating Expenses	58,674.96	58,674.96
Program Expenses	13,997.28	13,997.28
Simple IRA Match	579.48	579.48
Social Security Co	7,852.63	7,852.63
SUTA	119.16	119.16
FUIT	182.23	182.23
Total Expenses	236,444.96	236,444.96
Operating Income	89,052.04	89,052.04
Net Income	89,052.04	89,052.04

Income Statement (Profit and Loss)

Linwood Community Library

For the month ended November 30, 2025

	NOV 2025	TOTAL
Income		
Interest Income	1,288.19	1,288.19
Total Income	1,288.19	1,288.19
Gross Profit	1,288.19	1,288.19
Expenses		
Collections	1,376.60	1,376.60
Gross Wages	10,852.14	10,852.14
Medicare Co	157.36	157.36
Operating Expenses	4,913.60	4,913.60
Program Expenses	686.88	686.88
Simple IRA Match	61.81	61.81
Social Security Co	672.82	672.82
SUTA	3.11	3.11
Total Expenses	18,724.32	18,724.32
Operating Income	(17,436.13)	(17,436.13)
Net Income	(17,436.13)	(17,436.13)



Payroll Journal Report

Employees Earning

Pay Run Oct 27th - Nov 25th
Report Period 10/27/2025 - 11/25/2025
Pay Date 11/28/2025

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

Employee Earnings at Company Level (Pay run: Oct 27th - Nov 25th (Nov 28, 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	540.16		\$10,461.51	EMPLOYEE Security Benefit	\$100.00	Federal Income Tax	\$347.88	Employer Medicare Tax	\$156.36	Federal Income Tax	\$10,683.45	Employer Medicare Tax	\$10,783.45
Overtime(1.5x 8.59 Base)			\$321.94			Medicare	\$156.36	Social Security - Employer	\$668.56	Medicare	\$10,783.45	Social Security	\$10,783.45
Gross			\$10,783.45	Credits for Q3 2025 reconciliation	\$0.01	Social Security	\$668.56	State Unemployment Insurance Tax - KS	\$3.11	Social Security	\$10,783.45	State Unemployment Insurance Tax - KS	\$3,104.17
Debit for Q3 2025 reconciliation			\$0.02	EMPLOYEE Security Benefit	\$61.81	State Withholding - KS	\$602.00						

Pay run: Oct 27th - Nov 25th (Nov 28, 2025)

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	Description

Llibrary	Base Pay	364,177.9	\$6,061.71	EMPLOYEE	Additional Medicare	\$0.00	Employer Medicare Tax	\$87.89	Additional Medicare	\$0.00	Employer Medicare Tax	\$6,061.71	PTO 0	9.44	Net Pay	\$5,014.00
	Gross		\$6,061.71	Security Benefit	Federal Income Tax	\$121.02	Federal Unemployment Insurance Tax	\$0.00	Federal Income Tax	\$5,961.71	Federal Unemployment Insurance Tax	\$0.00			Company	\$6,590.34
	Debits for Q3 2025		\$0.02	Credits for Q3 2025 reconciliation	Medicare	\$87.89	Social Security	\$375.81	Medicare	\$6,061.71	Social Security	\$6,061.71			Cost	
	reconciliation			EMPLOYEE Security Benefit	State Withholding - KS	\$363.00	State Unemployment Insurance Tax - KS	\$3.11	State Withholding - KS	\$5,961.71	State Unemployment Insurance Tax - KS	\$3,104.17				

Pay run: Oct 27th - Nov 25th (Nov 28, 2025)

Employee	Earnings Description	Hours	Rate	Total	Deductions and Contributions Description	Amount	Employee Taxes Description	Amount	Employer Taxes Description	Amount	Employee Taxable Wages Description	Wages	Employer Taxable Wages Description	Wages	Time Off (Hours) Description	Used	Accrued	Totals Description	Amount
Susan B. Henneke W2	Base Pay	31.06	16.92	\$525.46			Medicare	\$7.62	Employer Medicare Tax	\$7.62	Federal Income Tax	\$525.48	Employer Medicare Tax	\$525.48	PTO 0		1.20	Net Pay	\$473.29
	Gross			\$525.46			Social Security	\$32.58	Social Security - Employer	\$32.58	Medicare	\$525.48	Social Security - Employer	\$525.48				Company	\$566.22
	Debits for Q3 2025 reconciliation			\$0.01			State Withholding - KS	\$12.00	State Unemployment Insurance Tax - KS	\$0.53	Social Security	\$525.48	State Unemployment Insurance Tax - KS	\$525.48				Cost	
Clara Knipp W2	Base Pay	53.03	16.92	\$897.31			Medicare	\$13.01	Employer Medicare Tax	\$13.01	Federal Income Tax	\$897.31	Employer Medicare Tax	\$897.31	PTO 0		2.05	Net Pay	\$828.68
	Gross			\$897.31			Social Security	\$55.63	Social Security - Employer	\$55.63	Medicare	\$897.31	Social Security - Employer	\$897.31				Company	\$965.96
	Debits for Q3 2025 reconciliation			\$0.01							Social Security	\$897.31		\$897.31				Cost	
Nicole R Oelschlaeger W2	Base Pay	73.11	16.97	\$1,240.70			Medicare	\$17.99	Employer Medicare Tax	\$17.99	Federal Income Tax	\$1,240.70	Employer Medicare Tax	\$1,240.70				Net Pay	\$1,096.78
	Pay						Social Security	\$76.92	Social Security - Employer	\$76.92	Medicare	\$1,240.70	Social Security - Employer	\$1,240.70				Company	\$1,336.84
	Gross			\$1,240.70			State Withholding - KS	\$49.00	State Unemployment Insurance Tax - KS	\$1.24	Social Security	\$1,240.70	State Unemployment Insurance Tax - KS	\$1,240.70				Cost	
Amy L Rosencz W2	Base Pay	120.83	17.05	\$2,060.23			Federal Income Tax	\$121.02	Employer Medicare Tax	\$28.87	Federal Income Tax	\$1,960.23	Employer Medicare Tax	\$2,060.23	PTO 0		4.66	Net Pay	\$1,425.61
	Pay						Medicare	\$29.87	Medicare Tax	\$29.87	Medicare	\$2,060.23	Medicare Tax	\$2,060.23				Company	\$2,279.64
	Gross			\$2,060.23			Social Security	\$127.73	Social Security - Employer	\$127.73	Social Security	\$2,060.23	Social Security - Employer	\$2,060.23				Cost	

Dennis Keith Shelton W2	Base Pay	175.99	25.00	\$4,399.80	Federal Income Tax	\$226.86	Employer Medicare Tax	\$68.47	Federal Income Tax	\$4,721.74	Employer Medicare Tax	\$4,721.74	PTO 0	7.12	Net Pay \$3,894.66 Company \$5,082.96 Cost
	Overtime (5x Base)	8.59	37.50	\$321.94	Medicare Tax	\$68.47	Social Security	\$292.75	Medicare Tax	\$4,721.74	Social Security	\$4,721.74			
	Gross			\$4,721.74	Social Security	\$292.75	-	-	State Security	\$4,721.74	-	-			
					State Withholding	\$239.00	Employer		State Withholding	\$4,721.74	Employer				
					- KS		- KS		- KS		- KS				
Tracy Lynn Tygart W2	Base Pay	7.05	21.50	\$151.62	Medicare	\$2.20	Employer Medicare Tax	\$2.20	Federal Income Tax	\$151.62	Employer Medicare Tax	\$151.62			Net Pay \$140.02 Company \$163.37 Cost
	Gross			\$151.62	Social Security	\$9.40	Social Security - Employer	\$9.40	Medicare	\$151.62	Social Security - Employer	\$151.62			
							State Unemployment Insurance Tax - KS	\$0.15	Social Security	\$151.62	State Unemployment Insurance Tax - KS	\$151.62			
Ethan David Wood W2	Base Pay	79.09	15.00	\$1,186.37	Medicare	\$17.20	Employer Medicare Tax	\$17.20	Federal Income Tax	\$1,186.37	Employer Medicare Tax	\$1,186.37	PTO 0	1.53	Net Pay \$1,049.62 Company \$1,278.31 Cost
	Gross			\$1,186.37	Social Security	\$73.55	Social Security - Employer	\$73.55	Medicare	\$1,186.37	Social Security - Employer	\$1,186.37			
					State Withholding	\$46.00	State Unemployment Insurance Tax - KS	\$1.19	Social Security	\$1,186.37	State Unemployment Insurance Tax - KS	\$1,186.37			



Payroll Journal Report

Employees Earning

Report Period 12/01/2025 - 12/31/2025

Linwood Community
Library

19649 Linwood Road, PO
Box 80

Linwood, KS 66052

Employee Earnings at Company Level (Pay run: Extra hours: Oct 27th - Nov 25th (Dec 1, 2025))

Earnings			Deductions and Contributions Description Amount	Employee Taxes		Employer Taxes		Employee Taxable Wages		Employer Taxable Wages		Time Off (Hours)		
Description	Hours	Rate		Description	Amount	Description	Amount	Description	Wages	Description	Wages	Description	Used	Accrued
Base	2.75		\$68.67	Medicare	\$1.00	Employer	\$1.00	Federal	\$68.67	Employer	\$68.67	PTO	0	7.23
Pay				Social Security	\$4.26	Medicare Tax		Income Tax		Medicare Tax				
Gross			\$68.67			Social Security - Employer	\$4.26	Medicare	\$68.67	Social Security	\$68.67			
						State Unemployment Insurance Tax - KS		Social Security	\$68.67	State Unemployment Insurance Tax - KS				
						Employer		State Withholding - KS	\$68.67	Employer				

Employee Earnings at Company Level (Pay run: Holiday Bonus (Dec 8, 2025))

Earnings			Deductions and Contributions Description Amount	Employee Taxes		Employer Taxes		Employee Taxable Wages		Employer Taxable Wages		Time Off (Hours)		
Description	Hours	Rate		Description	Amount	Description	Amount	Description	Wages	Description	Wages	Description	Used	Accrued
Bonus	0		\$1,299.42	Medicare	\$18.84	Employer	\$18.84	Federal	\$1,299.42	Employer	\$1,299.42			
Gross			\$1,299.42	Social Security	\$80.58	Medicare Tax		Income Tax		Medicare Tax				
						Social Security - Employer	\$80.58	Medicare	\$1,299.42	Social Security	\$1,299.42			
						State Unemployment Insurance Tax - KS	\$0.82	Social Security	\$1,299.42	State Unemployment Insurance Tax - KS	\$810.99			
						Employer		State Withholding - KS	\$1,299.42	Employer				

Gross Total for All Runs

Earnings			Deductions and Contributions Description Amount	Employee Taxes		Employer Taxes		Employee Taxable Wages		Employer Taxable Wages		Time Off (Hours)		
Description	Hours	Rate		Description	Amount	Description	Amount	Description	Wages	Description	Wages	Description	Used	Accrued
Base	2.75		\$68.67	Medicare	\$18.84	Employer	\$18.84	Federal	\$1,368.09	Employer	\$1,368.09	PTO	0	7.23
Pay				Social Security	\$84.84	Medicare Tax		Income Tax		Medicare Tax				
Bonus	0		\$1,299.42			Social Security - Employer	\$84.84	Medicare	\$1,368.09	Social Security	\$1,368.09			
Gross			\$1,368.09			State Unemployment Insurance Tax - KS	\$0.82	Social Security	\$1,368.09	State Unemployment Insurance Tax - KS	\$810.99			
						Employer		State Withholding - KS	\$1,368.09	Employer				

Pay run: Extra hours: Oct 27th - Nov 25th (Dec 1, 2025)

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

Pay run: Holiday Bonus (Dec 8, 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	Amount
Library	Bonus 0			\$1,082.85			Additional Medicare	\$0.00	Employer Medicare Tax	\$15.70	Additional Medicare	\$0.00	Employer Medicare Tax				
	Gross			\$1,082.85			Federal Income Tax	\$0.00	Federal Unemployment Insurance Tax	\$0.00	Federal Income Tax	\$1,082.85	Federal Unemployment Insurance Tax				
							Medicare	\$15.70	Medicare	\$15.70	Medicare	\$1,082.85	Medicare				
							Social Security	\$87.15	Social Security - Employer	\$87.15	Social	\$1,082.85	Social Security - Employer				
							State Withholding - KS	\$0.00	State Unemployment Insurance Tax - KS	\$0.82	State Withholding - KS	\$1,082.85	State Unemployment Insurance Tax - KS				
																Net Pay	\$1,000.00
																Company Cost	\$1,168.52

Gross Total for All Runs

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	Amount
Library	Bonus 0			\$1,082.85			Additional Medicare	\$0.00	Employer Medicare Tax	\$15.70	Additional Medicare	\$0.00	Employer Medicare Tax				
	Gross			\$1,082.85			Federal Income Tax	\$0.00	Federal Unemployment Insurance Tax	\$0.00	Federal Income Tax	\$1,082.85	Federal Unemployment Insurance Tax				
							Medicare	\$15.70	Medicare	\$15.70	Medicare	\$1,082.85	Medicare				
							Social Security	\$87.15	Social Security - Employer	\$87.15	Social	\$1,082.85	Social Security - Employer				
							State Withholding - KS	\$0.00	State Unemployment Insurance Tax - KS	\$0.82	State Withholding - KS	\$1,082.85	State Unemployment Insurance Tax - KS				
																Net Pay	\$1,000.00
																Company Cost	\$1,168.52

Pay run: Extra hours: Oct 27th - Nov 25th (Dec 1, 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
Dennis Keith Shelton W2	Base	2.75	25.00	\$68.67			Medicare	\$1.00	Employer Medicare Tax	\$1.00	Federal Income Tax	\$68.67	Employer Medicare Tax				
	Pay						Social Security	\$4.26	Social Security - Employer	\$4.26	Medicare	\$68.67	Social Security - Employer				
	Gross			\$68.67							Social	\$68.67	Social Security				
											State Withholding - KS	\$68.67	Employer				
																Net Pay	\$83.41
																Company Cost	\$73.93

Pay run: Holiday Bonus (Dec 8, 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 W2	Bonus 0			\$218.57			Medicare	\$3.14	Employer Medicare Tax	\$3.14	Federal Income Tax	\$218.57	Employer Medicare Tax				
	Gross			\$218.57			Social Security	\$13.43	Social Security - Employer	\$13.43	Medicare	\$218.57	Social Security - Employer				
											Social	\$218.57	State Unemployment Insurance Tax - KS				
											State Withholding - KS	\$218.57	Employer				
																Net Pay	\$200.00
																Company Cost	\$233.30
Nicole R Oelschlaeger W2	Bonus 0			\$218.57			Medicare	\$3.14	Employer Medicare Tax	\$3.14	Federal Income Tax	\$218.57	Employer Medicare Tax				
	Gross			\$218.57			Social Security	\$13.43	Social Security - Employer	\$13.43	Medicare	\$218.57	Social Security - Employer				
											Social	\$218.57	State Unemployment Insurance Tax - KS				
											State Withholding - KS	\$218.57	Employer				
																Net Pay	\$200.00
																Company Cost	\$233.30
Amy L. Rosewicz W2	Bonus 0			\$218.57			Medicare	\$3.14	Employer Medicare Tax	\$3.14	Federal Income Tax	\$218.57	Employer Medicare Tax				
	Gross			\$218.57			Social Security	\$13.43	Social Security - Employer	\$13.43	Medicare	\$218.57	Social Security - Employer				
											Social	\$218.57	State Unemployment Insurance Tax - KS				
											State Withholding - KS	\$218.57	Employer				
																Net Pay	\$200.00
																Company Cost	\$233.14

Dennis Keith Shelton W2	Bonus 0 Gross	\$216.57 \$216.57	Medicare \$3.14 Social Security \$13.43	Employer Medicare Tax \$3.14 Social Security - Employer \$13.43	Federal Income Tax \$216.57 Medicare \$216.57 Social Security \$216.57 State Withholding - KS \$216.57	Employer Medicare Tax \$216.57 Social Security - Employer \$216.57	Net Pay \$200.00 Company Cost \$233.14
Tracy Lynn Tygart W2	Bonus 0 Gross	\$216.57 \$216.57	Medicare \$3.14 Social Security \$13.43	Employer Medicare Tax \$3.14 Social Security - Employer \$13.43 State Unemployment Insurance Tax - KS \$0.22	Federal Income Tax \$216.57 Medicare \$216.57 Social Security \$216.57 State Withholding - KS \$216.57	Employer Medicare Tax \$216.57 Social Security - Employer \$216.57 State Unemployment Insurance Tax - KS \$216.57	Net Pay \$200.00 Company Cost \$233.36
Ethan David Wood W2	Bonus 0 Gross	\$216.57 \$216.57	Medicare \$3.14 Social Security \$13.43	Employer Medicare Tax \$3.14 Social Security - Employer \$13.43 State Unemployment Insurance Tax - KS \$0.22	Federal Income Tax \$216.57 Medicare \$216.57 Social Security \$216.57 State Withholding - KS \$216.57	Employer Medicare Tax \$216.57 Social Security - Employer \$216.57 State Unemployment Insurance Tax - KS \$216.57	Net Pay \$200.00 Company Cost \$233.36

Gross Total for All Runs

Employee	Earnings			Deductions and Contributions Description Amount	Employee Taxes Description Amount		Employer Taxes Description Amount		Employee Taxable Wages Description Wages		Employer Taxable Wages Description Wages		Time Off (Hours) Description Used Accrued		Totals Description Amount	
	Description	Hours	Rate Total													
Susan B. Henneke W2	Bonus 0		\$216.57		Medicare \$3.14	Employer Medicare Tax \$3.14	Federal Income Tax \$216.57	Employer Medicare Tax \$216.57							Net Pay \$200.00	
	Gross		\$216.57		Social Security \$13.43	Social Security - Employer \$13.43	Medicare \$216.57	Social Security - Employer \$216.57							Company Cost \$233.30	
						State Unemployment Insurance Tax - KS \$0.16	Social Security \$216.57	State Unemployment Insurance Tax - KS \$161.28								
							State Withholding - KS \$216.57									
Nicole R Oelschlaeger W2	Bonus 0		\$216.57		Medicare \$3.14	Employer Medicare Tax \$3.14	Federal Income Tax \$216.57	Employer Medicare Tax \$216.57							Net Pay \$200.00	
	Gross		\$216.57		Social Security \$13.43	Social Security - Employer \$13.43	Medicare \$216.57	Social Security - Employer \$216.57							Company Cost \$233.36	
						State Unemployment Insurance Tax - KS \$0.22	Social Security \$216.57	State Unemployment Insurance Tax - KS \$216.57								
							State Withholding - KS \$216.57									
Amy L. Rosewicz W2	Bonus 0		\$216.57		Medicare \$3.14	Employer Medicare Tax \$3.14	Federal Income Tax \$216.57	Employer Medicare Tax \$216.57							Net Pay \$200.00	
	Gross		\$216.57		Social Security \$13.43	Social Security - Employer \$13.43	Medicare \$216.57	Social Security - Employer \$216.57							Company Cost \$233.14	
							Social Security \$216.57									
							State Withholding - KS \$216.57	Employer								
Dennis Keith Shelton W2	Bonus 0		\$216.57		Medicare \$4.14	Employer Medicare Tax \$4.14	Federal Income Tax \$285.24	Employer Medicare Tax \$285.24					PTO 0	7.23	Net Pay \$263.41	
	Base Pay 2.75		\$68.67		Social Security \$17.69	Social Security - Employer \$17.69	Medicare \$285.24	Social Security - Employer \$285.24							Company Cost \$307.07	
	Gross		\$285.24				Social Security \$285.24									
							Employer	State Withholding - KS \$285.24	Employer							
Tracy Lynn Tygart W2	Bonus 0		\$216.57		Medicare \$3.14	Employer Medicare Tax \$3.14	Federal Income Tax \$216.57	Employer Medicare Tax \$216.57							Net Pay \$200.00	
	Gross		\$216.57		Social Security \$13.43	Social Security - Employer \$13.43	Medicare \$216.57	Social Security - Employer \$216.57							Company Cost \$233.36	
						State Unemployment Insurance Tax - KS \$0.22	Social Security \$216.57	State Unemployment Insurance Tax - KS \$216.57								
							State Withholding - KS \$216.57									
Ethan David Wood W2	Bonus 0		\$216.57		Medicare \$3.14	Employer Medicare Tax \$3.14	Federal Income Tax \$216.57	Employer Medicare Tax \$216.57							Net Pay \$200.00	
	Gross		\$216.57		Social Security \$13.43	Social Security - Employer \$13.43	Medicare \$216.57	Social Security - Employer \$216.57							Company Cost \$233.36	
						State Unemployment Insurance Tax - KS \$0.22	Social Security \$216.57	State Unemployment Insurance Tax - KS \$216.57								
							State Withholding - KS \$216.57									

Check#	PayTo	Date	Memo	Pay Cycle	Amount
11628	Longleaf Services	26-Dec-25	Adult Books	1X	385.61
11629	Aly Evans	26-Dec-25	Yoga	Monthly	200.00
11630	Midwest Tape	26-Dec-25		1X	234.01
11631	Ingram Library Services	26-Dec-25		1X	42.32
11632	Association for Rural & Small Libraries	26-Dec-25	Membership renewal	1X	175.00
11633	Erin Wood	26-Dec-25	Harpist	1X	250.00
11634	UniFirst	26-Dec-25		Monthly	178.82
11635	Demco, Inc.	26-Dec-25		1X	163.15
11636	Security Benefit Group	26-Dec-25		Monthly	161.81
11637	Midcontinent Communications	26-Dec-25		Monthly	252.63
11638	Atmos Energy	26-Dec-25		Monthly	192.22
11639	Evergy	26-Dec-25		Monthly	390.51
11640	VISA	26-Dec-25		Monthly	4,056.49
11641	PEAC Solutions	26-Dec-25		Monthly	300.97
11642	Brandon Zarda	26-Dec-25	Snow remocal	1X	250.00
11643	Old World Cabinet	26-Dec-25		1X	2,352.00
11644	Modern Marketing	26-Dec-25	Coloring Books	1X	233.59
11645	Wheat State Cleaning	26-Dec-25		Monthly	750.00
11646	City of Linwood	26-Dec-25		Monthly	65.52

architects

1 message

Michael McDonald <mmcdonald@nekls.org>
To: Library Director <director@linwoodlibrary.org>

Tue, Dec 23, 2025 at 10:29 AM

Dennis -

Attached is a spreadsheet of architects. I have met many of them and some of them have worked on libraries in our region. Any firm on this list is capable of assisting you. As a point of reference:

- [Sapp Design Architects](#) consistently has a presence at the KLA Conference. [Clark & Enersen](#) has had a booth at the KLA Conference in recent years (not 2025). Clearly these firms are interested in working with Kansas libraries.
- [bc Design Group](#) led the afternoon session of the fall NEKLS Directors meeting. I know they are eager to work with NEKLS libraries.

I have you on the list for 2026 architectural services reimbursement grants -- NEKLS will reimburse up to \$3,000 for architectural services for your library in 2026.

Mike

Michael McDonald
Northeast Kansas Library System
4317 W 6th Street
Lawrence, KS 66049
785.838.4090
mmcdonald@nekls.org



Architects_Potentials_List.xlsx
13K

Firm	Address 1	Address 2	City	State	Zip	Phone
Architect One	906 S. Kansas Ave	Suite 200	Topeka	KS	66612	785-271-7010
Arcturis	701 Market St		St. Louis	MO	63101	314-206-7100
BBN Architects	228 Poyntz Ave		Manhattan	KS	66502	785-776-4912
bc Design Group	12101 W 110th St #100		Overland Park	KS	66210	913-232-2123
BG Consultants, Inc.	1405 Wakarusa Dr		Lawrence	KS	66049	785-749-4474
Emig and Associates	PO Box 1724		Emporia	KS	66801	620-343-9180
HTK Architects Topeka	900 S Kansas Ave	Suite 200	Topeka	KS	66612	785-266-5373
Lamar Johnson Collaborative	8640 Evans Ave		St. Louis	MO	63134	314-592-5641
Multi Studio	706 Massachusetts St		Lawrence	KS	66044	785-330-7055
Sabatini Architects	730 New Hampshire St	Suite 233	Lawrence	KS	66044	785-331-3399
SFS Architecture	2100 Central St	Suite 31	Kansas City	MO	64108	816-474-1397
Clark & Enersen	2033 Becker Drive	Suite 102	Lawrence	KS	66047	913-433-2110
Sapp Design Architects	1100 Main St	Suite 400	Kansas City	MO	64105	417-877-9600

URL	Contact	Email
ao.design	Kenneth Stranz	kms@ao.design
arcturis.com	Chrissy Rogers	crogers@arcturis.com
https://www.bbnarchitects.com	Patrick Schaub	info@bbnarchitects.com
https://www.bc-dg.com/	Brooke Cinalli	BrookeC@bc-dg.com
http://www.bgcons.com	David Hamby	david.hamby@bgcons.com
	David G. Emig	emigarch@sbcglobal.net
http://htkarchitects.net	Elizabeth Johnson	ekj@htkarchitects.com
https://theljc.com/	Amy Luchun	luchuna@theljc.com
https://www.multi.studio/	Sean Zaudke	sean.zaudke@multi.studio
https://www.sabatiniarchitects.com/	Dan Sabatini	hello@sabatiniarchitects.com
https://www.sfsarch.com	Kwame Smith	
https://www.clarkenersen.com	Rick Wise	rick.wise@clarkenersen.com
https://sdaarchitects.com/	Brad McKenzie	mckenzie@sdaarchitects.com

Notes

Ken is Business Development; not aware of library clients

St Louis County Library
Manhattan Public Library

some libraries
Riley Library; Udall;
Meriden-Ozawkie (?)
several libraries in KS.
Physical address is 517
Merchant, #203

TSCPL

Ellen Eckert, Principal,
636-236-8185,
eckerte@; has a KC
office

Lawrence Public Library

KC MO Public; Ottawa
University

JCPL - Leawood

Many libraries – see
portfolio at firm website