

**Goddard Public Library Board Meeting Agenda
July 8th, 2024 @ 6:30 PM**

1. Roll Call
2. Approval of Agenda
3. Review of Minutes from Board Meeting June 10th, 2024
4. Citizen Comments
5. Correspondence and Communications
6. Director's Report
7. Financial Report - Treasurer
 - a. Approve June Financials
8. Old Business
 - a. Website/Domain Update (Carrie)
 - b. Outdoor Signage
 - c. Board Policy Retreat Date
 - d. QuickBooks Update
 - e. Medical Equipment Agreement/Liability Issues (Kate)
 - f. DEIA Training Date
 - g. Mobile Library Update
9. New Business
 - a. Payroll (Carrie)
 - b. Volunteers/Background Checks
 - c. 2025 Budget
 - d. National Night Out-August 9th
 - e. Wine & Color Update
 - f. Strategic Planning
 - g. Change of Board Meeting day
10. Executive Session
11. As may be presented

*Next meeting is August 12th, 2024.

Please call Kate Morgan at 316.215.4895 or email at katemorganrtn@gmail.com if you cannot attend. Thank you!



**Goddard Public Library Board Meeting Minutes
June 10th, 2024 at 6:30 PM**

The June Board Meeting of the Goddard Public Library was called to order by the President of the Board, Kate Morgan, at 6:37 PM on Monday, June 10th, 2024.

1. Roll Call: Kate Morgan, Megan Koenigs (excused at 7:10 PM), Tegan Perkins Ulmen, Margo Rakes, Lucretia Burch, and Library Director, Carrie Wharton. Angela Pruitt was excused. Ashleigh Pearce was absent. A quorum was reached. This is Margo Rakes' last board meeting.
2. Approval of Agenda: Megan Koenigs moved to approve the Meeting Agenda for June 10th, 2024. Margo Rakes seconded the motion. All present were in favor.
3. Review of Minutes from Board Meeting May 13th, 2024.
 - a. Correction to 8. C. i. - Correct Margot to Margo.
 - b. Correction to 9. B. i. 1. - Employee Handbook Committee members: Angela Pruitt, Lucretia Burch, and Kate Morgan.
 - c. Correction to 9. B. i. 2. - Policy Manual Committee members: Megan Koenigs, Tegan Perkins Ulmen, and Kate Morgan.
4. Citizen Comments: None.
5. Correspondence and Communications: None.
6. Director's Report: Nicole Jacobson started as the new Library Clerk. Nicole Judd began her new position as the Communications Specialist.
7. Financial Report:
 - a. Approve May Financials: Megan Koenigs moved to approve the May Financial Report. Margo Rakes seconded the motion. All present were in favor.
8. Old Business:
 - a. New Website/Purchase Domain Name: Jeff Piper is willing to help us continue running the website and reconnect/create emails needed through Gmail. Carrie Wharton will ask if he is interested in helping us with website cleanup or redesign.



- b. Outdoor Signage: Carrie Wharton emailed the city and let them know we did not like any of the options they presented. They looked at the pictures we provided and they will send the signage person back out to see if those would be within the City budget.
 - c. Board Policy Retreat: Committee meetings are happening with presentations during the July Board Meeting.
 - d. QuickBooks Update: Carrie Wharton met with SCKLS and found out more information about the implementation and reimbursement of the online version of QuickBooks. AdamsBrown will be the firm that helps onboard and install the system.
 - e. Medical Equipment Agreement/Liability Issues: Kate Morgan is meeting with Craig Crossette with the City in June.
 - f. DEIA Training Update: Total cost \$1,098.02 (14 individual surveys, 14 individual sessions, 1 group debriefing, round trip mileage) conducted by Pamelin King-Burnes.
 - i. Group debriefing is tentatively scheduled for August 2024.
 - ii. Lucretia Burch moved to use Pamelin King-Burnes as our DEIA Training facilitator, to be paid up to \$1,098.02 for the training. Margo Rakes seconded the motion. All present were in favor.
 - g. Mobile Library: The tags have been paid up for 2025. Carrie Wharton will reach out to PurpleWave about options.
9. New Business:
- a. Board Member Application: Lucretia Burch moved to approve Arika Bradley as a new board member. Megan Koenigs seconded the motion. All present were in favor.
 - b. Payroll: Carrie Wharton will meet with Mike Paasch to discuss moving payroll from Monthly to bi-weekly beginning in 2025.
 - c. Volunteers: Background
 - i. Lucretia Burch moved to approved background checks for all current and future Library Staff Members. Margo Rakes seconded the motion. All present were in favor.
10. Executive Session: None.
11. As may be presented:
- a. Kate Morgan, Lucretia Burch, and Carrie Wharton will meet with Craig Crossette and Mayor George Liebe to discuss the FY2025 budget.
 - b. Discussion about events and continuing with Wine and Color.



12. Tegan Perkins Ulmen moved to adjourn the meeting at 8:15 PM. Kate Morgan seconded the motion. All present were in favor.

Wharton takes reins at Goddard Public Library

By Michael Buhler
TSnews

The Goddard Public Library has a new director, but she is a familiar face to the library's patrons.

Carrie Wharton recently was named the new director at the Goddard Public Library after more than 4 1/2 years at the library. She joined the library's staff as a part-time employee in the fall of 2019 and started working full-time at the GPL in the fall of 2020.

"I love being a part of

the Goddard community," Wharton said. "Working at the library has allowed me to combine my passions of community, people and literacy into one job. The Goddard Public Library is a small library that does big things. I love that I get to be part of the special role the library has in this community."

Wharton grew up in Topeka, then moved to Lindsborg after graduating high school to pursue a degree in elementary and special education at

Bethany College, where she graduated in 2000.

From there, Wharton spent more than two decades working in the early childhood field as well as staying home with her two children.

"I have always had a passion for literacy and wanted to inspire children to become lifelong readers," she said.

Wharton and her husband moved to the Goddard area so their son could attend Goddard schools. He graduated



Carrie Wharton

from Goddard High School last month and their youngest child will start middle school next year.

City employees' pay not competitive

Study finds
Haysville earns
less than peers

By Sam Jack
TSnews

HAYSVILLE – Nearly two-thirds of City of Haysville employees are being paid below-market wages and salaries. Another 11 percent of employees get compensation that is "at risk" of becoming uncompetitive.

That was the news Haysville City Council members received Monday evening, when Malayna Halvorson Maes of McGrath Human Resources Group presented the results of a compensation

model has 56 different salary ranges for 70 different classifications, Halvorson Maes noted, with steps separated by as much as 10 percent or as little as 0.2 percent. That inconsistency creates risks that employees may not want to accept promotions if they come with more responsibility but only a small salary bump.

The consultants recommended reviewing employees' performance annually, and outlined 15 "steps" of pay raises within each pay grade, with the sixth step keyed to the market average for each position.

The report noted that Haysville's health insurance and paid leave bene-

an ordinance adopting parts of the Sedgwick County Stormwater Manual that provide guidance to developers.

• The council approved

the lease purchase of a 2024 Chevy Colorado truck, on a three-year term totaling \$38,061.72. The truck will be used by the public works department.

Argonia City Council meets

ARGONIA – The Argonia City Council had a light agenda when it held its monthly meeting on June 3.

The River Park camp hosts requested reimbursement for the purchase of two picnic tables. Campers donated enough money to purchase four additional picnic tables.

The city has put in new carpet on the steps at the Argonia Community Building.

Council members also discussed putting a building over one of the city's water wells, which has been having issues related to heat. A power pole has been moved in anticipation of a possible building.

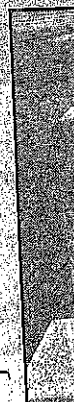
The city council gave the maintenance department permission to rent an excavator for cleaning out the sewage ponds.

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Director's Report-June

We held our Summer Reading Kick-off on June 3rd! It was a busy day at the library. 1,086 patrons are signed up for summer reading. 138 have completed the program so far!

We kicked-off our first story time in the park on June 4th. Kim Noller, a local children's music artist joined us for fun songs and movement activities. She will return in July.

We held our first Lego club in June thanks to a new program grant from the SCKLS. Check out some of the builds in the display case. Our patrons have a great imagination!

The Book Edge book club shared their summer reads on June 18th. They enjoyed snacks provided by the library.

We have a new hire! Becky King, started on June 24th. She will work Monday, Thursday and Friday from 2:30-6pm and every other Saturday 9am-1pm.

Mrs. Cole's Tropical Sno donated funds for an additional Tanganyika Pass. We now have 5 in the system for circulation.

The Friends and Foundation held their book sale on June 9th. They had a great turnout and raised over \$300. They also added two Cowtown passes to their incentive pass checkout.

I went to SCKLS on June 7th for budget training and to discuss the QuickBooks online migration. The migration process has been completed and I received training on the new software. It is going well and much easier to use.

I presented the libraries quarterly report at the city council meeting on June 17th. Next report will be in September.

We are looking forward to July and all the fun adventures planned for summer reading!



Goddard Public Library

Bank Checking Account, Period Ending 07/01/2024

RECONCILIATION REPORT

Reconciled on: 07/03/2024

Reconciled by: Carrie Wharton

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	105,792.50
Checks and payments cleared (54)	-18,723.24
Deposits and other credits cleared (15)	4,162.48
Statement ending balance	<u>91,231.74</u>
Uncleared transactions as of 07/01/2024	-162.21
Register balance as of 07/01/2024	<u>91,069.53</u>

Details

Checks and payments cleared (54)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/06/2024	Expense		360 Document Solutions	-369.95
06/06/2024	Expense		Amazon	-51.97
06/07/2024	Expense		Ebsco	-331.18
06/07/2024	Expense		Derby Public Library	-420.00
06/07/2024	Expense		Baker and Taylor	-187.98
06/07/2024	Expense		TwoTrees	-100.00
06/10/2024	Expense		T&T Heating and Air	-120.90
06/11/2024	Expense		Walmart	-133.75
06/11/2024	Expense		Baker and Taylor	-300.22
06/11/2024	Expense		Walmart	-3.97
06/11/2024	Expense		Amazon	-12.99
06/11/2024	Expense		Amazon	-33.52
06/12/2024	Expense		Amazon	-72.46
06/12/2024	Expense		Amazon	-69.00
06/13/2024	Expense		Penworthy	-509.66
06/13/2024	Expense		Penworthy	-277.48
06/13/2024	Expense		Goddard Chamber of Commerce	-25.00
06/13/2024	Expense		Lisa Stoller	-300.00
06/13/2024	Expense		Tanganyika Wildlife Park	-300.00
06/13/2024	Expense		Amazon	-5.99
06/13/2024	Expense		Amazon	-10.86
06/13/2024	Expense		Amazon	-35.99
06/14/2024	Expense		Digeridoo Down Under	-500.00
06/14/2024	Expense		Amazon	-28.99
06/14/2024	Expense		Amazon	-198.85
06/17/2024	Expense		Amazon	-49.19
06/18/2024	Expense		eventbrite	-9.00
06/20/2024	Expense		Waste Management	-261.83
06/20/2024	Expense		Center Point Large Print	-359.52
06/20/2024	Expense		Mike Paasch	-166.00
06/20/2024	Expense		Mobile Beacon	-240.00
06/20/2024	Expense		Amazon	-16.86
06/20/2024	Expense		Amazon	-32.93
06/21/2024	Expense		Payroll	-7,569.08
06/21/2024	Expense		Carrie Wharton	-50.51
06/21/2024	Expense		Amazon	-54.58
06/21/2024	Expense		Amazon	-63.85
06/21/2024	Expense		Amazon	-103.59
06/25/2024	Expense		Amazon	-26.99
06/25/2024	Expense		Amazon	-29.99
06/25/2024	Expense		Amazon	-30.00
06/26/2024	Expense		Baker and Taylor	-55.00
06/26/2024	Expense		Tanganyika Wildlife Park	-250.00
06/27/2024	Expense		TwoTrees	-46.74

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/27/2024	Expense		Kim Noller	-75.00
06/27/2024	Expense		Jimmy John's	-76.98
06/27/2024	Expense		Amazon	-8.70
06/28/2024	Expense		KPERS	-1,418.10
06/28/2024	Expense		IRS	-2,004.99
06/28/2024	Expense		State of Kansas	-267.70
06/28/2024	Expense		Amazon	-29.99
07/01/2024	Expense		Amazon	-99.90
07/01/2024	Expense		Evergy	-657.02
Total				-18,723.24

Deposits and other credits cleared (15)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/06/2024	Deposit		Square	2.82
06/07/2024	Deposit		Square	4.77
06/10/2024	Deposit			531.05
06/10/2024	Deposit		Square	33.99
06/11/2024	Deposit		Square	13.43
06/17/2024	Deposit		Square	2.82
06/18/2024	Deposit		Square	4.77
06/20/2024	Deposit		Square	11.87
06/21/2024	Deposit		Square	61.75
06/24/2024	Deposit		Refund	31.99
06/25/2024	Deposit			3,008.07
06/27/2024	Deposit		Square	24.74
07/01/2024	Deposit		Modern Marketing	426.06
07/01/2024	Deposit		Square	2.82
07/01/2024	Deposit			1.53
Total				4,162.48

Additional Information

Uncleared checks and payments as of 07/01/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/03/2024	Expense		Amazon	-16.40
06/03/2024	Expense		Amazon	-17.99
06/03/2024	Expense		Amazon	-45.56
06/03/2024	Expense		Amazon	-196.74
06/03/2024	Expense		Kansas Gas Service	-49.97
Total				-326.66

Uncleared deposits and other credits as of 07/01/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/21/2024	Deposit			12.75
03/21/2024	Deposit			1.00
03/26/2024	Deposit			1.00
03/28/2024	Deposit			1.50
03/28/2024	Deposit			4.00
03/29/2024	Deposit			3.25
03/30/2024	Deposit			3.25
04/01/2024	Deposit			6.25
04/02/2024	Deposit			6.50
04/02/2024	Deposit			3.25
04/02/2024	Deposit			19.25
04/09/2024	Deposit			2.65
04/13/2024	Deposit			1.00
04/15/2024	Deposit			0.50
04/16/2024	Deposit			2.25
04/17/2024	Deposit			2.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/19/2024	Deposit			1.75
04/19/2024	Deposit			23.75
04/20/2024	Deposit			0.50
04/22/2024	Deposit			2.00
04/24/2024	Deposit			0.20
04/24/2024	Deposit			8.00
04/24/2024	Deposit			2.50
04/24/2024	Deposit			1.88
05/01/2024	Deposit			22.04
06/03/2024	Deposit		Square	2.05
06/03/2024	Deposit		Square	28.88
Total				164.45

Goddard Public Library

Profit and Loss

January 1 - July 3, 2024

	TOTAL
Income	
City Funds	35,000.00
Mil Levy	120,055.45
Total City Funds	155,055.45
Copy Machine Fees	-739.90
Donations	551.85
Fines, Copies, Faxes	1,630.04
Goddard Lions Club Income	268.78
Grants	11,467.07
Levand Trust	5,985.00
SCKLS	-12.99
State Aid	1,559.86
Summer Reading Grant	800.00
Tech Grant	2,850.00
Total Grants	22,648.94
Interest Income	143.96
Lost Book	15.93
Misc Income	181.59
Programming Income	56.31
Refund income	458.05
Summer Reading Donations	4,175.00
Total Income	\$184,446.00
GROSS PROFIT	\$184,446.00
Expenses	
Accounting	996.00
Bookmobile	
Bookmobile Tags	80.16
Total Bookmobile	80.16
Capital Improvement Transfer	0.00
City Funds Expense	435.86
Community Relations	1,115.39
Marketing	2,846.13
Staff Meeting	649.01
Total Community Relations	4,610.53
Director Health Benefit	2,891.07
Grant Expense	768.78
SCKLS Technology Grant	2,850.00
Total Grant Expense	3,618.78
Internet Fee	515.23
Legal Fees	195.00

Goddard Public Library

Profit and Loss

January 1 - July 3, 2024

	TOTAL
Library Inventory	
Books	6,484.46
DVD/Blu-Ray	216.11
ebooks/eaudiobooks	1,604.88
Magazines and Periodicals	636.53
Total Library Inventory	8,941.98
Licensing	1,467.00
Maintain building and grounds	643.97
Memberships	132.50
Mileage	460.25
Miscellaneous	
Lost Book	103.08
Total Miscellaneous	103.08
Other	-1,458.02
Payroll Expenses	15,554.98
KPERs Employee Contribution	941.58
KPERs Employer Contribution	2,428.22
KPERs-MISC	4,367.20
Payroll	35,016.07
Payroll Taxes	12,556.86
State Tax	1,854.10
State Unemployment Taxes (SUTA)	67.35
Workman's Comp Insurance	404.00
Total Payroll Expenses	73,190.36
Postage and Shipping	17.97
Courier	1,855.00
Total Postage and Shipping	1,872.97
Programming	2,175.49
StoryTime	246.56
Summer Reading Program	4,510.33
Teen Advisory Board	578.50
Total Programming	7,510.88
Summer Reading Donation Expense	1,233.47
Summer Reading Expense - KAC	500.00
Supplies	380.94
Building	44.00
Computer	8.99
Furniture	3,822.19
Office	974.77
Processing	532.37
Total Supplies	5,763.26

Goddard Public Library

Profit and Loss

January 1 - July 3, 2024

	TOTAL
Technology	3,937.63
Utilities	6,205.46
Total Expenses	\$123,847.42
NET OPERATING INCOME	\$60,598.58
NET INCOME	\$60,598.58

June Monthly Attendance Sheet		Storytime	Program	Outreach	Total	Computer	Phone	Wireless	Program 1	Program 2	Program	Kits
Daily												
1	65				65	2	5	1				
2	CLOSED											
3	82		426		508	0	5	3	Kick off			
4	146	145	5		296	0	0	0	Leos			
5	102		136	66	304	2	12	4	Reading Bud	Leading Bud		46
6	137		36	30	203	8	25	3	Left Brain Fu	RCC		30
7	115				115	3	15	3				
8	110				110	3	9	2				
9	220				220	0	1	2	Hands Book Sale			
10	154	41	5		200	4	20	4	Board Meeting			
11	202	65	46		313	4	19	5	Lego Club (3)	TAB (11)		
12	162		39		201	4	15	4	Animal Sleep Over			
13	144		132		276	5	17	4	5 Show 1: 64	Show 2: 68		
14	133				133	6	14	4				
15	98	23	49		170	2	5	3	- 10 & C - 13			20
16	CLOSED				0							
17	184	62			246	10	15	4	- 22 & C - 40			40
18	154	40	20	8	222	5	14	5	ST 40	Lego Club 2	book Clu	40
19	141				141	7	12	5				
20	145		107	9	261	9	12	4	Tanganyika	books & Beyond		
21	122		40	10	172	15	22	5	Movie in Park	TAGG		10
22	52				52	3	4	2				
23	CLOSED				0							
24	157	77			234	9	20	5	- 25 & C - 52			
25	113	55	14		182	7	13	5	TAB			55
26	116				116	5	14	6				
27	169		40		209	3	16	5	Idoo Down	Under		
28	126				126	2	12	5				
29	56				56	2	6	2				
30	CLOSED				0							
Total	3405	508	1095	123	5131	120	322	95				

Statistics - GODDARD Selfcheck 1

1 message

receipt@cen-tec.com <receipt@cen-tec.com>
To: goddardlibdirector@gmail.com

Mon, Jul 1, 2024 at 10:59 AM

Selfcheck 1 - June 2024

Date	Patrons	Circulated	PatronsBlocked	ItemsBlocked
2024-06-01	6	19	0	0
2024-06-03	7	49	3	0
2024-06-05	1	16	0	0
2024-06-08	2	8	0	0
2024-06-10	2	21	0	0
2024-06-11	1	6	0	0
2024-06-12	2	4	0	0
2024-06-13	1	3	0	0
2024-06-14	4	11	0	1
2024-06-17	2	8	1	0
2024-06-18	4	10	0	0
2024-06-19	1	15	0	0
2024-06-20	3	12	0	1
2024-06-21	7	13	0	1
2024-06-22	0	0	1	0
2024-06-24	8	47	1	0
2024-06-25	3	13	0	1
2024-06-26	1	0	0	1
2024-06-27	4	0	0	7
2024-06-28	1	0	1	2
Totals	60	255	7	14



16

Goddard Public Library

Professional dashboard

Overview

Insights

- Home
- Your Page
- Content
- Audience

Grow your audience

- Ad Center
- Invite friends to follow

Your tools

- Earn achievements for creating reels
- Inspiration hub
- Comments manager
- Page access
- A/B Tests
- Moderation Assist
- Linked accounts
- Fan engagement
- Nonprofit Manager
- Page recommendation

New

Platform tools

- Meta Business Suite
- Inbox
- See more

6

Tools to try

- Stars
- Guidance
- Page setup
- New Pages guide
- Meta Business help center

Page overview

Create a post Last 28 days

Discovery

Post reach	9,214
Post engagement	2,673
New Page likes	25
New Page Followers	48

Interactions

Reactions	636
Comments	43
Shares	19
Photo views	989
Link clicks	88

Other

Hide all posts	0
Unfollows	0

Goddard Public Library
2024

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2024	2023	2022	2021	2020
Non-fiction	163	160	110	116	115	160							824	1299	1802	1589	921
Fiction	512	472	427	323	530	541							2805	5298	6777	5731	4757
Periodicals	5	8	5	4	3	22							47	208	239	249	467
Audio Books	6	10	7	11	9	25							68	144	202	208	280
DVD/Blu-Ray	228	154	141	98	145	207							973	2776	2759	2890	2209
JUVENILE																	
Non-fiction	540	574	654	571	651	1254							4244	6318	8021	6136	1883
Fiction	1863	2193	1826	1912	1902	2602							12298	22283	24618	19169	10212
Periodicals	1	1	1	3	5	5							16	129	134	48	22
DVD/Blu-Ray	53	58	54	46	36	66							313	830	777	579	541
Audio	7	9	7	6	5	28							62	129	132	144	56
TOTAL	3378	3639	3232	3090	3401	4910	0	0	0	0	0	0	21650	39414	45461	36743	21348
Computer	129	158	118	201	194	120							920	1731	1659	1015	1543
Wireless	126	138	117	110	80	95							666	1371	1411	1204	1123
Reference Question	248	270	252	263	305	350							1586	3102	3070	2219	2666
INTERLIBRARY LOAN																	
Books Loaned	288	252	377	447	381	510							2255	3485	3840	4075	3708
Unfilled	0	0											0	0	11	17	29
Books Borrowed	381	411	356	355	310	564							2377	4151	3489	2841	2236
Unfilled	0	0											0	0	3	10	0
NEW LIBRARY CARDS	50	54	65	67	132	127							495	781	674	503	218
MATERIALS ADDED																	
Adult	81	72	22	23	35	36							269	666	885	876	620
Juvenile	42	28	54	9	12	64							209	316	673	755	786
TOTAL	123	100	76	32	47	100	0	0	0	0	0	0	478	982	1558	1631	1406
LIBRARY ATTENDANCE	1774	2226	2316	2348	3891	5131							18186	38684	20139	12709	7860
Children	299	157	324	377	563	985							2705	3801	12741	20495	8597
TOTAL	2073	2883	2640	2725	4454	6116	0	0	0	0	0	0	20891	42485	32880	33204	23600

**Goddard Public Library
2024**

	J	F	M	A	M	J	J	A	S	O	N	D							
ATTENDANCE	J	F	M	A	M	J	J	A	S	O	N	D							
Kate Morgan	X	X	AB	X	X	X													
Tegan Ulmen	X	X	X	X	X	X													
Julie Mills	X	X	X																
Margo Rakes	X	X	X	X	X	X													
Ashleigh Pearce	X	X	X	X	AB	AB													
Megan Koenigs	X	X	X	X	X	X													
Lucretia Burch	X	X	X	X	X	X													
Angela Pruitt	X	X	X	X	X	X													
Carrie Wharton			X	X	X														
EX-excused																			
EO-early out																			
CA-cancelled																			
AB - Absent																			

Program/Outreach Monthly Overview

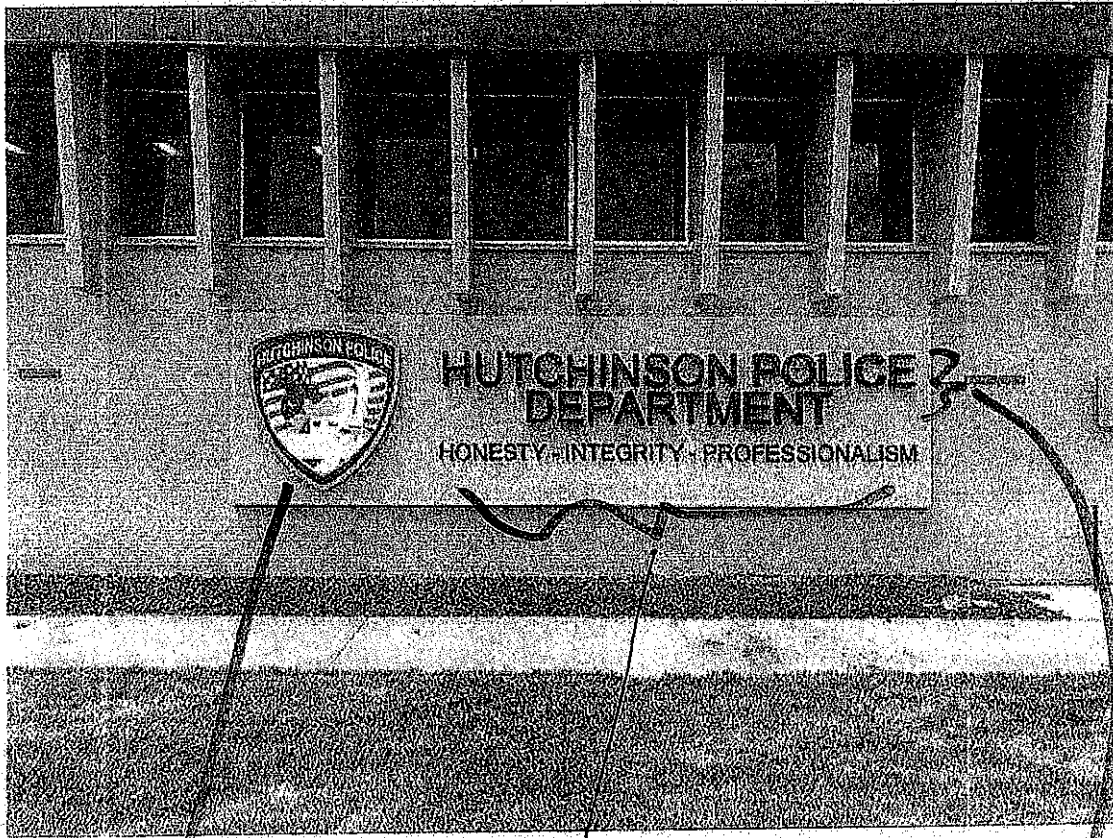
Month: June

Story Time Totals:	Total Attendance
8	508

Program Totals:	Total Attendance:
14	1095

Book Clubs:	Total Attendance:
3	27

Outreach Services	Total Attendance:
5	123



logo

GODDARD PUBLIC LIBRARY

— always imagine more —

Company Goddard Public Library **Proposal Date** 6/27/2024
Client Contact Carrie Wharton
of Employees 6
Pay Frequency Semi-Monthly

Service Bundle	Services Included	Pay Frequency				Total
		Weekly	Bi-Weekly/Semi-Monthly	Monthly	Quarterly	
Full-Service Payroll	Base Processing Fee	\$45.00	\$70.00	\$95.00	\$135.00	\$70.00
	Hours Entered by AdamsBrown	\$3.75 (Per check)	\$4.75 (Per check)	\$6.75 (Per check)	\$15 (Per check)	\$28.50
	Tax Filing Service					
	Quarter End Processing					
	Year-End Processing					
	Paperless Reports					
	Paperless Pay Stubs					
	PTO Accruals					
Direct Deposit						
Labor Law Compliance - E-Updates and Labor Law Posters - \$8 per month						
Additional Options						\$17.50
Full-Service Price Per Payroll						\$116.00

Additional Options						
Labor Reporting	Certified Payroll	\$0.90 (per check)				
	Job Costing					
QBO/Xero Integration	Post transactions to QBO/Xero	\$8.00	\$17.50	\$35.00	\$35.00	\$17.50
Retirement Plans	Upload/Report EE Contributions	Available, pricing varies				
State Reporting	Multi-State / Local Tax Filing	\$7.50 / tax jurisdiction over 2				
Time & Attendance	AMG Time & Attendance**	\$3 Per Employee Per Month				
Additional Options Cost						\$17.50

Additional Services	Price	Frequency	Notes
*** New Hire Reporting	\$6.50 / new hire	Monthly	
*** W2 Processing	\$100 + \$9/EE	Annually	Approx. \$154
*** Garnishment Processing	\$3.00 / garn	Per Payroll	

**Time & Attendance prices reflect per payroll costs, additional fees may be needed for equipment, setup and training
 **Minimum fees may apply
 ***Theses services are automatically performed, unless otherwise specified
 ****Prices do not include delivery fees

*+ 35.00 for
Kempis per payroll*

Signature _____ Date _____ AB Representative _____

total year: \$3,774

*\$151 per payroll
\$150 end of year*

REVENUES

2024

As of 6/20

AC PROPOSED 2025

ROLL OVER	\$ 20,000.00		\$ 20,000.00
CITY FUNDS	\$ 266,520.00	\$ 35,000.00	\$ 25,000.00
MOTOR VEHICLE			\$ 20,557.00
MILL LEVY		\$ 120,055.45	\$ 231,574.00
FRIENDS & FOUNDATION	\$ 1,000.00		\$ 1,000.00
STATE AID	\$ 1,420.00	\$ 1,559.86	\$ 1,420.00
SCKLS GRANTS	\$ 10,000.00	\$ 10,902.00	\$ 10,000.00
LEVAND GRANT	\$ 3,000.00	\$ 5,985.00	\$ 3,000.00
OTHER GRANTS	\$ 1,000.00		\$ 1,000.00
GODDARD LION'S CLUB	\$ 300.00	\$ 268.78	\$ 300.00
DONATIONS	\$ 1,000.00	\$ 551.85	\$ 1,000.00
INTEREST INCOME	\$ 50.00	\$ 107.73	\$ 50.00
FINES, COPIES, FAXES	\$ 1,250.00	\$ 1,316.29	\$ 1,250.00
BOOK SALES & LOST BOOKS	\$ 500.00	\$ 15.93	\$ 500.00
SUMMER READING/MISC	\$ 100.00	\$ 800.00	\$ 100.00
SUMMER READING DONATIONS		\$ 1,300.00	
TECH GRANT		\$ 2,850.00	
PROGRAMMING INCOME		\$ 56.31	
MISC INCOME		\$ 181.59	
TOTAL	\$ 306,140.00	\$ 180,950.79	# \$ 316,751.00
EXPENSES			
MATERIALS	\$ 21,000.00		\$ 25,000.00
Books		\$ 4,222.25	
Large Print			
DVD's/Blu Ray's		\$ 216.11	
eBooks/eAudiobooks-Libby		\$ 1,604.88	
Newspapers			
Other Periodicals		\$ 305.35	
Other (LOST BOOKS)		\$ 103.08	
UTILITIES - City Funds Ex	\$ 22,000.00	\$ 5,236.64	\$ 25,000.00
Gas			
Electric			
Water Cooler			
Copier			
Phone/Internet			
Trash			
POSTAGE	\$ 1,900.00		
Courier		\$ 1,855.00	\$ 1,910.00
Other		\$ 17.97	\$ 100.00
MAINTENANCE	\$ 1,300.00	\$ 523.07	\$ 1,300.00
Window Cleaner			
SUPPLIES	\$ 5,500.00		\$ 12,000.00
Building		\$ 44.00	
Furniture		\$ 3,822.19	
Other		\$ 380.94	

Office		\$ 696.08		
Processing		\$ 532.37		
Special Projects				
ACCOUNTING	\$ 1,750.00	\$ 830.00	\$	4,000.00
QUICKBOOKS ONLINE			\$	80.00
AUTOMATION	\$ 1,600.00		\$	1,600.00
COMMUNITY RELATIONS	\$ 5,500.00		\$	8,000.00
Staff Appreciation		\$ 572.03		
Community/Volunteer		\$ 1,059.81		
Marketing		\$ 2,846.13		
TECHNOLOGY	\$ 5,000.00	\$ 3,277.63	\$	5,000.00
Internet Fee		\$ 100.00	\$	2.00
WEBSITE MAINTENANCE	\$ 500.00	\$ -	\$	500.00
MEMBERSHIPS	\$ 842.00	\$ 132.50	\$	842.00
ALA/PLA/YALSA				
KLA				
WALA	\$ 15.00	\$ 15.00		
LICENSES	\$ 1,700.00	\$ 1,467.00		
Beanstack	\$ 795.00		\$	795.00
KanShare App	\$ 450.00		\$	450.00
Movie Licensing			\$	500.00
Other	\$ 195.00		\$	195.00
PROGRAMMING/Outreach	\$ 6,000.00		\$	8,000.00
Summer Reading		\$ 2,871.51		
Story Time		\$ 246.56		
Traveling Story Time				
Adult		\$ 1,870.91		
Teens/TAB		\$ 500.91		
Summer Reading Expense		\$ 1,733.47		
Book clubs				
Other				
MILEAGE/MEALS	\$ 900.00	\$ 409.74	\$	1,000.00
CONTINUING ED	\$ 400.00		\$	2,000.00
BOOKMOBILE			#	
Insurance	\$ 1,500.00			
Tags	\$ 500.00	\$ 80.16		
Maintenance/Gas	\$ 2,000.00			
CAPITAL IMPROVEMENT	\$ 1,000.00		#	\$ 1,000.00
Furniture				
Equipment				
Building				
CITY FUNDS EXPENSE		\$ 435.86		
PAYROLL				
Salary	\$ 138,175.00	\$ 35,016.07	\$	140,000.00
941 Federal Tax	\$ 24,000.00	\$ 10,551.82	\$	25,000.00
State Tax	\$ 5,000.00	\$ 1,586.40	\$	6,500.00
Unemployment Tax	\$ 200.00	\$ 67.35	\$	200.00

KPERS	\$ 16,000.00	\$ 6,318.70	\$ 16,000.00
Workman's Comp	\$ 295.00	\$ 404.00	\$ 400.00
Bank Fees			\$ -
Director Health Benefit	\$ 8,100.00	\$ 2,891.07	\$ 900.00
Payroll Expenses other		\$ 7,985.90	
GRANT EXPENSE		\$ 3,618.78	
BOARD INSURANCE	\$ 3,000.00		\$ 3,000.00
LEGAL FEE		\$ 195.00	
TOTAL	\$ 277,117.00	\$ 106,644.24	# \$ 291,274.00