## Goddard Public Library Board Meeting Agenda October 11, 2021 @ 7:05 pm Join Zoom Meeting

https://us02web.zoom.us/j/84585204765?pwd=S3ZDY2tlcmtsU1FhN2Rla2M5cndCUT09 Meeting ID 845 8520 4765

- 1. Roll Call
- 2. Approval of Agenda
- 3. Approval of Minutes of Regular Meeting September 13, 2021
- 4. Citizen Comments
- 5. Correspondence and communications SCKLS, Humanities Kansas, City of Goddard, Waste Management, Waste Connections
- 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. Did not have a quorum but discussed upcoming check reimbursements, gala
  - b. City updates
  - c. New Logo update
  - d. Bookmobile update
  - e. Community Conversations Fall Fest
  - f. Digitization project
  - g. Board Survey
  - h. Director evaluation turn in to Sherry
- 9. New Business
  - a. Flag Retirement box
  - b. StoryBook Pumpkin Patch contest
- 10. As may be presented

\*Next meeting is November 8, 2021. PLEASE CALL THE LIBRARY 794-8771 IF YOU CANNOT ATTEND OR E-MAIL: director@goddardlibrary.com

# **Goddard Public Library Board Meeting Minutes**

# September 13, 2021

- 1. Roll Call The meeting began at 7:50. April Hernandez, Sherry Lauer, Frank Petsche, Margo Rakes, Lisa Fouts, Lisa Coyne, Kate Morgan, Vickie Luthi, and Stephanie Mount were present in person. Tamara Judd was present over zoom and Lisa Stoller was absent.
- 2. Approval of Agenda the motion to approve the agenda was made by Frank and seconded by Lisa Coyne. Approved 9-0.
- Approval of the minutes of the Regular Meeting August 9, 2021 No changes were needed.
- 4. Citizen Comments None.
- 5. Correspondence and Communications
  - a. KSHRAB has donated \$2,723 dollars towards the digitization project.
  - b. SCKLS is still paying for upgrading / replacing two of our computers.
  - c. Humanities Kansas September's topic is Flavortown.
  - d. The 911 museum donated posters that are now on display at the front of the library.
  - e. The library will be switching from Waste Management (\$259/month) to Waste Connection (57.50/month) on December 10<sup>th</sup>. We were required to provide them 90 days' notice.
- 6. Director's Report
  - a. We received a \$1,000.00 donation to the Library Friends Foundation to go towards the Bookmobile.
  - b. The library has a new cabinet that was made by Curt Stutzman. This cabinet is Peanuts themed and will be used for card sign up events throughout the year.
  - c. We had 43 surveys filled out at the National Night Out event.
- Financial Report Frank made the motion to approve the financial report, Lisa Fouts seconded. The Financial report was approved 9-0.
- 8. Old Business:
  - a. There was not a meeting in July or August of the Friends of the Library Foundation.
  - b. We should receive \$175,000 from the city for our operations budget next year.

- c. There was not an update on the new logo at the time of the meeting.
- d. There was an article in the Times Sentinel Newspaper about the new Bookmobile.
- e. The most common comment from the surveys was that the library needs to be bigger.
- 9. New Business:
  - a. Digitization project we are working with Kansas Memories to digitize our paper records.
  - b. September is Library Card Sign up Month
  - c. Board Survey The board members each received an evaluation form to fill out for the Directors annual review. The board will discuss these evaluations at the next meeting.
  - d. 2022 proposed budget was presented to the board. April said we could see \$9,000 to 12,000 from SCKLS next year and receive \$6,300 from the Levon Trust, these were not listed in the proposed budget. The motion to approve the budget was made by Frank and seconded by Lisa Fouts. The 2022 budget was approved 9-0.
- 10.Margo made the motion to adjourn the meeting at 7:55pm and was seconded by Kate. Approved 9-0.

# **Director's Report October 2021**

We are staying pretty busy. We plan to close at 5:30 through October but if COVID numbers stay where they are or lower we will plan to move closing back to 6 pm M-F.

Carrie was busy with pop up programming in September for Library Card sign up month. She spent several hours at Linear Park and Tanganyika talking to people and signing people up for new cards.

I spent most of the month fighting with Waste Management. I am still waiting to hear back from them through the BBB to see if they are going to waive our early disconnect and container pick up fees. WM was cancelled as of October 1 and Waste Connections is now our provider.

Our internet and phone were down for two days which was fun. Cox is supposed to be adjusting our bill for those 2 days.

I purchased a miniature schnauzer and we are going to train him to be the Library (therapy) dog. He is spending his days with me here at the Library and has been enjoying the children.

We had a Back to School Beanstack challenge in September. 35 people signed up and 12 completed. We have a Fall In to Reading one going on now as well as the 12 to Try Challenge that lasts all year.

During Fall Fest our Book Sale made \$316. We also got 18 more responses to our survey. We will be doing the survey during Christmas on Main Street and then close it for the year. We will also post it on Facebook. After each event everyone who leaves their email at any of the events will be entered into a raffle.

We got the water heater replaced downstairs and have another leak that needs taken care of. We are waiting to hear back from Royal Flush.

I will be giving the Library 3<sup>rd</sup> Quarter report at the City Council meeting on October 18.

Staff evaluations are complete.

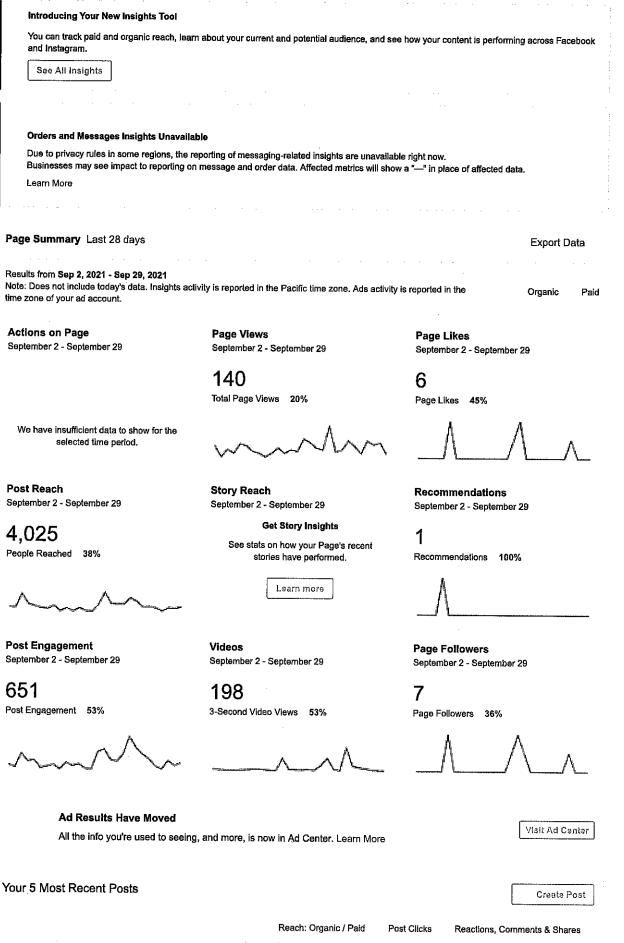
Staff will all attend the KLA conference on Thursday, October 28, so the library will be closed that day. I will be at KLA all three days. I present twice on Wednesday and then will be doing some mentoring presentations on Thursday and Friday.

Megan was back for the PLA III presentation weekend. It was good to see her and catch up. Her presentation was good and completed our Internship program.

# September 2021

	In person	Virtual	Engagement
Book Promotion			69
Back to School	35		8
StoryTimes x 3	39	79	28
Tanganyika		33	37
Bedtime StoryTime		45	18
Traveling StoryTime x 2	64		
Launchpad	12		
1000 Books			
12 to Try Challenge			
KanRead			28
Kits x 3	75		28
TIES Program x 2	22		
TAB Meeting	12		
Book Edge	8		
Books & Blessings	3		_
Banned Books			6
Book Sale Promo			207
Fall Fest Promo			21
Dove	5		
Humanities Kansas			3
Flag Box			97
Library Card Sign Up x 2	12		161
Program promotion			51
FF Meeting	3		
Board Meeting	<u>10</u>		
	300	157	762

32 programs



Published Post

Type Targeting Reach

Engagement

Promote

# GODDARD PUBLIC LIBRARY September 2021

CHECK OUT SUMMARY			MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC	2021	2020	2019
Non-fiction	JAN 126	FEB 120	115	101	101	185	178	AUG 121	3EP 150	OCT	NOV	DEC	1197	921	2019
Fiction	535	564	442	375	325	508	546	493	464				4252	4757	7671
Periodicals	27	18	12	20	11	20	13	493	26				4252	467	1086
Audio Books	27	2	12	30	12	20	13	24	12				105	280	583
Videos/ DVD	279	218	235	161	178	378	263	259	178				2149	2209	2609
	275	210	255	101	170	570	205	255	1/0				2145	2205	2005
JUVENILE															
Non-fiction	134	306	315	389	350	1077	816	590	558				4535	1883	4695
Fiction	1243	1122	1387	1130	1029	3037	2592	1296	1454				14290	10212	18618
Periodicals	2	8	6	3	3	7	5	6	2				42	22	237
Videos/ DVD	38	19	23	16	29	102	77	45	42				391	541	1329
Audio	6	6	15	5	3	12	15	20	16				98	56	68
Other	0												0		
TOTAL	2393	2383	2563	2230	2041	5351	4522	2872	2902	0	0	0	27257	21348	39121
Computer	50	41	94	59	67	78	69	78	127				663	1543	5045
Wireless	90	85	99	97	63	127	110	116	100				887	1123	1724
													1550	2666	6769
Reference Question	296	228	342	218	148	289	206	208	176				2111	2954	2653
INTERLIBRARY LOAN															
Books Loaned	342	339	406	340	373	305	316	338	371				3130	3708	548
Unfilled	1	2	2	1	1	3	0	2	3				15	29	9
Books Borrowed	206	255	267	195	206	262	292	187	283				2153	2236	828
Unfilled	0	6	2	0	0	0	0	1	0				9	0	8
NEW LIBRARY CARDS	24	23	25	23	67	119	45	30	53				409	218	360
MATERIALS ADDED															
Adult	64	113	89	106	70	54	59	63	42				660	620	747
Juvenile	71	66	86	70	59	45	62	69	67				595	786	789
TOTAL	135	179	175	176	129	99	121	132	109				1255	1406	1536
LIBRARY ATTENDANCE	696	666	892	736	872	1952	1778	1417	1211				10220	7860	24302
Children	1122	2815	2999	2815	2913	2366	1485	1530	485				18530	8597	3778
Other	532	291	350	3585	1129	1726	1247	1455	706				11021	7143	228
TOTAL	2350	3772	4241	7136	4914	6044	4510	4402	2402	0	0	0	39771	23600	28308

### April Hernandez DIRECTOR

ATTENDANCE	J	F	М	А	М	J	J	А	S	0	Ν	D		
Vickie Luthi	+	EX	+	+	+	+	+	EX	+					2
Stephanie Mount	+	+	+	+	EX	+	+	+	+					1
Lisa Fouts	+	+	EX	+	AB	+	+	+	+					2
Kate Morgan	-	-	+	+	+	EX	+	+	+					1
Frank Petsche	+	+	+	EX	+	+	+	+	+					2
Lisa Coyne	+	+	+	+	EX	+	+	+	+					finish
Tamera Judd	+	AB	+	+	+	+	+	+	+					1
Margo Rakes	EX	+	+	+	LI	+	+	+	+					1
Lisa Stoller	+	+	+	+	+	+	+	+	EX					1
Sherry Lauer	+	+	+	+	+	+	+	+	+					1
April Hernandez	+	+	+	+	+	+	+	+	+					
EX- excused	EO- ea	rly out		LI- la	te in		CA- car	ncelled		AB - Ab	sent			

	А	В	С	D	E	F	G	Н	I	J	К	L	М	N	0
1	Month	Adult Books	J Books	YA Books	Adult Movies	J Movies	Adult Audio	J Audio	Medical	Kits	Sunflower	Cloud Library	Magazines	new ebook users	Total Checkouts
2	January	661	1366	11	279	38	3	6	6	1	418	125	29	11	2943
3	February	680	1407	42	218	19	2	6	4	1	378	133	26	11	2916
4	March	535	1638	67	235	23	13	15	22	3	373	116	18	6	3058
5	April	463	1434	73	161	16	30	13	13	10	343	135	23	5	2714
6	May	422	927	102	178	29	12	3	4	9	229	115	14	12	2044
7	June	657	3954	160	378	102	25	12	11	25	402	123	27	7	5876
8	July	708	3181	204	263	77	17	15	16	23	432	126	18	12	5080
9	August	604	1743	119	259	45	24	20	10	24	396	130	24	11	3398
10	September	604	1868	106	178	42	12	16	10	38	336	140	28	5	3378
11	October														0
12	November														0
13	December														0
14															
15		5334	17518	884	2149	391	138	106	96	134	3307	1143	207	80	31407
16															31407

	А	В	С	D	E	F	G	н	1	L J	К
1	GPL	_		_	_						
	BUDGET REPORT										
	9/30/2021										
4	0,00,2021										
5	MONTH:										
	9										
7	COLUMN:										
8	J										
9	•										
10	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
	CATEGORY	ACTUAL	ACTUAL	ACTUAL							
12		JANUARY	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.
13											
14											
15											
	Accounting	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	
	Automation/Internet										
	Maintenance		\$308.00		\$9.99	\$381.92			\$308.00		
	Misc.								\$1,028.42	1	
_	Supplies	\$152.91	\$219.80	\$416.02	\$390.64	\$98.20	\$496.32	\$338.55			
	Utilities/Telephone	\$1,650.46	\$1,791.61	\$1,809.59	\$1,444.44	\$1,601.00	\$1,608.05	\$1,846.56			
_	Materials	\$1,226.22	\$1,720.96	\$1,575.76	\$1,438.72	\$565.37	\$1,197.20	\$1,557.55		1	
	Community Relations	\$245.20	\$90.00	\$533.01	\$723.58	\$114.46	\$1,157.64	\$115.47	\$309.88		
	Programming	\$358.35	\$649.98	\$607.89	\$163.83	\$180.35	\$55.39	\$175.00		1	
	Technology	\$16.26	\$213.42	\$14.99	\$14.99	\$0.00	\$448.74	\$4.99			
	Continuing Education		\$25.00		\$45.00				•	\$720.50	
-	Licensing	\$387.00		\$106.00			1		1		
	Memberships					\$15.00	\$287.00			\$189.00	
	Mileage/Meals	\$31.28	\$80.50	\$98.56	\$85.56	\$109.03	\$22.43	\$24.04	\$69.70		
	Postage	\$55.00	\$643.81			\$55.00				\$119.00	
	Website	\$156.87									
32	Capital Improvement	\$1,353.00									
	Board Insurance/Bond						\$555.00		\$1,151.00		
34	Director Health Benefit	\$500.00	\$500.00	\$500.00	\$550.00	\$550.00	\$1,100.00	\$2.54		1	
35	Payroll Taxes	\$2,250.51	\$2,149.83	\$1,946.49	\$2,009.62	\$1,951.62	\$2,152.52	\$2,288.82	\$2,200.04	\$2,086.55	
	Retirement	\$1,354.85	\$1,321.88	\$1,188.02	\$1,196.73	\$1,171.97	\$1,248.93	\$1,163.62			
37	Salaries	\$7,333.83	\$7,236.83	\$6,408.73	\$6,578.38	\$6,422.57	\$6,701.67	\$7,098.33			
38	Workman's Comp		\$254.00							\$50.00	
39	Unemployment	\$24.88			\$27.70			\$25.92			
40	Bank Fee - Payroll								\$9.95	\$9.95	
41											
42		\$17,216.62	\$17,325.62	\$15,325.06	\$14,799.18	\$13,336.49	\$17,150.89	\$14,761.39	\$18,929.05	\$17,461.65	\$0.00
43											
44									City	\$183,900.00	
45									carryover	\$21,353.00	
46									grants	\$7,140.00	
42 43 44 45		\$17,216.62	\$17,325.62	\$15,325.06	\$14,799.18	\$13,336.49	\$17,150.89	\$14,761.39	City carryover	\$183,900.00 \$21,353.00	

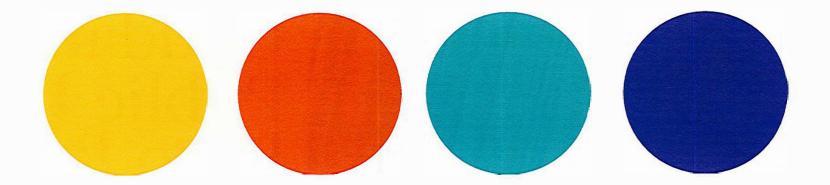
	L	М	Ν	0	Р	Q	R	S	Т	U	V
1											1
2											
3											
4											
5											-
6											
7											-
8											+
9											+
10	(1.)	(M)	(N)	(0)	(P)	(Q)	(R)	(S)	(T)		+
	ACTUAL	<b>、</b> /	MONTHLY	MONTHLY	Y-T-D	Y-T-D	Y-T-D	ANNUAL	ANNUAL		+
	NOV.	DEC.	BUDGET	DIFFERENCE	ACTUAL	BUDGET	DIFFERENCE	BUDGET	DIFFERENCE		
	NOV.	DLC.	(S / 12)	(N-Current Mo.)	(Sum BM)	(S x no.	(Q - P)	DODGLI	(S - P)		
13			(3/12)			1	(Q - F)		(3-F)		
14						of months/12)					+
15			¢400.00		¢1 000 00	¢1 000 00		¢4 440 00	¢260.00		
16			\$120.00			\$1,080.00	\$0.00				
17			\$141.67	\$141.67	\$0.00	\$1,275.03	\$1,275.03	\$1,700.00			
18			\$104.17	\$104.17	\$1,007.91	\$937.53	-\$70.38	\$1,250.00	1		
19			\$8.33			\$74.97	-\$953.45	\$100.00			+
20			\$458.33			\$4,124.97	\$1,157.40				
21		1	\$1,333.33		\$15,194.59	\$11,999.97	-\$3,194.62		1		ļ
22			\$1,087.50			\$9,787.50	-\$3,784.28				
23		1	\$83.33			\$749.97	-\$3,741.80	\$1,000.00			<b></b>
24			\$175.00	-\$598.97	\$3,240.68	\$1,575.00	-\$1,665.68	\$2,100.00			
25			\$266.67			\$2,400.03	\$1,564.25		\$2,364.22		
26			\$33.33			\$299.97	-\$490.53				
27		1	\$41.67	\$41.67	\$493.00	\$375.03	-\$117.97	\$500.00			
28			\$33.33		\$491.00	\$299.97	-\$191.03	\$400.00			
29			\$58.33		\$556.64	\$524.97	-\$31.67	\$700.00	\$143.36		
30			\$125.00			\$1,125.00	\$252.19				
31			\$29.17			\$262.53	\$105.66	\$350.00			
32			\$112.75			\$1,014.75	-\$338.25				
33			\$83.33	\$83.33	\$1,706.00	\$749.97	-\$956.03	\$1,000.00	-\$706.00		
34			\$600.00	\$50.00	\$4,802.54	\$5,400.00	\$597.46	\$7,200.00	\$2,397.46		
35			\$2,000.00	-\$86.55	\$19,036.00	\$18,000.00	-\$1,036.00	\$24,000.00	\$4,964.00		
36			\$1,166.67	\$34.37	\$10,882.47	\$10,500.03	-\$382.44	\$14,000.00	\$3,117.53		
37			\$9,583.33	\$2,796.94	\$61,344.22	\$86,249.97	\$24,905.75	\$115,000.00	\$53,655.78		
38			\$41.67	-\$8.33	\$304.00	\$375.30	\$71.30	\$500.00	\$196.00		
39			\$12.50	\$12.50	\$78.50	\$112.50	\$34.00	\$150.00	\$71.50		
40			\$0.00	-\$9.95	\$19.90	\$0.00	-\$19.90	\$0.00	-\$19.90		
41											
42	\$0.00	\$0.00									
43											
44											
45			\$17,699.41	\$237.76	\$146,305.95	\$159,294.96	\$12,989.01	\$212,393.00	\$66,087.05		
			. ,	,			. ,	, ,			+
46					\$146,305.95	\$159,294.75	\$12,989.01		\$66,087.05		<u> </u>

	А	В	С	D	E	F	G	Н		J	К	L	М	N	0
1	Grant/Donation	Amount	Items	January	February	March	April	Мау	June	July	August	September	October	November	December
2															
3	SCKLS	\$1,186.00	Materials, Programming												
4	Levand	\$6,300.00	programming, tech					\$2,111.57	\$2,421.92	\$756.45	\$1,010.06				
	Book Festival		Technology												
	State Library KS Notable	\$79.00									\$79.00				
	PLA III	\$4,500.00	Intern/laptop						\$1,067.50	\$1,145.00	\$1,790.00				
	NNLM	\$1,942.00	StoryWalk, Salad in a Jar	\$140.80	\$195.80	\$1,274.72									
9	SCKLS Tech Grant	\$1,598.00							\$462.88		\$98.00				
10	SCKLS Digital Access	\$1,000.00	Zoom/Overdrive					\$14.99	\$14.99	\$14.99					
11	ARPA grant	\$25,000.00									\$25,000.00				
12	KSHRAB grant	\$2,723.00	Digitization									\$1,149.99			
13															
14	FFGPL	\$795.00	Beanstack 2021	\$795.00											
15	FFGPL	\$230.00	2 x Literacy Kits								\$173.24				
	Pathway Church	\$451.28	4 x Literacy Kits		\$88.47		\$362.81								
	Lion's Club	\$314.81	WAW 2021-2022		\$314.81										
18	Goddard Puppet Ladies	\$112.00	Literacy Kit				\$19.98								
	Goddard Woman's Club	\$227.00	2x Literacy Kit												
20	Board	\$230.00	2x Literacy Kit					\$223.72							
	Kelsi Smith	\$112.00	1x Literacy Kit						\$112.00						
22	SCKLS new program	\$500.00					\$284.97	\$215.03							
	FFGPL	\$875.00	upgrade sign						\$875.00						
	Lion's Club	\$500.00	4 Literacy kits								\$500.00				
25	Gail Jamison	\$112.00	1 literacy kit									\$112.00			
26	Womans Club	\$115.00										\$115.00			
27		\$115.00							\$115.00						
28	payment for replacing item SRP	\$14.50										\$14.48			
29	SRP														
30	Collier Agency	\$100.00						\$35.49		\$64.51					
31	T&T	\$1,000.00							\$809.93	\$190.07					
	W Wichita Opt	\$400.00							\$385.00	\$15.00					
	Goddard Vet	\$200.00				\$200.00									
	Tmobile	\$400.00						\$225.00	\$175.00						
35															
	Vrana	\$100.00	garden					\$100.00							
37	Home Depot	\$172.00	Garden												
38															
39		\$51,403.59		\$935.80	\$599.08	\$1,474.72	\$667.76	\$2,925.80	\$6,439.22	\$2,186.02	\$28,650.30	\$1,391.47	\$0.00	\$0.00	0

# Public Library Mariah Bassett



# Color Palette

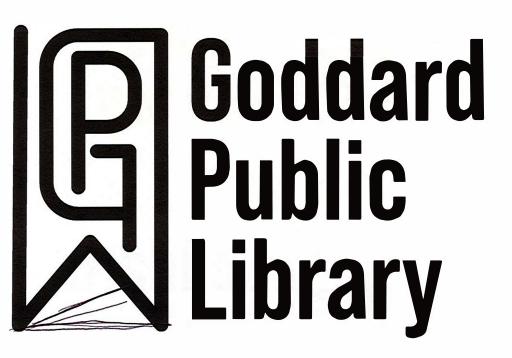


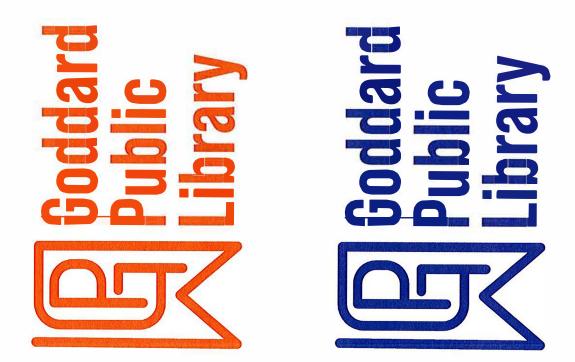
# Concept One

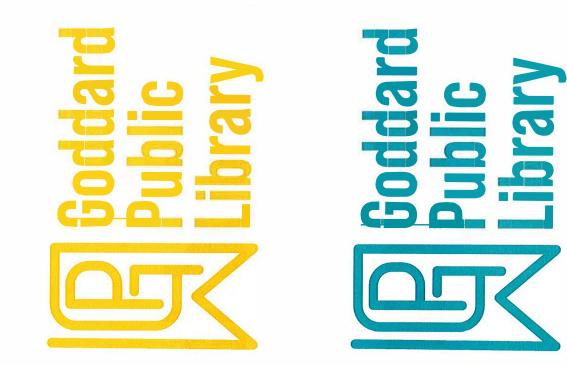
# **Bookmark Logo Concept**

The Bookmark logo concept was created as a way to combine the letter GPL with the idea of a book mark. It was meant to be a way to show that the Goddard Public Library is a mark within the community.

This logo can work in black, white, and multiple colors. It works both by itself, and with the Goddard Public Library to the right of the image. This logo also works as an icon on its own and is able to be sized up and down, but continue to be recognizable.



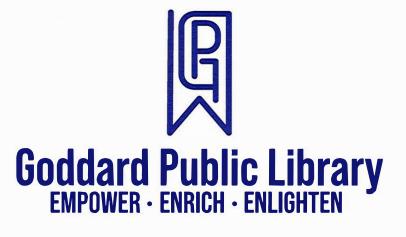


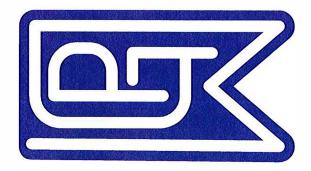


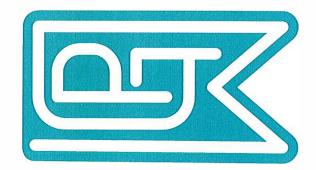


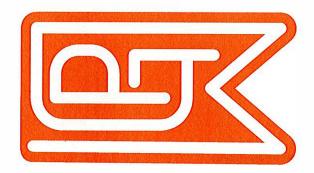


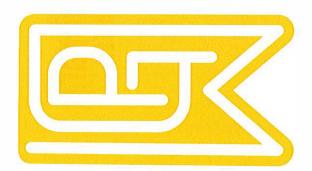








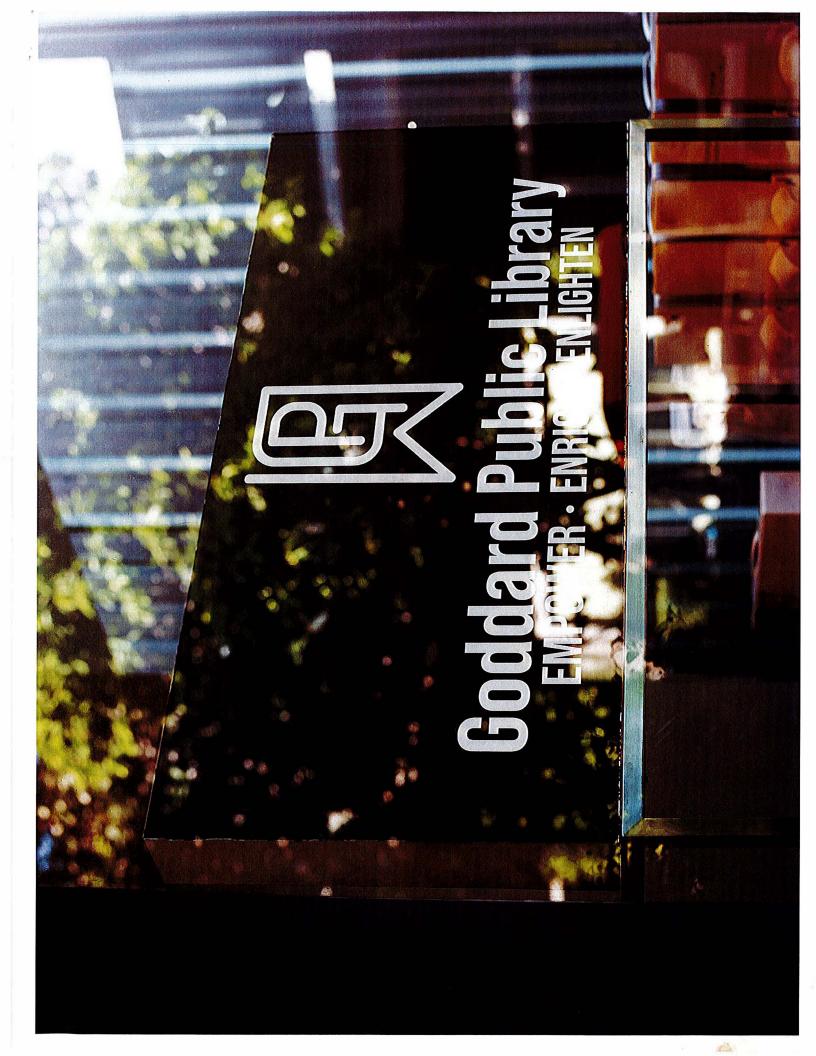
















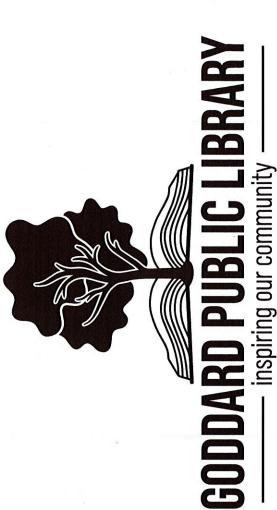


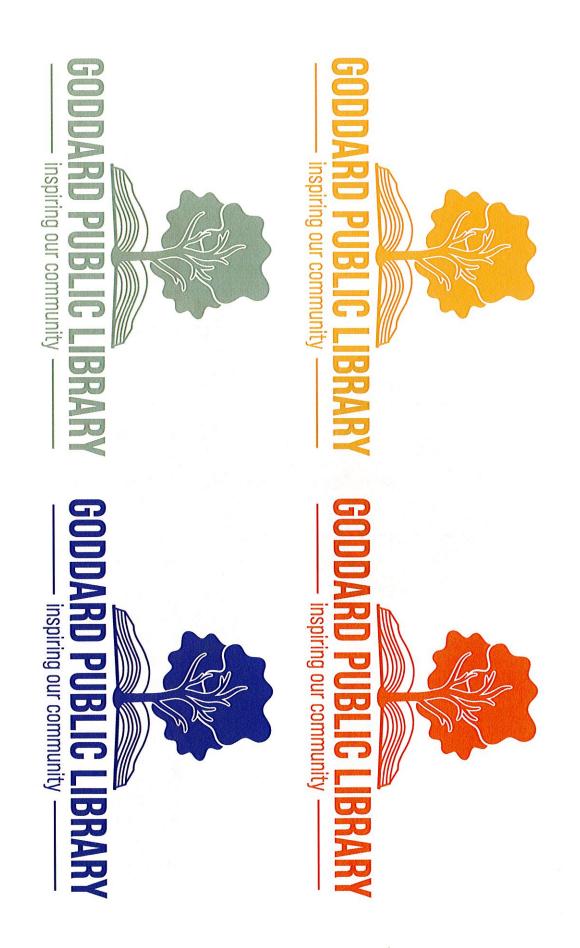
# Concept Two

# **Community Tree Logo Concept**

The second logo design concept was created with the concept of community growth. The idea is that the tree represents the community itself, and the book represents the place the library holds within it.

This logo design works in black and white, and multiple colors. There are also multiple logo variations so fit many different possibilities of placement. The book and tree can also be used as their own icon image.



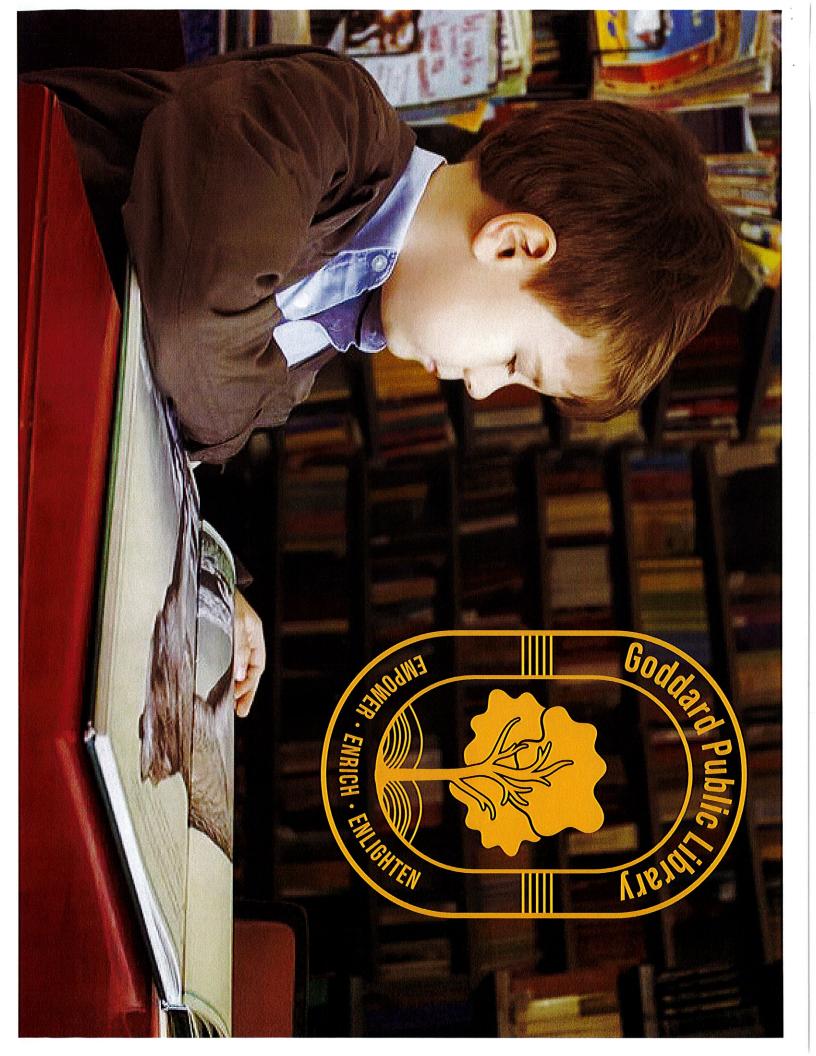






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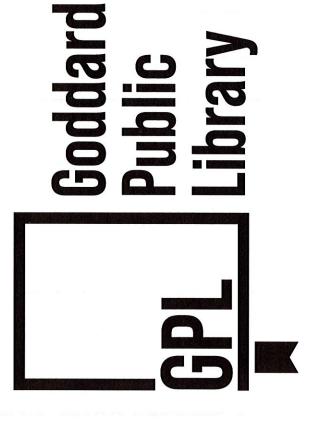


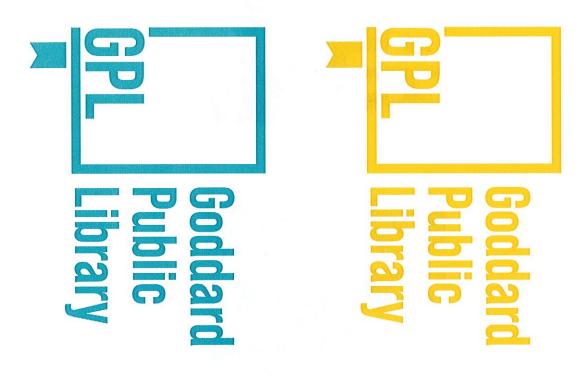
# Concept Three

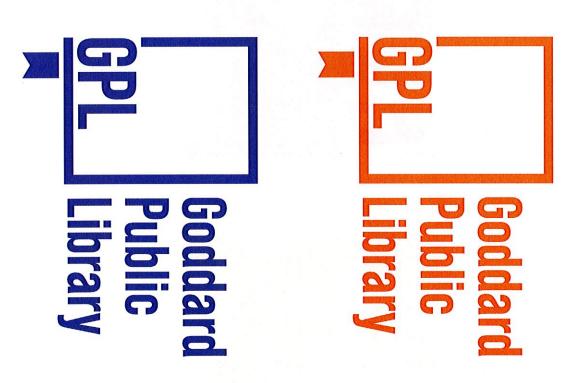
# Modern Book Logo Concept

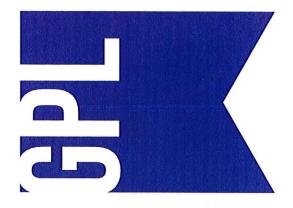
The last logo concept is a more modern & simplistic logo design. It is a simplistic book with the GPL inside.

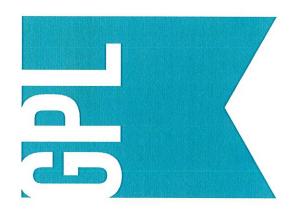
This logo works in black and white, and in color. It can also be sized up and down to keep the image recognizable. It also has a logo variation using just the book mark, with the letters carved out of the image. This can also be sized up and down to keep the image recognizable.



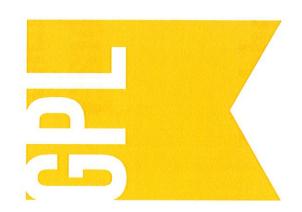


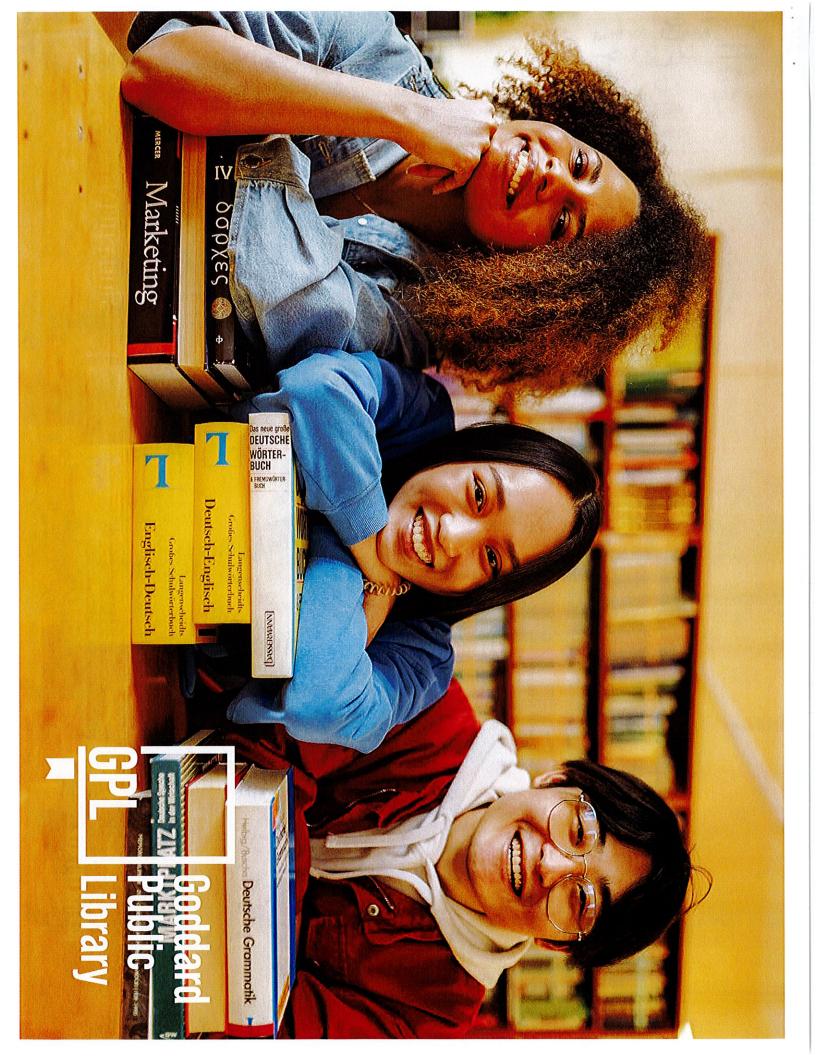




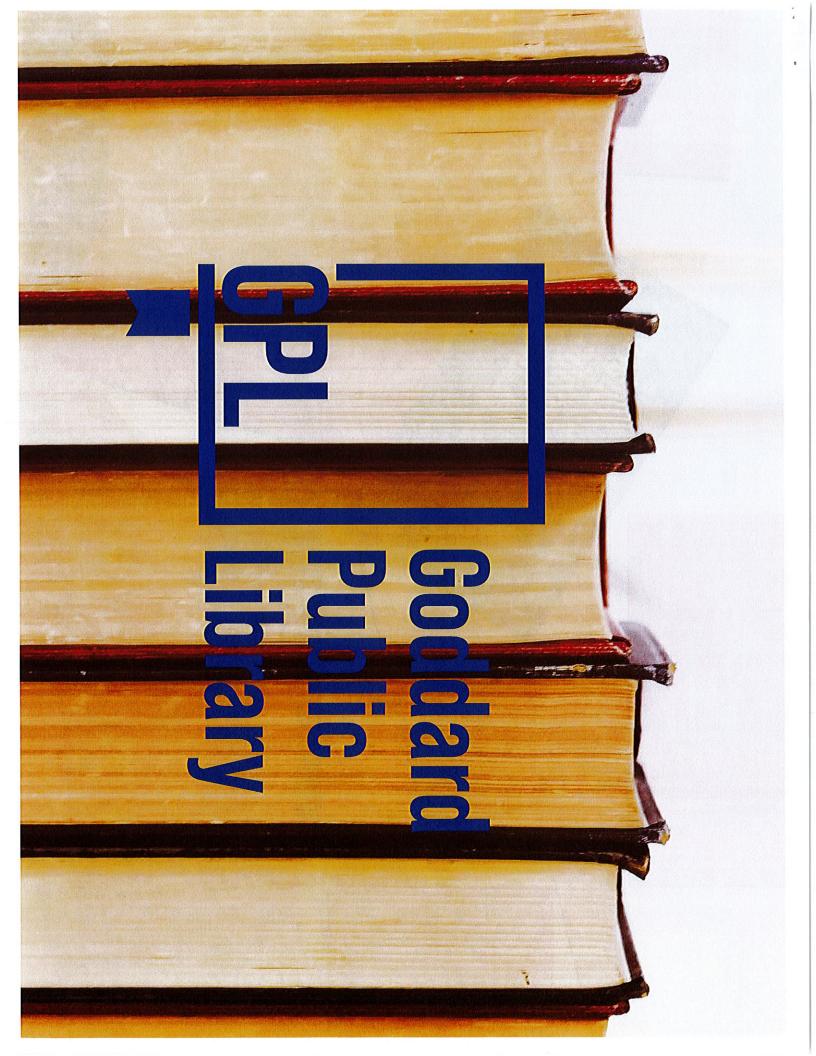


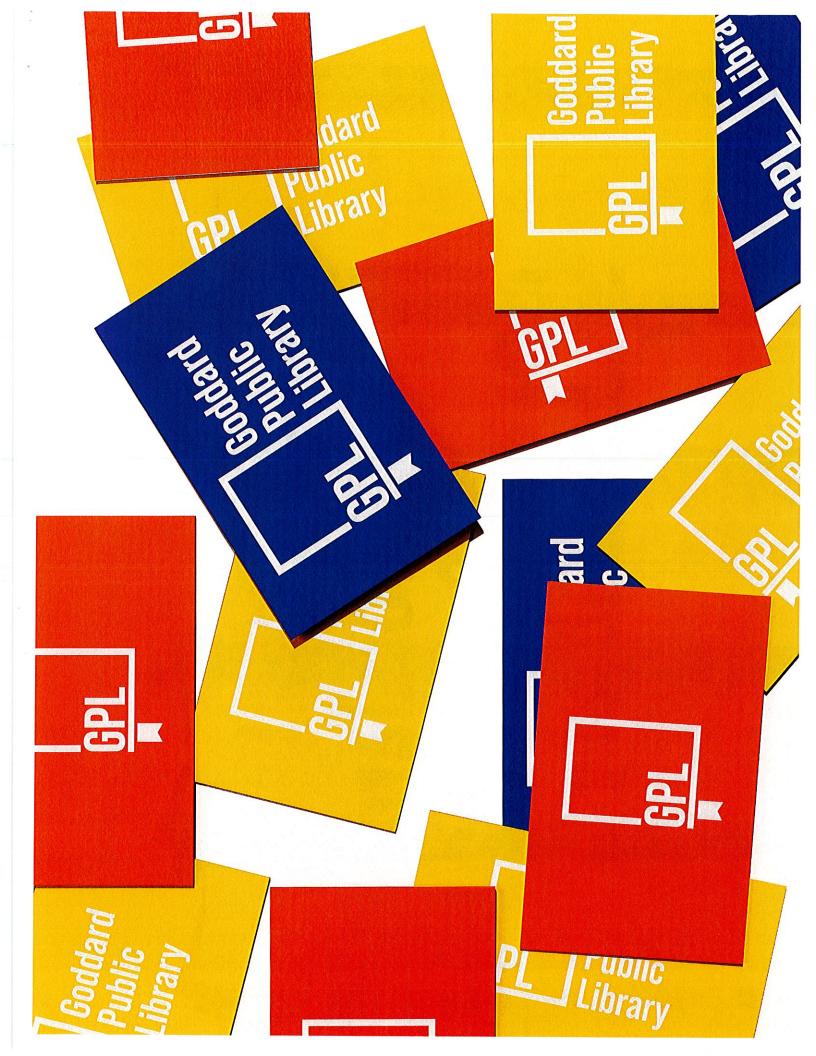
















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