

Goddard Public Library Board Meeting Agenda
October 12, 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 September 14, 2020
4. Citizen Comments
5. Correspondence and communications – KLA Awards Chair
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 – any additions?
 - c. New copier
 - d. Friends/Foundation update – are meeting the 3rd Wednesday of each month @ 6 pm
9. New Business
 - a. Director annual review – please have these back to Vickie by the November 9th meeting.
 - b. Staff annual reviews and surveys
 - c. Michelle dates/gift
 - d. Chamber coffee, October 22 7:45-8:45 am
10. As may be presented

*Next meeting is November 9, 2020.

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

Goddard Public Library Board Meeting Minutes
September 14, 2020 @ 7:05 pm

Draft

1. Roll Call: Present - April Hernandez, Vickie Luthi, Lisa Fouts, Frank Petsche, Margo Rakes, Lisa Coyne, Tamara Judd, and Stephanie Mount. Sherry Lauer, and Lisa Stoller attended via Zoom. Lisa Fouts left at 7:20. Deanna Highfill was absent.
2. Approval of Agenda: Lisa Fouts made a motion to approve the minutes, with the date corrected for the next meeting to Oct. 12th, 2020. Frank seconded. Motion carried 9 – 0.
3. Approval of Minutes of Regular Meeting August 10, 2020. Frank made a motion to approve the August minutes, Tamara seconded. Motion carried 9 – 0.
4. Citizen Comments: None
5. Correspondence and communications: The KS Library subaward from the CARE funds arrived. \$750 was deposited. We got a green screen that is set up in the basement with those funds. April has an all-day training from KS Works on Sept. 29th. We will be getting the NNLN Grant of \$2500 within the next few weeks. We will be doing another Story Walk with those funds, among other things.
6. Director's Report:
 - The volunteer form is online for tutors.
 - There has already been a 46% increase in video checkouts now that they are out for patrons to browse.
 - We are still putting series info on spines.
 - The new story walk is installed at Tanganyika and is about sloths.
 - Big groups are coming to outdoor Story Time.
 - September is library card month. The theme is Wonder Woman and "Books are Wonderful". We will have a pop up at Linear Park to issue library cards tomorrow (September 15th) and next Tuesday at Tanganyika.

- Tutoring is supposed to start tomorrow but we don't know if we will have any students yet. We ordered two copies of books they are using in the schools. We are keeping one book in the vault and will put one out on the shelf.
- We were in the Times Sentinel twice. Once for pop up activities. Once announcing that we are looking for tutors.

a. Circulation Report: Children's attendance dropped a bit in August due to Summer Reading Program ending. Interlibrary loan numbers remained strong.

7. Financial Report Regular budget is looking good Sherry made a motion to approve, Frank seconded. Motion carried 8 – 0.

8. Old Business

a. Staying in Phase 3 with some programming. We are watching Covid-19 numbers and following county and state health department guidelines.

b. Strategic Plan Goals The counter is not accessible (it's too high). April would like to see the middle section lowered for easier access to disabled and young patrons.

April shared a Technology position job description. We don't have money in the budget to fund this position yet. We may look into hiring an intern student in computer science. We need to get City support for the technology position.

April is looking for grants for the Bookmobile so we can do outreach and programs around the area.

April and Carrie are looking into doing a virtual painting activity. We will continue with virtual field trips and story times.

c. Professional Development Collection: Professional Development for Board members is available in the vault.

d. Friends/Foundation update – next meeting September 16 @ 6 pm outside.

9. New Business

a. Replacing copier/scanner/fax: April has researched the company that is offering a Toshiba machine. The new fee will be \$369 and it has been about \$380. They will pay off our old machine and provide a new one. The supplies should cost about the same. It should work a lot faster. It will also be able to print wirelessly from patron's phones. It should arrive within the next few weeks.

10. As may be presented: Frank made a motion to adjourn at 7:58 p.m., Margo seconded. Motion carried 8 - 0.

*Next meeting is October 12, 2020.

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E-MAIL: director@goddardlibrary.com

Director's Report October 2020

We are busy as usual. Lots of patrons coming in or reserving items for pick up.

Programming numbers are up as are our Digital lending for Sunflower eLibrary. Our DVD numbers are still up from normal but not as big a jump as last month. Our ILL numbers look to be 8 times more for lending this year over last and our borrowed ILL looks to be about triple.

People are utilizing the library card online sign up form more than I thought they would. It is nice to have so it is easier and faster when they come in the building.

Our homework help center has not taken off. We had several people wanting to tutor but no one signing up for help. I think when we have kids back in the building we will have to revisit this program.

The new book club, The Book Edge, has started. The first title we are reading is Dark Matter by Blake Crouch. We have about 6 people signed up so far. We will be via zoom the first week in November.

RB Digital was purchased by Overdrive so our RB Digital Unlimited is no more which saves us money. We weren't getting a great deal of patron use on that platform.

Carrie has the StoryBook Pumpkin Patch started. It will be up until the 30th so the kids can have the pumpkin at home on the 31st. Voting for everyone's favorite should be the week of October 20th. Everyone will be able to vote on Facebook or in the Library.

Carrie and I have been out and about to Meadowlark Farms and Tanganyika a couple of times. We even got to dress up as Wonder Woman. We will be going to see the Clydesdales Tuesday and reading Sheila Wagner's new book, Clay's Mustache. We will be at Cedar Creek Farms the next Tuesday. We have two STEAM classes in October, the 15 and 22. Then we will be presenting at the KLA Conference with Doris from Medicine Lodge on October 29. The conference is free for members this year and all virtual. Our topic is Little But Mighty: How small libraries can have big impact.

Carrie is attending a virtual Association of Outreach and Bookmobiles conference this week and I will be watching a virtual library marketing conference the next week.

We have some branded tshirts for sale if anyone wants one. They are \$10 for board members.

Projects we are working on: series info on book spines, weeding, filling in collection with needed titles, adding AR info to records, rearranging the YA and junior non-fiction so that they flow the same way as the rest of the library.

We will be picking up the Tanganyika StoryWalk at the end of the month and are working on getting the one that leads out of Linear Park on Sunset Prairie Trail ready to go up. Hopefully we will have it up by the end of the month.

Vickie and I hope to be meeting with Brian by the end of the month as well. We have a few questions for him, one of which is what are the City's expectations for the Library.

I will be giving the Library's quarterly report at the next City Council meeting. I am assuming it will most likely be virtual again.

GODDARD PUBLIC LIBRARY
December 2019

GODDARD PUBLIC LIBRARY
September 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	73				726	2225		
Fiction	638	549	782	93	259	357	500	400	319				3897	7671		
Periodicals	148	136	89	7	1	20	11	5	22				439	1086		
Audio Books	62	50	42	5	4	23	29	24	13				252	583		
Videos/ DVD	213	297	331	12	41	155	188	276	195				1708	2609		
JUVENILE																
Non-fiction	300	257	247	37	65	139	165	121	158				1489	4695		
Fiction	1331	1110	1383	184	442	809	802	698	796				7555	18618		
Periodicals	6	1	5	1	0	2	3	0	0				18	237		
Videos/ DVD	105	105	93	2	27	33	46	36	38				485	1329		
Audio	4	2	2	0	0	15	10	8	5				46	68		
Other																
TOTAL	2930	2627	3101	353	877	1637	1834	1637	1619	0	0	0	16615	39121	44326	34516

Computer	425	425	295	1	2	44	64	84	75				1415	5045	3988	3012
Wireless	124	114	128	40	62	116	116	101	105				906	1724	1565	1232
													2321	6769	5553	4244

Reference Question	247	216	257	48	167	369	384	331	314				2333	2653	1860	1489
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INTERLIBRARY LOAN																
Books Loaned	363	350	401	0	345	443	347	351	371				2971	548	466	388
Unfilled	9	2	3		2	2	3	2	3				26	9	0	0
Books Borrowed	139	183	183	0	149	270	259	227	250				1660	828	793	572
Unfilled	0	0	0		0	0	0	0	0				0	8	2	0

NEW LIBRARY CARDS	27	32	34	11	5	8	8	15	33				173	360	404	462
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MATERIALS ADDED																
Adult	76	66	44	29	53	84	85	37	41				515	747	1093	1256
Juvenile	146	69	100	35	35	58	68	62	74				647	789	993	1496
TOTAL	222	135	144	64	88	142	153	99	115				1162	1536	2086	2752

LIBRARY ATTENDANCE	1490	1610	1343	7	155	365	597	557	485				6609	24302	19195	16985
Children	180	427	445	656	966	1341	1408	1092	779				7294	3778	3214	2338
Other	52	36	286	557	1071	1577	416	256	1652				5903	228	909	255
TOTAL	1722	2073	2074	1220	2192	3283	2421	1905	2916	0	0	0	19806	28308	23318	19578

16 programs

April Hernandez
DIRECTOR

ATTENDANCE	J	F	M	A	M	J	J	A	S	O	N	D					
Vickie Luthi	+	+	+	+	+	+	+	+	+							2	2023
Stephanie Mount						new	+	+	+							1	2024
Lisa Fouts	EX	+	+	+	+	+	+	+	EO							1	2020
Deanna Highfill	-		EX	EX	+	LI	+	+	EX							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	\$375.03	\$330.03	\$500.00	\$455.00		
20			\$500.00	\$0.00	\$3,945.79	\$4,000.00	\$54.21	\$6,000.00	\$2,054.21		
21				\$0.00	\$1,070.96	\$0.00	-\$1,070.96	\$1,070.96	\$0.00		
22			\$133.33	\$133.33	\$5,474.87	\$1,119.97	-\$4,354.90	\$1,600.00	-\$3,874.87		
23			\$41.67	-\$130.73	\$1,388.70	\$375.03	-\$1,013.67	\$500.00	-\$888.70		
24			\$83.33	-\$130.66	\$1,947.18	\$749.97	-\$1,197.21	\$1,000.00	-\$947.18		
25			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
26			\$20.83	\$20.83	\$436.19	\$187.47	-\$248.72	\$250.00	-\$186.19		
27			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
28			\$29.17	-\$89.83	\$440.00	\$262.53	-\$177.47	\$350.00	-\$90.00		
29			\$62.50	-\$58.55	\$673.71	\$562.50	-\$111.21	\$750.00	\$76.29		
30			\$100.00	\$100.00	\$1,274.07	\$900.00	-\$374.07	\$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	\$375.03	\$375.03	\$500.00	\$500.00		
34			\$500.00	\$0.00	\$4,500.00	\$4,500.00	\$0.00	\$6,000.00	\$1,500.00		
35			\$1,900.00	\$28.56	\$16,145.86	\$17,100.00	\$954.14	\$22,800.00	\$6,654.14		
36			\$920.00	-\$210.32	\$8,160.14	\$8,280.00	\$119.86	\$11,040.00	\$2,879.86		
37			\$9,413.58	\$2,488.12	\$55,281.02	\$84,722.22	\$29,441.20	\$112,963.00	\$57,681.98		
38			\$41.67	\$41.67	\$0.00	\$375.03	\$375.03	\$500.00	\$500.00		
39			\$8.33	\$8.33	\$74.62	\$74.97	\$0.35	\$100.00	\$25.38		
40											
41	\$0.00	\$0.00									
42											
43											
44			\$13,837.75	\$2,304.84	\$101,319.90	\$123,959.75	\$22,639.85	\$167,565.00	\$66,245.10		
45					\$101,319.90	\$83,782.50	\$22,639.85		\$66,245.10		

Grant	Amount	Items	April	May	June	July	August	September	
SCKLS	\$17,717.00	Materials, Programming	\$1,435.27	\$1,739.90	\$1,843.74	\$ 3,245.05	\$1,419.14	\$477.52	\$10,160.62
Levand	\$5,670.00	programming, tech			\$2,506.26	\$ 143.97	\$584.11	\$2,067.53	
Book Festival	\$3,903.00	Technology			\$1,228.09	\$ 1,073.77	\$1,601.14		
KLA SRP	\$150.00	Tanganyika programs	\$50.00	\$100.00					
KS Humanities	\$7,500.00	payroll, utiities				\$ 7,500.00			
State Library CARES	\$750.00	Tanganyika programs, ipad, green screen, ring light, tripod							
NNLM Grant	\$2,500.00	StoryWalk, Fitness Friday							
Collier Agency	\$300.00	SRP Kick off		\$243.95	\$53.20				
T&T	\$200.00	Exploration Place/		\$100.00		\$ 100.00			
W Wichita Opt	\$100.00	program materials		\$100.00					
Goddard Vet	\$100.00	program materials			\$100.00				
Vrana	\$100.00	garden							
City extra money	\$12,835.96	utilities, extras			\$1,308.75	\$ 2,456.13	\$3,420.81	\$3,443.07	
			\$1,485.27	\$2,283.85	\$7,040.04	\$ 14,518.92	\$7,025.20	\$5,988.12	

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

Director Annual Evaluation Process

1. Board President to send out GPL Director Evaluation Board Survey to each board member one month prior to evaluation date. Board members will complete the survey and return it to the Board President with in one week.
 - a. Director also complete the survey and rates where he/she feels they are at and progress towards their goals.
2. Board President compiles survey results and completes GPL Director Evaluation Form.
 - a. Will need to evaluate grants brought in by Director to determine appropriate bonus per contract.
3. At next Board meeting; hold executive session for matters on non-appointed personnel issues. Review evaluation and any salary/bonus to be awarded (As the contract and budget have been approved by the Board - I do not believe you have to vote, you gain consensus in Executive Session, and state there was no binding action taken in open session)
4. Board President and Vice Chair to meet with Director, outside of board meeting to deliver performance evaluation and set goals.

Library Director Evaluation Form for Board Members



Name: April Hernandez

Date of Evaluation:

Evaluation Period: January 1, 2020 to October 31, 2020

Type of Evaluation: (*Goal Setting/Probationary, Six-month Evaluation, Annual Evaluation, Special Evaluation*)

Form Instructions:

- 1) *Each board member should individually respond to this form.*
- 2) *In responding to the form, board members could refer to the plan of service, board minutes, usage statistics, program results or other information sources from the year.*
- 3) *Submit this form to the Board President for inclusion in the Summation Form that will be used during the face-to-face appointment with the director.*

Scale: E = excellent S = satisfactory N = needs improvement U = unknown

Customer Service & Community Relations

• Level of patron satisfaction	E	S	N	U
• Customer service received by patrons	E	S	N	U
• Consistent application of policies that affect the public	E	S	N	U
• Services are communicated to the public effectively	E	S	N	U
• Working relationships and cooperative arrangements with government officials, community groups and organizations	E	S	N	U
• Awareness of community needs	E	S	N	U
• Mechanisms are in place to hear from patrons and the community-at-large	E	S	N	U
• Library is being marketed to the community	E	S	N	U

Comments:

CS & CR totals: E ____ S ____ N ____ U ____

Library Director Evaluation Form for Board Members



Organizational Growth

• The library is making progress on its Strategic Plan (SP)	E	S	N	U
• Services to meet the goals and objectives of the SP are carried out with staff and board involvement	E	S	N	U
• Goals and objectives are evaluated regularly	E	S	N	U
• Creativity and initiative are demonstrated in creating new services/programs	E	S	N	U
• Collection is responsive to community needs	E	S	N	U
• The library is responsive to changes in the community	E	S	N	U
• Staff are aware of library's strategic plan, policies and activities	E	S	N	U
• There is a working knowledge of significant developments and trends in the field	E	S	N	U
• Building and grounds are kept up and needed repairs and maintenance are done on a timely basis	E	S	N	U

Comments:

OG totals: E ____ S ____ N ____ U ____

Administration & Human Resource Management

• Work is effectively assigned; appropriate levels of freedom and authority are delegated	E	S	N	U
• Job descriptions are developed; regular performance evaluations are held and documented	E	S	N	U
• Personnel policies and state and federal regulations on workplaces and employment are effectively implemented	E	S	N	U
• Policies and procedures are in place to maximize volunteer involvement	E	S	N	U
• Staff development and education is encouraged;	E	S	N	U
• Staff understand how their role at the library relates to the mission	E	S	N	U
• Library climate attracts, keeps, and motivates a diverse and knowledgeable staff	E	S	N	U

Comments:

A&HRM totals: E ____ S ____ N ____ U ____

Library Director Evaluation Form for Board Members



Financial Management / Fundraising

- | | | | | |
|---|---|---|---|---|
| • Adequate control and accounting of all funds takes place; library uses sound financial practices | E | S | N | U |
| • Budget is prepared with input from staff and board; the library operates within budget guidelines | E | S | N | U |
| • Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.) | E | S | N | U |
| • Positive relationships with government, foundation and corporate funders are in place | E | S | N | U |
| • Positive relationships with individual donors is established | E | S | N | U |
| • Funds are disbursed in accordance with budget, contract/grant requirements and donor designations | E | S | N | U |

Comments:

FM/LC/F totals: E ___ S ___ N ___ U ___

Library Board relationship

- | | | | | |
|---|---|---|---|---|
| • Appropriate, adequate, and timely information is provided to the board | E | S | N | U |
| • Support is provided to board committees | E | S | N | U |
| • The board is informed on the condition of the organization and all-important factors influencing it | E | S | N | U |
| • The board works effectively | E | S | N | U |

Comments:

BTR totals: E ___ S ___ N ___ U ___

Library Director Evaluation Form for Board Members



Additional Comments:

[Return this form to the Board President for inclusion in the Summation Form that will be used during the face-to-face appointment with the director.]