

**Goddard Public Library Board Meeting Agenda
March 9, 2020 @ 7:05 pm**

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting February 10, 2020
4. Citizen Comments
5. Correspondence and communications
6. Director's Report
 - a. Circulation Report
7. Financial Report
8. Old Business
 - a. Friends/Foundation update – next meeting is April 1 @ 6pm
 - b. Strategic Plan – Ideas
 - c. Annual Survey
 - d. Health Fair
 - e. Leap into Leadership
9. New Business
 - a. Meeting with City Administrator
 - b. Refrigerator
 - c. Core Values
 - d. Employee climate survey
 - e. Board Training – Day to day ops, Services to Community, Other Resources
10. Executive Session
11. As may be presented

*Next meeting is April 13, 2020.

PLEASE CALL THE LIBRARY 794-8771 IF YOU CANNOT ATTEND

OR E-MAIL: director@goddardlibrary.com

Goddard Public Library Regular Board Meeting Agenda

February 10, 2020 @ 7:05 p.m.

1. Roll Call – April Hernandez, Vickie Luthi, Frank Petsche, Lisa Stoller, Alexis Vincent, Lisa Coyne, Tamara Judd, Margo Rakes, Sherry Lauer, and Lisa Fouts.
 2. Approval of Agenda – Alexis Vincent motioned to approve the agenda. Lisa Coyne seconded the motion. Motion approved 9 – 0.
 3. Approval of Minutes of Regular Meeting January 13, 2020 – Lisa Fouts motioned to approve the minutes. Tamara Judd seconded the motion. Motion approved 7 – 0. Sherry Lauer and Lisa Fouts were not present at the January 13, 2020 meeting.
 4. Citizen Comments – Brian Silcott said he was thrilled with what the library is pursuing.
 5. Correspondence and Communications – A patron of the library stated the library was much improved since the hiring of April Hernandez. The library passed the Fire Inspection.
 6. Director's Report – April was selected to attend the Your Leadership Edge program in Wichita, provided by the Kansas Leadership Center on May 6 and 7. April will also be attending a free faith based leadership class, offered by Bandura Plus, Thursday evenings from January 30th through the end of April, called Transform Management Development. On April 27, she will attend a workshop in Lawrence called Space Planning: Reinventing Your Library Space, offered through ALA. April will provide a one-hour class about reading and brain health for Lifeventures on April 27th.
- Circulation is up 1000 items from January 2019. April attended a KanShare meeting on February 4th. The live date for Mulvane, El Dorado, Augusta and Rose Hill is March 30.
- a. Circulation Report – Reviewed the circulation numbers for January 2020.
7. Financial Report – April gave the board members a line-by-line explanation of the Budget Report. Line 23 of the report, Community Relations, covers the Chamber Lunch, promotional things, and the traveling banner. Line 24, Postage, is for courier charges. Lisa Fouts motioned to approve the Financial Report. Frank seconded the motion. Motion approved 9 – 0.

8. Old Business

a. Friends/Foundation update – next meeting is February 26 @ 6 p.m. – The 501c3 was back dated to September 4, 2019.

b. Programming Committee meeting January 15 update – Lisa Stoller and Margo Rakes. Wine and painting, Advisory Board for grade school kids. Use SignUp Genius or Face Book for registrations. Goddard channel no longer exists.

c. Strategic Plan – How to move forward – Paul Hawkins, SCKLS Director, said a community survey will help. Keep framework from WSU. Health Fair is February 22, 2020. Brian Silcott was asked if the City has a grant writer. He stated several people were on staff with success in grant writing. Sedgwick County Extension Office offers a grant writing workshop on Feb 25th from 9:00 – 3:00.

Vickie asked Brian when the City of Goddard sets their budget, June or July. Brian stated he was not sure of the date. Finance Committee will meet March 3rd at 5:30 pm.

April 18th is the trip to visit libraries.

9. New Business

a. Rekeying of doors/replacement of outside lighting – Front door and side door rekeyed. There is now a signature page for keyholders to sign. 10 issued to maintenance. No board member has a key to the library.

b. Sponsorships for business – The brochure was sent to all Goddard Chamber members first, then to Goddard businesses.

c. Health Fair – Brochure was presented; date is February 22nd.

d. Annual Survey – Online at the GPL website: goddardlibrary.com

e. Leadership training – Discussed during the Director's Report.

f. Board Training – budget – Discussed the funds provided to the library from all sources. Also discussed the savings to the library from grants and sales.

10. Executive Session – 8:30 Vickie moved to recess into executive session pursuant to non-elected personnel matters to include the Library Board. The Library Board will reconvene the open meeting in the Library commons area at 8:58. Lisa Stoller seconded the motion and the motion carried 9 – 0. No binding action was taken.

11. As may be presented – The GPL Board Code of Conduct and Ethics Statement was presented and discussed. Tabled to a later date so that revisions can be made.

12. Adjournment – Alexis motioned to adjourn the meeting at 9:11 p.m. Tamara seconded the motion. Motion carried 9 – 0.

The above minutes are a draft copy of the minutes. Minutes must be approved by a quorum of the Goddard Public Library Board at the next meeting.

Submitted by Sherry Lauer, Secretary.

GODDARD PUBLIC LIBRARY
December 2019

GODDARD PUBLIC LIBRARY
January 2020

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2020	2019	2018	2017
Non-fiction	123	120											243	2225		
Fiction	638	549											1187	7671		
Periodicals	148	136											284	1086		
Audio Books	62	50											112	583		
Videos/ DVD	213	297											510	2609		
JUVENILE																
Non-fiction	300	257											557	4695		
Fiction	1331	1110											2441	18618		
Periodicals	6	1											7	237		
Videos/ DVD	105	105											210	1329		
Audio	4	2											6	68		
Other																
TOTAL	2930	2627	0	0	0	0	0	0	0	0	0	0	5557	39121	44326	34516
Computer	425	425											850	5045	3988	3012
Wireless	124	114											238	1724	1565	1232
													1088	6769	5553	4244
Reference Question	247	216											463	2653	1860	1489
INTERLIBRARY LOAN																
Books Loaned	363	350											713	548	466	388
Unfilled	9	2											11	9	0	0
Books Borrowed	139	183											322	828	793	572
Unfilled	0	0											0	8	2	0
NEW LIBRARY CARDS	27	32											59	360	404	462
MATERIALS ADDED																
Adult	76	66											142	747	1093	1256
Juvenile	146	69											215	789	993	1496
TOTAL													357	1536	2086	2752
LIBRARY ATTENDANCE	1490	1610											3100	24302	19195	16985
Children	180	427											607	3778	3214	2338
Other	52	36											88	228	909	255
TOTAL	1722	2073	0	0	0	0	0	0	0	0	0	0	3795	28308	23318	19578

April Hernandez
DIRECTOR

ATTENDANCE	J	F	M	A	M	J	A	S	O	N	D		
Vickie Luthi	+	+										2	2023
Alexis Vincent	+	+										2	2020
Lisa Fouts	EX	+										1	2020
Deanna Highfill	-											2	2021
Frank Petsche	+	+										1	2021
Lisa Coyne	+	+										finish	2022
Tamera Judd	+	+										1	2023
Margo Rakes	+	+										1	2025
Lisa Stoller	+	+										1	2023
Sherry Lauer	EX	+										1	2023
April Hernandez	+	+											

EX- excused EO- early out LI- late in CA- cancelled AB - Absent

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Month	Adult Books	J Books	YA Books	Adult Movies	J Movies	Adult Audio	J Audio	Sunflower	RBDigital	Cloud Library	RBDigital Mags	Magaz
2	January	761	1522	109	213	105	62	4	155	268	16		6
3	February	669	1222	100	297	105	50	2	164	28	15		
4	March												
5	April												
6	May												
7	June												
8	July												
9	August												
10	September												
11	October												
12	November												
13	December												
14													
15		1430	2744	209	510	210	112	6	319	296	31		6

Director's Report March 2020

Circulation is still looking really good. We circulated a couple of hundred more items this February than last. Sunflower library is still growing. We had 10 new users in February and checked out 164 items. ILLs are still way up. This could increase our grant funding if it continues since we are loaning so many more items than we were before. It will be interesting to see what happens when the other four libraries join at the end of the month.

Our attendance continues to grow as well. Carrie is going to use Eventbrite for sign-ups for programming from now on.

Carrie is working on our library tour. We will be touring at least 3 libraries on April 18 but possibly four. Valley Center, Park City, Andover and Mulvane are what we are planning. We will meet at the Library by 9:15 and head out. Schedule will be:

10:00-11:00 Valley Center

11:30-12:30 Park City

12:30-1:30 Lunch

2:00-3:00 Andover

3:30-4:30 Mulvane

The Leadership/Management training I am participating in is very good. I am learning a lot and have implemented several of the Transform Management principles. Specifically, a success profile – which are my expectations for a good employee, one2one monthly and constant feedback – which is a work in progress.

	L	M	N	O	P	Q	R	S	T
1									
2									
3									
4									
5									
6									
7									
8									
9									
10	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	(T)
11	ACTUAL	ACTUAL	MONTHLY	MONTHLY	Y-T-D	Y-T-D	Y-T-D	ANNUAL	ANNUAL
12	NOV.	DEC.	BUDGET	DIFFERENCE	ACTUAL	BUDGET	DIFFERENCE	BUDGET	DIFFERENCE
13			(S / 12)	(N-Current Mo.)	(Sum B...M)	(S x no.	(Q - P)		(S - P)
14						of months/12)			
15									
16				\$0.00	\$90.00	\$0.00	-\$90.00	\$90.00	\$0.00
17					\$200.00	\$0.00	-\$200.00	\$200.00	\$0.00
18			\$0.00	\$20.75	\$20.75	\$0.00	-\$20.75	\$0.00	-\$20.75
19			\$41.67	\$41.67	\$0.00	\$83.34	\$83.34	\$500.00	\$500.00
20			\$500.00	\$89.85	\$723.24	\$1,000.00	\$276.76	\$6,000.00	\$5,276.76
21					\$1,070.96	\$0.00	-\$1,070.96	\$1,070.96	\$0.00
22			\$133.33	-\$581.36	\$3,277.38	\$266.66	-\$3,010.72	\$1,600.00	-\$1,677.38
23			\$41.67	-\$196.55	\$296.80	\$83.34	-\$213.46	\$500.00	\$203.20
24			\$83.33	-\$524.04	\$1,333.72	\$166.66	-\$1,167.06	\$1,000.00	-\$333.72
25			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26			\$20.83	\$20.83	\$170.00	\$41.66	-\$128.34	\$250.00	\$80.00
27			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28			\$29.17	\$29.17	\$0.00	\$58.34	\$58.34	\$350.00	\$350.00
29			\$62.50	\$5.66	\$134.56	\$125.00	-\$9.56	\$750.00	\$615.44
30			\$100.00	\$96.84	\$1,203.16	\$200.00	-\$1,003.16	\$1,200.00	-\$3.16
31				\$0.00	\$151.04	\$151.04	\$0.00	\$151.04	\$0.00
32			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
33			\$41.67	\$41.67	\$0.00	\$83.34	\$83.34	\$500.00	\$500.00
34			\$500.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$6,000.00	\$5,000.00
35			\$1,900.00	\$160.07	\$3,699.00	\$3,800.00	\$101.00	\$22,800.00	\$19,101.00
36			\$920.00	\$32.57	\$1,765.50	\$1,840.00	\$74.50	\$11,040.00	\$9,274.50
37			\$9,413.58	\$2,598.29	\$14,156.16	\$18,827.16	\$4,671.00	\$112,963.00	\$98,806.84
38			\$41.67	\$41.67	\$0.00	\$83.34	\$83.34	\$500.00	\$500.00
39			\$8.33	\$8.33	\$24.37	\$16.66	-\$7.71	\$100.00	\$75.63
40									
41	\$0.00	\$0.00							
42									
43									
44			\$13,837.75	\$1,885.42	\$29,316.64	\$27,826.54	-\$1,490.10	\$167,565.00	\$138,248.36
45					\$29,316.64	\$13,963.75	-\$1,490.10		\$138,248.36

Goddard Public Library Core Values

- 1. Honesty, Accountability, Dependability** – Always being truthful, doing what you say, accepting responsibility for achievements and failures, and helping when possible.
- 2. Innovation, Creativity, Curiosity, Knowledge** – Introducing new ideas, using imagination, a strong desire to learn new things.
- 3. Loyalty** – Possessing a strong feeling of support or allegiance.
- 4. Excellence** – Always making sure our work is outstanding by putting forth extraordinary effort.
- 5. Teamwork, Collaboration** – Working together as a team in the best interest of the Library, not the individual.
- 6. Respect, Inclusivity, Kindness** – Always being kind to everyone, honoring them as individuals.