Goddard Public Library Board Meeting Agenda July 13, 2020 @ 7:05 pm Join Zoom Meeting

https://us02web.zoom.us/j/85201989573?pwd=SIRoUTJoVXFheE9hK1dDaG1DVkpMZ z09

Meeting ID: 852 0198 9573 Password: 233730

- 1. Roll Call
- 2. Approval of Agenda
- 3. Approval of Minutes of Regular Meeting June 8th, 2020
- 4. Citizen Comments
- 5. Correspondence and communications Kansas Humanities CARES grant award
- 6. Director's Report
 - a. Circulation Report
- 7. Financial Report
- 8. Old Business
 - a. Library Garage Sale
 - b. Staying in Phase 3 with addition of some programming
 - c. Summer Reading update
 - d. StoryWalk and Garden update
 - e. Library Budget 2021
- 9. New Business
 - a. Executive Board Committee positions nominations/voting
 - b. New DVD shelving
 - c. Changes to our usable space
 - d. Amazing Race
- 10. As may be presented

*Next meeting is August 10th, 2020.
PLEASE CALL THE LIBRARY 794-8771 IF YOU CANNOT ATTEND OR E-MAIL: director@goddardlibrary.com

Goddard Public Library Board Meeting Agenda June 8, 2020 @ 7:05 pm Join Zoom Meeting

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Meeting ID: 852 0198 9573 Password: **233730**

- 1. Roll Call April Hernandez, Vickie Luthi, Alexis Vincent, Lisa Coyne, Sherry Lauer, Lisa Fouts, and Frank Petsche were in person at the meeting. Lisa Stoller and Tamara Judd joined the meeting via Zoom. Deanna Highfill joined the meeting via Zoom at 7:13 pm. Margo Rakes was absent.
- 2. Approval of Agenda Lisa Fouts motioned to approve the agenda. Alexis Vincent seconded the motion. Motion approved 8-0.
- 3. Approval of Minutes of Regular Meeting May 11, 2020 Lisa Stoller motioned to approve the minutes of the regular Board meeting on May 11, 2020 with one correction. Item 7, Financial Report should state "Motion approved 9 0." Sherry will correct and resubmit. Frank Petsche seconded the motion. Motion was approved 8 0.
- 4. Citizen Comments None
- 5. Correspondence and communications Levand, KLA Received \$5,670. From Levand, have not received \$150 from KLA
- 6. Director's Report Open by appointment only now and it's going well. Summer Reading kicked off with 75 people who enjoyed free snow cones provided by Mrs. Cole's and paid for by Collier Allstate. Kookaburra Coffee was open for the event. Collier Allstate gave away a \$100 Visa card. Friends & Foundation will have a garage sale on June 20 from 9am 2pm. IMLS grant due Friday; need CAGE number. Tanfanyika StoryWalk up by end of June. Teens and Scouts working on the garden. Spoke with Prairie Sunset Travelers about a StoryWalk on the trail of Linear Park. They will mention their interest to City Council meeting June 15.
 - a. Circulation Report Adult and juvenile non-fiction and fiction check outs were up in May. Interlibrary loans started up again. Library attendance was up about 80% from April. A question was asked about a time limit for not charging fines. April stated there was none. She also stated that Derby and Andover would like to discontinue their fines. Gloves are worn by adults coming in to browse. No one under 18 allowed.
- 7. Financial Report Check for \$12,000 from the city; no sending over bills anymore. Less spending in May because of grants. Collier Allstate donated \$300. Tax payment from City is coming. \$4000 under budget in May. Orkin pest control comes monthly. Frank Petsche motioned to approve the Financial Report. Lisa Coyne seconded the motion. Motion approved 9-0.

8. Old Business

- a. Friends/Foundation update next meeting is June 17 @ 6pm
- b. Phase 3 reopening update Phase 3 started June 1. Possibly July for Phase 4, or mid July.
- c. Summer Reading update Will display books to choose from on FaceBook. Tutorials for Beanstack on FaceBook too.
- d. Rescheduled Your Leadership Edge online July 29-30 All info online.
- e. StoryWalks, Garden Already discussed.

9. New Business

- a. Budget presentation to City 3 minutes for each person. Meeting with Hunter Larkin on Tuesday, June 9. April will email Brent Traylor. Hunter Larkin works for John Dugan. Jill Steiner is John Dugan's daughter. Bookmobile. School District is 66 miles. Lawrence Kansas has bookmobiles.
- b. WALA board appt. April is now on this board.
- c. Free furniture/shelving from Olathe Public Library Delivered by April's dad.
- d. City Wide Garage Sale June 20th from 9am 2pm. Pricing on Friday starting at 3:30.
- e. Thank you to Alexis for her years of service to the Goddard Public Library We all thanked Alexis for her service and gave her a gift.
- 10. As may be presented Established a committee to search for new officers. Lisa Stoller, Sherry Lauer, and Vickie Luthi will make up the committee. Will need to have Becky and Alexis' names engraved on plaque in library.
- 11. Motion to adjourn Frank Petsche motioned to adjourn the meeting at 8:24 pm. Alexis Vincent seconded the motion. Motion approved 9 0.

*Next meeting is July 13, 2020. PLEASE CALL THE LIBRARY 794-8771 IF YOU CANNOT ATTEND OR E-MAIL: director@goddardlibrary.com

Director's Report July 13, 2020

Our quarterly circulation numbers are down significantly for the fact we were closed the end of March and all of April. We are picking back up, though we are still much lower than normal for summer. People not wanting to get out and the fact we are limiting the number allowed in the Library at one time, are all factors in this.

The Library is running basically the same in July as we did in June. We have added a few programs with very limited numbers, 12 or fewer. These are being held at the community center on Wednesdays so that there is more social distancing space. StoryTime is taking place outside, weather permitting, so that those children who would like to attend in person may do so. We are still doing StoryTimes on Facebook Live.

We have purchased some more of our technology with the Book Festival Grant. We have the TV, iPad, Nintendo Switch, 3 labo kits, and 2 Oculus Gos. The TV has been hung up in the Children's room. Thank you to Public Works for doing that.

We still have a couple of items left from the garage sale. Everything else sold, was given away, or thrown away. If anyone needs a computer desk or an adjustable white board let us know.

Peggy had a few days off because of a death in the family.

April will be gone Thursday afternoon and Friday, July 16-17. I will need to take a few days off at the beginning of August as well, because Katelyn is having surgery.

GODDARD PUBLIC LIBRARY December 2019

GODDARD PUBLIC LIBRARY

June 2020

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC	2020	2019	2018	2017
Non-fiction	123	120	127	12	38	84							504	2225		
Fiction	638	549	782	93	259	357							2678	7671		
Periodicals	148	136	89	7	1	20							401	1086		
Audio Books	62	50	42	5	4	23							186	583		
Videos/ DVD	213	297	331	12	41	155							1049	2609		
JUVENILE																
Non-fiction	300	257	247	37	65	139							1045	4695		
Fiction	1331	1110	1383	184	442	809							5259	18618		
Periodicals	6	1	5	1	0	2							15	237		
Videos/ DVD	105	105	93	2	27	33							365	1329		
Audio	4	2	2	0	0	15							23	68		
Other																
TOTAL	2930	2627	3101	353	877	1637	0	0	C)	0	0 (11525	39121	44326	34516
Computer	425	425	295	1	2	44							1192	5045	3988	3012
Wireless	124	114	128	40	62	116							584	1724	1565	1232
													1776	6769	5553	4244
Reference Question	247	216	257	48	167	369							1304	2653	1860	1489
INTERLIBRARY LOAN														_		
Books Loaned	363	350	401	0	345	443							1902	548	466	388
Unfilled	9	2	3		2	2							18	9	0	0
Books Borrowed	139	183	183	0	149	270							924	828	793	572
Unfilled	0	0	0		0	0							0	8_	2	0
NEW LIBRARY CARDS	27	32	34	11	5	8							117	360	404	462
MATERIALS ADDED																
Adult	76	66	44	29	53	84							352	747	1093	1256
Juvenile	146	69	100	35	35	58							443	789	993	1496
TOTAL	222	135	144	64	88	142							795	1536	2086	2752
LIBRARY ATTENDANCE	1490	1610	1343	7	155	365							4970	24302	19195	16985
Children	180	427	445	656	966	1341							4015	3778	3214	2338
Other	52	36	286	557	1071	1577							3579	228	909	255
TOTAL	1722	2073	2074	1220	2192	3283	0	0	C)	0	0 (28308	23318	19578
101712	1,22	20,3	20,4	1220	2132	3203		- 0					12304	20000		13376

16 programs

April D Hernandez

April Hernandez DIRECTOR

ATTENDANCE	J	F	М	Α	М	J	J	Α	S	0	N	D			
Vickie Luthi	+	+	+	+	+	+								2	2023
Alexis Vincent	+	+	+	+	+	+								2	2020
Lisa Fouts	EX	+	+	+	+	+								1	2020
Deanna Highfill	-		EX	EX	+	LI								2	2021
Frank Petsche	+	+	+	+	LI	+								1	2021
Lisa Coyne	+	+	+	+	+	+								finish	2022
Tamera Judd	+	+	+	+	AB	+								1	2023
Margo Rakes	+	+	+	+	LI	AB								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

	Α	В	С	D	E	F	G	Н	I	J	K	L	М	N	0	Р
1	Month	Adult Books	J Books	YA Books	Adult Movies	J Movies	Adult Audio	J Audio	Sunflower	RBDigital	RBDigital Unlimited	Cloud Library	RBDigital Mags	Magazines	new ebook users	Total Checkouts
2	January	761	1522	109	213	105	62	4	155	268		16	6	154	12	3375
3	February	669	1222	100	297	105	50	2	164	281		15	0	137	10	3042
4	March	909	1450	180	331	93	42	2	238	319		16	6	94	29	3680
5	April	105	221	18	12	2	5	0	313	317		14	1	0	23	1008
6	May	292	471	36	41	27	4	0	341	258	9	5	4	1	12	1501
7	June	441	948	0	155	33	23	15	364		0	16		25	9	2020
8	July															0
9	August															0
10	September															0
11	October															0
12	November															0
13	December															0
14																
15		3177	5834	443	1049	365	186	23	1575	1443		82	17	411	95	14626

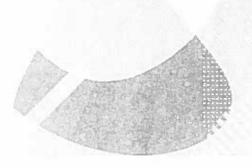
	А		В	С	D	Е	F
1	Year		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
2							
3		2020	9167	4764			
4							
5		2019	7932	11696	13564	9108	42300
6							
7		2018	8079	13735	13231	9281	44326
8							
9		2017	6009	10857	10688	6962	34516

	А	В	С	D	E	F	G	Н	1	J	K
1	GPL										
2	BUDGET REPORT										
3	6/30/2020										
4											
5	MONTH:										
	6										
	COLUMN:										
8	G										
9											
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(1)	(J)	(K)
	CATEGORY	ACTUAL			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL		ACTUAL
12		JANUARY			APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.
13					· · · · · · · · · · · · · · · · · · ·						
14											
15											
	Accounting	\$90.00									
	Automation/Internet	\$200.00									
	Maintenance	Ψ200.00	\$20.75								
	Misc.		Ψ20.70			\$45.00					
20	Supplies	\$313.09	\$410.15	\$605.14	\$213.45	\$72.84	\$746.11				
	Utilities/Telephone	\$1,070.96	Ψ110.10	φοσοιτι	Ψ210.10	Ψ12.01	ψ, 10.11			1	
	Materials	\$2,562.69	\$714.69	\$2,004.28							
	Community Relations	\$58.58	\$238.22	\$30.56	\$100.00	\$137.94	\$176.29				
	Programming	\$726.35	\$607.37	\$354.50	Ψ100.00						
	Technology	ψ120.00	φοστιστ	φου που							
26	Continuing Education	\$170.00				\$60.00					
	Licensing	4.7.0.00				\$00.00					
	Memberships			\$55.00			\$15.00				
	Mileage/Meals	\$77.72	\$56.84	\$84.68		\$187.92	\$62.10				
	Postage	\$1,200.00	\$3.16	Ţ O NOC		\$15.91	\$55.00				
	Website	\$151.04	ψ2.10			\$.5.61	\$22.00				
	Capital Improvement	Ţ. J.									
	Board Insurance/Bond						·		·	1	
	Director Health Benefit	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00				
	Payroll Taxes	\$1,959.07	\$1,739.93	\$1,741.44	\$1,780.01	\$1,622.16	\$2,057.03				
	Retirement	\$887.43	\$878.07	\$850.44	\$902.10	\$853.24	\$881.81				
	Salaries	\$7,340.87	\$6,815.29	\$6,460.68	\$6,708.00	\$6,244.26	\$7,606.68				
	Workman's Comp	, , , , , , , , , ,	÷ : , : · : - : - :	ţ 1, 12012 0	, , , , , ,	Ţ., .	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			1	
39	Unemployment	\$24.37			\$25.14						
40	, ,										
41		\$17,332.17	\$11,984.47	\$12,686.72	\$10,228.70	\$9,739.27	\$12,100.02	\$0.00	\$0.00	\$0.00	\$0.00
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10	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	(T)		
	ACTUAL		MONTHLY	MONTHLY		Y-T-D		ANNUAL	ANNUAL		
	NOV.		BUDGET	DIFFERENCE		BUDGET		BUDGET	DIFFERENCE		
13	1101.	DLO.	(S / 12)	(N-Current Mo.)	(Sum BM)	(S x no.	(Q - P)	DODOLI	(S - P)		
14			(0 / 12)	(14 Surferit MO.)	(Carr Divi)	of months/12)	(\(\omega \)		(5 1)		
15						01 111011(115/12)					
16				\$0.00	\$90.00	\$0.00	-\$90.00	\$90.00	\$0.00		
17				\$0.00	\$200.00	\$0.00	-\$200.00	\$90.00 \$200.00	\$0.00		
18			\$0.00	\$20.75	\$20.75	\$0.00	-\$20.00 -\$20.75	\$200.00 \$0.00	-\$20.75		
				-\$3.33							
19			\$41.67 \$500.00	\$427.16	\$45.00	\$250.02	\$205.02	\$500.00			
20			\$500.00		\$2,360.78	\$3,000.00	\$639.22	\$6,000.00			
21			# 400.00	\$0.00	\$1,070.96	\$0.00	-\$1,070.96	\$1,070.96	\$0.00		
22			\$133.33	\$133.33		\$799.98	-\$4,481.68	\$1,600.00			
23			\$41.67	\$134.62	\$741.59	\$250.02	-\$491.57	\$500.00	-\$241.59		
24			\$83.33	\$83.33		\$499.98	-\$1,188.24	\$1,000.00			
25			\$0.00	\$0.00		\$0.00	\$0.00	\$0.00			
26			\$20.83	-\$39.17	\$230.00	\$124.98	-\$105.02	\$250.00			
27			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
28			\$29.17	\$29.17		\$175.02	\$105.02	\$350.00			
29			\$62.50	-\$125.42	\$469.26	\$375.00	-\$94.26	\$750.00	\$280.74		
30			\$100.00	\$45.00	\$1,274.07	\$600.00	-\$674.07	\$1,200.00			
31				\$0.00	\$151.04	\$0.00	-\$151.04	\$151.04			
32			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
33			\$41.67	\$41.67	\$0.00	\$250.02	\$250.02	\$500.00	\$500.00		
34			\$500.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$6,000.00			
35			\$1,900.00	\$277.84	\$10,899.64	\$11,400.00	\$500.36	\$22,800.00	\$11,900.36		
36			\$920.00	\$66.76	\$5,253.09	\$5,520.00	\$266.91	\$11,040.00	\$5,786.91		
37			\$9,413.58	\$3,169.32	\$41,175.78	\$56,481.48	\$15,305.70	\$112,963.00	\$71,787.22		
38			\$41.67	\$41.67	\$0.00	\$250.02	\$250.02	\$500.00	\$500.00		
39			\$8.33	\$8.33	\$49.51	\$49.98	\$0.47	\$100.00	\$50.49		
40											
41	\$0.00	\$0.00									
42	<u> </u>										
43											
44			\$13,837.75	\$4,311.03	\$74,071.35	\$83,026.50	\$8,955.15	\$167,565.00	\$93,493.65		
45					\$74,071.35	\$83,782.50	\$8,955.15		\$93,493.65		

	A	В	С	D	Е	F	G	Н	I	J	K
1	GPL									-	
	BUDGET REPORT										
3	1/30/2021										
4											
5	MONTH:										
6											
	COLUMN:										
8	В										
9											
10		(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)		(K)
11	CATEGORY	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ÀCTUAL	ACTUAL		ACTUAL
12		JANUARY	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.
13											
14											
15											
	Accounting										
	Automation/Internet										
	Maintenance										
	Misc.										
20	Supplies										
21	Utilities/Telephone									_	
	Materials										
	Community Relations									ı	
24	Programming										
25	Technology										
26	Continuing Education										
	Licensing		,	,	<u>'</u>	,					
28	Memberships										
	Mileage/Meals										
30	Postage										
31	Website										
32	Capital Improvement										
33	Board Insurance/Bond	1	T	T	T	T	1			l	
	Director Health Benefit										
35	Payroll Taxes										
	Retirement										
	Salaries										
	Workman's Comp			l			1			I	
39	Unemployment										
40		***	* • • • •	*	***	* • • •	**	44.5	45.55	*	00.00
41		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
42									0.1	# 400 000 00	
43									City	\$183,900.00	
44									Grants	\$11,133.00	
45											

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9											
10	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	(T)		
	ACTUAL		MONTHLY	MONTHLY	Y-T-D	Y-T-D		ANNUAL	ANNUAL		
	NOV.		BUDGET	DIFFERENCE	ACTUAL			BUDGET	DIFFERENCE		
13	NOV.	DLC.	(S / 12)	(N-Current Mo.)	(Sum BM)	(S x no.	(Q - P)	DODGLI	(S - P)		
14			(0 / 12)	(14-Current Mo.)	(Julii Divi)	of months/12)	(\(\alpha - 1 \)		(0 - 1)		
						01 111011(118/12)					
15			\$00.00	<u>Φ0.00</u>		<u></u>		£4.000.00	£4 000 00		
16			\$90.00	\$0.00		\$0.00		\$1,080.00	\$1,080.00		
17			\$141.67		#0.00	\$0.00		\$1,700.00	\$1,700.00		
18			\$25.00	l	\$0.00	\$0.00	Φ0.00	\$300.00	\$300.00		
19			\$20.83		* 0.00		\$0.00	\$250.00			
20			\$500.00		\$0.00		\$0.00	\$6,000.00			
21			\$1,333.33	\$0.00		\$0.00		\$16,000.00	\$16,000.00		
22			\$250.00				\$0.00	\$3,000.00			
23			\$41.67	I		I	\$0.00	\$500.00	\$500.00		1
24			\$166.67				\$0.00	\$2,000.00			
25			\$266.67		\$0.00		\$0.00	\$3,200.00			
26			\$33.33		\$0.00		\$0.00	\$400.00			
27			\$41.67		\$0.00		\$0.00	\$500.00	\$500.00		
28			\$33.33		\$0.00		\$0.00	\$400.00			
29			\$41.67		\$0.00		\$0.00	\$500.00			
30			\$166.67		\$0.00		\$0.00	\$2,000.00			
31			\$29.17			\$0.00		\$350.00			
32			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
33			\$83.33		\$0.00		\$0.00	\$1,000.00	\$1,000.00		
34			\$600.00				\$0.00	\$7,200.00			
35			\$1,900.00		\$0.00		\$0.00	\$24,000.00			
36			\$920.00		\$0.00		\$0.00	\$11,040.00			
37			\$9,413.58		\$0.00		\$0.00	\$112,963.00	\$112,963.00		
38			\$41.67		\$0.00		\$0.00	\$500.00	\$500.00		
39			\$12.50		\$0.00		\$0.00	\$150.00	\$150.00		
40											
41	\$0.00	\$0.00									
42		T									
43											
44			\$16,152.76	\$0.00	\$0.00	\$0.00	\$0.00	\$195,033.00	\$195,033.00		
45			ψ. c, ισ <u>Ει</u> νο	Ψ3.00	\$0.00	\$16,252.75	\$0.00	ψ.03,000.00	\$195,033.00		
73					Ψ0.00	Ψ10,202.70	ψ5.00		φ100,000.00		



Onboarding: Tried and True Practices

N 1979 TEM HORWITZ PRESENTED THE PAPER "LEADERSHIP DYNAMICS AND the Governing Board of a Library Friends Group" at the Allerton Park Institute. His suggested goals for boards remain true:

- 1. The board members should be effective individually in their work.
- 2. They should have complementary talents.
- 3. They should be representative of the interests served by the organization.
- 4. The board should be large enough to get all the work done, but small enough to be intimate.
- 5. There should be clear organizational patterns and good communication between the board and the library staff.
- 6. It is essential to have good working relationships among the board, the staff, and the organization's executive.
- 7. The board should have a total sense of the organization's objectives.
- 8. The board should know to what degree these objectives are being realized by the organization.
- 9. The members should be comfortable with one another.
- 10. Each member should feel involved with the work of the board and the progress of the organization.
- 11. The board should have specific goals.
- 12. The board should make policy decisions only after talking to all concerned parties; it should not operate in a vacuum.
- 13. The board should enjoy good relationships with the community.
- 14. Members should derive a sense of achievement from their board work.1



Circles of Influence Activity

Your volunteer service is making a difference in your community. Help your organization by giving others the chance to be a part of this vital work. Pass out copies of this worksheet at your next board meeting, and ask each member to take ten minutes to scroll through their phone, e-mail, and social media contacts and then fill the sheet out. They should list the person's name and contact information on each blank line below. Next time you are looking to fill vacancies or create task forces, have your members take a look at the untapped resources in their own circles of influence.

interest in the	ave expressed library to me:
The doers in the community:	Friends who follow technology trends:
arents who are looking to improve their kids' community:	The last three people you've shared book recommendations with:
Some of your	pals at work:

HOW TO USE THE CHECKLIST

- Print two copies of the checklist, one for the new board member (or mentee) and one for the board mentor.
- The mentee should check off the steps as she finishes them.
- The mentee should try to have the first section, "Getting Oriented," finished within the first 30 days. The other two sections should be finished within the first 60 days.

Board Member Orientation Checklist

Board	l Me	mber Name:								
Please	e cor	nplete all items on this checklist by/								
If I ha	ve a	ny questions, my Board Mentor is								
Gett	ing	Oriented								
	Go	on a full facility tour of the library building/s.								
	Me	Meet staff members.								
	Me	et your Board Mentor.								
	Me	et with the Board Chair and Library Director for an overview on the								
	lib	rary's history, mission, and vision, including how the board and Director								
	wo	rk within it all.								
	Rev	view the board orientation packet with the Board Mentor. This packet								
	sho	ould contain:								
		List of current board members								
		Board meeting schedule/calendar								
		Calendar of upcoming library events								
		Friends of the Library information and roster								
		Library Foundation information and roster								
		Local cooperative information								
		The most recent Strategic Plan								
		Board member's role description								
		Library organizational chart								
		Library policy manual								
		Approved budget for the fiscal year								

☐ United for Libraries' Public Library Trustee Ethics Statement

☐ Log-in information for United for Libraries (if applicable)

☐ Most recent annual reports☐ State library information

☐ Open Meetings Act (if applicable)

Fina	ncial Matters
	Set a meeting with the Treasurer
	Review financial documentation
	Review the budget process
	☐ When it happens (fiscal year dates)
	☐ Who is involved in the budget?
	☐ Millage campaigns (if applicable)
	Review the funding sources
	☐ Millage campaigns
	□ Cooperatives
	□ State aid
	□ Federal aid
	□ Grants
	☐ Foundations/Friends groups
	Review the current fiscal budget
Boar	ed Operations
	your Board Mentor:
	Go over the minutes for the three previous board meetings.
	Review board meeting logistics.
	☐ When and where they are held
	☐ How the agenda is set
	☐ Open meetings/closed meetings
	☐ Digital attendance at meetings
	How your role fits within the board
	The board's relationship to the Library Director
	d Mentor Check-Ins
	with your Board Mentor periodically for check-ins:
	Check-in #1, in-person at one month://
	Check-in #2, in-person or by phone at three months: / /

Bootcamp Script (ALA Advocacy Bootcamp)

Structure	Script
Welcome	Thanks so much for the chance to speak with you today. My name is and I am a passionate advocate for libraries!
Introduce the gimmick (opening)	But have you noticed lately that everybody is always asking you for money? In fact, can <i>I</i> have a dollar? Really. One dollar. For the library. (Remember who gave it to you!)
	Thank you!
Framing exercise: setting the price	I have a few questions for you.
Internet	How many of you have Internet access at home? (Hands)
Broadband	How many have broadband access? (Hands)
	What does it cost you per month? (Listen to the answers.) Research suggests that it's about \$40-80 a month.
TV	How many of you subscribe to cable or satellite TV? (Hands)
	What does that cost you per month? (Listen) Yeah, the spread seems to be from about \$30 up to \$300 a month, with all the channels.
Cell phones	How many of you have cell phones? (Hands)
	And what does that cost you per month? (Listen) Depending on a personal or a family plan, people seem to spend about \$30 to \$120 per month.
Netflix	How many of you use Netflix? (Hands)
	And what does that cost you per month? (Listen) That one seems to go from a low of about \$8 a month for one movie, to about \$18 for four.
	Let's add that up. How much are you spending per month? \$100-300. And what do you get for it? Education – because you're watching documentaries and nature films. Recreation – because OK, pro wrestling is hilarious. Social connection – you stay in touch with your college friends and grandkids.
Value to community?	Now let's stop for a moment: what do these expenditures do for your community? (Pause) That's a rhetorical question.

Public library	Now, what do you think the average American household spends per month for public libraries? (Listen)
Library not expensive!	\$2.68 a month. And do you get Education? Yes. Do you get recreation? Yes. Do you get social connection? You bet. And does it do anything you're your community? Oh yeah. You often hear people say their costs, or their taxes, are too high. But it's probably not because of the library!
1 st story; Libraries transform lives	Now I want to tell you a few stories.
The person	When Caiden was three years old, he started to stutter. A lot of smart kids do. It's a brain synchronization issue: the mind goes faster than the mouth, and it takes a while to sort it out. It just takes a little patience. But Caiden's father was a jerk. He would stutter <i>with</i> Caiden, laughing at him. "Say your name again C-C-C-caiden!" He kept it up. Eventually, Caiden's mother decided that the dad was abusive in other ways, too. She kicked him out.
The problem	But by then, by the time Caiden was 5, he stuttered. It was bad.
	But he was so bright. And as he started first grade, he was learning to read. One day, his mother brought him to one of the Douglas County Libraries to check out some books. And there, Caiden saw one of the library programs: letting kids read to dogs. On that day a little girl was reading to a greyhound named Max. Max was a retired racer. On his first race, he stopped to smell and to water the roses. He got adopted by a childless couple – who then discovered that Max adored children. So they trained him as a service dog, and signed him up with the program.
Library intervention	Caiden was fascinated, and when the little girl finished her book and got up to leave, Caiden took her place. He opened a book and he started to read. Then, he got stuck on a passage, stammering so bad he couldn't finish. His mother watched in anguish. Then Caiden stopped and stared at the dog, half anxious, half mad. And Max looked back, radiating patience and adoration. He reached out a paw and put it on Caiden's leg.
	And Caiden calmed down. He started again, and did much better. I'm not saying that all of his problems magically went away. But that was the turning point. Caiden came back to read to the dog many times. He went to a speech therapist. And when he started fourth grade, Caiden got cast as the lead in a school play.
Happy ending	Caiden doesn't stutter anymore.

	The director of the library got an email from the mother: "Thank you for saving the life of my son."
Message	Libraries transform lives.
Repeat	Say it with me: "Libraries transform lives."
2nd story: libraries build community	
The person	One day Jacob, an 8 year old, walked into the Athmar Park Branch of the Denver Public Library. He was shaking his head. "What's wrong?" asked the librarian.
	"This neighborhood sucks," Jacob said. "Why do you think that?" the librarian asked.
The problem	So Jacob took her out behind the library. "Look at that," he said. The whole back of the library was covered with graffiti.
Library intervention	"You know," said the librarian, "I just read about a community grant to help with this." So she wrote up the grant, and got the money. Then she started a library program, working with area kids, to paint a mural on the back of the library.
	By the end, over 80 kids were involved. Some of the adults got so interested, they even filmed the big day. The film got turned into a documentary. The documentary got a lot of play.
Happy ending	There used to be one just one kid disgusted with his neighborhood. Now there are 80 young Youtube video stars. And they keep a pretty sharp eye on what goes up on their neighborhood buildings these days.
Message	Libraries transform communities. Whether it's home owner associations or Boy Scout meetings at the library, or book clubs or political meetings, libraries help people connect.
Repeat	Say it with me: "Libraries transform communities."

3 rd story: librarians are passionate advocates for	
lifelong learning	
The person Library intervention	Molly had just finished 5 th grade, and was looking forward to a long summer of doing nothing in particular, maybe riding her bike. But when she stopped by the library, Mrs. Abrams gave her a piercing glance and said, "I have just the book for you. You have to read it, Molly." And she handed Molly the Dialogs of Plato. Who would do that to a 12 year old? <i>A librarian</i> .
	A little bewildered, Molly took it home, sat out on the back porch, and opened it up. There she read, "And Socrates asked, 'What is wise?"
Happy ending	Today, Molly is a philosophy professor in New York. She says she's still thinking about that question. She marvels at the ability of one person to have such a profound effect on another person's life.
Message	Librarians are passionate advocates for lifelong learning.
The gimmick (close). Libraries are a smart investment.	In the past couple of years, there have been big studies done about the Return on Investment of Libraries. What do you get for your tax dollar? These studies have been in Wisconsin, Florida, and right here in Colorado. And here's what they've found.
	I want to go back to that person who contributed a dollar to the library.
	Here's that dollar back. Investing in your community is what good citizens do. You pay your dues. Thank you.
First dollar	And here's another dollar. Libraries pay for staff who are part of your community. They buy groceries, dentist visits, car repairs and insurance. They buy shovels to dig you out of your snow. Librarians are your neighbors. That's right, you pay their salaries. And they pay yours right back.
Second dollar	Here's another dollar. Libraries pay for a lot of direct services locally, too. They hire painters, and carpet layers, and supplies.
Third dollar	And here's another dollar. Did you know that public libraries are wonderful anchor stores? They generate traffic all day long. Every year, more people visit public libraries than go to all sporting events combined. And studies show that when folks go to the library, they spend around \$20 in other places, just as part of the trip.

Fourth dollar	And here's one more dollar. Most people in the United States spend about the cost of one hard back book a year for their libraries. But that one book gives them access to literally millions of books, magazines, DVDs, CDs, and computer resources – more than even the richest person could afford.
Fifth dollar	You thought you were an altruist, didn't you, just giving money to government. But you gave up one dollar and are walking out with five - which is just what those Return on Investment studies show is true for most library supporters.
Message	Libraries are a smart investment.
Repeat	Say it with me: Libraries are a smart investment.
	[Source for ROI info.] http://www.douglascountylibraries.org/node/6357
	dpi.wi.gov/pld/pdf/wieconimpactpresent.pdf
Wrap up	So the next time someone says to you that taxes are a burden, you just remember • Libraries transform lives. • Libraries transform communities. • Librarians are passionate advocates for lifelong learning. And • Libraries are a smart investment. Stand up for your library! THANK YOU.
Frequently Asked Questions	Now I'd be happy to answer any questions you might have.
Who needs libraries in the age of the Internet?	1. The short answer: every time a public library adds an Internet computer, the use of everything else goes up: checkouts, visits, reference questions, coming to programs. Why do people use the Internet? To find information, entertainment, and social contact. All of those things go on in the library every day. One doesn't replace the other. Source: www.lrs.org/documents/fastfacts/163cirvinet.pdf 2. Traffic: have you tried to find a parking space lately? Libraries are anchor stores. Stats on library use: more people visited Colorado libraries (58 million) in 2004 than traveled through Denver International Airport (42.4 million). In 2004, Coloradans borrowed more items from libraries (96.5

million) than purchased Powerball tickets (80.4 million). Attendance at public library programs surpassed 1.4 million in 2004 -- equal to selling out Invesco Field at Mile High 20 times. Annually, there are a more visits to libraries than all sporting events COMBINED.

(www.lrs.org/documents/quotable/QF Colorado 2006.pdf) In the state of Colorado, 2 out of 3 people have library cards.

- 3. The digital divide: not everybody has high speed Internet access at home. But increasingly, some things can ONLY be done on the Web. Libraries provide a bridge over the digital divide.
- 4. Libraries are community hubs. People meet there. Sometimes you just need to back away from the computer screen and talk to actual people.
- 5. Libraries are centers for early childhood literacy, offering live story times for the age when language makes a big difference in the development of the brain.
- 6. Library buildings provide free and quiet space, sanctuary.
- 7. Many business people use the library as a place to get started, use high speed Internet access to do research, or meet clients.

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