

Agenda
Linwood Community Library Board Meeting
Tuesday, January 27, 2025 at 6:30 pm
Public Notice

Melissia Smitka (Chair)
Aly Evans (Vice Chair)
Chris Mensch (Secretary)

Sheldon Wheaton (Treasurer)
Kathy Reno

Call to Order

Introduction of Guests, if present

Changes or additions to the agenda, if needed

Consent Agenda

All matters on the consent agenda are considered within one motion and will be enacted by one motion. There will be no separate discussion on these items.

- Previous Meeting Minutes
- Treasurer's Report
- Communications for the Board
- Director's report
- Statistical report
- Financial report

Public Comments – Please state name and address. 2-minute time limit

Bills for payment

Old Business

- Building update
- Institutional Neutrality policy

Committee Reports

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

New Business

- KOMA Training for board members
- Technology Plan / Computer replacement
- Inservice day for staff (4/3)
- Personnel discussion

- Annual Meeting (March 3, 2026 7:30 PM)

Adjournment

Next Regular Board Meeting: Tuesday, February 24, 2026 at 6:30 pm

Linwood Community Library Board of Trustees
Meeting Minutes - December 29, 2025

Board members present: Melissia Smitka, Kathy Reno, Aly Evans, Sheldon Wheaton (Chris Mensch was not present)

Staff present: Dennis Shelton, Tracy Tygart

Guests: none

Call to Order: 6:36pm - The meeting was called to order by Melissia Smitka

Changes to the agenda:

Mel requested to move the New Business topic of "Cash Transfer to Capitol Improvement Account" to be discussed immediately after "Bills for Payment" to allow Tracy to be present and then depart early.

Sheldon requested to add "Pay increase documentation" as a New Business item.

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 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: Petty cash was counted by Nicole Oelschlaeger on 12-11-2025. She stated 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.

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 motion carried.

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, Aly seconded, and the motion carried.

New Business (resequenced): Cash transfer to Capitol Improvement Fund – State law allows transfer of up to 10% of collected tax amount to be transferred. This would be \$29k. We had originally budgeted to transfer \$21k. Dennis recommended a transfer of \$28k. Sheldon motioned to approve, Aly seconded, and the motion carried.

Old Business:

- **Building addition:** We currently have 2 estimates (RK Construction and Pal-Co Contracting). Chris was to attempt to get estimate from 3rd contractor (BH Build). Dennis indicated that we have secured a spot on the list with NEKLS to qualify for a \$3000 grant for use towards architect services.

Committee Reports:

Building & Equipment: no discussion

Financial: no discussion

Personnel & Policy: no discussion

New Business:

- **Neutrality Policy:** Discussed the question of whether this should be added to policy manual and agreed to carry the topic over to the January board meeting.
- **Pay Increase Documentation:** Sheldon recommended that an affidavit be completed and signed by the board chairperson to document the pay increases for staff and director approved at the November 25, 2025 board meeting. The document will be provided to the director to function as a permanent record.
- **Pest Control:** Cathy suggested a follow-up inspection for bed bugs in response to the finding of same during recent quarterly inspection, and to confirm effectiveness of treatment completed.

Adjournment:

7:52pm – Sheldon made a motion to adjourn, Aly seconded, and the motion carried.

Submitted by: Sheldon Wheaton

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

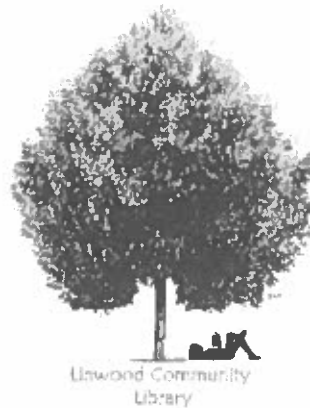
**Treasurer's Report for the
Linwood Community Library Board Meeting
January 27, 2026**

General Fund (GF) Checking account balance as of 12-31-2025 was \$325,325.31. The GF checking account has been reconciled in Xero through 01-02-2026 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 12-31-2025 was \$255,612.65. The CIF Checking account has been reconciled in Xero through 01-02-2026 noting no difference.

Petty Cash was counted by Nicole Oelschlaeger 01-06-2026. She indicated the total on hand was \$70.95.

Prepared by Sheldon Wheaton, treasurer



Director's Report January 27, 2026

Prepared by: Dennis Shelton, MBA

I had John Kugler, with Bug Hounds, come in and recheck the library for bed bugs. We went through the shed as well as the book drop and there were no bed bugs located. The next scheduled date for a bed bug inspection will be February 8. Unless there have been books dropped at the library from a patron between Jan 4th and Feb 8th I anticipate we will be in the clear.

We decided to join the K-State Walk Ks, March 22-May 16. The decision was that, if possible, we would utilize the school gym to do the walk to avoid weather issues and try to involve the community and city hall to help drive participation. If we utilize the gym and have walkers that want to participate over the lunch hour or later in the afternoon, we would need access to the gym while the school is shut down. After talking to Jennifer she wanted me to address the issue with the city council to get permission. I attended the City Council meeting Jan 6 and was able to address the city council and get permission to have access to the gym whenever we wanted it, as long as a library staff member was at the gym during that time.

During heavy rains and high winds this month we had an issue with the two south windows in the staff area leaking. We cleaned everything up and after checking outside it appeared some gaps had developed around the windows and needed to be re-caulked to fill them. I purchased caulk and was able to get the gaps around the windows re-caulked. We have not had any further heavy rains, but we will keep a close eye on them to see that there are no further leaks. While I was caulking around the windows I noticed there were some gaps in the seams of the siding. I did place caulk in the larger gaps in the siding, there are still some seams with smaller gaps around the building which need to be addressed soon.

I have completed entering all of the data for the yearly State Survey. The survey has to be submitted by the first of February. I will go through it again to recheck all of the numbers and have it submitted by Friday, the 30th.

Circulation:					
	Dec 2025	Y-T-D	Dec 2024	Y-T-D	
Adult Books	163	1,875	175	2,176	
Child Books	211	3,334	247	3,923	
Young Adult	11	336	27	329	
Magazines	1	20	1	18	
Movies/Videogames	133	1,461	143	1,818	
Music		1	-	-	
Audiobooks	49	648	62	598	
Large Print	21	327	31	356	
** Electronic Materials	205	2,614	213	2,487	
Equipment: Video/DVD		-			
Equipment: Sports/Games		-			
Total:	794	10,616	899	11,705	
% of Change	(11.68)	(9.30)			
New Acquisitions:					
	Dec 2025	Y-T-D	Dec 2024	Y-T-D	
Adult	61	515	12	739	
Children	18	425	16	402	
Young Adult	-	164	-	144	
Audiovisual	4	142	11	220	
Equipment: Video/DVD	-	-			
Equipment: Sports/Games	-	-			
Total:	83	1,246	39	1,505	
% of Change	112.82	(17.21)			
Inter-Library Loan:					
	Dec 2025	Y-T-D	Dec 2024	Y-T-D	
NEXT Loaned	234	3,825	278	3,620	
NEXT Borrowed	86	1,302	109	1,329	
ShareIt ILL Loaned	-	96	-	52	
ShareIt ILL Rec'd	-	13	-	32	
Total:	320	5,236	387	5,033	
% of Change	(17.31)	4.03			
Programs:					
	Dec 2025	Y-T-D	Dec 2024	Y-T-D	
Adult Programs	44	473	49	494	
Total Adult attendance	296	2,468	252	3,077	
Childrens Programs	15	184	9	128	
Total Childrens attendance	59	1,041	21	521	
Young Adult Programs	-	-	-	1	
Total YA attendance	-	-	-	-	
Outreach Events	1	14	3	18	
Outreach Attendance Total	93	697	90	438	
Total Library Events	60	671	61	580	
Attendance Total	448	4,206	363	3,763	
Meeting Room Uses	2	50	9	93	
Meeting Attendance	4	98	18	192	
Total Attend:	452	4,304	381	4,228	
% of Change	18.64	1.80			
Electronic Materials Use:					
Consortial Users	Dec 2025	Y-T-D	Dec 2024	Y-T-D	% of Change
** Flipster	-	-	-	-	#DIV/0!
Lynda Users	-	-	-	-	#DIV/0!
Local Uses					
Cloud Library	32	360	37	336	7.14
Kanopy (Dec 2020)	2	14	2	18	(22.22)
Hoopla	99	1,565	121	1,195	30.96
Overdrive	72	675	53	780	(13.46)
Total Local Use:	205	2,614	213	2,329	
% of Change	(3.76)	12.24			
Miscellaneous:					
	Dec 2025	Y-T-D	Dec 2024	Y-T-D	% of Change
Volunteer Hours	16	126.00	8.00	156.50	
Number of Volunteers	8	53	5	51	
Door Count	647	7,550	629.00	8,800	(14.20)
Reference	23	210	15	231	(9.09)
Computer Use	11	181	11	299	(39.46)
Wireless Activity	297	4,047	360	3,983	1.61
Website Sessions	630	4,570	158	3,603	26.84
Website Users	595	4,462	96	3,898	14.47
Public Service Hours	249	2,696	215	2,683	0.48
FB Video Views	-	-	-	-	-

2025 Monthly Stats

Linwood Community Library Statistical Report

FB Reach	1,200	12,763	990	15,151	(15,76)
Engagements - Youth	-	-	-	-	-
Twitter Visits	-	-	-	-	-
Tweet impressions	-	-	-	0	-
Mailchimp					
Total Emails Sent	4	52	-	48	-
Total Email Receipts	1,500	19,499	-	18,104	-
Total Emails Opened	220	6,448	-	7,250	-
Faxes (Per Patron Use)	2	61	-	-	-
Copies (Per Patron Use)	32	327	-	-	-
Notary (Per Patron Use)	1	28	-	-	-

	Dec 2025	Y-T-D
Borrowers end of month	639	0
Borrower Accounts used	83	1024
Borrowers Added	4	47
Borrowers Renewed	11	211
Borrowers Deleted	0	108
Total Check Outs/ Renewal	590	8,055
Adult Checkouts/Renewals	299	3,229
Youth Checkouts/Renewals	291	4,826

** 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 12/31/2025			% Used	% flat target
	Actual*	Actual	Budget	Budget diff Over (Under)		
Capital Improvement						
Revenue						
Interest on Idle Funds	7,117.54	6,734.74		6,734.74		
Transfer	28,000.00	28,000.00		28,000.00		
Revenue Total	35,117.54	34,734.74		34,734.74		
Capital Improvement Fund Total	35,117.54	255,612.65				
Treasurers Balance 12/31/2024	220,877.91					
Treasurers Balance 12/31/2025	255,612.65					

	FY2024	FY2025 as of 12/31/2025			% Used	% flat target
	Actual	Actual	Budget	Budget diff Over (Under)		
Employee Benefit						
Revenue						
Property Tax	15,700.27	8,939.86	8,603.31	336.55	103.91%	100.00%
Revenue Total	15,700.27	8,939.86	8,603.31	336.55		
Expense						
Payroll Expenses	11,762.23	11,409.41	15,480.00	(4,070.59)	73.70%	100.00%
Cash carry forward	-	-	-	-	#NAME?	100.00%
Expense Total	11,762.23	11,409.41	15,480.00	(4,070.59)		
Employee Benefit Fund Total		(2,469.55)				
Treasurers Balance 12/31/2024	9,527.13				11592.85	
Treasurers Balance 12/31/2025	7,057.58	7,057.58			11409.41	
					183.44	

	FY2024	FY2025 as of 12/31/2025			% Used	% flat target
	Actual	Actual	*Budget	Budget diff Over (Under)		
General Fund						
Revenue						
Donations/Grants	7,422.36	12,115.99	7,567.00	4,548.99	160.12%	100.00%
Interest on Idle Funds	13,570.52	11,745.78	13,200.00	(1,454.22)	N/A	100.00%
Other Income	2,696.14	2,116.19	2,000.00	116.19	N/A	100.00%
Property Tax	286,878.12	292,868.35	288,954.67	(2,076.55)	99.28%	100.00%
Revenue Total	310,567.14	318,846.31	311,721.67	7,124.64		
Expense						
Collections	33,019.74	29,645.82	34,204.00	(4,558.18)	86.67%	100.00%
Program	20,813.02	15,509.22	20,231.00	(4,721.78)	76.66%	100.00%
Operating Expense	68,522.76	64,536.55	95,445.00	(30,908.45)	67.62%	100.00%
Wages	131,548.49	139,332.99	217,112.00	(77,779.01)	64.18%	100.00%
Capital	7,380.50	-	-	-	#NAME?	100.00%
Transfer to Capital	28,000.00	28,000.00	21,000.00	7,000.00	N/A	
Cash carry over	-	-	160,000.00	(160,000.00)	0.00%	100.00%
Expense Total	289,284.51	277,024.58	547,992.00	(270,967.42)	50.55%	
General Fund Total	21,282.63	41,821.73				
Treasurers Balance 12/31/2024	269,206.88					
Treasurers Balance 12/31/2025	311,028.61	311,028.61				

Checking Account	318,086.19	325,325.31	(7,239.12)	7,230.64	(8.48)	14.79	6.31
Capital Account	255,612.65	255,612.65	-	0	-		

Income Statement (Profit and Loss)

Linwood Community Library

For the year ended December 31, 2025

2025

Income

Property Taxes	301,808.21
Donations	3,100.00
E-Rate	720.00
Fine and Fees	765.19
Insurance Refund	631.00
Interest Income	18,480.52
NEKLS Grants	5,888.36
State Grants	3,127.63
Total Income	334,520.91

Gross Profit

334,520.91

Expenses

Collections	29,645.82
Gross Wages	139,299.47
Medicare Co	2,019.83
Operating Expenses	64,536.55
Payroll Expenses	(183.44)
Program Expenses	15,509.22
Simple IRA Match	646.65
Social Security Co	8,636.52
SUTA	141.14
FUIT	182.23
Total Expenses	260,433.99

Operating Income

74,086.92

Net Income

74,086.92

Income Statement (Profit and Loss)

Linwood Community Library

For the month ended December 31, 2025

DEC 2025

Income

Property Taxes	5,758.95
Donations	1,600.00
Fine and Fees	185.63
Interest Income	1,479.33
Total Income	9,023.91

Gross Profit

9,023.91

Expenses

Collections	3,099.31
Gross Wages	12,643.27
Medicare Co	183.33
Operating Expenses	5,861.59
Program Expenses	1,511.94
Simple IRA Match	67.17
Social Security Co	783.90
SUTA	22.00
Total Expenses	24,172.51

Operating Income

(15,148.60)

Net Income

(15,148.60)



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))

Payroll Statement - Week of 01/01/2024 to 01/07/2024														
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 Pay	2.75			Medicare	\$1.00	Employer Medicare Tax	\$1.00	Federal Income Tax	\$68.87	Employer Medicare Tax	\$68.87	PTO	0	7.23
Gross			\$68.87	Social Security	\$4.26	Social Security - Employer	\$4.26	Medicare	\$68.87	Social Security - Employer	\$68.87			
						State Unemployment Insurance Tax - KS		State Withholding - KS	\$68.87	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 Total		Description	Amount	Description	Amount	Description	Wages	Description	Wages	Description	Used	Accrued
Bonus	0			Medicare	\$18.84	Employer Medicare Tax	\$18.84	Federal Income Tax	\$1,299.42	Employer Medicare Tax	\$1,299.42			
Gross			\$1,299.42	Social Security	\$80.58	Social Security - Employer	\$80.58	Medicare	\$1,299.42	Social Security - Employer	\$1,299.42			
						State Unemployment Insurance Tax - KS	\$0.82	Social Security	\$1,299.42	State Unemployment Insurance Tax - KS	\$810.99			
						State Withholding - KS		State Withholding - KS	\$1,299.42					

Employee Earnings at Company Level (Pay run: Nov 26th - Dec 26th (Dec 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	446.63		\$8,641.60	EMPLOYEE		Federal Income Tax	\$398.46	Employer Medicare Tax	\$11,164.08	Employer Medicare Tax	\$11,254.08	PTO	12.00	14.63	
Overtime(1.5x Base)			\$25.32	Security Benefit	\$100.00	Medicare	\$163.19	Social Security - Employer	\$697.75	Medicare	\$11,254.08	Social Security - Employer			
Holiday Hours	128.00		\$2,382.56	EMPLOYER		Social Security	\$807.75	State Unemployment Insurance Tax - KS	\$2.98	Social Security	\$11,254.08	State Unemployment Insurance Tax - KS			
PTO Hours	12.00		\$204.80	Security Benefit	\$87.17	State Unemployment Insurance Tax - KS	\$874.00	State Withholding - KS	\$11,154.08	State Unemployment Insurance Tax - KS	\$2,874.24				
Gross			\$11,254.08												

Employee Earnings at Company Level (Pay run: Extra hours: Nov 26th - Dec 26th (Dec 31, 2025))

Earnings			Deductions and Contributions Description Amount	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	5.98		\$89.77	Medicare	\$1.30	Employer Medicare Tax	\$1.30	Federal Income Tax	\$89.77	Employer Medicare Tax	\$89.77	PTO	0	1.86
Gross			\$89.77	Social Security	\$5.57	Social Security - Employer	\$5.57	Medicare	\$89.77	Social Security - Employer	\$89.77			
						State Unemployment Insurance Tax - KS	\$0.08	Social Security	\$89.77	State Unemployment Insurance Tax - KS	\$89.77			
								State Withholding - KS	\$89.77					

Employee Earnings at Company Level (Pay run: Q4 2025 reconciliation (Dec 31, 2025))

Gross Total for All Runs

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

Pay run: Holiday Bonus (Dec 8, 2025)

Pay run: Nov 26th - Dec 26th (Dec 31, 2025)

Pay run: Extra hours: Nov 26th - Dec 26th (Dec 31, 2025)

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Pay run: Q4 2025 reconciliation (Dec 31, 2025)

Gross Total for All Runs

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

Pay run: Holiday Bonus (Dec 8, 2025)

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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

Pay run: Nov 26th - Dec 26th (Dec 31, 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	Base Pay	66.06	16.92	\$1,117.99		Federal Income Tax	\$27.41	Employer Medicare Tax	\$22.10	Federal Income Tax	\$1,524.07	Employer Medicare Tax	\$1,524.07	PTO	0	2.55	Net Pay	\$1,316.07	
	Holiday Hours	24.00	16.92	\$406.08		Medicare	\$22.10			Medicare	\$1,524.07						Company Cost	\$1,640.66	
						Social Security	\$94.49	Social Security - Employer	\$94.49	Social Security	\$1,524.07	Social Security - Employer	\$1,524.07						
	Gross			\$1,524.07		State Withholding - KS	\$64.00	Employer		State Withholding - KS	\$1,524.07	Employer							
Nicole R Oelschlaeger W2	Base Pay	52.01	16.97	\$882.55		Medicare	\$18.70	Employer Medicare Tax	\$18.70	Federal Income Tax	\$1,289.83	Employer Medicare Tax	\$1,289.83	PTO	0	1.00	Net Pay	\$1,140.16	
	Holiday Hours	24.00	16.97	\$407.28		Social Security	\$79.97	Social Security - Employer	\$79.97	Medicare	\$1,289.83	Social Security - Employer	\$1,289.83				Company Cost	\$1,389.79	
						State Withholding - KS	\$51.00	State Unemployment Insurance Tax - KS	\$1.29	Social Security	\$1,289.83	State Unemployment Insurance Tax - KS	\$1,289.83						
	Gross			\$1,289.83						State Withholding - KS	\$1,289.83								
Amy L. Rosewicz W2	Base Pay	95.32	17.05	\$1,625.20	EMPLOYEE Security Benefit	\$100.00	Federal Income Tax	\$138.90	Employer Medicare Tax	\$32.47	Federal Income Tax	\$2,139.00	Employer Medicare Tax	\$2,239.00	PTO	12.00	3.68	Net Pay	\$1,562.81
	Holiday Hours	24.00	17.05	\$409.20		Medicare	\$32.47			Medicare	\$2,239.00						Company Cost	\$2,477.46	
	PTO Hours	12.00	17.05	\$204.60	EMPLOYER Security Benefit	\$87.17	Social Security	\$138.82	Social Security - Employer	\$138.82	Social Security	\$2,239.00	Social Security - Employer	\$2,239.00					
	Gross			\$2,239.00		State Withholding - KS	\$266.00	Employer		State Withholding - KS	\$2,139.00	Employer							
Dennis Keith Shelton W2	Base Pay	147.66	25.00	\$3,691.45		Federal Income Tax	\$202.26	Employer Medicare Tax	\$65.49	Federal Income Tax	\$4,516.77	Employer Medicare Tax	\$4,516.77	PTO	0	5.73	Net Pay	\$3,740.98	
	Overtime(1.5x Base)	0.68	37.50	\$25.32		Medicare	\$65.49			Medicare	\$4,516.77						Company Cost	\$4,862.30	
	Holiday Hours	32.00	25.00	\$800.00		Social Security	\$280.04	Social Security - Employer	\$280.04	Social Security	\$4,516.77	Social Security - Employer	\$4,516.77						
	Gross			\$4,516.77		State Withholding - KS	\$228.00	Employer		State Withholding - KS	\$4,516.77	Employer							
Tracy Lynn Tygart W2	Base Pay	6.30	21.50	\$135.53		Medicare	\$1.97	Employer Medicare Tax	\$1.97	Federal Income Tax	\$135.53	Employer Medicare Tax	\$135.53				Net Pay	\$125.16	
						Social Security	\$8.40	Social Security - Employer	\$8.40	Medicare	\$135.53	Social Security - Employer	\$135.53				Company Cost	\$148.04	
	Gross			\$135.53				State Unemployment Insurance Tax - KS	\$0.14	Social Security	\$135.53	State Unemployment Insurance Tax - KS	\$135.53						
										State Withholding - KS	\$135.53								
Ethan David Wood W2	Base Pay	79.26	15.00	\$1,188.88		Federal Income Tax	\$29.89	Employer Medicare Tax	\$22.46	Federal Income Tax	\$1,548.88	Employer Medicare Tax	\$1,548.88	PTO	0	1.65	Net Pay	\$1,335.50	
	Holiday Hours	24.00	15.00	\$360.00		Medicare	\$22.46	Social Security - Employer	\$96.03	Medicare	\$1,548.88	Social Security - Employer	\$1,548.88				Company Cost	\$1,668.92	
						Social Security	\$96.03	State Unemployment Insurance Tax - KS	\$1.85	Social Security	\$1,548.88	State Unemployment Insurance Tax - KS	\$1,548.88						
	Gross			\$1,548.88		State Withholding - KS	\$85.00	Employer		State Withholding - KS	\$1,548.88	Employer							

Pay run: Extra hours: Nov 26th - Dec 26th (Dec 31, 2025)

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

Ethan David Wood W2	Base Pay	5.98	15.00	\$89.77		Medicare Social Security	\$1.30 \$5.57	Employer Medicare Tax Social Security - Employer	\$1.30 \$5.57	Federal Income Tax Medicare Social Security	\$89.77 \$89.77 \$89.77	Employer Medicare Tax Social Security - Employer	\$89.77 \$89.77 \$89.77	PTO 0	1.65	Net Pay Company Cost	\$82.90 \$96.73
	Gross			\$89.77				State Unemployment Insurance Tax - KS	\$0.09	State Withholding - KS	\$89.77	State Unemployment Insurance Tax - KS	\$89.77				

Pay run: Q4 2025 reconciliation (Dec 31, 2025)

Employee	Earnings			Deductions and Contributions Description Amount	Employee Taxes		Employer Taxes		Employee Taxable Wages	Employer Taxable Wages	Time Off (Hours) Description Used Accrued	Totals	
	Description	Hours	Rate		Total	Description	Amount	Description	Wages	Description		Wages	Description
Susan B. Hanneke W2							Employer Medicare Tax	\$0.01				Net Pay	\$0.00
												Company Cost	\$0.01
Clara Knipp W2							Employer Medicare Tax	\$0.01				Net Pay	\$0.00
												Company Cost	\$0.01
Nicole R Oelschlaeger W2					Medicare Tax	\$0.02	Employer Medicare Tax	-\$0.01				Net Pay	-\$0.03
					Social Security	\$0.01	Social Security - Employer	-\$0.01				Company Cost	-\$0.02
Amy L. Rosewicz W2							Employer Medicare Tax	-\$0.02				Net Pay	\$0.00
							Social Security - Employer	-\$0.01				Company Cost	-\$0.03
Dennis Keith Shelton W2					Medicare Tax	-\$0.01						Net Pay	\$0.02
					Social Security	-\$0.01						Company Cost	\$0.00
Tracy Lynn Tygart W2					Medicare Tax	-\$0.01	Social Security - Employer	\$0.01				Net Pay	\$0.01
							State Unemployment Insurance Tax - KS	-\$0.01				Company Cost	\$0.00
Ethan David Wood W2							State Unemployment Insurance Tax - KS	-\$0.01				Net Pay	\$0.00
												Company Cost	-\$0.01

Gross Total for All Runs

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	Used	Accrued	Description	Amount				
					Description	Amount	Description	Wages	Description	Wages									
Susan B. Hanneke W2	Base Pay	66.08		\$1,117.99	Federal Income Tax	\$27.41	Employer Medicare Tax	\$25.25	Federal Income Tax	\$1,740.64	Employer Medicare Tax	\$1,740.64	PTO	0	2.55	Net Pay	\$1,516.07		
	Holiday Hours	24.00		\$406.08	Medicare	\$25.24	Social Security - Employer	\$107.92	Medicare	\$1,740.64	Social Security - Employer	\$1,740.64				Company Cost	\$1,873.97		
	Bonus	0		\$216.57	Social Security	\$107.92	State	\$0.16	Social Security	\$1,740.64	State	\$161.28							
	Gross			\$1,740.64	State Withholding - KS	\$64.00	Unemployment Insurance Tax - KS		State Withholding - KS	\$1,740.64	Unemployment Insurance Tax - KS								
Clara Knipp W2							Employer Medicare Tax	\$0.01								Net Pay	\$0.00		
																Company Cost	\$0.01		
Nicole R Oelschlaeger W2	Base Pay	52.01		\$882.55	Medicare	\$21.86	Employer Medicare Tax	\$21.83	Federal Income Tax	\$1,506.40	Employer Medicare Tax	\$1,506.40	PTO	0	1.00	Net Pay	\$1,340.13		
	Holiday Hours	24.00		\$407.28	Social Security	\$93.41	Social Security - Employer	\$93.39	Medicare	\$1,506.40	Social Security - Employer	\$1,506.40				Company Cost	\$1,623.13		
	Bonus	0		\$216.57	State Withholding - KS	\$51.00	State Unemployment Insurance Tax - KS	\$1.51	Social Security	\$1,506.40	State Unemployment Insurance Tax - KS	\$1,506.40							
	Gross			\$1,506.40					State Withholding - KS	\$1,506.40									
Amy L. Rosewicz W2	Base Pay	95.32		\$1,825.20	EMPLOYEE Security Benefit	\$100.00	Federal Income Tax	\$136.90	Employer Medicare Tax	\$35.59	Federal Income Tax	\$2,355.57	Employer Medicare Tax	\$2,455.57	PTO	12.00	3.68	Net Pay	\$1,762.81
	Holiday Hours	24.00		\$409.20	EMPLOYER Security Benefit	\$67.17	Medicare	\$35.61	Social Security	\$152.25	Medicare	\$2,455.57	Employer Medicare Tax	\$2,455.57				Company Cost	\$2,710.57
	PTO Hours	12.00		\$204.60			Social Security	\$152.25	Social Security - Employer	\$152.24	Social Security	\$2,455.57	Social Security - Employer	\$2,455.57					
	Bonus	0		\$216.57			State Withholding - KS	\$266.00	Employer		State Withholding - KS	\$2,355.57	Employer						
	Gross			\$2,455.57															

Dennis Keith Shelton W2	Base Pay	150.41	\$3,760.12	Federal Income Tax	\$202.26	Employer Medicare Tax	\$69.63	Federal Income Tax	\$4,802.01	Employer Medicare Tax	\$4,802.01	PTO 0	12.96	Net Pay \$4,004.41 Company Cost \$5,169.37
	Overtime(1.5x Base)	0.68	\$25.32	Medicare	\$69.62	Social Security	\$297.73	Medicare	\$4,802.01	Social Security	\$4,802.01			
	Holiday Hours	32.00	\$800.00	Social Security	\$297.72	State Withholding - KS		Social Security	\$4,802.01	State Withholding - KS				
	Bonus	0	\$216.57											
	Gross		\$4,802.01											
Tracy Lynn Tygart W2	Base Pay	6.30	\$135.53	Medicare	\$5.10	Employer Medicare Tax	\$5.11	Federal Income Tax	\$352.10	Employer Medicare Tax	\$352.10			Net Pay \$325.17 Company Cost \$379.40
	Bonus	0	\$216.57	Social Security	\$21.63	Social Security - Employer	\$21.84	Medicare	\$352.10	Social Security - Employer	\$352.10			
	Gross		\$352.10			State Unemployment Insurance Tax - KS	\$0.35	Social Security	\$352.10	State Unemployment Insurance Tax - KS	\$352.10			
Ethan David Wood W2	Base Pay	85.24	\$1,278.55	Federal Income Tax	\$29.89	Employer Medicare Tax	\$26.90	Federal Income Tax	\$1,855.22	Employer Medicare Tax	\$1,855.22	PTO 0	3.30	Net Pay \$1,618.40 Company Cost \$1,999.00
	Holiday Hours	24.00	\$360.00	Medicare	\$26.90	Social Security - Employer	\$115.03	Medicare	\$1,855.22	Social Security - Employer	\$1,855.22			
	Bonus	0	\$216.57	Social Security	\$115.03	State Unemployment Insurance Tax - KS	\$1.85	Social Security	\$1,855.22	State Unemployment Insurance Tax - KS	\$1,855.22			
	Gross		\$1,855.22											

Check#	PayTo	Date	Memo	Pay Cylce	Amount
11648	UniFirst	16-Jan-26	Mat cleaning	Monthly	178.82
11649	Culligan Water of Kansas	16-Jan-26	VOIDED	Monthly	185.00
11650	Security Benefit Group	16-Jan-26		Monthly	167.17
11651	Mad Science Of Greater	16-Jan-26	Summer Reading	1x	50.00
11652	Susan Henneke	16-Jan-26	Mileage Reimbursement	1x	63.00
11653	Midwest Tape	16-Jan-26		1x	257.05
11654	Bug Hounds LLC	16-Jan-26		Monthly	150.00
11655	Wheat State Cleaning	16-Jan-26		Monthly	600.00
11656	VISA	22-Jan-26		Monthly	2,614.43
11657	Tamra Smith	22-Jan-26	Cowboy Hats	1x	320.00
11658	Aly Evans	22-Jan-26		Monthly	120.00
11659	Evergy	22-Jan-26		Monthly	410.76
11660	Northeast Kansas Library	22-Jan-26		1x	46.62
11661	Northwest Kansas Library	22-Jan-26		1x	50.00
11662	Culligan Water of Kansas	22-Jan-26		Monthly	185.00
11663	Midcontinent	22-Jan-26		Monthly	253.64
11664	Wirenuts LLC	22-Jan-26	Yearly Subscription	1x	359.40
11665	Atmos Energy	22-Jan-26		Monthly	229.83
11666	City of Linwood	22-Jan-26		Monthly	65.52



Dennis Shelton <director@linwoodlibrary.org>

Kansas Open Records Act (KOMA) Training for Library Boards – February 19

messages

Ian Alexander <dalexander@nekls.org>
o: Nekls <nekls-l@lists.nekls.org>
icc: directors@lists.nekls.org

Tue, Jan 20, 2026 at 11:03 AM

Hear ye, hear ye!

Maintaining openness in government is a key responsibility of a public library's board of trustees. It is critical for every board of trustees—and the staff who support them—to have a working knowledge of the Kansas Open Meetings Act (KOMA).

NEKLS has contracted with The League of Kansas Municipalities to provide member public libraries access to KOMA training. Trustees and the staff who support their work (directors) may attend the training live online and/or watch the recording at no cost to the library. Access to the recording will be available for 60 days. Each library trustee is encouraged to register individually using the link below to receive updates about both the live and recorded training.

If a quorum of a public library's board watches the training in its entirety and holds a group discussion about KOMA and their board meetings, the library will meet [Standard 10 of the 2026 Public Library Accreditation](#) requirements.

KOMA Training for Trustees

Live webinar: Thursday, February 19, 5:30 - 7:00 p.m.
Recording available through: Sunday, April 19, 2026
Registration link: <https://forms.office.com/r/UsepaVRxqR>
Registration closes: Wednesday, February 18, 9:00 a.m.
Event page: nekls.org/event/koma-training-for-trustees/

Please note that The League of Kansas Municipalities is managing registration and the webinar, so I do not have direct access to registration data or technology support. I'm happy to assist with logistics, such as inviting potential participants. This training opportunity is only available to NEKLS member libraries.

Every member public library will receive a copy of the recently updated [KOMA Guide](#) this spring, also at no cost to the library (\$120 value).

Some libraries will have board members joining in May or later—keep an eye on the [League's website](#) for more KOMA training opportunities (\$100 per participant).

Please let me know if any questions arise!
-Dan

--
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To unsubscribe from this group and stop receiving emails from it, send an email to directors+unsubscribe@lists.nekls.org.

Dennis Shelton <director@linwoodlibrary.org>
o: Library Board <linwoodlibraryboard@gmail.com>

Tue, Jan 20, 2026 at 11:11 AM

FYI

Technology Plan

A. Our Technological Role

The Linwood Library will function as the information center for the community in three distinct but overlapping ways:

1. We will stay aware and informed of new technologies of interest to our community so we can provide access and instruction as needed. Our primary mode of instruction will be in-person assistance. We will review and update support documentation on our Web site for independent learners.
2. We will have devices and software that specifically promote reading and eBooks for use in patron instruction. We will expand this service as needed to meet community needs and adopt software to support readers.
3. We will continue to maintain 2 computers for public use. All electronics will be kept up-to-date with regards to software. With the exception of Microsoft Office products, all necessary software for the patron computers should be available as freeware.

We will also continue to develop and promote all available electronic resources, including the Sunflower eLibrary, Kanopy, and hoopla.

B. Plan Dates: 01/01/2025-12/31/2028

C. Technology Inventory & Replacement Schedule

Tech experts generally agree a computer should last anywhere between three to five years before needing to be replaced. Of course, this number is just a generalization and a number of factors play into lifespan, ranging from the computer's quality, care and room for upgrades.

Active Library computers:

- Director's Desktop - Updated 2023
- Cataloging desktop – Updated 2024
- 1 Director laptop 2021 (Lenovo), 1 older staff laptop 2020 (Acer)
- 3 office desktops - Replaced all HDD with SSD 2024
- 1 Circulation desktop - Updated 2023
- 2 Public desktops - Updated 2023

Total: 2 laptops, 8 desktops

NEKLS has a current build/suggestions for replacement computers on their website (<http://nekls.org/ordering/>).

Technology Plan

Schedule:

2025 - replace 2 staff desktops, Acer Laptop

Year 2 2026: Replace 1 remaining staff desktop, and Circulation Desk Desktop, (Second Laptop if needed)

Year 3 2027: Replace Director Desktop, and one public computer

Year 4 2028: Replace one public computer, and collections computer

Monitor

2169.99 total for
both

Pump only

775.22

Tech Hardware Costs in 2026

1 message

Greg Gantz <ggantz@nekls.org>
To: directors@lists.nekls.org

Mon, Jan 12, 2026 at 8:16 AM

All,

I just wanted to reach out with an update. Much to my chagrin, it appears that the cost for almost all pieces of technology are going up again.

The cause this time is the [RAM crisis](#). Every smart device on the planet requires RAM to function. There are only three companies that produce RAM globally. [One just announced](#) that it was dropping out of consumer production altogether to focus on AI data center build outs instead.

So what does that mean for us? Unfortunately it means prices are going up, with no relief in sight. I expect things to get worse (more expensive) as the year goes on. My recommendation is that you move forward with any new computer purchases as soon as possible.

If you have any questions or concerns please feel free to reach out. Sorry to start your week off with bad news.

--

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