

Agenda
Linwood Community Library Board Meeting
Tuesday, February 24, 2026 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

- Institutional Neutrality policy
- Personnel discussion

Committee Reports

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

New Business

- Chair replacement
- APPLE Training
- Annual Meeting (March 3, 2026 7:30 PM)

Adjournment

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

Linwood Community Library Board of Trustees
Meeting Minutes – January 27, 2026

Board members present: Melissa Smitka, Kathy Reno, Aly Evans, Chris Mensch, Sheldon Wheaton
Staff present: Dennis Shelton, Tracy Tygart
Guests: none

Call to Order: 6:37pm - The meeting was called to order by Melissa Smitka

Consent Agenda: *All matters on the consent agenda are considered and enacted with a single motion, with the exception of any items agreed upon to be removed from the consent agenda.*

Previous Meeting Minutes

Treasurer's Report:

General Fund (GF) Checking account: balance as of 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: Petty cash was counted by Nicole on 01-06-2025. She stated the total on hand was \$70.95.

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 motion carried.

Public Comments: None

Communications for the Board: Dennis shared a card from Arlene Pritchard, expressing thanks for a gift she was given for her contribution to the Linwood area history trivia contest at the Christmas party.

Bills for Payment: Credit card statements were reviewed by the Finance Committee with no issues identified and recommended for approval by the board. Sheldon made a motion to approve, Chris seconded, and the motion carried.

Old Business:

- **Building addition:** The building committee has met with architect firm B.G. Consultants (Clint Hibbs). Architect firms Sabatini Architects & Sapp Design have been contacted and arrangements are being made to visit with them at the library. Three budgetary construction estimates have been received from local area contractors.
- **Institutional Neutrality Policy:** The board discussed some draft wording for a possible addition to the policy manual regarding institutional neutrality. Board members are to review the draft wording and be ready to discuss at February meeting.

Committee Reports:

Building & Equipment: no discussion

Financial: no discussion

Personnel & Policy: no discussion

New Business:

- **KOMA Training:** Board members will plan to attend a video conference call for KOMA training provided by the Kansas Attorney General's office on February 19 at 5:30pm, at the library. NEKLS indicates that a quorum of the board (minimum 4 people) are expected to receive training by April 19, 2026 for accreditation requirements.
- **Technology Plan:** In accordance with the library's technology plan, 2 computers and monitors are to be replaced. A motion was made by Chris to approve an expenditure of up to \$2270 for this purpose, Aly seconded, and the motion carried.
- **In-service day & library closing:** Dennis indicated that the library would need to be closed on April 3, to allow the director and all four staff to attend a training event for county libraries, at the Leavenworth Public Library. Staff will be paid for 7 hours plus round-trip mileage to the event. Aly made a motion to approve, Chris seconded, and the motion carried.
- **Bookkeeper compensation:** The director and board discussed the desire to provide a minimum monthly pay for the bookkeeping position, in the form of a minimum quantity of hours of pay each month. Aly made a motion to apply a minimum of 16.3 paid hours per month for the bookkeeper position, Chris seconded, and the motion passed.
- **Snow removal & mowing:** Dennis indicated that snow removal is currently being done by Brandon Zarda, and that bids are being sought for comprehensive lawn care for the coming year.
- **Roadside sign:** The board discussed a desire for the roadside sign to be updated with current activities on a regular basis. It was noted that the sign has recently remained unchanged in excess of 3 weeks with only the yoga class being shown. The desire is to promote special activities over regular recurring activities. Dennis indicated that Ethan would be assigned with the task.
- **New hire for summer reading:** Dennis indicated he would begin efforts to recruit a new employee to support summer reading activities. Candidate with a Bachelor's degree will be sought.
- **Director position:** Dennis indicated his possible upcoming resignation effective December 2026. Further discussion will be required to determine the transition process, which may include the new director working alongside the current director.
- **Cleaning service:** Reports of very small amount of time being spent by cleaning service. Floors are not being waxed. Trash has not been dumped consistently. Dennis will investigate other options for the provision of this service.
- **Annual Meeting:** Scheduled for March 3, 7:30pm. Dennis will proceed with official

**Treasurer's Report for the
Linwood Community Library Board Meeting
February 24, 2026**

General Fund (GF) Checking account balance as of 01-30-2025 was \$467,769.87. The GF checking account has been reconciled in Xero through 02-02-2026 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 01-30-2025 was \$256,160.99. The CIF Checking account has been reconciled in Xero through 02-02-2026 noting no difference.

Petty Cash was counted by Dennis Shelton on 02-03-2026. He indicated the total on hand was \$84.75.

Prepared by Sheldon Wheaton, treasurer



Director's Report February 24, 2026

Prepared by: Dennis Shelton, MBA

We had our quarterly bed bug inspection Feb. 8th and there were no bed bugs found.

I signed the contract for the courier service for 2026 and returned it to NEKLS. The courier costs for 2026 went up 7.5% (From \$2000 to \$2150).

I placed an order for the new computers with NEKLS. Greg, from NEKLS came in early this month and replaced two of our computers, the circulation desk and one staff computer in the staff area. This keeps us in line with our technology plan for our accreditation for 2026.

Hat Making was a huge hit this month. We opened it up for 8 people to attend the event, which was held February 12, and within a short time all 8 spots were signed up for. Susie wanted to hold another class the following week, February 19th and I was worried that we would not be able to fill up another group of 8 so soon. I agreed to go ahead and we had all of the spaces filled up within a short time and had to turn a couple of people away again for the second class.

It is hard to believe, but Summer Reading is starting soon and the staff has been busy making arrangements for all of our programming. Nicole has several programs set up for kids including the popular Build a stuffy workshop again, Operation wildlife, Mad Science as well as several other activities. Susie has already been meeting with the other Leavenworth Libraries to begin working on the adult programming for One book Many Neighbors with the theme of Archaeology. We have already secured two bands for our summer concerts which we moved to the final Friday of May, June , and July. We currently have 80 Proof Alice for June 26 and Cameron Kieling coming back for July 31. Susie has also arranged to have the Theatre Club back again over the summer which was a big hit last summer with our younger patrons.

Please make sure you have April 3rd, at 7:30 PM set aside for our annual meeting.

Circulation:					
	Jan 2026	Y-T-D	Jan 2025	Y-T-D	
Adult Books	160	160	203	203	
Child Books	227	227	187	187	
Young Adult	25	25	28	28	
Magazines	1	1	2	2	
Movies/Videogames	97	97	131	131	
Music		-	-	-	
Audiobooks	51	51	32	32	
Large Print	17	17	44	44	
** Electronic Materials	252	252	218	218	
Equipment: Video/DVD		-			
Equipment: Sports/Games		-			
Total:	830	830	845	845	
% of Change	(1.78)	(1.78)			
New Acquisitions:					
	Jan 2026	Y-T-D	Jan 2025	Y-T-D	
Adult	50	50	73	73	
Children	42	42	2	2	
Young Adult	9	9	6	6	
Audiovisual		-	23	23	
Equipment: Video/DVD		-			
Equipment: Sports/Games		-			
Total:	101	101	104	104	
% of Change	(2.88)	(2.88)			
Inter-Library Loan:					
	Jan 2026	Y-T-D	Jan 2025	Y-T-D	
NEXT Loaned	253	253	385	385	
NEXT Borrowed	131	131	107	107	
ShareIt ILL Loaned		-	23	23	
ShareIt ILL Rec'd		-	-	-	
Total:	384	384	515	515	
% of Change	(25.44)	(25.44)			
Programs:					
	Jan 2026	Y-T-D	Jan 2025	Y-T-D	
Adult Programs	42	42	33	33	
Total Adult attendance	203	203	146	146	
Childrens Programs	17	17	16	16	
Total Childrens attendance	44	44	27	27	
Young Adult Programs		-	-	-	
Total YA attendance		-	-	-	
Outreach Events		-	2	2	
Outreach Attendance Total		-	24	24	
Total Library Events	59	59	51	51	
Attendance Total	247	247	197	197	
Meeting Room Uses	6	6	6	6	
Meeting Attendance	61	61	12	12	
Total Attend:	308	308	209	209	
% of Change	47.37	47.37			
Electronic Materials Use:					
	Jan 2026	Y-T-D	Jan 2025	Y-T-D	% of Change
Consortial Users					
** Flipster		-	-	-	#DIV/0!
Lynda Users		-	-	-	#DIV/0!
Local Uses					
Cloud Library	41	41	31	31	32.26
Kanopy (Dec 2020)		-	-	-	#DIV/0!
Hoopla	144	144	124	124	16.13
Overdrive	67	67	63	63	6.35
Total Local Use:	252	252	218	218	
% of Change	15.60	15.60			
Miscellaneous:					
	Jan 2026	Y-T-D	Jan 2025	Y-T-D	% of Change
Volunteer Hours	8	8.00	7.00	7.00	
Number of Volunteers	4	4	3	3	
Door Count	587	587	516.00	516	13.76
Reference	17	17	20	20	(15.00)
Computer Use	15	15	22	22	(31.82)
Wireless Activity	366	366	427	427	(14.29)
Website Sessions	827	827	212	212	290.09
Website Users	794	794	147	147	440.14
Public Service Hours	212	212	200	200	6.27
FB Video Views		-	-	-	-

2026 Monthly Stats

Linwood Community Library Statistical Report

FB Reach	497	497	716	716	(30.59)
Engagements - Youth			-	-	-
Twitter Visits					
Tweet impressions			-	0	
Mallchimp					
Total Emails Sent	4	4	1.00	1	
Total Email Receipts	1,534	1,534	389.00	389	
Total Emails Opened	215	215	164.00	164	
Faxes (Per Patron Use)	-	-			
Copies (Per Patron Use)	22	22			
Notary (Per Patron Use)	1	1			

	Jan 2026	Y-T-D
Borrowers end of month	623	0
Borrower Accounts used	70	70
Borrowers Added	5	5
Borrowers Renewed	15	15
Borrowers Deleted	20	20
Total Check Outs/ Renewal	578	578
Adult Checkouts/Renewals	258	258
Youth Checkouts/Renewals	320	320

	FY2025	FY2026 as of 1/31/2026			% Used	% flat target
	Actual*	Actual	Budget	Budget diff Over (Under)		
Capital Improvement						
Revenue						
Interest on Idle Funds	6,734.74	548.34	-	548.34		
Transfer	28,000.00	-	-	-		
Revenue Total	34,734.74	548.34	-	548.34		
Capital Improvement Fund Total	34,734.74	256,160.99				
Treasurers Balance 12/31/2025	255,612.65					
Treasurers Balance 1/31/2026	256,160.99					

	FY2025	FY2026 as of 1/31/2026			% Used	% flat target
	Actual	Actual	Budget	Budget diff Over (Under)		
Employee Benefit						
Revenue						
Property Tax	8,939.86	4,749.04	8,005.00	(3,255.96)	59.33%	100.00%
Revenue Total	8,939.86	4,749.04	8,005.00	(3,255.96)		
Expense						
Payroll Expenses	11,409.41	859.08	14,695.00	(13,835.92)	5.85%	100.00%
Cash carry forward	-	-	-	-	#NAME?	100.00%
Expense Total	11,409.41	859.08	14,695.00	(13,835.92)		
Employee Benefit Fund Total		3,889.96				
Treasurers Balance 12/31/2025	7,057.58				11592.85	
Treasurers Balance 1/31/2026	10,947.54	10,947.54			11409.41	183.44

	FY2025	FY2026 as of 1/31/2026			% Used	% flat target
	Actual	Actual	*Budget	Budget diff Over (Under)		
General Fund						
Revenue						
Donations/Grants	12,115.99	1,607.25	7,100.00	(5,492.75)	22.64%	100.00%
Interest on Idle Funds	11,745.78	812.66	12,000.00	(11,187.34)	N/A	100.00%
Other Income	2,116.19	30.95	1,800.00	(1,769.05)	N/A	100.00%
Property Tax	292,868.35	155,785.27	312,159.00	(19,290.65)	93.82%	100.00%
Revenue Total	318,846.31	158,236.13	333,059.00	(174,822.87)		
Expense						
Collections	29,645.82	2,028.75	43,838.00	(41,809.25)	4.63%	100.00%
Program	15,509.22	1,026.72	25,874.00	(24,847.28)	3.97%	100.00%
Operating Expense	64,536.55	3,083.60	90,468.00	(87,384.40)	3.41%	100.00%
Wages	139,332.99	10,358.60	217,719.00	(207,360.40)	4.76%	100.00%
Capital	-	-	15,575.00	(15,575.00)	0.00%	100.00%
Transfer to Capital	28,000.00	-	28,000.00	(28,000.00)	N/A	
Cash carry over	-	-	168,105.00	(168,105.00)	0.00%	100.00%
Expense Total	277,024.58	16,497.67	589,579.00	(573,081.33)	2.80%	
General Fund Total	41,821.73	141,738.46				
Treasurers Balance 12/31/2025	311,028.61					
Treasurers Balance 1/31/2026	452,767.07	452,767.07				

318094.67
318086.19
8.48

	Bank Balance	Calculated Outstan	Act outstand	Diff	Balance sheet	Actually Off
Checking Account	463,714.61	467,769.99	(4,055.38)	3,872.88	(182.50)	188.89
Capital Account	256,160.99		256,160.99	0	256,160.99	6.39

Income Statement (Profit and Loss)

Linwood Community Library
For the month ended January 31, 2026

JAN 2026

Income

Property Taxes	160,534.31
Fine and Fees	30.95
Interest Income	1,361.00
NEKLS Grants	1,607.25
Total Income	163,533.51

Gross Profit

163,533.51

Expenses

Collections	2,028.75
Gross Wages	10,358.80
Medicare Co	150.20
Operating Expenses	3,083.60
Program Expenses	1,026.72
Simple IRA Match	56.27
Social Security Co	642.25
SUTA	10.36
Total Expenses	17,356.95

Operating Income

146,176.56

Net Income

146,176.56



Payroll Journal Report

Employees Earning

Pay Run Dec 27th - Jan 26th
 Report Period 01/01/2026 - 01/31/2026
 Pay Date 01/30/2026

Linwood Community Library

19649 Linwood Road, PO Box 80
 Linwood, KS 66052

Employee Earnings at Company Level (Pay run: Dec 27th - Jan 26th (Jan 30, 2026))

Earnings			Deductions and Contributions		Employee Taxes		Employer Taxes		Employee Taxable Wages		Employer Taxable Wages		Time Off (Hours)		
Description	Hours	Rate	Total	Description	Amount	Description	Amount	Description	Amount	Description	Wages	Description	Used	Accrued	
Base Pay	442.86		\$9,870.10			Federal Income Tax	\$233.07	Employer Medicare Tax	\$150.20	Federal Income Tax	\$10,258.80	Employer Medicare Tax			
Overtime(1.5x Base)	3.04		\$120.90	Security Benefit	\$100.00	Medicare	\$150.20	Social Security - Employer	\$642.25	Medicare	\$10,358.80	Social Security - Employer			
Holiday Hours	64.00		\$1,268.80			Social Security	\$642.25	State Unemployment Insurance Tax - KS	\$10.36	Social Security	\$10,358.80	State Unemployment Insurance Tax - KS			
PTO Hours	5.50		\$99.00			State Withholding - KS	\$626.00			State Withholding - KS	\$10,258.80		PTO	5.50	
Gross			\$10,358.80											15.45	

Pay run: Dec 27th - Jan 26th (Jan 30, 2026)

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	Amount	Description	Wages	Description	Used	Accrued	Description	Amount	
Library	Base Pay	312.3764		\$5,453.37			Additional Medicare	\$0.00	Employer Medicare Tax	\$82.76	Additional Medicare	\$0.00	Employer Medicare Tax	\$6,397.17	PTO	5.50	10.30	Net Pay \$5,273.54
	Holiday Hours	48.0000		\$844.80	Security Benefit	\$100.00	Federal Income Tax	\$105.24	Federal Unemployment Insurance Tax	\$0.00	Federal Income Tax	\$6,297.17	Federal Unemployment Insurance Tax	\$0.00				Company \$6,949.23
	PTO Hours	5.5000		\$99.00			Medicare	\$92.76	Social Security - Employer	\$396.83	Medicare	\$6,397.17	Social Security - Employer	\$6,397.17				Cost
	Gross			\$6,397.17			Social Security	\$396.83	State Unemployment Insurance Tax - KS	\$6.40	Social Security	\$6,397.17	State Unemployment Insurance Tax - KS					

Pay run: Dec 27th - Jan 26th (Jan 30, 2026)

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	Amount	Description	Wages	Description	Used	Accrued	Description	Amount	
Susan B. Henneke	Base Pay	63.16	17.97	\$1,134.96			Federal Income Tax	\$1.17	Employer Medicare Tax	\$19.82	Federal Income Tax	\$1,353.36	Employer Medicare Tax			PTO	0	2.44
	W2	12.00	18.20	\$218.40			Medicare	\$19.82	Social Security - Employer	\$83.91	Medicare	\$1,353.36	Social Security - Employer					
	Gross			\$1,353.36			Social Security	\$83.91	State Unemployment Insurance Tax - KS	\$1.35	Social Security	\$1,353.36	State Unemployment Insurance Tax - KS					Net Pay \$1,193.66
							State Withholding - KS	\$55.00			State Withholding - KS	\$1,353.36						Company \$1,458.24
Nicole R Oetelhaefer	Base Pay	76.68	17.82	\$1,366.73			Medicare	\$22.85	Employer Medicare Tax	\$22.95	Federal Income Tax	\$1,582.73	Employer Medicare Tax			PTO	0	2.96
	W2	12.00	18.00	\$218.00			Social Security	\$88.13	Social Security - Employer	\$88.13	Medicare	\$1,582.73	Social Security - Employer					
	Gross			\$1,582.73			State Withholding - KS	\$67.00	State Unemployment Insurance Tax - KS	\$1.58	Social Security	\$1,582.73	State Unemployment Insurance Tax - KS					Net Pay \$1,394.65
											State Withholding - KS	\$1,582.73						Company \$1,705.39

Check#	PayTo	Date	Memo	Type	Amount
11667	PEAC Solutions	17-Feb-26	Former Xerox	Monthly	341.03
11668	Nyp CPA, LLC	17-Feb-26		1x	181.25
11669	Culligan Water of Kansas City	17-Feb-26		1x	Voided
11670	Northeast Kansas Library System	17-Feb-26	Yearly courier service fe	1x	2,150.00
11671	Wheat State Cleaning	17-Feb-26	Cleanings	Monthly	600.00
11672	Midwest Tape	17-Feb-26		Monthly	341.67
11673	Security Benefit	17-Feb-26	IRA	Monthly	157.77
11674	Bug Hounds LLC	17-Feb-26		Monthly	150.00
11675	Brandon Zarda	17-Feb-26	Snow Removal	1x	250.00
11676	Susan Henneke	20-Feb-26	Mileage Reim	1x	35.70
11677	VISA	20-Feb-26		Monthly	4,409.14
11678	Northeast Kansas Library System	20-Feb-26	Computers	1x	2,328.82
11679	Culligan Water of Kansas City	20-Feb-26		Monthly	185.00
11680	UniFirst	20-Feb-26	Mat cleanings	Monthly	178.82
11681	PEAC Solutions	20-Feb-26	Former Xerox	Monthly	314.78
11682	Tamra Smith	20-Feb-26	Decorative Hat Class		320.00
11683	City of Linwood	20-Feb-26	Water	Monthly	65.52
11684	Atmos Energy	20-Feb-26		Monthly	326.80
11685	Midcontinent Communications	20-Feb-26		Monthly	256.17
11686	Everygy	20-Feb-26		Monthly	453.46
11687	Aly Evans	20-Feb-26	Yoga	Monthly	160.00
11688	KS Dept of Labor	20-Feb-26		1x	24.63

11689 W-9 nuts

24 Feb-26

1x

35.00



Pledge Notification

**COUNTRY CLUB BANK
A DIVISION OF FNBO
9400 MISSION ROAD
PRAIRIE VILLAGE, KS 66206**

For the account of:

**FIRST STATE BANK & TRUST(501)
4TH & BURY
P.O. BOX 219
TONGANOXIE, KS 66086**

Receipt: [REDACTED]
Customer: [REDACTED]
Effective: 01/21/2026

New Pledged Security Notification

The following securities have been pledged to:

**USER DEFINED
LINWOOD COMMUNITY LIBRARY**

**ANDOVER KS SER A RFDG GO UT
CONT CALL BEG 10/01/2027 BQ
OID @ 99.211/2.40**

**CUSIP: [REDACTED]
Maturity Date: 10/01/2039
Rate: 2.3500000
Issue Date: 11/14/2019
Currency: USD
Face Amount: 100,000.00000
Par Amount: 100,000.00000**

THIS RECEIPT, EXECUTED BY PLEDGEE AND RETURNED TO CUSTODIAN BANK, AUTHORIZES RELEASE OF THE
SECURITIES BY THE PLEDGEE.

DATE: _____ PLEDGEE: _____ SIGNATURE: _____

ABOUT US

(tel:+18664271528) (866) 427-1528

LIVE CHAT

(HTTPS://WWW.AFFORDABLESEATING.NET/ABOUT_US)

CONTACT US

(HTTPS://WWW.AFFORDABLESEATING.NET/CONTACT_US)

FINANCING

(HTTPS://WWW.AFFORDABLESEATING.NET/FINANCING)

HELP CENTER

(HTTPS://WWW.AFFORDABLESEATING.NET/HELP-CENTER)



CHAIRS [\(https://www.affordableseating.net/\)](https://www.affordableseating.net/) BAR STOOLS TABLES TABLE BASES BOOTHS PATIO FURNITURE [\(https://www.affordableseating.net/\)](https://www.affordableseating.net/)
home [\(https://www.affordableseating.net/\)](https://www.affordableseating.net/) > restaurant chairs [\(https://www.affordableseating.net/restaurant-chairs.html\)](https://www.affordableseating.net/restaurant-chairs.html) > wood restaurant chairs [CART » \(https://www.affordableseating.net/restaurant-chairs/wood-chairs.html\)](https://www.affordableseating.net/restaurant-chairs/wood-chairs.html) > premium us made american back wood chair [CART » \(https://www.affordableseating.net/restaurant-chairs/wood-chairs.html\)](https://www.affordableseating.net/restaurant-chairs/wood-chairs.html)



PREMIUM US MADE AMERICAN BACK WOOD CHAIR

#ASF-US-230

\$105.00

CONFIGURE YOUR ITEM:

1 WOOD FINISH 

2 SEAT TYPE 

SEAT TYPE

Padded Vinyl Seat 

VINYL SEAT 

PRICE: \$105.00

QUANTITY: 1

ADD TO CART

Net 30 financing available with  Credit Key

Pay later for business — apply at checkout

The Series Also Includes



Bar Stool

(<https://www.affordableseating.net/premium-us-made-american-back-wood-restaurant-bar-stool.html>)

Premium US Made American Back Wood Chair

Made in the USA by experienced American workers, the Premium American Back Wood Chair is crafted with premium American components and responsibly sourced wood. Its durable mortise-and-tenon joinery delivers the sturdiness and long-term performance expected from true commercial-grade seating. With a European design influence, this chair brings style and sophistication to nearly any environment. The unique profile complements a variety of décor themes, from contemporary to classic, making it a favorite in restaurants and cafés nationwide. Complete the look with the matching bar stool, available as part of the same collection.

General Information

SPECIFICATIONS

SKU	ASF-US-230
Shipping in	3-4 Weeks
Weight	20 lb.
Width	17"
Depth	20"
Height	33 3/4"
Country of Manufacture	USA
Item Grade	Premium
Style	Slat Back
With Arms	No
Seat Material	Padded Fabric, Padded Vinyl, Wood
Frame Material	Wood
Usage	Indoor
Weight Capacity	500 lb
Warranty	Limited Lifetime
Wood Species	Beech

PRODUCT HIGHLIGHTS

- Superior construction with a 3 year structural warranty based on Italian design and expertise
- Premium finishing using a 7-stage process using premium catalyzed polyurethane
- Available in 8 different finishes or a custom finish for an additional cost
- Choose between a premium solid wood seat or an American made padded seat
- Fitted with nylon gliders to protect the floor
- Available in a matching arm chair and bar stool
- Meets the requirements of ANSI/BIFMA
- Fully made in the USA from raw lumber to finish product
- Optional pullover padded seat available with optional nail trim

Resources

- | [How do our chairs compare to the competition's?](#)
- | [The advantages of buying American made wood seats.](#)
- | [Our American made chairs are strength tested. See the](#)
- | [Download spec sheet](#)

APPLE (APplied Public Library Education) 2026-2027 Training Program Invitation

message

Jessi Harris <jharris@nekls.org>
to: Kat McKee <director@linwoodlibrary.org>

Thu, Feb 5, 2026 at 3:08 PM

Hi Dennis,

I am pleased to inform you that you have been selected by the Northeast Kansas Library System to attend the statewide APPLE (APplied Public Library Education) 2026-2027 training program for new library directors. New library directors from around the state are being invited, and only a limited number will be selected from each regional library system. **Successful completion of APPLE satisfies the criteria for director training (NEKLS Accreditation Standards), which is necessary for your library to receive a system grant from NEKLS.**

Please review and discuss this invitation with your library board. Contact Jessi Harris (jharris@nekls.org) no later than **March 6, 2026**, to indicate whether or not you will participate in APPLE 2026-2027. She will notify you in writing when your application for APPLE is accepted and confirmed.

Thank you!

--
Jessi Harris
Library Consultant and Information Resources Librarian
Northeast Kansas Library System (NEKLS)
She/her/ella
jharris@nekls.org
nekls.org
4317 West 6th Street
Lawrence, KS 66049

2 attachments

 **APPLE invitation letter 2026_Dennis Sheldon_Signed.pdf**
34K

 **APPLE registration form 2026.docx**
19K

NORTHEAST KANSAS LIBRARY SYSTEM

@your library

January 29, 2026

Dennis Sheldon, Director, Linwood Community Library

Dear Dennis,

I am pleased to inform you that you have been selected by the Northeast Kansas Library System to attend the statewide APPLE (APPlied Public Library Education) 2026-2027 training program for new library directors. New library directors from around the state are being invited, and only a limited number will be selected from each regional library system. **Successful completion of APPLE satisfies the criteria for director training (NEKLS Accreditation Standards), which is necessary for your library to receive a system grant from NEKLS.**

Please review and discuss this invitation with your library board. Contact Jessi Harris (jharris@nekls.org) no later than **March 6, 2026**, to indicate whether or not you will participate in APPLE 2026-2027. She will notify you in writing when your application for APPLE is accepted and confirmed.

APPLE events that are currently planned:

- A two-day kickoff session on April 7-8 at Rock Springs Ranch, near Junction City, with Gina Millsap, former director of Topeka and Shawnee County Library.
- Two live webinars covering topics of library management: budgeting & library law. The other topics covered during the year will be presented during the two-day kickoff session or as sessions at KLA in Wichita and include: board relations, ethics, planning, collection management and more. Independent activities and online work will link the overall curriculum throughout the year. Participants will be supported throughout the program by the webinar leaders, as well as by NEKLS staff.
- A second possible face-to-face session at the Kansas Library Association (KLA) Conference in Wichita, KS on October 28-30.

Participants will be expected to attend the live webinars and face-to-face sessions, and to participate in class discussions as well as to complete all assigned activities.

NEKLS will pay for the cost of your attendance at the kick-off session, and for the materials required for completion of all coursework. The only cost to your library will be your transportation to face-to-face events, meals at KLA, and the cost of keeping the library open during your absence. Your library may qualify to use the NEKLS substitute librarian program for these events. We ask that you participate in the webinars free from work interruptions. We recommend a location away from the library if possible, or in an office or other quiet spot in the library.

Sincerely,



Michael McDonald, NEKLS Director

**APplied Public Library Education (APPLE)
For New Library Directors in Kansas
Registration Form - 2026
Due March 6, 2026**

Name:

Library name & address:

Type of library: City District Township Other

Regional System:

Years as library director:

Library Phone:

Mobile phone:

E-mail:

Food allergies: