

**Agenda**  
**Linwood Community Library Board Meeting**  
**Tuesday, March 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
- KOMA Training (Link good until Thursday April 30)
- Building update

**Committee Reports**

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

**New Business**

- AI Policy
- Shelf replacement

**Adjournment**

**Next Regular Board Meeting: Tuesday, April 28, 2026 at 6:30 pm**

**Linwood Community Library Board of Trustees**  
**Annual Meeting Minutes: March 3, 2026**

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

**Staff present:** Dennis Shelton

**Guests:** none

**Call to Order:** 7:31pm - The meeting was called to order by Melissa Smitka

**Old Business:**

Minutes from the 2025 annual meeting were previously approved by the board during the March 25, 2025 board meeting.

**New Business:**

- Documentation of the "Affidavit in Proof of Publication" of Notice of General Annual Board Meeting was provided
- Presentation of the 2025 Annual Report
- Financial report

**Nominations:**

Kathy to serve a subsequent 4 year term (through 03/2030) after her current term expires (03/2026). The vote was in favor.

**Review of officer and committee appointments:**

Descriptions of officers and committees are available in the Library Policy Manual

Committees: Building & Equipment, Personnel & Policy, Finance

No changes were made to officer appointments or committee members

Chris made a motion to keep officers and committee assignments unchanged, second by Sheldon, and the motion carried.

**Adjournment:**

7:41pm – Melissa made a motion to adjourn, Aly seconded, and the motion carried.

Submitted by: Chris Mensch; Secretary

**Linwood Community Library Board  
of Trustees members (expiration date)**

Melissia Smitka, Chairperson (03/2029)

Aly Evans, Vice-Chair (03/2028)

Sheldon Wheaton, Treasurer (03/2027)

Kathy Reno (03/2030)\*

Chris Mensch, Secretary (03/2029)

Open Position (03/2030)\*

Open Position (03/2027)

**Linwood Community Library Staff**

Dennis Shelton, Director

\* expiration date changed with this event

**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 March 03, 2026

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

\_\_\_\_\_  
Melissia Smitka, Chairperson                      Date

\_\_\_\_\_  
Chris Mensch, Secretary    Date

**Linwood Community Library Board of Trustees**  
**Meeting Minutes – February 24, 2026**

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

**Staff present:** Dennis Shelton

**Guests:** none

**Call to Order:** 6:35pm - The meeting was called to order by Melissia Smitka

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

**Previous Meeting Minutes**

**Treasurer's Report:**

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

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

**Communications for the board:** None

**Director's Report**

**Statistical Report**

**Financial Report**

Chris made a motion to accept the consent agenda, Sheldon seconded, and the motion carried.

**Public Comments:** None

**Communications for the Board:** None

**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, Aly seconded, and the motion carried.

**Old Business:**

- **Cleaning Service:** Discussed current cost and concerns regarding quality of service. Dennis will investigate other options for the provision of this service.
- **Roadside Sign:** Ethan changes sign on Monday. Board discussed a desire for more information and events to be shown.
- **Institutional Neutrality Policy:** The board discussed the current draft wording for this proposed new section of the policy manual. Some redundant content was

purged, and the exact contents will be reconsidered during the next policy manual revision.

- **Proposed policy manual changes:** Sheldon presented revised draft rewrites of these three sections and discussion ensued. Changes will be included in next policy manual revision.
  - **Accommodations for Employees and Patrons with Disabilities (p. 14)**
  - **Equal Employment (p.16)**
  - **Employment Eligibility Verification (p. 17)** – also discussed background check. Compared “shall” to “may” wording with preference toward “may” to allow it to be optional.
- **Personnel discussion:** Discussed initiating process of hiring a new Director at the end of 2026 pending possible retirement of current director. Discussed and declined the idea of hiring someone as an assistant director during the interim. The board and director concurred there is no need for an assistant director in regular operation. A library staff member could be considered for the director position, but a no guarantee of this promotion would be made upon hiring. Advertisements to be placed for regular library staff member (library services position) by Dennis, and the director position by the board. Mel to work on creating a draft of director job opening.

**Committee Reports:**

**Building & Equipment:** no discussion

**Financial:** no discussion

**Personnel & Policy:** no discussion

**New Business:**

- **Floor covering in kitchen area:** (mentioned during “Cleaning Service” discussion in Old Business) Suggestion was made to consider replacement of floor covering in kitchen area during the building addition project.
- **KOMA training:** Director has received video and will seek to arrange a time for viewing by the board and Director.
- **Chair replacements:** The wooden chairs in the kitchen are developing loose joints and have had previous repair work done. Consideration of potential replacements was discussed. The director showed some offerings including one example with vinyl seat cover for \$105 each. Concerns about durability of the vinyl were discussed. Samples may be procured for evaluation.
- **APPLE training for Director:** Dennis will contact NEKLS for more info, especially considering his potential retirement. The board indicated a concurrence to allow the director to make the decision to pursue the training or not.
- **Lawn care:** Two potential contractors have submitted quotes. The director is to clarify the expectations of mowing and a specified amount of landscape

**maintenance, and acquire revised quotations as needed and make the selection of contractor.**

**Adjournment:**

8:05pm – Chris made a motion to adjourn, Aly seconded, and the motion carried.

Submitted by: Chris Mensch

**Board of Trustees members (exp. date)                      Linwood Community Library Staff**

Melissia Smitka, Chairperson (03/2029)	Dennis Shelton, Director
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 Board Committees**

<b>Building &amp; Equipment:</b>	Sheldon Wheaton	Chris Mensch	Kathy Reno
<b>Personnel &amp; Policy:</b>	Melissia Smitka	Kathy Reno	Chris Mensch
<b>Finance:</b>	Sheldon Wheaton	Aly Evans	

Officer and Committee appointments updated August 26, 2025

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

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Melissia Smitka, Chairperson                      Date

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Chris Mensch, Secretary                      Date

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

General Fund (GF) Checking account balance as of 02-27-2026 was \$451,045.86. The GF checking account has been reconciled in Xero through 03-01-2026 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 012-27-2026 was \$256,677.66. The CIF Checking account has been reconciled in Xero through 03-01-2026 noting no difference.

Petty Cash was counted by Dennis Shelton on 03-02-2026. He indicated the total on hand was \$74.40.

Prepared by Sheldon Wheaton, treasurer



## **Director's Report March 24, 2026**

Prepared by: Dennis Shelton, MBA

After meeting with the other directors early this month, it was determined that we would postpone the staff in service which the board approved at our last board meeting for April 3rd. We have tentatively planned it for the first Friday in November which is after summer reading and fits with a couple of the other library's in service schedules. One of the main reasons for the postponement was there was concern about NEKLS staff, who we wanted to come in and teach, being out and not available for the April 3rd date. With NEKLS staff unavailable, there was concern about finding suitable people to teach, and the costs associated with having to bring someone in that would have to be paid.

LE Loop did a Generator inspection this month. The generator showed signs of leaking oil but it appeared to be coming from around the oil filter and he thought it would be OK until the fall inspection which would require an oil change. He thought when he changed the oil filter it would, hopefully, address the oil leak. The oil level was good. The generator did require a new 12 volt battery, which he replaced at this inspection.

After talking to NEKLS I decided to not attend the APPLE training. I was concerned about losing any grant money from NEKLS if I did not attend but was told if I did not attend it would not impact our grant for this year. NEKLS left the decision to me since I planned on leaving the director position this year and would not be able to complete the training. After giving it consideration, I decided it would not be a good use of the tax payers or the library's money to attend.

After reviewing the bids for lawn care this year I found Zarda's bid to be slightly lower than the other bids and notified the bidders that Brandon would be doing our lawn care this year. With the rain and warm weather I expect we will need to be mowing soon.

I began running ads for new Library Services Specialists on SLIM (the Emporia State MLS job board), Facebook, and our web site the week of the 16th.

**Circulation:**

	Feb 2026	Y-T-D	Feb 2025	Y-T-D
Adult Books	134	294	157	360
Child Books	193	420	193	380
Young Adult	48	73	18	46
Magazines	2	3	2	4
Movies/Videogames	107	204	119	250
Music	12	12		-
Audiobooks	48	99	46	78
Large Print	32	49	23	67
** Electronic Materials	168	420	220	438
Equipment: Video/DVD		-		
Equipment: Sports/Games		-		
Total:	744	1,574	778	1,623
% of Change	(4.37)	(3.02)		

**New Acquisitions:**

	Feb 2026	Y-T-D	Feb 2025	Y-T-D
Adult	59	109	30	103
Children	18	60	22	24
Young Adult	3	12	3	9
Audiovisual	15	15	8	31
Equipment: Video/DVD		-		
Equipment: Sports/Games		-		
Total:	95	196	63	167
% of Change	50.79	17.37		

**Inter-Library Loan:**

	Feb 2026	Y-T-D	Feb 2025	Y-T-D
NEXT Loaned	231	484	349	734
NEXT Borrowed	122	253	99	206
ShareIt ILL Loaned	17	63	12	35
ShareIt ILL Rec'd	-	-		-
Total:	370	800	460	975
% of Change	(19.57)	(17.95)		

**Programs:**

	Feb 2026	Y-T-D	Feb 2025	Y-T-D
Adult Programs	49	91	38	71
Total Adult attendance	219	422	157	303
Childrens Programs	16	33	15	31
Total Childrens attendance	64	108	57	84
Young Adult Programs		-		-
Total YA attendance		-		-
Outreach Events		-	1	3
Outreach Attendance Total		-	9	33
Total Library Events	65	124	54	105
Attendance Total	283	530	223	420
Meeting Room Uses	3	9	4	10
Meeting Attendance	6	67	8	20
Total Attend:	289	597	231	440
% of Change	25.11	35.68		

**Electronic Materials Use:**

	Feb 2026	Y-T-D	Feb 2025	Y-T-D	% of Change
** Consortial Users					
Flipster		-		-	#DIV/0!
Lynda Users		-		-	#DIV/0!
Local Uses					
Cloud Library	20	61	22	53	15.09
Kanopy (Dec 2020)		-		-	#DIV/0!
Hoopla	92	236	147	271	(12.92)
Overdrive	56	123	49	112	9.82
Total Local Use:	168	420	218	436	
% of Change	(22.94)	(3.67)			

**Miscellaneous:**

	Feb 2026	Y-T-D	Feb 2025	Y-T-D	% of Change
Volunteer Hours	16	24.00	8.00	15.00	
Number of Volunteers	7	11	4	7	
Door Count	610	1,197	471.00	987	21.28
Reference	16	33	23	43	(23.26)
Computer Use	12	27	13	35	(22.86)
Wireless Activity	386	752	457	884	(14.93)
Website Sessions	809	1,636	210	422	287.68
Website Users	769	1,563	516	663	135.75
Public Service Hours	211	423	196	395	7.09
FB Video Views		-		-	-

2026 Monthly Stats

Linwood Community Library Statistical Report

FB Reach	560	1,057	448	1,164	(9.19)
Engagements - Youth			-	-	-
Twitter Visits					
Tweet Impressions		-	-	0	
<b>Mailchimp</b>					
Total Emails Sent	4	8		1	
Total Email Receipts	1,532	3,066		389	
Total Emails Opened	233	448		164	
Faxes ( Per Patron Use)	8	8			
Copies ( Per Patron Use)	47	69			
Notary ( Per Patron Use)	8	9			
	<b>Feb 2026</b>	<b>Y-T-D</b>			
Borrowers end of month	628	0			
Borrower Accounts used	77	147			
Borrowers Added	5	10			
Borrowers Renewed	12	27			
Borrowers Deleted	0	20			
Total Check Outs/ Renewal	565	1,143			
Adult Checkouts/Renewals	243	501			
Youth Checkouts/Renewals	322	642			

	FY2025	FY2026 as of 1/31/2026			% Used	% flat target
	Actual*	Actual	Budget	Budget diff Over (Under)		
<b>Capital Improvement</b>						
<b>Revenue</b>						
Interest on Idle Funds	6,734.74	1,065.01	-	1,065.01		
Transfer	28,000.00	-	-	-		
<b>Revenue Total</b>	<b>34,734.74</b>	<b>1,065.01</b>	<b>-</b>	<b>1,065.01</b>		
<b>Capital Improvement Fund Total</b>	<b>34,734.74</b>	<b>256,677.66</b>				
Treasurers Balance 12/31/2025	255,612.65					
Treasurers Balance 1/31/2026	256,677.66					

	FY2025	FY2026 as of 1/31/2026			% Used	% flat target
	Actual	Actual	Budget	Budget diff Over (Under)		
<b>Employee Benefit</b>						
<b>Revenue</b>						
Property Tax	8,939.86	4,749.04	8,005.00	(3,255.96)	59.33%	100.00%
<b>Revenue Total</b>	<b>8,939.86</b>	<b>4,749.04</b>	<b>8,005.00</b>	<b>(3,255.96)</b>		
<b>Expense</b>						
Payroll Expenses	11,409.41	1,779.06	14,695.00	(12,915.94)	12.11%	100.00%
Cash carry forward	-	-	-	-	#NAME?	100.00%
<b>Expense Total</b>	<b>11,409.41</b>	<b>1,779.06</b>	<b>14,695.00</b>	<b>(12,915.94)</b>		
<b>Employee Benefit Fund Total</b>		<b>2,969.98</b>				
Treasurers Balance 12/31/2025	7,057.58				11592.85	
Treasurers Balance 1/31/2026	10,027.56	10,027.56			11409.41	183.44

	FY2025	FY2026 as of 1/31/2026			% Used	% flat target
	Actual	Actual	*Budget	Budget diff Over (Under)		
<b>General Fund</b>						
<b>Revenue</b>						
Donations/Grants	12,115.99	3,104.73	7,100.00	(3,995.27)	43.73%	100.00%
Interest on Idle Funds	11,745.78	1,749.33	12,000.00	(10,250.67)	N/A	100.00%
Other income	2,116.19	75.60	1,800.00	(1,724.40)	N/A	100.00%
Property Tax	292,868.35	155,785.27	312,159.00	(19,290.65)	93.82%	100.00%
<b>Revenue Total</b>	<b>318,846.31</b>	<b>160,714.93</b>	<b>333,059.00</b>	<b>(172,344.07)</b>		
<b>Expense</b>						
Collections	29,645.82	5,061.39	43,838.00	(38,776.61)	11.55%	100.00%
Program	15,509.22	2,730.84	25,874.00	(23,143.16)	10.55%	100.00%
Operating Expense	64,536.55	11,245.00	90,468.00	(79,223.00)	12.43%	100.00%
Wages	139,332.99	21,107.78	217,719.00	(196,611.22)	9.69%	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%
<b>Expense Total</b>	<b>277,024.58</b>	<b>40,145.01</b>	<b>589,579.00</b>	<b>(549,433.99)</b>	<b>6.81%</b>	
<b>General Fund Total</b>	<b>41,821.73</b>	<b>120,569.92</b>				
Treasurers Balance 12/31/2025	311,028.61					
Treasurers Balance 1/31/2026	431,598.53	431,598.53				

	Bank Balance	Calculated Outstan	Act outstand	Diff	Balance sheet	Actually Off
Checking Account	441,626.09	451,045.86	(9,419.77)	9,417.65	(2.12)	8.41
Capital Account	256,677.66		256,677.66	0	256,677.66	6.29

# Income Statement (Profit and Loss)

Linwood Community Library

For the 2 months ended February 28, 2026

	JAN-FEB 2026	TOTAL
<b>Income</b>		
Property Taxes	160,534.31	160,534.31
Fine and Fees	75.60	75.60
Interest Income	2,814.34	2,814.34
NEKLS Grants	3,104.73	3,104.73
<b>Total Income</b>	<b>166,528.98</b>	<b>166,528.98</b>
<b>Gross Profit</b>		
	<b>166,528.98</b>	<b>166,528.98</b>
<b>Expenses</b>		
Collections	5,061.39	5,061.39
Gross Wages	21,107.78	21,107.78
Medicare Co	306.07	306.07
Operating Expenses	11,245.00	11,245.00
Program Expenses	2,730.84	2,730.84
Simple IRA Match	118.53	118.53
Social Security Co	1,308.70	1,308.70
SUTA	45.74	45.74
<b>Total Expenses</b>	<b>41,924.05</b>	<b>41,924.05</b>
<b>Operating Income</b>		
	<b>124,604.93</b>	<b>124,604.93</b>
<b>Net Income</b>		
	<b>124,604.93</b>	<b>124,604.93</b>

# Income Statement (Profit and Loss)

Linwood Community Library  
For the month ended February 28, 2026

	FEB 2026	TOTAL
<b>Income</b>		
Fine and Fees	44.65	44.65
Interest Income	1,453.34	1,453.34
NEKLS Grants	1,497.48	1,497.48
<b>Total Income</b>	<b>2,995.47</b>	<b>2,995.47</b>
<b>Gross Profit</b>	<b>2,995.47</b>	<b>2,995.47</b>
<b>Expenses</b>		
Collections	3,032.64	3,032.64
Gross Wages	10,748.98	10,748.98
Medicare Co	155.87	155.87
Operating Expenses	8,161.40	8,161.40
Program Expenses	1,704.12	1,704.12
Simple IRA Match	62.26	62.26
Social Security Co	666.45	666.45
SUTA	35.38	35.38
<b>Total Expenses</b>	<b>24,567.10</b>	<b>24,567.10</b>
<b>Operating Income</b>	<b>(21,571.63)</b>	<b>(21,571.63)</b>
<b>Net Income</b>	<b>(21,571.63)</b>	<b>(21,571.63)</b>



# Payroll Journal Report

## Employees Earning

Linwood Community  
Library

19649 Linwood Road, PO Box 80  
Linwood, KS 66052

Pay Run Jan 27th - Feb 23rd  
Report Period 01/27/2026 - 02/23/2026  
Pay Date 02/27/2026

### Employee Earnings at Company Level (Pay run: Jan 27th - Feb 23rd (Feb 27, 2026))

Earnings Description	Hours	Rate	Total	Deductions and Contributions Description	Amount	Employer Taxes Description	Amount	Employee Taxes Description	Amount	Employee Taxable Wages Description	Wages	Employer Taxable Wages Description	Wages	Time Off (Hours) Description	Used	Accrued
Base Pay	525.68		\$10,707.17													
Overtime(1.5x Base)	1.05	\$41.79	\$41.79	EMPLOYEE Security Benefit	\$100.00	Employer Medicare Tax	\$279.74	Federal Income Tax	\$155.87	Employer Medicare Tax	\$10,748.96	Employer Medicare Tax	\$10,748.96			
Gross			\$10,748.96	Credits for Q4 2025 reconciliation	\$0.03	Social Security	\$155.87	Medicare	\$666.45	Social Security - Employer	\$10,748.96	Social Security - Employer	\$10,748.96			
Debits for Q4 2025 reconciliation			\$0.02	EMPLOYER Security Benefit	\$62.26	State Unemployment Insurance Tax - KS	\$638.00	State Withholding - KS	\$10.75	State Unemployment Insurance Tax - KS	\$10,748.96	State Unemployment Insurance Tax - KS	\$10,748.96			

### Pay run: Jan 27th - Feb 23rd (Feb 27, 2026)

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

Base Pay 370,374.00  
 Gross Pay \$6,591.29  
 Net Pay \$5,424.70  
 Company Cost \$7,164.36

EMPLOYEE  
 Security Benefit \$1,000.00  
 Credits for Q4 2025 reconciliation \$0.03  
 EMPLOYER  
 Security Benefit \$62.26

Additional Medicare \$0.00  
 Federal Income Tax \$132.31  
 Medicare \$95.58  
 Social Security \$408.67  
 State Withholding \$430.00  
 - KS

Employer Medicare Tax \$95.58  
 Federal Unemployment Insurance Tax \$0.00  
 Social Security - Employer \$408.67  
 State Unemployment Insurance Tax - KS \$6.59

Additional Medicare \$0.00  
 Federal Income Tax \$6,491.29  
 Medicare \$6,591.29  
 Social Security - Employer \$6,591.29  
 State Withholding \$6,491.29  
 - KS

Employer Medicare Tax \$6,591.29  
 Federal Unemployment Insurance Tax \$0.00  
 Social Security - Employer \$6,591.29  
 State Unemployment Insurance Tax - KS \$6,591.29

## Pay run: Jan 27th - Feb 23rd (Feb 27, 2026)

Employee	Earnings		Deductions and Contributions	Total	Time Off (Hours)		Tribute	
	Description	Amount			Description	Amount		Description
Susan B. Henneke WZ	Base Pay	80.18	18.20	\$1,459.33	Employer Taxable Wages	\$1,459.33	Net Pay	\$1,275.92
	Gross			\$1,459.33	Wages		Company Cost	\$1,572.43
Nicole R. Oetschleiger WZ	Base Pay	71.84	18.00	\$1,293.19	Employer Taxable Wages	\$1,293.19	Net Pay	\$1,142.23
	Gross			\$1,293.19	Wages		Company Cost	\$1,393.38
Amy L. Rowewicz WZ	Base Pay	115.29	18.00	\$2,075.26	Employer Taxable Wages	\$2,075.26	Net Pay	\$1,446.14
	Gross			\$2,075.26	Wages		Company Cost	\$2,298.36
Dennis Keith Shelton WZ	Base Pay	155.32	26.50	\$4,115.88	Employer Taxable Wages	\$4,115.88	Net Pay	\$3,484.19
	Overtime(1.5x Base)	1.05	39.75	\$41.79	Wages		Company Cost	\$4,478.92
	Gross			\$4,157.67				
	Debits for Q4 2025 reconciliation			\$0.02				

Tracy Lynn Tygart W2	Base Pay Gross	15.80	22.15	\$350.00 \$350.00	Medicare Social Security State Withholding - KS	\$5.08 \$21.70 \$3.00	Employer Medicare Tax Social Security - Employer State Unemployment Insurance Tax - KS	\$5.08 \$21.70 \$0.35	Federal Income Tax Medicare Social Security State Withholding - KS	\$350.00 \$350.00 \$350.00 \$350.00	Employer Medicare Tax Social Security - Employer State Unemployment Insurance Tax - KS	\$350.00 \$350.00 \$350.00	Net Pay Company Cost	\$320.22 \$377.13
Ethan David Wood W2	Base Pay Gross	87.25	16.20	\$1,413.51 \$1,413.51	Federal Income Tax Medicare Social Security State Withholding - KS	\$7.18 \$20.50 \$87.64 \$58.00	Employer Medicare Tax Social Security - Employer State Unemployment Insurance Tax - KS	\$20.50 \$87.64 \$1.41	Federal Income Tax Medicare Social Security State Withholding - KS	\$1,413.51 \$1,413.51 \$1,413.51 \$1,413.51	Employer Medicare Tax Social Security - Employer State Unemployment Insurance Tax - KS	\$1,413.51 \$1,413.51 \$1,413.51	Net Pay Company Cost	\$1,240.19 \$1,523.06

Check#	PayTo	Date	Type	Memo	Amount
11690	Northeast Kansas Library System	21-Mar-26	1x	Barcodes	39.40
11691	Atmos Energy	21-Mar-26	Monthly		176.76
11692	UniFirst	21-Mar-26	Monthly		192.73
11693	Cintas Fire 636525	21-Mar-26	1x	Smoke alarms/detectors	577.56
11694	Wheat State Cleaning	21-Mar-26	Monthly		600.00
11695	Aly Evans	21-Mar-26	Monthly	Yoga	120.00
11696	Midwest Tape	21-Mar-26	Monthly	Audio streaming	167.74
11697	CENGAGE LEARNING INC.	21-Mar-26	1x	Adult books	185.89
11698	Culligan Water of Kansas City	21-Mar-26	Monthly		94.58
11699	Lawrence Journal World	21-Mar-26	1x	Annual meeting notice	21.68
11700	PEAC Solutions	21-Mar-26	Monthly		301.56
11701	Midcontinent Communications	21-Mar-26	Monthly		255.18
11702	City of Linwood	21-Mar-26	Monthly		65.52
11703	Evergy	21-Mar-26	Monthly		364.21
11704	LE Loop Service LLC	21-Mar-26	1x	Generator Inspection	295.00
11705	Eric Ryan	21-Mar-26	1x	Irish Music	250.00
11706	Security Benefit Group	24-Mar-26	Monthly		162.26
11707	VISA	24-Mar-26	Monthly		5,337.59
11708	Midwest Exterminators, Inc	24-Mar-26	Monthly		95.00
11709	Pens.com	24-Mar-26	1x		177.43
11710	Susan Henneke	24-Mar-26	1x	mileage	14.00

## Artificial Intelligence (AI) Policy – Board Overview

### Purpose

This policy establishes how [Library Name] will use Artificial Intelligence (AI) responsibly to enhance services while protecting patron privacy, ensuring ethical use, and maintaining human oversight.

---

### Key Principles

- **Human-Centered Use**  
AI supports staff work but does not replace professional judgment.
  - **Human → AI → Human Workflow**  
Staff define the task → AI assists → staff review and approve all outputs.
  - **Privacy First**  
No confidential patron or staff data is entered into unapproved AI tools.
  - **Transparency**  
The library will disclose when AI is used in services or content.
  - **Equity & Bias Awareness**  
AI tools will be evaluated for fairness and accessibility.
- 

### Staff Use of AI

Staff may use AI to:

- Draft content (marketing, policies, communications)
- Generate ideas and programming concepts
- Assist with research and summarization
- Improve accessibility (e.g., alt-text, summaries)

Staff must:

- Verify all AI-generated outputs
  - Follow privacy and data protection rules
  - Use only approved or vetted tools
- 

## Prohibited Uses

AI may NOT be used to:

- Input confidential or personal patron data into public tools
  - Make final employment or disciplinary decisions
  - Conduct surveillance (e.g., facial recognition)
  - Replace professional judgment
- 

## Patron-Focused Approach (Key Distinction)

Unlike many technology policies, this policy emphasizes **patron education**.

The library will:

- Teach patrons how AI works (and its limitations)
- Provide guidance on evaluating AI-generated information
- Offer workshops, guides, and one-on-one assistance

This positions the library as a leader in **AI literacy and digital equity**.

---

## Risk Management

- AI tools must be reviewed for privacy and security
  - Sensitive data must never be entered into unapproved systems
  - Staff remain accountable for all AI-assisted work
- 

## Ongoing Review

- AI technologies evolve rapidly
  - This policy will be reviewed [annually/semi-annually]
  - It is considered a **living document**
- 

## Strategic Value to the Library

Adopting this policy:

- Encourages innovation while managing risk
  - Reinforces library values (privacy, access, equity)
  - Positions the library as a **community leader in AI literacy**
  - Supports staff efficiency without sacrificing quality
- 

## Board Action Requested

- Approve adoption of the AI Policy
- Support staff training and patron education efforts
- Endorse ongoing review and updates as technology evolves



February 26, 2026

Linwood Community Library  
19649 Linwood Rd.  
Linwood, KS 66052

RE: Kansas Collateral Pool Transition – 2025 HB 2152

Dear Dennis,

First State Bank & Trust values our relationship with you and appreciates your cooperation as we transition to the newly established Kansas Collateral Pool program.

As you may be aware, pursuant to the provisions of 2025 HB 2152, the State of Kansas has established the Kansas Collateral Pool under the administration of the Kansas State Treasurer. This program replaces the previous practice of separately pledging collateral to secure each public depositor's funds.

Under the new pooled collateral structure, depository institutions must release individual collateral pledges once deposits are secured through the Kansas Collateral Pool.

Our financial institution currently holds collateral pledged specifically to secure deposits of your entity. To complete the transition and transfer these securities to the Kansas Collateral Pool with the State Treasurer's Office, we are requesting your acknowledgment of the program and consent to release all securities pledged to your entity at the time of conversion into the Kansas Collateral Pool. This will allow us to pledge collateral in compliance with Kansas law.

Please review the acknowledgment below, sign, and return it me by March 16th. At this time, we do not yet have a confirmed conversion date for our transition into the Kansas Collateral Pool. We will continue to keep you informed as additional details and timing are finalized. In the meantime, please feel free to reach out with any questions.

Kind regards,

Sandy Barnett  
VP/ Bank Manager

*PO Box 219 400 Bury Street Tonganoxie, KS 66086  
(913)845-2500 • tollfree (800)463-7782 • fax (913)845-5100 • firststateks®  
Basehor • Kansas City, KS • Lawrence • Perry • Tonganoxie  
Where banking is still a people business.®*

The new Kansas Collateral Pool - established under House Bill 2152 during the 2025 legislative session - went into effect on January 1, 2026, with Kansas banks onboarding on a rolling basis. The Pool will cover public funds held in Kansas financial institutions, including funds belonging to cities, counties, school districts, rural water districts, townships, community colleges, and other governmental subdivisions.

#### **How the New Collateral Pool Works**

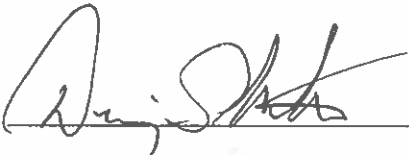
- Under the old system, the bank pledged securities individually to each public entity.
- Under the new pooled method, banks pledge collateral once to the state-managed pool, and that collateral covers *all* of the bank's public deposits.
- Banks will submit reports of all public deposits to the State Treasurer's Office at least monthly.
- Public entities will receive a Pool ID from the State Treasurer's Office.
- An online portal is being developed where entities (and auditors) can enter their Pool ID to check collateral and compliance status at any time.

## ACKNOWLEDGMENT AND CONSENT TO RELEASE PLEDGED COLLATERAL

The undersigned, being the duly authorized representative of the Linwood Community Library (the "Entity"), hereby acknowledges and consents as follows:

1. The Entity confirms that all public moneys deposited with First State Bank & Trust ("Depository") under a separate collateral pledge have been properly secured under Kansas public funds law by the Kansas Collateral Pool established under 2025 HB 2152.
2. The Entity hereby consents to the release of all collateral currently pledged by the Depository to secure such deposits in the Entity's name in order to facilitate the transfer of the collateral to the Kansas Collateral Pool.
3. The Entity understands that the release will be processed in coordination with the Kansas State Treasurer, acting as Pool Administrator, and that all records of such release will be maintained as part of the statewide pooled collateral system.
4. Upon release, the Depository, the collateral custodian, and the Administrator shall be discharged from any further obligation under the prior collateral pledge agreement solely with respect to the deposits secured by the collateral released.
5. The Entity's deposits at the Depository shall be secured utilizing methods authorized by Kansas law, including but not limited to, pledging to the Kansas Collateral Pool.
6. The Entity acknowledges that any future deposits of public moneys maintained with the Depository will be secured under the pooled collateral method in accordance with 2025 HB 2152 and all applicable rules and regulations.

Authorized Signature: \_\_\_\_\_



Printed Name: \_\_\_\_\_

Dennis Shelton

Title: \_\_\_\_\_

Director

Public Entity: \_\_\_\_\_

Linwood Community Library

Date: \_\_\_\_\_

2/27/2026

LEAVENWORTH COUNTY APPRAISER  
300 WALNUT ST STE 202  
LEAVENWORTH, KS 66048  
913-684-0440



**VALUATION NOTICE**  
**THIS IS NOT A TAX BILL**

DATE MAILED: 02/27/2026

017526 - 024840



**LINWOOD COMMUNITY LIBRARY DISTRICT NO 1**  
19649 LINWOOD RD  
LINWOOD KS 66052-4554

TAXING UNIT GROUP : 008

SUBDIVISION: WINKLEMAN SUBDIVISION

LOT: THROUGH:

BLOCK: A

SEC - TWP - RNG: 13 — 12 — 21E

LEGAL: WINKLEMAN SUBDIVISION, S13, T12, R21E, BLOCK A,  
ACRES 1, E1/2 LT 1 & W1/2 LT 2

PROPERTY ADDRESS:

19649 LINWOOD RD

Linwood KS

PARCEL NUMBER: 052-226-13-0-30-01-003.02-0

QUICK REF ID: R29358



This is your official notification of the County Appraiser's estimate of value for your real property. This value has been updated as required by law.

**2026 CLASSIFICATION AND VALUE**

CLASS	TOTAL APPRAISED	ASSESSED VALUE
E	311,930	0
<b>TOTALS:</b>	<b>311,930</b>	<b>0</b>

**PRIOR YEAR CLASSIFICATION AND VALUE**

CLASS	TOTAL APPRAISED	ASSESSED VALUE
E	306,610	0
<b>TOTALS:</b>	<b>306,610</b>	<b>0</b>

Real property is appraised at "market value" as it exists the first day of January each tax year, except for land devoted to agricultural use, which is appraised at its "use value" not "market value".

Please refer to the back of this document for more information. A guide to the appeals process in Kansas is available free of charge in your County Appraiser's Office.

If you have any questions or wish to schedule an appeal, call the Appraiser's Office customer service number at: **(913) 684-0440**.

TAXING UNIT: LINWOOD LIBRARY

ESTIMATED TAX REVENUE FOR 2027

\$ 26,227.69

FUND	MOTOR VEHICLE	RECREATIONAL VEHICLE	WATERCRAFT	16M & 20M TRUCKS	CMV
GENERAL	23,197.72	572.91	341.08	366.34	982.41
EMPLOYEE BENEFITS	699.89	17.29	9.36	11.05	29.64
TOTAL	23,897.61	590.20	350.44	377.39	1,012.05

*Stacy Driscoll*

Stacy Driscoll, County Treasurer, Leavenworth County

If you have any questions, please contact me at 913-684-0432