

**Goddard Public Library Board Meeting Agenda**  
**September 14, 2020 @ 7:05 pm**  
**Join Zoom Meeting**

<https://us02web.zoom.us/j/85201989573?pwd=SlRoUTJoVXFheE9hK1dDaG1DVkpMZz09>

Meeting ID: 852 0198 9573

Password: 233730

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting August 10, 2020
4. Citizen Comments
5. Correspondence and communications – KS Library subaward, KS Works, Ks Notable Books Grant, NNLM Grant
6. Director's Report
  - a. Circulation Report
7. Financial Report
8. Old Business
  - a. Staying in Phase 3 with some programming
  - b. Strategic Plan Goals
  - c. Professional Development Collection
  - d. Friends/Foundation update – next meeting September 16 @ 6 pm outside
9. New Business
  - a. Replacing copier/scanner/fax
10. As may be presented

\*Next meeting is September 14, 2020.

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

**Goddard Public Library Regular Board Meeting Minutes**  
**August 10, 2020 @ 7:05 pm**

1. Roll Call: Present: April Hernandez, Vickie Luthi, Lisa Fouts, Frank Petsche, Margo Rakes, Lisa Coyne, Tamara Judd, and Stephanie Mount. Sherry Lauer, Deanna Highfill, and Lisa Stoller attended via Zoom. Paul Hawkins, from the South Central Library System, was present to do Board training via Zoom.
2. Approval of Agenda Sherry made a motion to approve the agenda and Tamara seconded. Motion passed 10 – 0
3. Approval of Minutes of Regular Meeting July 13, 2020 Motion to approve minutes by Lisa S. and seconded by Frank. Motion approved 10 – 0.
4. Citizen Comments: None
5. Correspondence and communications – National Libraries of Medicine grant award - we are supposed to be getting a \$2500 grant to do another story walk and Fitness Fridays. We should be getting \$750 from State Library for programming technology.
6. Director's Report - The End-of-Summer Reading Party had 60 people in attendance to wrap up the summer reading program. The balloon artist was a big hit. Going to try having a STEAM activity weekly and offer tutoring both in person and virtually for school aged kids. We are looking for volunteers to help.
  - a. Circulation - circulation is coming back up. E library has had a lot of use.
7. Financial Report Financial looks really good because of the CARES grant money. We are over \$18,000 under budget. Sherry moved to accept the financial report. Margo seconded. Motion approved 10 - 0
  - a. Summer Reading update – We had good participation of activities in the Community Center. We divided groups up by age with flexibility for families. We were able to social distance and do miniature painting, cook, and other fun things. We also had activity kits that could be picked up from the library and completed at home. Most of the Story Times were outside and several were done remotely at Tanganyika and the Museum of World Treasures.
  - b. Staying in Phase 3 Covid-19 precautions with addition of some programming.
  - c. Amazing Race we had several people come in and take pictures with the dragon. It is over now.
  - d. Council updates- Hunter Larkin is the new mayor of Goddard. We did not get any additional funds from the city.
  - e. Friends/Foundation update – none

9. New Business

a. Board Training

Paul thanked us for our efforts to provide services safely during Covid-19. He has been working with the Goddard Library for 35 years.

There are 72 libraries in the South Central Kansas Library System. Only about a third have a mission and vision statement. He commended us on our work in this area.

He recommended that we may want to set a limit to public comment in either time or have comments submitted in writing.

Training encompassed Kansas Statutes on Board Authority, how libraries differ from nonprofit organizations, insurance considerations, Building Authority, and Board Authority as it pertains to ethics and conduct. He also talked about tax levy and city ordinance and other revenue streams. Last, he covered Kansas Open Records Act (KORA) requirements.

b. Board self-evaluation Board members are supposed to complete the evaluation and get it to Vickie as soon as possible. We are also to sign the Ethics and Code of Conduct forms and keep them in our Board Policy binders.

A motion was made to go into executive session by Lisa C. at 8:36 to discuss matters of personnel and to resume open meeting at 8:46 Lisa F. seconded. Motion carried 10 – 0. No action was taken. Lisa C. moved to end the executive session at 8:46. Tamera seconded. Motion carried 10 – 0.

10. As may be presented

Frank made a motion to adjourn the meeting at 8:48 p.m., Sherry seconded. Motion carried 10 – 0.

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## Director's Report September 2020

We have continued to be busy over the last month. We have had more patrons coming into the building and everyone is really liking having the movies out where they can go through them. Our DVD circulation was up almost 100 items in August.

Carrie went full-time September 1<sup>st</sup>.

We are working on several projects. These include adding series information to the spines of the books, weeding, changing out the StoryWalk at Tanganyika, setting up a video studio in the basement, and traveling to different locations for virtual field trips and StoryTimes.

There have been quite a few attending our outside StoryTimes. The biggest group was 26 individuals.

September is Library Card Sign Up Month. Carrie will be doing two pop up events. One at Linear Park and one out at Tanganyika.

When Tanganyika closes at the end of October we will be picking up the StoryWalk signs so that we can paint them with Rustoleum so they will last longer. They are already starting to rust in spots.

We plan to start tutoring services once/week September 15. We are looking for volunteers to tutor and are partnering with Pathway who will provide some.

We are also starting two book clubs. One is for ages 8-15. The first title they will read is *Granted* which is a William Allen White nominee from last year. This club will be called the Round Table. The second book club is for ages 18 and above. First title for this club is *Dark Matter*. It is called the Book Edge. Both will meet virtually through Zoom.

We have contacted the schools about the books they are using for English classes and are trying to have at least two copies of each of those available in the Library.

Carrie and I will be presenting at the Kansas Library Association Virtual Conference October 29<sup>th</sup>. Our topic is *Little but Mighty: Small Libraries Can Have Big Impact*.

Michelle will be teaching 6<sup>th</sup> grade science as a long-term sub this year.

GODDARD PUBLIC LIBRARY  
December 2019

**GODDARD PUBLIC LIBRARY**  
August 2020

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2020	2019	2018	2017
Non-fiction	123	120	127	12	38	84	80	69					653	2225		
Fiction	638	549	782	93	259	357	500	400					3578	7671		
Periodicals	148	136	89	7	1	20	11	5					417	1086		
Audio Books	62	50	42	5	4	23	29	24					239	583		
Videos/ DVD	213	297	331	12	41	155	188	276					1513	2609		
<b>JUVENILE</b>																
Non-fiction	300	257	247	37	65	139	165	121					1331	4695		
Fiction	1331	1110	1383	184	442	809	802	698					6759	18618		
Periodicals	6	1	5	1	0	2	3	0					18	237		
Videos/ DVD	105	105	93	2	27	33	46	36					447	1329		
Audio	4	2	2	0	0	15	10	8					41	68		
Other																
<b>TOTAL</b>	<b>2930</b>	<b>2627</b>	<b>3101</b>	<b>353</b>	<b>877</b>	<b>1637</b>	<b>1834</b>	<b>1637</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14996</b>	<b>39121</b>	<b>44326</b>	<b>34516</b>
Computer	425	425	295	1	2	44	64	84					1340	5045	3988	3012
Wireless	124	114	128	40	62	116	116	101					801	1724	1565	1232
													2141	6769	5553	4244
Reference Question	247	216	257	48	167	369	384	331					2019	2653	1860	1489
<b>INTERLIBRARY LOAN</b>																
Books Loaned	363	350	401	0	345	443	347	351					2600	548	466	388
Unfilled	9	2	3		2	2	3	2					23	9	0	0
Books Borrowed	139	183	183	0	149	270	259	227					1410	828	793	572
Unfilled	0	0	0		0	0	0	0					0	8	2	0
NEW LIBRARY CARDS	27	32	34	11	5	8	8	15					140	360	404	462
<b>MATERIALS ADDED</b>																
Adult	76	66	44	29	53	84	85	37					474	747	1093	1256
Juvenile	146	69	100	35	35	58	68	62					573	789	993	1496
<b>TOTAL</b>	<b>222</b>	<b>135</b>	<b>144</b>	<b>64</b>	<b>88</b>	<b>142</b>	<b>153</b>	<b>99</b>					<b>1047</b>	<b>1536</b>	<b>2086</b>	<b>2752</b>
LIBRARY ATTENDANCE	1490	1610	1343	7	155	365	597	557					6124	24302	19195	16985
Children	180	427	445	656	966	1341	1408	1092					6515	3778	3214	2338
Other	52	36	286	557	1071	1577	416	256					4251	228	909	255
<b>TOTAL</b>	<b>1722</b>	<b>2073</b>	<b>2074</b>	<b>1220</b>	<b>2192</b>	<b>3283</b>	<b>2421</b>	<b>1905</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16890</b>	<b>28308</b>	<b>23318</b>	<b>19578</b>

19 programs

April Hernandez  
DIRECTOR

<b>ATTENDANCE</b>	J	F	M	A	M	J	J	A	S	O	N	D		
Vickie Luthi	+	+	+	+	+	+	+	+					2	2023
Stephanie Mount						new	+	+					1	2024
Lisa Fouts	EX	+	+	+	+	+	+	+					1	2020
Deanna Highfill	-		EX	EX	+	LI	+	+					2	2021
Frank Petsche	+	+	+	+	LI	+	+	+					1	2021
Lisa Coyne	+	+	+	+	+	+	+	+					finish	2022
Tamera Judd	+	+	+	+	AB	+	EX	+					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



	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				\$0.00	\$90.00	\$0.00	-\$90.00	\$90.00	\$0.00		
17					\$200.00	\$0.00	-\$200.00	\$200.00	\$0.00		
18			\$0.00	\$20.75	\$20.75	\$0.00	-\$20.75	\$0.00	-\$20.75		
19			\$41.67	\$41.67	\$45.00	\$291.69	\$246.69	\$500.00	\$455.00		
20			\$500.00	\$0.00	\$3,445.79	\$3,500.00	\$54.21	\$6,000.00	\$2,554.21		
21				\$0.00	\$1,070.96	\$0.00	-\$1,070.96	\$1,070.96	\$0.00		
22			\$133.33	\$133.33	\$5,474.87	\$933.31	-\$4,541.56	\$1,600.00	-\$3,874.87		
23			\$41.67	-\$340.72	\$1,216.30	\$291.69	-\$924.61	\$500.00	-\$716.30		
24			\$83.33	\$83.33	\$1,733.19	\$583.31	-\$1,149.88	\$1,000.00	-\$733.19		
25			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
26			\$20.83	\$20.83	\$436.19	\$145.81	-\$290.38	\$250.00	-\$186.19		
27			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
28			\$29.17	-\$221.83	\$321.00	\$204.19	-\$116.81	\$350.00	\$29.00		
29			\$62.50	-\$20.90	\$552.66	\$437.50	-\$115.16	\$750.00	\$197.34		
30			\$100.00	\$100.00	\$1,274.07	\$700.00	-\$574.07	\$1,200.00	-\$74.07		
31				\$0.00	\$151.04	\$0.00	-\$151.04	\$151.04	\$0.00		
32			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
33			\$41.67	\$41.67	\$0.00	\$291.69	\$291.69	\$500.00	\$500.00		
34			\$500.00	\$0.00	\$3,500.00	\$3,500.00	\$0.00	\$6,000.00	\$2,500.00		
35			\$1,900.00	\$450.95	\$14,274.42	\$13,300.00	-\$974.42	\$22,800.00	\$8,525.58		
36			\$920.00	\$26.95	\$7,029.82	\$6,440.00	-\$589.82	\$11,040.00	\$4,010.18		
37			\$9,413.58	\$9,413.58	\$48,355.56	\$65,895.06	\$17,539.50	\$112,963.00	\$64,607.44		
38			\$41.67	\$41.67	\$0.00	\$291.69	\$291.69	\$500.00	\$500.00		
39			\$8.33	-\$16.78	\$74.62	\$58.31	-\$16.31	\$100.00	\$25.38		
40											
41	\$0.00	\$0.00									
42											
43											
44			\$13,837.75	\$9,774.50	\$89,266.24	\$96,864.25	\$7,598.01	\$167,565.00	\$78,298.76		
45					\$89,766.24	\$83,782.50	\$7,598.01		\$78,298.76		

	A	B	C	D	E	F	G	H
1	Grant	Amount	Items	April	May	June	July	August
2								
3	SCKLS	\$9,956.00	Materials, Programming	\$1,435.27	\$1,739.90	\$1,843.74	\$ 3,245.05	\$1,419.14
4	Levand	\$5,670.00	programming, tech			\$2,506.26	\$ 143.97	\$584.11
5	Book Festival	\$3,903.00	Technology			\$1,228.09	\$ 1,073.77	\$1,601.14
6	KLA SRP	\$150.00	Tanganyika programs	\$50.00	\$100.00			
7	KS Humanities	\$7,500.00	payroll, utiities				\$ 7,500.00	
8	State Library CARES	\$750.00	Tanganyika programs, ipad, green screen, ring light, tripod					
9	NNLM Grant	\$2,500.00	StoryWalk, Fitness Friday					
10								
11	Collier Agency	\$300.00	SRP Kick off		\$243.95	\$53.20		
12	T&T	\$200.00	Exploration Place/		\$100.00		\$ 100.00	
13	W Wichita Opt	\$100.00	program materials		\$100.00			
14	Goddard Vet	\$100.00	program materials			\$100.00		
15	Vrana	\$100.00	garden					
16								
17								
18	City extra money	\$12,835.96	utilities, extras			\$1,308.75	\$ 2,456.13	\$3,420.81
19								
20								
21				\$1,485.27	\$2,283.85	\$7,040.04	\$ 14,518.92	\$7,025.20



**ENVIRONMENT:** Create a welcoming library environment that facilitates literacy and meets the educational and informational needs of the community.

1. Continue to make changes to the facilities with furniture, paint, etc.
2. Front desk needs to be redone so that the front is accessible.
3. Do something with flooring

**COMMUNITY HUB:** Build strategic collaborations to foster community engagement and create a “community hub” for activities.

1. Partner with Kansas Workforce to offer job resources and training.
2. Offer Adult Craft classes
3. Offer tutoring
4. Offer a preteen advisory board
5. STEM/Science Facebook videos
6. Continue virtual field trips/storytimes

**INCLUSION:** Provide multi-generational library services and resources in equitable and inclusive ways.

1. Gardening program
2. Tutoring
3. Technology help from teens for seniors
4. Seniors teaching knitting, sewing, etc.
5. Sensory StoryTimes

**TECHNOLOGY:** Develop technology resources to facilitate community use and discovery of library resources and services.

1. Provide computer classes from beginner to more advanced.
2. Continue to grow our technology resources
3. Start programming using our newly acquired technology.

**DYNAMIC ORGANIZATION:** Build a flexible organization that is responsive to changing community wants and needs.

1. Partner with Prairie Sunset Travelers. City of Goddard and City of Wichita to provide at least 2 more StoryWalks.
2. Bookmobile
3. Continue partnering with schools
4. Continue growing outreach

## **Technology Specialist – 1 position**

This is a 19 hr/week position working Tuesday through Saturday.

Under general direction of the Library Director, this position is responsible for keeping all computers and other technology up to date and software and applications working properly, as well as, troubleshooting computer, printer, and other technology issues. This could include troubleshooting phone, copier or internet issues with Cox Business and/or Two Trees, and Document 360. Other responsibilities include:

- Will support patron use of Library online platforms including catalog (Koha Integrated Library System), Beanstack, Sunflower eLibrary, and RB Digital Unlimited.
- Responsible for keeping Library website and calendar up to date.
- Creation and distribution of the Library quarterly newsletter.
- Will include some social media management.
- Will be responsible for coordinating the Library technology replacement program, keeping software licenses current and collaborating on relevant budget line items.
- Will be responsible for teaching computer and other technology classes, coding, gaming and virtual reality programming in collaboration with the Programming and Outreach Specialist.
- Will assist P & O Specialist with other program creation, organization and implementation.

### **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- Will work the front desk during shift when others are not available and on Saturdays. When busy will support other staff with front desk duties (answering phones, circulating materials, shelving books, making copies, sending faxes, etc.)
- Other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to plan, coordinate and direct work.
- Excellent time management skills
- Significant knowledge of, or ability and willingness to learn, the Library technology used by patrons and staff, including software, hardware, and applications.
- Ability to work with constant interruptions
- Ability to relate tactfully and courteously with the public and to maintain effective working relationships with other employees.
- Strong written, verbal, and technological skills.
- Demonstrate emotional intelligence and ability to work through difficult situations.

**QUALIFICATIONS:**

- Possess at least an Associate's degree. Experience can be substituted for a degree.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may frequently perform these actions:

- Stand, walk, sit
- Use hands and fingers to handle books, paper, technology
- Lift and/or move up to 25 pounds

## **EQUIPMENT SERVICE & SUPPLY AGREEMENT TERMS AND CONDITIONS**

The terms YOU and YOUR mean the customer. The words WE, US, and OUR refer to 360 Document Solutions

1. WE will provide Preventative Maintenance Calls on equipment or accessories described on the front in conjunction with regular service calls.
2. Service calls under this agreement will be made during OUR normal business hours. Monday through Friday 8-5. We are closed on Holidays. After hours service emergency service if requested by YOU will be billed at triple OUR normal hourly service charge rate.
3. During the term of this agreement, WE will provide without charge, all replacement parts which have been worn or broken through normal use unless they are noted as excluded on the front of the agreement. Installation of accessories, attachments and other devices after the initial agreed upon installation are not included in this agreement. Replacement of exterior doors and/or panels is excluded from this agreement. Damage caused by operators to photoconductors, drums, toner cartridges, supply items and rollers is not covered under this agreement. Service calls required due to improper throughput materials being run through the systems (including improper labels) are not covered and will be billed for parts & labor. Printers and connected copiers & faxes include the initial setup of print drivers. If YOU add additional work-stations or make changes to YOUR network which result in the need for US to reinstall drivers and/or reconfigure YOUR connected equipment this will result in a charge call for the time of the call at OUR prevailing network support hourly rate. This agreement does not cover service calls related to changes in your network environment. The support rate for network related service calls is \$150 an hour excluding any hardware that may be needed.
4. Relocation of equipment after the initial installation is not covered under the agreement. If you would like US to relocate the equipment WE will provide you a quote for these services. Service calls caused by YOU moving the equipment are not covered under this agreement and will be handled on a charge basis. Moving the equipment more than 15 miles from the current location will result in an increase in the monthly rental rate or monthly EMS rate to reflect the higher cost to service the equipment.
5. YOU shall provide US free access to the equipment and adequate space to perform necessary service. YOU shall provide equipment key operators for instruction in the use of the equipment and performance of normal operator functions. YOU should clean the slit glass on a regular basis. Normal operator functions as described in the manufacturer's operator manual should be performed by YOU. If YOU request US to do these functions this will be a charge call. If you request a service call to clean the slit glass it will be done as a charge call.
6. Certain equipment must be installed according to specific requirements in terms of space, electrical and environmental conditions. Installation requirements are defined in the Equipment Operators Manual. YOU shall ensure that the equipment is placed in an area that conforms to these requirements. Failure to adhere to these requirements will adversely affect the equipment and will result in additional charges to YOU.
7. YOU will provide US with true and accurate page count readings in a timely manner. We will provide you with an extra toner to keep stored in a secure location. YOU will be responsible to maintain adequate supplies for the equipment on your premises and provide us sufficient lead-time to deliver replenishments. When you use a toner or waste toner you should order a replacement product at that time so we have lead time to deliver the extra supply item. If you do not do this and you run out of the supply item any expedited deliveries of supply items will be a charge for delivery or UPS overnight. From time to time you will allow us to inspect extra toner levels and storage in order to ensure no overstocking of toner has occurred.
8. This Agreement will not apply to service made necessary by accident, acts of God, terrorism, improper electrical service, misuse, abuse, neglect, theft, vandalism, electrical power failure, fire, lightning, water or other casualty, or to repairs made necessary as a result of either service by personnel other than 360 Document Solutions or the use of supplies or parts not meeting the manufacturers specifications. 360 Document Solutions will charge customer for repairs and parts, due to the foregoing, at the rate in effect when such service work is performed.
9. This Maintenance Agreement does not include consumable items listed as excluded on the front of this Agreement.
10. This Agreement is not transferable to a third party.
11. This Agreement does not include applicable taxes. All taxes levied or imposed, now or hereafter, by any government authority shall be paid by YOU.
12. Overage invoices are due within 30 days of the invoice date. In order to keep your costs competitive we email all invoices. If you wish us to mail invoices a \$5 processing & postage fee will be applied to each invoice. Late charges are the greater of \$5 or 5% of the total invoice amount excluding tax. Finance charges will also be assessed at an 12% annual rate on amounts past due.
13. This agreement period is the term of your rental/lease agreement for the equipment listed.
14. If YOU make software, computer or network changes after the equipment is installed it is YOUR responsibility to ensure the new software, computer or network is backwards compatible with YOUR equipment on this agreement. Any service or updates, software or hardware, that we perform due to this issue will be a charge for time and material.
15. No terms or conditions, expressed or implied, are authorized unless they appear on this Agreement, signed by YOU and 360 Document Solutions
16. Page count is computed per 8.5 x11 page. Any page smaller than 8.5 x 11 counts as 1 page. 8.5 x 14 counts as 1 page. 11 x 17 counts as 2 pages. 2 sided copies double the page count. The page count occurs with all printed pages whether copies, prints or faxes.
17. Scanning issues. The initial set up on the system includes setting up scanning on your system. Service calls related to scanning issues due changed network passwords which are not updated in the MFP are considered a network related service call and a charge call.
18. The initial set up of the MFP includes setting up 5 computers for printing. After installation troubleshooting of issues from any specific programs such as an ERP system or Microsoft Publisher etc would be a charge call.
19. All Laptops you want set up to print must be present at the time of install. If you request US to set up additional laptops or Ipads or Droidpads to print after the initial install this will be done as a charge call at our current network support rate. All calls related to setting up user codes, color lock and network authentication will be done as a charge call and are not included in the service rate stated.