

**Goddard Public Library Board Meeting Agenda
February 13, 2023 @ 7:05 pm**

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting January 9, 2022
4. Citizen Comments
5. Correspondence and communications – too many to list
6. Director's Report
 - a. Circulation Report
7. Financial Report
8. Old Business
 - a. Friends/Foundation update – are meeting the 1st Tuesday of each month @ 5:30 pm. – no plant sale this year
 - b. City updates – Sherry & Earl Goddard Gratitude Award
 - c. Annual Report
 - d. Bathrooms/floors
9. New Business
 - a. Addition to chain of command
 - b. StoryWalk permanent signs
 - c. Operations manual
 - d. Collection Development policy updates
 - e. Chain of command update
 - f. New Board member applications
10. Executive Session
11. As may be presented

*Next meeting is March 13, 2023.

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

Goddard Public Library Meeting Minutes

January 9, 2023

1. Roll Call: Connie Brake, Sherry Lauer, Kate Morgan, Frank Petsche, Margo Rakes, Stephanie Mount, Tegan Ulmen, Vicki Luthi, Lisa Fouts, and April Hernandez, were present.
2. Approval of Agenda: Kate motioned to approve; Tegan seconded. All approved.
3. Approval of Minutes of Regular Meeting December 12, 2022: no changes
4. Citizen Comments: none
5. Correspondence and communications:
 - a. Renn & Co – Insurance to park the mobile library in Pathway’s parking lot once a month.
 - b. Overdrive – updated our contract for ebooks and audiobooks.
6. Director’s Report:
 - a. April submitted the homebound flyers to Holy Spirit and Pathways. Holy Spirit will distribute them to their homebound parishioners, she had not heard back from Pathways. Carrie will deliver the flyer to TAAG and Reliance when she is there doing outreach.
 - b. The library was featured on page 47 of the Times-Sentinel Progress Edition.
 - c. The mobile library schedule is:
 - i. 1st Thursday of the Month – Reliance Church
 - ii. 3rd Wednesday of the Month – Pathway Church
 - iii. 3rd Friday of the Month – at TAAG Church
 - d. The plan is to work up a September to May schedule and a June to August schedule to accommodate the summer reading program.
 - e. Sherry reached out to Brian Thatcher about the City purchasing new tables and chairs for the library. April followed up with him and plans to reach out a second time. These would be able to fold up for storage.
 - f. Our winner of the annual survey drawing was Ashley S. The winners from the Friends drawing from their membership drive are Marcia A. and Aja F.
 - g. The public works director is going to ask the city council for funds to replace most of our old pipes to fix a persistent leak from corrosion. The walls in all three bathrooms will also be replaced.

- h. April is completing the annual state report, the library's annual report, and the yearly report for the City Council.
- 7. Financial Report: Frank motioned to approve; Margo seconded. All approved.
- 8. Old business:
 - a. Friends/Foundation meet the 1st Tuesday of each month @ 5:30 pm.
 - b. They are working to update their bylaws.
 - c. They have over 60 members after their membership drive in December.
 - d. They are working on the following events for the year:
 - i. Plant sale in April
 - ii. Book sale in May and October
 - iii. An open house in February
 - iv. The Gala in October or November
 - e. City updates – The city has filed a quick claim for land for the proposed community center.
 - f. There were 103 participants in the annual survey.
 - g. Kate presented the Strategic Plan for 2023.
- 9. New Business:
 - a. There is a leak in the bathroom.
 - b. April will present the Annual report to the City Council on Jan 16.
 - c. 2023 budget approval. Kate motioned to approve. Tegan seconded the motion all approved.
- 10. Executive Session: Kate motioned for the board to enter an Executive Session at 8:13 pm until 8:38. Sherry seconded the motion and all approved.
- 11. As may be Presented: none.

Kate motioned to adjourn the meeting at 8:50. Margo seconded the motion. All approved.

Director Report February 2023

Carrie has gotten permission from the City to have the firetrucks come down to Linear Park this summer for a water play day.

While filling out the Grant-in-Aid information for SCKLS patron numbers are looking better for registered in town users.

47% - non-residents

53% - residents

Total patron count is 3404, with 1793 being residents of Goddard and 1611 living outside of Goddard.

The Lions Club car show is April 1st. The library will be closed since the street will be closed off during normal open hours.

We just received two Wichita Art Museum passes. They are cataloged for checkout. Admission to the art museum is always free but these passes get people into the special exhibits that cost.

We will have to replace another hotspot. We had two that we thought we would have to replace but one came back. We will replace that one and get 4 more. Three of those will go in the backpacks with the chrome books and the other will be for individual checkout.

I spoke to the Mayor about earmarking some of the budget funds that Thatcher used for library/city events to the library. This would fund at least one movie in the park during summer reading and one other special event like ballet in the park. He said they would see about increasing the amount we had used in the past.

The Mobile Library is having at 1st Choice Trailers having the sealant on the roof replaced, a small propane leak fixed, and the air conditioner serviced. We will have to do a coating on the roof when it warms up and we also need to get the generator serviced.

I have posted the Director opening on our website and on LinkedIn, Facebook and the Association of Rural and Small Libraries.

I have spoken to Terry at the City and she is writing up a permission document for Wine nights. We have the ordinance stating that the City Administrator can give permission to exempt us but we never received a signed document from Brian. She will get this signed so we have a record of it. I have added a copy of the ordinance to the ordinance folder on the Director computer under Documents.

I have been working on an operations manual for everyone. Hopefully I will have it done before the 17th.

I want to thank you all for being a very supportive board and for being willing to take chances on new ideas/projects. I will miss you all and look forward to the Library having

continued growth for many years to come. I know you will keep it moving in the right direction and make sure it is a valued resource for the community and continues engagement within the community. If you ever need anything, I am just an email away and more than willing to help if I can.

April

GODDARD PUBLIC LIBRARY January 2023

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023	2022	2021	2020
Non-fiction	157												157	1589	921	
Fiction	535												535	5731	4757	
Periodicals	18												18	249	467	
Audio Books	10												10	208	280	
Videos/ DVD	306												306	2890	2209	
JUVENILE																
Non-fiction	666													666	6136	1883
Fiction	1742													1742	19169	10212
Periodicals	13													13	48	22
Videos/ DVD	74													74	579	541
Audio	8													8	144	56
Other														0		
TOTAL	3529	0	0	0	0	0	0	0	0	0	0	0		2503	36743	21348

Computer	146													146	1015	1543
Wireless	126													126	1204	1123
														272	2219	2666

Reference Question	204													204	2669	2954
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INTERLIBRARY LOAN

Books Loaned	354													354	4075	3708
Unfilled	0													0	17	29
Books Borrowed	333													333	2841	2236
Unfilled	0													0	10	0

NEW LIBRARY CARDS	53													53	503	218
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MATERIALS ADDED

Adult	63													63	876	620
Juvenile	48													48	755	786
TOTAL	111	0	0	0										111	1631	1406

LIBRARY ATTENDANCE	1524													1524	12709	7860
Children	901													901	20495	8597
Other	995													995	11788	7143
TOTAL	3420	0	0	0	0	0	0	0	0	0	0	0		3420	44992	23600

April Hernandez
DIRECTOR

46 programs

ATTENDANCE

	J	F	M	A	M	J	J	A	S	O	N	D					
Vickie Luthi	+																
Stephanie Mount	+																
Lisa Fouts	+																
Kate Morgan	+																
Frank Petsche	+																
Tegan Ulmen	+																
Margo Rakes	+																
Connie Brake	+																
Sherry Lauer	+																
April Hernandez	+																

EX- excused EO- early out LI- late in CA- cancelled AB - Absent

Children 0-5 Programming

	A	B	C	D	E	F	G	H	I
1	Program	Attendance	Kits	Outreach	Virtual Live	Virtual Views	Virtual Engagement		
2	January								
3	StoryTime	39	35						
4	Reliance -		24	24					
5	Reliance -		25	25					
6	Launchpad -		10	10					
7									
8	StoryTime	30	35						
9	Kensler - x 2		57	57					
10	CDS - x 2		44	44					
11	Explorer - x 2		65	65					
12	StoryTime	48	35						
13	Virtual StoryTime					6			
14	TAGG - Outreach		14	14					
15	Movement Class	21							
16	StoryTime	55	35						
17	Speech Screen	7							
18	Peas in a Pod		10	10					
19	Amelia		18	18					
20		200	407	267	0	6	0		24 programs

Teen Programming

	A	B	C
1	Program	Attendance	
2	January		
3	TAB	5	
4	TAB	13	
5	VNS x 2	4	5 programs
6	Leo's	5	
7		27	

Adult Programming

	A	B	C	D
1	Program	Attendance	Outreach	Partner
2	January			
3	Books & Beyond	9		
4	Book Edge	8		
5	Dove - Outreach		10	Dove Estates
6	Dove Bookclub		7	
7	Board meeting	10		
8	FF Board meeting	5		
9	Book Promotion			
10	Mobile Library Pro.			
11	eNewsletter		311	
12	TIES x 2	18		
13	New Year New Recipes	9		
14		59	328	

General Programming

	A	B	C	D
1	Program	Attendance	Partner	Virtual Engagement
2	January			
3				
4	Beanstack			31
5				



Goddard Public Library

Professional dashboard

Create a post

A/B Tests

New

Page overview

Linked accounts

Fan engagement tools

Platform tools

Meta Business Suite



Inbox

24



See more

Tools to try

Moderation Assist

Nonprofit Manager

Help and guidance

Set your page up for success

New Pages guide

Business help center

Discovery

Post reach 5,127

Post engagement 1,602

New Page likes 18

New Page Followers 24

Interactions

Reactions 416

Comments 42

Shares 30

Photo views 493

Link clicks 38

Other

Hide all posts 0

Unfollows 0

	A	B	C	D	E	F	G	H	I	J	K
1	GPL										
2	BUDGET REPORT										
3	1/31/2023										
4											
5	MONTH:										
6	1										
7	COLUMN:										
8	B										
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	\$135.00									
17	Automation/Internet										
18	Maintenance										
19	Bookmobile										
20	Supplies	\$476.12									
21	Utilities/Telephone	\$1,997.90									
22	Materials	\$1,959.73									
23	Community Relations	\$937.26									
24	Programming	\$561.71									
25	Technology	\$47.60									
26	Continuing Education	\$62.15									
27	Licensing	\$612.00									
28	Memberships										
29	Mileage/Meals	\$34.40									
30	Postage	\$120.00									
31	Website	\$143.88									
32	Capital Improvement										
33	Board Insurance/Bond										
34	Director Health Benefit	\$600.00									
35	Payroll Taxes	\$2,901.28									
36	Retirement	\$1,591.51									
37	Salaries	\$9,648.72									
38	Workman's Comp										
39	Unemployment	\$29.56									
40											
41		\$21,858.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	\$0.00
42											
43									City	\$ 224,807.00	
44									carryover	\$ 20,000.00	
45									grants	\$ 14,100.00	
46									other income	\$ 5,486.00	



**GODDARD
PUBLIC
LIBRARY**

— always imagine more —

Annual Report

2022

Prepared By:

April Hernandez
Library Director

201 N Main
Goddard, KS

From the Director

2022 saw many things returning to a semblance of normal. We provided an enjoyable fundraising event for the Friends and Foundation, partnering with Pathway Church and Eisenhower High School's Theater group with approximately 80 attendees. Our programs were all in person, with some having a limit on attendees because of space concerns.

Circulation of physical and digital items increased, as did our outreach services. By the end of the year, outreach was serving 286 preschool children in 8 different locations with Traveling StoryTime and materials checkout. The edition of the Mobile Library this year makes offering outreach services much easier and opens up access to library services for individuals in the area.

Summer Reading saw an increase to 900 participants, keeping staff extremely busy in the summer months.

The outside of the library received a facelift with new panels for our digital sign and decorative rock placed in the front area.

The Teen Advisory Board started a monthly podcast, planned monthly events, and partnered with other teen organizations, such as LEOs, to host community programs and events like Halloween Fun Night.

Here's to continued growth in 2023!!!
April Hernandez

Mission, Vision, Motto

Mission - The Goddard Public Library mission is to engage the community to build strong inter-generational connections, share knowledge, inspire curiosity and encourage life-long learning.

Vision - The Goddard Public Library will be an integral part of the community, empowering our citizens by providing resources and activities that enrich, enlighten and inspire.

Motto - Always Imagine More

Core Values

Honesty, Accountability, Dependability - Always being truthful, doing what you say, accepting responsibility for achievements and failures, and helping when possible.

Innovation, Creativity, Curiosity, Knowledge - Introducing new ideas, using imagination, a strong desire to learn new things.

Loyalty - Possessing a strong feeling of support or allegiance.

Excellence - Always making sure our work is outstanding by putting forth extraordinary effort.

Teamwork, Collaboration - Working together as a team in the best interest of the Library, not the individual.

Respect, Inclusivity, Kindness - Always being kind to everyone, honoring them as individuals.

Goals 2018-2022

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

Community Hub: Build strategic collaborations to foster community engagement and create a “community hub” for activities.

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

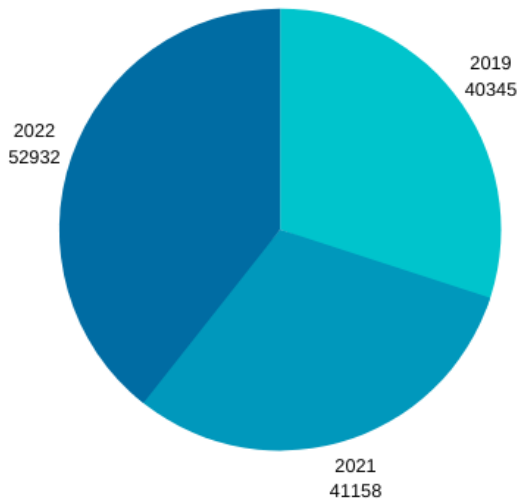
Technology: Develop technology resources to facilitate community use and discovery of library resources and services.

Dynamic Organization: Build a flexible organization that is responsive to changing community wants and needs.

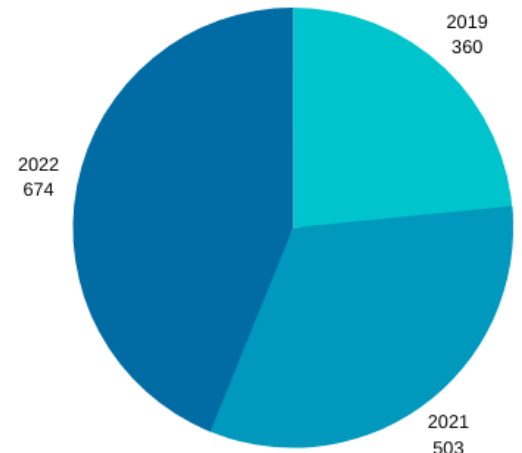
Statistical Summary

Total circulation increased from 41,158 to 52,932, an increase of 29%. New patrons for the year numbered 674, a 34% increase. The library provided 56 more programs in 2022, an increase of 14%. Lastly, computer and wifi usage is on the rise again after hitting a low of 2,219 in 2021. Usage increased to 3,070, an increase of 38%.

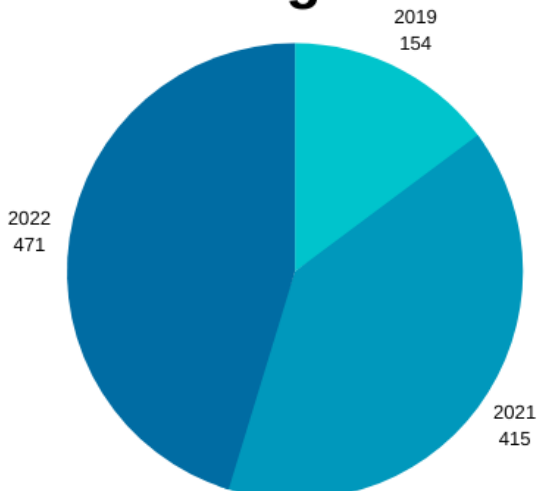
Total Circulation



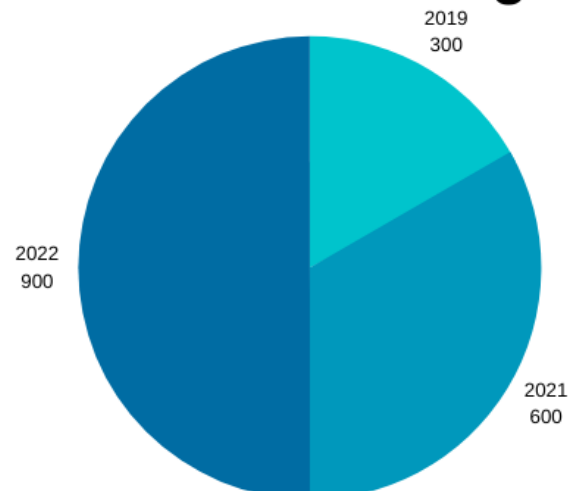
New Patrons



Total Programs



Summer Reading



2022
2021
2019

2023 Goals

2023 was meant to be the start of a new several-year strategic plan. Because of uncertainty about new building approval and budget, the library board set a strategic plan for one year.

Environment

Continue to provide a quality, welcoming Library Experience that facilitates literacy and learning while meeting the educational and informational needs of the community.

- a. Focused on the quality of our services over quantity: constantly evaluating what went well, how was it received?
- b. Update library check-out experience to include 1 self-checkout station
- c. Update Bathrooms: New toilets, sinks, and flooring.
- d. New Flooring for all the library.
- e. Update tables and chairs.
- f. Support the City of Goddard in efforts to design, finance (through our non-profit) and build a new community center/library.

Inclusion

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

- a. Children's Services
 - i. Explore once monthly weekend storytimes
 - ii. Add in 2 AWE computers to the children's area through donations/grant funding
- b. Seniors
 - i. Continue to explore opportunities for outreach services as a viable option with current staffing

c. Homebound services

- i. Partner with local resources and churches to reach the homebound with library services.

d. Work to identify key demographics we are underserving and create plan for 2024-2028 Strategic Plan.

e. Continue to partner with community members to provide quality classes and opportunities.

Community Collaboration

Maintain and Increase community collaboration and awareness.

a. Keep mobile library out in the community and being used to spread awareness of library services.

b. Permanent Storywalk in place by end of 2023

c. Foster relationships with community partners: GWC, Lions, USD 265, Boy Scouts, Girl Scouts, and Team Main Street.

d. Foster the Friends & Foundation of GPL and help with retention and involvement

- i. Support four fundraisers in 2023

e. Engage in the Goddard community

i. Create a solid volunteer base before May 2023 to help support the summer reading program and prevent staff overload.

Technology & Communication

Develop technology resources to facilitate community use and discovery of library resources and services. Be effective communicators to the community.

- a. Explore ways to create more quiet study/work spaces in existing space.
- b. Acquire 2 AWE computers for children's area.
- c. Provide the ability to do teleconferencing in Fish Bowl.
- d. Explore need and desire for Technology Support Classes.
- e. Research ways that people are finding out about our services and maintain/update our communication needs to meet those ways in 2024-2028 Strategic Plan.

Goddard Public Library Collection Development Policy

Legal Authority – The Goddard Public Library is a public library organized under the laws of Kansas and authorized under K.S.A. 12-1219 et seq. to acquire by purchase, gift or exchange, the materials and equipment deemed necessary by the board for the maintenance and extension of library services.

Library History – The Goddard Public Library was organized by the Goddard Woman’s Club in March of 1969. It joined South Central Kansas Library System in 1971. In 1985, the City of Goddard presented a bond issue for a new library building. The Library was then considered the municipal library and was no longer run by volunteers from the Woman’s Club. It hired its first MLS Librarian in April of 2019 and saw incredible growth in outreach, programs, services, and partnerships.

Community Demographics & Needs - The City of Goddard consisted of 5083 individuals at the time of the 2020 census. Currently, the population is estimated at 5373 and growing rapidly. There are currently six new developments in process, with others awaiting approval. Goddard does not have a very diverse population (census.gov).

White alone, percent	94.1%
Black or African American alone, percent(a)	0.2%
American Indian and Alaska Native alone, percent(a)	0.0%
Asian alone, percent(a)	0.1%
Native Hawaiian and Other Pacific Islander alone, percent(a)	0.0%
Two or More Races, percent	4.8%
Hispanic or Latino, percent(b)	6.9%
White alone, not Hispanic or Latino, percent	89.5%

To reach a larger percentage of minorities, the library serves one school located out of district and contacted us for services. This school is in a very diverse neighborhood in Northwest Wichita. 54% of the student population is minority and 78% qualify for free or reduced lunches. These percentages are both above the average for the state of Kansas.

Because a major highway goes through the middle of Goddard, the North and South sides are extremely divided. The schools have rivalries that are at times perpetuated by school staff. The library is located on the south side of Goddard, making it challenging to serve the North side residents. The launch of our Mobile Library will help us breach this division.

The needs of the community are many. Since it is growing so quickly community amenities are important to families with young children moving into the area. Because of the economic environment at the moment, libraries and their programming and services are more needed and valued than ever.

Specific needs are early literacy skills development, easier access to services and programs, outreach to senior communities, activities and programs for teens by teens, fun and engaging programs and services, a variety of materials for loan, support from local businesses and for local business, more weekend and evening programming. For our out-of-district school, checking out materials so that children can have books at home is very important, as well the need for extra enrichment activities. During COVID, the big need was for interaction and access. We provided this virtually and over the phone.

Library Mission & Vision - The Goddard Public Library mission is to engage the community to build strong inter-generational connections, share knowledge, inspire curiosity and encourage life-long learning. Vision – The Goddard Public Library will be an integral part of the community, empowering our citizens by providing resources and activities that enrich, enlighten and inspire.

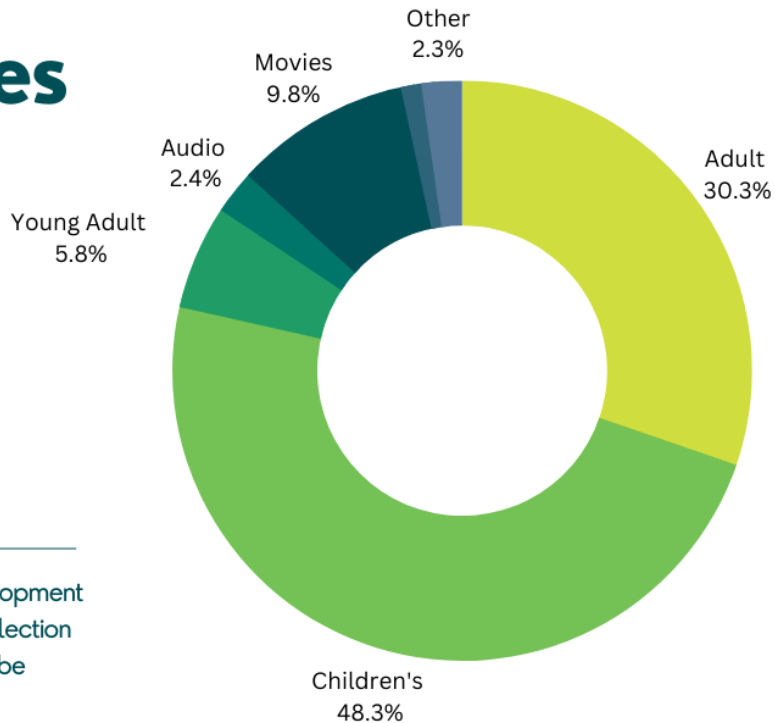
Motto: Always Imagine More

Library Collection Statistics –

2023

Collection Percentages

- **Adult**
- **Children's**
- **Young Adult**
- **Movies**
- **Audio**
- **Other**
- **Maganzines**



As part of the GPL Collection Development Policy, the percentages of each collection type are included so that these can be easily maintained or adjusted.

Goals of the Collection – Shall be as follows:

- To keep a current and relevant collection
- To serve as the primary resource center for the area
- To support and enhance educational, civic, and cultural activities
- To assess community needs and provide materials and programming to meet those needs using the GPL Annual Survey deployed at community events.
- To serve all members of Goddard and the surrounding area of Sedgwick County, those within the state of Kansas and all others who require our services
- To be a central and integral part of the community we serve
- To curate a diverse, equitable and inclusive collection
- To use creativity, enthusiasm, empathy, compassion and kindness in all that we do

Updates approved 3/14/2022

Selection Criteria and Review Sources

- *Responsibility for Selection:* While the overall legal responsibility for the materials selection policy lies with the Goddard Public Library Board, the Board delegates to the Director the responsibility for selection of materials and the development of the collection. The Director works with the other staff members to design the selection program for the Library.
- General criteria for collection development includes, but is not limited to:
 - Examination of the existing materials in the collection on the same subject to determine if additional or more current materials are needed
 - Reputation of the author, artist, publisher or producer
 - Suitability of subject, style and reading level for the intended audience
 - Current appeal and popular demand
 - Diverse authors and works will be given the same priority for selection as other material. Opening up access to diverse voices is one way libraries help combat censorship and expose patrons to the wider world
 - Present and potential relevance to the community needs
 - Availability or scarcity of materials on the subject
 - Value of the material in relation to its physical durability

Fiction: In addition to the General Selection Criteria above, the following criteria are often used for acquisition of fiction:

- Plausible plot and good plot development
- Effective characterization
- Imaginative writing and originality
- Literary merit
- Accurate description of the particular era or country in which the story is set
- Accurate descriptions of diverse and underrepresented characters
- Ability to sustain reader's interest
- Significant contribution in a new or special way if a new edition
- Hardcover are preferable when available

Children's Materials: The following criteria, when applicable, are considered when selecting materials for the children's collection:

- Appropriate materials to meet the needs and interests of children from infancy to sixth grade
- Materials of interest to adults concerned with these age groups
- Variety in points of view to enable children to better understand their world
- Materials that reflect cultural diversity and have characters that accurately represent diverse and underrepresented communities
- Materials that reflect the wide spectra of reading comprehension and maturity levels of children served.

- Hardcover are preferable when available

Young Adult: The following criteria, when applicable, are considered when selecting materials for the Young Adult collection:

- Appropriate materials to meet the needs and interests of young adults in the twelve to eighteen age group (middle school through high school); grades six through twelve
- Materials for recreational, popular and topical reading that may be related to the needs of students, but not school textbooks
- Recognition of special characteristics of this age group and the need to identify with others, peer pressure in the area of behavior and conduct, and a search for self-identity, self-worth, and independence
- Materials that reflect cultural diversity and have characters that accurately represent diverse and underrepresented communities
- A wide range of subjects, some of which could be controversial
- Hardcover are preferable when available

eResources

- Follow the above guidelines for the collection type. Analyze the Sunflower eLibrary (Libby by Overdrive) collection for addition of titles used by GPL with large wait times and purchase additional copies or similar content based on these numbers.
- Evaluate Beanstack application every 3 years to make sure it is being utilized by patrons and that Zoobean is developing new and more user friendly software.
- KanShare application – evaluate the use of this through the KanShare consortium.

Periodicals:

- Purchase periodicals that are relevant to the Goddard area
- Purchase national periodicals that are used frequently by patrons

Non Print Materials such as books on cd, playaways, ebooks and eaudiobooks: Criteria parallel those listed for General Selection Criteria are considered as well as the following:

- Ability to be understood and articulated in an interesting manner
- Ease of access, availability
- To give patrons a variety of options for content

Videos:

- Balance popular demand with quality by basing purchases on reviews & patron/staff suggestions.
- Good technical quality

- Small need for non-fiction and documentaries to present accurate, up-to-date information of interest to patrons
- Update video formats as they change (currently purchasing DVDs, Blu-ray discs)

Artwork:

- Donated to the library, the library does not purchase artwork
- Is by a local or regional artist or depicts subject matter specific to Sedgwick County or the region
- Meets high aesthetic and professional standards
- Artistic merit and reputation of the artist
- Quality of interpretation and technique of the artist

Professional Development Collection:

- The Library provides a professional development collection for staff and library board training and knowledge purposes.
- This collection will also contain materials that may be weeded from the main collection but that can still be utilized by staff for programs, services, or knowledge.
- These materials are not for general checkout. Staff and library board may check these materials out. Patrons may check out on approval of the Director.

Review Sources

- Adult, Young Adult, Children: Primary sources for selecting adult materials include but are not limited to Bookpage, Amazon, Goodreads, Kirkus reviews, Netgalley, Baker and Taylor information.
- Non Print Media: Review sources include but are not limited to Audio Editions, Netgalley, Amazon.

Acquisition

- Mobile Library – Most materials placed in the Mobile Library are either donations or items that are removed from the main collection from lack of circulation but with purchase dates and condition that makes them desirable to keep. There will be items specifically purchased for the Mobile Library at times and those items will be purchased as described by the collection development policy of the main library.
- Materials Not Purchased - The Library does not purchase certain types and formats of materials including software, 16mm films, textbooks, workbooks or artwork. However, based on demand and availability, the Library reevaluates on an annual basis the types of material formats it does and does not purchase.
- Replacements and Duplicates - A replacement is an item purchased to replace an identical title previously in the collection. ISBN numbers are used to

determine identical titles. The need for replacement in each case is judged by these factors:

- Number of copies available within the consortium. If a copy is lost or missing, the Library may not replace it if it owns another copy or if there are several copies owned by the consortium.
 - The coverage the library has on the subject. If the Library has a large collection of materials in a particular subject area, there may be no reason to replace a particular title.
 - The amount of similar material available. If numerous books are continually published on a subject, the Library may replace a missing title with a more current title.
 - Circulation of the particular item. If an item has a large amount of circulation, it is more likely to need to be replaced.
 - The demand for subject material in that subject area. It may be that the subject is so popular that the Library may replace it immediately.
 - The availability of a particular title. If a title is out-of-print and expensive to replace, the library staff may decide not to buy it.
 - When the budget permits, a copy will be ordered when request for the title from library users reaches 2 – 3 requests.
 - The Library will purchase at least two copies of books used by the schools for English assignments. This allows for easier access of the students to this material.
- Recommendations from the Public - The Director and library staff will encourage library users to recommend materials for purchase. Such recommendations for purchase will be considered under the same criteria used for the purchase of other library materials.
 - Gifts and Tax Exemptions - When gifts or donations of books or other materials are accepted, the Director and library staff will make the donor aware that donated materials may be used or disposed of as the library determines is appropriate. Determining “appropriate” use means using the same criteria set forth in the policy for the purchase of library materials. Gifts that are not added to the collection or used for Summer Reading prizes are placed in the Library book sale, recycled if damaged, or sent to the Union Mission for resale. Acceptance or decline of any other donations, not covered by written policies, are considered to be within the discretion of the Library Director.
 - Under existing law, gifts to the Library may be deductible; the deductibility is governed by the provisions of the Internal Code of 1986 as amended. The Library does not provide appraisals of books or other non-cash items. Internal Revenue Service regulations and the Tax Reform Act of 1984 (Section 155a) clearly state that the appraiser must not be the Library that receives the donated items. Donors are required to obtain a formal appraisal if the value of donated property is valued at \$5000.00 or more. If a Library sells or disposes of a gift of property or materials valued at

\$500.00 or more, the Library must file Form 8282 with the IRS within 90 days of the sale or disposal.

- The Library reserves the privilege of using cash donations in a manner that will best serve the operation of the Library and its service to the library users. If cash donations are made with request for specific materials to be purchased, the Collection Development Policy should be used to determine if the purchase is appropriate for the Library. Gifts made to the Library become the sole property of the Library and remain so until they are either added to the collection or until a decision is made by the Library about their appropriate use.
- Interlibrary Loan and Cooperation - Goddard Public Library cooperates with the KanShare Consortium, Kansas State Library and South Central Kansas Library System to provide interlibrary loan as an essential service to library users. Interlibrary loan, while not designed as a substitute for providing books and other materials in constant local demand, is used by the Library to make available those materials that cannot be added to the collection because of infrequency of demand, space, budget or their appropriateness for the collection.
 - The Goddard Public Library is a member of the KanShare Consortium. It is also a member of the South Central Kansas Library System which is a regional system of cooperating libraries. In accordance with Kansas Administrative Regulation (KAR) 54-1-8, “libraries participating in a regional system of cooperating libraries shall permit any citizen of the territory comprising the system to borrow materials or receive services without charge, subject to reasonable library rules”. Fees are not charged for interlibrary loan or research unless the lending library charges and such charges will be passed onto the library user.

Challenged Materials - When a library user requests that a library material be removed from the shelves or challenges the appropriateness of a specific material, the following procedure will be used for reconsideration of the material:

- All requests for reconsideration of materials will be handled by the Director. The Director will offer any person making such a request the opportunity to discuss the material. The person asking for reconsideration or removal must have read the material in its entirety. One book may be challenged at a time. Curated lists of books to be challenged will not be accepted as a valid challenge.
- The discussion should take place in a relatively private area of the Library. The Director will listen to the library user and then explain the general criteria of the library’s selection policies which describe how and why materials are chosen for the collection.
- If the person making the complaint wants to continue the process for reconsideration of materials after talking with the Director, they will be offered a “Request for Reconsideration of Library Materials” form (see below) to complete. The person or group making the request should be properly identified and the

complaint form should be filled out in its entirety. The process for reconsideration should be explained by the Director to the person or group making the complaint and they should be informed that after a recommendation is made by the Reconsideration Committee they will be notified.

- After the Director receives the completed form, they shall appoint a Reconsideration Committee to review the request. The Committee shall consist of the Director, a South Central Kansas Library System Consultant, a Library Board member and an individual from the community who is a library user.
- After the Director's written notification of the decision of the Reconsideration Committee and if the person or group making the request are not satisfied with the committee's decision, the person or group may appeal to the Library Board within three weeks of notification of the committee's decision.
- If the decision is appealed to the Library Board, the material in question and all support information concerning the decision to purchase this material should be forwarded to the Board for consideration at its next regular meeting. The Library Board's decision will be final.
- Once the final decision is made, the same material may not be challenged for the next five (5) years in order to cut down on the time and expense used on challenges.



The Board of Directors of Goddard Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the second step in that procedure. Please first discuss your concerns with the Director. If you are not satisfied with that outcome and you wish to request reconsideration of a resource, please return the completed form to the library director, who will then share it with the Board of Directors.

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? Or an organization?

Name of Organization _____

1. Resource on which you are commenting:

Book (e-book) Movie Magazine Audio Recording

Digital Resource Newspaper Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

Approved by the Goddard Public Library Board of Directors 4/11/2022

Maintenance of the Collection

- Weeding Policy - In response to the changing nature of its community, the Library continuously evaluates its collections through the systematic weeding and replacement of materials. Weeding requires skill, care, time and knowledge of the materials to be discarded. Weeding eliminates unnecessary items; outdated or superseded materials; titles infrequently used, no longer of interest or in demand; unnecessary duplicates; and worn out or mutilated copies. Mobile Library items that do not circulate can be withdrawn and either put in the book sale or in or circulating but not cataloged items.
- Questions to Ask When Weeding - When weeding, the following questions of a general nature are asked of each material considered.
 - What was the last date of circulation? What was the interval of time between checkouts?
 - Is the book in attractive and useful condition?
 - Is the information and presentation still accurate?
 - Is it reliable? Viewpoints and information change with time.
 - Does it have appropriate language and usage? Vocabulary and usage are a reflection of a particular time and place.
 - Is it a duplicate? Older edition duplicates of once popular titles should be discarded.
 - Is it appropriate material for this Library at this time?
 - Older fiction by popular authors, series fiction and fiction classics should be given due consideration.
- Additional guidelines and assistance in weeding may be obtained from the South Central Kansas Library System and the ALA website.

*Currently, if material has not circulated within the last 2-3 years it will be removed from the collection to make room for newer, more utilized titles.

Pandemic or other Environmental issues that affect the Collection & Access

- At times the community may face issues that need to modify the purchasing decisions of the Library. For times when the public has limited access to physical library materials there may be a need to purchase more ebooks/eaudiobooks.
- If patrons have limited access to the Library building, it is possible for them to place items on hold and pick them up off the holds cart which will be located in the entryway of the Library. Patrons can call to place holds or use the catalog on the Library website to place these.
- As is always available, those who are homebound may request materials and have them delivered to their residence.

This policy will be reviewed at least every three years or when national events warrant.

This policy was revised and approved by the library board on February 13, 2023

Chain of Command

The Chain of Command is the organizational structure established for the operation and supervision of all personnel and departments. The line of authority begins with the Director. In case the Director is unavailable due to health or personal reasons the Chain of Command is as follows:

Programming/Outreach Specialist, Library Assistant, President of the Library Board, Vice-President, Treasurer, and Secretary. **In times when the Library is without a Director, due to resignation or extended illness, the chain of command will be as follows: Board President, Board Treasurer, Programming/Outreach Specialist, Library Assistant.**

All communications, orders, requests and recommendations shall be channeled through this chain, in both directions, in order to avoid confusion, misunderstanding and oversight.