

**Goddard Public Library Board Meeting Agenda**  
**December 12 @ 7:05 pm**  
**Join Zoom Meeting**

[https://us02web.zoom.us/j/89149494612?pwd=NHInc3d2SUw1NEV2Y3JkcENkK2dzdz](https://us02web.zoom.us/j/89149494612?pwd=NHInc3d2SUw1NEV2Y3JkcENkK2dzdz09)  
09

**Meeting ID 891 4949 4612**

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting November 14, 2022
4. Citizen Comments
5. Correspondence and communications – Library Journal Budget survey, call received after Active Aging article, T-Mobile, Tamera
6. Director's Report
  - a. Circulation Report
7. Financial Report
8. Old Business
  - a. Friends/Foundation update – are meeting the 1<sup>st</sup> Tuesday of each month @ 5:30 pm. – No meeting in December; Christmas on Main Street participation.
  - b. City updates
  - c. Annual Survey Updates
  - d. Strategic Planning – SOAR analysis – turn them in
9. New Business
  - a. Photo posting & Alcohol on premise policy updates
  - b. Staff Christmas
10. Executive Session
11. As may be presented

\*Next meeting is January 9, 2023.

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

## **Goddard Public Library Meeting Minutes November 2022**

**November 14, 2022**

1. Roll call: Tegan Ulmen, April Hernandez, Frank Petsche, Connie Brake, Lisa Fouts, Stephanie Mount, and Sherry Lauer. Absent: Vicki Luthi, Margo Rakes, Kate Morgan, and Tamera Judd.
2. Approval of the Agenda: Stephanie motioned to approve the agenda; Connie seconded the motion. Approved 6 to 0.
3. Approval of Minutes: October's minutes were approved.
4. Citizen comments: none.
5. Correspondence and communications:
6. Director's Report:
  - a. Reimbursement grants for the staff's continuing education were approved and the registration fees for the KLA conference were covered.
  - b. The mobile library was able to go out once to Reliance Church and had 24 patrons. There were some generator issues that cut the time short. It should go out again on Nov. 18<sup>th</sup> to TAAG Church. The mobile library will have a 28-day loan period instead of 21 days.
  - c. April is working on getting sponsors for a permanent storywalk on the trail. These will be installed by Public Works once we have permission from Prairie Travelers and the funding.
  - d. The mobile library will be decorated for Christmas on Main Street.
  - e. Kate presented the library's needs with the City Council on November 7<sup>th</sup>. She also shared how important the library is to the community.
  - f. April was able to schedule a visit from the Library Land Project when she was at the KLA conference, and they visited the library that Friday. We should get a report with some suggestions and their thoughts on the library.
7. Financial Report: Tegan motioned to approve the report; Frank seconded the motion. Approved 6 to 0.
8. Old Business:

- a. Friends/Foundation update: fees will be waived through the end of the year for new members. They have a new Christmas brochure. Cindy plans to rework the bylaws so that they are tailored to Friends/Foundation.
  - b. 73 people have filled out the library survey so far.
  - c. Soars Analysis was moved to December's meeting so that more board members can turn them in.
9. New Business:
- a. Friends/Foundation will help decorate the library for the Christmas Decorating Contest.
  - b. The mobile library will also be decorated for the parade.
10. Executive Session: moved to December.
11. As may be presented: none.

Stephanie motioned to adjourn the meeting at 8:00pm and Connie seconded the motion.  
Approved 6 to 0.

## Director Report December 2022

The RV went to 1<sup>st</sup> Choice RV to get the heat looked at. It is working well and the man who works there was impressed with the renovation. Great job Sherry and Earl. He did take the top off one of the seats and add some air vents over by the converter so that it wouldn't overheat.

Decorating for Christmas is complete. Christmas on Main Street was a much more relaxed event with Santa housed over at the Community Center. There was some confusion on where things were happening.

Mobile Library participated in its second parade.

Staff will have their Christmas party on Sunday, December 18.

We turned off all the T-Mobile wifi hotspots. They were costing us \$30/month times 5. I spoke with the Kajeet representative about using their service for the Mobile Library. To purchase the router for the mobile library would be around \$1000 and then \$360/year for unlimited wifi. When the mobile library is out more and getting more use this is probably a good way to go. For now we will be fine with a hotspot. We do have one of our Mobile Beacon hotspots long lost overdue that we are not going to get back – the person's number is no longer in service. It has been turned off and I am getting a replacement device. Right now none of our technology kits has a hotspot and we only have two hotspots available for checkout. I will be getting some more hotspots from Mobile Beacon in January. We can have up to ten of their devices so I may get six more from them.

I watched a recorded webinar on Book Challenges & Censorship provided by Emporia State School of Library and Information Management. Here is the link if you would like to watch it. It gives good information on censorship.

<https://www.youtube.com/watch?v=HK8sMEks0Qc>

## GODDARD PUBLIC LIBRARY

November 2022

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2022	2021	2020	2019
Non-fiction	130	104	146	110	156	223	224	192	124	153	113		1675	1589	921	2225
Fiction	559	447	497	511	592	705	704	656	568	505	534		6278	5731	4757	7671
Periodicals	18	22	13	13	18	24	26	26	11	29	30		230	249	467	1086
Audio Books	20	15	21	13	29	30	23	18	4	8	14		195	208	280	583
Videos/ DVD	204	185	205	201	209	295	367	252	243	195	213		2569	2890	2209	2609
<b>JUVENILE</b>																
Non-fiction	506	444	679	601	710	1429	769	653	621	560	540		7512	6136	1883	4695
Fiction	1539	1841	1760	1673	1941	3692	2965	2399	1967	1782	1749		23308	19169	10212	18618
Periodicals	14	16	14	17	2	7	14	9	15	1	7		116	48	22	237
Videos/ DVD	65	50	66	44	53	82	96	74	52	52	56		690	579	541	1329
Audio	14	5	9	5	12	18	29	15	11	6	6		130	144	56	68
Other													0			
<b>TOTAL</b>	<b>3069</b>	<b>3129</b>	<b>3410</b>	<b>3188</b>	<b>3722</b>	<b>6505</b>	<b>5217</b>	<b>4294</b>	<b>3616</b>	<b>3291</b>	<b>3262</b>	<b>0</b>	<b>42703</b>	<b>36743</b>	<b>21348</b>	<b>39121</b>

Computer	111	65	143	156	172	137	165	194	115	113	133		1504	1015	1543	5045
Wireless	113	94	118	108	113	143	130	134	109	117	114		1293	1204	1123	1724
													2797	2219	2666	6769

Reference Question	238	190	260	219	210	267	273	212	271	218	205		2563	2669	2954	2653
--------------------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	--	------	------	------	------

**INTERLIBRARY LOAN**

Books Loaned	338	280	260	299	211	368	374	338	389	337	335		3529	4075	3708	548
Unfilled	0	0	0	1	1	0	2	2	1	2	1		10	17	29	9
Books Borrowed	195	244	350	206	326	287	332	350	302	368	309		3269	2841	2236	828
Unfilled	0	0	0	0	0	0	2	0	0	1	0		3	10	0	8

NEW LIBRARY CARDS	36	27	45	132	65	92	67	60	45	35	34		638	503	218	360
-------------------	----	----	----	-----	----	----	----	----	----	----	----	--	-----	-----	-----	-----

**MATERIALS ADDED**

Adult	81	17	86	137	122	80	42	111	45	65	71		857	876	620	747
Juvenile	67	29	43	50	89	47	68	88	58	31	48		618	755	786	789
<b>TOTAL</b>	<b>148</b>	<b>46</b>	<b>129</b>	<b>187</b>	<b>211</b>	<b>127</b>	<b>110</b>	<b>199</b>	<b>103</b>	<b>96</b>	<b>119</b>		<b>1475</b>	<b>1631</b>	<b>1406</b>	<b>1536</b>

LIBRARY ATTENDANCE	1143	963	1383	1366	1664	3167	2348	2147	1619	1691	1422		18913	12709	7860	24302
Children	1130	973	709	865	1329	1336	1235	449	1418	880	1012		11336	20495	8597	3778
Other	931	249	358	621	43	767	739	835	51	1247	361		6202	11788	7143	228
<b>TOTAL</b>	<b>3204</b>	<b>2185</b>	<b>2450</b>	<b>2852</b>	<b>3036</b>	<b>5270</b>	<b>4322</b>	<b>3431</b>	<b>3088</b>	<b>3818</b>	<b>2795</b>	<b>0</b>	<b>36451</b>	<b>44992</b>	<b>23600</b>	<b>28308</b>

April Hernandez

DIRECTOR

44 programs

**ATTENDANCE**

	J	F	M	A	M	J	J	A	S	O	N	D							
Vickie Luthi	+	+	+	+	+	EX	EX	+	+	+	EX								2
Stephanie Mount	+	+	+	+	EX	+	+	+	+	+	+								1
Lisa Fouts	+	+	+	LI	+	+	+	+	+	+	+								2
Kate Morgan	EX	+	EX	+	+	EX	+	+	+	+	EX								1
Frank Petsche	+	+	+	EX	+	EX	+	+	+	+	+								2
Tegan Ulmen	+	+	+	+	EX	+	+	+	+	+	+								finish 22
Tamera Judd	+	AB	EX	+	EX	+	+	+	+	+	EX								1
Margo Rakes	+	+	+	+	+	+	+	+	EX	EX	EX								1
Connie Brake					+	+	+	+	+	+	+								finish 23
Sherry Lauer	+	+	+	+	+	+	+	EX	+	+	LI								1
April Hernandez	+	+	+	+	+	+	+	+	+	+	+								

EX- excused

EO- early out

LI- late in

CA- cancelled

AB - Absent



### Children 0-5 years Programs

	A	B	C	D	E	F	G	H
157	<b>Program</b>	<b>Attendance</b>	<b>Kits</b>	<b>Outreach</b>		<b>Virtual Views</b>	<b>Virtual Engagement</b>	
158	<b>November</b>							
159	StoryTime	43	30					
160	Kensler		58	58				
161	Explorer		21	21				
162	Reliance x 2		24	24				
163	Movement class	21					72	
164	StoryTime	59	35				83	
165	Virtual StoryTime					10	15	
166	Virtual BedTime ST					7	7	
167	StoryTime	57	35					
168	KS Reads to Preschoolers	22 boxes					150	
169	Puppet Ladies	52	50				91	
170	StoryTime	32	35					
171	Pea in a Pod		13	13				
172	TAAG		13	13				19 programs
173	Gingerbread/Ugly Sweater		80					
174	Amelia		30	30				
175	MDO		22	22				
176		286	446	181		17		

**Teen 13-18 years Programs**

	A	B	C	D
77	<b>Program</b>	<b>Attendance</b>	<b>Post Engagements</b>	
78	<b>November</b>			
79	Guessing Jar Academy	18		
80	Goddard Academy	36		
81	TAB	5		
82	LEOS	7		
83	TAB Podcast	7	6	
84	TIES x 3	9		
85		82		8 programs



### Adult Programs

	A	B	C	D	E	F
132	Program	Attendance	Outreach		Virtual Engagement	
133	<b>November</b>					
134	Book Edge	12				
135	Books & Beyond	2				
136	Library Board	7				
137	FF x 2	13				
138	Dove Book Cart		6			
139	Dove Book Club		6			
140	Wine & Cards	10			127	
141	Book Promotion				74	
142	Dec events promotion				55	
143	Mitten Tree				64	
144	Learning Kit Launch					12 programs
145		42	12			
146						

### General Programs

	A	B	C	D	E
89	<b>Program</b>	<b>Attendance</b>	<b>Kits</b>	<b>Virtual Engagement</b>	
90	<b>November</b>				
91	Mobile Library	24			
92	ornament contest		50	56	
93	Letters to Santa	13		24	
94	StoryTime with Santa	19		14	
95	New Children's room items			36	
96		56	50		5 programs



# Insights

Review performanc...



Goddard Public Library

Last 28 days: Nov 8, 2022 – Dec 5, 2022

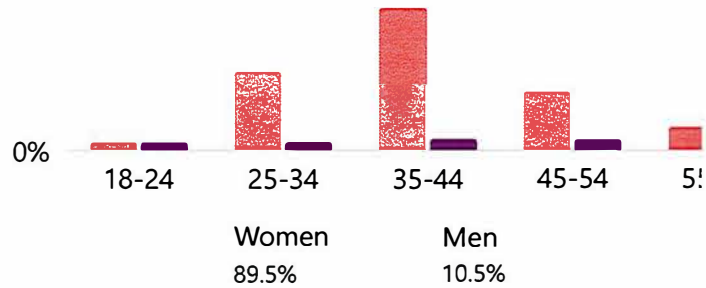


## Audience

Facebook Page likes

1,655

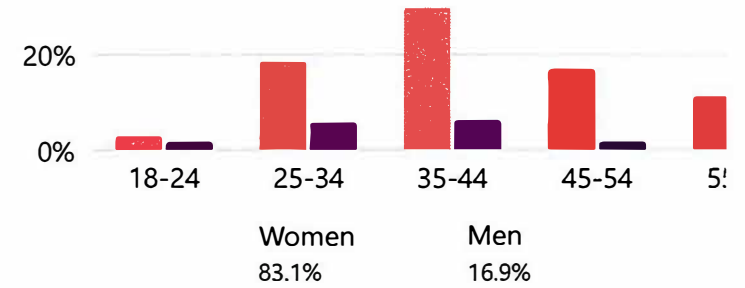
Age & gender



Instagram followers

293

Age & gender



### Reach out to new people

The more people like your Page, the easier it is for others to discover your brand. Send invites to people who reacted to your Facebook posts to like your Page. [Learn more](#)

Send invites

[See audience report](#)

## Messaging

Messaging

New messaging

Approximate earnings

Orders from

	A	B	C	D	E	F	G	H	I	J	K
1	GPL										
2	BUDGET REPORT										
3	10/31/2022										
4											
5	MONTH:										
6	10										
7	COLUMN:										
8	K										
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	\$120.00	\$120.00	\$ 120.00	\$120.00
17	Automation/Internet								\$1,550.00		
18	Maintenance		\$342.20			\$308.00			\$304.77		
19	Bookmobile										
20	Supplies	\$346.18	\$408.82	\$81.40	\$329.66	\$747.76	\$337.69	\$332.96	\$335.54	\$ 341.14	\$336.97
21	Utilities/Telephone	\$369.95	\$557.00	\$1,451.32	\$1,614.80	\$1,311.47	\$1,570.10	\$1,135.88	\$1,764.98	\$ 1,806.46	\$1,443.36
22	Materials	\$1,818.48	\$1,655.98	\$1,428.33	\$1,300.00	\$2,028.18	\$1,243.12	\$1,327.82	\$1,333.33	\$ 1,144.35	\$1,330.42
23	Community Relations	\$1,922.25	\$366.48	\$259.64	\$523.34	\$151.71	\$91.92	\$380.53	\$441.67	\$ 15.00	\$1,065.34
24	Programming	\$255.05	\$399.96	\$531.20	\$337.58	\$557.13	\$188.24	\$291.42	\$206.29	\$ 490.22	\$965.33
25	Technology			\$14.99			\$30.00	\$199.79	\$250.00		\$1,246.63
26	Continuing Education	\$22.90	\$31.13	\$30.00		\$57.48		\$30.00			
27	Licensing	\$387.00	\$795.00								\$107.95
28	Memberships	\$55.00							\$290.00	\$ 179.00	\$50.00
29	Mileage/Meals	\$119.46	\$83.66	\$50.31	\$78.16	\$142.80	\$58.38	\$28.31	\$66.67	\$ 134.24	\$84.24
30	Postage	\$58.00	\$3.12	\$1,450.00	\$61.19				\$3.95	\$ 3.32	
31	Website	\$156.87				\$324.00					
32	Capital Improvement										
33	Board Insurance/Bond							\$3,032.00	\$300.00		
34	Director Health Benefit	\$550.00	\$550.00	\$550.00	\$550.00	\$600.00	\$600.00	\$600.00	\$602.79	\$ 600.00	\$600.00
35	Payroll Taxes	\$2,899.11	\$2,252.86	\$2,182.07	\$2,442.16	\$2,261.64	\$2,434.70	\$2,522.99	\$2,516.66	\$ 2,237.38	\$2,411.73
36	Retirement	\$1,617.29	\$1,218.21	\$1,176.10	\$1,293.12	\$1,268.46	\$1,234.27	\$1,320.23	\$1,358.74	\$ 1,335.03	\$1,425.71
37	Salaries	\$8,774.57	\$7,019.95	\$7,156.94	\$7,845.29	\$7,204.15	\$8,093.34	\$8,303.06	\$8,204.85	\$ 7,975.36	\$7,425.72
38	Workman's Comp		\$269.00								
39	Unemployment	\$25.97			\$31.02				\$29.55		\$30.34
40	Bank Fee	\$9.95	\$9.95	\$9.95	\$9.95	\$9.95	\$9.95	\$9.95	\$9.95		
41											
42		\$19,508.03	\$16,083.32	\$16,492.25	\$16,536.27	\$17,092.73	\$16,011.71	\$19,634.94	\$19,689.74	\$ 16,381.50	\$18,643.74
43											
44									City	\$ 200,129.00	
45									carryover	\$ 20,000.00	
46									grants	\$ 10,119.40	
47									other income	\$ 5,416.00	



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Grant/Donation	Amount	Items	January	February	March	April	May	June	July	August	September	October	November	December
2															
3	SCKLS	\$5,098.60	Materials, Programming					\$454.60		\$320.79	\$217.64		\$2,615.00	\$1,212.17	
4	Levand	\$6,300.00	programming, tech					\$828.65	\$1,919.90	\$1,885.33	\$1,666.12				
5	Book Festival	x	Technology												
6	State Library KS Notable	\$188.86						\$130.17			\$58.69				
7	PLA III	x	Intern/laptop												
8	SCKLS Tech Grant	\$2,138.00											\$2,138.00		
9	KSHRAB grant	\$133.61	Digitization		\$107.96	\$47.97									
10	SHARPS Grant	\$4,914.08	payroll,laptop,zoom,utilities	\$2,260.78	\$1,472.87	\$1,180.43									
11	State Aid	\$1,420.98					\$1,377.58								
12	ECF	\$1,399.95		\$1,399.95											
13	Continuing Education SCKL	\$853.00				\$202.50						\$650.00			
14															
15	Lion's Club	\$4,550.00	Lions Bookmobile sponsor								\$2,704.04	\$325.51	\$41.74		
16	Walmart	\$1,000.00	WM Bookmobile sponsor											\$590.28	
17	Bookmobile sale items	\$300.00	Sale of Bookmobile items								\$300.00				
18	Lisa Stoller fb fundraiser	\$220.00	literacy kits		\$220.00										
19	Friends/Foundation	\$83.28	pizza, gift card			\$113.53									
20	Jaax Memorial ELM Kit	\$120.00													
21	Jaax/other Memorial	\$475.00	childrens soft furniture					\$475.00							
22	Mrs. Coles	\$250.00	Tanganyika Pass with feeder		\$250.00										
23	Anonymous Donor	\$250.00	Tanganyika Pass with feeder		\$250.00										
24	Main Street Salon	\$250.00	Tanganyika Pass with feeder		\$250.00										
25	Chamber NU	\$49.92	flowering baskets for front					\$49.92							
26	Large Yard Games Donatio	\$405.40								\$119.98					
27	Bookmobile city sponsor	\$5,000.00	bookmobile										\$5,000.00		
28	BM Mel Hambelton	\$5,000.00	bookmobile										\$2,254.04		
29	BM WM	\$1,000.00	bookmobile										\$988.00		
30	Board SRP donation	\$200.00										\$165.00	\$35.00		
31	Main Street Salon	\$150.00	booster pass									\$150.00			
32	Woman's Club memorials	\$200.00													
33															
34	<b>SRP</b>														
35	Mel Hambilton Ford	\$400.00							\$400.00						
36	T&T	\$400.00								\$400.00					
37	W Wichita Opt														
38	Goddard Vet	\$200.00					\$200.00								
39	Universal Products	\$200.00					\$200.00								
40	Hanson Ortho	\$200.00					\$200.00								
41	Vrana	\$100.00					\$42.93		\$52.40						
42	Mayer Specialty Services	\$200.00	Spa/Hotel gift certificate for gala			\$200.00									
43	Collier Agency, Iron Nutritio	\$250.00	Kickoff					\$250.00							
44															
45		\$43,450.68		\$3,660.73	\$2,550.83	\$1,744.43	\$2,020.51	\$2,188.34	\$2,372.30	\$2,726.10	\$4,946.49	\$1,290.51	\$13,071.78	\$1,802.45	\$0.00

## **Policy Updates**

### **Employment Policy: page 50**

- a. Employees are prohibited from the illegal use, sale, dispensing, distribution, possession or manufacture of illegal drugs, controlled substances, narcotics, or alcoholic beverages on Library premises or work sites. Exception to the alcohol rule states: If staff are dispensing alcohol for an approved program, such as Wine & Color, Dice & Drinks, etc. then they may dispense alcoholic beverages on library property the second Saturday of each month during this programming to program participants. Staff are not allowed to take part or to partake of alcoholic beverages on library property if they are at the event as a paid employee. The Library has been granted an exemption from City Code that states alcohol is not allowed on/in public spaces. This exemption is specifically for the second Saturday of each month.

### **Photographs & Videos taken during Programs J on page 75**

Photos or videos taken at programs may be posted online. Attendees at programs need to let staff know before the program begins, if you would like to opt out of photographs or videos.



# Goddard's new mobile library rolling

Serving an area of 65 square miles, the folks at Goddard Public Library were looking for a way to better reach patrons. Thanks to a couple of grants and local sponsors, the Goddard Mobile Library (shown at right) is now doing just that.

The mobile library is housed in a 30-foot, 2006 model RV that's been retrofitted. In addition to books, the library offers WiFi, notary service,

copying and printing.

The mobile library's schedule is still being worked out. It will have a stop in west Wichita and at area schools, plus a monthly stop at Dove Estates senior living community. Residents will be able to pick up books they've put on hold.

For more information about the mobile library, contact Carrie Wharton at outreach@goddardlibrary.com.



*American*  
**SENIOR BENEFITS**  
AN INTEGRITY II COMPANY

101 S Webb Road, Suite 150  
Wichita, KS 67207  
Phone: (316) 708-8848  
Office: (316) 684-4272  
Fax: (316) 684-5212

**I'm a local Medicare and Retirement Specialist.**

**Serving Wichita area seniors for more than 6 years.**

**Annual Enrollent is right around the corner.**

**Let's Talk!**



**Susan Wolcott**

Agent - Specializing in Retirement & Medicare  
swolcott@americanseniorbenefits.com  
www.americanseniorbenefits.com

## Join Club Parkinson's Today!

Community Fitness, Education & Support Classes  
Call to schedule your TOUR!

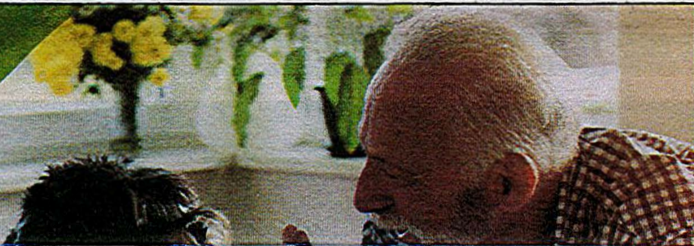
Club Parkinson's provides a proactive community that facilitates hope and empowerment to those with Parkinson's AND their caregivers as we fight TOGETHER!



clubparkinsons.org • Wichita, KS • 316-252-1877

Club Parkinson's is a 501C3 organization

Now hiring BOOKS, CMAs and CNAs!



**EXPERIENCE YOU NEED. RESULTS YOU CAN TRUST.**