Agenda
Linwood Community Library Annual Board Meeting
March 3, 2026 at 7:30 pm
Linwood Community Library
19649 Linwood Road
Linwood, Kansas 66052
Public Notice

Melisa Smitka (Chair)(3/2029) Kathy Reno(3/2026) Open (3/2027)
Aly Evans (Vice Chair)(3/2028) Chris Mensch (Secretary)(3/2029)
Sheldon Wheaton (Treasurer)(3/2027) Open(3/2026)

Call to Order

Introduction of Guests, if present
Introduction of District Members
Changes or additions to the agenda, if needed

Old Business

- Minutes from the 2025 Annual Meeting

New Business

- Annual Meeting Notice Publication
- Presentation of the 2025 Annual Report
- Financial Report

District Member Comments

- **Nominations and Election of two expiring Library Board Member Positions –**
- **Terms expiring: Kathy Reno(3/2026), Open Position (3/2026)**
- **Request for Nominations**

Overview of Officer and Committee Appointments:

- **Officers: Chairperson, Vice-Chairperson, Treasurer, Vice- Treasurer, Secretary**
- **Permanent Board Committees: Building and Equipment, Personnel and Policy, Finance**

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

Linwood Community Library Board of Trustees
Annual Meeting Minutes: March 4, 2025

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

Call to Order: 7:30pm - The meeting was called to order by Melissia Smitka

Old Business:
Minutes from the 2024 annual meeting were previously approved by the board.

New Business:
- Documentation of the "Affidavit in Proof of Publication" of Notice of General Annual Board Meeting was provided
- Presentation of the 2024 Annual Report
- Financial report

Nominations:
Melissia nominated Chris Mensch to serve a subsequent 4 year term (through 03/2029) after her current term expires (03/2025). The vote was unanimous in favor.
Chris nominated Melissia Smitka to serve a subsequent 4 year term (through 03/2029) after her current term expires (03/2025). The vote was unanimous in favor.

Review of officer and committee appointments:
Descriptions are available in Policies and Procedure manual
Committees: Building & Equipment, Personnel & Policy, Finance
No changes were made to officer appointments or committee members

Adjournment:
7:43pm – Sheldon made a motion to adjourn, Chris seconded, and the vote was unanimous in favor.

Submitted by: Chris Mensch; Secretary

Linwood Community Library Board of Trustees members (expiration date)	**Linwood Community Library Staff**
Melissia Smitka, Chairperson (03/2029)	Dennis Shelton, Director
Aly Evans, Vice-Chair (03/2028)	Nicole Oelschlaeger, Library Services
Sheldon Wheaton, Treasurer (03/2027)	Teresa Reetz, Collections
Kathy Reno (03/2026)	Amy Rosewicz, Library Services
Chris Mensch, Secretary (03/2029)	Susie Henneke, Adult Programming
Open Position (03/2026)	Clara Nipp, Youth Services
Open Position (03/2027)	Tracy Tygart, Bookkeeper

Linwood Community Library Board Committees

Building & Equipment:	Sheldon Wheaton		
Personnel & Policy:	Melissia Smitka	Kathy Reno	Chris Mensch
Finance:	Sheldon Wheaton		

Officer and Committee appointments updated January 28, 2025
Library Staff updated January 28, 2025

The signatures below affirm that these minutes have been approved by the board of trustees.

3-25-25

Melissia Smitka, Chairperson Date

3.25.25

Chris Mensch, Secretary Date

Affidavit in Proof of Publication

STATE OF KANSAS
Leavenworth County

Kelly Schellman of the Legal Dept. of the Tonganoxie Mirror being first duly sworn, deposes and says:

That this weekly newspaper printed in the State of Kansas, and published in and of general circulation in Leavenworth County, Kansas, with a general paid circulation on a weekly basis in Leavenworth County, Kansas, and that said newspaper is not a trade, religious or fraternal publication, and which newspaper has been admitted to the mails as periodicals class matter in said County, and that a notice of which is hereto attached, was published in the regular and entire issue of the Tonganoxie Mirror

Said newspaper is published six days per week, 52 weeks per year; has been so published continuously and uninterruptedly in said county and state for a period of more than five years prior to the first publication of said notice and been admitted at the post office of Tonganoxie in said County as second class matter.

That the attached notice is a true copy thereof and was published in the regular and entire issue of said newspaper for 1 consecutive weeks the first publication thereof being made as aforesaid on 02/18/2026 with publications being made on the following dates:

02/18/2026

Subscribed and sworn to before me this 18th day of February, 2026.

Notary Public

My Appointment expires: 7/18/2029

Notary And Affidavit	$0.00
Additional Copies	$0.00
Publication Charges	$9.68
	$9.68

BROOKE MARIE JONES
Notary Public, State of Kansas
My Appointment Expires
7/18/2029

(Published in the Tonganoxie Mirror on February 18, 2026)

Linwood Community Library Annual Meeting Notice:

The library board will meet Tuesday, March 3rd at 7:30pm at the Linwood Community Library in Linwood, KS. The meeting will be open to the public.

LINWOOD COMMUNITY

Annual Report 2025

The library had **2,730** open hours in 2025!

639 people have a card at our library

7,550 people walked through our doors last year

The collection contained **13,040** items

Print materials totaled **10,471**

Physical videos totaled **2,239**

Total use of electronic materials **4,303**

Contributing to a total of **12,358** checkouts!

We lent our items to other libraries **3,965** times

And brought in **1,313** items upon patron request

181 uses of public computers

4,047 WiFi sessions

711 total programs offered

4,006 people attended in total!

READ

Kansas
State Library of Kansas

www.linwoodcommunitylibrary.org
19649 Linwood Rd
LINWOOD, KS 66052
9133013686

LINWOOD COMMUNITY

Annual Report 2024

The library had **2,730** open hours in 2024!

700 people have a card at our library

8,800 people walked through our doors last year

The collection contained **12,396** items

Print materials totaled **9,653**

Physical videos totaled **2,295**

Total use of electronic materials **2,600**

Contributing to a total of **11,981** checkouts!

We lent our items to other libraries **3,672** times

And brought in **1,388** items upon patron request

299 uses of public computers

4,031 WiFi sessions

641 total programs offered

4,128 people attended in total!

READ

Kansas
State Library of Kansas

www.linwoodcommunitylibrary.org
19649 Linwood Rd
LINWOOD, KS 66052
9133013686

	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				
Treasuers Balance 12/31/2024	220,877.91					
Treasuers 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)				
					11592.85	
Treasuers Balance 12/31/2024	9,527.13				11409.41	
Treasuers Balance 12/31/2025	7,057.58	7,057.58			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				
Treasuers Balance 12/31/2024	269,206.88					
Treasuers Balance 12/31/2025	311,028.61	311,028.61				

		Bank Balance	Calculated Outstan	Act outstand	Diff	Balance sheet	Actually Off
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	-		
	-						