

Goddard Public Library Board Meeting Agenda

May 8th, 2023 at 7:05 pm

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting April 10th, 2023
4. Citizen Comments
5. Correspondence and communications
6. Director's Report
 - a. Circulation Report
7. Financial Report
8. Old Business
 - a. Friends/Foundation update
 - b. Plumbing/Library closing 3 days
 - c. Mobile Library to Maize
 - d. Carpet update
9. New Business
 - a. Mobile Library tires
 - b. Hire new part-time staff
 - c. Visible address on front of library
 - d. New board members needed
10. Executive Session
11. As may be presented

*Next meeting is June 12th, 2023.

PLEASE CALL THE LIBRARY at 316-794-8771 IF YOU CANNOT ATTEND OR E-MAIL: director@goddardlibrary.com Thank you!

Goddard Public Library Board Meeting Minutes

April 10, 2023

1. Roll Call: Sherry Lauer, Connie Brake, Kate Morgan, Tegan Perkins Ulmen, Margo Rakes, Frank Petsche, and Megan Koenigs. Lisa Fouts was late. Stephanie Mount and Vicki Luthi were absent.
2. Thank you card from Janet Fowler (flowers sent for husbands funeral) was passed around.
3. Julie announced she will be doing more reports/update reports for future meetings.
4. Circulation is up due to the event at Maize (Mobile Library event).
5. Julie announced the Summer Reading t-shirt design. Carrie is working on stops and events for Summer Reading. Pizza was ordered for the staff meeting and overall the meeting went well.
6. Julie is looking into getting Quickbooks online plus training on how to use the program.
7. Fred moved to approve the February financial report; Connie seconded the motion. Approved.
8. Fred moved to approve the March financial report; Tegan seconded the motion. Approved.
9. Julie updated the Board on Friends and Foundation meeting. Friends and Foundation provided food for library staff on April 25th for Library Workers Appreciation Day.
10. Julie announced the book sale will be May 6th and the board was shown the new bags that will be handed out with purchases at the book sale.
11. There will be no gala this year- Friends and Foundation are thinking of doing Basket Bingo the week of October 29th, 2023. The Board discussed donating a basket if this event is scheduled.
12. Carpet has been ordered for delivery in May. Royal Flush and flooring installation for bathroom need to be scheduled together.
13. All Board Members and Director present spoke the new Oath for Board Members and Library Director.
14. Kate moved to create a subcommittee that will explore/research opportunities to expand Mobile Library engagement in the Maize Community. Lisa seconded the motion. Approved. Tegan, Lisa, and Megan make up the committee. Kate is an alternate, if needed.
 - a. Tegan will reach out to Jeff Piper in regard to who the best person is to speak with about contracting with the City of Maize for Mobile Library Services.

15. StoryWalk signs - Julie is looking for grants to improve signs. The Lauer's will build new signs.
16. Kate proposed establishing a staff comment system. Julie suggested this be a way to get more communication in general. Potentially looking at Google Workspace and giving each staff member their own email address.
17. Tegan asked about Staff Birthdays and that Board Members sign a birthday card. Tegan will make and deliver the card to the library for Board Members to stop by and sign.
18. Frank announced he would be resigning from the board this year. His last meeting will be in June. Lisa is thinking of resigning from the Board this summer.
19. The Vice President and Secretary Board positions are up for election in July.
20. Kate moved to end the meeting at 8:22 PM; Margo seconded the motion.
Approved.

Director's Report

May 2023

I have started standing orders with Baker & Taylor for now. They will also start placing the spine labels and barcodes on the books again.

We received an \$11, 417 check from SCKLS for the first part of their Grant in Aid that we were awarded.

Carrie and I took the Mobile Library to the Women's Club Convention and it was a big hit!

We all came together for Neighbors United and planted a lot of flowers and vegetables. We also tidied up the yard and front area.

I attended the Wichita Area Library Association's spring symposium in Derby. It was a nice gathering and the topic was Outreach.

We were able to have the morning sessions of Oak Street day and it was a fun filled time with 3rd and 4th graders! The afternoon classes had to be rescheduled due to rain. They will be held on May 10th.

I am excited that we are scheduled to get the plumbing replaced next week! We will be down to only one bathroom until the flooring is completed.

We had a training/refresher on Beanstack by Carrie at our last staff meeting in preparation for Summer Reading.

GODDARD PUBLIC LIBRARY

	2023																					
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023	2022	2021	2020						
CHECK OUT SUMMARY																						
Non-fiction	157	108	97	96									458	1802	1589	921						
Fiction	535	419	480	383									1817	6777	5731	4757						
Periodicals	18	21	18	18									75	239	249	467						
Audio Books	10	12	12	11									45	202	208	280						
Videos/ DVD	306	317	273	180									1076	2759	2890	2209						
JUVENILE																						
Non-fiction	666	388	501	387									1942	8021	6136	1883						
Fiction	1742	1796	1887	1602									7027	24618	19169	10212						
Periodicals	13	2	8	19									42	134	48	22						
Videos/ DVD	74	69	47	35									225	777	579	541						
Audio	8	10	11	5									34	132	144	56						
TOTAL	3529	3142	3334	2736	0	0	0	0	0	0	0	0	12741	45461	36743	21348						
Computer	146	139	196	135									616	1659	1015	1543						
Wireless	126	127	153	127									533	1411	1204	1123						
													1149	3070	2219	2666						
Reference Question	204	186	219	222									831	2747	2669	2954						
INTERLIBRARY LOAN																						
Books Loaned	354	364	402	488									1608	3840	4075	3708						
Unfilled	0	0	0	0									0	11	17	29						
Books Borrowed	333	295	551	271									1450	3489	2841	2236						
Unfilled	0	0	0	0									0	3	10	0						
NEW LIBRARY CARDS	53	58	64	120									295	674	503	218						
MATERIALS ADDED																						
Adult	63	85	30	216									394	885	876	620						
Juvenile	48	71	45	44									208	673	755	786						
TOTAL	111	156	75	260									602	1558	1631	1406						
LIBRARY ATTENDANCE	1524	1593	2036	1862									7015	20139	12709	7860						
Children	172	167	229	222									790	12741	20495	8597						
Other	338	427	1050	1917									3732	7001	11788	7143						

Adult Programming

	A	B	C	D
34	April			
35	Books & Beyond	7		
36	Book Edge	12		
37	Dove	4	3	
38	Board Meeting	8		
39	FF Board Meeting	8		
40	Master Garden class	6		
41	Mulvane Truck Night	395		
42	Car Show/Mobile Library	125		
43	Oak Street Day	139		
44	Puppet show	66		
45	Orchard Park	19	4	
46		789	7	

Children 0-5 Programming

	A	B	C	D	E
50	April				
51	StoryTime	43	51	39	
52	Reliance				
53	Peas in a Pod	48			
54	Launch Pad		51	10	
55	StoryTime	37			
56	Kensler	60	60	7	
57	Movement	10			
58	StoryTime Saturday	28			
59	StoryTime	40			
60	Amelia ST & SR	55	55	150	
61	Pre-K Enrollment	57	57	38	
62	Apollo	19	11	4	
63	Challenger SR	66		250	
64	ENS SR			120	
65	Explorer		53		
66	TAAG		12	12	
67	CDS SR	50	50	250	
68		513	400	880	

Teen Programming

	A	B	C	D
20	April			
21	TAB		6	
22	TAB		6	
23			12	

Goddard Public Library Profit & Loss Budget Performance April 2023

	Apr 23	Budget	Jan - Apr 23	YTD Budget	Annual Budget
Director Health Benefit	1,351.88	0.00	2,703.76	7,200.00	7,200.00
Grant Expense	90.60		3,002.83		
Library Inventory				19,000.00	19,000.00
Audio Books	0.00		241.34		
Books	418.23		3,775.72		
DVD/Blu-Ray	17.96		377.19		
ebooks/audiobooks	0.00		816.74		
Magazines and Periodicals	0.00		391.53		
Library Inventory - Other	30.00	0.00	30.00	19,000.00	19,000.00
Total Library Inventory	466.19	0.00	5,692.52	19,000.00	19,000.00
Licensing	0.00	0.00	1,528.95	1,700.00	1,700.00
Maintain building and grounds	328.34	0.00	328.34	1,300.00	1,300.00
Memberships	311.00	0.00	311.00	842.00	842.00
Mileage	66.00	0.00	382.64	900.00	900.00
Miscellaneous					
Lost Book	0.00		23.34		
Miscellaneous - Other	0.00		77.72		
Total Miscellaneous	0.00	0.00	101.06		
Payroll Expenses					
KPERs-MISC	1,377.80	0.00	5,228.32	16,000.00	16,000.00
Payroll	8,137.78	0.00	31,698.47	132,861.00	132,861.00
Payroll Taxes	2,038.66	0.00	7,866.02	25,000.00	25,000.00
State Tax	277.16	0.00	1,410.79	6,500.00	6,500.00
State Unemployment Taxes (SUTA)	29.74	0.00	59.30	200.00	200.00
Workman's Comp Insurance	23.00	0.00	292.00	275.00	275.00
Total Payroll Expenses	11,884.14	0.00	46,554.90	180,836.00	180,836.00
Postage and Shipping	0.00	0.00	1,814.13	1,750.00	1,750.00
Programming					
StoryTime	128.06	0.00	204.44		
Summer Reading Program	208.51	0.00	1,158.87		
Teen Advisory Board	0.00		124.39		
Wine & Color	0.00		105.49		
Programming - Other	107.44	0.00	1,106.30	5,500.00	5,500.00
Total Programming	444.01	0.00	2,699.49	5,500.00	5,500.00
Supplies					
Building	34.56		261.42		
Furniture	0.00		430.42		
Office	95.64		640.97		
Processing	8.00		212.83		
Supplies - Other	0.00	0.00	26.94	5,000.00	5,000.00
Total Supplies	138.20	0.00	1,572.58	5,000.00	5,000.00

Goddard Public Library
Profit & Loss Budget Performance
April 2023

	Apr 23	Budget	Jan - Apr 23	YTD Budget	Annual Budget
Technology	258.00	0.00	335.60	4,000.00	4,000.00
Utilities	1,542.08	0.00	6,644.70	20,500.00	20,500.00
Website Maintenance	0.00	0.00	143.88	250.00	250.00
Total Expense	19,303.51	0.00	81,266.96	264,393.00	264,393.00
Net Ordinary Income	-8,297.07	0.00	68,337.74	0.00	0.00
Net Income	-8,297.07	0.00	68,337.74	0.00	0.00

**Goddard Public Library
Profit & Loss Budget Performance
April 2023**

	Apr 23	Budget	Jan - Apr 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Balance Forward	0.00	0.00	0.00	20,000.00	20,000.00
Book Sales and Lost Book Fees	0.00	0.00	0.00	500.00	500.00
City Funds	10,000.00	0.00	138,937.10	224,807.00	224,807.00
Donations	4.00	0.00	5,925.49	1,000.00	1,000.00
Fines, Copies, Faxes	148.91	0.00	862.65	1,250.00	1,250.00
Goddard Lions Club Income	0.00	0.00	327.82	300.00	300.00
Grants					
Friends & Foundation	0.00	0.00	0.00	1,000.00	1,000.00
Levand Trust	0.00	0.00	0.00	3,000.00	3,000.00
SCKLS					
Summer Reading Grant	0.00	0.00	0.00	100.00	100.00
SCKLS - Other	0.00	0.00	0.00	10,000.00	10,000.00
Total SCKLS	0.00	0.00	0.00	10,100.00	10,100.00
State Aid	0.00	0.00	1,514.57	1,420.00	1,420.00
Grants - Other	0.00	0.00	0.00	1,000.00	1,000.00
Total Grants	0.00	0.00	1,514.57	16,520.00	16,520.00
Interest Income	16.62	0.00	60.21	16.00	16.00
Misc Income	439.41	0.00	439.41	0.00	0.00
Programming Income	10.00	0.00	85.00	0.00	0.00
Refund Income	0.00	0.00	64.95	0.00	0.00
Summer Reading Donations	387.50	0.00	1,387.50	0.00	0.00
Total Income	11,006.44	0.00	149,604.70	264,393.00	264,393.00
Gross Profit	11,006.44	0.00	149,604.70	264,393.00	264,393.00
Expense					
Accounting	135.00	0.00	540.00	1,750.00	1,750.00
Automation	0.00	0.00	0.00	1,600.00	1,600.00
Board Insurance	0.00	0.00	0.00	825.00	825.00
Treasurer Bond	0.00	0.00	0.00	1,040.00	1,040.00
Board Insurance - Other	0.00	0.00	0.00	1,865.00	1,865.00
Total Board Insurance	0.00	0.00	0.00	1,865.00	1,865.00
Bookmobile					
Bookmobile Insurance	0.00	0.00	0.00	1,200.00	1,200.00
Bookmobile Maintenance	1,131.58	0.00	2,582.82	500.00	500.00
Bookmobile Tags	0.00	0.00	0.00	2,000.00	2,000.00
Total Bookmobile	1,131.58	0.00	2,582.82	3,700.00	3,700.00
Capital Improvement Budget	0.00	0.00	0.00	1,000.00	1,000.00
City Funds Expense	0.00	0.00	308.00	0.00	0.00
Community Relations					
staff meeting	49.25	0.00	49.25	0.00	0.00
Community Relations - Other	1,109.24	0.00	3,969.36	5,300.00	5,300.00
Total Community Relations	1,158.49	0.00	4,018.61	5,300.00	5,300.00
Continuing Education	0.00	0.00	62.15	400.00	400.00

	A	B	C	D	E	F	G	H	I	J	K	L
1	GPL											
2	BUDGET REPORT											
3	4/30/2023											
4												
5	MONTH:											
6	4											
7	COLUMN:											
8	E											
9												
10	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
11	CATEGORY	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
12		JANUARY	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.	NOV.
13												
14												
15												
16	Accounting	\$135.00	\$135.00	\$135.00	\$135.00							
17	Automation/Internet											
18	Maintenance				\$326.34							
19	Bookmobile											
20	Supplies	\$476.12	\$503.24	\$948.00	\$1,131.58							
21	Utilities/Telephone	\$1,997.90	\$1,599.89	\$1,544.83	\$138.20							
22	Materials	\$1,959.73	\$1,561.88	\$1,668.06	\$466.19							
23	Community Relations	\$937.26	\$468.75	\$1,454.11	\$1,158.49							
24	Programming	\$561.71	\$727.97	\$965.80	\$444.01							
25	Technology	\$47.60		\$30.00								
26	Continuing Education	\$62.15	\$0.00	\$0.00	\$0.00							
27	Licensing	\$612.00	\$917.95									
28	Memberships				\$311.00							
29	Mileage/Meals	\$34.40	\$141.84	\$140.40	\$66.00							
30	Postage	\$120.00	\$1,690.00	\$0.00	\$0.00							
31	Website	\$143.88										
32	Capital Improvement											
33	Board Insurance/Bond											
34	Director Health Benefit	\$600.00	\$600.00	\$0.00	\$675.00	\$675.00						
35	Payroll Taxes	\$2,901.28	\$2,868.57	\$1,191.14	\$2,315.82							
36	Retirement	\$1,591.51	\$1,631.96	\$627.05	\$1,377.80							
37	Salaries	\$9,648.72	\$9,266.72	\$4,645.25	\$8,137.78							
38	Workman's Comp			\$269.00	\$23.00							
39	Unemployment	\$29.56			\$29.74							
40												
41		\$21,858.82	\$22,167.91	\$14,520.76	\$16,735.95	\$675.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
42												
43									City	\$234,807.00		
44									carryover	\$20,000.00		
45									grants	\$14,100.00		
46									other income	\$5,486.00		
47												
48										\$274,393.00		

4:26 PM

05/03/23

Goddard Public Library
Reconciliation Summary
Bank Checking Account, Period Ending 05/01/2023

	<u>May 1, 23</u>
Beginning Balance	105,301.31
Cleared Transactions	
Checks and Payments - 53 items	-19,303.51
Deposits and Credits - 8 items	11,021.55
Total Cleared Transactions	<u>-8,281.96</u>
Cleared Balance	<u><u>97,019.35</u></u>
Uncleared Transactions	
Checks and Payments - 1 item	-1.00
Total Uncleared Transactions	<u>-1.00</u>
Register Balance as of 05/01/2023	<u><u>97,018.35</u></u>
New Transactions	
Deposits and Credits - 1 item	11,479.50
Total New Transactions	<u>11,479.50</u>
Ending Balance	<u><u>108,497.85</u></u>

3:56 PM

05/03/23

Goddard Public Library
Reconciliation Summary
Capital Improvement, Period Ending 05/01/2023

	<u>May 1, 23</u>
Beginning Balance	55,089.20
Cleared Transactions	
Deposits and Credits - 1 item	<u>12.68</u>
Total Cleared Transactions	<u>12.68</u>
Cleared Balance	<u><u>55,101.88</u></u>
Register Balance as of 05/01/2023	55,101.88
Ending Balance	55,101.88