

**Goddard Public Library Board Meeting Agenda**  
**July 12, 2021 @ 7:05 pm**  
**Join Zoom Meeting**

<https://us02web.zoom.us/j/84585204765?pwd=S3ZDY2tlcmU1FhN2Rla2M5cndCUT09>

**Meeting ID 845 8520 4765**

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting June 14, 2021
4. Citizen Comments
5. Correspondence and communications – Humanities KS, Times-Sentinel article, PLA
6. Director’s Report
  - a. Circulation Report
7. Financial Report
8. Old Business
  - a. Friends/Foundation update – are meeting the 3<sup>rd</sup> Wednesday of each month @ 6 pm – talked about gala in March 2022, paid for new app.
  - b. City updates/Community Spaces Focus Group
  - c. Community Conversations with the Library – marketing committee
  - d. Board Training set for August 2 @ 6 pm. Community Spaces presentation @ City Council @ 7 pm
9. New Business
  - a. Diversity, Equity, Inclusion, Access Statement
  - b. New Logo
  - c. National Night Out/Fall Fest
  - d. Other board trainings? Board Reappointments
  - e. Election of officers for 2022
  - f. Board attendance at large library events
10. As may be presented

\*Next meeting is August 9, 2021.

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

**Goddard Public Library Board Meeting Minutes Draft**  
**June 14, 2021 @ 7:05 pm**

1. Roll Call: April Hernandez, Vickie Luthi, Sherry Lauer, Tamara Judd, Frank Petsche, Sherry Lauer, Lisa Stoller, Margo Rakes, Lisa Fouts, Lisa Coyne, and Stephanie Mount were present at the Library. Kate Morgan was excused.
2. Approval of Agenda: Lisa F. made a motion to approve the agenda. Sherry seconded. Motion passed 9 - 0.
3. Approval of Minutes of Regular Meeting May 10, 2021. Minutes were approved for record.
4. Citizen Comments: None
5. Correspondence and Communications:
  - Levand Trust: The \$6,300 check came for operating costs.
  - SCKLS sent us the \$1,000 check for the Zoom subscription and the Sunflower elibrary fees (\$900)
  - Humanities KS: There are new topics for June on the Humanities Hotline.
  - The shirts for the high school football games came in with our logo on the back.
  - April applied for the digitization grant and it was well received.
6. Director's Report
  - a. Circulation Report – May numbers were low but June numbers are way up with the start of summer reading. Enrollment in summer reading is 529 as of today (June 14<sup>th</sup>).
  - b. April continues to apply for grants. She applied for a \$25,000 grant from the state Kansas Library that would help pay for our mobile library we hope to get to better serve the community.

7. Financial Report – There were no surprises on the May budget. The Foundation will be writing us a check for half of the electronic sign upgrade which has already been done.
8. Old Business
  - a. Friends/Foundation update – are meeting the 3<sup>rd</sup> Wednesday of each month @ 6 pm The June meeting was moved to June 23. Their annual report has been sent to the state.
  - b. City updates/Community Spaces Focus Group – Board members are asked to attend any and all of the meetings they can. Upcoming dates are June 24<sup>th</sup>, July 8<sup>th</sup>, July 22<sup>nd</sup>, and August 2<sup>nd</sup>.
  - c. Early Literacy Kits – We still need to create a few that have been sponsored. The summer reading kick-off has kept all of the staff busy every minute.
  - d. Garden – the grant for the garden has all been spent. Board members remarked about how inviting the flowers and garden boxes make the front of the Library.
  - e. Community Conversations with the Library – The Marketing Committee and Strategic Planning Committee need to start formulating plans to survey the community during Fall Festival, Neighbors Night Out, and Christmas on Main Street events.
9. New Business
  - a. Change in regular hours – The new hours will be: Monday – Friday 9:30 a.m. – 5:30 p.m., Saturdays 9:00 a.m. – 1:00 p.m., Sundays 1:00 p.m. – 4:00 p.m.
  - b. Revision of Vision Statement – A motion was made by Tamera to adopt the Vision Statement, “ The Goddard Public Library will be an integral part of the community, empowering our citizens by

providing resources and activities that enrich, enlighten, and inspire.” And to add the motto: “Always imagine more!” The motion was seconded by Lisa Coyne. Motion passed 9 – 0.

- c. Addition of Motto/new logo graphic – See item 9b. above.
- d. Yearly board training/date – The annual Board training is tentatively set for August 9<sup>th</sup>. April asked the Board for topics of interest and will look for resources/speakers to address those topics.
- e. Nominating Committee – Lisa Stoller, Sherry, and Margo volunteered to serve on the Nominating Committee for the next slate of Board Officers.

10. As may be presented

11. Adjournment – Margo made a motion to adjourn at 8:25. Frank seconded the motion. Motion carried 9 – 0.

\*Next meeting is July 12, 2021.

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E-MAIL: [director@goddardlibrary.com](mailto:director@goddardlibrary.com)

## Director's Report July

We are at 607 Summer Reading participants with 117 who have completed the program. A new challenge, Master of Minutes, went out July 1. There are cool prizes that can be won if you complete both challenges this summer.

Numbers for this month were very good. We circulated 3310 more items in June than we did in May. Staff has been working hard.

I am working on several grants. Hopefully we will start hearing soon on whether we got some of them.

Hannah Maxwell is our new Library/Programming Aide. She started June 16 and is learning quickly. She is doing some of the Teen Advisory Board events with Megan so that the teens know her and when Megan leaves for school Hannah can step in with them.

We are starting to get some ripe vegetables. Exciting since last year we didn't grow anything that was planted.

Megan is going with me to the Chamber Lunch this Thursday. She will get to meet several business members and share about her project.

The new circulation computer was installed at the end of June. The computer it replaced was 6 years old and having a lot of issues. We updated the rest of the computers and had one crash and one that is going to go be rebuilt. We will replace two more computers this year so will be one down until we purchase more next year. I am going to move to replacing 3/year over four-five years with a couple of laptops in there as well. This will spread out the cost more.

We received our two hotspots. One will be for checkout and the other we will use at events such as National Night Out to provide wifi for us and anyone else who might need it.

I am working with the bank to get direct deposit set up for payroll and to use bill pay to pay all the bills. This will let us stop purchasing checks which will save us a couple of hundred dollars/year.

We are part of the Goddard Amazing Race again this year. It kicked off the week of July 5 and winners of drawings will be announced at National Night Out on August 13.

We will have a booth at National Night Out with a duck pond. We will be trying to gather feedback from community members as well.

End of summer reading party is August 6 from 10-11:30. If a couple of board members could volunteer to attend at least a portion of that time we would appreciate it.

I will be giving the Library's 2<sup>nd</sup> Quarter report at the City Council meeting on July 19.

GODDARD PUBLIC LIBRARY  
December 2019

**GODDARD PUBLIC LIBRARY**  
June 2021

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2021	2020	2019	2018	2017
Non-fiction	126	120	115	101	101	185							748	921	2225		
Fiction	535	564	442	375	325	508							2749	4757	7671		
Periodicals	27	18	12	20	11	20							108	467	1086		
Audio Books	3	2	13	30	12	25							85	280	583		
Videos/ DVD	279	218	235	161	178	378							1449	2209	2609		
<b>JUVENILE</b>																	
Non-fiction	134	306	315	389	350	1077							2571	1883	4695		
Fiction	1243	1122	1387	1130	1029	3037							8948	10212	18618		
Periodicals	2	8	6	3	3	7							29	22	237		
Videos/ DVD	38	19	23	16	29	102							227	541	1329		
Audio	6	6	15	5	3	12							47	56	68		
Other	0												0				
<b>TOTAL</b>	<b>2393</b>	<b>2383</b>	<b>2563</b>	<b>2230</b>	<b>2041</b>	<b>5351</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16961</b>	<b>21348</b>	<b>39121</b>	<b>44326</b>	<b>34516</b>
Computer	50	41	94	59	67	78							389	1543	5045	3988	3012
Wireless	90	85	99	97	63	127							561	1123	1724	1565	1232
													950	2666	6769	5553	4244
Reference Question	296	228	342	218	148	289							1521	2954	2653	1860	1489
<b>INTERLIBRARY LOAN</b>																	
Books Loaned	342	339	406	340	373	305							2105	3708	548	466	388
Unfilled	1	2	2	1	1	3							10	29	9	0	0
Books Borrowed	206	255	267	195	206	262							1391	2236	828	793	572
Unfilled	0	6	2	0	0	0							8	0	8	2	0
NEW LIBRARY CARDS	24	23	25	23	67	119							281	218	360	404	462
<b>MATERIALS ADDED</b>																	
Adult	64	113	89	106	70	54							496	620	747	1093	1256
Juvenile	71	66	86	70	59	45							397	786	789	993	1496
<b>TOTAL</b>	<b>135</b>	<b>179</b>	<b>175</b>	<b>176</b>	<b>129</b>	<b>99</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>893</b>	<b>1406</b>	<b>1536</b>	<b>2086</b>	<b>2752</b>
LIBRARY ATTENDANCE	696	666	892	736	872	1952							5814	7860	24302	19195	16985
Children	1122	2815	2999	2815	2913	2366							15030	8597	3778	3214	2338
Other	532	291	350	3585	1129	1726							7613	7143	228	909	255
<b>TOTAL</b>	<b>2350</b>	<b>3772</b>	<b>4241</b>	<b>7136</b>	<b>4914</b>	<b>6044</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28457</b>	<b>23600</b>	<b>28308</b>	<b>23318</b>	<b>19578</b>

52 programs

April Hernandez  
DIRECTOR

ATTENDANCE	J	F	M	A	M	J	J	A	S	O	N	D						
Vickie Luthi	+	EX	+	+	+	+											2	2023
Stephanie Mount	+	+	+	+	EX	+											1	2024
Lisa Fouts	+	+	EX	+	AB	+											1	2020
Kate Morgan	-	-	+	+	+	EX											finish	2021
Frank Petsche	+	+	+	EX	+	+											1	2021
Lisa Coyne	+	+	+	+	EX	+											finish	2022
Tamera Judd	+	AB	+	+	+	+											1	2023
Margo Rakes	EX	+	+	+	LI	+											1	2025
Lisa Stoller	+	+	+	+	+	+											1	2023
Sherry Lauer	+	+	+	+	+	+											1	2023
April Hernandez	+	+	+	+	+	+												

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



**June 2021**                      **In person**                      **Virtual**                      **Engagement**

SRP Promotion			114
Kickoff Party	170		191
Book Promotion			61
Teen Meme	0		25
Pawsome Pet	5		66
Lego Challenge	25		687
StoryTimes x 4	101	741	140
Bedtime StoryTime		75	36
Kits x 8	280		
Teens Paint the Town	12		94
Tanganyika	55		69
Tanganyika Passes			1405
Family Yoga	6		4
Book Edge Book Club	8		
Books & Blessings	3		
Garden			
Jay & Leslie	28		26
Stuffed Animal Sleepover	25		322
Guessing Jar Bones			203
Mad Libs/Bingo	53		16
Sheila Wagner StoryTime	45		34
Teen Board Games	6		3
Teen Goodie Jar	40		
TAB	9		321
Teen Art	15		47
Raffle Winners	20		46
Outdoor Movie Night	51		24
Traveling StoryTime x 2	44		
Dove	0		
Medicalodge	5		
1000 Books	2		74
Launchpad x 2	40		45
MOD x 2	23		20
StoryWalk			53
Community Spaces			110
Humanities Kansas			4
Friends/Foundation	6		
Board meeting	10		

52 programs

1087

816

3553



	A	B	C	D	E	F	G	H	I	J	K
1	GPL										
2	BUDGET REPORT										
3	6/30/2021										
4											
5	MONTH:										
6	6										
7	COLUMN:										
8	G										
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				
17	Automation/Internet										
18	Maintenance		\$308.00		\$9.99	\$381.92					
19	Misc.										
20	Supplies	\$152.91	\$219.80	\$416.02	\$390.64	\$98.20	\$496.32				
21	Utilities/Telephone	\$1,650.46	\$1,791.61	\$1,809.59	\$1,444.44	\$1,601.00	\$1,608.05				
22	Materials	\$1,226.22	\$1,720.96	\$1,575.76	\$1,438.72	\$565.37	\$1,197.20				
23	Community Relations	\$245.20	\$90.00	\$533.01	\$723.58	\$114.46	\$1,157.64				
24	Programming	\$358.35	\$649.98	\$607.89	\$163.83	\$180.35	\$55.39				
25	Technology	\$16.26	\$213.42	\$14.99	\$14.99	\$0.00	\$448.74				
26	Continuing Education		\$25.00		\$45.00						
27	Licensing	\$387.00		\$106.00							
28	Memberships					\$15.00	\$287.00				
29	Mileage/Meals	\$31.28	\$80.50	\$98.56	\$85.56	\$109.03	\$22.43				
30	Postage	\$55.00	\$643.81			\$55.00					
31	Website	\$156.87									
32	Capital Improvement	\$1,353.00									
33	Board Insurance/Bond						\$555.00				
34	Director Health Benefit	\$500.00	\$500.00	\$500.00	\$550.00	\$550.00	\$1,100.00	\$0.00			
35	Payroll Taxes	\$2,250.51	\$2,149.83	\$1,946.49	\$2,009.62	\$1,951.62	\$2,152.52				
36	Retirement	\$1,354.85	\$1,321.88	\$1,188.02	\$1,196.73	\$1,171.97	\$1,248.93				
37	Salaries	\$7,333.83	\$7,236.83	\$6,408.73	\$6,578.38	\$6,422.57	\$6,701.67				
38	Workman's Comp		\$254.00								
39	Unemployment	\$24.88			\$27.70						
40											
41		\$17,216.62	\$17,325.62	\$15,325.06	\$14,799.18	\$13,336.49	\$17,150.89	\$0.00	\$0.00	\$0.00	\$0.00
42											
43									City	\$183,900.00	
44									carryover	\$21,353.00	
45									grants	\$7,140.00	

	L	M	N	O	P	Q	R	S	T	U	V
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			\$120.00	\$0.00	\$600.00	\$600.00	\$0.00	\$1,440.00	\$840.00		
17			\$141.67	\$141.67	\$0.00	\$708.35	\$708.35	\$1,700.00	\$1,700.00		
18			\$104.17	-\$277.75	\$699.91	\$523.50	-\$176.41	\$1,250.00	\$550.09		
19			\$8.33	\$8.33	\$0.00	\$41.65	\$41.65	\$100.00	\$100.00		
20			\$458.33	\$360.30	\$1,773.89	\$2,291.65	\$517.76	\$5,500.00	\$3,726.11		
21			\$1,333.33	-\$267.67	\$9,905.15	\$6,666.65	-\$3,238.50	\$16,000.00	\$6,094.85		
22			\$1,087.50	\$522.13	\$7,724.23	\$5,437.50	-\$2,286.73	\$13,050.00	\$5,325.77		
23			\$83.33	-\$31.13	\$2,863.89	\$416.65	-\$2,447.24	\$1,000.00	-\$1,863.89		
24			\$175.00	-\$5.35	\$2,015.79	\$875.00	-\$1,140.79	\$2,100.00	\$84.21		
25			\$266.67	\$266.67	\$708.40	\$1,333.35	\$624.95	\$3,200.00	\$2,491.60		
26			\$33.33	\$33.33	\$70.00	\$166.65	\$96.65	\$400.00	\$330.00		
27			\$41.67	\$41.67	\$493.00	\$208.35	-\$284.65	\$500.00	\$7.00		
28			\$33.33	\$18.33	\$302.00	\$166.65	-\$135.35	\$400.00	\$98.00		
29			\$58.33	-\$50.70	\$427.36	\$291.65	-\$135.71	\$700.00	\$272.64		
30			\$125.00	\$70.00	\$753.81	\$625.00	-\$128.81	\$1,500.00	\$746.19		
31			\$29.17	\$29.17	\$156.87	\$145.85	-\$11.02	\$350.00	\$193.13		
32			\$112.75	\$112.75	\$1,353.00	\$563.75	-\$789.25	\$1,353.00	\$0.00		
33			\$83.33	\$83.33	\$555.00	\$416.65	-\$138.35	\$1,000.00	\$445.00		
34			\$600.00	\$50.00	\$2,600.00	\$3,000.00	\$400.00	\$7,200.00	\$4,600.00		
35			\$2,000.00	\$48.38	\$12,460.59	\$10,000.00	-\$2,460.59	\$24,000.00	\$11,539.41		
36			\$1,166.67	-\$5.30	\$7,482.38	\$5,833.35	-\$1,649.03	\$14,000.00	\$6,517.62		
37			\$9,583.33	\$3,160.76	\$40,682.01	\$47,916.65	\$7,234.64	\$115,000.00	\$74,317.99		
38			\$41.67	\$41.67	\$254.00	\$208.35	-\$45.65	\$500.00	\$246.00		
39			\$12.50	\$12.50	\$52.58	\$62.50	\$9.92	\$150.00	\$97.42		
40											
41	\$0.00	\$0.00									
42											
43											
44			\$17,699.41	\$4,363.09	\$93,933.86	\$88,499.70	-\$5,434.16	\$212,393.00	\$118,459.14		
45					\$95,153.86	\$106,196.50	-\$5,434.16		\$118,459.14		

## **Diversity, Equity, Inclusion, and Access Statement**

*Diversity* is the practice or quality of including or involving people from a range of different social and ethnic backgrounds and of different genders, sexual orientations, etc.

*Equity* is the quality of being fair and impartial.

*Inclusion* is the practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized, such as those who have physical or mental disabilities and members of other minority groups.

*Access* is the freedom or ability to obtain or make use of something.

Goddard Public Library strives to provide equal access to information, programming, and services to all. This includes mindfulness in collection development so that we can provide mirrors when patrons experience characters and windows into all worlds. This mindfulness extends to programming and services.

Our goal is to make everyone feel welcome and included through our collection, programming, spaces, and services, thus creating a safe space for all.

## Library Community Conversations

*“What library resources do you feel we need to support the community’s economic development efforts including support for remote working?”*

“What improvements would you like to see in your community building spaces?”  
(community center, library, city hall)

“What community amenities do you think are important for enticing people to move into the community?”