

**Goddard Public Library Board Meeting Agenda
May 13th, 2024 at 6:30 pm**

1. Roll Call
2. Approval of Agenda
 - a. February Agenda Amendments
3. Review of Minutes from Board Meeting April 8th, 2024
4. Citizen Comments
5. Correspondence and communications
6. Director's Report
7. Financial Report - Treasurer
 - a. Approve April financials
8. Old Business
 - a. Mobile Library
 - b. New Website/purchase domain name
 - c. Policy Manual updates
 - d. QuickBooks
 - e. Medical Equipment Agreement/Liability Issues
 - f. DEIA Training Bid/Discussion
9. New Business
 - a. City Updates to the Building
 - b. Board Policy Retreat
10. Executive Session
11. As may be presented

***Next meeting is June 10th, 2024.**

Please call Kate at 316.215.4895 if you cannot attend. Or e-mail: katemorganrdn@gmail.com

Thank you!



Director's Report-April

We held our first Love on the Leash program on Saturday, April 20th. It was a huge success with 61 children and adults.

We had five dogs and handlers here. It was the perfect amount. We received great feedback on how lovely our library is and welcoming! The volunteers can't wait to come back.

Story Time numbers are up! We are averaging 80+ each Monday. We will be adding a second Story Time in the summer on Tuesdays in Linear Park.

We will only have one story time for the month of May. It will be an Ice Cream theme and it will be held on May 13th. Janet Fowler will be here to help.

Neighbor's Untied was held on Saturday, April 27. We worked on cleaning up the outside of the library. The city will be sending over samples of new signage for the front of the building. We will be filling in the grassy areas out front with concrete.

The Via-Crist Mobile Mammography RV was here on April 30th. They had fifteen appointments scheduled for the day. They look forward to returning to Goddard.

I attended the FOL library meeting in Haysville. Great information was shared and I passed along the information to our Friends & Foundation group.

Outreach visits to the schools have begun and our annual Oak Street Day at the library is scheduled for May 15th.

The Communication Specialist job description has been posted. We have received two applications. I will interview both next week.

Photos from the Love on the Leash program.



Communication Specialist– 1 position

This position works 35-39 hours. 1 week vacation, paid holidays after the first year & KPERS.

Prepares marketing, informational and promotional materials for library programs, services and public involvement activities. Serve as a library aide with on-floor, in-library duties, working the circulation desk as needed.

Supervision Received

Works under the general supervision of the Director.

Examples of Duties

Produces high quality, creative, visually-pleasing and informative communication materials about library programs, services and outreach efforts using various media resources such as news releases, social media, web content, brochures, advertisements, and displays.

Under the guidance of the director, performs routine review and updates to the library website and social media platforms, including generating content; proofreading; restructuring and editing materials from content writers to meet established standards; reviewing existing content to ensure accuracy and relevance; and posting to social media platforms.

Serve as a library aide with on-floor, in-library duties, working the circulation desk as needed.

Knowledge, Skills And Abilities

- Proficient in Microsoft Office, Zoom, and other communication and graphics software such as Canva.
- Excellent written and verbal communication skills.
- Exemplify courteous behavior and creative problem resolution.
- Ability to work cooperatively and have a positive working relationship with patrons, co-workers, vendors, and media outlets.
- Ability to prioritize job responsibilities and work independently.
- A heart for public service and information sharing.
- Ability to work without supervision in a fast-paced multitasking environment, interact with public in cordial fashion, be receptive to change, and attentive to details

Qualifications

A two-year degree from a recognized college in library technology or a related field plus some library technical experience, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

Special Requirements

None.

A. Chain of Command

The Chain of Command is the organizational structure established for the operation and supervision of all personnel and departments. The line of authority begins with the Director. In case the Director is unavailable due to health or personal reasons the Chain of Command is as follows:

Programming/Outreach Specialist, Library Assistant, President of the Library Board, Vice-President, Treasurer, and Secretary. In times when the Library is without a Director the chain of command will be as follows:

Programming/Outreach Specialist, Library Assistant, Board President, Vice-President, Treasurer, and Secretary.

All communications, orders, requests and recommendations shall be channeled through this chain, in both directions, in order to avoid confusion, misunderstanding and oversight. – *(Updated and approved by the board November 13, 2023.)*

Change to

The Chain of Command is the organizational structure established for the operation and supervision of all personnel and departments. The line of authority begins with the Director. In case the Director is unavailable due to health or personal reasons the Chain of Command is as follows:
Library Assistant, President of the Library Board, Vice-President, Treasurer, and Secretary.

In times when the Library is without a Director the chain of command will be as follows: Library Assistant, Board President, Vice-President, Treasurer, and secretary.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Month	Adult Books	J Books	YA Books	Adult Movies	J Movies	Adult Audio	J Audio	Medical	TechEquipment	Kits	Pass	Sunflower	Cloud Library	Magazines	new ebook users	Total Checkouts
1	January	689	2638	107	228	53	6	9	14	9	71	0	984	92	6	26	4906
2	February	615	2767	84	154	58	9	4	16	8	64	1	927	104	9	18	4820
3	March	551	2340	84	141	54	7	1	16	8	64	9	1008	99	6	20	4408
4	April	509	2056	83	98	46	11	6	15	8	49	14	1010	7	7	21	3912
5	May																0
6	June																0
7	July																0
8	August																0
9	September																0
10	October																0
11	November																0
12	December																0
13	December																0
14		2364	9801	358	621	211	33	20	61	33	248	24	3929	295	28	85	18046
15																	18026
16																	

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Statistics - GODDARD Selfcheck 1

1 message

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

Thu, May 2, 2024 at 10:41 AM

Selfcheck 1 - April 2024

Date	Patrons	Circulated	PatronsBlocked	ItemsBlocked
2024-04-02	6	40	1	0
2024-04-03	3	15	0	2
2024-04-04	2	26	0	0
2024-04-05	1	5	0	0
2024-04-08	1	3	0	0
2024-04-10	3	21	0	0
2024-04-11	1	1	0	0
2024-04-12	4	11	0	1
2024-04-17	1	2	0	0
2024-04-18	1	2	0	0
2024-04-19	1	4	0	0
2024-04-22	1	3	0	0
2024-04-23	1	12	0	0
2024-04-26	4	26	0	0
2024-04-27	1	7	0	0
Totals	31	178	1	3

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Goddard Public Library

Professional dashboard

Page overview

Create a post Last 28 days

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

Events

Page access

A/B Tests

New

Moderation Assist

Linked accounts

Fan engagement

Nonprofit Manager

Page recommendation

Platform tools

Meta Business Suite



Inbox

11



See more

Help and guidance

Page setup

Meta Business help center

Discovery

Post reach

8,485

Post engagement

1,601

New Page likes

11

New Page Followers

19

Interactions

Reactions

682

Comments

84

Shares

24

Photo views

373

Link clicks

16

Other

Hide all posts

3

Unfollows

0

7

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									549	1299	1802	1589	921
Fiction	512	472	427	323									1734	5298	6777	5731	4757
Periodicals	5	8	5	4									22	208	239	249	467
Audio Books	6	10	7	11									34	144	202	208	280
DVD/Blu-Ray	228	154	141	98									621	2776	2759	2890	2209
JUVENILE																	
Non-fiction	540	574	654	571									2339	6318	8021	6136	1883
Fiction	1863	2193	1826	1912									7794	22283	24618	19169	10212
Periodicals	1	1	1	3									6	129	134	48	22
DVD/Blu-Ray	53	58	54	46									211	830	777	579	541
Audio	7	9	7	6									29	129	132	144	56
TOTAL	3378	3639	3232	3090	0	0	0	0	0	0	0	0	13339	39414	45461	36743	21348
Computer	129	158	118	201									606	1731	1659	1015	1543
Wireless	126	138	117	110									491	1371	1411	1204	1123
Reference Question	248	270	252	263									1033	2609	2747	2669	2954
INTERLIBRARY LOAN																	
Books Loaned	288	252	377	447									1364	3485	3840	4075	3708
Unfilled	0	0											0	0	11	17	29
Books Borrowed	381	411	356	355									1503	4151	3489	2841	2236
Unfilled	0	0											0	0	3	10	0
NEW LIBRARY CARDS	50	54	65	67									236	781	674	503	218
MATERIALS ADDED																	
Adult	81	72	22	23									198	666	885	876	620
Juvenile	42	28	54	9									133	316	673	755	786
TOTAL	123	100	76	32	0	0	0	0	0	0	0	0	331	982	1558	1631	1406
LIBRARY ATTENDANCE	1774	2726	2316	2348									9164	38684	20139	12709	7860
Children	299	157	324	377									1157	3801	12741	20495	8597
TOTAL	2073	2883	2640	2725	0	0	0	0	0	0	0	0	10321	42485	32880	33204	23600

April Monthly Attendance Sheet												
	Daily	Storytime	Program	Outreach	total	Computer	Phone	Wireless	Program 1	Program 2	Program 3	Kits
1	82					5	21	4				
2	118		12	32		8	9	4	F & F		Apollo	32
3	73			37		9	11	4		Launch Pad/Reli		37
4	101			41		7	16	3			Reliance	41
5	95			23		10	22	3			Reliance	
6	CLOSED											
7	CLOSED											
8	119	63				3	57	4	C - 39 & A - 24			
9	78		7	142		8	9	4		TAB	/Pre K enr	57
10	108			51		6	13	4			Explorer	51
11	77			45		6	11	3			CDS	45
12	73					9	12	3				
13	26					1	2	1				
14	29					8	0	1			MSM	
15	168	81				12	11	4	C - 52 & A - 29			
16	92		8			13	13	4		Book Edge		
17	88			20		10	18	3	SL/Dove	eliance MDO		
18	74		8			10	12	3	oks & Beyond			
19	68			35		10	13	3			Holy Spirit/TA	35
20	76	35	61			2	1	2	Leash			
21	CLOSED											
22	117	63				11	13	4	C - 41 & A - 22			
23	95		6	10		9	14	4	TAB - 6		Pea in a Pod	10
24	82			124		10	11	3			Amelia	24
25	79			36		15	6	3			Amelia	
26	105			200		9	16	3			GHS	
27	51			4		2		2			Neighbor's United	
28	CLOSED											
29	148	74				8	11	4	C-46 A-28			
30	126		15	175		0	0	4		Mobile Mammogishenhower		
Total	2348	316	117	975	0	201	322	84				

Program/Outreach Monthly Overview

Month: April

Story Time totals:

Total Attendance

5	316
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Program totals:

Total Attendance

7	117
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Book Clubs:

Total Attendance

3	22
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Outreach Services:

Total Attendance

19	975
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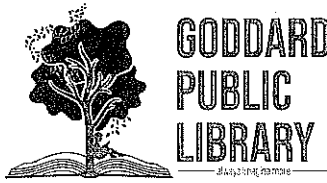
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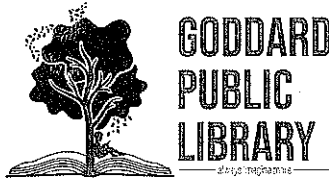
**Goddard Public Library Board Meeting Minutes
April 8th, 2024 at 6:30 PM**

The April Board Meeting of the Goddard Public Library was called to order by the President of the Board, Kate Morgan, at 6:30 PM.

1. Roll Call: Kate Morgan, Megan Koenigs, Tegan Perkins Ulmen, Margo Rakes, Ashleigh Pearce, Angela Pruitt, Lucretia Burch, and Interim Director Carrie Wharton. A quorum was reached.
2. Approval of Agenda: Tegan Perkins Ulmen moved to approve the Meeting Agenda for April 8th, 2024. Margo Megan Koenigs seconded the motion. All present were in favor.
3. Review of Minutes from Board Meeting March 11th, 2024.
 - a. February Agenda Meeting Amendments - Margo moved to approve the February Agenda Meeting Amendments. Angela Pruitt seconded the motion. All present were in favor.
4. Citizen Comments: None.
5. Correspondence and Communications: None.
6. Director's Report: This will now be reviewed before meetings and questions discussed/answered during meetings.
7. Financial Report: This will now be reviewed before meetings and questions discussed/answered during meetings.
 - a. Approve March Financials: Lucretia Burch moved to approve the March Financial Report. Ashleigh Pearce seconded the motion. All present were in favor.
8. Old Business:
 - a. Mobile Library: Discussion was had on how to proceed. Ashleigh Pearce is checking with a few of her contacts to see what our options are.
 - b. New Website/Emails: Tegan Perkins Ulmen will reach back out to contact Julie Mills had left and will also contact Jeff Piper to see what he knows or can help us achieve. Carrie will reach out to a contact she has as well.
 - c. Policy Manual Updates: Kate Morgan proposed we schedule a Board Retreat to revamp and discuss the Policy Manual. Tabled to next meeting.



- d. Medical Equipment Agreement/Liability Issues: Ashleigh Pearce talked to Amanda at the Lions Club. Amanda said she would be talking to the city to see if they would purchase or get bids for a shed. Kate Morgan is asking the City about liability terms if staff were to get hurt carrying equipment.
 - e. DEIA Training Bid/Discussion: Lucretia Burch received a quote of \$1,098.02 for DEIA training for staff and Board Members. Training will be implemented once a new Director is hired.
 - f. Quickbooks Migration: Lucretia Burch is looking into the non-SCKLS option because through the SCKLS option we would need to do a \$5,000 audit.
9. New Business:
- a. City Updates to the Building: The City would like to install a new sign on the side of the Library as well as paint the fascia. They will provide color options to the Board and we will vote on which color we would prefer. Discussion on if we wanted to make money by setting up Ad space on our marquee - tabled to next meeting.
 - b. Former Director Vacation Payout: Kate Morgan moved to payout 80 hours of vacation leftover from 2024 to the former Library Director, Julie Mills. Comp time will not be paid out. The motion was seconded by Lucretia Burch. All present were in favor.
 - i. Ryan Peck will be writing up a severance letter for Julie Mills to sign before paying out vacation.
 - c. City Lawyer Consultation: The Board will be working with the City Lawyer and will pay his hourly rate to help with Contract and Policy issues as they arise.
10. Executive Session: Kate Morgan moved to hold Executive Session for 45 minutes beginning at 7:49 PM. Margo Rakes seconded the motion. All present were in favor.
11. As may be presented:
- a. It was agreed that Carrie Wharton, Interim Director, will need to update/create new passwords for all programs so they are secure.
 - b. For future discussion: Should we offer Passport Processing?
 - c. Friends and Foundation
 - i. membership interest is growing due to the passes.
 - ii. The city would like to see us utilize FF volunteers more - staff will be asked for a volunteer plan or an idea of what projects could be done by volunteers.



- d. Margo Rakes' Library Board term is over June 2024. Kate will ask Carrie to post the board opening immediately.
 - e. Square processing - Do we need to purchase a phone/line for square purchasing?
 - f. Bank Account: Tegan Perkins Ulmen moved to add Lucretia Burch, Treasurer, to the bank account. Kate Morgan seconded the motion. All present were in favor.
12. Margo Rakes moved to adjourn the meeting at 8:57 PM. Angela Pruitt seconded the motion. All present were in favor.



**Goddard Public Library Emergency Board Meeting Minutes
April 29th, 2024 at 7:00 PM**

The April Board Meeting of the Goddard Public Library was called to order by the President of the Board, Kate Morgan, at 7:00 PM.

1. Roll Call: Kate Morgan, Tegan Perkins Ulmen, Margo Rakes, Angela Pruitt, and Lucretia Burch. Megan Koenigs and Ashleigh Pearce were absent/excused. A quorum was reached.
2. Approval of Agenda: Lucretia Burch moved to approve the Meeting Agenda for April 29th, 2024. Margo Rakes seconded the motion. All present were in favor.
3. Discussion of Library Director Position:
 - a. Margo Rakes moved to create an offer letter for the Library Director position. Angela Pruitt seconded the motion. All present were in favor.
 - b. Tegan moved to offer the position of Library Director to Carrie Wharton. Lucretia Burch seconded the motion. All present were in favor.
4. Adjournment: Margo Rakes moved to adjourn the meeting at 7:53 PM. Lucretia Burch seconded the motion. All present were in favor.

Goddard Public Library
Profit & Loss Budget Performance
May 2024

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	May 24	Budget	Jan - May 24
Ordinary Income/Expense			
Income			
Balance Forward	0.00	0.00	0.00
Book Sales and Lost Book Fees	0.00	0.00	0.00
City Funds	0.00	0.00	120,055.45
Mil Levy	0.00	0.00	35,000.00
City Funds - Other	0.00	0.00	
Total City Funds	0.00	0.00	155,055.45
Copy Machine Fees	-369.95		-739.90
Donations	0.00	0.00	501.85
Fines, Copies, Faxes	0.00	0.00	926.35
Goddard Lions Club Income	0.00	0.00	268.78
Grants			
Friends & Foundation	0.00	0.00	0.00
Levand Trust	0.00	0.00	0.00
SCKLS	0.00	0.00	0.00
Summer Reading Grant	0.00	0.00	0.00
SCKLS - Other	0.00	0.00	0.00
Total SCKLS	0.00	0.00	0.00
State Aid	0.00	0.00	1,559.86
Summer Reading Grant	0.00	0.00	800.00
Tech Grant	0.00	0.00	2,850.00
Grants - Other	0.00	0.00	10,902.00
Total Grants	0.00	0.00	16,111.86
Interest Income	0.00	0.00	86.14
Library Funds	0.00	0.00	0.00
Lost Book	0.00	0.00	15.93
Misc Income	181.59	0.00	181.59
Summer Reading Donations	0.00	0.00	1,300.00
Total Income	-188.36	0.00	173,708.05
Gross Profit	-188.36	0.00	173,708.05
Expense			
Accounting	0.00	0.00	664.00
Automation	0.00	0.00	0.00
Board Insurance	0.00	0.00	0.00
Treasurer Bond	0.00	0.00	0.00
Board Insurance - Other	0.00	0.00	0.00
Total Board Insurance	0.00	0.00	0.00

Goddard Public Library
Profit & Loss Budget Performance
May 2024

	May 24	Budget	Jan - May 24
Bookmobile			
Bookmobile Insurance	0.00	0.00	0.00
Bookmobile Maintenance	0.00	0.00	0.00
Bookmobile Tags	0.00	0.00	0.00
Total Bookmobile	0.00	0.00	0.00
Capital Improvement Transfer			
City Funds Expense	0.00		0.00
Community Relations	0.00		435.86
Marketing	0.00		2,464.00
Staff Meeting	0.00		304.79
Community Relations - Other	0.00	0.00	1,059.81
Total Community Relations	0.00	0.00	3,828.60
Continuing Education			
Director Health Benefit	0.00		0.00
Grant Expense	0.00		2,891.07
SCKLS Technology Grant	0.00		2,850.00
Grant Expense - Other	0.00		768.78
Total Grant Expense	0.00	0.00	3,618.78
Library Inventory			
Audio Books	0.00	0.00	0.00
Books	0.00		3,897.51
DVD/Blu-Ray	0.00		216.11
ebooks/audiobooks	0.00	0.00	1,604.88
Magazines and Periodicals	0.00		305.35
Library Inventory - Other	0.00	0.00	0.00
Total Library Inventory	0.00	0.00	6,023.85
Licensing			
Maintain building and grounds	0.00		1,467.00
Memberships	0.00		458.00
Mileage	0.00		32.50
Miscellaneous	0.00		409.74
Lost Book	0.00	0.00	0.00
Total Miscellaneous	0.00	0.00	0.00

Goddard Public Library
Profit & Loss Budget Performance
May 2024

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	May 24	Budget	Jan - May 24
Payroll Expenses			
KPERs-MISC	0.00	0.00	4,367.20
KPERs Employee Contribution	0.00	0.00	941.58
Payroll	0.00	0.00	35,016.07
Payroll Taxes	0.00	0.00	8,552.52
State Tax	0.00	0.00	1,213.67
State Unemployment Taxes (SUTA)	0.00	0.00	67.35
Workman's Comp Insurance	0.00	0.00	269.00
Payroll Expenses - Other	1,611.84	0.00	1,611.84
Total Payroll Expenses	1,611.84	0.00	52,039.23
Postage and Shipping			
Courier	0.00	0.00	1,855.00
Postage and Shipping - Other	0.00	0.00	17.97
Total Postage and Shipping	0.00	0.00	1,872.97
Programming			
Story Time	0.00	0.00	182.50
Summer Reading Program	0.00	0.00	2,056.29
Teen Advisory Board	0.00	0.00	458.69
Programming - Other	0.00	0.00	1,334.77
Total Programming	0.00	0.00	4,032.25
Summer Reading Expense - KAC			
Supplies	0.00	0.00	500.00
Building	0.00	0.00	44.00
Computer	0.00	0.00	8.99
Software	0.00	0.00	0.00
Computer - Other	0.00	0.00	8.99
Total Computer	0.00	0.00	8.99
Furniture			
Office	0.00	0.00	3,822.19
Processing	0.00	0.00	672.63
Supplies - Other	0.00	0.00	532.37
Total Supplies	0.00	0.00	5,461.12

Goddard Public Library
Profit & Loss Budget Performance
May 2024

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	May 24	Budget	Jan - May 24
Technology	0.00	0.00	3,037.63
Utilities	0.00	0.00	4,352.45
Website Maintenance	0.00	0.00	0.00
Total Expense	1,611.84	0.00	91,125.05
Net Ordinary Income	-1,800.20	0.00	82,583.00
Net Income	-1,800.20	0.00	82,583.00

Goddard Public Library
Profit & Loss Budget Performance
May 2024

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	YTD Budget	Annual Budget
Ordinary Income/Expense		
Income		
Balance Forward	30,000.00	30,000.00
Book Sales and Lost Book Fees	500.00	500.00
City Funds	223,360.00	223,360.00
Mill Levy	35,000.00	35,000.00
City Funds - Other	188,360.00	188,360.00
Total City Funds	258,360.00	258,360.00
Copy Machine Fees		
Donations	1,000.00	1,000.00
Fines, Copies, Faxes	1,250.00	1,250.00
Goddard Lions Club Income	300.00	300.00
Grants		
Friends & Foundation	1,000.00	1,000.00
Levand Trust	3,500.00	3,500.00
SCKLS	100.00	100.00
Summer Reading Grant	10,000.00	10,000.00
SCKLS - Other	10,000.00	10,000.00
Total SCKLS	10,100.00	10,100.00
State Aid	1,525.00	1,525.00
Summer Reading Grant		
Tech Grant		
Grants - Other	1,000.00	1,000.00
Total Grants	17,125.00	17,125.00
Interest Income	18.00	18.00
Library Funds	0.00	0.00
Lost Book		
Misc Income	1,800.00	1,800.00
Summer Reading Donations		
Total Income	310,353.00	310,353.00
Gross Profit	310,353.00	310,353.00
Expense		
Accounting	2,000.00	2,000.00
Automation	1,800.00	1,800.00
Board Insurance	825.00	825.00
Treasurer Bond	1,200.00	1,200.00
Board Insurance - Other	(375.00)	(375.00)
Total Board Insurance	2,025.00	2,025.00

Goddard Public Library
Profit & Loss Budget Performance
May 2024

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	YTD Budget	Annual Budget
Bookmobile		
Bookmobile Insurance	1,500.00	1,500.00
Bookmobile Maintenance	2,000.00	2,000.00
Bookmobile Tags	100.00	100.00
Total Bookmobile	3,600.00	3,600.00
Capital Improvement Transfer		
City Funds Expense		
Community Relations		
Marketing		
Staff Meeting		
Community Relations - Other	7,000.00	7,000.00
Total Community Relations	7,000.00	7,000.00
Continuing Education	1,500.00	1,500.00
Director Health Benefit		
Grant Expense		
SGKLS Technology Grant	11,145.00	11,145.00
Grant Expense - Other		
Total Grant Expense	11,145.00	11,145.00
Library Inventory		
Audio Books	929.00	929.00
Books		
DVD/Blu-Ray		
ebooks/audiobooks	50.00	50.00
Magazines and Periodicals		
Library Inventory - Other	25,000.00	25,000.00
Total Library Inventory	25,979.00	25,979.00
Licensing	1,700.00	1,700.00
Maintain building and grounds	2,000.00	2,000.00
Memberships	875.00	875.00
Mileage	1,100.00	1,100.00
Miscellaneous		
Lost Book	100.00	100.00
Total Miscellaneous	100.00	100.00

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	YTD Budget	Annual Budget
Payroll Expenses		
KPERs-MISC	19,000.00	19,000.00
KPERs Employee Contribution		
Payroll	138,175.00	138,175.00
Payroll Taxes	28,000.00	28,000.00
State Tax	8,000.00	8,000.00
State Unemployment Taxes (SUTA)	205.00	205.00
Workman's Comp Insurance	284.00	284.00
Payroll Expenses - Other		
Total Payroll Expenses	193,664.00	193,664.00
Postage and Shipping		
Courier	1,800.00	1,800.00
Postage and Shipping - Other	150.00	150.00
Total Postage and Shipping	1,950.00	1,950.00
Programming		
StoryTime		
Summer Reading Program		
Teen Advisory Board		
Programming - Other	8,000.00	8,000.00
Total Programming	8,000.00	8,000.00
Summer Reading Expense - KAC		
Supplies		
Building		
Computer	75.00	75.00
Software	0.00	0.00
Computer - Other		
Total Computer	75.00	75.00
Furniture	3,600.00	3,600.00
Office		
Processing		
Supplies - Other	6,500.00	6,500.00
Total Supplies	10,175.00	10,175.00

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	YTD Budget	Annual Budget
Technology	10,000.00	10,000.00
Utilities	25,000.00	25,000.00
Website Maintenance	740.00	740.00
Total Expense	310,353.00	310,353.00
Net Ordinary Income	0.00	0.00
Net Income	0.00	0.00