

## **Linwood Community Library Annual Board Meeting**

**March 1, 2022**

*Meeting location: Linwood Community Building; 302 Main St; Linwood, KS.*

### **Call to Order**

**Board Members present:** Thaddeus Swann (2022), Melanie Morris (2023), Stacey Schmitt (2024), Christy Brice (2023), Ron Smith (2022), Robert Firth (2025), Dalton Torneden (2025)

**Staff Members present:** Kat McKee (Director), Stefanie Brown, Kathy Reno

**District Members present:** Arlene Pritchard, Richard Brown, Anne Kohlmeyer, Lisa Turney, Mary Scharn

**The meeting was called to order at: 7:04 P.M. by Thaddeus Swann**

**Changes/Additions to the Agenda:** None

### **Old Business**

- Minutes from the 2021 Annual meeting

**Approval: Bob** motioned to approve the 2021 Annual meeting minutes without changes, Christy Seconded. **Motion Carried 7-0**

### **New Business**

- Notice of Annual Meeting publication presented by Kat.
- 2021 Annual Report presented by Kat
  - 
  -
- 2021 in Review
  - Covid as high as 70% to as low as 5 % infection rate, dropped mask mandate.
  - Reinstated mask mandate at 10%, mandated.
  - With Omicron variant, masking is strongly encouraged, not mandated.
  - Were cleaning all books and surface, utilizing outdoor programming and zoom instead of indoor programming.
  - Library is developing a team to create an outdoor space, also a green space.
  - Applied to NEKLS to help create a story rock.
  - Staff changes: Sharon Moreland – Sender resigned to take a new position in Iola. Current Director, Kat McKee started in June 2021. Library added a Teen Service Coordinator. Kim Downing resigned to take a job in Tonganoxie. Mary Pawlowski was hired to do outreach and programming. Summer LeBrell was hired to take up the Teen position and young adult collection.

- Kat thanked Stefanie, Kathy and Kim for their work in providing library services during the Pandemic and between Directors.
- Summer Reading – A program each Thursday evening during the Summer.
- Participating in One Book, Many Neighbors program, Linwood's program is on Sunken Treasure.
- Friends of the Library: Bingo Night, Fall Family Fun and
- Upcoming Events: Community Bingo and Book Sale.
- Mary Eisenhower Visited Linwood Elementary and gave a program.
- Kat joined on the Lion's Club and joined the LES site council.
- Installed a Generac generator and is operating successfully.
- New fence was put up, Kat thanked Richard Brown for his help on this.
- Working on creating a dedicated teen space and a comfortable space for our coffee group.
- 2022 Goals:
- Increase Circulations by 15%
- Increase number of people in the door and programs by 10%
- Staff 100% on continuing education.
- Create an inviting space and environment in our library.
- Creating community partnerships.
- Library collection will no longer be separated by genre.
- 

### **District Member Comments**

Thaddeus thanked everyone for attending and showing library support.

### **Nominations and Election of (2) 2022 – 2026 Library Board Members**

- (2) 4-year terms are open
  - Terms expiring for Thaddeus Swann and Ron Smith
- Request for nominations
  - Arlene Pritchard nominated Anne Kohlmeyer for an open 4-year position, Stacey Schmitt seconded.
  - Kathy Reno nominated Lisa Turney for an open 4-year position, Stefanie Brown seconded.
  - Each nominee introduced themselves.
  - **– 14 votes - Anne Kohlmeyer was approved for the 4-year position by majority vote.**
  - **14 votes - Lisa Turney was approved for the 4-year position by majority vote.**
- Thaddeus welcomed the new board members.
- Overview of Officer and Committee Appointments:
- Officers: Chairperson, Vice-Chairperson, Treasurer, Vice-Treasurer, Secretary.
- Board Committees: Building & Equipment, Personnel & Policy, Finance.
- Thaddeus thanked all Board members and district members for attending.

### **Adjournment**

**Approval:** Ron moved to adjourn at 7:35 P.M. Stacey seconded. Motion carried 7-0

**Next Meeting**

The next regular Board meeting will be **Tuesday, March 22 ,2022 at 7:00 P.M.**

*Submitted by: Dalton Tornadoen; Board Secretary*

---

Thaddeus Swann, Chairperson

Date:

---

Dalton Tornadoen, Secretary

Date:

## Linwood Community Library Board Meeting    January 28, 2022

### Call to Order

**Board Members present:** Thaddeus Swann, Stacey Schmitt, Robert Firth, Ron Smith, Melanie Morris, Dalton Torneden

**Staff Members present:** Kat McKee (Director)

**Guests:**

**The meeting was called to order at: 7:11 P.M. by Thaddeus Swann**

**Consent Agenda** *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

**Minutes of last month's meeting:** Reviewed by the Board.

**Treasurer's Report:** no report.

**Communications:** 0 communications received and reviewed by the Board.

**Approval: Ron moved** to approve the Consent Agenda. **Bob seconded. Motion carried 6-0**

### Director's Report

reported on key events, circulation and program updates.

- Winter Reading going well – 3 Eileen's Cookies Gift cards given out. Final drawing will be on the 5<sup>th</sup> of March.
- High School Study Group going well, meeting regularly in the Community room.
- Stefanie is working with 4<sup>th</sup>/5<sup>th</sup> graders at Elementary School.
- Little Library & Little Pantry in progress, hope to finish them up on President's Day In-Service.
- Working on Summer Reading: Programs are lining up. Kat is working on a multi library initiative with other area directors, Kat's program will be a sunken Treasure themed event.
- First Friday program will be on Zoom.
- Kat has been offered a scholarship for Kansas Leadership Center through KLA, NEKLS sent Kat A.P.P.L.E. accreditation for new directors.
- **Statistical report:** Corrections made to Facebook stats.

### Old Business

- **Library Lighting:** Bob and Kat met with Arron from ATEC, discussed updating lighting – rewiring 40ea 2x4 fixtures with 3ea line voltage ul listed 4000k led lamps Bid to \$3,880. Savings of around \$100 a month on the electric bill. 3-year return on investment. **Approval: Bob motioned to approve the bid from ATEC for lighting, Ron seconded 6-0 Motion carried Action: Kat will work with ATEC to schedule work.**
- **Building Issues:** Kat has not received any further communication. **Bob received communication from someone who will caulk the backdoor window sill, Kat will reach out to him and organize the work.**
- **Plumbing issue:** Water was leaking from the bathrooms into Janitor's closet, Kat and Stefanie had to work on resolving this issue, Blue Duck came out and made recommendations. Kat mentioned the idea of having a key for the restrooms to prevent toilet paper over-usage in the future. Melanie suggested reaching out to Leavenworth County for resources. **Issue to be left up to Kat's discretion.**
- **Printer:** Will be a more expensive lease but the copy usage will be less. Bob asked if patron print cost will change. Kat replied that it will not. **Action:** Will lease a c8130 from Midwest data systems at a lower monthly expenditure. **Approval:** Ron made the motion, Bob Seconded. Motion Carried 6-0
- **Space Reorganizations:** To make space more user-friendly Kat would like to move around some of the shelving, updating some furnishings. Room for reading chairs, Utilizing space both for Coffee club and Teen Space. Discussed staff input. Book collection reorganization - Fiction/ Non- Fiction/Large Print. **Kat will revise our RISE principles and then present them at the next board meeting to reflect our collection reorganization.**

### **Committee Reports**

**Building & Equipment:** Looking to meet to discuss outdoor space.

**Finance:** No report.

**Personnel & Policy:** Met with Kat for a 6 month check in, discussed some ongoing items with Staff. Kat presented items she plans to tackle in the future. Committee will need to meet to address titles and promotion steps with Kat at a later date.

### **Action Items:**

### **New Business**

- **Bills For Payment – Bob made a motion to approve the bills as presented, Stacey seconded. Motion Carried 6-0**
- **Ongoing Action Items – Budget – alterations:** moving funds from professional dues and fees. Increase to \$1250 for workshops and conferences to include new staff member. Overspent on Advertisement by 300% (to be increased) attributed to job postings, newspapers ads. Budgeted \$250 and spent \$582.70. DVD's – \$6,000 allotted, only 25% spent, Kat suggested moving part of that amount to Games as

games are more expensive than DVD's. Thaddeus mentioned disturbance to DVD's purchase due to Covid, suggested grouping all digital items in digital media in future budget 2023. Dalton mentioned reason for Friend's lower activity is because the library in Summer 2021 did not do Summer Reading which the Friends usually contribute to. Kat mentioned that the proceeds from National Library Giving Day 2021 were not reflected in the same category also.

- **State Statistical Report:** Kat worked with Robin from NEKLS to complete it and has sent it in. **The Board of Trustees are required to approve Kansas Children's Protection Act, will do so at next meeting.**
- **NEKLS Accreditation renewal:** Kat has started this, worked with Robin from NEKLS. Due in March 1<sup>st</sup>. Service Center level II. IF the board is able to participate in formal orientation, waiver for employee benefits, new employees participate in formal orientation upon being hired and include the tech plan, will aid in receiving more funding from NEKLS.
- **GAAP Waiver:** to be accepted. **Ron made the motion to accept the GAAP waiver, Bob Seconded. Motion Carried 6-0**
- **Annual Meeting will be March 1<sup>st</sup> at the Linwood Community Building, time to be announced later once confirmed.**
- Bob mentioned Covid, Kat discussed precautions and changes to signage. Discussed setting up a line item in the budget for possible future Covid cleaning related needs.

#### **Public Comments**

None

#### **Adjournment**

**Approval: Ron moved to adjourn at 8:25 P.M. Stacey seconded. Motion carried 6-0**

#### **Next Meeting**

The next regular Board meeting will be **Tuesday, February 22 ,2022 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

#### **Linwood Community Library Board**

Thaddeus Swann; Chair	(03/2022)
Christy Brice; Vice-Chair	(03/2023)
Melanie Morris; Treasurer	(03/2023)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Dalton Torneden; Secretary	(03/2025)
Robert Firth	(03/2025)
Ron Smith	(03/2022)

#### **Linwood Community Library Staff**

Kat McKee; Director
Stefanie Brown; Youth Services
Kathy Reno; ILL and Cataloging
Mary Pawlowski; Adult Programing/Outreach
Summer LeBrell; Teen Coordinator
Joyce Elder; Bookkeeper
Zoe Smith; Custodian

**Linwood Community Library Board Committees** (03/2021)

<b>Building &amp; Equipment:</b>	Ron Smith	Robert Firth	Christy Brice
<b>Personnel &amp; Policy:</b>	Thaddeus Swann	Dalton Torneden	Stacey Schmitt
<b>Finance:</b>	Melanie Morris	Stacey Schmitt	Robert Firth

*Officer and Committee appointments updated March 23, 2021*

---

Thaddeus Swann, Chairperson	Date:
-----------------------------	-------

---

Dalton Torneden, Secretary	Date:
----------------------------	-------

# Linwood Community Library Board Meeting Tuesday February 22,2022

## Call to Order

**Board Members present:** Thaddeus Swann, Melanie Morris, Christy Brice, Dalton Torneden, Ron Smith, Robert Firth, Stacey Schmitt.

**Staff Members present:** Kat McKee (Director)

**Guests:**

**The meeting was called to order at: 7:03 P.M. by Thaddeus Swann**

**Consent Agenda** *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

**Minutes of last month's meeting:** Reviewed by the Board.

**Communications:** 2 communications received and reviewed by the Board.

**Approval:** Ron moved to approve the Consent Agenda. **Christy** Seconded. Motion carried 7-0

## Director's Report

reported on key events, circulation and program updates.

- Statistical report:
- Winter Reading going well.
- Issues with Google Analytics: Dan from NEKLS and Mary are working on it.
- Library will switch back to our Fall hours, more people coming in from 9 to 1 on Saturdays than 11 – 3 on Saturdays with non-Winter hours.
- Annual meeting coming up, announcement in the Journal World. **Annual meeting will be March 1<sup>st</sup>,2022 at 7:00 P.M. in the Community Building, Linwood, Kansas.**
- 2-3 candidates for the 2 upcoming Board vacancies.
- March 9<sup>th</sup>/10 – Kat will be working from home with the Kansas Leadership Transformation Grant Program.
- In Service on President's Day: topic was New Year, New Outlook.

## Old Business

- **Space Reorganizations:** Discussed cost and applications for multiple uses- Teen space/ Coffee Group/ programs/. Shelving would be mobile. **Action: Board would like to see more information about teen programming before moving forward with purchases.**
- **NEKLS Accreditation renewal:** Kat will be sending off the completed paperwork and is looking to have that **submitted before March 1<sup>st</sup>.**



- **Children's Internet Protection Act:** Bob made the motion to adopt on February 22, 2022. Christy seconded Motion carried 7-0

### **Committee Reports**

**Building & Equipment:** Lighting upgrades took place late last week. Backdoor was caulked and weatherstrip added. Had Outdoor space meeting – Discussed some plantings and some potential draining issues. Some preliminary legwork has been done as far as utilities and sewer line planning for the Outdoor Pavilion.

**Finance:** no meeting, nothing to report.

**Personnel & Policy:** no meeting, nothing to report. **Will need to meet with Kat in the near future to discuss promotion steps.**

**Action Items:**

### **New Business**

- **Bills For Payment:** Ron Moved and Stacey Seconded, Motion carried 7-0
- **Adopting new hours:** Winter Hours are due to change back to the library's regular hours on March 14<sup>th</sup> Saturday Winter hours, 9:00 A.M. to 1:00 P.M will be kept as regular hours. Ron moved to accept, Christy seconded. Motion carried 7-0

**Executive session to discuss security matters:**

**Entered: 7:44 – 15 minutes – Ron motioned, Christy Seconded Motion carried 7-0**

**Exited: 7:59 P.M. - Christy motioned, Bob Seconded. Motion Carried 7-0.**

Dalton gave a brief update on Friend's upcoming events, Board members were presented with the Friend's new tote bags. Dalton spoke about planning for upcoming Book Sale and Bingo events and the library and Friend's National Library Giving Day campaign which will take place on April 7<sup>th</sup>, more information will be forthcoming.

### **Public Comments**

None

### **Adjournment**

**Approval: Ron moved to adjourn at 8:05 P.M. Christy seconded. Motion carried 7-0**

### **Next Meeting**

The next regular Board meeting will be **Tuesday, March,22 2022 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

**Linwood Community Library Board**

Thaddeus Swann; Chair	(03/2022)
Christy Brice; Vice-Chair	(03/2023)
Melanie Morris; Treasurer	(03/2023)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Dalton Torneden; Secretary	(03/2025)
Robert Firth	(03/2025)
Ron Smith	(03/2022)

**Linwood Community Library Staff**

Kat McKee; Director
Stefanie Brown; Youth Services
Kathy Reno; ILL and Cataloging
Mary Pawlowski; Adult Programing/Outreach
Summer LeBrell; Teen Coordinator
Joyce Elder; Bookkeeper
Zoe Smith; Custodian

**Linwood Community Library Board Committees** (03/2021)

<b>Building &amp; Equipment:</b>	Ron Smith	Robert Firth	Christy Brice
<b>Personnel &amp; Policy:</b>	Thaddeus Swann	Dalton Torneden	Stacey Schmitt
<b>Finance:</b>	Melanie Morris	Stacey Schmitt	Robert Firth

*Officer and Committee appointments updated March 23, 2021*

---

Thaddeus Swann, Chairperson	Date:
-----------------------------	-------

---

Dalton Torneden, Secretary	Date:
----------------------------	-------

## Linwood Community Library Board Meeting: March 22, 2022

### Call to Order

**Board Members present:** Dalton Torneden, Robert Firth, Stacey Schmitt, Lisa Turney, Christy Brice, Melanie Morris, Anne Kohlmeyer

**Staff Members present:** Kat McKee (Director), Summer LeBrell, Kathy Reno, Stefanie Brown

**Guests:** Lynn Shoemaker, Arlene Pritchard

**The meeting was called to order at: 7:04 P.M. by Christy Brice**

**Consent Agenda** *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

**Minutes of last month's meeting:** February 22<sup>nd</sup> Minutes - Reviewed by the Board.

**Treasurer's Report:** Presented by Bob Firth - As of February 28, 2022:

**General Fund Checking Account: \$256,769.56** – has been proven through QuickBooks through 2-28-2022 noting a **difference of \$3,312.04** – journal entry for payroll bookkeeping which has not been completed. **Bookkeeper, Joyce Elder is working with NEKLS to complete this bookkeeping journal entry transaction.**

**Capital Improvement Fund Checking Account: \$109,414.81**, this account has been proven to QuickBooks through 2-28-2022 noting **no difference.**

**Certificate of Deposit #1 account: As of December 31<sup>st</sup> 2021, the balance on this account is \$20,361.86 and is expected to mature on July 30<sup>th</sup>, 2022.**

**Certificate of Deposit #2 Account: As of December 31<sup>st</sup> 2021, the balance on this account is \$20,361.86 and is expected to mature on July 30<sup>th</sup>, 2022.**

**Communications:** 0 communications received and reviewed by the Board.

**Approval: Bob moved to approve the Consent Agenda. Stacey seconded. Motion carried 7-0**

### Director's Report

reported on key events, circulation and program updates.

#### **Financial reports:**

- Cash flow: cash amount noted attributed to the cost of a lost DVD, \$17.96
- . Friends paid for tote bags: \$233.26
- Program grant: Hoopla usage: \$875

- Operating expense - \$4,700 – lighting and snow removal.
- Additional: Notary costs, Staff professional membership dues.

### **Statistical Report:**

- Winter Reading: 32 participants, over 250 books read. 3 prize winners, prizes were \$25 gift card to the Raven, \$50 gift card to Lawrence Beer Company and a \$100 Visa gift card.
- Partnering with Elementary school book club.
- Partnering with early learning center in Basehor, coop library sharing program – week of the child, Stefanie will be working with Patrick from the Basehor Community Library on this project.
- Stats are slightly off due to issue with Google analytics, working with Google analytics to get back on track.

### **Old Business**

- **Space Reorganizations:** - Presented by Summer LeBrell, Teen Coordinator: Space for teens to get together at the library, space for programming, local cabinet makers unable to make contoured mobile shelving, teens have expressed an interest in Anime club, a teen space could help encourage teens to come to programs, could help increase our foot traffic in other areas as well.

#### **District Members Input:**

- **Arlene - Q:** about a contact list of interested teens, **Summer – A:** that she has spoken with several of the area teens. **Arlene - Q:** concern over potential teen interest and fluctuating attendance/ usage with summer jobs. **Arlene - Q:** asked about the count for the last teen program, **Summer/Kat - A:** Spring Break was an issue with that program, the program before that had 11 teens in attendance.
- Summer will be hosting a Summer Reading Program.
- **Lynn** mentioned concerns over the importance of having programs offered vs a dedicated teen space or mobile space, mentioned convenience of attending for teens who live in rural area of the library districts vs. in the city limits. Also, mentioned the feasibility of middle schoolers moving into this programming area.
- **Lynn - Q:** asked about how the furniture will be arranged, removal of wood research tables and chairs vs. teen furniture. **Kat - A:** mentioned comfortable seating will be added for the coffee group in the morning and teens in the afternoon.
- **Lynn** mentioned table usage for Magic the Gathering.
- **Arlene** mentioned 10 people attended coffee at the last coffee group,
- **Stacey – Q:** mentioned a concern about the furniture design, color, **Summer – A:** remarked that photos shown will not be what the end result furniture is in respect to its color.

- **Bob** suggested a floor plan and full cost be done to address feasibility.
- **Lynn** mentioned kickstarting teen programming to justify future cost.
- **Kat** mentioned grants are possible and keeping an eye on upcoming teen programming for further information, ADA compliance with furniture.
- **Kathy and Arlene** mentioned concerns over furniture for elderly coffee group members.  
**Action: Further study as to teen programming numbers, floor plan, full cost estimate and furniture requirements for our coffee group participants.**
- **Dalton and Kat** mentioned that the Library & Friends of the Library's National Library Giving Day goal this year will be \$1,699.99 for mobile shelving for the teen department.
- Staff vacancy: looking to fill Outreach and Adult Programming position – Mary Pawlowski will be leaving. The library's janitor has resigned, will need to hire a new Custodial Assistant.
- **Action: Kat is placing ads and taking interviews.**

### Committee Reports

**Building & Equipment:** Outdoor Space: **Bob and Kat** have been working on the groundwork for the Outdoor Pavilion. Plumber is coming to mark the sewer line on Friday. Looking to get plans rendered to scale to for planning purposes. Several of the existing projects- backdoor, lighting have been completed.

**Finance:** Several meetings to discuss and work on year-end financial report for Leavenworth County, the year-end financial report is completed. Will need to have an upcoming meeting to address further.

**Personnel & Policy:** Will need to meet with Kat to discuss promotion steps.

### **Action Items:**

### New Business

- **Bills For Payment:** Missing bill from Xerox – not yet received the new printer. **Bob motioned to approve Bills for Payment. Stacey seconded. Motion Amended to include \$1,000 for Bills not yet received. (Visa, City of Linwood, Xerox.) – Motion Carried 7-0**
- **NEXT Contract renewal:** Grants & NEKLS membership. Cost will be **\$1,500**. NEKLS is offering on June 4<sup>th</sup>, Trustee training, this will be a Zoom session held at the library. **Action: Dalton motioned to approve 2022 Next Search Catalog Automation Service Participation Agreement with the Northeast Kansas Library System. Lisa seconded, Motion Carried 7-0**
- **Senate Bill No. 542: SB 542 creates a revenue neutral rate complaint process that allows any taxpayer the ability to file a complaint with the Board of Tax Appeals to determine that a governing body of a taxing subdivision did not comply with the revenue neutral rate requirements and that a reduction or refund of taxes is appropriate.**
- **Kat mentioned bills concerning school libraries** – challenged books in the school, parent review committee, Librarians opposed to this because it does not change

common policy for book removal, 2 challenges and the book is removed from the school library. With new Legislation, Librarians would have to go through and weed out each book that has been challenged.

- **Received NEKLS grant money: \$1,250**
- **ILL: Kat and Kathy** have been discussing ways to potentially improve this area, a concern over not carrying certain books that may be losing the library patrons. Kat is putting out a survey to gauge interests in this, distribution of it is under discussion. **Dalton motioned to approve the survey; Bob seconded. Motion carried 7-0**
- 
- Appointment of new officers and committees:
- **Executive Committee: Chair, Stacey** nominated **Christy** to be Chair of the Linwood Community Library Board. **Bob** seconded, appointed – 7-0 **Secretary, Bob** motioned to have **Dalton** continue as **Secretary, Stacey** seconded, appointed 7-0 Vice Chair, **Stacey** nominated **Lisa** to be Vice Chair, **Bob** seconded, appointed 7-0 **Treasurer, Melanie** nominated **Bob**, Stacey seconded appointed 7-0. Vice Treasurer: **Bob** nominated **Stacey, Christy** seconded, appointed 7-0.
- **Building and Equipment: Robert Firth, Christy Brice, Melanie Morris, Personnel and Policy: Dalton Torneden, Lisa Turney, Anne Kohlmeyer, Finance: Robert Firth, Stacey Schmitt, Christy Brice.**

**Bob** gave a brief description of the committees and their functions. **Dalton** gave a brief description and discussed function of the Personnel & Policy Committee.

#### **Executive Session:**

- **Enter: Bob** motioned to enter Executive Session to discuss Personnel for 15 minutes at 8:41 P.M, Stacey seconded, Motion carried 7-0 for 15 minutes
- **Exit: Bob** motioned to exit Executive Session at 8:54 P.M., Stacey seconded, Motion carried 7-0

#### **Public Comments**

*( See also teen space discussion)*

**Lynn – Q:** about the ILL survey- gauging teen interest. **Kat - A:** survey is geared more toward adults, but a further survey could be forthcoming.

**Lynn -Q,** about program that had 11 people, **Kat – A,** this was a Christmas program, The Grinch. **Lynn** commented with other non-teen persons in attendance, this program could be seen as not a teen program but a family program.

**Kathy** mentioned some of those in attendance at this program were not local patrons.

**Bob** asserted the Board's commitment to spend the library's funds wisely, to work to lower the mill levy each year and the library's goal to increase patronage.

**Kat** mentioned the library's projected outdoor space and its viability for all ages.

**Bob** mentioned a possible extension of the back of the building as an option with the Outdoor Pavilion.

**Stefanie** mentioned reporting categories.

Lynn: asked about previous Board meeting minutes being available on the website as a matter of public record and having the Board meetings noted on the library's calendar.

**Action: Kat will look into Lynn's concerns over having Board meeting minutes available on the Board's page on the library's website, [www.linwoodcommunitylibrary.org](http://www.linwoodcommunitylibrary.org) and having Board meetings noted on the library's calendar also available on the library's website.**

**Dalton** mentioned the Friends of the Library's upcoming Book Sale which will be held from March 31<sup>st</sup> to April 3<sup>rd</sup> at the Community Building, 302 Main. Hours will be 5-7 on the 31<sup>st</sup> (Member's Only) 2-7 on April 1<sup>st</sup>/2<sup>nd</sup> and 2-4 on April 3<sup>rd</sup> which will be bag sale day, fill a bag for \$5.

The Friends are also working on signing up the Friends of the Library with Dillon's Community Rewards which any Dillon's Plus Card user can link their card to a charity and that charity will receive a percentage back in donations.

#### **Adjournment**

**Approval: Bob moved to adjourn at 8:55 P.M. Stacey seconded. Motion carried 7-0.**

#### **Next Meeting**

The next regular Board meeting will be **Tuesday, April 26, 2022 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

#### **Linwood Community Library Board**

Christy Brice; Chair	(03/2023)
Lisa Turney; Vice-Chair	(03/2026)
Robert Firth; Treasurer	(03/2025)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Dalton Torneden; Secretary	(03/2025)
Melanie Morris	(03/2023)
Anne Kohlmeyer	(03/2026)

#### **Linwood Community Library Staff**

Kat McKee; Director
Stefanie Brown; Youth Services
Kathy Reno; ILL and Cataloging
Mary Pawlowski; Adult Programing/Outreach
Summer LeBrell; Teen Coordinator
Joyce Elder; Bookkeeper
;Custodian

**Linwood Community Library Board Committees** (03/2022)

<b>Building &amp; Equipment:</b>	Melanie Morris	Robert Firth	Christy Brice
<b>Personnel &amp; Policy:</b>	Anne Kohlmeyer	Dalton Torneden	Lisa Turney
<b>Finance:</b>	Christy Brice	Stacey Schmitt	Robert Firth

*Officer and Committee appointments updated March 22, 2022*

---

Christy Brice, Chairperson	Date:
----------------------------	-------

---

Dalton Torneden, Secretary	Date:
----------------------------	-------



## **Linwood Community Library Board Meeting: April 26, 2022**

### **Call to Order**

**Board Members present:** Robert Firth, Lisa Turney, Anne Kohlmeyer, Dalton Torneden, Stacey Schmitt, Christy Brice, Melanie Morris

**Staff Members present:** Kat McKee (Director) Kathy Reno, Stefanie Brown.

**Guests:** Arlene Pritchard, Ledger Turney.

**The meeting was called to order at: 7:05 P.M. by Christy Brice**

**Consent Agenda** *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

**Minutes of last month's meeting:** Reviewed by the Board.

### **Treasurer's Report:**

**General Fund:** As of 3/31/22 - \$231,723.98, proven through QuickBooks through 3/31/22 noting a difference of \$3,312.04 – Journal entry for payroll bookkeeping. **Joyce is working with NEKLS to complete this bookkeeping journal entry transaction.**

**Capital Improvement Fund:** Balance as of 3/31/22 is \$109,438.04, has been proven through QuickBooks noting no difference.

**Certificate of Deposit #1:** Balance as of 4/1/22 is \$20,421.69 maturing 6/30/22

**Certificate of Deposit #2:** Balance as of 4/1/22 is \$20,421.69 maturing 6/30/22

**Note:** There currently is not enough difference between CD rates and checking rates to justify going with CD's.

**Petty Cash was counted by Kat and Bob, Balance as of 4/25/22 is \$236.25.**

**Communications:** 3 communications received and reviewed by the Board.

**Patron –** Asking not to have DVDS and Books moved.

**Patron –** No changes to library.

**Patron –** Please leave the library books where they are.

**Approval:** Lisa moved to approve the Consent Agenda. Bob seconded. Motion carried 7-0

*(Melanie Morris entered at 7:12 P.M.)*

### **Director's Report**

reported on key events, circulation and program updates.

### **Financial reports:**

- Audiovisual costs are up due to increased cost of videogames. Library is not purchasing as many audiobooks – change in spending per line item.
- Kat noted a difference in Profit and Loss – General Fund - Can't receive DVD'S as normal.
- Operating expense under Contractor \$4,245 payment for lighting as reason for increase under that line item.
- Utilities Repair and Maintenance due to plumbing maintenance and changes to blower in the entryway.
- Advertising costs – Higher due to Want ad for the Outreach Coordinator position. Discussion over increasing this line item in the future, newspaper ad costs are increasing.
- Supply costs are up because of the purchase of a computer desk and lockers for the staff room.

### **Statistical report:**

- Noted increase in attendance to programs.
- OverDrive and Hoopla usage is up.

### **Old Business**

- **Outdoor space:** Building Committee has not met yet, no further progress made on this item.
- **Staff vacancies:** Still looking to fill Outreach position, Kat is taking interviews. Summer LeBrell has resigned as Teen Coordinator to take a job at Mid America Library. Kat has hired someone to step into the Outreach position and her training will start on Monday.

### **Committee Reports**

**Building & Equipment:** Have not met.

**Finance:** Will have an external audit done, signature card update for First State Bank and Trust is completed, looking into extra resources to make sure we are handling business effectively. Standard account terms to be used in QuickBooks. Cd's will be maturing in June and will consider options for investing. Bob is working to determine which Board Member's names are on the Cd's. Bob is recommending that we close out the CD's and put them in the Capital Improvement Fund, maturity rates are not effective in raising funds.

**Personnel & Policy:** Met to discuss two policies for use, will need to meet again and should be ready by the May meeting.

### **New Business**

- **Bills For Payment:** Lisa made the motion to pay the Bills for Payment. Bob seconded. Motion carried 7-0
- **Summer Reading:**
  - June 2<sup>nd</sup>: Juggler.
  - June 9<sup>th</sup>: Pretend Friend – Bluegrass
  - June 16<sup>th</sup>: Mad Science
  - June 23<sup>rd</sup>: Tyler Gregory – Musician
  - No program on the 30<sup>th</sup>
  - July 7<sup>th</sup>: Alexa Dawson Music
  - July 14<sup>th</sup>: KC magic man
  - 21<sup>st</sup> – Kelly Abernathy – Wrote the Aquamarine Surf Board, Author signing
  - July 28<sup>th</sup>: Dan Dan the Magic Man
  - One Book, Many Neighbors Adult Reading Program – Leavenworth County Libraries participate in this program with each library hosting a program, Linwood Community Library's program will be on Sunken Treasure – Lisa Ball from Lawrence High School on the discovery ships on the Nautilus.
  - Final Book Party – Z&M Winery. If you have one sticker on your card from participating in the program, you are eligible to enter for a Gift Basket.
  - Budget & Budget Workshop: Government Budget Workshop – Municipal Services – 2022 Workshop - available for Board Members.
  - Insurance policy: Received our Workman's Comp and Liability insurance policy, Stacey asked if this will cover Animal programs. Kat replied any future performers and programs will have to provide Certificate of Liability.
  - Audit: Working with Gordon's CPA to complete this, goal is to have that completed by the next Board meeting.
  - Window leaking: Bob has spoken with SRB Construction; they will reseal all windows on the front of the building.

### **Public Comments**

Arlene - City of Linwood had to have insurance in addition to performers insurance. Arlene mentioned that received information from League of Municipalities.

### **Executive Session 1:**

**Enter: 7:47 P.M. - Bob motioned to enter to discuss Financial Matters for 15 minutes, Stacey seconded. Motion Carried 7-0**

**Exit: 7:53 P.M. - Lisa motioned to exit, seconded by Stacey. Motion Carried 7-0**

**Action: Kat will look into getting professional accounting services to review library financial paperwork and have completed such by the next board meeting.**

### **Executive Session 2:**

**Enter: 7:57 P.M. - Stacey motioned to enter for 15 minutes to discuss Personnel, Bob seconded. Motion carried 7-0.**

**Exit: 8:12 P.M. - Stacey motioned to exit, seconded by Bob. Motion Carried 7-0.**

**No action taken.**

**Executive Session 3:**

**Enter 8:13 P.M. - Bob motioned to enter to discuss Personnel for 45 minutes, Stacey seconded. Motion carried 7-0.**

**Exit: 8:54 P.M. – Bob motioned to exit, Stacey seconded. Motion carried 7-0**

**Action: Personnel committee will work to draft a staff survey to potentially be completed every 6 months, update Board Bylaws as to Officer Roles and responsibilities and Committee Roles and Responsibilities and prepare for the Director's upcoming yearly performance review.**

**Adjournment**

**Approval: Bob moved to adjourn at 8:55 P.M. Stacey seconded. Motion carried 7-0**

**Next Meeting**

The next regular Board meeting will be **Tuesday, May 25th ,2022 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

**Linwood Community Library Board**

Christy Brice; Chair	(03/2023)
Lisa Turney; Vice-Chair	(03/2026)
Robert Firth; Treasurer	(03/2025)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Dalton Torneden; Secretary	(03/2025)
Melanie Morris	(03/2023)
Anne Kohlmeyer	(03/2026)

**Linwood Community Library Staff**

Kat McKee; Director
Stefanie Brown; Youth Services
Kathy Reno; ILL and Cataloging
; Adult Programing/Outreach
Summer LeBrell; Teen Coordinator
Joyce Elder; Bookkeeper

**Linwood Community Library Board Committees (03/2022)**

<b>Building &amp; Equipment:</b>	Melanie Morris	Robert Firth	Christy Brice
<b>Personnel &amp; Policy:</b>	Anne Kohlmeyer	Dalton Torneden	Lisa Turney
<b>Finance:</b>	Christy Brice	Stacey Schmitt	Robert Firth

*Officer and Committee appointments updated March 22, 2022*

---

Christy Brice, Chairperson

Date:

---

Dalton Torneden, Secretary

Date:

## Linwood Community Library Board Meeting: May 24, 2022

### Call to Order

**Board Members present:** Christy Brice, Robert Firth, Melanie Morris, Stacey Schmitt, Lisa Turney, Anne Kohlmeyer, Dalton Torneden

**Staff Members present:** Kat McKee (Director)

**Guests:**

**The meeting was called to order at: 7:07 P.M. by Christy Brice**

**Consent Agenda** *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

**Minutes of April 26, 2022 Minutes: No changes needed.**

**Treasurer's Report:**

**General Fund:** as of 4-29-2022 - \$229,200.37 – not proven through QuickBooks.

**Joyce has been working with our auditor in May to clear up the payroll bookkeeping journal entry transactions.**

**Capital Improvement Fund** – as of 4-29-2022 is \$109,459.78 noting no difference.

**CD #1** – as of 4-1-2022 is \$20,421.69 maturing 6-30-2022

**CD#2** – as of 4-1-2022 is \$20,421.69 maturing 6-30-2022

Petty cash as counted by Kat on 5-23-2022 is \$56.20.

**Board recommends that a CPA review QuickBooks.**

**Communications:** 4 communications received and reviewed by the Board.

(See Public Comments)

**Approval:** Lisa moved to approve the Consent Agenda. Bob seconded. Motion carried 7-0

### **Director's Report**

reported on key events, circulation and program updates.

**Financial report:** Working to get items balanced, will work with Gordon CPA. Bob asked if they would give a report presentation to the Board. Kat is waiting for contracts from a few bands that are going to perform at the library as part of Summer Reading.

**Statistical report:**

- Kat is hoping for a productive Summer Reading program that will draw people into the library and boost circulation. Weeding is completed, received 30 new Adult books and new Teen books.
- Working to get library ready for Summer Reading.
- Short Takes for Board Members series begins.
- Closing on June 4<sup>th</sup> – Trustee training.
- Kat went to Municipal Budget meeting talk, gained understanding in what we receive in a Budget.
- Kat has hired Theresa Reetz for Adult Programming.
- Newsletter is finished and will be sent out on Friday, has all June/July events on it with a tear away calendar.
- Shelves are up, Kat has purchase shelving for Kathy's Book repair surfaces. Used Book Store Gift card - \$400, library only paid \$60.
- Kat will be out of the office for the rest of the week – May 24 – 30.

### **Old Business**

- **Audit & EOY:** See Treasurer's Report.
- **Summer Reading:** Stefanie has several programs coming up, morning movies will happen at 10 A.M. 1<sup>st</sup> movie will be June 8<sup>th</sup> and again on June 22. Library will still offer Magic the Gathering. Request for Craft events at other times, Modge Podge will happen on June 11<sup>th</sup>.
- **Staff vacancies:** Kat is still looking for a social media/marketing person.

### **Committee Reports**

**Building & Equipment:** Has not met.

**Finance:** Joyce and Bob have met with the auditor.

**Personnel & Policy:** Working on two policies, needed to go back to the drawing Board for updated information. Preparing for Director's Annual Review. Discussed and worked on Staff Survey.

### **New Business**

- **Bills For Payment:** Bob motioned to approve Bills for Payment, Stacey Seconded. Motion carried 7-0

### **Public Comments** – Please state name/address – 2 Minute time limit.

**Comments are from Suggestion Cards, not from persons in attendance at the Board meeting.**

Comment #1 – Patron asks for program offerings on a weekend day to allow for Patrons that work.

Comment #2 – Saving Linwood History.

Comment #3 – Please put trophies in the library.

Comment #4 – Please allow trophies to be placed in the library.

**Executive Session:**

**Session #1:**

**Enter: 7:52 P.M. – Bob motioned to enter to discuss Personnel for 15 minutes, Stacey seconded. Motion carried 7-0**

**Exit: 8:07 P.M. – Bob motioned to exit, Stacey seconded. Motion carried 7-0**

**Session #2:**

**Enter: 8:26 P.M. - Stacey motioned to enter to discuss Personnel for 60 minutes, Lisa seconded. Motion carried 7-0**

**Exit: 9:22 P.M. – Bob motioned to exit, Christy seconded. Motion carried 7-0.**

**Session #3:**

**Enter: 9:26 P.M. Bob motioned to enter to discuss Personnel for 15 minutes, Stacey seconded. Motion carried 7-0**

**Exit: 9:41 P.M. Bob motioned to exit, Stacey seconded. Motion carried 7-0**

**Adjournment**

**Approval: Bob moved to adjourn at 9:42 P.M. Stacey seconded. Motion carried 7-0**

**Next Meeting**

The next regular Board meeting will be **Tuesday, June 28 ,2022 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

**Linwood Community Library Board**

Christy Brice; Chair	(03/2023)
Lisa Turney; Vice-Chair	(03/2026)
Robert Firth; Treasurer	(03/2025)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Dalton Torneden; Secretary	(03/2025)

**Linwood Community Library Staff**

Kat McKee; Director
Stefanie Brown; Youth Services
Kathy Reno; ILL and Cataloging
Theresa Reetz; Adult Programing
Joyce Elder; Bookkeeper



Melanie Morris (03/2023)

Anne Kohlmeyer (03/2026)

**Linwood Community Library Board Committees** (03/2022)

**Building & Equipment:** Melanie Morris Robert Firth Christy Brice

**Personnel & Policy:** Anne Kohlmeyer Dalton Torneden Lisa Turney

**Finance:** Christy Brice Stacey Schmitt Robert Firth

*Officer and Committee appointments updated March 22, 2022*

---

Christy Brice, Chairperson Date:

---

Dalton Torneden, Secretary Date:

## **Linwood Community Library Board **Special** Meeting: June 9th, 2022**

### **Call to Order**

**Board Members present: Robert Firth, Christ Brice, Stacey Schmitt, Melanie Morris, Anne Kohlmeyer, Lisa Turney, Dalton Tornadoen**

**Staff Members present:**

**Guests:**

**The meeting was called to order at: 7:09 P.M. by Christy Brice**

### **Executive Session #1:**

**Enter: 7:09 P.M. – Bob motioned to enter to discuss Personnel for 30 minutes, Anne Seconded. Motion carried 7-0**

**Exit: 7:41 P.M. – Bob motioned to exit, Lisa seconded. Motion carried 7-0.**

### **Executive Session #2:**

**Enter: 7:42 P.M – Bob motioned to enter to discuss Personnel for 90 minutes, Lisa seconded. Motion Carried 7-0.**

**Exit: 9:09 P.M. – Bob motioned to exit, Stacey seconded. Motion carried 7-0**

### **Public Comments**

None

### **Adjournment**

**Approval: Christy moved to adjourn at 9:09 P.M. Bob seconded. Motion carried 7-0**

### **Next Meeting**

The next regular Board meeting will be **Tuesday, June 28,2022 at 7:00 P.M.**

*Submitted by: Dalton Tornadoen; Board Secretary*

**Linwood Community Library Board**

Christy Brice; Chair	(03/2023)
Lisa Turney; Vice-Chair	(03/2026)
Robert Firth; Treasurer	(03/2025)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Dalton Torneden; Secretary	(03/2025)
Melanie Morris	(03/2023)
Anne Kohlmeyer	(03/2026)

**Linwood Community Library Staff**

Kat McKee; Director
; Youth Services
; ILL and Cataloging
Theresa Reetz; Adult Programing
Joyce Elder; Bookkeeper

**Linwood Community Library Board Committees** (03/2022)

<b>Building &amp; Equipment:</b>	Melanie Morris	Robert Firth	Christy Brice
<b>Personnel &amp; Policy:</b>	Anne Kohlmeyer	Dalton Torneden	Lisa Turney
<b>Finance:</b>	Christy Brice	Stacey Schmitt	Robert Firth

*Officer and Committee appointments updated March 22, 2022*

---

Christy Brice, Chairperson	Date:
----------------------------	-------

---

Dalton Torneden, Secretary	Date:
----------------------------	-------

## **Linwood Community Library Board Meeting: June 28, 2022**

### **Call to Order**

**Board Members present: Robert Firth, Anne Kohlmeier, Melanie Morris, Stacey Schmitt, Dalton Torneden, Christy Brice, Lisa Turney**

**Staff Members present: Kat McKee (Director)**

**Guests: Arlene Pritchard**

**The meeting was called to order at: 7:03 P.M. by Christy Brice**

**Consent Agenda** *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

### **Minutes of May 24<sup>th</sup> meeting & June 7<sup>th</sup> Special Board Meeting**

#### **Treasurer's Report:**

General Fund Checking account balance as of **5-31-2022 is \$209,611.06.**

The General Fund Checking account has been proved to QuickBooks through **5-31-2022** noting a NET difference of **\$5,997.67** — which consists of a journal entry for payroll bookkeeping **\$3,312.04** and attempted corrections **\$2,685.63**. Joyce and Kat are working with the auditor to resolve these issues. Also, a CPA is being retained to assist with this and other accounting matters.

Capital Improvement Fund Checking account balance as of **5-31-2022 is \$109,489.17.**

The Capitol Improvement Fund Checking account has been proven to QuickBooks through **5-31-2022** noting no difference.

Certificate of Deposit #1 account balance as of **4-1-2022 is \$20,421.69** maturing 6-30-2022

Certificate of Deposit #2 account balance as of **4-1-2022 is \$20,421.69** maturing 6-30-2022

Petty Cash was counted by Jayne Hopkins and Kat on **6-24-2022**. They stated the balance is **\$176.00**

**Communications:** 0 communications received and reviewed by the Board.

**Approval:** **Bob** moved to approve the Consent Agenda with the addition of the June 7<sup>th</sup> Board Meeting Minutes, **Stacey seconded. Motion carried 6-0**

## **Executive Session #1:**

**Enter: 7:14 P.M.: Bob motioned to enter to discuss financial for 10 minutes, Stacey Seconded Motion Carried 6-0**

*Lisa Turney entered, 7:16 P.M.*

**Exit: 7:23: Bob motioned to exit, Anne Seconded. Motion Carried 6-0**

**Approval: Bob made a motion to pay 4 hours of wages to Kathy Reno with appropriate withholding to be held, Stacey Seconded. Motion Carried 6-0**

**Board viewed Trustee Shorts video.**

### **Director's Report**

reported on key events, circulation and program updates.

- Financial reports: Staying within Budget lines, programming will go up next month due to Summer Reading, there is a line item in the Budget for Summer Reading.
- Statistical report: Numbers are improving, Daily attendance is improving, possibly due to Summer Reading program. Kat is continuing to purchase new materials to replace weeded materials. Children's Department in good order. 17, (10 kids, 7 adults) at last Storytime.

Kat met with Brian Epp and has helped with petty cash, Quickbooks, and Budget projections.

- 2023 Budget draft: Revenue neutral rate projected is **3.210**, reduces last year's mill by 85 basis points to include a 10% inflation impact. Analyzed energy costs, need a longer term study to confirm actual savings. Analysis on interest income from accounts, rates have been increasing, FED has been raising lending rates. By 2023, there may be more income in the Budget from that.
- **Kat will submit the 2023 Budget draft to the County and the Board is projecting a Budget hearing for early August or late July pending appropriate announcements and receiving the Budget back from the County.**  
**Approval: Bob motioned to increase revenue neutral rate to 3.210 revenue rate and that all appropriate measures will be taken to prepare for the Budget Hearing for the 2023 Budget . Stacey Seconded. Motion carried 7-0**
- Inter library loan costs are going up 33% for 2023 in March 2023, 2,000 for 5 days a week .
- Kansas Notable Books up in the library.

### **Old Business**

- **Audit & EOY:** Audit is ongoing, progress on QuickBooks is ongoing, projected completion by the end of the month.
- **Summer Reading:** Going great, programs well attended. In July, 2 magician programs, a Band and an author talk. One Book Many Neighbors program – well attended. 60 total!

- **New Staff:** Theresa Reetz – Adult Programming – Soap Making – 10 people.  
Dennis Shelton – Marketing and Outreach - working on Facebook and website.  
Coordinating Hunter's Safety course in the Fall. Working on getting information out into the community.  
Jayne Hopkins – Youth Services -

### **Committee Reports**

**Building & Equipment:** No meetings, no current issues to be addressed.

**Finance:** Met to discuss the Budget and will need to discuss CD's maturation.

**Approval:** Bob motioned to cash in both CD'S to the Capital Improvement Fund, Stacey seconded. Motion carried 7-0.

**ACTION:** Bob, Christy and Dalton will meet to sign CD's and prepare to move funds.

**Personnel & Policy:** Prepared for and had Kat's Performance Review. Completed Discipline Policy, will need to meet to work on CE policy and review other items.

### **New Business**

- **Bills For Payment:** Bob motioned to pay June Bills as presented, Stacey seconded. Motion carried 7-0
- **New Policies:** Discussed Collection Maintenance and Weeding Policy & Employee Discipline Policy.

#### **Action:**

Dalton motioned to approve Collection Maintenance and Weeding Policy for adoption into the Policy Manual, Bob Seconded. Motion Carried 7-0

Lisa Motioned to approve Employee Discipline Policy for adoption in the Policy Manual, Bob Seconded Motion Carried 7-0

### **Public Comments**

None

## **Executive Session: #2:**

**Enter: 8:20 P.M. Bob motioned to enter to discuss financial for 15 minutes, Lisa seconded. Motion Carried 7-0**

**Exit: 8:33 P.M. Bob motioned to exit; Stacey seconded. Motion carried 7-0.**

## **Executive Session #3:**

**Enter: 8:40 P.M. Stacey motioned to discuss Personnel for 1 hour, Bob seconded Motion Carried 6-0**

**Exit: 9:35 P.M. Bob motioned to exit, Stacey seconded. Motion Carried 7-0**

Lisa made a motion to approve updated camera policy for adoption into the Policy Manual, Bod seconded. Motion carried 7-0

**By Resolution of the Linwood Community Library Board of Trustees, in an effort to increase patronage and for the Linwood Community to realize its Mission to its fullest potential, the Board is requesting that the Director, Staff and Volunteers of the Linwood Community Library make all necessary plans and efforts to double patron attendance numbers as they stand from the 1<sup>st</sup> six months of 2022 by the end of the 2<sup>nd</sup> six-month period of 2022. The Board extends all applicable and available support in this endeavor.**

## **Adjournment**

**Approval: Bob moved to adjourn at P.M. Lisa seconded. Motion carried 7-0**

## **Next Meeting**

The next regular Board meeting will be **Tuesday, July 26 ,2022 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

### **Linwood Community Library Board**

Christy Brice; Chair	(03/2023)
Lisa Turney; Vice-Chair	(03/2026)
Robert Firth; Treasurer	(03/2025)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Dalton Torneden; Secretary	(03/2025)
Melanie Morris	(03/2023)
Anne Kohlmeyer	(03/2026)

### **Linwood Community Library Staff**

Kat McKee; Director
Jayne Hopkins; Youth Services
Dennis Shelton; Marketing and Outreach
Theresa Reetz; Adult Programing
Joyce Elder; Bookkeeper

**Linwood Community Library Board Committees** (03/2022)

<b>Building &amp; Equipment:</b>	Melanie Morris	Robert Firth	Christy Brice
<b>Personnel &amp; Policy:</b>	Anne Kohlmeyer	Dalton Torneden	Lisa Turney
<b>Finance:</b>	Christy Brice	Stacey Schmitt	Robert Firth

*Officer and Committee appointments updated March 22, 2022*

---

Christy Brice, Chairperson	Date:
----------------------------	-------

---

Dalton Torneden, Secretary	Date:
----------------------------	-------



## **Linwood Community Library Board Meeting: June 28, 2022**

### **Call to Order**

**Board Members present: Robert Firth, Anne Kohlmeier, Melanie Morris, Stacey Schmitt, Dalton Torneden, Christy Brice, Lisa Turney**

**Staff Members present: Kat McKee (Director)**

**Guests: Arlene Pritchard**

**The meeting was called to order at: 7:03 P.M. by Christy Brice**

**Consent Agenda** *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

### **Minutes of May 24<sup>th</sup> meeting & June 7<sup>th</sup> Special Board Meeting**

#### **Treasurer's Report:**

General Fund Checking account balance as of **5-31-2022 is \$209,611.06.**

The General Fund Checking account has been proved to QuickBooks through **5-31-2022** noting a NET difference of **\$5,997.67** — which consists of a journal entry for payroll bookkeeping **\$3,312.04** and attempted corrections **\$2,685.63**. Joyce and Kat are working with the auditor to resolve these issues. Also, a CPA is being retained to assist with this and other accounting matters.

Capital Improvement Fund Checking account balance as of **5-31-2022 is \$109,489.17.**

The Capitol Improvement Fund Checking account has been proven to QuickBooks through **5-31-2022** noting no difference.

Certificate of Deposit #1 account balance as of **4-1-2022 is \$20,421.69** maturing 6-30-2022

Certificate of Deposit #2 account balance as of **4-1-2022 is \$20,421.69** maturing 6-30-2022

Petty Cash was counted by Jayne Hopkins and Kat on **6-24-2022**. They stated the balance is **\$176.00**

**Communications:** 0 communications received and reviewed by the Board.

**Approval:** **Bob** moved to approve the Consent Agenda with the addition of the June 7<sup>th</sup> Board Meeting Minutes, **Stacey seconded. Motion carried 6-0**

## **Executive Session #1:**

**Enter: 7:14 P.M.: Bob motioned to enter to discuss financial for 10 minutes, Stacey Seconded Motion Carried 6-0**

*Lisa Turney entered, 7:16 P.M.*

**Exit: 7:23: Bob motioned to exit, Anne Seconded. Motion Carried 6-0**

**Approval: Bob made a motion to pay 4 hours of wages to Kathy Reno with appropriate withholding to be held, Stacey Seconded. Motion Carried 6-0**

**Board viewed Trustee Shorts video.**

### **Director's Report**

reported on key events, circulation and program updates.

- Financial reports: Staying within Budget lines, programming will go up next month due to Summer Reading, there is a line item in the Budget for Summer Reading.
- Statistical report: Numbers are improving, Daily attendance is improving, possibly due to Summer Reading program. Kat is continuing to purchase new materials to replace weeded materials. Children's Department in good order. 17, (10 kids, 7 adults) at last Storytime.

Kat met with Brian Epp and has helped with petty cash, Quickbooks, and Budget projections.

- 2023 Budget draft: Revenue neutral rate projected is **3.210**, reduces last year's mill by 85 basis points to include a 10% inflation impact. Analyzed energy costs, need a longer term study to confirm actual savings. Analysis on interest income from accounts, rates have been increasing, FED has been raising lending rates. By 2023, there may be more income in the Budget from that.
- **Kat will submit the 2023 Budget draft to the County and the Board is projecting a Budget hearing for early August or late July pending appropriate announcements and receiving the Budget back from the County.**  
**Approval: Bob motioned to increase revenue neutral rate to 3.210 revenue rate and that all appropriate measures will be taken to prepare for the Budget Hearing for the 2023 Budget . Stacey Seconded. Motion carried 7-0**
- Inter library loan costs are going up 33% for 2023 in March 2023, 2,000 for 5 days a week .
- Kansas Notable Books up in the library.

### **Old Business**

- **Audit & EOY:** Audit is ongoing, progress on QuickBooks is ongoing, projected completion by the end of the month.
- **Summer Reading:** Going great, programs well attended. In July, 2 magician programs, a Band and an author talk. One Book Many Neighbors program – well attended. 60 total!

- **New Staff:** Theresa Reetz – Adult Programming – Soap Making – 10 people.  
Dennis Shelton – Marketing and Outreach - working on Facebook and website.  
Coordinating Hunter's Safety course in the Fall. Working on getting information out into the community.  
Jayne Hopkins – Youth Services -

### **Committee Reports**

**Building & Equipment: No meetings, no current issues to be addressed.**

**Finance:** Met to discuss the Budget and will need to discuss CD's maturation.

**Approval: Bob motioned to cash in both CD'S to the Capital Improvement Fund, Stacey seconded. Motion carried 7-0.**

**ACTION:** Bob, Christy and Dalton will meet to sign CD's and prepare to move funds.

**Personnel & Policy:** Prepared for and had Kat's Performance Review. Completed Discipline Policy, will need to meet to work on CE policy and review other items.

### **New Business**

- **Bills For Payment: Bob motioned to pay June Bills as presented, Stacey seconded. Motion carried 7-0**
- **New Policies: Discussed Collection Maintenance and Weeding Policy & Employee Discipline Policy.**

**Action:**

Dalton motioned to approve Collection Maintenance and Weeding Policy for adoption into the Policy Manual, Bob Seconded. Motion Carried 7-0

Lisa Motioned to approve Employee Discipline Policy for adoption in the Policy Manual, Bob Seconded Motion Carried 7-0

### **Public Comments**

None

## **Executive Session: #2:**

**Enter: 8:20 P.M. Bob motioned to enter to discuss financial for 15 minutes, Lisa seconded. Motion Carried 7-0**

**Exit: 8:33 P.M. Bob motioned to exit; Stacey seconded. Motion carried 7-0.**

## **Executive Session #3:**

**Enter: 8:40 P.M. Stacey motioned to discuss Personnel for 1 hour, Bob seconded Motion Carried 6-0**

**Exit: 9:35 P.M. Bob motioned to exit, Stacey seconded. Motion Carried 7-0**

Lisa made a motion to approve updated camera policy for adoption into the Policy Manual, Bod seconded. Motion carried 7-0

**By Resolution of the Linwood Community Library Board of Trustees, in an effort to increase patronage and for the Linwood Community to realize its Mission to its fullest potential, the Board is requesting that the Director, Staff and Volunteers of the Linwood Community Library make all necessary plans and efforts to double patron attendance numbers as they stand from the 1<sup>st</sup> six months of 2022 by the end of the 2<sup>nd</sup> six-month period of 2022. The Board extends all applicable and available support in this endeavor.**

## **Adjournment**

**Approval: Bob moved to adjourn at P.M. Lisa seconded. Motion carried 7-0**

## **Next Meeting**

The next regular Board meeting will be **Tuesday, July 26 ,2022 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

### **Linwood Community Library Board**

Christy Brice; Chair	(03/2023)
Lisa Turney; Vice-Chair	(03/2026)
Robert Firth; Treasurer	(03/2025)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Dalton Torneden; Secretary	(03/2025)
Melanie Morris	(03/2023)
Anne Kohlmeyer	(03/2026)

### **Linwood Community Library Staff**

Kat McKee; Director
Jayne Hopkins; Youth Services
Dennis Shelton; Marketing and Outreach
Theresa Reetz; Adult Programing
Joyce Elder; Bookkeeper

**Linwood Community Library Board Committees** (03/2022)

<b>Building &amp; Equipment:</b>	Melanie Morris	Robert Firth	Christy Brice
<b>Personnel &amp; Policy:</b>	Anne Kohlmeyer	Dalton Torneden	Lisa Turney
<b>Finance:</b>	Christy Brice	Stacey Schmitt	Robert Firth

*Officer and Committee appointments updated March 22, 2022*

---

Christy Brice, Chairperson	Date:
----------------------------	-------

---

Dalton Torneden, Secretary	Date:
----------------------------	-------

# Linwood Community Library Board Meeting: July 26, 2022

## Call to Order

**Board Members present:** Dalton Torneden, Christy Brice, Robert Firth, Stacey Schmitt, Lisa Turney, Anne Kohlmeyer

**Staff Members present:** Kat McKee (Director)

**Guests:** None

**The meeting was called to order at: 7:05 P.M. by Christy Brice.**

**Consent Agenda** *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

**Minutes of last month's meeting:** Reviewed by the Board.

**Treasurer's Report:** Reviewed by the Board. (See Board Packet)

**Communications:** 0 communications received and reviewed by the Board.

**Approval:** **Bob** moved to approve the Consent Agenda. **Stacey seconded. Motion carried 6-0**

## **Director's Report**

reported on key events, circulation and program updates.

- Financial reports:
- Several membership or service renewals have come due.
- Kat is working with Uni First to get tax taken off of that account.
  
- Statistical report: Adult books purchasing up, adult and children programming up.
- 2023 Notice of Hearing draft: Submitted notice to exceed RNR rat. – **Dalton noted the library's address was listed on the notice instead of the community building's address, Kat will correct this before sending out the notice.**
- Working on setting up tutoring with school.
- Regular Thursday Night Programming: Games/ Movie Night/ Artist Café.
- Amazon no longer doing revolving credit for businesses, charges have been going on Kat's Credit Card. Kat would like to up the limit on her credit card.
- Newsletter will be going out, Kat and Stacey worked to address mailing issue.
- Library door locks have been rekeyed.
- New copier has arrived, copies but does not print. Service call needs to happen before printing function will work.

**Bob made a motion that the Treasurer and Director work with First State Bank and Trust to acquire an additional charge card with a \$2,500 limit with staff as authorized signers, Stacey Seconded. Motion Carried 6-0**

### **Old Business**

- **Audit & EOY:** Audit is still ongoing. QuickBooks is up to date except for corrections recommended by the auditor.
- Summer Reading: Dan Dan, The Magic Man will be performing Thursday, July 28<sup>th</sup> at 6:30.
- 60 people signed up for Summer Reading.
- Raingutter Regatta on Saturday, July 30<sup>th</sup> @ 11 A.M. - 2 raffles for Saturday.
- Children's artwork on display around the library.

### **Committee Reports**

**Building & Equipment:** no meeting.

**Finance:** Need to schedule a meeting with CPA.

**Personnel & Policy:** Indemnification/ CE Policy on Hold until next month pending updated information, working on changes to the leave policy and to the review process policy in the policy manual.

**Lisa made a motion to adopt changes to the Policy Manual to the effect of stating that the Personnel and Policy Committee shall conduct a written evaluation of the performance of the director every six months based on the date of hire and report on the evaluation to the full board. Bob Seconded Motion Carried 6-0**

Action Items:

### **New Business**

- **Bills For Payment - Bob made a motion to pay the bills as presented, Lisa seconded. Motion carried 6-0**
- **Indemnification Policies: Bob made a motion to approve and Lisa seconded. Motion carried 6-0**
- **Ongoing Action Items: Bob asked about staff raises, will discuss during executive session.**

### **Executive Session #1:**

**Enter: Bob made a motion to enter into executive session at 8:05 P.M. for 30 minutes to discuss Personnel and Policy, Stacey seconded. Motion carried 6-0.**

**Exit: Bob motioned to exit executive session at 8:35 P.M., Stacey seconded. Motion carried 6-0.**

**Executive Session #2:**

**Enter: Bob motioned to enter executive session to discuss Personnel for 30 minutes at 8:37 P.M., Stacey seconded. Motion carried 6-0.**

**Exit: Bob motioned to exit executive session at 9:06 P.M., Stacey seconded. Motion carried 6-0.**

**Executive Session #3:**

**Enter: Stacey motioned to enter executive session for 20 minutes to discuss Personnel at 9:06 P.M., Bob Seconded. Motion Carried 6-0.**

**Exit: Bob motioned to exit executive session at 9:26 P.M., Anne seconded. Motion carried 6-0.**

**Executive Session #4:**

**Bob motioned to enter to discuss Personnel for 45 minutes at 9:27 P.M., Stacey seconded. Motion carried 6-0.**

**Exit: Bob motioned to exit executive session at 9:57, Anne seconded. Motion carried 6-0.**

Dalton gave a brief update on the Friends of the Library and mentioned their upcoming Bingo Fundraiser on August 27<sup>th</sup> from 5 P.M. to 8 P.M. at the Linwood Community Building.

**Public Comments**

None

**Adjournment**

**Approval: Bob moved to adjourn at 10:04 P.M. Anne seconded. Motion carried 6-0**

**Next Meeting**

The next regular Board meeting will be **Tuesday, August 23 ,2022 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

**Linwood Community Library Board**

Christy Brice; Chair

(03/2023)

**Linwood Community Library Staff**

Kat McKee; Director



Lisa Turney; Vice-Chair	(03/2026)	Jayne Hopkins; Youth Services
Robert Firth; Treasurer	(03/2025)	Dennis Shelton; Teen and Marketing
Stacey Schmitt; Vice-Treasurer	(03/2024)	Theresa Reetz; Adult Programing
Dalton Torneden; Secretary	(03/2025)	Joyce Elder; Bookkeeper
Melanie Morris	(03/2023)	
Anne Kohlmeyer	(03/2026)	

**Linwood Community Library Board Committees** (03/2022)

<b>Building &amp; Equipment:</b>	Melanie Morris	Robert Firth	Christy Brice
<b>Personnel &amp; Policy:</b>	Anne Kohlmeyer	Dalton Torneden	Lisa Turney
<b>Finance:</b>	Christy Brice	Stacey Schmitt	Robert Firth

*Officer and Committee appointments updated March 22, 2022*

---

Christy Brice, Chairperson	Date:
----------------------------	-------

---

Dalton Torneden, Secretary	Date:
----------------------------	-------

## Linwood Community Library **Special** Board Meeting: August 8, 2022

### Call to Order

**Board Members present:** Robert Firth, Stacey Schmitt, Melanie Morris, Christy Brice, Lisa Turney, Dalton Torneden

**Staff Members present:**

**Guests:** Danielle Davey(Sloan Law Firm)

**The meeting was called to order at:** P.M. by

**Executive Session:**

**Enter:**

**Exit:**

**Action Items:**

### Public Comments

None

### Adjournment

**Approval:** moved to adjourn at P.M. seconded. Motion carried

### Next Meeting

The next regular Board meeting will be **Tuesday, August 23<sup>rd</sup>,2022 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

### Linwood Community Library Board

Christy Brice; Chair	(03/2023)
Lisa Turney; Vice-Chair	(03/2026)
Robert Firth; Treasurer	(03/2025)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Dalton Torneden; Secretary	(03/2025)
Melanie Morris	(03/2023)
Anne Kohlmeyer	(03/2026)

### Linwood Community Library Staff

Kat McKee; Director
Jayne Hopkins; Youth Services
Dennis Shelton; Teen and Marketing
Theresa Reetz; Adult Programing
Joyce Elder; Bookkeeper

**Linwood Community Library Board Committees** (03/2022)

<b>Building &amp; Equipment:</b>	Melanie Morris	Robert Firth	Christy Brice
<b>Personnel &amp; Policy:</b>	Anne Kohlmeyer	Dalton Torneden	Lisa Turney
<b>Finance:</b>	Christy Brice	Stacey Schmitt	Robert Firth

*Officer and Committee appointments updated March 22, 2022*

---

Christy Brice, Chairperson	Date:
----------------------------	-------

---

Dalton Torneden, Secretary	Date:
----------------------------	-------

## Linwood Community Library **Special** Board Meeting: August 8, 2022

### Call to Order

**Board Members present:** Robert Firth, Stacey Schmitt, Melanie Morris, Christy Brice, Lisa Turney, Dalton Torneden

**Staff Members present:**

**Guests:** Danielle Davey (Sloan Law Firm) via Zoom

**The meeting was called to order at: 6:14 P.M. by Christy Brice**

### **Executive Session #1:**

**Enter: Bob made a motion to enter into executive session at 6:14 P.M. to discuss Personnel for 1 hour, Stacey seconded. Motion carried 6-0**

**Exit: Bob made a motion to exit executive session at 7:13 P.M. Stacey seconded. Motion carried 6-0**

### **Executive Session #2:**

**Enter: Bob made a motion to enter at 7:14 P.M. for 45 minutes to discuss Financial/Personnel matters, Stacey seconded. Motion carried 6-0**

**Exit: Bob made a motion to exit at 7:48 P.M. Lisa seconded. Motion carried 6-0**

### **Action Items:**

### Public Comments

None

### Adjournment

**Approval: Christy moved to adjourn at 7:48 P.M. Bob seconded. Motion carried 6-0**

### Next Meeting

The next regular Board meeting will be **Tuesday, August 23<sup>rd</sup>, 2022 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

### Linwood Community Library Board

Christy Brice; Chair

(03/2023)

### Linwood Community Library Staff

Kat McKee; Director

Lisa Turney; Vice-Chair	(03/2026)	Jayne Hopkins; Youth Services
Robert Firth; Treasurer	(03/2025)	Dennis Shelton; Teen and Marketing
Stacey Schmitt; Vice-Treasurer	(03/2024)	Theresa Reetz; Adult Programing
Dalton Torneden; Secretary	(03/2025)	Joyce Elder; Bookkeeper
Melanie Morris	(03/2023)	
	(03/2026)	

**Linwood Community Library Board Committees** (03/2022)

<b>Building &amp; Equipment:</b>	Melanie Morris	Robert Firth	Christy Brice
<b>Personnel &amp; Policy:</b>		Dalton Torneden	Lisa Turney
<b>Finance:</b>	Christy Brice	Stacey Schmitt	Robert Firth

*Officer and Committee appointments updated March 22, 2022*

---

Christy Brice, Chairperson	Date:
----------------------------	-------

---

Dalton Torneden, Secretary	Date:
----------------------------	-------

## Linwood Community Library Board Meeting: August 23, 2022

### Call to Order

**Board Members present:** Christy Brice, Robert Firth, Lisa Turney, Stacey Schmitt, Dalton Torneden

**Staff Members present:** Kat McKee (Director)

**Guests:**

**The meeting was called to order at: 7:15 P.M. by Christy Brice**

**Consent Agenda** *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

**Minutes of last month's meeting:** Reviewed by the Board.

### **Treasurer's Report:**

General Fund Checking Account as of **7-29-2022 = \$258,933.32**. Has been proven to QuickBooks through 7-29-2022 noting a net difference of \$2,687.63. Of which \$2,685.63 are previous attempted corrections. – Joyce and Kat are working with the CPA to correct this.

\$2 is from UniFirst, the Library is tax exempt and UniFirst has been attempting to charge sales tax. – Joyce and Kat are aware of this and this amount should be cleared up soon.

Capitol Improvement Fund Check Account as of **7-29-2022 = \$105,546.88**. Has been proven through QuickBooks through 7-29-2022 noting no difference.

Petty Cash was counted by Theresa Reetz on **8-19-2022**, she stated the balance was **\$253.76**.

The request for one additional charge card as previously approved by the Board for the **Linwood Community Library** in the name of **Dennis Shelton** with a limit of **\$2,500** was submitted to First State Bank and Trust on August 19, 2022.

**Communications:** 1 communication received and reviewed by the Board.

**Adding Resignation Policy under old business for the agenda.**

**Approval:** **Bob** moved to approve the Consent Agenda. **Lisa seconded. Motion carried 5-0**

### **Director's Report**

reported on key events, circulation and program updates.

- First movie night not as successful as would have hoped, potentially attributed to the Open House for the new elementary school.

- Seed Library in progress in connection with Leavenworth County Master Gardeners, will be getting an old card catalog to house Seed library from Mid America Nazarene University.
- Starting to prep for Fall Festival, will have face painting, glass jewelry demo and games.
- Working to update policy manual with dates and updated policy appendix.
- Will start brainstorming on strategic planning.
- 60 kids participated in Summer Reading.

Dalton asked for an updated Staff contact list.

- **Old Business**
- **Audit & EOY:** Top priority will be to work with auditor & CPA to get the library's books in proof. Board will work to provide a job description for the CPA monthly.
- Summer Reading Statistics: Up from last year, adult programs went well. Good attendance overall, higher among the 7 local libraries in the area.
- **Resignation Policy:** Bob motioned to accept and add the Resignation policy to the library's policy manual, Stacey seconded. Motion carried 5-0

### **Committee Reports**

**Building & Equipment:** no meetings, Kat and Dennis reported to Bob that pieces of rebar were out in the back of the library by trees, Bob pulled some out and cut others down.

**Finance:** Committee will meet with CPA.

**Personnel & Policy:** Have not met since the last Board Meeting, will need to finalize continuing education policy and address a Covid leave policy and a pandemic plan

### **New Business**

- **Covid Pay for Staff during the time that the library's regularly scheduled hours were closed:** Bob motioned to approve Covid Pay, Stacey seconded. Motion carried 5-0
- **Bills For Payment:** Bob motioned to approve bills for payment as presented, Stacey seconded. Motion carried 5-0
- **Motion for \$2 raise for Theresa, Dennis and Jayne retroactive to 60-day review date –** Bob motioned, Stacey seconded. Motion carried 5-0
- **Board member replacement:** The Library will put a post on social media and in the library, board and staff will put out feelers for prospective candidates.

**Executive Session: 90 minutes for Personnel, Bob motioned, Lisa Seconded 8:05**

**Enter: Bob made the motion to enter into executive session at 8:05 P.M. for 90 minutes to discuss Personnel, Lisa seconded. Motion carried 5-0**

**Exit: Bob made the motion to exit executive session at 9:28 P.M., Stacey seconded. Motion carried 5-0**

**Public Comments**

None

**Adjournment**

**Approval: Bob moved to adjourn at 9:30 P.M. Lisa seconded. Motion carried 5-0**

**Next Meeting**

The next regular Board meeting will be **Tuesday, September 27, 2022 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

**Linwood Community Library Board**

Christy Brice; Chair	(03/2023)
Lisa Turney; Vice-Chair	(03/2026)
Robert Firth; Treasurer	(03/2025)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Dalton Torneden; Secretary	(03/2025)
Melanie Morris	(03/2023)
	(03/2026)

**Linwood Community Library Staff**

Kat McKee; Director
Mary Pawlowski, Collection Development
Jayne Hopkins; Youth Services
Dennis Shelton; Teen and Marketing
Theresa Reetz; Adult Programming
Joyce Elder; Bookkeeper

**Linwood Community Library Board Committees** (03/2022)

<b>Building &amp; Equipment:</b>	Melanie Morris	Robert Firth	Christy Brice
<b>Personnel &amp; Policy:</b>		Dalton Torneden	Lisa Turney
<b>Finance:</b>	Christy Brice	Stacey Schmitt	Robert Firth

*Officer and Committee appointments updated March 22, 2022*



---

Christy Brice, Chairperson

Date:

---

Dalton Tornado, Secretary

Date:

**Linwood Community Library **Special** Board Meeting:  
Wednesday, August 31<sup>st</sup>, 2022**

**Call to Order**

**Board Members present: Bob Firth, Christy Brice (joined via Zoom), Stacey Schmitt, Lisa Turney, Melanie Morris, Dalton Tornadoen**

**Staff Members present: Kat McKee (Library Director)**

**Guests:**

**The meeting was called to order at: 7:17 P.M. by Lisa Turney**

**Executive Session:**

**Enter: Bob** moved to enter into Executive Session at **7:20 P.M.** for 30 minutes to discuss Personnel, **Stacey** seconded. Motion carried 5-0

**Exit: Bob** moved to exit Executive Session at **7:46 P.M.**, **Stacey** seconded. Motion carried 5-0

**Approval: Stacey** moved that the resignation of Kathleen McKee as Library Director be approved, effective immediately, in accordance with the terms discussed in Executive Session, **Lisa** seconded. Motion carried 5-0

**Bob** moved that Kathleen McKee's First State Bank Card be cancelled, **Stacey** seconded. Motion carried 5-0

**Bob** moved that First State Bank Cards be approved for:

Mary Pawlowski with a limit of \$1,250

Teresa Reetz with a limit of \$1,250

**Stacey** seconded, motion carried 5-0

**Public Comments**

None

**Adjournment**

**Approval: Bob moved to adjourn at 8:05 P.M. Christy seconded. Motion carried 5-0**

**Next Meeting**

The next regular Board meeting will be **Tuesday, September 27<sup>th</sup>, 2022 at 7:00 P.M.**

*Submitted by: Dalton Tornadoen; Board Secretary*

**Linwood Community Library Board**

Christy Brice; Chair	(03/2023)
Lisa Turney; Vice-Chair	(03/2026)
Robert Firth; Treasurer	(03/2025)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Dalton Tornadoen; Secretary	(03/2025)
Melanie Morris	(03/2023)
	(03/2026)

**Linwood Community Library Staff**

Open Position ; Director
Mary Pawlowski, Collection Development
Jayne Hopkins; Youth Services
Dennis Shelton; Teen and Marketing
Theresa Reetz; Adult Programming
Joyce Elder; Bookkeeper

**Linwood Community Library Board Committees** (03/2022)

<b>Building &amp; Equipment:</b>	Melanie Morris	Robert Firth	Christy Brice
<b>Personnel &amp; Policy:</b>		Dalton Tornadoen	Lisa Turney
<b>Finance:</b>	Christy Brice	Stacey Schmitt	Robert Firth

*Officer and Committee appointments updated March 22, 2022*

---

Christy Brice, Chairperson	Date:
----------------------------	-------

---

Dalton Tornadoen, Secretary	Date:
-----------------------------	-------

# Linwood Community Library **Special** Board Meeting: September 16, 2022

## Call to Order

**Board Members present:** Dalton Torneden, Stacey Schmitt, Robert Firth, Lisa Turney

**Staff Members present:**

**Guests:**

**The meeting was called to order at: 6:20 P.M. by Dalton Torneden**

### **Executive Session:**

**Enter: Stacey motioned to enter into executive session at 6:22 P.M. for 2 hours to discuss Personnel/Financial matters, Bob Seconded. Motion carried 4-0**

**Exit: Bob motioned to exit executive session at 8:20 P.M., Lisa Seconded. Motion carried 4-0.**

**Approval:** Proposal for a salary range for the open director position - \$45,000 - \$60,000. & for the Director Job Description/ Job Posting for the approval of the full Board.

## Public Comments

None

## Adjournment

**Approval: Bob motioned to adjourn at 8:20 P.M. Lisa seconded. Motion carried 4-0**

## Next Meeting

The next regular Board meeting will be **Tuesday, September 27 ,2022 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

### Linwood Community Library Board

Christy Brice; Chair	(03/2023)
Lisa Turney; Vice-Chair	(03/2026)
Robert Firth; Treasurer	(03/2025)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Dalton Torneden; Secretary	(03/2025)
Melanie Morris	(03/2023)

### Linwood Community Library Staff

Open Position; Director
Mary Pawlowski, Collection Development
Jayne Hopkins; Youth Services
Dennis Shelton; Teen and Marketing
Theresa Reetz; Adult Programing
Joyce Elder; Bookkeeper

(03/2026)

**Linwood Community Library Board Committees** (03/2022)

<b>Building &amp; Equipment:</b>	Melanie Morris	Robert Firth	Christy Brice
<b>Personnel &amp; Policy:</b>		Dalton Torneden	Lisa Turney
<b>Finance:</b>	Christy Brice	Stacey Schmitt	Robert Firth

*Officer and Committee appointments updated March 22, 2022*

---

Christy Brice, Chairperson

Date:

---

Dalton Torneden, Secretary

Date:

## **NEKLS Director Salary Survey 2021**

### **Selected Data for Nearest Libraries**

<b>Name of Library</b>	<b>Hourly</b>	<b>Annually</b>
Basehor	35.35	73,528.00
Bonner Springs	30.92	64,313.60
Eudora	22.04	45,850.00
De Soto (Johnson Co)	33.17 - 39.84	68,993.60 - 82,867.20
Lansing	34.21	71,156.80
Lawrence	54.63	113,630.40
Tonganoxie	23.31	48,484.80

Name of Library	1.5 Pop. of LSA	4.a Name of Position	4.b Current number of empl. in this position	4.c Current Hourly Salary (or range if more than one is in the position)
ATCHISON LIBRARY	10,427	9	14	9
ATCHISON LIBRARY		Director	1	26.65
ATCHISON LIBRARY		Office Manager	1	18.71
ATCHISON LIBRARY		Children's Librarian	1	17.55
ATCHISON LIBRARY		Teen Librarian	1	16.05
ATCHISON LIBRARY		KS Room and Adult Collectio	1	17.20
ATCHISON LIBRARY		Multi-media and Adult Progra	1	17.20
ATCHISON LIBRARY		ILL clerk	1	12.83
ATCHISON LIBRARY		Circulation clerks	6	9-9.25
ATCHISON LIBRARY		Custodian	1	11.66
BALDWIN CITY LIBRARY	4,700	5	6	5
BALDWIN CITY LIBRARY		Director	1	\$24.52
BALDWIN CITY LIBRARY		Cataloging Librarian	1	\$13.52
BALDWIN CITY LIBRARY		Youth Services Librarian	1	\$10.82
BALDWIN CITY LIBRARY		Programming Assistant	1	\$10.30
BALDWIN CITY LIBRARY		Circ Desk Assistant	2	\$10.00
BALDWIN CITY LIBRARY				
BARNES READING ROOM	487	2	2	2
BARNES READING ROOM		Director	1	12.50
BARNES READING ROOM		Assistant Librarian	1	10.00
BASEHOR COMMUNITY LIBRARY, DIS	11,820	5	16	5
BASEHOR COMMUNITY LIBRARY, DIS		Director	1	35.35
BASEHOR COMMUNITY LIBRARY, DIS		Assistant Director, Circulation	1	18.65
BASEHOR COMMUNITY LIBRARY, DIS		Librarians, Department Mana	3	18.00-20.20
BASEHOR COMMUNITY LIBRARY, DIS		Assistant Librarians	10	11.25-16.50
BASEHOR COMMUNITY LIBRARY, DIS		Office Manager	1	16.00
BECK-BOOKMAN LIBRARY	3,204	2	3	2
BECK-BOOKMAN LIBRARY		Director	1	18.20
BECK-BOOKMAN LIBRARY		Assistant	2	9.00-10.50
BERN COMMUNITY LIBRARY	375	2	2	2
BERN COMMUNITY LIBRARY		Library Director	1	13.75
BERN COMMUNITY LIBRARY		Library Assistant	1	10.85
BONNER SPRINGS CITY LIBRARY	7,966	4	12	4
BONNER SPRINGS CITY LIBRARY		Director	1	30.92
BONNER SPRINGS CITY LIBRARY		Assistant Director	1	24.32
BONNER SPRINGS CITY LIBRARY		Library Coordinator	5	15-19.25
BONNER SPRINGS CITY LIBRARY		Library Assistant	5	11.75
BURLINGAME COMMUNITY LIBRARY	884	3	5	3
BURLINGAME COMMUNITY LIBRARY		Director	1	18.00
BURLINGAME COMMUNITY LIBRARY		Part time	2	8-12

## 2021 Salary Survey

## Northeast KS Library System

JOHNSON COUNTY LIBRARY		Elementary Coordinating Libr	1	36.20
JOHNSON COUNTY LIBRARY		Executive Assistant	1	26.00
JOHNSON COUNTY LIBRARY		External Communication Mar	1	39.67
JOHNSON COUNTY LIBRARY		Finance Director	1	54.52
JOHNSON COUNTY LIBRARY		Foundation Administrative Su	1	26.49
JOHNSON COUNTY LIBRARY		Information Services Manage	1	43.07
JOHNSON COUNTY LIBRARY		Information Specialist	55	21.07-27.69
JOHNSON COUNTY LIBRARY		IT Analyst	4	26.54-29.57
JOHNSON COUNTY LIBRARY		Integrated Library System Ad	1	41.56
JOHNSON COUNTY LIBRARY		Internal Communication Man	1	35.59
JOHNSON COUNTY LIBRARY		Information Services Assistan	1	24.55
JOHNSON COUNTY LIBRARY		IT Customer Service Supervi	1	39.84
JOHNSON COUNTY LIBRARY		IT Manager	1	45.86
JOHNSON COUNTY LIBRARY		Latino Services Outreach Lib	1	28.57
JOHNSON COUNTY LIBRARY		Lead Programmer	1	39.84
JOHNSON COUNTY LIBRARY		Learning and Development T	1	37.48
JOHNSON COUNTY LIBRARY		Library Clerk	85	15.71-20.84
JOHNSON COUNTY LIBRARY		Library Collections Specialist	4	35.59-39.23
JOHNSON COUNTY LIBRARY		Library Database Technician	2	27.69-27.69
JOHNSON COUNTY LIBRARY		Library Page	28	13.65-17.12
JOHNSON COUNTY LIBRARY		Library Web Content Develop	2	32.96-34.53
JOHNSON COUNTY LIBRARY		Makerspace Facilitator	3	27.89-28.90
JOHNSON COUNTY LIBRARY		Manager of Bibliographic Ser	1	39.84
JOHNSON COUNTY LIBRARY		Marketing Specialist	1	25.59
JOHNSON COUNTY LIBRARY		Network Systems Administrat	1	45.86
JOHNSON COUNTY LIBRARY		Physical Security Specialist	1	35.50
JOHNSON COUNTY LIBRARY		Program and Event Coordina	1	38.62
JOHNSON COUNTY LIBRARY		Programmer Analyst II	1	36.80
JOHNSON COUNTY LIBRARY		Project Coordinator	1	36.04
JOHNSON COUNTY LIBRARY		Reference Librarian	8	26.54-30.91
JOHNSON COUNTY LIBRARY		Security Guard	1	21.05
JOHNSON COUNTY LIBRARY		Senior Clerk	4	20.09-24.68
JOHNSON COUNTY LIBRARY		Support Clerk	2	18.80-20.84
JOHNSON COUNTY LIBRARY		Support Clerk III	2	24.38-26.49
JOHNSON COUNTY LIBRARY		System Administrator I	1	34.97
JOHNSON COUNTY LIBRARY		Teen Services Coordination L	1	39.23
JOHNSON COUNTY LIBRARY		Training Specialist	2	22.58-36.80
JOHNSON COUNTY LIBRARY		Volunteer Services Coordinat	1	28.77
JOHNSON COUNTY LIBRARY		Warehouse Coordinator	1	22.58
JOHNSON COUNTY LIBRARY		Youth Information Specialist	39	21.07-26.49
JOHNSON COUNTY LIBRARY		Youth Services Librarian	11	26.02-30.91
JOHNSON COUNTY LIBRARY		Youth Services Manager	1	44.47
KANSAS CITY, KANSAS PUBLIC LIBRA	144,766	9	107	8
KANSAS CITY, KANSAS PUBLIC LIBRA		Hourly Associates	9	\$15.10
KANSAS CITY, KANSAS PUBLIC LIBRA		Library Associates	57	\$29,112-\$47,777.73



## 2021 Salary Survey

## Northeast KS Library System

LIBRARY DISTRICT #1, DONIPHAN CO		Asst. Librarian	6	10.00-12.00
LIBRARY DISTRICT #1, DONIPHAN CO		Circulation	1	14.00
LIBRARY DISTRICT #1, DONIPHAN CO		Genealogist	1	15.00
LIBRARY DISTRICT #1, DONIPHAN CO		Youth Services Coordinator	1	14.00
LIBRARY DISTRICT #1, MIAMI COUNT	9,284	9	18	9
LIBRARY DISTRICT #1, MIAMI COUNT		Library Director	1	25.00-30.00
LIBRARY DISTRICT #1, MIAMI COUNT		Administrative Assistant	1	15.00-20.00
LIBRARY DISTRICT #1, MIAMI COUNT		Adult Services Coordinator	1	15.00-20.00
LIBRARY DISTRICT #1, MIAMI COUNT		Youth Services Coordinator	1	15.00-20.00
LIBRARY DISTRICT #1, MIAMI COUNT		Technology Administrator	1	15.00-20.00
LIBRARY DISTRICT #1, MIAMI COUNT		Young Adult Services Coordi	1	10.00-15.00
LIBRARY DISTRICT #1, MIAMI COUNT		ILL Coordinator	1	10.00-15.00
LIBRARY DISTRICT #1, MIAMI COUNT		Collection Development Assis	1	10.00-15.00
LIBRARY DISTRICT #1, MIAMI COUNT		Library Assistant	10	8.00-15.00
LINWOOD COMMUNITY LIBRARY DIS	4,429	1	1	1
LINWOOD COMMUNITY LIBRARY DIS		Library Director	1	19.23
LYNDON CARNEGIE LIBRARY	1,485	4	4	4
LYNDON CARNEGIE LIBRARY		Director	1	15.66
LYNDON CARNEGIE LIBRARY		Librarian Assistant	1	14.50
LYNDON CARNEGIE LIBRARY		Saturday Librarian	1	9.50
LYNDON CARNEGIE LIBRARY		Housekeeper	1	50.00
MARY COTTON PUBLIC LIBRARY	2,552	5	9	5
MARY COTTON PUBLIC LIBRARY		director	1	48760.00
MARY COTTON PUBLIC LIBRARY		activity coordinator	1	9.30
MARY COTTON PUBLIC LIBRARY		communication specialist	1	20.50
MARY COTTON PUBLIC LIBRARY		circulation clerk	5	8.00-11.00
MARY COTTON PUBLIC LIBRARY		story time coordinator	1	13.00
MCLOUTH PUBLIC LIBRARY	838			
MERIDEN-OZAWKIE PUBLIC LIBRARY	4,523	4	3	3
MERIDEN-OZAWKIE PUBLIC LIBRARY		Director	1	32.00
MERIDEN-OZAWKIE PUBLIC LIBRARY		Assistant Director	1	19.50
MERIDEN-OZAWKIE PUBLIC LIBRARY		Library Assistant	1	15.50
MERIDEN-OZAWKIE PUBLIC LIBRARY				
NORTONVILLE PUBLIC LIBRARY	903	2	5	2
NORTONVILLE PUBLIC LIBRARY		Library Director	1	12.50
NORTONVILLE PUBLIC LIBRARY		Library Assistant	4	7.25-9.50
OLATHE PUBLIC LIBRARY	141,665	13	105	13
OLATHE PUBLIC LIBRARY		Library System Officer	2	43.29 to 45.28
OLATHE PUBLIC LIBRARY		Financial Administrator	1	35.71
OLATHE PUBLIC LIBRARY		IT staff	2	33.67 to 34.26
OLATHE PUBLIC LIBRARY		Collection Development Libra	6	27.77 to 41.31
OLATHE PUBLIC LIBRARY		Collection Services Specialist	2	23.30 to 29.81
OLATHE PUBLIC LIBRARY		Marketing Librarian	1	26.14
OLATHE PUBLIC LIBRARY		Customer Services Superviso	7	23.88 to 34.63
OLATHE PUBLIC LIBRARY		Programming Manager	3	27.96 to 43.33
OLATHE PUBLIC LIBRARY		Customer Service Rep III	8	19.34 to 29.80
OLATHE PUBLIC LIBRARY		Customer Service Rep II	49	16.17 to 26.67

## 2021 Salary Survey

## Northeast KS Library System

POMONA COMMUNITY LIBRARY	837	3	3	3
POMONA COMMUNITY LIBRARY		Director	1	20
POMONA COMMUNITY LIBRARY		Librarian	1	13
POMONA COMMUNITY LIBRARY		Media Specialist	1	11
RICHMOND PUBLIC LIBRARY	457	2	2	2
RICHMOND PUBLIC LIBRARY		Director	1	14.91
RICHMOND PUBLIC LIBRARY		Circulation deck clerk	1	7.60
ROSSVILLE COMMUNITY LIBRARY	1,874	5	5	5
ROSSVILLE COMMUNITY LIBRARY		Director	1	22.00
ROSSVILLE COMMUNITY LIBRARY		Operation Specialist	1	13.65
ROSSVILLE COMMUNITY LIBRARY		Asistant Director	1	13.65
ROSSVILLE COMMUNITY LIBRARY		Library Assistant	1	10.20
ROSSVILLE COMMUNITY LIBRARY		Circulation Aide	1	9.45
SENECA FREE LIBRARY	2,079	1	1	1
SENECA FREE LIBRARY		Director	1	19.57
SILVER LAKE LIBRARY	1,995	4	7	4
SILVER LAKE LIBRARY		Library Director	1	19.50
SILVER LAKE LIBRARY		Assistant Director	1	13.05
SILVER LAKE LIBRARY		Youth Librarian	1	13.30
SILVER LAKE LIBRARY		Circulation Librarian	4	9.25-9.95
TONGANOXIE PUBLIC LIBRARY	5,690	4	4	4
TONGANOXIE PUBLIC LIBRARY		Library Director	1	23.31
TONGANOXIE PUBLIC LIBRARY		Circulation Coordinator	1	14.42
TONGANOXIE PUBLIC LIBRARY		Cataloger	1	17.20
TONGANOXIE PUBLIC LIBRARY		Program Coordinator	1	14.21
TOPEKA AND SHAWNEE COUNTY PU	172,130	57	174	57
TOPEKA AND SHAWNEE COUNTY PU		Chief Executive Officer	1	72.12
TOPEKA AND SHAWNEE COUNTY PU		Chief Financial Officer	1	51.33
TOPEKA AND SHAWNEE COUNTY PU		Collections Director	1	50.02
TOPEKA AND SHAWNEE COUNTY PU		Communications & Marketing	1	50.02
TOPEKA AND SHAWNEE COUNTY PU		Chief of Staff	1	49.57
TOPEKA AND SHAWNEE COUNTY PU		Development Director	1	44.57
TOPEKA AND SHAWNEE COUNTY PU		Digital Services Director	1	44.56
TOPEKA AND SHAWNEE COUNTY PU		Chief Human Resources Offi	1	44.03
TOPEKA AND SHAWNEE COUNTY PU		Safety & Security Supervisor	1	39.23
TOPEKA AND SHAWNEE COUNTY PU		Youth Services Supervisor	1	38.66
TOPEKA AND SHAWNEE COUNTY PU		Technical Services Manager	1	37.32
TOPEKA AND SHAWNEE COUNTY PU		Database Administrator	1	36.52
TOPEKA AND SHAWNEE COUNTY PU		Web/Multimedia Production A	1	36.32
TOPEKA AND SHAWNEE COUNTY PU		Accounting Supervisor	1	35.87
TOPEKA AND SHAWNEE COUNTY PU		Facilities Manager	1	33.65
TOPEKA AND SHAWNEE COUNTY PU		Human Resources Professio	1	33.63
TOPEKA AND SHAWNEE COUNTY PU		Volunteer Coordinator	1	33.63
TOPEKA AND SHAWNEE COUNTY PU		System Administrator	1	33.00
TOPEKA AND SHAWNEE COUNTY PU		Facilities Supervisor	1	32.54
TOPEKA AND SHAWNEE COUNTY PU		Curator	2	32.48
TOPEKA AND SHAWNEE COUNTY PU		Graphic Designer	1	32.43

## 2021 Salary Survey

## Northeast KS Library System

WINCHESTER PUBLIC LIBRARY	1	138	4	4	4
WINCHESTER PUBLIC LIBRARY			director	1	13 75
WINCHESTER PUBLIC LIBRARY			librarian	1	11 25
WINCHESTER PUBLIC LIBRARY			librarian	1	10 25
WINCHESTER PUBLIC LIBRARY			custodial	1	11 00

# GORDON CPA

AUDITING  
ACCOUNTING  
CONSULTING

4205 W 6th St Ste C  
Lawrence KS 66049

(785) 371-4847  
cpagordon.com

INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

Board of Directors  
Linwood Community Library

We have performed the procedures as referenced in the *Kansas Municipal Audit and Accounting Guide* (KMAAG), and as reflected in the attached supplement, which were agreed to by the management of the Linwood Community Library, Linwood, Kansas, on the compliance requirements of KMAAG for the year ended December 31, 2021. Linwood Community Library's management is responsible for the Library's records in accordance with KMAAG requirements. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are described in the attached supplement.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not conduct an examination or review, the objective of which would be the expression of an opinion or a conclusion, respectively, on the records in accordance with KMAAG requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the management of Linwood Community Library, board of directors and regulatory authorities, and is not intended to be and should not be used by anyone other than these specified parties.

*Gordon CPA LLC*

Certified Public Accountant  
Lawrence, Kansas

August 24, 2022

10. We reviewed the credit card policy and internal controls of the Library. For a minimum of two months, we reviewed the Library's credit card transactions to determine if approvals, expenditure procedures, and proper classification of expenditures were followed.

The Credit Card Policy for the Library is as follows: The Library maintains one credit card through the bank and two store credit cards. Library staff may purchase goods and/or services valued up to \$500 and the Library Director may purchase goods and/or services up to \$1,500 on items that are included in the Library's annual budget or are listed in an approved capital plan. Credit card transactions must follow the Library's Purchasing Policy. Physical documentation of a purchase and/or approval of such purchase must be presented to the Board within 30 days of purchase or delivery of goods and/or services. Purchases by Library staff up to \$500 require prior Director's approval. Purchase by the Director up to \$1,500 will be reviewed by the Board. Purchases from \$1,500 to \$5,000 require prior Board approval. Purchases on excess of \$5,000 require a good faith effort be made to obtain multiple written quotes.

We noted two credit card statements and two store card statements showed the Library had paid \$45 in late fees and \$7 in interest for the year. We also noted No other exceptions were noted during the review of the two months of credit card transactions.

11. We reviewed selected payroll records for a minimum of one month and determined that proper deductions and employer contributions are being remitted.

No exceptions were noted.

12. For the last month of the year, we reviewed the payroll records for each employee and determined if a deduction for KPERs (Kansas Public Employee Retirement System) was made.

The Library does not participate in the KPERs retirement program; therefore, this procedure is not applicable.

13. We compared the following items in the current year financial statement to the same items in the prior year financial statement to determine if there was a variance of more than 25% per fund: 1) total cash receipts, 2) total cash disbursements, 3) encumbrances and accounts payable, and 4) ending unencumbered cash balance. For variances larger than 25%, we examined the variance and documented the reason.

No exceptions were noted.

14. We selected two months and viewed the Library's month-end statement of cash receipts and cash disbursements and determined that the ending unencumbered cash balance is greater than zero.

No exceptions were noted.

15. We selected two months and viewed the official minutes to determine that the minutes have been signed by the chairperson of the board of directors.

We noted one of the two meeting minutes were not signed by the chairperson of the board of directors.

16. We viewed the Library's surety (fidelity) bonds and determined that all employees and officers entrusted with funds or property are covered by such a bond.

No exceptions were noted.

17. We reviewed the general and entity specific compliance checklists.

We completed the Kansas Regulatory Compliance Checklist for all Municipalities from the *Kansas Municipal Audit and Accounting Guide*. No instances of noncompliance were found during the procedures.

3:41 PM

09/26/22

## Linwood Community Library Dist No 1

## Check Detail

August 24 through September 27, 2022

Type	Num	Date	Name	It	Account	Paid Amount	Original Amount
Check	Ebill	09/27/2022	VISA		First State Bank & ...		-382.29
					Electronic Serial Su ...	-382.29	382.29
TOTAL						-382.29	382.29
Check	Ebill	09/27/2022	City of Linwood		First State Bank & ...		-62.01
					Utilities/Repair/Maint	-62.01	62.01
TOTAL						-62.01	62.01
Check	Ebill	09/27/2022	Evergy		First State Bank & ...		-453.30
					Utilities/Repair/Maint	-453.30	453.30
TOTAL						-453.30	453.30
Check	Ebill	09/27/2022	Atmos Energy		First State Bank & ...		-55.76
					Utilities/Repair/Maint	-55.76	55.76
TOTAL						-55.76	55.76
Check	Ebill	09/27/2022	MIDCONTINENT...		First State Bank & ...		-259.58
					Internet	-180.05	180.05
					Telephone	-79.53	79.53
TOTAL						-259.58	259.58
Check	Ebill	09/27/2022	VISA		First State Bank & ...		-538.37
					Postage / Delivery	-4.50	4.50
					Professional Dues a ...	-125.00	125.00
					Adult Programs	-22.71	22.71
					DVD	-101.43	101.43
					Adult Books	-10.99	10.99
					Licenses and Permits	-121.98	121.98
					Electronic Serial Su...	-129.96	129.96
					Adult Books	1.69	-1.69
					Adult Books	-23.49	23.49
TOTAL						-538.37	538.37
Check	Ebill	09/27/2022	VISA		First State Bank & ...		-231.11
					DVD	-181.85	181.85
					Supplies	-49.26	49.26
TOTAL						-231.11	231.11
Check	Ebill	09/27/2022	UniFirst		First State Bank & ...		-252.72
					Utilities/Repair/Maint	-252.72	252.72
TOTAL						-252.72	252.72
Liability ...	IRS 9-...	09/26/2022	Bank 941		First State Bank & ...		-2,681.38
					Federal Withholding	-943.00	943.00

3:41 PM

09/26/22

## Linwood Community Library Dist No 1

## Check Detail

August 24 through September 27, 2022

Type	Num	Date	Name	It	Account	Paid Amount	Original Amount
					Social Security Co	-704.43	704.43
					Social Security EE	-704.43	704.43
					Medicare Co	-164.76	164.76
					Medicare EE	-164.76	164.76
TOTAL						-2,681.38	2,681.38
Liability ...	Ks 9-22	09/26/2022	Kansas Dept of ...		First State Bank & ...		-378.00
					State Withholding	-378.00	378.00
TOTAL						-378.00	378.00
Paycheck	10577	09/14/2022	McKee, Kathlee...		First State Bank & ...		-2,560.96
					Gross Wages	-2,769.12	2,769.12
					SUTA	-2.77	2.77
					Payroll Liabilities	2.77	-2.77
					Gross Wages	-500.00	500.00
					Payroll Liabilities	98.07	-98.07
					Payroll Expenses	-98.07	98.07
					Payroll Liabilities	98.07	-98.07
					Federal Withholding	234.00	-234.00
					Social Security Co	-202.69	202.69
					Social Security Co	202.69	-202.69
					Social Security EE	202.69	-202.69
					Medicare Co	-47.40	47.40
					Medicare Co	47.40	-47.40
					Medicare EE	47.40	-47.40
					State Withholding	126.00	-126.00
TOTAL						-2,560.96	2,560.96
Check	10578	09/27/2022	D. R. Harrison C...		First State Bank & ...		-400.00
					Contractor Services	-400.00	400.00
TOTAL						-400.00	400.00
Paycheck	10579	09/26/2022	Elder, Joyce L		First State Bank & ...		-227.77
					Gross Wages	-254.93	254.93
					Payroll Liabilities	7.65	-7.65
					Payroll Expenses	-7.65	7.65
					Payroll Liabilities	7.65	-7.65
					SUTA	-0.25	0.25
					Payroll Liabilities	0.25	-0.25
					Social Security Co	-15.81	15.81
					Social Security Co	15.81	-15.81
					Social Security EE	15.81	-15.81
					Medicare Co	-3.70	3.70
					Medicare Co	3.70	-3.70
					Medicare EE	3.70	-3.70
TOTAL						-227.77	227.77
Paycheck	10580	09/26/2022	Hopkins, Jayne R		First State Bank & ...		-1,713.90
					Gross Wages	-2,145.00	2,145.00
					SUTA	-2.15	2.15
					Payroll Liabilities	2.15	-2.15
					Federal Withholding	197.00	-197.00
					Social Security Co	-132.99	132.99
					Social Security Co	132.99	-132.99
					Social Security EE	132.99	-132.99

3:41 PM

09/26/22

## Linwood Community Library Dist No 1

## Check Detail

August 24 through September 27, 2022

Type	Num	Date	Name	It	Account	Paid Amount	Original Amount
					Medicare Co	-31.11	31.11
					Medicare Co	31.11	-31.11
					Medicare EE	31.11	-31.11
					State Withholding	70.00	-70.00
TOTAL						-1,713.90	1,713.90
Paycheck	10581	09/26/2022	Pawlowski, Mar...		First State Bank & ...		-920.54
					Gross Wages	-1,078.00	1,078.00
					Gross Wages	-26.00	26.00
					SUTA	-1.10	1.10
					Payroll Liabilities	1.10	-1.10
					Federal Withholding	74.00	-74.00
					Social Security Co	-68.45	68.45
					Social Security Co	68.45	-68.45
					Social Security EE	68.45	-68.45
					Medicare Co	-16.01	16.01
					Medicare Co	16.01	-16.01
					Medicare EE	16.01	-16.01
					State Withholding	25.00	-25.00
TOTAL						-920.54	920.54
Paycheck	10582	09/26/2022	Reetz, Teresa A		First State Bank & ...		-1,739.39
					Gross Wages	-2,010.00	2,010.00
					Gross Wages	-181.00	181.00
					SUTA	-2.19	2.19
					Payroll Liabilities	2.19	-2.19
					Federal Withholding	211.00	-211.00
					Social Security Co	-135.84	135.84
					Social Security Co	135.84	-135.84
					Social Security EE	135.84	-135.84
					Medicare Co	-31.77	31.77
					Medicare Co	31.77	-31.77
					Medicare EE	31.77	-31.77
					State Withholding	73.00	-73.00
TOTAL						-1,739.39	1,739.39
Paycheck	10583	09/26/2022	Shelton, Dennis...		First State Bank & ...		-1,903.08
					Gross Wages	-2,272.50	2,272.50
					Gross Wages	-125.00	125.00
					SUTA	-2.40	2.40
					Payroll Liabilities	2.40	-2.40
					Federal Withholding	227.00	-227.00
					Social Security Co	-148.65	148.65
					Social Security Co	148.65	-148.65
					Social Security EE	148.65	-148.65
					Medicare Co	-34.77	34.77
					Medicare Co	34.77	-34.77
					Medicare EE	34.77	-34.77
					State Withholding	84.00	-84.00
TOTAL						-1,903.08	1,903.08
Liability ...	10584	09/26/2022	Security Benefit...		First State Bank & ...		-211.44
					Payroll Liabilities	-105.72	105.72
					Payroll Liabilities	-105.72	105.72
TOTAL						-211.44	211.44



3:41 PM

09/26/22

## Linwood Community Library Dist No 1

## Check Detail

August 24 through September 27, 2022

Type	Num	Date	Name	It	Account	Paid Amount	Original Amount
Liability ...	10585	09/27/2022	Kansas Employ...		First State Bank & ...		-25.43
					Payroll Liabilities	-25.43	25.43
TOTAL						-25.43	25.43
Check	10586	09/27/2022	Blue Duck Plum...		First State Bank & ...		-253.00
					Utilities/Repair/Maint	-253.00	253.00
TOTAL						-253.00	253.00
Check	10587	09/27/2022	Sloan Law Firm		First State Bank & ...		-120.00
					Professional Dues a ...	-120.00	120.00
TOTAL						-120.00	120.00
Check	10588	09/27/2022	Mike Fonkert La...		First State Bank & ...		-220.00
					Contractor Services	-220.00	220.00
TOTAL						-220.00	220.00
Check	10589	09/27/2022	Jayne Hopkins		First State Bank & ...		-13.72
					Childrens Programs	-13.72	13.72
TOTAL						-13.72	13.72
Check	10590	09/27/2022	Northeast Kans...		First State Bank & ...		-10.60
					Supplies	-10.60	10.60
TOTAL						-10.60	10.60
Check	10591	09/27/2022	Expert Cleaning...		First State Bank & ...		-240.00
					Contractor Services	-240.00	240.00
TOTAL						-240.00	240.00
Check	10592	09/27/2022	Midwest Tape		First State Bank & ...		-320.13
					Audio Books	-92.35	92.35
					E-Books	-11.38	11.38
					Videos	-54.59	54.59
					Audio Books	-100.00	100.00
					E-Books	-20.00	20.00
					Videos	-41.81	41.81
TOTAL						-320.13	320.13
Check	10593	09/27/2022	NYP CPA, LLC		First State Bank & ...		-375.00
					Professional Dues a ...	-375.00	375.00
TOTAL						-375.00	375.00
Check	10594	09/27/2022	Ingram Library ...		First State Bank & ...		-470.39
					Adult Books	-437.41	437.41

3:41 PM

09/26/22

## Linwood Community Library Dist No 1

## Check Detail

August 24 through September 27, 2022

Type	Num	Date	Name	It	Account	Paid Amount	Original Amount
					Children's Books	-54.08	54.08
					Adult Books	21.10	-21.10
TOTAL						-470.39	470.39
Check	10595	09/27/2022	Teresa Reetz		First State Bank & ...		-227.66
					Adult Programs	-183.91	183.91
					Mileage Reimburse...	-43.75	43.75
TOTAL						-227.66	227.66
Check	10596	09/27/2022	Mary Pawlowski		First State Bank & ...		-47.50
					Employee Appreciat...	-47.50	47.50
TOTAL						-47.50	47.50
Check	10597	09/27/2022	Angie Larson		First State Bank & ...		-200.00
					Childrens Programs	-200.00	200.00
TOTAL						-200.00	200.00
Check	10598	09/27/2022	Kansas Secreta...		First State Bank & ...		-75.00
					Licenses and Permits	-75.00	75.00
TOTAL						-75.00	75.00

EB 11 EB 11 9-27-22 Xerox Copy Machine 526.27 526.27  
 EB 11 EB 11 9-27-22 Xerox Copy Machine 305.24 305.24

---

18401.54

My Location: [Tonganoxie, KS](#) ✓

We're closing early to celebrate our staff

[View Details](#) | [Apply Now](#)

[Home](#) [Furniture](#) [Living Room](#) [Chairs and Recliners](#) [Accent Chairs](#)

Nebraska Furniture Mart

## Italiano Furniture Fletcher Leather Chair in Charcoal Gray

SKU# 43749811

[\(8\) Write a Review](#)

[Q&A \(Questions & Answers\)](#)

[Answered Questions](#)

[Ask a Question](#)

Suggested Retail ~~\$1,720.00~~

**\$649.99** On Sale

**SAVE 62%**

[24 Month Financing](#)

**On Display** in Kansas City Store

**In Stock** in Kansas City Store

Drive Thru & Pick Up Today!



1

[Add to Cart](#)

[Add to Wishlist](#)

### Estimate Delivery

Zip Code

66086

[Get Estimate](#)

### Customers Also Bought



[Other Options Available](#)

**Signature Design by Ashley  
Morelos Chair in Chocolate**

SKU# 55791511

Suggested Retail ~~\$1,000.00~~

**\$499.99**

**SAVE 50%**



**Italiano Furniture Fletcher  
Leather Stationary Sofa in...**

SKU#: 43749662

Suggested Retail ~~\$2,860.00~~

**\$1,199.98** On Sale

**SAVE 58%**



[Other Options Available](#)

**Signature Design by Ashley  
Arroyo Chair in Caramel**

SKU#: 58339177

Suggested Retail ~~\$730.00~~

**\$369.99**

**SAVE 49%**



**Best Home Furnishings  
Trafton Chair in Brosmer...**

SKU#: 58956160

Suggested Retail ~~\$1,200.00~~

**\$669.99**

**SAVE 44%**

[Chat with an agent](#)

[Furniture](#) > [Chairs](#) > [Accent Chairs](#) > [Baxton Studio](#)

## Baxton Studio Sorrento Mid-Century Modern Lounge Accent Chair

by [Baxton Studio](#)

★★★★★ (5)



med. gray  
cloth



●  
**\$379.99**

Free 75% in Kohl's Rewards when you

My Location: Tonganoxie, KS ✓

[Home](#) [Furniture](#) [Office Furniture](#) [Office Chairs](#)

*Deather*



## Regal Co. Mid-Back Guest Chair in Cherry

SKU#: 34872630    UPC: 751118500080

(2) [Write a Review](#)

**Q&A (Questions & Answers)**    [Answered Questions](#)

[Ask a Question](#)

~~Suggested Retail \$499.00~~

**\$178.96** On Sale

**SAVE 63%**

**Not On Display** in Kansas City Store

**Order Today!**

Ships by: Mon 09/26/22

Finish



Assembly Required

Limit 1

1

[Add to Cart](#)

[Add to Wishlist](#)

**Estimate Delivery**

**Zip Code**

66086

[Get Estimate](#)

## Complete the Look



**Sauder Boulevard Cafe L-Shaped Desk in Vintage Oak...**

SKU#: 51615128

~~Suggested Retail \$799.00~~



**E.S. Robbins 46" x 60" Chair Mat for Carpeted Floors in Clear**

SKU#: 32391096

~~Suggested Retail \$120.00~~



**Sauder Hammond 2-Drawer Lateral File Cabinet in Chalk...**

SKU#: 61555397

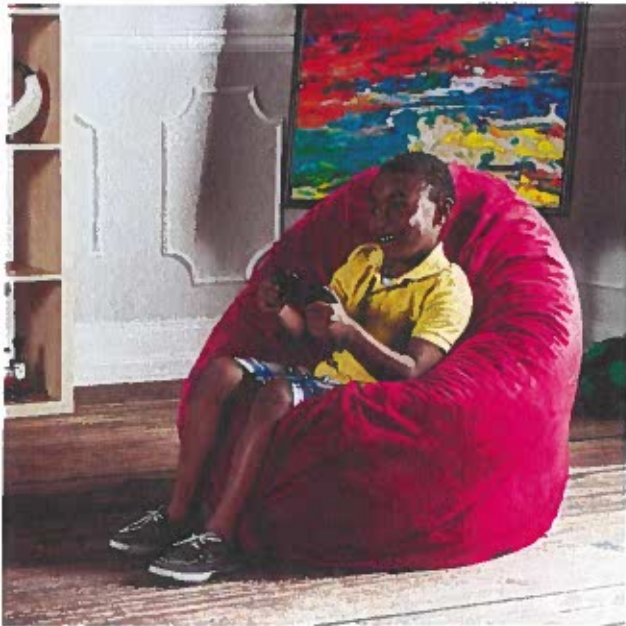
~~Suggested Retail \$520.00~~

[Chat with an agent](#)



My Location: [Tonganoxie, KS](#)

[Home](#) [Baby and Kids](#) [Kids](#) [Kids Seating](#)



## Jaxx 4' Cocoon Kids Bean Bag in Fuchsia

SKU# 37067634 UPC 845628014929

[\(1\) Write a Review](#)

[Ask a Question](#)

Suggested Retail ~~\$240.00~~

**\$129.98**

**SAVE 45%**

**Not On Display** in Kansas City Store

**Order Today!**

Ships by: Mon 10/03/22

Color



1



[Add to Wishlist](#)

Estimate Delivery

Zip Code

66086

[Get Estimate](#)

### Customers Also Bought



Amazon Fire TV Stick 4K with Alexa Voice Remote

SKU# 61333621

**\$49.99**



The Gerson Company Halloween Trees in Black (Set...

SKU# 60741626

Suggested Retail ~~\$240.00~~

**\$93.98**

**SAVE 55%**



Nintendo Super Mario 3D World + Bowser's Fury - Nintendo...

SKU# 59287144

**\$59.99**



Signature Design by A Letty Crystal Table Lamp

SKU# 50892041

Suggested Retail ~~\$130.00~~

**\$60.00 On Sale**

[Chat with an agent](#)

## Check Detail

August 24 through September 27, 2022

## Check Detail 9/27/2022

Type	Num	Date	Name	Memo	Item	Account	Paid Amount	Original Amount
Check	Ebill	09/27/2022	VISA			First State Bank & Trust		
Check	Ebill	09/27/2022	City of Linwood	Stephanie 8554 K C Star		First State Bank & Trust	-382.29	
Check	Ebill	09/27/2022	Evergy	Water		First State Bank & Trust	-62.01	
Check	Ebill	09/27/2022	Atmos Energy	Electric		First State Bank & Trust	-453.30	
Check	Ebill	09/27/2022	MIDCONTINENT COMMUNICATIONS	Gas		First State Bank & Trust	-55.76	
Check	Ebill	09/27/2022	VISA	Phone & Internet		First State Bank & Trust	-259.58	
Check	Ebill	09/27/2022	VISA	Kat 9764 Postage, Books, & Lib membership		First State Bank & Trust	-538.37	
Check	Ebill	09/27/2022	VISA	Dennis 0535 Supplies & DVDs		First State Bank & Trust	-231.11	
Check	Ebill	09/27/2022	Unifirst	Matts		First State Bank & Trust	-252.72	
Check	10578	09/27/2022	D. R. Harrison Contracting LLC	Lawn care		First State Bank & Trust	-400.00	
Check	10586	09/27/2022	Blue Duck Plumbing	Toilet repairs		First State Bank & Trust	-253.00	
Check	10587	09/27/2022	Sloan Law Firm	Employement matter		First State Bank & Trust	-120.00	
Check	10588	09/27/2022	Mike Fonkert Lawn Care	Lawn care		First State Bank & Trust	-220.00	
Check	10589	09/27/2022	Jayne Hopkins	Reimbursement for Fall Festival		First State Bank & Trust	-13.72	
Check	10590	09/27/2022	Northeast Kansas Library System	Supplies		First State Bank & Trust	-10.60	
Check	10591	09/27/2022	Expert Cleaning on Demand	000061 Cleaning		First State Bank & Trust	-240.00	
Check	10592	09/27/2022	Midwest Tape	2000013518 (502469146 & 502614040) Audio		First State Bank & Trust	-320.13	
Check	10593	09/27/2022	NYP CPA, LLC	1014 CPA		First State Bank & Trust	-375.00	
Check	10594	09/27/2022	Ingram Library Services	20X0872 Books		First State Bank & Trust	-470.39	
Check	10595	09/27/2022	Teresa Reetz	Reimbursement A P & mileage		First State Bank & Trust	-227.66	
Check	10596	09/27/2022	Mary Pawlowski	Milage for training		First State Bank & Trust	-47.50	
Check	10597	09/27/2022	Angie Larson	Children program 10/2202022		First State Bank & Trust	-200.00	
Check	10598	09/27/2022	Kansas Secretary of State	Notary fee 3		First State Bank & Trust	-75.00	
Liability Check	IRS 9-22	09/26/2022	Bank 941	48-0874640		First State Bank & Trust	-2,681.38	
Liability Check	Ks 9-22	09/26/2022	Kansas Dept of Revenue	036-480874640F01		First State Bank & Trust	-378.00	
Liability Check	10584	09/26/2022	Security Benefit Group	122000		First State Bank & Trust	-211.44	
Liability Check	10585	09/27/2022	Kansas Employment Security Fund	351154		First State Bank & Trust	-25.43	
Paycheck	10577	09/14/2022	McKee, Kathleen L			First State Bank & Trust	-2,560.96	
Paycheck	10579	09/26/2022	Elder, Joyce L			First State Bank & Trust	-227.77	
Paycheck	10580	09/26/2022	Hopkins, Jayne R			First State Bank & Trust	-1,713.90	
Paycheck	10581	09/26/2022	Pawlowski, Mary E.			First State Bank & Trust	-820.54	
Paycheck	10582	09/26/2022	Reetz, Teresa A			First State Bank & Trust	-1,739.39	
Paycheck	10583	09/26/2022	Shelton, Dennis K			First State Bank & Trust	-1,903.08	
Total							-17,570.03	

Electronic

Ebill

Ebill

9-27-22

Xerox

COPY Machine

526.27

17570.03

831.51

831.51

## SECURITY CAMERA POLICY

### Outside Security Camera Purpose and Placement Guidelines

1. Video recording cameras will be used in outdoor/indoor locations to discourage criminal activity and violations of the Library's Policies and Procedures.
2. Cameras may be installed in outdoor/indoor places where individuals lack a reasonable expectation of privacy.
3. Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. The Linwood Community Library District #1 is not responsible for loss of property or personal injury.
4. Recorded data is confidential. Video recordings will typically be stored for no longer than 22 days. The Director may only access recorded footage by informing the Board Chair and/or a Personnel Committee member. The Board Chair and/or a member of the Personnel Committee must be present when footage is accessed. Access will be secured by the use of a password kept by the Board Chair/Personnel Committee.
5. Regarding the placement and use of the digital recording cameras, staff and patron safety is the first priority; protection of library property is of secondary importance.

### Use/Disclosure of Video Records

1. Access to the archived footage in pursuit of documented incidents of injury, criminal activity or violation of the Library's Policies and Procedures is allowed by staff.
2. Access is also allowed by law enforcement when requested.
3. Staff may also have access to real-time images on desktop monitors, where and when patrons cannot view the images. The amount of video viewed will be limited to the minimum needed to give assurance that the system is working or to ascertain if footage is available relative to a specific incident.
4. Video images will not be maintained, provided no criminal activity or policy violation has occurred or is being investigated.
5. Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property or actions considered disruptive to normal library operations as delineated in the Library Policies and Procedures.

### Unauthorized Access and/or Disclosure

1. Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information



# Linwood Community Library Board Meeting: September 27,2022

## Call to Order

**Board Members present:** Robert Firth, Christy Brice, Stacey Schmitt, Melanie Morris, Dalton Torneden

**Staff Members present:** Dennis Shelton

**Guests:** Arlene Pritchard, Lynn Shoemaker

**The meeting was called to order at:** 7:11 P.M. by Christy Brice

**Consent Agenda** *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

## **Minutes of:**

- **August 8, 2022 Special Meeting Minutes**
  - **August 23<sup>rd</sup>,2022 Meeting Minutes**
  - **2023 Budget Meeting Minutes**
  - **August 31<sup>st</sup>, 2022 Special Board Meeting Minutes**
  - **September 16<sup>th</sup>, 2022 Special Board Meeting Minutes**
- Treasurer's Report:** General Fund checking account balance as of **8-31-2022** was **\$239,080,26** proven through QuickBooks, discrepancies cleared up and in proof. Capital Improvement fund as of **8-31-2022 as of \$150,608.13**. Petty Cash counted by Mary Pawlowski on **9/26/22** – balance was **\$266,16**. Request for two additional charge cards as previously approved by the Board for the Linwood Community Library in the names of Teresa Reetz and Mary Pawlowski with a limit of **\$1,250.00** each has been submitted to First State Bank and Trust and were received – **9-26-22**.
- Lynn asked a question on setting sub groups within the Budget. Bob mentioned simplification of reports as a concern.
- Communications:** 1 communication received and reviewed by the Board.

**Approval:** **Bob** moved to approve the Consent Agenda. **Stacey** seconded. Motion carried 5-0

## **Director's Report**

reported on key events, circulation and program updates.

- Financial reports: Not available at this time, Bob is working with a CPA to address this.
- Statistical report: Not available at this time, Christy and Dalton will continue to work on this. Dalton met with George from NEKLS to address this.

## **Old Business**

- **Audit and EOY:** Making progress, error is down to a small amount. We have a preliminary audit. Bob is continuing to work with CPA to address this and should have a final audit prepared by the next board meeting.
- **Bob** made a motion to make First State Bank and Trust the library's official Depositor, **Stacey** seconded. Motion carried 6-0

### **Committee Reports**

**Building & Equipment:** Issues with Toilet in Women's Restroom, replaced the flush valve.

**Finance:** Communication with CPA on addressing financial issues. Working with First State to get Charge Cards for staff.

**Personnel & Policy:** Met to prepare a salary range and a Director Job Description and Posting. Dalton is working with NEKLS to get the Job posting placed.

### **Action Items:**

### **New Business**

- **Bills For Payment:** Bob made a motion to pay Bills as presented with the notation of an outstanding Xerox Bill of \$305.24 which will be paid if it is determined to be an appropriate charge.
- **Bob** noted the new Checks page format, addressed charge card issue with First State Bank – charges with Stefanie Brown's charge card finalized and account was closed. Kat McKee's charge card were closed.
- **Sunflower eLibrary MOU:** Dalton will get further details from the Sunflower eLibrary on the MOU, payment method for Sunflower eLibrary and book access.
- **Christmas Lights:** Bob made a motion to approve Christmas Lights for placement on the exterior of the library at a cost of \$200, **Stacey seconded. Motion carried 5-0**
- **Security Camera Policy Update:** Bob made a motion to approve changes to the Security Camera Policy, **Stacey seconded Motion carried 5-0**
- **Director Search:** See Personnel & Policy Committee Report.
- **Board member replacement:** 3 candidates, 1 person asked to be removed from consideration due to other commitments. **Board will interview the application received today than make a further decision.**
- **Chairs:** 2 leather chairs for a reading nook area & up to 6 comfortable chairs for wooden table, 2 or 3 beanbag chairs for kids in the Children's area. **The Board asked staff for further information on table chairs – check measurements and the ease of cleaning on the beanbag chairs.**
- **Approval:** Bob made a motion to approve 2 leather chairs \$649.99 x 2 = \$1,300 Dalton seconded Motion carried 5-0
- **Newsletter:** Considering Outsourcing options, Cost estimate on printing and preparing newsletters in house, presented information from other area Directors. Yearly fee for bulk business mail - \$256. 19. Per piece of mail for Linwood residents and 22. for non-Linwood residents.
- **Decision:** Stacey and Dalton will sort through District Member list to make sure all District Members are included in the Print Newsletter mailings going

**forward. Dennis will prepare a cost estimate on printing the newsletter in the library.**

- **Winter Hours:** Dalton raised a concern over patron impact and the impact the hours change would have on programming as Thursday nights are when a large amount of library programming take place.

**Decision: The Board will revisit this in October, Board would like to see a programming game plan from the staff.**

### **Public Comments**

Arlene - Library District Boundaries, Newsletter- Director has in the past been entirely responsible for the Newsletter, Chairs- a concern over getting rid of all the wood chairs, Christy- not all chairs would be removed. children's attendance.

Lynn – low weight limit on beanbags, storage and usage, Storytime- Who was leading Storytime? Dennis stated it is Jayne but Teresa has done it when Jayne was gone. Teen programming- Concern over teens not having programming at Linwood, having to go to other libraries for programming.

Dennis - Jayne is sending out information to the schools to be sent out, Dennis is outreaching with Jillian at Early Learning Center. Events for older kids - few older children come into the library, limited with Personnel, emphasis is being placed on reaching out K-5. Working to have student performers come in to perform at Artist's Café. Dennis mentioned the importance of having local people attending library programming.

### **Executive Session:**

**Enter: Stacey motioned to enter into Executive Session at 8:47 P.M. for 15 minutes to discuss Financial Matters, Bob seconded. Motion carried 5-0**

**Exit: Bob motioned to exit Executive Session at 8:59 P.M., Stacey seconded. Motion carried 5-0**

### **Adjournment**

**Approval: Christy moved to adjourn at 9:01 P.M. Bob seconded. Motion carried 5-0**

### **Next Meeting**

The next regular Board meeting will be **Tuesday, October 25<sup>th</sup>, 2022 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

### **Linwood Community Library Board**

Christy Brice; Chair (03/2023)

Lisa Turney; Vice-Chair (03/2026)

### **Linwood Community Library Staff**

Open Position; Director

Mary Pawlowski, Collection Development

Robert Firth; Treasurer	(03/2025)	Jayne Hopkins; Youth Services
Stacey Schmitt; Vice-Treasurer	(03/2024)	Dennis Shelton; Teen and Marketing
Dalton Torneden; Secretary	(03/2025)	Theresa Reetz; Adult Programing
Melanie Morris	(03/2023)	Joyce Elder; Bookkeeper
	(03/2026)	

**Linwood Community Library Board Committees** (03/2022)

<b>Building &amp; Equipment:</b>	Melanie Morris	Robert Firth	Christy Brice
<b>Personnel &amp; Policy:</b>		Dalton Torneden	Lisa Turney
<b>Finance:</b>	Christy Brice	Stacey Schmitt	Robert Firth

*Officer and Committee appointments updated March 22, 2022*

---

Christy Brice, Chairperson	Date:
----------------------------	-------

---

Dalton Torneden, Secretary	Date:
----------------------------	-------

# Linwood Community Library Board Meeting: October 25, 2022

## Call to Order

**Board Members present:** Christy Brice, Robert Firth, Stacey Schmitt, Melanie Morris, Dalton Torneden, Lisa Turney

**Staff Members present:**

**Guests:**

**The meeting was called to order at: 7:11 P.M.** by Christy Brice

**Consent Agenda** *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

**Minutes of last month's meeting:** September 27<sup>th</sup> Meeting Minutes

## **Treasurer's Report:**

General Fund Checking account as of 9-30-2022 was **\$245,300.24** proven through QuickBooks and noting no difference.

Capitol Improvement Fund checking account as of 9-30-22 was **\$150,663.83** proven through QuickBooks and noting no difference.

Petty Cash was counted by Teresa on 10-20-22 stating the balance was \$117.49

**Communications:** communications received and reviewed by the Board.

**Approval:** **Bob** moved to approve the Consent Agenda. **Melanie seconded. Motion carried 6-0**

## **Director's Report**

reported on key events, circulation and program updates.

- October/November newsletter has been sent out.
- Good turnout for Kidz Club, 4 adults and 6 children participated. This program takes place from 4 P.M. to 5 P.M. on Wednesdays/Thursday.
- Study Buddy program has begun.
- Armchairs will be ordered (approved at last month's Board Meeting)
- Entire staff is now certified as Notaries.

- Plant/Seed exchange for Spring 2023 is coming along, Teresa and Jayne met with Mark from the greenhouse, and have secured a commitment for plants to have available next Spring.
- Financial reports: Not available, Bob is still working with CPA to streamline reports.
- Statistical report: Not available.

### **Old Business**

- Chairs/ Table Chair Purchase: No further discussion needed.
- Winter Hours: Board discussed options as to possible changes in library hours of operations in regard to patron impact and staff safety for the Winter season.  
**Approval: Stacey motioned to change library hours with Thursday hours changing from 9 A.M. to 9 P.M. to 9 A.M. to 8 P.M. with all other current days/hours of operation remaining the same, Bob Seconded. Motion carried 6-0**
- Sunflower MOU: Dalton and Mary took a call with the Overdrive Administrator. Dalton explained that Memorandum of Understanding gives Overdrive the ability to oversee the library's Overdrive usage and collection. An invoice will be available by November 7<sup>th</sup> from the Overdrive website for the library to download and pay. The emails received from Overdrive in the Director/library email are notifications that do not require action from library staff. Dalton broached the possibility of increasing Overdrive usage. **Decision: Overdrive MOU put on hold until next Board meeting, Board would like further information on library patron usage of Overdrive.**
- Director Search: The Personnel Committee are working on questions for the interviews. There are currently 3 applicants and the Personnel Committee will begin scheduling and conducting 1<sup>st</sup> round interviews with each applicant before a final meeting between each candidate and the full Board.
- Board Member Replacement: **Christy motioned to approve Chris Mensch to fill Anne Kohlmeyer's vacant seat which will expire in March 2026, Bob seconded. Motion carried 6-0**
- **Stacey Schmitt will take on Anne Kohlmeyer's vacant seat on the Personnel and Policy Committee until the next annual meeting in March 2023.**
- Newsletter: The Board expresses its determination that the print newsletters continue to be sent out to all District members as an integral part of patron outreach. Stacey and Dalton will continue working to sort out a spreadsheet to identify all District members for the print mailing of the newsletter.

### **Committee Reports**

**Building & Equipment:** Leaking in Foyer - Bob contacted Steve Bardwell – SRB construction to have the foyer caulked at a cost of \$300.

**Bob motioned to have Steve Bardwell of SRB Construction caulk the foyer of the library at a cost of \$300, Stacey seconded. Motion carried 6-0**

**Finance:** No meetings. Bob is continuing to work with CPA to streamline reports and handle the audit.

**Personnel & Policy:** Personnel and Policy Committee have met to discuss and review library job vacancies and prepare job descriptions and postings. Updates to library policy: Incident/Injury Reporting Process, Patron Behavior and Library Bill of Rights.

Bob motioned to approve a .75 raise per hour for Teresa Reetz upon assumption of Collection Development Coordinator position in addition to her current job description, Stacey seconded. Motion carried 6-0

### **New Business**

- **Bills For Payment:** Bob made a motion to approve Bills as presented with the notation that Joyce will prepare and pay the Ingram and LJ World Bills when she is able and noting recurring payments on Visa Credit Cards and regular recurring Bills that require Bookkeeper assistance, Lisa seconded. Motion carried 6-0
- **Holidays:** The library will be closed on November 24/25 (staff will be paid for both days) with the option of closing on November 26<sup>th</sup> if the Staff would like the day off with the understanding that the 26<sup>th</sup> would not be a paid day.
- **Exit Checklist into Policy:** Lisa motioned to add Exit Checklist into the policy manual, Stacey seconded. Motion carried 6-0
- **Staff Changes:** Mary Pawlowski has resigned as Collection Development Coordinator. Teresa Reetz will assume that position in addition to her Adult Programming duties. The library will be posting for a part time Programming Assistant at up to 30 hours a week.

### **Executive Session:**

**Enter:** Bob motioned to enter into executive session at 8:57 P.M. to discuss personnel for 25 minutes, Stacey seconded. Motion carried 6-0

**Exit:** Bob motioned to exit executive session at 9:18 P.M., Lisa seconded. Motion carried 6-0

Bob motioned to approve a 2.5% raise for Joyce bringing her to \$19.25 per hour, Stacey seconded. Motion carried 6-0

Bob motioned to close Mary Pawlowski's Charge card effective October 28, Stacey seconded. Motion carried 6-0

**Public Comments**

None

**Adjournment**

**Approval: Bob moved to adjourn at 9:31 P.M. Dalton seconded. Motion carried 6-0**

**Next Meeting**

The next regular Board meeting will be **Tuesday, November ,2022 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

**Linwood Community Library Board**

Christy Brice; Chair	(03/2023)
Lisa Turney; Vice-Chair	(03/2026)
Robert Firth; Treasurer	(03/2025)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Dalton Torneden; Secretary	(03/2025)
Melanie Morris	(03/2023)
Chris Mensch	(03/2026)

**Linwood Community Library Staff**

Open Position; Director
Jayne Hopkins; Youth Services
Dennis Shelton; Teen and Marketing
Theresa Reetz; Adult Programing/Collection
Development
Joyce Elder; Bookkeeper

**Linwood Community Library Board Committees** (03/2022)

<b>Building &amp; Equipment:</b>	Melanie Morris	Robert Firth	Christy Brice
<b>Personnel &amp; Policy:</b>	Stacey Schmitt	Dalton Torneden	Lisa Turney
<b>Finance:</b>	Christy Brice	Stacey Schmitt	Robert Firth

*Officer and Committee appointments updated March 22, 2022*

---

Christy Brice, Chairperson

Date:

---



Dalton Torneden, Secretary

Date:

## Personnel & Policy Committee Minutes

October 17, 2022

Called to Order at 6:10 P.M.

Board members present: Lisa Tumey, Dalton Tomeden, Stacey Schmitt

Discussed library job vacancies and reviewed job descriptions and postings. Dalton will coordinate with Outreach Coordinator and NEKLS to post job postings. Personnel Committee will inform the Board at next Board meeting.

Discussed Library Policy updates:

Under Consideration - Adding to Policy Manual:

- Library Bill of Rights
- Updates to Patron Behavior Policy
- Creating an Incident/Injury Reporting Process

Due to time constraints, will not be ready for the upcoming Board meeting, will be on hold for a later date.

Adjourned - 8:01 P.M.

**Exit Checklist**  
**Linwood Community Library**  
**Created -July 2021**  
**Amended - August 2022**

Director

Turn in Security Fob

Turn in all keys (front door, office door, file cabinet, Post Office box, petty cash box)

Turn in all bank and credit cards (First State Bank & Trust, Walmart, Synchrony Financial)

Any other library property.

Providing passwords and login credentials to all Library accounts and systems including but not limited to:

computers

online banking

Amazon account

Social Media

Quickbooks

Google Drive

Email

PeachJar

Website

Catalog/circulation

Overdrive

Surveillance System

Security System.

Identify any other accounts we may have missed.

:

Void Credit Card

Update name on QuickBooks

Update name on Library website

Conduct an exit interview.

Coordinate final payroll

Boani-(ifapplicable)

Change Security Code and Updaie Security Alarm Lisi.

Update Bank Signatures Paperwork

Updaie Board page 011 Library website - Mcmbers,Offiecrs, Committees.

Coordinatefinalpayroll(Onlygoingtoncedtodothisintheeventwedonothavea director)

Update contact information on applicable Library Business accounis.

Soff

- TuminSecurityFob
- Change Security Code and Update List.
- Update name on Library website.
- Conduct an exit interview
- Coordinatefinalpayroll
- CloseoutSta!fDcbitCards

Steve Bardwell  
P.O. Box 15476  
Lenexa, Kansas 66285  
Telephone: (913) 238-3939  
E-Mail: srbardwell@msn.com

---

October 25, 2022

Linwood Community Library  
19649 Linwood Road  
Linwood, Kansas 66052  
Phone: (913) 301-3686

**PROPOSAL**

*Scope of Work:*

- Caulk exterior of all windows and vestibule.

Labor & Material... \$ 300.00

**TOTAL AMOUNT OF PROPOSAL: \$ 300.00**

*Thlm{J-uv f,,f"H*  
*9/o 1 ,/£, m won(v;/p11*

Bean Bag  
Chairs

**Was:**

**Sale: \$240.00**

5 YEAR UNCONDITIONAL WARRANTY

YOU CAN QUICKSHIP IT! - >

**Dimensions:**

4ftx4ftx2.5ft

**Weight:**

Approximately 49 lbs

**Feature:**

Removable Machine Washable Cover and Durable Internal Liner included

Quantity

1 ADD TO CART

Microsuede Fabrics ?



# Bean Bag Chairs

## 4 FT SACK

Dimensions: 4ftx4ftx2.5ft(measured at widest points)

Weight: Approximately 49 lbs

Feature: Removable Machine Washable Cover and Durable Internal Liner included

The 4 ft Sack is perfect for small children. It is larger than traditional bean bag chairs and is about 10 times more comfortable! All Comfy Sacks come with an internal liner that allows for the cover to be taken off and machine washed at your home. You won't have to worry about vacuuming up the foam pellets that fall out of traditional bean bags either because all Comfy Sacks have an internal liner and use polyurethane foam which is the same foam used in high end couches. NO STYROFOAM PELLETS HERE!!!! In addition you also won't have to worry about having to throw out the Comfy Sack as a result of it going flat like a traditional bean bag chair. We use high grade furniture foam that will not only outlast you but also your kids. It's unique memory allows it to go back to it's original shape instead of permanently flattening like the Styrofoam pellets in bean bags.

Another great feature on ALL Comfy Sacks is that the inner liner is equipped with a safety break-away zipper. Once the zipper is closed you simply twist the zipper off which locks the zipper in place. To open the liner to access the foam you simply insert a paper clip which disengages the zipper lock and allows you to open and close the liner. We do this to help prevent small children from accessing and therefore possibly eating the foam. We sell many of our products to families with young children and it is very important to us to take as many precautions to protect them the best way we can. Our unique design allows for a safer sack to be enjoyed by the whole family and even the littlest ones (pets too!).

**Agenda**  
**Linwood Community Library Board Meeting**  
**November 22<sup>nd</sup> , 2022 at 7:00 pm**  
**Public Notice**

Dalton Torneden  
Robert Firth

Melanie Morris  
Stacey Schmitt

Christy Brice  
Lisa Turney

Chris Mensch

**Call to Order**

Introduction of Guests if present

Changes or additions to the agenda, if needed

- October 25<sup>th</sup> meeting minutes
- Treasurer's Report

**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.*

**Director's Report –**

- Financial reports
- Statistical report

**Old Business**

- Exit checklist into policy
- Staff changes

**Committee Reports**

- Building & Equipment
- Financial
- Personnel and Policies

**New Business**

- December/ January Holiday hours
- Director Interviews
- IRA plan
- New Board Member

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

Executive Session

Adjournment

Next Regular Board Meeting: Tuesday, December 27<sup>th</sup> , 2022 at 7:00 pm





**Director's Report**  
**November 22<sup>nd</sup>, 2022**

The Fall Festival was a success, and it was good to see all the supporters of the library out enjoying hot dogs, chili, face painting, pumpkin decorating, etc... We had about 51 people who joined us. A special thanks to the staff who spent the time and effort to make pots of chili to share with our patrons.

The staff has been in communication with Howie at the Baptist church and has made sure we were not duplicating efforts for the Holidays this year. The city, with the help of the Baptist Church, will be hosting a parade, and a Christmas Tree lighting along with Santa Saturday, Nov 26. They extended an invitation to the library to have a craft available for children while they wait for Santa. The staff has expressed interest but is checking with family obligations before committing. We will continue with our plans for the Holidays and the church has offered us the use of their large Santa chair for our Santa visit.

Greg, with NEKLS, was out and addressed the computer issue. The deep freeze software needed to be shut down during the installation of the print drivers. We hope this addressed the problem. Greg also told us NEKLS could replace the current hard drives with solid-state drives in both computers for \$50 each, this would also require our patron computers to be shut down for a full day while Windows was reinstalled. While the SSD should increase the access time, I do not think it would speed up the computer's overall performance.

The staff are all certified as notaries now. This has been a lengthy and time-consuming task as the laws have changed between the PDF version we had and the current PDF version. When we hand-delivered the applications to the secretary of state's office in Topeka they stressed the importance of reviewing the latest rules as the secretary of state was paying much closer attention to notarized documents. The staff spent a minimum of 1.5-2 hours of study time between the two documents in seeing that they understood their role as a notary.

The library's Santa/Mrs. Claus Visit is happening on Saturday, December 17th from 11a.m. to 1P.M. The Friends are asking for cookie donations to hand out at the event. Any helpers would also be appreciated!

Cookies can be dropped off at the library anytime between December 14th and 16th.

4:32 PM

11/18/22

Cash Basis

## Linwood Community Library Dist No 1

## Profit &amp; Loss

October 25 through November 18, 2022

	Oct 25 - Nov 18, 22
Ordinary Income/Expense	
Income	
INCOME	
Interest Income	
Capital Improvement	62.54
General Fund	528.33
Total Interest Income	590.87
Leavenworth County General	
Unrestricted funds	
Ad Valorem Prop Tax	188.78
Delinq PP Tax	938.53
M V Tax	2,687.97
RV Tax	71.38
Total Unrestricted funds	3,886.66
Total Leavenworth County General	3,886.66
Restricted Funds	
Employee Benefits	
Ad Valorem Prop Tax	9.70
Delinq PP Tax	36.78
M V Tax	93.65
RV Tax	2.49
Total Employee Benefits	142.62
Total Restricted Funds	142.62
Total INCOME	4,620.15
Total Income	4,620.15
Gross Profit	4,620.15
Expense	0.00
Paychex Payroll	
COLLECTIONS	
Books	
Children's Books	133.39
Total Books	133.39
DVD	60.51
Periodicals	
Electronic Serial Subscription	139.66
Periodicals - Other	209.11
Total Periodicals	348.77
Total COLLECTIONS	542.67
OPERATING EXPENSE	
Contractor Services	824.42
Electronic Access Expense	
Copy Machine Lease	709.53
Software / Tech Support	36.24
Total Electronic Access Expense	745.77
Maintenance	
Insurance	737.66
Utilities/Repair/Maint	726.47
Total Maintenance	1,464.13
Office Expense	
Advertising / Public Notice	259.69

4:32 PM

11/18/22

Cash Basis

# Linwood Community Library Dist No 1

## Profit & Loss

October 25 through November 18, 2022

	Oct 25 - Nov 18, 22
Other Equipment	1,276.97
Postage / Delivery	171.98
Professional Dues and Fees	1,306.25
Supplies	265.67
Total Office Expense	3,280.56
Personnel Develop/Emp Apprec	
Patron Appreciation	34.52
Total Personnel Develop/Emp Apprec	34.52
Program Expense	
Adult Programs	307.16
Summer Reading	135.00
Program Expense - Other	85.00
Total Program Expense	527.16
Total OPERATING EXPENSE	6,876.56
Total Expense	7,419.23
Net Ordinary Income	-2,799.08
Net Income	-2,799.08

**Treasurer's Report  
for the  
Linwood Community Library  
Board Meeting  
November 22, 2022**

General Fund (GF) Checking account balance as of 10-31-2022 was \$236,839.62. The GF Checking account has NOT been proven to QuickBooks.

Capitol Improvement Fund (CIF) Checking account balance as of 10-31-2022 was \$150,726.37. The CIF Checking account has NOT been proven to QuickBooks.

Petty Cash was counted by Jayne on 11-22-2022. She stated the balance was \$80.34.

Linwood Community Library Dist No 1  
Check Detail

Type	Num	Date	Name	October 26 through November 23, 2022	Account	Original Amount
Check	Ebill	11/04/2022	VISA	Mary 0584	First State Bank & Trust	-19.90
Check	Ebill	11/04/2022	VISA	Dennis 0535	First State Bank & Trust	-782.20
Check	Ebill	11/04/2022	VISA	Teresa 0576	First State Bank & Trust	-400.62
Check	Ebill	11/23/2022	Atmos Energy	3012715384	First State Bank & Trust	-71.91
Check	Ebill	11/23/2022	Evergy	9300893402	First State Bank & Trust	-322.34
Check	Ebill	11/23/2022	MIDCONTINENT COMMUNICATIO	162262901	First State Bank & Trust	-258.25
Check	Ebill	11/23/2022	City of Linwood	152	First State Bank & Trust	-62.01
Check	Ins	10/27/2022	American Family Insurance		First State Bank & Trust	-737.66
Liability Check	To Print	11/22/2022	Bank 941	48-0874640	First State Bank & Trust	-1,414.80
Liability Check	To Print	11/22/2022	Kansas Dept of Revenue	036-480874640F01	First State Bank & Trust	-157.00
Liability Check	IRS 10-22	11/15/2022	Bank 941	48-0874640	First State Bank & Trust	-1,604.54
Liability Check	Ks 10-22	11/15/2022	Kansas Dept of Revenue	036-480874640F01	First State Bank & Trust	-216.00
Check	10630	10/27/2022	Jayne Hopkins	Fall Festival	First State Bank & Trust	-35.00
Check	10635	10/28/2022	Xerox Financial Services	contract# 020-0081640-001	First State Bank & Trust	-341.16
Check	10636	10/28/2022	Xerox Financial Services	contract# 020-0081640-002	First State Bank & Trust	-368.37
Check	10637	11/04/2022	Teresa Reetz	Adult program	First State Bank & Trust	-70.00
Check	10638	11/17/2022	Nebraska Furniture Mart	Order # 65407503 2 Chairs	First State Bank & Trust	-1,276.97
Check	10639	11/17/2022	Expert Cleaning on Demand	Inv-000076 Cleaning Sept & Oct	First State Bank & Trust	-640.00
Paycheck	10641	11/21/2022	Elder, Joyce L		First State Bank & Trust	-427.67
Paycheck	10642	11/21/2022	Hopkins, Jayne R		First State Bank & Trust	-1,353.19
Paycheck	10643	11/21/2022	Pawlowski, Mary E.		First State Bank & Trust	-216.33
Paycheck	10644	11/21/2022	Reetz, Teresa A		First State Bank & Trust	-1,486.55
Paycheck	10645	11/21/2022	Shelton, Dennis K		First State Bank & Trust	-1,511.13
Liability Check	10646	11/22/2022	Security Benefit Group	122000	First State Bank & Trust	-28.62
Check	10647	11/23/2022	Sloan Law Firm	60260 Employment matter	First State Bank & Trust	-150.00
Check	10648	11/23/2022	Aly Evans	Dec 6	First State Bank & Trust	-35.00
Check	10649	11/23/2022	Aly Evans	Dec 13	First State Bank & Trust	-35.00
Check	10650	11/23/2022	Aly Evans	Dec 20	First State Bank & Trust	-35.00
Check	10651	11/23/2022	Mad Science Of Greater Kansas C	WREG-1548505 Deposit for 6-22-23	First State Bank & Trust	-50.00
Check	10652	11/23/2022	Steve Bardwell	Repairs to windows & vestibule	First State Bank & Trust	-300.00
Check	10653	11/23/2022	United States Liability Ins Co	NPP1393190	First State Bank & Trust	-698.00
Check	10654	11/23/2022	Willow Lane Education	ARU0342450	First State Bank & Trust	-191.90
Check	10655	11/23/2022	Northeast Kansas Library System Barcodes		First State Bank & Trust	-39.25

# Linwood Community Library Dist No 1

## Check Detail

Type	Num	Date	Name	October 26 through November 23, 2022	Account	Original Amount
Check	10656	11/23/2022	Midwest Tape	2000013518 9/30/22 & 10/31/22	First State Bank & Trust	-294.22
Check	10657	11/23/2022	Midwest Tape	2000007748	First State Bank & Trust	-240.64
Check	10658	11/23/2022	Jayne Hopkins	Reimburse for potluck 11/15	First State Bank & Trust	-15.28
Check	10659	11/23/2022	Ingram Library Services	20X0872	First State Bank & Trust	-807.36
Check	10660	11/23/2022	Joyce Elder	Mileage to bank 3 x	First State Bank & Trust	-48.75
Check	10661	11/23/2022	Matt Betts	Christmas lights	First State Bank & Trust	-200.00
						-16,942.62

Personnel & Policy Committee Meeting  
November 1st, 2022

Board Members Present: Dalton Tornado & Lisa Turney

Call to Order: 6:20 P.M.

Prepared for 1st round of Director Interviews, organized Director Interview Questions.

Adjourned: 7:50 P.M.

Minutes prepared by: Dalton Tornado

## **Linwood Community Library Board Meeting: November 22, 2022**

### **Call to Order**

**Board Members present:** Stacey Schmitt, Christy Brice, Melanie Morris, Lisa Turney, Chris Mensch, Dalton Torneden

**Staff Members present:**

**Guests:**

**The meeting was called to order at: 7:36 P.M. by Christy Brice**

**Consent Agenda** *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

**Minutes of last month's meeting:** Reviewed by the Board.

**Treasurer's Report:** Reviewed by the Board.

General Fund Account: **\$236,839.62 as of 10/31/22.** - Not proven to QuickBooks.

Capital Improvement Fund: **\$150,726.37 as of 10/31/22.** - Not proven to QuickBooks.

Petty Cash was counted by **Jayne on 11/22/22 - Balance - \$80.34.**

**Communications:** 0 communications received and reviewed by the Board.

**Approval:** Lisa motioned to approve the Consent Agenda. Dalton seconded. Motion carried 7-0

### **Director's Report**

reported on key events, circulation and program updates.

- Fall Festival - A success, around 50 people in attendance taking part in pumpkin decorating, face painting and enjoying hot dogs and chili. A special thanks to the staff who spent the time and effort to make pots of chili to share with our patrons
- Staff are in communication with Howie at the Baptist Church and an invitation has been extended to the library to have a craft available for children while they wait for Santa, staff have expressed interest and are working out the details.
- Staff are making plans for the Holidays, the library will host a Santa Visit and will have cookies and books for the kids who stop by to visit Santa. - December 17th - 11 P.M. to 1 P.M. - The Friends are asking for cookie donations, they can be dropped off at the library between December 14th and 16th. The Baptist Church has offered the use of their Santa chair for the library's Santa visit.



- Greg with NEKLS stopped by to address issues with the library's patron desktop computers; deep freeze software needed to be shut down during the installation of the print drivers. It is hoped that the problem has been addressed. Greg mentioned that NEKLS could replace the current hard drives with solid-state drives in both computers for \$50 each, this would require our patron computers to be shut down for a full day while Windows was reinstalled. While the SSD should increase the access time, it may not increase the computer's overall performance.
- Notaries: each staff member is now a certified notary. Staff spent a minimum of 1.5-2 hours of study time on the laws/rules regarding notaries to understand the role of a notary.
- Profit & Loss: Note that a Profit & Loss statement has been attached to the November Board Packet
- Financial reports: Not available at this time.
- Statistical report: Not available at this time.

### **Old Business**

- **Exit Checklist into Policy:** completed at the last Board meeting.
- **Staff changes:** nothing new to add, discussed at the last board meeting.
- **Overdrive:** Dalton explained the situation regarding the Overdrive Participation Agreement/MOU - Billing period will begin in January instead of November going forward. According to data pulled from Overdrive Marketplace for the month of October, the library had 74 checkouts.  
**Approval:Memorandum of Understanding and Participation Agreement:**  
**Lisa motioned to approve MOU and Participation Agreement for Overdrive 2023, Christy seconded, Motion carried 6-0**

### **Committee Reports**

**Building & Equipment:** Have not met.

**Finance:** Have not met

**Personnel & Policy:** Met to prepare for Director Interviews. Held preliminary interviews with 2 Director candidates.

### **New Business**

- **Bills For Payment – Lisa motioned to pay Bills as presented with the inclusion of check 10640 – Security Benefit Group, Christy seconded, Motion carried 6-0**
- **Holiday Hours – Closed - December 23<sup>rd</sup> – Staff unpaid, 24<sup>th</sup> - Paid, 26<sup>th</sup> - Paid, December 31<sup>st</sup> - Paid, January 2<sup>nd</sup> - Paid**  
**Approval: Stacey motioned to approve, Lisa seconded, Motion carried 6-0**
- **IRA Plan – On Hold until Director in place, need more info.**
- **New Board Member- Christy welcomed new Board Member, Chris Mensch.**

- **Provide staff bonuses - Approval: Stacey \$150 per staff member and \$100 for Joyce/Arlene pending closer scrutiny of Budget, Christy seconded, Motion carried 7-0**
- **Le Loop Generator Contract: Chris made a motion to sign contract after clarifying generator oil and filter disposal and material charges, Dalton seconded, Motion carried 7-0**

***exit - Melanie Morris - 8:20 P.M.***

Library Network Refresh: Dalton spoke with Greg Gantz from NEKLS about getting the process going - Hardware licensing fee would expire in 2024, library would file e-rate in 2023, Greg would like to start the process early in anticipation of any supply chain issues, Dalton gave him the go ahead to start the paperwork. (no cost decision is necessary until more information is available)

Printer for Director Office: Board will purchase a printer for the Director's office for the use of the Director and Bookkeeper. Dalton will set up the printer when it is purchased. No approval necessary as cost would fall well under Director discretionary spending limit.

QuickBooks: Discussion was had on whether the library might purchase another set of QuickBooks software so that Joyce might have access to QuickBooks at home for convenience and for the purpose of maintaining up to date accounting of the library's budget and efficient paying of bills.

**Action: No further action at this time.**

Friends: Dalton mentioned the library's upcoming Santa Visit- Friends are asking for donations of cookies and for helpers - December 17th - 11 P.M. to 1 P.M.

#### **Executive Session:**

**Enter:** Stacey motioned to enter into executive session at 8:10 P.M. for 20 minutes to discuss Financial matters, Christy seconded. Motion carried 6-0

**Exit:** Stacey motioned to exit executive session at 8:22 P.M., Christy seconded. Motion carried 6-0

#### **Public Comments**

None

#### **Adjournment**

**Approval: Lisa moved to adjourn at 8:49 P.M. Christy seconded. Motion carried 6-0**

#### **Next Meeting**

The next regular Board meeting will be **Tuesday, December 27th, 2022 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

**Linwood Community Library Board**

Christy Brice; Chair	(03/2023)
Lisa Turney; Vice-Chair	(03/2026)
Robert Firth; Treasurer	(03/2025)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Dalton Torneden; Secretary	(03/2025)
Melanie Morris	(03/2023)
Chris Mensch	(03/2026)

**Linwood Community Library Staff**

Open Position; Director
Jayne Hopkins; Youth Services
Dennis Shelton; Teen and Marketing
Theresa Reetz; Adult Programing/Collection
Development
Joyce Elder; Bookkeeper

**Linwood Community Library Board Committees** (03/2022)

<b>Building &amp; Equipment:</b>	Melanie Morris	Robert Firth	Christy Brice
<b>Personnel &amp; Policy:</b>	Stacey Schmitt	Dalton Torneden	Lisa Turney
<b>Finance:</b>	Christy Brice	Stacey Schmitt	Robert Firth

*Officer and Committee appointments updated March 22, 2022*

---

Christy Brice, Chairperson	Date:
----------------------------	-------

---

Dalton Torneden, Secretary	Date:
----------------------------	-------

**Agenda**  
**Linwood Community Library Board Meeting**  
**November 22<sup>nd</sup> , 2022 at 7:00 pm**  
**Public Notice**

Dalton Torneden  
Robert Firth

Melanie Morris  
Stacey Schmitt

Christy Brice  
Lisa Turney

Chris Mensch

**Call to Order**

Introduction of Guests if present

Changes or additions to the agenda, if needed

- October 25<sup>th</sup> meeting minutes
- Treasurer's Report

**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.*

**Director's Report –**

- Financial reports
- Statistical report

**Old Business**

- Exit checklist into policy
- Staff changes

**Committee Reports**

- Building & Equipment
- Financial
- Personnel and Policies

**New Business**

- December/ January Holiday hours
- Director Interviews
- IRA plan
- New Board Member

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

Executive Session

Adjournment

Next Regular Board Meeting: Tuesday, December 27<sup>th</sup> , 2022 at 7:00 pm



**Director's Report**  
**November 22<sup>nd</sup>, 2022**

The Fall Festival was a success, and it was good to see all the supporters of the library out enjoying hot dogs, chili, face painting, pumpkin decorating, etc... We had about 51 people who joined us. A special thanks to the staff who spent the time and effort to make pots of chili to share with our patrons.

The staff has been in communication with Howie at the Baptist church and has made sure we were not duplicating efforts for the Holidays this year. The city, with the help of the Baptist Church, will be hosting a parade, and a Christmas Tree lighting along with Santa Saturday, Nov 26. They extended an invitation to the library to have a craft available for children while they wait for Santa. The staff has expressed interest but is checking with family obligations before committing. We will continue with our plans for the Holidays and the church has offered us the use of their large Santa chair for our Santa visit.

Greg, with NEKLS, was out and addressed the computer issue. The deep freeze software needed to be shut down during the installation of the print drivers. We hope this addressed the problem. Greg also told us NEKLS could replace the current hard drives with solid-state drives in both computers for \$50 each, this would also require our patron computers to be shut down for a full day while Windows was reinstalled. While the SSD should increase the access time, I do not think it would speed up the computer's overall performance.

The staff are all certified as notaries now. This has been a lengthy and time-consuming task as the laws have changed between the PDF version we had and the current PDF version. When we hand-delivered the applications to the secretary of state's office in Topeka they stressed the importance of reviewing the latest rules as the secretary of state was paying much closer attention to notarized documents. The staff spent a minimum of 1.5-2 hours of study time between the two documents in seeing that they understood their role as a notary.

The library's Santa/Mrs. Claus Visit is happening on Saturday, December 17th from 11a.m. to 1P.M. The Friends are asking for cookie donations to hand out at the event. Any helpers would also be appreciated!

Cookies can be dropped off at the library anytime between December 14th and 16th.

4:32 PM

11/18/22

Cash Basis

## Linwood Community Library Dist No 1

## Profit &amp; Loss

October 25 through November 18, 2022

	Oct 25 - Nov 18, 22
Ordinary Income/Expense	
Income	
INCOME	
Interest Income	
Capital Improvement	62.54
General Fund	528.33
Total Interest Income	590.87
Leavenworth County General	
Unrestricted funds	
Ad Valorem Prop Tax	188.78
Delinq PP Tax	938.53
M V Tax	2,687.97
RV Tax	71.38
Total Unrestricted funds	3,886.66
Total Leavenworth County General	3,886.66
Restricted Funds	
Employee Benefits	
Ad Valorem Prop Tax	9.70
Delinq PP Tax	36.78
M V Tax	93.65
RV Tax	2.49
Total Employee Benefits	142.62
Total Restricted Funds	142.62
Total INCOME	4,620.15
Total Income	4,620.15
Gross Profit	4,620.15
Expense	0.00
Paychex Payroll	
COLLECTIONS	
Books	
Children's Books	133.39
Total Books	133.39
DVD	60.51
Periodicals	
Electronic Serial Subscription	139.66
Periodicals - Other	209.11
Total Periodicals	348.77
Total COLLECTIONS	542.67
OPERATING EXPENSE	
Contractor Services	824.42
Electronic Access Expense	
Copy Machine Lease	709.53
Software / Tech Support	36.24
Total Electronic Access Expense	745.77
Maintenance	
Insurance	737.66
Utilities/Repair/Maint	726.47
Total Maintenance	1,464.13
Office Expense	
Advertising / Public Notice	259.69

4:32 PM

11/18/22

Cash Basis

# Linwood Community Library Dist No 1

## Profit & Loss

October 25 through November 18, 2022

	Oct 25 - Nov 18, 22
Other Equipment	1,276.97
Postage / Delivery	171.98
Professional Dues and Fees	1,306.25
Supplies	265.67
Total Office Expense	3,280.56
Personnel Develop/Emp Apprec	
Patron Appreciation	34.52
Total Personnel Develop/Emp Apprec	34.52
Program Expense	
Adult Programs	307.16
Summer Reading	135.00
Program Expense - Other	85.00
Total Program Expense	527.16
Total OPERATING EXPENSE	6,876.56
Total Expense	7,419.23
Net Ordinary Income	-2,799.08
Net Income	-2,799.08

**Treasurer's Report  
for the  
Linwood Community Library  
Board Meeting  
November 22, 2022**

General Fund (GF) Checking account balance as of 10-31-2022 was \$236,839.62. The GF Checking account has NOT been proven to QuickBooks.

Capitol Improvement Fund (CIF) Checking account balance as of 10-31-2022 was \$150,726.37. The CIF Checking account has NOT been proven to QuickBooks.

Petty Cash was counted by Jayne on 11-22-2022. She stated the balance was \$80.34.



Linwood Community Library Dist No 1  
Check Detail

Type	Num	Date	Name	October 26 through November 23, 2022	Account	Original Amount
Check	Ebill	11/04/2022	VISA	Mary 0584	First State Bank & Trust	-19.90
Check	Ebill	11/04/2022	VISA	Dennis 0535	First State Bank & Trust	-782.20
Check	Ebill	11/04/2022	VISA	Teresa 0576	First State Bank & Trust	-400.62
Check	Ebill	11/23/2022	Atmos Energy	3012715384	First State Bank & Trust	-71.91
Check	Ebill	11/23/2022	Evergy	9300893402	First State Bank & Trust	-322.34
Check	Ebill	11/23/2022	MIDCONTINENT COMMUNICATIO	162262901	First State Bank & Trust	-258.25
Check	Ebill	11/23/2022	City of Linwood	152	First State Bank & Trust	-62.01
Check	Ins	10/27/2022	American Family Insurance		First State Bank & Trust	-737.66
Liability Check	To Print	11/22/2022	Bank 941	48-0874640	First State Bank & Trust	-1,414.80
Liability Check	To Print	11/22/2022	Kansas Dept of Revenue	036-480874640F01	First State Bank & Trust	-157.00
Liability Check	IRS 10-22	11/15/2022	Bank 941	48-0874640	First State Bank & Trust	-1,604.54
Liability Check	Ks 10-22	11/15/2022	Kansas Dept of Revenue	036-480874640F01	First State Bank & Trust	-216.00
Check	10630	10/27/2022	Jayne Hopkins	Fall Festival	First State Bank & Trust	-35.00
Check	10635	10/28/2022	Xerox Financial Services	contract# 020-0081640-001	First State Bank & Trust	-341.16
Check	10636	10/28/2022	Xerox Financial Services	contract# 020-0081640-002	First State Bank & Trust	-368.37
Check	10637	11/04/2022	Teresa Reetz	Adult program	First State Bank & Trust	-70.00
Check	10638	11/17/2022	Nebraska Furniture Mart	Order # 65407503 2 Chairs	First State Bank & Trust	-1,276.97
Check	10639	11/17/2022	Expert Cleaning on Demand	Inv-000076 Cleaning Sept & Oct	First State Bank & Trust	-640.00
Paycheck	10641	11/21/2022	Elder, Joyce L		First State Bank & Trust	-427.67
Paycheck	10642	11/21/2022	Hopkins, Jayne R		First State Bank & Trust	-1,353.19
Paycheck	10643	11/21/2022	Pawlowski, Mary E.		First State Bank & Trust	-216.33
Paycheck	10644	11/21/2022	Reetz, Teresa A		First State Bank & Trust	-1,486.55
Paycheck	10645	11/21/2022	Shelton, Dennis K		First State Bank & Trust	-1,511.13
Liability Check	10646	11/22/2022	Security Benefit Group	122000	First State Bank & Trust	-28.62
Check	10647	11/23/2022	Sloan Law Firm	60260 Employment matter	First State Bank & Trust	-150.00
Check	10648	11/23/2022	Aly Evans	Dec 6	First State Bank & Trust	-35.00
Check	10649	11/23/2022	Aly Evans	Dec 13	First State Bank & Trust	-35.00
Check	10650	11/23/2022	Aly Evans	Dec 20	First State Bank & Trust	-35.00
Check	10651	11/23/2022	Mad Science Of Greater Kansas C	WREG-1548505 Deposit for 6-22-23	First State Bank & Trust	-50.00
Check	10652	11/23/2022	Steve Bardwell	Repairs to windows & vestibule	First State Bank & Trust	-300.00
Check	10653	11/23/2022	United States Liability Ins Co	NPP1393190	First State Bank & Trust	-698.00
Check	10654	11/23/2022	Willow Lane Education	ARU0342450	First State Bank & Trust	-191.90
Check	10655	11/23/2022	Northeast Kansas Library System Barcodes		First State Bank & Trust	-39.25

# Linwood Community Library Dist No 1

## Check Detail

Type	Num	Date	Name	October 26 through November 23, 2022	Account	Original Amount
Check	10656	11/23/2022	Midwest Tape	2000013518 9/30/22 & 10/31/22	First State Bank & Trust	-294.22
Check	10657	11/23/2022	Midwest Tape	2000007748	First State Bank & Trust	-240.64
Check	10658	11/23/2022	Jayne Hopkins	Reimburse for potluck 11/15	First State Bank & Trust	-15.28
Check	10659	11/23/2022	Ingram Library Services	20X0872	First State Bank & Trust	-807.36
Check	10660	11/23/2022	Joyce Elder	Mileage to bank 3 x	First State Bank & Trust	-48.75
Check	10661	11/23/2022	Matt Betts	Christmas lights	First State Bank & Trust	-200.00
						-16,942.62

Personnel & Policy Committee Meeting  
November 1st, 2022

Board Members Present: Dalton Tornado & Lisa Turney

Call to Order: 6:20 P.M.

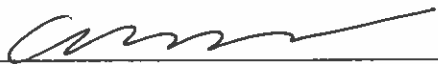
Prepared for 1st round of Director Interviews, organized Director Interview Questions.

Adjourned: 7:50 P.M.

Minutes prepared by: Dalton Tornado

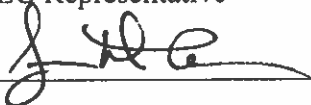
We the under signed, do agree to this Contract as of this day 11/21/2022

Linwood Community Library Representative

Signature 

Print Name Christy Brice

LE Loop Services LLC Representative

Signature 

Print Name: James D Morris

LE Loop Services LLC requires a current copy of the Tax Exemption form from the Linwood Community Library for our files.

---

**Equipment Covered:**

Generator

Serial # 3008104478

Model # G0070771

Transfer Switch

Serial # 3008444316

Model # RTW200G3

---

\*Annual Inspection / Maintenance

Start date 11/5/2021

\*Note: Installation date 6/8/2021

Regards,

James (JD) Morris, Owner

LE Loop Services LLC

contactus@Loopserviceshvacparts.com

913.488.0485



## **Le Loop Services, LLC**

**PO Box 441**

**BASEHOR, KS 66007**

**913-488-0485**

**CONTACTUS@LOOPSERVICESHVACPARTS.COM**

11/21/2022

Director  
Linwood Community Library  
19649 Linwood Road  
Linwood, KS 66052

LE Loop Services LLC agrees to charge Linwood Community Library a total annual fee of \$282.00 for the performance of two inspections, one every 6 months.

The first one-hour inspection will pertain to a visual and physical inspection of the generator and transfer switch. The initial inspection will cost \$120.00 which includes:

\$95.00 per hour Labor charge  
\$25.00 truck charge

The second one-hour inspection, will be performed as the first inspection, but will include a generator oil and filter change. The second inspection will cost \$162.00, and charges will be as follows:

\$95.00 per hour Labor charge  
\$42.00 material charge  
~~\$10.00 waste disposal~~  
\$25.00 truck charge

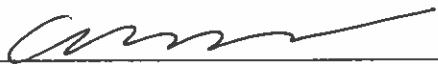
Each inspection will be billed and paid at the time of the inspection. In addition to the above agreement, the Standard Labor Rate, for charges above and beyond the Routine inspections, will be \$115.00 per hour as long as this contract is in force.

This contract will be in effect as of the signature date and will be "Self-Renewing" from year to year and can be cancelled upon notification by either Email or Written Letter By LE Loop Services LLC or Linwood Community Library.

Any replacement parts will be charged at fair market prices. Warranty will be applied as determined applicable.

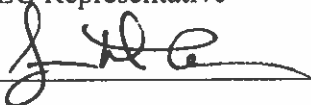
We the under signed, do agree to this Contract as of this day 11/21/2022

Linwood Community Library Representative

Signature 

Print Name Christy Brice

LE Loop Services LLC Representative

Signature 

Print Name: James D Morris

LE Loop Services LLC requires a current copy of the Tax Exemption form from the Linwood Community Library for our files.

---

**Equipment Covered:**

Generator

Serial # 3008104478

Model # G0070771

Transfer Switch

Serial # 3008444316

Model # RTW200G3

---

**\*Annual Inspection / Maintenance**

Start date 11/5/2021

**\*Note: Installation date 6/8/2021**

Regards,

James (JD) Morris, Owner

LE Loop Services LLC

contactus@Loopserviceshvacparts.com

913.488.0485



## **Le Loop Services, LLC**

**PO Box 441**

**BASEHOR, KS 66007**

**913-488-0485**

**CONTACTUS@LOOPSERVICESHVACPARTS.COM**

11/21/2022

Director  
Linwood Community Library  
19649 Linwood Road  
Linwood, KS 66052

LE Loop Services LLC agrees to charge Linwood Community Library a total annual fee of \$282.00 for the performance of two inspections, one every 6 months.

The first one-hour inspection will pertain to a visual and physical inspection of the generator and transfer switch. The initial inspection will cost \$120.00 which includes:

\$95.00 per hour Labor charge  
\$25.00 truck charge

The second one-hour inspection, will be performed as the first inspection, but will include a generator oil and filter change. The second inspection will cost \$162.00, and charges will be as follows:

\$95.00 per hour Labor charge  
\$42.00 material charge  
~~\$10.00 waste disposal~~  
\$25.00 truck charge

Each inspection will be billed and paid at the time of the inspection. In addition to the above agreement, the Standard Labor Rate, for charges above and beyond the Routine inspections, will be \$115.00 per hour as long as this contract is in force.

This contract will be in effect as of the signature date and will be "Self-Renewing" from year to year and can be cancelled upon notification by either Email or Written Letter By LE Loop Services LLC or Linwood Community Library.

Any replacement parts will be charged at fair market prices. Warranty will be applied as determined applicable.

# **Linwood Community Library Board Meeting: December 27th, 2022**

## **Call to Order**

**Board Members present: Robert Firth, Christy Brice, Stacey Schmitt, Lisa Turney, Dalton Torneden, Melanie Morris**

**Staff Members present:**

**Guests:**

**The meeting was called to order at: 7:10 P.M. by Christy Brice**

**Consent Agenda** *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

## **Minutes of last month's meeting:**

November 22<sup>nd</sup> Meeting Minutes

December 7<sup>th</sup> Meeting Minutes

December 14<sup>th</sup> Meeting Minutes

## **Treasurer's Report:**

**General Fund Checking Account:** Balance as of **11/30/22** was **222.320.61**. Has not been proved to QuickBooks, Joyce is working with CPA to address a small issue.

**Capitol Improvement Fund Account:** Balance as of **11/30/22** was **\$150.828.57**. Has been proven to QuickBooks noting no difference.

Petty Cash was counted by Joyce on **12/27/22** – Balance was **\$117.15**.

**Communications:** 0 communications received and reviewed by the Board.

**Approval: Bob** moved to approve the Consent Agenda. Stacey seconded. Motion carried 5-0

*Melanie Morris entered: 7:15 P.M.*

## **Director's Report**

reported on key events, circulation and program updates.

- Financial reports: not at this time.
- Statistical report: Dalton is working to update reports ahead of the State Statistical Survey.

## **Old Business**



- **IRA Plan:** Dalton informed Board that all new staff were presented with the opportunity to join, no new staff member wished to participate.

### **Committee Reports**

**Building & Equipment:** Has not met.

**Finance:** Has not met.

**Personnel & Policy:** Has not met.

### **New Business**

- **Bills For Payment:** Bob made a motion to approve bills as presented, Stacey seconded. Motion carried 6-0
- **Library Injury & Incident Reporting Process:** Bob motioned to approve the Library Injury & Incident Reporting Process for inclusion in the library's policy manual with changes, Lisa seconded 5-0
- **Bughounds Inspection Service Agreement:** Bob made a motion to approve the Bughounds Inspection Service Agreement at cost of \$150 per quarterly inspection for 2023, Stacey seconded. Motion carried 6-0
- **Aly Evans Yoga Contract:** amount small, no board vote needed \$ 140 for the month of January.
- **Sign:** Reviewed available bids. Need more information on maintenance costs for bids received. Continue for next board meeting.  
**Action:** Postpone further discussion for next Board meeting pending further information. Bob will work with Teresa regarding an estimate and potential cost of fixing current Marquee sign.
- **Policy Manual Acknowledgement Form:** no formal approval necessary, Dalton informed Board that in consultation with NEKLS over hiring practices that it was mentioned that the library have employees sign a form acknowledging a review of the Policy Manual. A form has been prepared and will be presented to staff providing they have received an appropriate amount of time to review the library's policy manual.

### **Executive Session:**

**Enter:** Bob made a motion to enter into executive session at 8:18 P.M. for 30 minutes for Personnel, Christy seconded. Motion carried 6-0

**Exit:** Lisa motioned to exit executive session at 8:47 P.M., Stacey seconded. Motion carried 6-0

Dalton mentioned the Town Hall Meeting on January 12<sup>th</sup> at 6:30 to discuss the community's plans for the old elementary school. Dalton mentioned that the Friends of the library would like to, if possible, come to an arrangement to use part of the building for a Friends of the Library Book Store.

**Approval:**

**Action Items:**

**Public Comments**

None

**Adjournment**

**Approval:** Bob moved to adjourn at 8:50 P.M. Christy seconded. Motion carried 5-0

**Next Meeting**

The next regular Board meeting will be **Tuesday, January 24<sup>th</sup>, 2023 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

**Linwood Community Library Board**

Christy Brice; Chair	(03/2023)
Lisa Turney; Vice-Chair	(03/2026)
Robert Firth; Treasurer	(03/2025)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Dalton Torneden; Secretary	(03/2025)
Melanie Morris	(03/2023)
Chris Mensch	(03/2026)

**Linwood Community Library Staff**

Open Position; Director
Jayne Hopkins; Youth Services
Dennis Shelton; Teen and Marketing
Theresa Reetz; Adult Programming/Collection
Development
Joyce Elder; Bookkeeper

**Linwood Community Library Board Committees** (03/2022)

<b>Building &amp; Equipment:</b>	Melanie Morris	Robert Firth	Christy Brice
<b>Personnel &amp; Policy:</b>	Stacey Schmitt	Dalton Torneden	Lisa Turney
<b>Finance:</b>	Christy Brice	Stacey Schmitt	Robert Firth

*Officer and Committee appointments updated March 22, 2022*

---

Christy Brice, Chairperson

Date:

---

Dalton Torneden, Secretary

Date:

## **Linwood Community Library Board Meeting: December 7th, 2022**

### **Call to Order**

**Board Members present:** Dalton Torneden, Melanie Morris, Stacey Schmitt, Christy Brice, Lisa Turney

**Staff Members present:**

**Guests:**

**The meeting was called to order at: 7:04 P.M. by Christy Brice**

### **Executive Session:**

**Enter:** Stacey made a motion to enter into executive session for 60 minutes to discuss Personnel. Lisa seconded. Motion carried 5-0

**Exit:** Dalton made a motion to exit executive session at 7:52, Christy seconded. Motion carried 5-0

Stacey made a motion to offer Valarie Lamoreaux the position of Director of the Linwood Community Library at a salary of \$58,000 plus a \$500 stipend for health care. Lisa seconded. Motion carried 5-0

Stacey made a motion to authorize Christy Brice as Board Chair to negotiate salary and benefits for the Director position offer. Christy seconded. Motion carried 5-0

Discussed a library tasks priority list.

### **Public Comments**

None

### **Adjournment**

**Approval:** Stacey moved to adjourn at 8:10 P.M. Lisa seconded. Motion carried 5-0

### **Next Meeting**

The next regular Board meeting will be **Tuesday, December 27th, 2022 at 7:00 pm.**

*Submitted by: Dalton Torneden; Board Secretary*

**Linwood Community Library Board**

Christy Brice; Chair	(03/2023)
Lisa Turney; Vice-Chair	(03/2026)
Robert Firth; Treasurer	(03/2025)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Dalton Torneden; Secretary	(03/2025)
Melanie Morris	(03/2023)
Chris Mensch	(03/2026)

**Linwood Community Library Staff**

Open Position; Director
Jayne Hopkins; Youth Services
Dennis Shelton; Teen and Marketing
Theresa Reetz; Adult Programing/Collection
Development
Joyce Elder; Bookkeeper

**Linwood Community Library Board Committees** (03/2022)

<b>Building &amp; Equipment:</b>	Melanie Morris	Robert Firth	Christy Brice
<b>Personnel &amp; Policy:</b>	Stacey Schmitt	Dalton Torneden	Lisa Turney
<b>Finance:</b>	Christy Brice	Stacey Schmitt	Robert Firth

*Officer and Committee appointments updated March 22, 2022*

---

Christy Brice, Chairperson

Date:

---

Dalton Torneden, Secretary

Date:

## **Library Injury & Incident Reporting Process:**

**Adopted December 27<sup>th</sup>, 2022**

Reports regarding injuries involving staff or patrons, disruptive or misconduct incidents between patrons and/or between staff including complaints against the Director made by patrons or staff are to be filed in writing using the Library's Incident Report Form signed by the complainant within 24 hours detailing the name, date, location, any witnesses and the grievance, complaint or injury that occurred.

The Library Incident Report Form may be found on a shelf behind the Circulation Desk at the library or available on the library's website, [www.linwoodcommunitylibrary.org](http://www.linwoodcommunitylibrary.org) under the heading of About>Our Policies and Strategy.

Reports are to be submitted to the Director except in the event that the Director is the subject of the complaint or grievance when the report may be submitted to the Personnel Committee of the Library Board.

Employees wishing to discuss grievances regarding the library as an institution or the Director shall provide the Board with a minimum of 2 written or emailed examples of attempts to bring said concern or grievance to the attention of the Library Director before communicating a concern or grievance to the Board.

The Personnel Committee of the Library Board functions as Human Resources for the library and may intervene and will investigate all complaints and interview all witnesses before providing a report to the full Board when necessary.

I \_\_\_\_\_, acknowledge that I have access to and have reviewed a copy of the Linwood Community Library's Policy Manual and understand the policies and guidelines contained in it. I understand that it is my responsibility to comply with and implement the policies and procedures outlined in the Linwood Community Library Policy Manual.

---

Employee Signature

---

Date

**Agenda**  
**Linwood Community Library Board Meeting**  
**December 27<sup>th</sup>, 2022 at 7:00 pm**  
**Public Notice**

Christy Brice (Chair)  
Dalton Tornadoen

Robert Firth  
Chris Mensch

Melanie Morris  
Lisa Turney

Stacey Schmitt

**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.*

- November 22nd Meeting Minutes/December 7<sup>th</sup> Meeting Minutes/December 14<sup>th</sup> Meeting
- Treasurer's Report
- Communications for the Board

**Director's Report –**

- Financial reports
- Statistical report

**Old Business**

- IRA Plan

**Committee Reports**

**Building & Equipment**

**Financial**

**Personnel and Policies**

**New Business**

- Bills for Payment
- Library Injury/Incident Complaint Reporting
- Bughounds Inspection Service Agreement
- Aly Evans Yoga Contract
- Sign
- Policy Manual Acknowledgement Form

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

**Executive Session**

**Adjournment**

**Next Regular Board Meeting: Tuesday, January 24<sup>th</sup>, 2022 at 7:00 pm**





## **Read, Connect, Grow!**

Director's Report

December 27<sup>th</sup>, 2022

Happy Holidays!

- December 1<sup>st</sup> began Adult Winter Reading + Grand Prize Drawing will be December 30<sup>th</sup>.
- Josh Ishmael, a local Children's Author stopped by for a talk on December 3<sup>rd</sup>.
- Yoga with Aly Evans has re-started at the library! This program will take place each Monday at 5 P.M. and shall continue through January.
- The library hosted Santa and Mrs. Claus on December 17<sup>th</sup>, a holly jolly time was had by all! We had 28 visitors! The Friends of the Library hosted a Book/DVD Giveaway and held a Stocking Stuffer Raffle during the visit!
- Potluck's revival has been a success with 5 in attendance. December's Potluck theme was Mexican and January's theme will be Italian. This takes place on Tuesday, January 10<sup>th</sup> at Noon. Stop by for a taste of Italia!
- The Study Buddy program is being discontinued due to no attendance; staff may revisit at a later date.
- Dennis and I have been discussing the possibility of hosting the Mystery Book Club at Z&M Winery. I reached out to them and if plans continue, we will have our January 19<sup>th</sup> meeting there with \$12 per person – selection of wine/cider with an antipasto appetizer tray to share. We hope that a change of place will bring new interest the book club and provide an opportunity for outreach with more of our patrons. The Mystery Book Club is at 5 P.M., Thursday, January 19<sup>th</sup> and the book for January is Portrait of an Unknown Woman by Daniel Silva. Copies available at the library for anyone interested in joining.
- We also welcome back Nicole, who will be standing in for Jayne while she is in Florida. Jayne's last day was December 21<sup>st</sup>. It's great to have Nicole back at the library!

## **Linwood Community Library Board Meeting: December 14th, 2022**

### **Call to Order**

**Board Members present: Robert Firth, Christy Brice, Melanie Morris, Lisa Turney, Dalton Torneden**

**Staff Members present:**

**Guests:**

**The meeting was called to order at: 8:01 P.M. by Christy Brice**

### **Executive Session:**

**Enter: Bob made a motion to enter into executive session for 1 hour to discuss Personnel at 8:02 P.M., Lisa seconded. Motion carried 5-0**

**Exit: Christy made a motion to exit the executive session at 8:48 P.M., Bob seconded. Motion carried 5-0**

**Bob made a motion to offer April Hernandez the position of Director of the Linwood Community Library at a yearly salary of \$57,500 with 2 weeks paid vacation annually and a \$700 a month healthcare stipend conditional on the clearing of a background check. Lisa seconded. Motion carried 5-0**

**Lisa made a motion to give Christy Brice as Board Chair the executive authority to negotiate salary and benefits for the open Director position, Dalton seconded. Motion carried 5-0**

### **Public Comments**

None

### **Adjournment**

**Approval: Christy moved to adjourn at 8:55 P.M. Lisa seconded. Motion carried 5-0**

### **Next Meeting**

**The next regular Board meeting will be Tuesday, December 27th ,2022 at 7:00 pm.**

*Submitted by: Dalton Torneden; Board Secretary*

**Linwood Community Library Board**

Christy Brice; Chair	(03/2023)
Lisa Turney; Vice-Chair	(03/2026)
Robert Firth; Treasurer	(03/2025)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Dalton Torneden; Secretary	(03/2025)
Melanie Morris	(03/2023)
Chris Mensch	(03/2026)

**Linwood Community Library Staff**

Open Position; Director
Jayne Hopkins; Youth Services
Dennis Shelton; Teen and Marketing
Theresa Reetz; Adult Programing/Collection
Development
Joyce Elder; Bookkeeper

**Linwood Community Library Board Committees** (03/2022)

<b>Building &amp; Equipment:</b>	Melanie Morris	Robert Firth	Christy Brice
<b>Personnel &amp; Policy:</b>	Stacey Schmitt	Dalton Torneden	Lisa Turney
<b>Finance:</b>	Christy Brice	Stacey Schmitt	Robert Firth

*Officer and Committee appointments updated March 22, 2022*

---

Christy Brice, Chairperson

Date:

---

Dalton Torneden, Secretary

Date:

