

**Agenda**  
**Linwood Community Library Board Meeting**  
**Tuesday, March 26, 2024 at 7:00 pm**  
**Public Notice**

Melissia Smitka (Chair)  
Aly Evans  
Chris Mensch

Lea Chrisman (Secretary)  
Sheldon Wheaton (Treasurer)  
Kathy Reno

**Call to Order**

Introduction of Guests, if present

Changes or additions to the agenda, if needed

**Consent Agenda**

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

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

**Financial report**

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

**Old Business**

- Table of Contents for Policy Manual
- Payroll Scheduling Revisited
- Newsletter (update)

**Committee Reports**

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

**New Business**

- Bills for Payment
- Annual Elections for Board Officers
- Board Member Liability Insurance
- Vacation Accrual
- Staff Computers

- Summer Mowing
- Parking Lot Pavement

**Executive Session (Personnel)**

**Executive Session (Security)**

**Adjournment**

**Next Regular Board Meeting: Tuesday, April 23, 2024 at 7:00 pm**

# Linwood Community Library Board Meeting Minutes: February 27, 2024

## Call to Order

**Board Members present: Sheldon Wheaton, Lea Chrisman, Melissia Smitka, Ronald Smith, Kathy Reno, Chris Mensch**

**Staff Present: Dennis Shelton**

**Guests: None**

**The meeting was called to order at: 7:06 P.M. by Melissia Smitka**

**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 (12.27.2023, 01.02.2024, 01.23.2024, 01.29.2024, 02.06.2024, 02.09.2024)**

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

**General Fund Checking:** As of 01.31.2024 Account Balance was \$403,734.39.

The GF Checking has been not proven to Xero.

**Capital Improvement Fund:** As of 01.31.2024 Account Balance was \$186,420.61      The  
CIF Checking has not been proven to Xero.

**Petty Cash Fund:** Counted by Dennis on 02.23.2024. He stated the balance was \$61.85.

### **Financial Report**

**Communications for the Board:** No communications for the Board

### **Statistical Report**

**Approval:** Being there were no objections, the consent agenda was approved.

**Public Comments:** None

## **Committee Reports**

**Building & Equipment:** Seeking bids for Parking Lot Pavement for the front of the building.

**Finance:** None

**Personnel & Policy:** None

## **Action Items:**

## **New Business**

- **Bills for Payment** Lea moved to approve bill for payment as presented, with an additional check to be cut to Wheat State Cleaning in the amount of \$450.00, to pay the entire invoice amount of \$600. Sheldon seconded. Motion carried 6/0.
- **Vacant Staff Positions** Dennis reported that he felt at the current time the library had enough staff members to cover the hours of operation.
- **Newsletters** Dennis reported to the Board that the Postal Permit for the Library had not been paid in prior years. He stated that he would have to inquire at the DeSoto Post Office what would need to be done to make the permit active again. This would weigh in as to if the

newsletters will continue. Suggestions were made by Board Members on ways to help improve the current newsletter.

- **2024 Goals/Ideas:** Dennis reported that the staff would like to continue with Programs and Summer Concerts at this time. States that the Summer Reading was year was a huge success and that Teresa had attended a meeting with other surrounding libraries in Lansing.
- **Square (Credit Cards):** Dennis reports that there is an administrative issue with the Square Account and that until this can be resolved, the staff would no longer be using Square for any credit card or cash transactions.
- **Pay Periods:** After discussion, Chris moved to process payroll on the 15<sup>th</sup> of each month. Sheldon seconded. Motion carried 6/0.
- **St Unemployment Tax Account:** The Library received notice of Delinquency for the Kansas Unemployment Tax Account for 4thQuarter 2023. Board directed Dennis to have Tracy run Payroll Report in QuickBooks and pay amount owed.

### **Executive Session**

Lea made a motion to enter Board Member Only Executive Session at 8:23 P.M. to discuss Personnel Matters, with Open Session to resume at 8:53P.M. Sheldon seconded. Motion carried 6/0.

Lea made a motion to enter Open Session at 8:53 P.M. Sheldon seconded. Motion carried 6/0.

### **Action Item:**

Ron moved to approve Staff Credit Cards for Dennis and Susie at First State Bank, in the following amounts:

Teresa \$3,500.00

Dennis \$2,500.00

Susie \$2,500.00

### **Adjournment**

**Approval:** Ron moved to adjourn the meeting at 8:57 P.M. Chris seconded. Motion carried 6/0.

### **Next Meeting**

The next regular Board meeting will be **Tuesday, March 26, 2024 at 7:00 P.M.**

*Submitted by: Lea Chrisman; Board Secretary*

### **Linwood Community Library Board**

Melissa Smitka: Chair (03/2025)

Ronald Smith; Vice-Chair (03/2024)

Sheldon Wheaton; Treasurer (03/2027)

Lea Chrisman: Vice-Treasurer/Sec (03/2026)

Kathy Reno (03/2026)

### **Linwood Community Library Staff**

Vacant; Director

Jayne Hopkins; Youth Services

Teresa Reetz: Adult Programming/Collection

Amy Rosewicz; Programming Assistant

Nicole Oeschlaeger; Library Services Specialist

|               |           |  |
|---------------|-----------|--|
| Chris Mensch  | (03/2025) | Susie Henneke; Library Services Specialist                           |
| Open Position | (03/2027) | Dennis Shelton; Library Services Specialist-<br>Acting Administrator |
|               |           | Tracy Tygart: Bookkeeper   |

**Linwood Community Library Board Committees**

|                                  |                 |                 |            |
|----------------------------------|-----------------|-----------------|------------|
| <b>Building &amp; Equipment:</b> | Sheldon Wheaton | Ron Smith       |            |
| <b>Personnel &amp; Policy:</b>   | Melissia Smitka | Sheldon Wheaton | Kathy Reno |
| <b>Finance:</b>                  | Lea Chrisman    |                 |            |

*Officer and Committee appointments updated January 23, 2024*

*Library Staff updated January 31, 2024*

---

|                              |       |
|------------------------------|-------|
| Melissia Smitka, Chairperson | Date: |
|------------------------------|-------|

---

|                         |       |
|-------------------------|-------|
| Lea Chrisman, Secretary | Date: |
|-------------------------|-------|

# Linwood Community Library Special Board Meeting Minutes: March 5, 2024

## Call to Order

**Board Members present: Melissia Smitka, Ronald Smith, Sheldon Wheaton, Lea Chrisman, Kathy Reno, Chris Mensch**

**Staff Present: Dennis Shelton**

**Guests: Arlene Pritchard, Susie Bennett, Gary Bennett**

**The meeting was called to order at: 7:00 P.M. by Melissia Smitka**

**Public Comments: None**

## New Business

- **Visa Credit Card Payment Due** – Ron moved to approve payment of \$146.03 to Visa using check #11139. Lea seconded. Motion carried 6/0.
- **Visa Check Payment Lost in USPS System** – Ron moved to issue a “Stop Payment” for check #11107 in the amount of \$180.36, approving payment of \$182.12 (includes interest fee) and the “Stop Payment” bank fee to be directly withdrawn from the checking account. Sheldon seconded. Motion carried 6/0.

## Adjournment

**Approval: Ron moved to adjourn the meeting at 7:14 P.M. Sheldon seconded. Motion carried 6/0.**

*Submitted by: Lea Chrisman; Board Secretary*

### Linwood Community Library Board

|                                  |           |
|----------------------------------|-----------|
| Melissa Smitka: Chair            | (03/2025) |
| Ronald Smith; Vice-Chair         | (03/2024) |
| Sheldon Wheaton; Treasurer       | (03/2027) |
| Lea Chrisman: Vice-Treasurer/Sec | (03/2026) |
| Kathy Reno                       | (03/2026) |
| Chris Mensch                     | (03/2025) |
| Open Position                    | (03/2027) |

### Linwood Community Library Staff

|  |
|--|
| Vacant; Director   |
| Jayne Hopkins; Youth Services  |
| Teresa Reetz: Adult Programming/Collection                           |
| Amy Rosewicz; Programming Assistant                                  |
| Nicole Oeschlaeger; Library Services Specialist                      |
| Susie Henneke; Library Services Specialist                           |
| Dennis Shelton; Library Services Specialist-<br>Acting Administrator |
| Tracy Tygart: Bookkeeper   |

**Linwood Community Library Board Committees**

**Building & Equipment:** Sheldon Wheaton Ron Smith

**Personnel & Policy:** Melissia Smitka Sheldon Wheaton Kathy Reno

**Finance:** Lea Chrisman

*Officer and Committee appointments updated February 19, 2024*

*Library Staff updated February 19, 2024*

---

Melissia Smitka, Chairperson Date:

---

Lea Chrisman, Secretary Date:

# Linwood Community Library Annual Board Meeting Minutes: March 5, 2024

## Call to Order

**Board Members present: Melissia Smitka, Ronald Smith, Sheldon Wheaton, Lea Chrisman, Kathy Reno, Chris Mensch**

**Staff Present: Dennis Shelton**

**Guests: Arlene Pritchard, Susie Bennett, Gary Bennett, Aly Evans**

**The meeting was called to order at: 7:30 P.M. by Melissia Smitka**

**Changes or Additions to Agenda: Move "Overview of Officer and Committee Appointments" to next regular Board Meeting, March 26, 2024.**

## New Business

- **Annual Meeting Notice Publication**
- **Presentation of the 2023 Annual Report**
- **Financial Report**

## District Member Comments

- **Nominations and Election of (1) open Library Board Member Position**
- **Request for Nominations**  
Dennis Shelton nominated Aly Evans. Kathy seconded. Aly Evans accepted the nomination. Votes: (9) in favor and (2) abstaining.  
Aly was welcomed to the Board Chair by Melissia.

## Adjournment

**Approval: Ron moved to adjourn the meeting at 7:42 P.M. Chris seconded. Motion carried 6/0.**

*Submitted by: Lea Chrisman; Board Secretary*

### Linwood Community Library Board

|                                  |           |
|----------------------------------|-----------|
| Melissa Smitka: Chair            | (03/2025) |
| Ronald Smith; Vice-Chair         | (03/2024) |
| Sheldon Wheaton; Treasurer       | (03/2027) |
| Lea Chrisman: Vice-Treasurer/Sec | (03/2026) |
| Kathy Reno                       | (03/2026) |
| Chris Mensch                     | (03/2025) |

### Linwood Community Library Staff

|   |
|---|
| Vacant; Director                                |
| Jayne Hopkins; Youth Services                   |
| Teresa Reetz: Adult Programming/Collection      |
| Amy Rosewicz; Programming Assistant             |
| Nicole Oeschlaeger; Library Services Specialist |
| Susie Henneke; Library Services Specialist      |



Open Position

(03/2027)

Dennis Shelton; Library Services Specialist-  
Acting Administrator

Tracy Tygart: Bookkeeper

**Linwood Community Library Board Committees**

**Building & Equipment:** Sheldon Wheaton Ron Smith

**Personnel & Policy:** Melissia Smitka Sheldon Wheaton Kathy Reno

**Finance:** Lea Chrisman

*Officer and Committee appointments updated February 19, 2024*

*Library Staff updated February 19, 2024*

---

Melissia Smitka, Chairperson

Date:

---

Lea Chrisman, Secretary

Date:

Treasurer's Report  
For the  
Linwood Community Library Board Meeting  
March 26, 2024

General Fund (GF) Checking account balance as of 02-29-2024 was \$388,241.23. The GF Checking account has not yet been reconciled by bookkeeping and as such could not be proven to Xero.

Capitol Improvement Fund (CIF) Checking account balance as of 02-29-2024 was \$186,999.74. The CIF Checking account also has not yet been reconciled by bookkeeping and as such could not be proven to Xero.

Petty cash was counted by Dennis on 03-22-2024. He stated the balance was \$97.40.

## Income Statement (Profit and Loss)

Linwood Community Library

For the period February 1, 2024 to March 1, 2024

| <u>Account</u>                  | <u>Feb 1-Mar 1, 2024</u> |
|---------------------------------|--------------------------|
| <b>Income</b>                   |                          |
| Fine and Fees                   | 7.45                     |
| Interest Income                 | 1,815.87                 |
| <b>Total Income</b>             | <b>1,823.32</b>          |
| <hr/>                           |                          |
| <b>Gross Profit</b>             | <b>1,823.32</b>          |
| <hr/>                           |                          |
| <b>Operating Expenses</b>       |                          |
| COLLECTIONS: Books:Adul         | 311.91                   |
| COLLECTIONS: Books:Chilc        | 406.92                   |
| COLLECTIONS: DVD                | 30.23                    |
| COLLECTIONS: Periodicals        | 316.22                   |
| COLLECTIONS: Videogame          | 49.94                    |
| Gross Wages                     | 10,990.44                |
| Medicare Co                     | 159.37                   |
| OPERATING EXPENSE: Co           | 1,360.98                 |
| OPERATING EXPENSE: Ele          | 1,772.50                 |
| OPERATING EXPENSE: Ele          | 80.63                    |
| OPERATING EXPENSE: Ma           | 1,429.14                 |
| OPERATING EXPENSE: Off          | 59.00                    |
| OPERATING EXPENSE: Off          | 2,000.00                 |
| OPERATING EXPENSE: Off          | 504.89                   |
| OPERATING EXPENSE: Pe           | 45.30                    |
| OPERATING EXPENSE: Pe           | 798.11                   |
| Payroll Expenses                | 65.86                    |
| PROGRAM EXPENSE: Adul           | 1,119.03                 |
| PROGRAM EXPENSE: Chilc          | 180.00                   |
| Simple IRA Match                | 108.77                   |
| Social Security Co              | 681.42                   |
| SUTA                            | 66.45                    |
| <b>Total Operating Expenses</b> | <b>22,537.11</b>         |
| <hr/>                           |                          |
| <b>Operating Income</b>         | <b>(20,713.79)</b>       |
| <hr/>                           |                          |
| <b>Net Income</b>               | <b>(20,713.79)</b>       |



## Director's Report March 26<sup>th</sup>, 2024

Prepared by: Dennis Shelton, MBA (Library Services Specialist/Acting Administrator)

Terresa attended the City Council meeting March 5 and we were granted permission to shut down Main Street again this year for our summer concerts. The Concerts will take place on the 2nd Friday of June, July, and August. We currently have the Tom Page Band booked for June, the Moonshrooms booked for July and we are working on a band for August. I have reached out to Howie, with the Baptist church, and they will be helping us and providing the flatbed trailer for a stage again this year.

Susie attended the Site Council meeting for the school. She was able to connect with the secretary, Molly. Molly said they would like for her to come into the school to do a couple of stories/crafts with the children, one in April and one in May. Molly also wanted to make sure they received the summer reading events to get to the kids prior to the end of school.

We had two high school students, both band students, attend the Clarinet concert on February 29. We learned they were the only two high school students within the city of Linwood who attend the Basehor/Linwood High School, this was very surprising to Teresa and I. After the concert I had a chance to visit with them for a lengthy period of time and asked them if they would be interested in doing a concert, especially at Christmas, for us in the Library. Both were very excited about the idea and wanted to ask some of their friends from band and orchestra to join them. They both wanted to come back to the Accordion player later on March 21. I am hoping they will stay in touch and we can use them to draw in some of their friends and family if they will do a recital for us, possibly in the summer or fall, and then come back with friends and do a Christmas concert in December. It would be great to provide Christmas music using the youth from our community to further strengthen our ties with the community.

I worked with the Postmaster at the Basehor Post Office and have some resolution to mailing our newsletters. The cost will be \$320 for a new permit application, \$320 for the permit itself (The permit cost will be a yearly cost), and \$.366 per letter to mail newsletters. Post cards will be less expensive but the cost will depend on the weight of the paper we use. I am still waiting for an answer as to how to format letters to mail without an envelope.

We had issues with a couple of computers and had to have Greg with NEKLS out to look at them. Greg was able to get them up and running. I am having the disc drives in three of the staff computers replaced with SSD drives. Greg indicated as Windows updates were pushed down the normal disc drives were having more difficulty keeping up. Greg gave me a price of \$50 per computer to update to 256 GB SSD drives. The staff computers we have are 5 years old and he thought this would give us 2-3 more years before they would have to be changed out. This will cost a total of \$150.

I would like to go ahead and change out Teresa's computer, if possible. Since Teresa does collection I think her computer gets much more use and the loss of it would be a much bigger problem for us. Greg gave me a price of about \$900 to completely change out her computer.

I believe it would be a good idea to begin changing out the staff computers, one computer a year. With the update to SSD drives this should allow us to continue working with what we have as we begin to rotate them out over the next three years.

Our website domain expires in 2024. I renewed our domain name for 9 more years.

| <b>Circulation:</b>              |                 |              |                 |              |                    |
|----------------------------------|-----------------|--------------|-----------------|--------------|--------------------|
|                                  | <b>Feb 2024</b> | <b>Y-T-D</b> | <b>Feb 2023</b> |              |                    |
| Adult Books                      | 330             | 521          | 161             | 340          |                    |
| Child Books                      | 689             | 1,003        | 360             | 719          |                    |
| Young Adult                      | 41              | 54           | 8               | 21           |                    |
| Magazines                        | 3               | 5            | 1               | 2            |                    |
| Movies/Videogames                | 387             | 631          | 147             | 273          |                    |
| Music                            |                 | -            |                 | -            |                    |
| Audiobooks                       | 65              | 102          | 33              | 45           |                    |
| Large Print                      | 52              | 82           | 24              | 42           |                    |
| Electronic Materials             | 461             | 981          | 355             | 898          |                    |
| Equipment: Video/DVD             |                 | -            |                 | -            |                    |
| Equipment: Sports/Games          |                 | -            |                 | -            |                    |
| Total:                           | 2,028           | 3,379        | 1,089           | 2,340        |                    |
| % of Change                      | 86.23           | 44.40        |                 |              |                    |
| <b>New Acquisitions:</b>         |                 |              |                 |              |                    |
|                                  | <b>Feb 2024</b> | <b>Y-T-D</b> | <b>Feb 2023</b> | <b>Y-T-D</b> |                    |
| Adult                            | 42              | 96           | 32              | 71           |                    |
| Children                         | 38              | 55           | 39              | 67           |                    |
| Young Adult                      | 8               | 20           | 1               | 1            |                    |
| Audiovisual                      | 12              | 35           | 1               | 11           |                    |
| Equipment: Video/DVD             |                 | -            |                 | -            |                    |
| Equipment: Sports/Games          |                 | -            |                 | -            |                    |
| Total:                           | 100             | 206          | 73              | 150          |                    |
| % of Change                      | 36.99           | 37.33        |                 |              |                    |
| <b>Inter-Library Loan:</b>       |                 |              |                 |              |                    |
|                                  | <b>Feb 2024</b> | <b>Y-T-D</b> | <b>Feb 2023</b> | <b>Y-T-D</b> |                    |
| NEXT Loaned                      | 233             | 456          | 253             | 515          |                    |
| NEXT Borrowed                    | 102             | 253          | 148             | 299          |                    |
| ShareIt ILL Loaned               | 3               | 13           | 2               | 6            |                    |
| ShareIt ILL Rec'd                | 6               | 16           | 2               | 3            |                    |
| Total:                           | 344             | 738          | 405             | 823          |                    |
| % of Change                      | (15.06)         | (10.33)      |                 |              |                    |
| <b>Programs:</b>                 |                 |              |                 |              |                    |
|                                  | <b>Feb 2024</b> | <b>Y-T-D</b> | <b>Feb 2023</b> | <b>Y-T-D</b> |                    |
| Adult Programs                   | 37              | 71           | 34              | 67           |                    |
| Total Adult attendance           | 270             | 456          | 227             | 396          |                    |
| Childrens Programs               | 15              | 25           | 11              | 26           |                    |
| Total Childrens attendance       | 28              | 75           | 35              | 81           |                    |
| Young Adult Programs             | -               | 1            | -               | -            |                    |
| Total YA attendance              | 2               | 2            | -               | -            |                    |
| Outreach Events                  | -               | 3            | 2               | 4            |                    |
| Outreach Attendance Total        | -               | 50           | 92              | 151          |                    |
| Total Library Events             | 52              | 100          | 47              | 97           |                    |
| Attendance Total                 | 300             | 583          | 354             | 628          |                    |
| Meeting Room Uses                | 8               | 17           | -               | 1            |                    |
| Meeting Attendance               | 9               | 20           | -               | 6            |                    |
| Total Attend:                    | 309             | 1,186        | 354             | 1,262        |                    |
| % of Change                      | (12.71)         | (6.02)       |                 |              |                    |
| <b>Electronic Materials Use:</b> |                 |              |                 |              |                    |
|                                  | <b>Feb 2024</b> | <b>Y-T-D</b> | <b>Feb 2023</b> | <b>Y-T-D</b> | <b>% of Change</b> |
| <b>Consortial Users</b>          |                 |              |                 |              |                    |
| ** Flipster                      | 262             | 524          | 158             | 408          | 28.43              |
| Lynda Users                      | -               | -            | -               | 26           | (100.00)           |
| <b>Local Uses</b>                |                 |              |                 |              |                    |
| Cloud Library                    | 35              | 71           | 22              | 48           | 47.92              |
| Kanopy (Dec 2020)                | 2               | 14           | 11              | 11           | 27.27              |
| Hoopla                           | 85              | 207          | 74              | 146          | 41.78              |
| Overdrive                        | 77              | 165          | 90              | 259          | (36.29)            |
| Total Local Use:                 | 199             | 457          | 197             | 490          |                    |
| % of Change                      |                 | (6.73)       |                 |              |                    |
| <b>Miscellaneous:</b>            |                 |              |                 |              |                    |
|                                  | <b>Feb 2024</b> | <b>Y-T-D</b> | <b>Feb 2023</b> | <b>Y-T-D</b> | <b>% of Change</b> |
| Door Count                       | 834             | 1,652        | 565             | 1,105        | 49.50              |
| Reference                        | 23              | 70           | 3               | 4            | 1,650.00           |
| Computer Use                     | 28              | 51           | 16              | 19           | 168.42             |
| Wireless Activity                | 389             | 671          | 292             | 506          | 32.81              |
| Website Sessions                 | 357             | 935          | 303             | 490          | 90.82              |
| Website Users                    | 207             | 746          | 224             | 444          | 68.02              |
| Public Service Hours             | 215             | 421          | 191             | 373          | 12.73              |
| FB Video Views                   | NA              | -            | -               | -            | -                  |
| FB Reach                         | 1,003           | 2,103        | 2,124           | 3,030        | (30.59)            |
| Engagements - Youth              |                 | -            | -               | -            | -                  |

|                          |       |       |      |       |
|--------------------------|-------|-------|------|-------|
| Twitter Visits           | -     |       |      |       |
| Tweet Impressions        | -     | -     | 38   | 167   |
| <b>Mailchimp</b>         |       |       |      |       |
| Total Emails Sent        | 4     | 6     | 3    | 9     |
| Total Email Receipts     | 1,543 | 2,317 | 1184 | 1,975 |
| Total Emails Opened      | 578   | 892   | 600  | 918   |
| Faxes ( Per Patron Use)  | 9     | 14    |      |       |
| Copies ( Per Patron Use) | 24    | 40    |      |       |
| Notary ( Per Patron Use) | 4     | 4     |      |       |

|                           | <b>Feb 2024</b> | <b>Y-T-D</b> |
|---------------------------|-----------------|--------------|
| Borrowers end of month    | 692             | 1,382        |
| Borrower Accounts used    | 94              | 189          |
| Borrowers Added           | 4               | 15           |
| Borrowers Renewed         | 14              | 31           |
| Borrowers Deleted         | 1               | 1            |
| Total Check Outs/ Renewal | 746             | 1,580        |
| Adult Checkouts/Renewals  | 267             | 640          |
| Youth Checkouts/Renewals  | 479             | 939          |

\*\* I removed Flipster from Electronic Materials Totals. Flipster is reported by NEKLS and is reported as a total from all NEKLS libraries. It is not broken down by individual Libraries.

## Upcoming paydays



| Pay Period                      | Payday         | Approve by 2:30 PM PST on |
|---------------------------------|----------------|---------------------------|
| Feb 25th, 2024 - Mar 26th, 2024 | March 29, 2024 | March 27, 2024            |
| Mar 27th, 2024 - Apr 25th, 2024 | April 30, 2024 | April 26, 2024            |
| Apr 26th, 2024 - May 26th, 2024 | May 31, 2024   | May 29, 2024              |
| May 27th, 2024 - Jun 25th, 2024 | June 28, 2024  | June 26, 2024             |
| Jun 26th, 2024 - Jul 26th, 2024 | July 31, 2024  | July 29, 2024             |





## Upcoming paydays



| Pay Period                      | Payday             | Approve by 2:30 PM PST on |
|---------------------------------|--------------------|---------------------------|
| Jul 27th, 2024 - Aug 26th, 2024 | August 30, 2024    | August 28, 2024           |
| Aug 27th, 2024 - Sep 25th, 2024 | September 30, 2024 | September 26, 2024        |
| Sep 26th, 2024 - Oct 26th, 2024 | October 31, 2024   | October 29, 2024          |
| Oct 27th, 2024 - Nov 25th, 2024 | November 29, 2024  | November 26, 2024         |
| Nov 26th, 2024 - Dec 26th, 2024 | December 31, 2024  | December 27, 2024         |

Dec 27th, 2024 - Jan 26th, 2025

January 31, 2025

January 29, 2025

Jan 27th, 2025 - Feb 23rd, 2025

February 28, 2025

February 26, 2025

Feb 24th, 2025 - Mar 26th, 2025

March 31, 2025

March 27, 2025

Hi Mike,

The Board has approved Direct Deposit. Your email definitely helped sway their decision. Following up on a Board member's request-- is there any documentation stating this, or can NEKLS draft up an official statement that says something about exceptions to the two-signature requirement?

Best,

Gabby Miller  
[director@linwoodlibrary.org](mailto:director@linwoodlibrary.org)  
(913) 301-3686

[Quoted text hidden]

---

Michael McDonald <[mmcdonald@nekls.org](mailto:mmcdonald@nekls.org)>  
To: Gabrielle Miller <[director@linwoodlibrary.org](mailto:director@linwoodlibrary.org)>

Fri, Dec 29, 2023 at 10:16 AM

Gabby -

Great questions and I understand the board's desire to have something in writing to support their decision-making. The problem with K.S.A. 10-803 et seq. is that it was last updated before computers automated much of the financial processes for organizations and the associated Attorneys General opinions are from the early 1980s. Ultimately, the best I can do is to tell you what the statute says, share with you how NEKLS strives to meet the spirit of the law with our internal business practices, and then it is up to you and your board to decide on an approach with which you are comfortable.

My recommendation would be to develop a fiscal policy that utilizes the facsimile signature option for the board chair and board secretary and requires the board treasurer to review the warrant register and supporting documentation for each check issued. This review could be accomplished monthly.

Here is what the statute says -- **bold underline** is my emphasis . . . .

***K.S.A. 10-803. Signatures on warrants and warrant checks. Warrants and warrant checks shall be signed by the chairman, mayor, president, trustee, director or other chief official, or in the absence of such officer, by the officer authorized by law to act in such officer's stead, and by the clerk, secretary or auditor or like officer, and the seal, if any, of the municipality need not be attached or impressed or shown by facsimile: Provided, That in manager cities the manager and director of finance, or similar officer, if there be one, shall sign the warrants or warrant checks: Provided further, That a facsimile signature may be used when authorized by the official or officer as provided by article 40 of chapter 75 of the Kansas Statutes Annotated. History: L. 1891, ch. 249, § 3; R.S. 1923, § 10-803; L. 1968, ch. 375, § 5; July 1.***

An interpretation for who signs checks at libraries: The statute states that the library **board chair/president** (or the vice president in their absence) and the board **secretary** are authorized to sign checks. This is the interpretation of statute (K.S.A. 10-803) that is reflected in accreditation standard #18. The statute goes on to state that a facsimile signature may be used when authorized by the official or officer. (The board chair and/or secretary should provide authorization in writing for the use of their signature in facsimile form for the purpose of signing checks.) Further, though not stated in this statute, it has been our understanding that the treasurer should not be a check signer, but rather the preparer of checks to be signed. This creates a necessary check and balance..

In today's world, with Quickbooks and other technologies that help libraries manage finances and pay bills efficiently, the statute has not quite kept pace. Surely the Johnson County Library, for example, issues hundreds of payments each month and I can't imagine the library board chair and secretary physically sign all of those checks nor is the treasurer going to prepare all of those checks. If I had to guess, that library uses facsimile signatures as part of the accounting software that prints checks and the entire process is handled by library employees who work in the finance/accounting department.

Similarly, for NEKLS, the Finance Manager prepares the checks for payment and two facsimile signatures are applied to the checks -- executive board chair and secretary. While the treasurer does not actually prepare the checks, she does thoroughly review monthly the warrant register and supporting documentation for each check issued. As system director, I also review the warrant register after the treasurer has completed her review. And, of course, NEKLS' finance practices are examined as part of the annual audit. In this way, I believe NEKLS is following the statute as best we can in the 21st century.

Does this help? Let me know if you would like to discuss further.

[Quoted text hidden]

[Quoted text hidden]

---

Gabrielle Miller <[director@linwoodlibrary.org](mailto:director@linwoodlibrary.org)>

Fri, Dec 29, 2023 at 10:25 AM



Search for people or apps

SUPPORT



Dennis Shelton  
Admin - Linwood Co...



## Edit Vacation Policy

View history

### Policy Information

Policy Name\*

Vacation Policy

Employee display name\*

Vacation Policy

Policy description (optional)

Description shown when creating a leave request on this policy

Policy active from\*

01/01/2024

How does your company handle Vacation? This option cannot be changed after policy creation.\*

Unlimited time off

Is this policy's accounting (leaves, balances, accruals, etc.) based in hours or days? This option cannot be changed after policy creation.\*

Hours

Days

Cancel

Save



SUPPORT



Dennis Shelton  
Admin · Linwood Co...



## Eligibility Settings

Do employees have to wait a certain number of days after joining the company before they can use Vacation time?\*

Yes

No

Waiting Period (in days)\*

30

Do they accrue Vacation during the waiting period?\*

Yes

No

## Request Settings

Minimum number of hours employees can schedule time off?\*

2.00

Maximum number of hours employees can schedule time off?

Maximum number of hours employees can schedule time off?

Allow adding retroactive leaves if employees have sufficient balance in the present?\*

Yes





SUPPORT



Dennis Shelton  
Admin • Linwood Co...



## Time Off Rules

Mark this policy as confidential? 

Yes

No

## Advanced settings

- Collect proof of leave documentation**  
Require individuals to submit documents as evidence for leave requests, confirming their eligibility for time off.

# DHE Computer Systems, LLC

## Sales Order for Northeast Kansas Library System

Sales Order: 345089

| Company           |   |
|-------------------|---|
| <b>Company:</b>   | Northeast Kansas Library System   |
| <b>Contact:</b>   | Greg Gantz  |
| <b>Phone:</b>     | (785) 838-4090  |
| <b>Address:</b>   | Northeast Kansas Library System<br>4317 W 6th St,<br>Lawrence, KS 66049 |
| <b>Sales Rep:</b> | Greg Jones  |

| Ship To         |   |
|-----------------|---|
| <b>Company:</b> | Northeast Kansas Library System   |
| <b>Address:</b> | Northeast Kansas Library System<br>4317 W 6th St,<br>Lawrence, KS 66049 |

| Summary                |                |
|------------------------|----------------|
| <b>Total:</b>          | \$1,711.08     |
| <b>Order Date:</b>     | 01/31/2024     |
| <b>Order Due Date:</b> |                |
| <b>PO:</b>             | GG01312024BERN |
| <b>Location:</b>       | DHE CO         |
| <b>Department:</b>     | Sales          |

| Details  |            |   |      |                   |            |
|----------|------------|---|------|-------------------|------------|
| Quantity | ID         | Description   | UOM  | Unit Price        | Total      |
| 2.00     | 11R8004GUS | M75S SFF GEN 2, AMD RYZEN7, WIN11,<br>16GB, 512GB SSD | Each | \$855.54          | \$1,711.08 |
|          |            |   |      | <b>Sub Total:</b> | \$1,711.08 |
|          |            |   |      | <b>Sales Tax:</b> | \$0.00     |
|          |            |   |      | <b>Total:</b>     | \$1,711.08 |

last order for  
2 comp.  
855.<sup>54</sup> each

# April

# 2024

Linwood Library Customer



My name is Kevin Reetz. I mowed the Linwood Library lot last year for \$75.00 per mow. I also did weed eating as needed, and sprayed weedkill in the fenced in area. Chemicals were purchased by the Library, and I only charge to apply chemicals and for each mowing session, general mowing weekly as the growing season calls for weekly. Early spring and late fall, I usually mow every two weeks till around mid/late October.

If you would like me to mow, weedeat, apply chemicals this year at the Library. My fee is \$80.00 per visit. I wanted to let you know in advance, in case you would like to put out any other bids for this service. Otherwise, I would be glad to continue to mow this year for \$80.00 per visit.

Thank you, Kevin Reetz

3/22/24 785-331-5659





# MORTON BUILDINGS

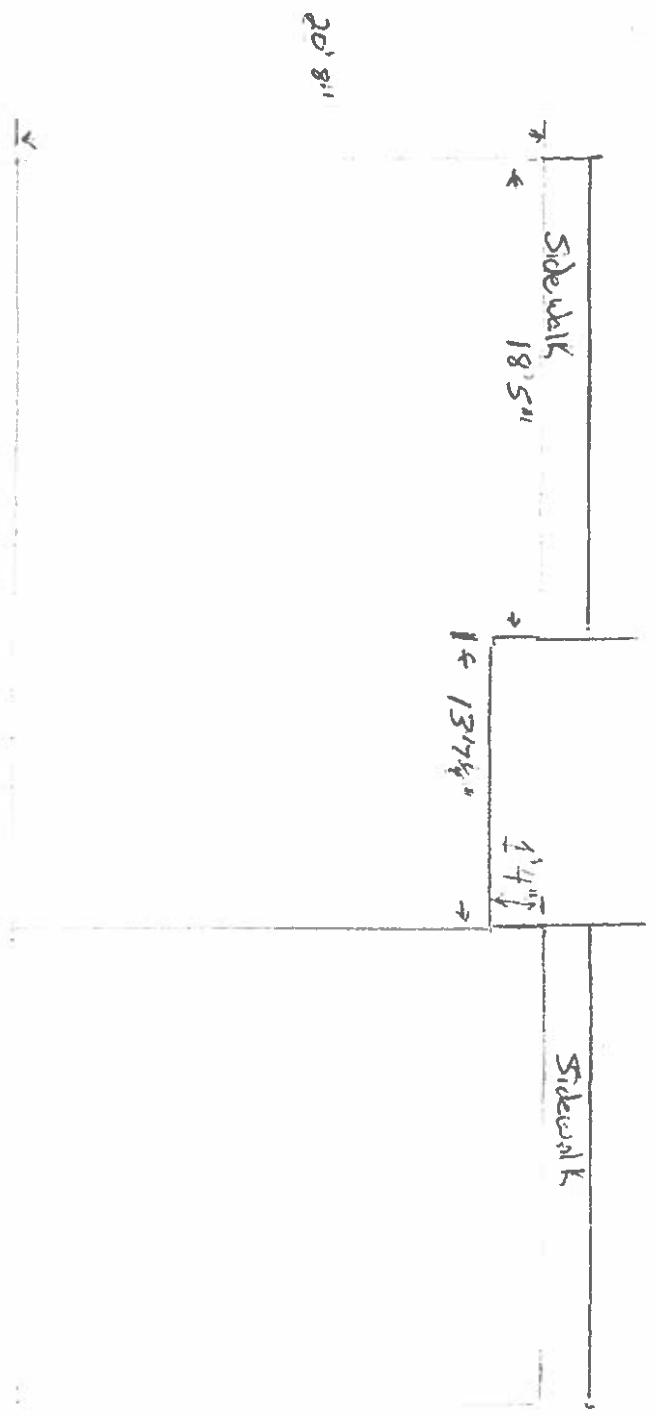
Tim Slavin / Slavin Flatwork  
785-423-7145 Eudora/Baldwin  
area

Freedom Concrete LLC Desoto, KS  
913-583-1150

Darren Bennett Tongawoxie  
913-416-0823

"Suggestion" Bid in 3-4 weeks  
before next meeting.

mortonbuildings.com ~~800-447-7436~~  
Call me any questions 785-727-9281



- Red with washed  $\frac{3}{4}$ " concrete aggregate
- 4" Pav
- 4000lb. concrete
- Sand cast in metal forming slab
- Pin to other slab /out sidewalk and building (every 3')
- Brown-finish
- Roll-forms
- Asberg will back fill and haul away any aggregate and dirt
- Come on Rope of parallel slab
- $\frac{1}{2}$  inches on 2' centers



---

## KLE Courier 2025 Rates

1 message

---

Caroline Handwork <chandwork@nekls.org>  
To: nekls-courier <NEKLS-courier@lists.nekls.org>

Mon, Mar 18, 2024 at 9:21 AM

Good morning,

I know many of you are working on budgets and planning ahead for 2025. The base fees for KLE courier service in 2025 have been set and are listed below. The volume surcharge schedule remains the same. However, you'll notice there is an increase in the base fees. Fuel surcharges and general inflation have increased the cost of operations.

### Base Fees for 2025:

- 3 stops per week: \$1,910
- 5 stops per week: \$4,245
- Schools with 9 month service at 3 stops per week: \$1,450
- branches: \$2,705

This information is also available online at the [KLE website](#).

**Please note, these are the base fees and not the NEKLS subsidized rates. I'll let you know the NEKLS subsidized rates after our board meeting this Thursday.**

Thank you,

Caroline

--

Caroline Handwork  
Northeast Kansas Library System  
4317 W. 6th St.  
Lawrence, KS 66049  
785-838-4090 (voice)  
785-838-3989 (fax)  
[chandwork@nekls.org](mailto:chandwork@nekls.org)

--

To unsubscribe from this group and stop receiving emails from it, send an email to [nekls-courier+unsubscribe@lists.nekls.org](mailto:nekls-courier+unsubscribe@lists.nekls.org).

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



## VALUATION NOTICE THIS IS NOT A TAX BILL

DATE MAILED: 03/01/2024

017219 - 024343



LINWOOD COMMUNITY LIBRARY DISTRICT NO 1  
PO BOX 80  
LINWOOD KS 66052-0080

TAXING UNIT GROUP : 008

SUBDIVISION: WINKLEMAN SUBDIVISION

LOT: THROUGH:

BLOCK: A

SEC - TWP - RNG: 13 — 12 — 21E

PROPERTY ADDRESS:  
19649 LINWOOD RD  
Linwood KS

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

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

QUICK REF ID: R29358



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

### 2024 CLASSIFICATION AND VALUE

| CLASS          | TOTAL APPRAISED | ASSESSED VALUE |
|----------------|-----------------|----------------|
| E              | 301,220         | 0              |
| <b>TOTALS:</b> | <b>301,220</b>  | <b>0</b>       |

### PRIOR YEAR CLASSIFICATION AND VALUE

| CLASS          | TOTAL APPRAISED | ASSESSED VALUE |
|----------------|-----------------|----------------|
| E              | 296,150         | 0              |
| <b>TOTALS:</b> | <b>296,150</b>  | <b>0</b>       |

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

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

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