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

- 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).
- 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 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 Juile 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.

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Adult Programming

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35	Books & Beyond		7
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38	Board Meeting		3
39	39 FF Board Meeting		8
40	Master Garden class		3
41	41 Mulvane Truck Night	395	51
42	Car Show/Mobile Library	125	5
43	43 Oak Street Day	139	9
44	44 Puppet show	66	5)
45	45 Orchard Park	19	9
46		780	<u>u</u>

Children 0-5 Programming

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50 April			
51 StoryTime	43		
52 Reliance		51	39
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
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Teen Programming

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Goddard Public Library Profit & Loss Budget Performance April 2023

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138.20	34.56 0.00 95.64 8.00 0.00	444.01	128.06 208.51 0.00 0.00 0.00	0.00	11,884.14	1,377.80 8,137.78 2,038.66 277.16 29.74 23.00	0.00	0.00 0.00	0.00 326.34 311.00 66.00	466.19	0.00 418.23 17.96 0.00 0.00 30.00	1,351.88 *- 90.60	Apr 23
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1,572.58	261.42 430.42 640.97 212.83 26.94	2,699.49	204.44 1,158.87 1,24.39 105.49 1,106.30	1,814.13	46,554.90	5,228.32 31,698.47 7,866.02 1,410.79 59.30 292.00	101.06	23.34 77.72	1,529.95 326.34 311.00 382.64	5,632.52	241.34 3,775.72 3,775.79 816.74 391.53 30.00	2,703.76 3,002.83	Jan - Apr 23
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Goddard Public Library Profit & Loss Budget Performance April 2023

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Goddard Public Library Profit & Loss Budget Performance April 2023

Continuing Education	Total Community Relations	community Relations staff meeting Community Relations - Other	Capital Improvement Budget City Funds Expense	Total Bookmobile	Bookmobile Bookmobile Insurance Bookmobile Maintenance Bookmobile Tags	Total Board Insurance	Board Insurance Treasurer Bond Board Insurance - Other	Expense Accounting Automation	Gross Profit	Total Income	Interest Income MIsc Income Programming Income Refund income Summer Reading Donations	Total Grants	State Aid Grants - Other	Total SCKLS	SCKLS Summer Reading Grant SCKLS - Other	Grants Friends & Foundation Levand Trust	Ordinary Income/Expense Income Balance Forward Book Sales and Lost Book Fees City Funds Donations Fines, Copies, Faxes Goddard Lions Club Income	
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\$27,100.20	\$187.50			\$200.00			\$200.00	\$200.00	\$400.00	\$200.00				\$100.00	\$28.49	\$50.00	\$150.00V	\$93.00	\$5,000.00	\$4,646.39	:	\$250.00	\$250.00			\$100.00		\$327.82		\$11,417.00							\$3,300.00			Amount	8
				Upstart SRP prizes				Upstart SRP prizes		Upstart SRP prizes				Bookmobile books			\$150.00 in the Fall for 2023-2024 year					Tanganyika Pass with feeder	Tanganyika Pass with feeder	Tanganyika Pass with feeder		Friends & Foundation		William Allen White Books						Intern/laptop		Technology	programming, tech	Materials, Programming		items January	٥١
\$916.35			i	\$200.00				\$200.00		\$43.71										\$472.64							3												,	anuary	٥
\$1,883.3								Ī							\$28.49					\$472.64 \$1,341.85		\$250.00	\$250.00					\$12.99												February March	E
\$916.35 \$1,883.33 \$2,675.12			1							!				\$100.00						5 \$1,060.55	1							9				\$1,514.57								March	77
2 \$290.60							\$200,00													\$90.60												7								April	ဇ
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Goddard Public Library Reconciliation Summary Bank Checking Account, Period Ending 05/01/2023

	May 1, 23	
Beginning Balance Cleared Transactions		105,301.31
Checks and Payments - 53 items	-19.303.51	
Deposits and Credits - 8 items	11,021.55	
Total Cleared Transactions	-8,281.96	
Cleared Balance		97,019.35
Uncleared Transactions Checks and Payments - 1 item	-1.00	
Total Uncleared Transactions	-1.00	
Register Balance as of 05/01/2023		97,018.35
New Transactions Deposits and Credits - 1 item	11,479.50	
Total New Transactions	11,479.50	
Ending Balance		108,497.85

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

	May 1, 23 55,089.20 12.68	
Beginning Balance		
Cleared Transactions Deposits and Credits - 1 item Total Cleared Transactions		
Register Balance as of 05/01/2023	55,101.88	
Ending Balance	55 101 88	