

**Goddard Public Library Board Meeting Agenda**  
**November 14 @ 7:05 pm**  
**Join Zoom Meeting**

<https://us02web.zoom.us/j/89149494612?pwd=NHInc3d2SUw1NEV2Y3JkcENkK2dzdz09>

**Meeting ID 891 4949 4612**

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting October 10, 2022
4. Citizen Comments
5. Correspondence and communications –
6. Director’s Report
  - a. Circulation Report
7. Financial Report
8. Old Business
  - a. Friends/Foundation update – are meeting the 1<sup>st</sup> Tuesday of each month @ 5:30 pm.
  - b. City updates
  - c. Annual Survey Updates
  - d. Strategic Planning – SOAR analysis – turn them in
9. New Business
  - a. Decorating the outside of the library for Christmas Decorating Contest
  - b. Decorating the Mobile Library
10. Executive Session
11. As may be presented

\*Next meeting is December 6, 2022.

PLEASE CALL THE LIBRARY 794-8771 IF YOU CANNOT ATTEND OR E-MAIL:  
director@goddardlibrary.com

## **Goddard Public Library Board Meeting Minutes October 2022**

**October 10, 2022**

1. Roll Call: Vicki Luthi, April Hernandez, Kate Morgan, Lisa Coyne, Connie Brake, Frank Petsche, Tegan Ulmen, Tamera Judd, and Sherry Lauer were present. Margo Rakes was absent.
2. Approval of Agenda: Kate motioned to approve; Tamera seconded the motion. Everyone approved.
3. Approval of minutes: Approved.
4. Citizen Comments: none.
5. Correspondence and Communications:
  - a. SCKLS – the tech grant put 3 new PCs in the Lab.
  - b. Walmart – gave the library a \$1,000 grant.
  - c. Tamera Judd – put in her resignation from the board.
6. Director's Report:
  - a. The rates for the Chamber Blue insurance plan came in. They are slightly less expensive than the Director's current plan.
  - b. Movie and Games in the park went well. Thatcher would like to partner with us to do other programming. Shakespeare or Jazz in the park.
  - c. Fall Fest is October 22, there will be a book sale from 9-1. There is a new Story Walk on the Trail the current one will be brought in and cleaned up.
  - d. The mobile library will be in the Fall Parade.
  - e. Carrie has done events at both High Schools.
  - f. Active Aging newspaper will put an article in their next paper about the Mobile Library.
  - g. Story Book Pumpkin Patch has started.
  - h. April has been asked to join the Early Learning Advisory Council for the school district.
7. Financial Report: Lisa motioned to approve: Tegan seconded the motion. Everyone approved.

8. Old Business:

- a. Friends/Foundation update: Cynthia has been nominated for president. There will be a restructuring of the foundation's fees.
- b. City update: Kate and Sherry spoke with Brian and Micka from the city. Kate will talk to the City Council at an upcoming meeting. She also plans to talk with individual council members about the needs of the library.
- c. Annual Survey: will be available for patrons to fill out at the Fall Fest and Xmas on Main Street.
- d. Soar Analysis: The board members were given the Soar Analysis worksheet to fill out and return at the next meeting.
- e. The library will be closed on October 27<sup>th</sup> so that the librarians can attend the KLA conference.

9. New Business:

- a. Mobile Library is complete. The ribbon cutting ceremony will be Monday October 17<sup>th</sup>.
- b. April added changes to the Collection Development/challenges policies. Connie motioned to approve; Tegan seconded the motion. Everyone approved.
- c. Fall Fest: the library will be closed Saturday but will be having a book sale from 9-1.
- d. Medical Equipment: April has been talking with the Lions club about removing some of the extra medical equipment from the basement.

10. As may be presented: none.

Kate motioned to adjourn the meeting at 8:00pm and Frank seconded the motion. Everyone approved.

## Director Report November 2022

I have gotten all staff's Continuing Education reimbursement grants submitted. Hopefully the library will get all the registration fees covered for the KLA conference.

Sherry and I need to get the grant completed for the Trustee training we paid for earlier this year.

Thank you to everyone who came out for the Mobile Library ribbon cutting. We had a good crowd including our state representative and senator.

The Mobile Library has been out once to Reliance Church. They had 24 people come through that day. It was windy and the generator stopped on them. Drew Bishop came over to check it out and he thinks the wind either knocked the fuse loose or overheated it. It goes out again on November 18 to TAAG Church. I worked on getting specific accounts put in the catalog system so that books checked out on the Mobile Library will have 28 day loans instead of 21 since it will be at stops monthly.

I plan to start contacting businesses and organizations to see if they would like to donate for the permanent storywalk signs on the trail. I also will contact Brian and Prairie Travelers to make sure they are ok with us doing that. Public works will install the signs for us once we have permission and the funds.

We are in preparations for Christmas on Main Street. We will be decorating the Mobile Library for the parade.

Thank you to Kate for presenting to City Council on November 7. She did a great job. Thanks to everyone else who came out to support her.

The creators of the Library Land Project came to Goddard on Friday after KLA. I sat down at their table after their presentation and invited them out. They got to enjoy the spook parade. I spoke with them via Zoom on Friday, November 4 to finish up with some questions they ask all libraries they visit. We should get a report with suggestions and their thoughts on the library. We will also be on their website. I have included some information on the Library Land Project in the packet.

# GODDARD PUBLIC LIBRARY

October 2022

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2022	2021	2020	2019
Non-fiction	130	104	146	110	156	223	224	192	124	153			1562	1589	921	2225
Fiction	559	447	497	511	592	705	704	656	568	505			5744	5731	4757	7671
Periodicals	18	22	13	13	18	24	26	26	11	29			200	249	467	1086
Audio Books	20	15	21	13	29	30	23	18	4	8			181	208	280	583
Videos/ DVD	204	185	205	201	209	295	367	252	243	195			2356	2890	2209	2609
<b>JUVENILE</b>																
Non-fiction	506	444	679	601	710	1429	769	653	621	560			6972	6136	1883	4695
Fiction	1539	1841	1760	1673	1941	3692	2965	2399	1967	1782			21559	19169	10212	18618
Periodicals	14	16	14	17	2	7	14	9	15	1			109	48	22	237
Videos/ DVD	65	50	66	44	53	82	96	74	52	52			634	579	541	1329
Audio	14	5	9	5	12	18	29	15	11	6			124	144	56	68
Other													0			
<b>TOTAL</b>	<b>3069</b>	<b>3129</b>	<b>3410</b>	<b>3188</b>	<b>3722</b>	<b>6505</b>	<b>5217</b>	<b>4294</b>	<b>3616</b>	<b>3291</b>	<b>0</b>	<b>0</b>	<b>39441</b>	<b>36743</b>	<b>21348</b>	<b>39121</b>

Computer	111	65	143	156	172	137	165	194	115	113			1371	1015	1543	5045
Wireless	113	94	118	108	113	143	130	134	109	117			1179	1204	1123	1724
													2550	2219	2666	6769

Reference Question	238	190	260	219	210	267	273	212	271	218			2358	2669	2954	2653
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<b>INTERLIBRARY LOAN</b>																
Books Loaned	338	280	260	299	211	368	374	338	389	337			3194	4075	3708	548
Unfilled	0	0	0	1	1	0	2	2	1	2			9	17	29	9
Books Borrowed	195	244	350	206	326	287	332	350	302	368			2960	2841	2236	828
Unfilled	0	0	0	0	0	0	2	0	0	1			3	10	0	8

NEW LIBRARY CARDS	36	27	45	132	65	92	67	60	45	35			604	503	218	360
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<b>MATERIALS ADDED</b>																
Adult	81	17	86	137	122	80	42	111	45	65			786	876	620	747
Juvenile	67	29	43	50	89	47	68	88	58	31			570	755	786	789
<b>TOTAL</b>	<b>148</b>	<b>46</b>	<b>129</b>	<b>187</b>	<b>211</b>	<b>127</b>	<b>110</b>	<b>199</b>	<b>103</b>	<b>96</b>			<b>1356</b>	<b>1631</b>	<b>1406</b>	<b>1536</b>

LIBRARY ATTENDANCE	1143	963	1383	1366	1664	3167	2348	2147	1619	1691			17491	12709	7860	24302
Children	1130	973	709	865	1329	1336	1235	449	1418	880			10324	20495	8597	3778
Other	931	249	358	621	43	767	739	835	51	1247			5841	11788	7143	228
<b>TOTAL</b>	<b>3204</b>	<b>2185</b>	<b>2450</b>	<b>2852</b>	<b>3036</b>	<b>5270</b>	<b>4322</b>	<b>3431</b>	<b>3088</b>	<b>3818</b>	<b>0</b>	<b>0</b>	<b>33656</b>	<b>44992</b>	<b>23600</b>	<b>28308</b>

April Hernandez

DIRECTOR

52 programs

<b>ATTENDANCE</b>	J	F	M	A	M	J	J	A	S	O	N	D						
Vickie Luthi	+	+	+	+	+	EX	EX	+	+	+								2
Stephanie Mount	+	+	+	+	EX	+	+	+	+	+								1
Lisa Fouts	+	+	+	LI	+	+	+	+	+	+								2
Kate Morgan	EX	+	EX	+	+	EX	+	+	+	+								1
Frank Petsche	+	+	+	EX	+	EX	+	+	+	+								2
Tegan Ulmen	+	+	+	+	EX	+	+	+	+	+								finish 22
Tamera Judd	+	AB	EX	+	EX	+	+	+	+	+								1
Margo Rakes	+	+	+	+	+	+	+	+	EX	EX								1
Connie Brake					+	+	+	+	+	+								finish 23
Sherry Lauer	+	+	+	+	+	+	+	EX	+	+								1
April Hernandez	+	+	+	+	+	+	+	+	+	+								

EX- excused

EO- early out

LI- late in

CA- cancelled

AB - Absent



### Children 0-5 years Programs

	A	B	C	D	E	F	G	H
136	Program	Attendance	Kits	Outreach		Virtual Views	Virtual Engagement	
137	<b>October</b>							
138	Fieldtrip pumpkin patch					41	14	
139	StoryTime	52	35					
140	BedTime StoryTime					2	4	
141	VirtualStoryTime					19	14	
142	Launch Pad		14	14				
143	Moms Day Out		12	12				
144	StoryTime	38	35					
145	Kensler		57	57				
146	Explorer		51	51				
147	CDS		45	45				
148	StoryTime	40	35					
149	Movement Class	33						
150	TAAG		14	14				
151	StoryTime	27	35					
152	Peas in a Pod		10	10				
153	Amelia		35	35				
154	StoryTime	51	35					
155	Tanganyika Fieldtrip					54	81	17 programs

### Children 6-12 years Programs

	A	B	C	D	E	F
46	<b>Program</b>	<b>Attendance</b>			<b>Vitual Engagement</b>	
47	<b>October</b>					
48	Girl Scout Promo x 3	12			17	
49						3 programs



### Teen 13-18 years Programs

	A	B	C	D
71	<b>October</b>			
72	GHS	210	62	
73	GHS Guessing Jar	86		
74	TAB x 2	16		
75	LEOs	9		7 programs
76	EHS Volunteers x 3	9		

## General Programs

	A	B	C	D	E
76	<b>October</b>				
77	Pumpkin Patch	28 pumpkins		Votes on FB 192	Votes in person 30
78	CDS Fun Night	175			
79	Oak Street Parade	300			
80	Halloween Fun Night Leos/TAB	150			
81	Mobile Library Ribbon Cutting	40		227	
82	StoryBook Pumpkins	250		656	
83	Puppet Ladies	72		115	
84	New StoryWalk			77	
85	Parade			268	
86	Booksale	250			
87	StoryWalk Fall Fest	10			11 programs
88					

### Adult Programs

	A	B	C	D	E	F
114	<b>October</b>					
115	KanRead	17			212	
116	B&B	2				
117	Book Edge	7				
118	Book Promotion				87	
119	Booster Pass Promotion				84	
120	Promotion of events				81	
121	Promotion of cards				48	
122	Friends & Foundation	6				
123	Library Board Meeting	10				
124	Dove Book Club		3			
125	Dove Cart		2			
126	Finance Meeting	3				
127	KLA presentation	21				
128	Finance Meeting	4				15 programs
129	EHS	5				
130		75				

# Insights

Review performanc...



Goddard Public Library

Last 28 days: Oct 4, 2022 – Oct 31, 2022



## Goals

[New goal](#)



## Set goals

Set a goal, track progress and learn helpful tips for your professional success.

[Get started](#)

## Results

Facebook Page reach

7,886 16%

Instagram reach

137 71.3%



[See results report](#)

## Content

Sort by: Reach

# Insights

Review performanc...



Goddard Public Library

Last 28 days: Oct 4, 2022 – Oct 31, 2022



## Businesses like yours

Facebook

Instagram

Compare the performance of your business and content with similar businesses on Facebook.

[Add businesses](#)

Page	Page likes	Page likes...	Published content
<p><b>Wichita Paranormal Research Society</b> Paranormal investigations, helping people, charity events,...</p>	5.1K	68	3
<p><b>Goddard Police Department</b> Welcome to the official Goddard Police Department faceb...</p>	3.2K	18	3
<p><b>Goddard Public Library</b> We offer an up-to-date collection and technology, with u...</p>	1.6K	13	62
<p><b>Cheney Public Library</b> The Cheney Public Library serves the community of Chen...</p>	702	6	1

## Suggested Facebook businesses to add



	A	B	C	D	E	F	G	H	I	J	K
1	GPL										
2	BUDGET REPORT										
3	8/31/2022										
4											
5	MONTH:										
6	8										
7	COLUMN:										
8	I										
9											
10	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
11	CATEGORY	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
12		JANUARY	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.
13											
14											
15											
16	Accounting	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$ 120.00	\$120.00
17	Automation/Internet								\$1,550.00		
18	Maintenance		\$342.20			\$308.00			\$304.77		
19	Bookmobile										
20	Supplies	\$346.18	\$408.82	\$81.40	\$329.66	\$747.76	\$337.69	\$332.96	\$335.54	\$ 341.14	\$336.97
21	Utilities/Telephone	\$369.95	\$557.00	\$1,451.32	\$1,614.80	\$1,311.47	\$1,570.10	\$1,135.88	\$1,764.98	\$ 1,806.46	\$1,443.36
22	Materials	\$1,818.48	\$1,655.98	\$1,428.33	\$1,300.00	\$2,028.18	\$1,243.12	\$1,327.82	\$1,333.33	\$ 1,144.35	\$1,330.42
23	Community Relations	\$1,922.25	\$366.48	\$259.64	\$523.34	\$151.71	\$91.92	\$380.53	\$441.67	\$ 15.00	\$1,065.34
24	Programming	\$255.05	\$399.96	\$531.20	\$337.58	\$557.13	\$188.24	\$291.42	\$206.29	\$ 490.22	\$965.33
25	Technology			\$14.99			\$30.00	\$199.79	\$250.00		\$1,246.63
26	Continuing Education	\$22.90	\$31.13	\$30.00		\$57.48		\$30.00		\$ 650.00	
27	Licensing	\$387.00	\$795.00								\$107.95
28	Memberships	\$55.00							\$290.00	\$ 179.00	\$50.00
29	Mileage/Meals	\$119.46	\$83.66	\$50.31	\$78.16	\$142.80	\$58.38	\$28.31	\$66.67	\$ 134.24	\$84.24
30	Postage	\$58.00	\$3.12	\$1,450.00	\$61.19				\$3.95	\$ 3.32	
31	Website	\$156.87				\$324.00					
32	Capital Improvement										
33	Board Insurance/Bond							\$3,032.00	\$300.00		
34	Director Health Benefit	\$550.00	\$550.00	\$550.00	\$550.00	\$600.00	\$600.00	\$600.00	\$602.79	\$ 600.00	\$600.00
35	Payroll Taxes	\$2,899.11	\$2,252.86	\$2,182.07	\$2,442.16	\$2,261.64	\$2,434.70	\$2,522.99	\$2,516.66	\$ 2,237.38	\$2,411.73
36	Retirement	\$1,617.29	\$1,218.21	\$1,176.10	\$1,293.12	\$1,268.46	\$1,234.27	\$1,320.23	\$1,358.74	\$ 1,335.03	\$1,425.71
37	Salaries	\$8,774.57	\$7,019.95	\$7,156.94	\$7,845.29	\$7,204.15	\$8,093.34	\$8,303.06	\$8,204.85	\$ 7,975.36	\$7,425.72
38	Workman's Comp		\$269.00								
39	Unemployment	\$25.97			\$31.02				\$29.55		\$30.34
40	Bank Fee	\$9.95	\$9.95	\$9.95	\$9.95	\$9.95	\$9.95	\$9.95	\$9.95		
41											
42		\$19,508.03	\$16,083.32	\$16,492.25	\$16,536.27	\$17,092.73	\$16,011.71	\$19,634.94	\$19,689.74	\$ 17,031.50	\$18,643.74
43											
44									City	\$ 200,129.00	
45									carryover	\$ 20,000.00	
46									grants	\$ 10,119.40	
47									other income	\$ 5,416.00	



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Grant/Donation	Amount	Items	January	February	March	April	May	June	July	August	September	October	November	December
2															
3	SCKLS	\$5,098.60	Materials, Programming					\$454.60		\$320.79	\$217.64		\$2,615.00		
4	Levand	\$6,300.00	programming, tech					\$828.65	\$1,919.90	\$1,885.33	\$1,666.12				
5	Book Festival	x	Technology												
6	State Library KS Notable	\$188.86						\$130.17			\$58.69				
7	PLA III	x	Intern/laptop												
8	SCKLS Tech Grant	\$2,138.00											\$2,138.00		
9	KSHRAB grant	\$133.61	Digitization		\$107.96	\$47.97									
10	SHARPS Grant	\$4,914.08	payroll,laptop,zoom,utilities	\$2,260.78	\$1,472.87	\$1,180.43									
11	State Aid	\$1,420.98					\$1,377.58								
12	ECF	\$1,399.95		\$1,399.95											
13	Continuing Education					\$202.50									
14															
15	Lion's Club	\$4,550.00	Lions Bookmobile sponsor								\$2,704.04	\$325.51	\$41.74		
16	Walmart	\$1,000.00	WM Bookmobile sponsor												
17	Bookmobile sale items	\$300.00	Sale of Bookmobile items								\$300.00				
18	Lisa Stoller fb fundraiser	\$220.00	literacy kits		\$220.00										
19	Friends/Foundation	\$83.28	pizza, gift card			\$113.53									
20	Jaax Memorial ELM Kit	\$120.00													
21	Jaax/other Memorial	\$475.00	childrens soft furniture					\$475.00							
22	Mrs. Coles	\$250.00	Tanganyika Pass with feeder		\$250.00										
23	Anonymous Donor	\$250.00	Tanganyika Pass with feeder		\$250.00										
24	Main Street Salon	\$250.00	Tanganyika Pass with feeder		\$250.00										
25	Chamber NU	\$49.92	flowering baskets for front					\$49.92							
26	Large Yard Games Donatio	\$405.40								\$119.98					
27	Bookmobile city sponsor	\$5,000.00	bookmobile										\$5,000.00		
28	BM Mel Hambelton	\$5,000.00	bookmobile										\$2,254.04		
29	BM WM	\$1,000.00	bookmobile										\$988.00		
30	Board SRP donation	\$200.00										\$165.00	\$35.00		
31	Main Street Salon	\$150.00	booster pass									\$150.00			
32															
33	<b>SRP</b>														
34	Mel Hambilton Ford	\$400.00							\$400.00						
35	T&T	\$400.00								\$400.00					
36	W Wichita Opt														
37	Goddard Vet	\$200.00					\$200.00								
38	Universal Products	\$200.00					\$200.00								
39	Hanson Ortho	\$200.00					\$200.00								
40	Vrana	\$100.00					\$42.93		\$52.40						
41	Mayer Specialty Services	\$200.00	Spa/Hotel gift certificate for gala			\$200.00									
42	Collier Agency, Iron Nutritio	\$250.00	Kickoff					\$250.00							
43															
44		\$42,397.68		\$3,660.73	\$2,550.83	\$1,744.43	\$2,020.51	\$2,188.34	\$2,372.30	\$2,726.10	\$4,946.49	\$640.51	\$13,071.78	\$0.00	\$0.00



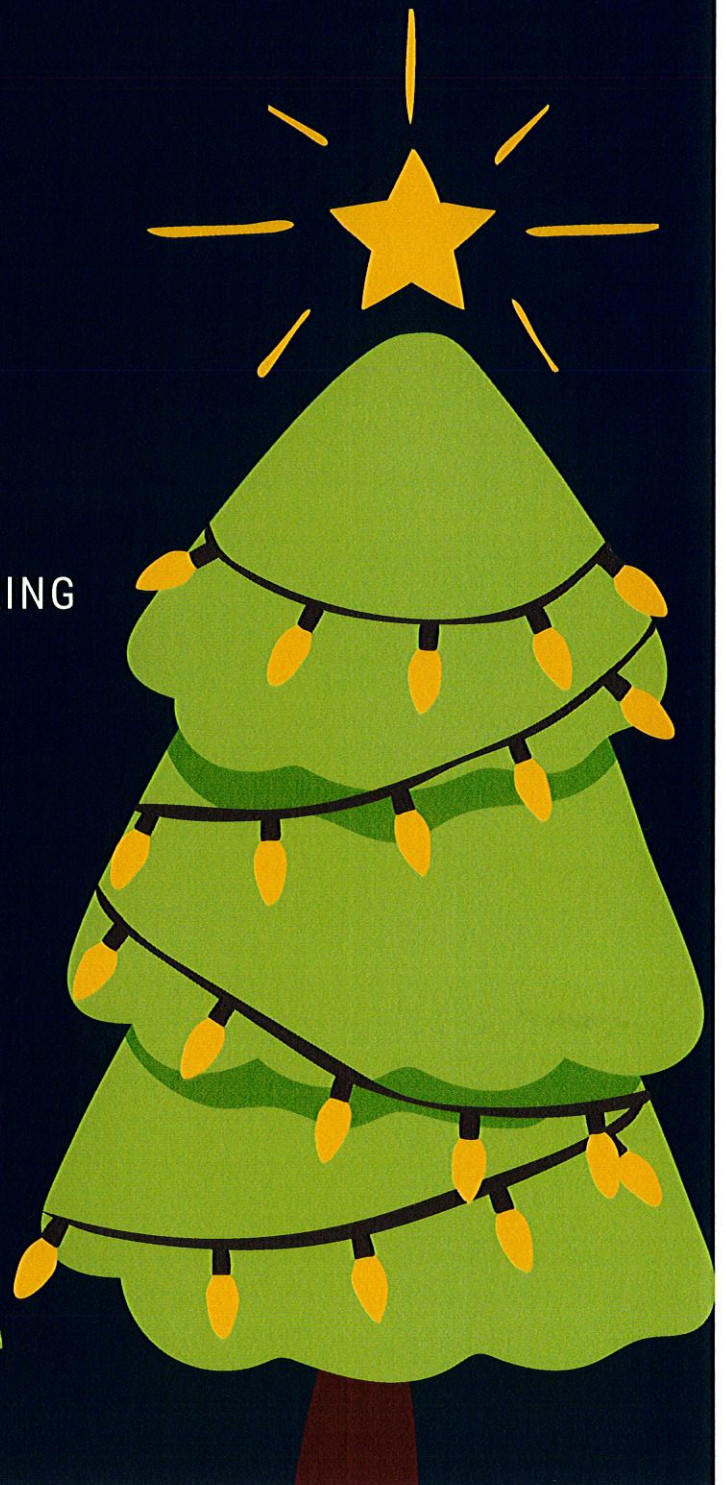
CHRISTMAS ON MAIN STREET

# *Main Street Decorating Contest*

THURSDAY, DECEMBER 1 -  
SUNDAY, DECEMBER 4

VOTING CLOSSES AT 5:30PM  
WINNER WILL BE ANNOUNCED DURING  
CHRISTMAS ON MAIN STREET

Let's decorate Goddard's Main Street  
and show our "GoddardVille" Spirit!





# *Contest Rules:*

- Decorate the outside of your building, the event theme this year is “A GoddardVille Christmas”
- Attendees will have the opportunity to vote on the best decorated building. Attendees will be able to vote digitally or on the night of the event
- Voting will be open from Dec. 1st to Dec. 4th @ 5:30 pm
- Please have your decorations up by Wednesday, Nov. 30
- The winner will receive awesome bragging rights and a trophy to proudly display for the year!
- Voting will be digital on the Christmas On Main Street Website and in person on the night of the event.



**To participate please contact**  
**Angie @ Goddard Chamber of Commerce**  
**316-833-8385**  
**OR Amy @ Allstate 316-816-7002**

## Library Land Project

Library Land Project, Inc. is a section 501(c)(3) charitable organization. Our mission is to explore, document, and promote public libraries in order to educate people about the essential role of these institutions in our communities. Our research agenda, programming activities, and [services](#) - which include consulting, speaking, communications, content development, and fundraising - are designed to benefit libraries and the public. Our goal is to reframe how people see and understand libraries in the 21st century. We invite everyone to join our quest to see, share, and celebrate all that is extraordinary in Library Land.

### Services

As we've explored Library Land, we've learned more than a thing or two over the course of our travels. Based on our experiences - both as library patrons and communicators - we're pleased to offer services to the library community.

- **Consulting** - We've learned a lot from the libraries we visited. We've developed a sense of what works in different scenarios and situations, built an understanding of best practices in a range of areas, and have come to understand what makes successful libraries - regardless of their size or budget - tick. We've worked with libraries on topics as varied as strategic planning, potential fundraising campaigns, to study room construction, to small but meaningful improvements in the patron experience.
- **Speaking** - We love sharing stories from our Library Land visits. We love to talk about what we've seen and learned. From travel tales, to what makes a great library, to how to work effectively (and politely) in public libraries, we're always ready to hop on a stage and talk! Recent speaking appearances include the Worcester Library Foundation, Boston University, and the adult learning program at Fitchburg State University.
- **Communications** - We started Library Land because we needed a place to start our PR agency, SharpOrange. Since we're PR pros, we've been using our skills to tell library stories to anyone who'll listen - with media coverage from The Associated Press to National Public Radio to Library Journal. We are advocates for all things library and can help promote specific campaigns or programs. We can also help libraries - and those that work with them - shape their stories and tell them effectively through traditional and social media.
- **Research** - We are skilled in topic-driven research. In our work, we have developed national surveys, led focus groups, and developed materials that convey those findings effectively. If you're curious about some aspect of library use or your community and peers, we'd be happy to look into it.

For more information go to [libraryland.org](http://libraryland.org)