

**Goddard Public Library Board Meeting Agenda**  
**May 9, 2022 @ 7:05 pm**  
**Join Zoom Meeting**

<https://us02web.zoom.us/j/81912297582?pwd=TjVvVDJnd25LeU1pTXN3N0ZnbU1wdz09>

**Meeting ID 819 1229 7582**

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting March 14, 2022
4. Citizen Comments
5. Correspondence and communications –
6. Director’s Report
  - a. Circulation Report
7. Financial Report
8. Old Business
  - a. Friends/Foundation update – are meeting the 3<sup>rd</sup> Wednesday of each month @ 6 pm. – No meeting in April. Some will attend a Friends meeting May 16.
  - b. City updates
  - c. Bookmobile update
  - e. Digitization project update
  - f. Trustee Academy
  - e. New Board member – Connie Brake will be official after May 16 CC meeting
9. New Business
  - a. Ballet in the Park
  - b. Book Sale
10. As may be presented
11. Executive Session

\*Next meeting is June 13, 2022.

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

## Goddard Public Library Board Meeting Agenda

April 14, 2022

1. Meeting began at 7:05 pm. Lisa Coyne, Margo Rakes, Sherry Lauer, Vicki Luthi, Tamera Judd, Kate Morgan, Lisa Fouts, Stephanie Mount and April Hernandez were present. Fank Petsche was absent.
2. Approval of Agenda: Lisa C. motioned to approve, and Stephanie seconded. All present approved.
3. Approval of Minutes: minutes were approved after corrections were made to fix spelling errors.
4. Citizen comments: none.
5. Correspondence and Communication:
  - a. BCBS – April could get new health insurance at the end of the year though BCBS and the City Chamber if there is enough interest and it is affordable coverage. This would be a part of a statewide program and should lessen her costs.
  - b. The State Library sent their yearly grant of \$1,420.98.
  - c. State Senator Dan Kerschen stopped by the library and was given a tour.
6. Director's Report:
  - a. We received our SCKLS Grant-In-Aid allocation contract. The library will receive \$6,892 more than last year. The increase in funding comes from them looking at all our numbers for materials and programming not just the numbers from our district.
  - b. We have a third Tanganyika pass in circulation, this one was sponsored by Mrs. Cole's.
  - c. We have sponsored the fall high school sports shirts for both GHS and EHS. April submitted our new logo, and the cost will be \$500.
  - d. April will be going to the Montana Library Association Tri-Conference in August. She will be presenting her Talk on Embedding Your Library in Your Community.
  - e. The WALA Annual Tanner Symposium was cancelled.
  - f. Hannah has given her notice which means we have a new job opening.
  - g. Megan will come back at the end of May and will work part-time.
  - h. The Gala was a great success, (\$4,293.26) and we look to have the next one during the second weekend of November 2023.
  - i. The new sign will be installed soon.
7. Financial report: Lisa F motioned to approve, and Margo seconded the motion. All present approved.

8. Old Business:
  - a. Friends/Foundation: They discussed the book sale that will happen on May 7<sup>th</sup> during the city-wide garage sale. It will be open from 9am to 1pm and there will also be snacks and water for sale.
  - b. City update- the new community center was not on the agenda. The city council meets the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month at 7pm.
  - c. Bookmobile: There are new photos on the website. The desk has been started and the stairs are done.
  - d. The digitization project is due Friday April 14<sup>th</sup> and should be complete.
  - e. A Board Member Exit Interview has been created and Tamara motioned to approve, and Kate seconded the motion. The board approved.
9. New Business:
  - a. The Children's Internet Safety policy has been added to the library policies. Lisa F. motioned to approve; Tamara seconded. Approved 7-0.
  - b. Reconsideration of materials form was approved. Lisa F. motioned to approve; Margo seconded. Approved 7-0.
  - c. Access to the Trust Academy has been emailed out to all board members. Don't forget to sign up.
  - d. SCKLS sent their 2021 Values of Services Statement. They provided us \$23,761 worth of technical, continued education, and interlibrary services.
  - e. New board member application from Connie Brake was approved by the Board. Stephanie motioned to approve, and Kate seconded.
10. As may be presented:
  - a. the ARPA Final Grant Report was submitted. A copy was included in the April Board packet.
  - b. The Times Sentinel 2022 Progress Edition is being put together. April suggested we take out a ½ page story. The cost will be \$290.00 and will come from the community relations budget. The motion to approve was made by Kate and seconded by Margo. Approved 7-0.
11. Executive session: At 8:25 pm the board went into executive session to discuss Health Insurance compensation for the Director. The motion for an executive session was made by Kate and seconded by Lisa C. Approved 7-0.

The Board meeting ended at 8:40pm. Kate motioned to end the meeting and Margo seconded the motion. Approved 7-0.

## Director's Report May 2022

We had Oak Street over the last week in April. It was busy and the kids had fun. Everyone is very excited about summer reading.

Mark your calendars for September 9<sup>th</sup>. There will be a ballet in the park performed by Ballet Wichita. The City is paying the ballet company fee. The library will work on getting some large lawn games and the Lions will have the train running. More details to come.

Carrie was at CDS all day on Tuesday promoting summer reading. She also attended their BBQ and handed out information.

We have purchased some soft modular seating for over by the stairway. We used the money from the Jaax memorial and had to use a little from the budget.

Neighbors United – Carrie and her family, plus Peggy and I worked on the flower beds out front. We pulled all the flowers and bushes except the main ones toward the windows out. Chad trimmed the trees. We are working on getting Public Works to put down weed guard and hopefully get some rock to fill in the beds to make maintenance easier and the front look better.

I was accepted into the PhD program at Dominican University for Information Studies. I will be starting the program in the Fall and will be gone the weekend of September 10<sup>th</sup>-11<sup>th</sup>.

# GODDARD PUBLIC LIBRARY

April 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									490	1589	921	2225
Fiction	559	447	497	511									2014	5731	4757	7671
Periodicals	18	22	13	13									66	249	467	1086
Audio Books	20	15	21	13									69	208	280	583
Videos/ DVD	204	185	205	201									795	2890	2209	2609
<b>JUVENILE</b>																
Non-fiction	506	444	679	601									2230	6136	1883	4695
Fiction	1539	1841	1760	1673									6813	19169	10212	18618
Periodicals	14	16	14	17									61	48	22	237
Videos/ DVD	65	50	66	44									225	579	541	1329
Audio	14	5	9	5									33	144	56	68
Other													0			
<b>TOTAL</b>	<b>3069</b>	<b>3129</b>	<b>3410</b>	<b>3188</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12796</b>	<b>36743</b>	<b>21348</b>	<b>39121</b>

Computer	111	65	143	156									475	1015	1543	5045
Wireless	113	94	118	108									433	1204	1123	1724
													908	2219	2666	6769

Reference Question	238	190	260	219									907	2669	2954	2653
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**INTERLIBRARY LOAN**

Books Loaned	338	280	260	299									1177	4075	3708	548
Unfilled	0	0	0	1									1	17	29	9
Books Borrowed	195	244	350	206									995	2841	2236	828
Unfilled	0	0	0	0									0	10	0	8

NEW LIBRARY CARDS	36	27	45	132									240	503	218	360
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**MATERIALS ADDED**

Adult	81	17	86	137									321	876	620	747
Juvenile	67	29	43	50									189	755	786	789
<b>TOTAL</b>	<b>148</b>	<b>46</b>	<b>129</b>	<b>187</b>				<b>0</b>					<b>510</b>	<b>1631</b>	<b>1406</b>	<b>1536</b>

LIBRARY ATTENDANCE	1143	963	1383	1366									4855		7860	24302
Children	1130	973	709	865									3677		8597	3778
Other	931	249	358	621									2159		7143	228
<b>TOTAL</b>	<b>3204</b>	<b>2185</b>	<b>2450</b>	<b>2852</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10691</b>	<b>0</b>	<b>23600</b>	<b>28308</b>

April Hernandez

DIRECTOR

36 programs

**ATTENDANCE**

	J	F	M	A	M	J	J	A	S	O	N	D						
Vickie Luthi	+	+	+	+														2
Stephanie Mount	+	+	+	+														1
Lisa Fouts	+	+	+	LI														2
Kate Morgan	EX	+	EX	+														1
Frank Petsche	+	+	+	EX														2
Lisa Coyne	+	+	+	+														finish 22
Tamera Judd	+	AB	EX	+														1
Margo Rakes	+	+	+	+														1
Connie Brake																		finish 23
Sherry Lauer	+	+	+	+														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
55	<b>April</b>							
56	StoryTime	28	30		3	52		
57	Launch Pad		10	10				
58	Moms Day Out x 2		48	48				
59	Kensler x 2		52	52				
60	StoryTime	37	30		2	56		
61	CDS x 2			cancelled				
62	RCC x 2		47	47				
63	StoryTime	13	30		4	78		
64	TAGG							
65	Peas in a Pod		10	10				
66	StoryTime	35	30		2	34		
67	BTST Virtual				4	38		
68								
69		113	287	167	15	258		14 programs

**Children 6-12 years Programs**

	A	B	C	D	E	F
9	<b>April</b>					
10	Scouts/Flower beds	15				
11						
12		15				1 program



Teen 13-18 years Programs

	A	B	C	D	E	F
20	<b>April</b>					
21	LEOS	10				
22	TAB	4				
23	Leos	7				
24	TAB	4				
25						
26		25				4 programs

### Adult Programs

	A	B	C	D	E	F
45	<b>April</b>					
46	Wine & Yoga	11				
47	Books & Beyond	Cancelled				
48	Book Edge	8				
49	Dove		6			
50	Dove Book Club		3			
51	Board Meeting	10				
52	FF Board Meeting	Cancelled				
53	Book Promotion				54	
54	SRP Promotion				68	
55	Mural News				36	
56	Sign				242	
57						
58					400	9 programs

**General Programs**

	A	B	C	D	E	F	G
21	<b>April</b>						
22	National Library Week					872 reached	
23	Bonding Thru Board games	8					
24	Movement Class	17					
25	Botanica Virtual Field Trip			35	51		
26	Tanganyika Virtual Field Trip			18	32		
27	Oak Street	330					
28	Neighbors United	6					
29	Cookie Decorating	22					
30	Scouts cleaning med equip	18					
31	SRP Preregister	99					
32							
33		500		53	83		10 programs

**Lifetime Total Likes    Daily New Likes    28 Days Page Engaged Users**

Lifetime: The total number of likes    Daily: The number of new likes    28 Days: The number of people who engaged with the page in the last 28 days

1468	1	847
1469	1	834
1469		829
1469		822
1470	1	611
1472	2	531
1472		471
1472		433
1473	1	479
1474	1	492
1475	1	493
1474		497
1474		504
1474		495
1474		498
1476	2	479
1477	1	433
1478	1	433
1479	1	436
1479		439
1481	2	441
1482	1	422
1483	1	417
1484	1	413
1484		406
1485	1	397
1485		380
1488		366

**28 Days Total Reach                      28 Days Total Impressions    Weekly Logged-in Page View**

28 Days: The number of people 28 Days: The number of times ; Weekly: Page Views from users

8617	37303	117
8636	35761	112
8612	35619	109
8679	35647	104
6581	29876	89
5849	27151	75
5448	24357	66
4806	22065	55
4795	21339	63
4785	20977	67
5171	20900	69
6245	21846	65
6212	22862	119
6299	22204	122
6921	23502	146
6945	23182	149
6925	22244	143
6891	22383	147
7175	23485	162
7270	23699	124
7350	23632	132
7186	22717	117
7216	22449	104
7191	22259	105
7176	22057	98
7102	21056	100
6957	19647	
6775	18518	

**Weekly Logged-in Page View 28 Days Reach Of Page Post: 28 Days Total Impressions o**

Weekly: Page Views from users 28 Days: The number of people 28 Days: The number of times )

42	8070	35061
40	8074	33524
37	8026	33394
35	8122	33422
35	6127	27684
34	5392	24995
28	5275	23256
26	4684	21159
28	4734	20531
34	4744	20221
33	4880	20166
32	6129	21140
39	6133	22125
45	6222	21517
48	6839	22808
51	6860	22502
47	6852	21596
48	6814	21738
48	6796	21696
44	6751	21369
45	6802	21163
45	6594	20115
40	6463	19625
38	6428	19404
36	6405	19201
35	6335	18239
	6170	16861
	5951	15739

**28 Days Total Consumers    28 Days Page Consumptions    28 Days Total Check-Ins**

28 Days: The number of people    28 Days: The number of clicks    28 Days: Total check-ins at you

651	1232	2
640	1188	2
636	1183	2
631	1175	2
461	891	2
401	733	2
355	642	
333	590	
347	603	
349	607	
349	614	
354	631	
362	653	
360	641	
363	671	
343	640	
292	550	
293	558	
292	549	1
288	551	1
285	535	1
258	489	1
250	473	1
247	470	1
242	459	1
237	439	1
220	402	1
213	383	1

**28 Days Total Organic Views 28 Days Total Video Views 28 Days Total Auto-Played V**

28 Days: Number of times a vic 28 Days: Total number of times 28 Days: Number of times an a

352	352	314
346	346	308
346	346	308
346	346	308
307	307	274
299	299	266
293	293	260
253	253	226
243	243	217
243	243	216
243	243	216
255	255	223
272	272	239
269	269	236
294	294	251
341	341	290
347	347	296
348	348	300
332	332	288
330	330	285
328	328	283
357	357	308
364	364	314
369	369	319
368	368	318
389	389	341
390	390	342
386	386	339



**28 Days Total Clicked Views 28 Days Video Repeats**

uto-played video has been viewed for more than 3 seconds (Total Count)

38	161
38	157
38	157
38	158
33	141
33	133
33	132
27	104
26	99
27	98
27	98
32	110
33	121
33	119
43	139
51	172
51	176
48	177
44	169
45	167
45	166
49	189
50	193
50	197
50	197
48	209
48	211
47	209

	A	B	C	D	E	F	G	H	I	J	K	L
1	GPL											
2	BUDGET REPORT											
3	4/30/2022											
4												
5	MONTH:											
6	4											
7	COLUMN:											
8	E											
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							
17	Automation/Internet											
18	Maintenance		\$342.20									
19	Bookmobile											
20	Supplies	\$346.18	\$408.82	\$81.40	\$329.66							
21	Utilities/Telephone	\$369.95	\$557.00	\$1,451.32	\$1,614.80							
22	Materials	\$1,818.48	\$1,655.98	\$1,428.33	\$1,300.00							
23	Community Relations	\$1,922.25	\$366.48	\$259.64	\$523.34							
24	Programming	\$255.05	\$399.96	\$531.20	\$337.58							
25	Technology			\$14.99								
26	Continuing Education	\$22.90	\$31.13	\$30.00								
27	Licensing	\$387.00	\$795.00									
28	Memberships	\$55.00										
29	Mileage/Meals	\$119.46	\$83.66	\$50.31	\$78.16							
30	Postage	\$58.00	\$3.12	\$1,450.00	\$61.19							
31	Website	\$156.87										
32	Capital Improvement											
33	Board Insurance/Bond											
34	Director Health Benefit	\$550.00	\$550.00	\$550.00	\$550.00							
35	Payroll Taxes	\$2,899.11	\$2,252.86	\$2,182.07	\$2,442.16							
36	Retirement	\$1,617.29	\$1,218.21	\$1,176.10	\$1,293.12							
37	Salaries	\$8,774.57	\$7,019.95	\$7,156.94	\$7,845.29							
38	Workman's Comp		\$269.00									
39	Unemployment	\$25.97			\$31.02							
40	Bank Fee	\$9.95	\$9.95	\$9.95	\$9.95							
41												
42		\$19,508.03	\$16,083.32	\$16,492.25	\$16,536.27	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	\$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		



