

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

<https://us02web.zoom.us/j/89149494612?pwd=NHlnc3d2SUw1NEV2Y3JkcENkK2dzdz09>

**Meeting ID 891 4949 4612**

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting August 8, 2022
4. Citizen Comments
5. Correspondence and communications – Lisa Coyne, Zoobean, SCKLS, City, WalMart
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 @ 6 pm. – First meeting after break was September 6th.
  - b. City updates
  - c. National Night Out
  - d. Ballet in the Park
9. New Business
  - a. Annual Survey
  - b. Strategic Planning
  - c. Chamber Blue Insurance information
  - d. KLA Conference – Library closure on October 27
10. As may be presented

\*Next meeting is October 10, 2022.

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

## **Goddard Public Library Board Meeting Minutes August 2022**

**August 8, 2022**

1. Roll Call: Vicki Luthi, Stephanie Mount, Lisa Fouts, Kate Morgan, Frank Petsche, Tegan Ulmen, Tamera Judd, Margo Rakes, Connie Brake, and April Hernandez were present. Sherry Lauer was absent.
2. Approval of Agenda: Kate motioned to approve; Tamara seconded. All present approved.
3. Approval of Minutes of regular meeting July 11, 2022: The minutes were approved with corrections.
4. Citizen Comments: none.
5. Correspondence and Communications:
  - a. Renn & Company: Lisa F was bonded as the new treasurer
  - b. ECF: Received funding for Chromebooks
  - c. T-Mobile: ECF funding should have also reached them to pay for mobile hotspots.
6. Director's Report:
  - a. Final numbers for Summer Reading 2022:
    - i. Total signed up – 900. Total completed – 429.
    - ii. 597,508 minutes were read.
    - iii. 8,824 books were read.
  - b. Preparation for Ballet in the Park continues:
    - i. There are 2 food trucks lined up for the night.
    - ii. All large yard games were able to be purchased with donations.
    - iii. The LEO train will be there.
  - c. Circulation numbers keep increasing over last year. Approximately 1000 more item per month.

- d. The library will no longer be providing StoryTime Live on Mondays. There will be Bedtime StoryTime once/month and another virtual StoryTime once/month. There was not enough room in the library.
  - e. The library has an opening for one part-time position and is looking to see if a new part-time position is feasible. This will be discussed with the financial committee at their next meeting.
7. Financial Report: Stephanie motioned to approve the report with changes; Margo seconded. All present approved.
8. Old Business:
  - a. Friends/Foundation meet the 3<sup>rd</sup> Wednesday of each month @ 6pm they will meet again in September.
  - b. City updates: The city is looking at purchasing land for a new community center.
  - c. Bookmobile update: The bookmobile will be at National Night Out. The library is currently getting quotes for the wrap that will contain our logo and the logos of the bookmobile sponsors.
  - d. Trustee Academy: April reminded the board to take advantage of this learning opportunity.
9. New Business:
  - a. Annual Board Ethics and Code of Conduct forms were signed by all board members present.
  - b. Recap of Board Training. Kansas Public Library Governance Orientation was presented by Paul Hawkins, the director of the South Central Kansas Library System.
  - c. National Night Out: The board discussed updating last year's survey and having it available at the Night Out for patrons to fill out.
  - d. Summer appreciation to the staff: the board agreed to all donate to gift cards for the library employees to thank them for their hard work with the summer reading program.
10. As may be presented: none.

Kate motioned to adjourn the meeting at 7:55; Frank seconded. All present approved.

## Director's Report September 2022

The bookmobile was a big success at National Night Out. We are still working to get the wrap done. We are planning for it to go out the first time when Carrie goes to TAAG for traveling StoryTime September 16. It will be at TAAG from 9-1 that day. Though Carrie will have it at the park on Friday, September 2 for our pop up library card sign up month event. The mobile library is now tagged, insured for the year and waiting for us to find someone to do the wrap.

Cheney year book students came by the library to ask for an ad purchase. We purchased a half page ad.

We will have the Mobile Library (Bookmobile) in the Fall Fest and Christmas on Main Street parades, hopefully with it wrapped. I am having trouble getting people other than US Logo to get back to me.

Christmas on Main Street planning is ongoing. Santa will not be in the library this year because of space limitations. We will have the Woman's Club and their cookies in here and provide activities around the library as well as have Christmas movies playing. I believe that the carriage rides will start from here as well.

The library has signed up to accept Go Goddard egift cards. These cards can be purchased by anyone and are to be used only in participating Goddard businesses. They are similar to chamber bucks which is something I have wanted the chamber to do for several years. Information is in your packet. Here is a link to information as well, <https://app.yiftee.com/gift-card/goddard-chamber-of-commerce-goddard>.

Kansas Library Association conference is coming up at the end of October. I will be there Wednesday through Friday and will present on Friday – "Staying Connected through a Pandemic and Beyond". Carrie, Debra and Peggy are going for the day on Thursday so the library will be closed October 27 so that everyone can go.

Make sure if you haven't signed Paul's thank you card yet, that you do at the meeting. I need to get it sent to him.

# GODDARD PUBLIC LIBRARY

## August 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					1285	1589	921	2225
Fiction	559	447	497	511	592	705	704	656					4671	5731	4757	7671
Periodicals	18	22	13	13	18	24	26	26					160	249	467	1086
Audio Books	20	15	21	13	29	30	23	18					169	208	280	583
Videos/ DVD	204	185	205	201	209	295	367	252					1918	2890	2209	2609
<b>JUVENILE</b>																
Non-fiction	506	444	679	601	710	1429	769	653					5791	6136	1883	4695
Fiction	1539	1841	1760	1673	1941	3692	2965	2399					17810	19169	10212	18618
Periodicals	14	16	14	17	2	7	14	9					93	48	22	237
Videos/ DVD	65	50	66	44	53	82	96	74					530	579	541	1329
Audio	14	5	9	5	12	18	29	15					107	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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32534</b>	<b>36743</b>	<b>21348</b>	<b>39121</b>

Computer	111	65	143	156	172	137	165	194					1143	1015	1543	5045
Wireless	113	94	118	108	113	143	130	134					953	1204	1123	1724
													2096	2219	2666	6769

Reference Question	238	190	260	219	210	267	273	212					1869	2669	2954	2653
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### INTERLIBRARY LOAN

Books Loaned	338	280	260	299	211	368	374	338					2468	4075	3708	548
Unfilled	0	0	0	1	1	0	2	2					6	17	29	9
Books Borrowed	195	244	350	206	326	287	332	350					2290	2841	2236	828
Unfilled	0	0	0	0	0	0	2	0					2	10	0	8

NEW LIBRARY CARDS	36	27	45	132	65	92	67	60					524	503	218	360
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### MATERIALS ADDED

Adult	81	17	86	137	122	80	42	111					676	876	620	747
Juvenile	67	29	43	50	89	47	68	88					481	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>1157</b>	<b>1631</b>	<b>1406</b>	<b>1536</b>

LIBRARY ATTENDANCE	1143	963	1383	1366	1664	3167	2348	2147					14181	12709	7860	24302
Children	1130	973	709	865	1329	1336	1235	449					8026	20495	8597	3778
Other	931	249	358	621	43	767	739	835					4543	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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26750</b>	<b>44992</b>	<b>23600</b>	<b>28308</b>

April Hernandez

DIRECTOR

25 programs

### ATTENDANCE

	J	F	M	A	M	J	J	A	S	O	N	D					
Vickie Luthi	+	+	+	+	+	EX	EX	+									2
Stephanie Mount	+	+	+	+	EX	+	+	+									1
Lisa Fouts	+	+	+	LI	+	+	+	+									2
Kate Morgan	EX	+	EX	+	+	EX	+	+									1
Frank Petsche	+	+	+	EX	+	EX	+	+									2
Tegan Ulmen	+	+	+	+	EX	+	+	+									finish 22
Tamera Judd	+	AB	EX	+	EX	+	+	+									1
Margo Rakes	+	+	+	+	+	+	+	+									1
Connie Brake					+	+	+	+									finish 23
Sherry Lauer	+	+	+	+	+	+	+	EX									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
108	<b>Program</b>	<b>Attendance</b>	<b>Kits</b>	<b>Outreach</b>			<b>Virtual Engagement</b>	
109	<b>August</b>							
110	StoryTime	43	35					
111	Launch Pad		9	9				
112	StoryTime	45						
113	TAAG		10	10				
114	StoryTime	59	35					
115	Peas in a Pod		10	10				
116	Amelia		26	26				
117	StoryTime	66	35				47	
118	1000 Books						14	
119	Puppet Theater						16	11 programs
120								
121		213	160	59			30	



### Children 6-12 years Programs

	A	B	C	D	E	F
40	<b>August</b>					
41						no programs

### Teen 13-18 years Programs

	A	B	C	D	E
53	<b>Program</b>	<b>Attendance</b>	<b>Post Engagements</b>	<b>Kits</b>	
54	<b>August</b>				
55	LEOs	7			
56	TAB	14	14		
57					2 programs

### Adult Programs

	A	B	C	D	E	F
86	Program	Attendance	Outreach	Partner	Virtual Engagement	
87	<b>August</b>					
88	Conference Pres	47				
89	TIES	7				
90	Wine/Card Making	11				
91	Book Edge	10				
92	Dove Cart		8			
93	Dove Book Club		5			
94	Library Board Meeting	11				
95	Book Promotion				92	
96	Quarterly enews	261			26	9 programs
97						
98		347	13			

### General Programs

	A	B	C	D	E	F
59	<b>Program</b>	<b>Attendance</b>	<b>Partner</b>	<b>Virtual Engagement</b>	<b>Virtual Views</b>	
60	<b>August</b>					
61	End of SRP party	125		153		
62	National Night Out	350				
63	Master of Minutes			59		
64		475				3 programs

**Introducing Your New Insights To Overview**

You can track paid and organic reach, learn a lot about your current and potential audience, and see how your content is performing across Facebook and Instagram.

[See All Insights](#)

Followers

Likes

Reach

**Orders and Messages Insights Unavailable**

Due to privacy rules in some regions, the reporting of messaging-related insights are unavailable right now. Businesses may see impact to reporting on message and order data. Affected metrics will show a "—" in place of affected data.

[Learn more](#)

Video Views

Actions on Page

Posts

Branded content

Events

Videos

**Page Summary** Last 28 days

[Export Data](#)

Results from **Aug 6, 2022 - Sep 2, 2022**

Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

Organic Paid

**Actions on Page**

August 6 - September 2

2

Total Actions on Page **33%**



Messages

Orders

**Page Views**

August 6 - September 2

215

Total Page Views **65%**



**Page Likes**

August 6 - September 2

31

Page Likes **121%**



**Post Reach**

August 6 - September 2

3,264

People Reached **28%**



**Story Reach**

August 6 - September 2

[Get Story Insights](#)

See stats on how your Page's recent stories have performed.

[Learn more](#)

**Recommendations**

August 6 - September 2

1

Recommendations **50%**



**Post Engagement**

August 6 - September 2

718

Post engagement **70%**



**Videos**

August 6 - September 2

197

3-Second Video Views **1213%**



**Page Followers**

August 6 - September 2

33

Page Followers **106%**



**Ad results have moved**

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[Visit Ad Center](#)

**Your 5 Most Recent Posts**

[Create post](#)

Published	Post	Type	Targeting	Reach	Engagement	Promote
09/03/2022 11:16 AM	New on the shelf or coming soon.			39	1 0	<a href="#">Boost post</a>

Reach: Organic / Paid

Post Clicks

Reactions, Comments & Shares

Date	Time	Post Content	Reactions	Comments	Shares	Action
09/02/2022	12:09 PM	<b>Overview</b>	80	0	1	Boost post
09/02/2022	10:26 AM	Goddard Public Library was live. Followers	361	59	33	Boost post
09/01/2022	11:06 AM	Can't join us for Stockton on Monday? Each month we will post a Reach	62	1	1	Boost post

Pages to Watch

Compare the performance of your Page and posts with similar Pages on Facebook.

Page	Profile Picture	Name	Total Page Likes	From Last Week	Posts this week	Engagement this week
1		Wichita Paranormal Res...	5K	100%	0	44
2		Goddard Police Depart...	3.2K	100%	0	13
YOU 3		Goddard Public Library	1.6K	100%	16	414
4		Cheney Public Library	689	100%	0	0

Suggested Pages to Watch

+		Derby Public Library	3.9K			Watch Page
+		Arkansas City Public Lib...	1.9K			Watch Page
+		Andover Public Library	2.8K			Watch Page
+		Eureka Public Library	952			Watch Page
+		Bradford Memorial Library	1.4K			Watch Page

Total Followers 1780  
 Likes 1608  
 Instagram Followers 283

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**Introducing the Go Goddard Community Card!**

2 messages

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**Goddard Chamber of Commerce** <chamber@goddardkansas.us>  
Reply-To: Goddard Chamber of Commerce <chamber@goddardkansas.us>  
To: director@goddardlibrary.com

Tue, Aug 9, 2022 at 4:23 PM



**Introducing the  
Go Goddard  
Community Card!**





Dear Goddard Chamber Members!

At the Goddard Chamber we're always looking for innovative ways to grow our members' businesses and build community. To that end, we're excited to introduce the [GO Goddard Community Card!](#)

Consumers can purchase the Card as gifts or for self-use, and companies can use it for employee rewards, anniversary gifts, customer appreciation, survey incentives, contests and anything they might have used a gift card for – but the dollars stay local and benefit our shops and businesses and our Community.

People will purchase the Cards online and email, text or print them for use in your shops and restaurants. To accept the Cards you need to be able to process a key-entry (like a phone order) Mastercard, and you are paid through your credit card bank in your normal settlement, with your normal Mastercard CNP processing fee. The Cards only work at participating merchants, i.e. those who opt-in.

**There is no cost to you to participate in the program, but you must be a member of the Goddard Chamber of Commerce.**



	A	B	C	D	E	F	G	H	I	J	K	L
1	GPL											
2	BUDGET REPORT											
3	8/31/2022											
4												
5	MONTH:											
6	8											
7	COLUMN:											
8	I											
9												
10	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
11	CATEGORY	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
12		JANUARY	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.	NOV.
13												
14												
15												
16	Accounting	\$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			
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			
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			
23	Community Relations	\$1,922.25	\$366.48	\$259.64	\$523.34	\$151.71	\$91.92	\$380.53	\$441.67			
24	Programming	\$255.05	\$399.96	\$531.20	\$337.58	\$557.13	\$188.24	\$291.42	\$206.29			
25	Technology			\$14.99			\$30.00	\$199.79	\$250.00			
26	Continuing Education	\$22.90	\$31.13	\$30.00		\$57.48		\$30.00				
27	Licensing	\$387.00	\$795.00									
28	Memberships	\$55.00							\$290.00			
29	Mileage/Meals	\$119.46	\$83.66	\$50.31	\$78.16	\$142.80	\$58.38	\$28.31	\$66.67			
30	Postage	\$58.00	\$3.12	\$1,450.00	\$61.19				\$3.95			
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			
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			
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			
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			
38	Workman's Comp		\$269.00									
39	Unemployment	\$25.97			\$31.02				\$29.55			
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	\$ -	\$0.00	\$0.00
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	\$454.60	Materials, Programming					\$454.60		\$320.79	\$217.64				
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													
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					\$202.50									
14															
15	Lion's Club	\$4,550.00	Lions Bookmobile sponsor								\$2,704.04				
16	Walmart	\$1,000.00	WM Bookmobile sponsor												
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												
28															
29	<b>SRP</b>														
30	Mel Hambilton Ford	\$400.00							\$400.00						
31	T&T	\$400.00								\$400.00					
32	W Wichita Opt														
33	Goddard Vet	\$200.00					\$200.00								
34	Universal Products	\$200.00					\$200.00								
35	Hanson Ortho	\$200.00					\$200.00								
36	Vrana	\$100.00					\$42.93		\$52.40						
37	Mayer Specialty Services	\$200.00	Spa/Hotel gift certificate for gala			\$200.00									
38	Collier Agency, Iron Nutritio	\$250.00	Kickoff					\$250.00							
39															
40		\$31,403.68		\$3,660.73	\$2,550.83	\$1,744.43	\$2,020.51	\$2,188.34	\$2,372.30	\$2,726.10	\$4,946.49	\$0.00	\$0.00	\$0.00	\$0.00