

Goddard Public Library Board Meeting Agenda
December 14, 2020 @ 7:05 pm
Join Zoom Meeting

<https://us02web.zoom.us/j/84585204765?pwd=S3ZDY2tlcmU1FhN2Rla2M5cndCUT09>

Meeting ID 845 8520 4765

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting November 9, 2020
4. Citizen Comments
5. Correspondence and communications – State library
6. Director’s Report
 - a. Circulation Report
7. Financial Report
8. Old Business
 - a. Patron Annual Survey
 - b. Director contract amendment
 - c. Friends/Foundation update – are meeting the 3rd Wednesday of each month @ 6 pm – no meeting in November
 - d. Christmas on Main Street
 - e. City updates
9. New Business
 - a. Circulation Desk remodel
 - b. Temporary employee exemption
10. Executive Session
11. As may be presented

*Next meeting is January 11, 2021.

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

**Goddard Public Library Board Meeting Minutes
November 9, 2020 @ 7:05 pm**

Draft

1. Roll Call: Present - April Hernandez, Vickie Luthi, Lisa Fouts, Frank Petsche, and Lisa Coyne. Sherry Lauer, Tamara Judd, Stephanie Mount and Lisa Stoller attended via Zoom. Margo Rakes and Deanna Highfill were absent.
2. Approval of Agenda: Sherry made a motion to approve the minutes. Frank seconded. Motion carried 8 – 0.
3. Approval of Minutes of Regular Meeting October 13, 2020. Minutes were approved with no corrections.
4. Citizen Comments: None
5. Correspondence and Communications: We received another check from the city for a little over \$2,000. We have almost all of what they are paying us this year.

We got permission from the Goddard Junior Football League to use the logo that is half Goddard Lion and half Eisenhower Tiger.

6. Director's Report:
 - Circulation Report: Up 600 items over last month
 - Story Time: Only two adults and 4 kids participated today but some watched online.
 - The new 'commercial' for the library has been shared on the Goddard Woman's Club Facebook page and the Goddard Community Facebook page.
 - The pumpkin decorating contest was lots of fun. We hope to grow it next year and have age categories.
 - Our Program and Outreach staff person is quarantined until Nov. 16th due to a family member testing positive for Covid-19.
 - We've had three very qualified people apply for our new Technology Specialist position.

- We have added a lot on our Sunflower e-library. A lot of people getting new library cards are getting them for the e-library.
- The wine and color 'sold out' in four hours. There were spaces for 20. We will do another soon.

7. Financial Report: We are in good shape to get us through the next few months. The financial report will be filed for audit.

8. Old Business

a. Staying in Phase 3 with some programming. We moved items just inside the door, out of the entryway to accommodate weather changes. We are watching Covid-19 numbers and following county and state health department guidelines.

b. Friends/Foundation update – next meeting November 18 @ 6 pm. Zoom attendance will be facilitated.

c. Turn in Director Evaluations: Lisa Coyne, Lisa Fouts, and Frank Petsche will serve on the committee to complete April's evaluation. Board members who have not turned in their evaluation forms need to get them to the committee ASAP.

d. Results from Staff Climate Surveys: Most areas were positive in the staff climate surveys.

e. Chamber Coffee recap/Michelle's farewell event: Michelle's farewell reception was well attended.

f. City updates: The city is working on getting a coffee truck and breakfast truck three days a week in Goddard, starting next week.

9. New Business

a. Accounting increase: Our tax and payroll accountant wants to increase his fee \$30 to \$120 because there is more work lately. Lisa F. made a motion and Frank seconded to approve the increase. Motion passed 8 – 0.

b. Patron Annual Survey: The survey will be going out mid-November and run until the end of the year.

c. KanShare App: There is going to be an app for KanShare which will cost \$8,000. We will have to pay \$1,000 or less as our part. Derby is paying \$4,000 and the other \$4,000 will be shared among us and four other libraries.

d. Christmas on Main Street: Plans for the event are ever-evolving to adjust to Covid-19 restrictions. The planning committee will meet again in two weeks and try to finalize plans.

e. Board member resignation: Deanna Highfill has verbally resigned but has not yet submitted her written resignation.

f. KLA Conference – Carrie and April's presentation: The presentation went well.

10. As may be presented: Frank is going to reorganize the Board self-evaluation. Tamara volunteered to help.

Updated policy manuals are available at the library for Board members who still need them.

Lisa S. asked about the new printer and if staff is happy with it. April reports it's working well and the company is very responsive.

Lisa F. asked what happens to excess in the budget. April said some will be put in Capital Improvement. Some will be left in the budget as a cushion for unexpected expenses.

Frank made a motion to adjourn at 8:00 p.m., Lisa C. seconded. Motion carried 8 - 0.

*Next meeting is December 14, 2020.

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E-MAIL: director@goddardlibrary.com

Director's Report December 2020

Busy, busy, busy. Christmas time has definitely seen our traffic pick up. We distributed 100 gingerbread house kits and 60 disguise a gingerbread person kits the first week of December. Plus we had given out 40 storybook Christmas ornaments. We got about 20 back. You can see the ornaments and gingerbread people displayed in the Library.

Carrie and I went out to the Reindeer farm in Towanda and to the Nifty Nut House this month.

We sold all the inflatables that were downstairs so made a little money with that and cleared out a nice amount of space.

Christmas on Main Street is under way. Santa is in the Library reading every Tuesday up to the week of Christmas.

Carrie is working on plans for summer reading. We will probably run it similarly to last year since we have no way of knowing what summer will look like. We are planning to schedule some programming at the park as well.

Compared to other Libraries in the area, we are providing more programming with a greater variety.

Our circulation stats are finally back to preCOVID numbers and our online circulation is staying consistent.

We ordered a couple of magazine racks so we can move them to the front of the library and use the shelving they are on for books.

We interviewed three individuals for the Technology position. As of now we are going to hold off on filling this position.

The coffee and food trucks have started business.

GODDARD PUBLIC LIBRARY
December 2019

GODDARD PUBLIC LIBRARY
November 2020

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2020	2019	2018	2017
Non-fiction	123	120	127	12	38	84	80	69	73	84	111		921	2225		
Fiction	638	549	782	93	259	357	500	400	319	470	390		4757	7671		
Periodicals	148	136	89	7	1	20	11	5	22	20	8		467	1086		
Audio Books	62	50	42	5	4	23	29	24	13	13	15		280	583		
Videos/ DVD	213	297	331	12	41	155	188	276	195	255	246		2209	2609		

JUVENILE

Non-fiction	300	257	247	37	65	139	165	121	158	204	190		1883	4695		
Fiction	1331	1110	1383	184	442	809	802	698	796	1173	1484		10212	18618		
Periodicals	6	1	5	1	0	2	3	0	0	3	1		22	237		
Videos/ DVD	105	105	93	2	27	33	46	36	38	40	16		541	1329		
Audio	4	2	2	0	0	15	10	8	5	1	9		56	68		
Other																
TOTAL	2930	2627	3101	353	877	1637	1834	1637	1619	2263	2470	0	21348	39121	44326	34516

Computer	425	425	295	1	2	44	64	84	75	64	64		1543	5045	3988	3012
Wireless	124	114	128	40	62	116	116	101	105	107	110		1123	1724	1565	1232
													2666	6769	5553	4244

Reference Question	247	216	257	48	167	369	384	331	314	338	283		2954	2653	1860	1489
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INTERLIBRARY LOAN

Books Loaned	363	350	401	0	345	443	347	351	371	357	380		3708	548	466	388
Unfilled	9	2	3		2	2	3	2	3	2	1		29	9	0	0
Books Borrowed	139	183	183	0	149	270	259	227	250	362	214		2236	828	793	572
Unfilled	0	0	0		0	0	0	0	0	0	0		0	8	2	0

NEW LIBRARY CARDS	27	32	34	11	5	8	8	15	33	25	20		218	360	404	462
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MATERIALS ADDED

Adult	76	66	44	29	53	84	85	37	41	61	44		620	747	1093	1256
Juvenile	146	69	100	35	35	58	68	62	74	80	59		786	789	993	1496
TOTAL	222	135	144	64	88	142	153	99	115	141	103		1406	1536	2086	2752

LIBRARY ATTENDANCE	1490	1610	1343	7	155	365	597	557	485	571	680		7860	24302	19195	16985
Children	180	427	445	656	966	1341	1408	1092	779	71	1232		8597	3778	3214	2338
Other	52	36	286	557	1071	1577	416	256	1652	1009	231		7143	228	909	255
TOTAL	1722	2073	2074	1220	2192	3283	2421	1905	2916	1651	2143	0	23600	28308	23318	19578

24 programs

April Hernandez
DIRECTOR

ATTENDANCE

	J	F	M	A	M	J	J	A	S	O	N	D				
Vickie Luthi	+	+	+	+	+	+	+	+	+	EX	+					2 2023
Stephanie Mount						new	+	+	+	EX	+					1 2024
Lisa Fouts	EX	+	+	+	+	+	+	+	EO	+	+					1 2020
Deanna Highfill	-		EX	EX	+	LI	+	+	EX	AB	resign					2 2021
Frank Petsche	+	+	+	+	LI	+	+	+	+	+	+					1 2021
Lisa Coyne	+	+	+	+	+	+	+	+	+	+	+					finish 2022
Tamera Judd	+	+	+	+	AB	+	EX	+	+	+	+					1 2023
Margo Rakes	+	+	+	+	LI	AB	+	+	+	+	EX					1 2025
Lisa Stoller	+	+	+	+	+	+	+	+	+	+	+					1 2023
Sherry Lauer	EX	+	+	+	+	+	+	+	+	+	+					1 2023
April Hernandez	+	+	+	+	+	+	+	+	+	+	+					

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

	L	M	N	O	P	Q	R	S	T	U	V
1											
2											
3											
4											
5											
6											
7											
8											
9											
10	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	(T)		
11	ACTUAL	ACTUAL	MONTHLY	MONTHLY	Y-T-D	Y-T-D	Y-T-D	ANNUAL	ANNUAL		
12	NOV.	DEC.	BUDGET	DIFFERENCE	ACTUAL	BUDGET	DIFFERENCE	BUDGET	DIFFERENCE		
13			(S / 12)	(N-Current Mo.)	(Sum B...M)	(S x no.	(Q - P)		(S - P)		
14						of months/12)					
15											
16				\$0.00	\$90.00	\$0.00	-\$90.00	\$90.00	\$0.00		
17					\$200.00	\$0.00	-\$200.00	\$200.00	\$0.00		
18			\$0.00	\$20.75	\$20.75	\$0.00	-\$20.75	\$0.00	-\$20.75		
19			\$41.67	\$41.67	\$45.00	\$458.37	\$413.37	\$500.00	\$455.00		
20	\$402.03		\$500.00	\$97.97	\$4,553.79	\$5,500.00	\$946.21	\$6,000.00	\$1,446.21		
21				\$0.00	\$1,070.96	\$0.00	-\$1,070.96	\$1,070.96	\$0.00		
22	\$151.18		\$133.33	-\$17.85	\$5,768.59	\$1,463.00	-\$4,305.59	\$1,600.00	-\$4,168.59		
23	\$34.30		\$41.67	\$7.37	\$1,507.17	\$458.37	-\$1,048.80	\$500.00	-\$1,007.17		
24	\$414.59		\$83.33	-\$331.26	\$2,576.86	\$916.63	-\$1,660.23	\$1,000.00	-\$1,576.86		
25			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
26			\$20.83	\$20.83	\$436.19	\$229.13	-\$207.06	\$250.00	-\$186.19		
27			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
28			\$29.17	-\$20.83	\$490.00	\$320.87	-\$169.13	\$350.00	-\$140.00		
29			\$62.50	\$62.50	\$695.56	\$687.50	-\$8.06	\$750.00	\$54.44		
30	\$3.16		\$100.00	\$96.84	\$1,334.89	\$1,000.00	-\$334.89	\$1,200.00	-\$134.89		
31				\$0.00	\$151.04	\$0.00	-\$151.04	\$151.04	\$0.00		
32			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
33			\$41.67	\$41.67	\$0.00	\$458.37	\$458.37	\$500.00	\$500.00		
34	\$500.00		\$500.00	\$0.00	\$5,500.00	\$5,500.00	\$0.00	\$6,000.00	\$500.00		
35	\$1,809.35		\$1,900.00	\$90.65	\$19,762.44	\$20,900.00	\$1,137.56	\$22,800.00	\$3,037.56		
36	\$1,129.41		\$920.00	-\$209.41	\$10,393.13	\$10,120.00	-\$273.13	\$11,040.00	\$646.87		
37	\$6,554.42		\$9,413.58	\$2,604.33	\$68,644.69	\$103,549.38	\$34,904.69	\$112,963.00	\$44,318.31		
38			\$41.67	\$41.67	\$0.00	\$458.37	\$458.37	\$500.00	\$500.00		
39			\$8.33	\$8.33	\$100.60	\$91.63	-\$8.97	\$100.00	-\$0.60		
40											
41	\$10,998.44	\$0.00									
42											
43											
44			\$13,837.75	\$2,555.23	\$123,341.66	\$152,111.62	\$28,769.96	\$167,565.00	\$44,223.34		
45					\$123,341.66	\$153,601.25	\$28,769.96		\$44,223.34		

Grant	Amount	Items	April	May	June	July	August	September	October	November
SCKLS	\$17,717.00	Materials, Programming	\$1,560.27	\$1,688.89	\$1,821.25	\$3,236.66	\$1,419.14	\$477.52	\$1,978.22	\$2,935.80
Levand	\$5,670.00	programming, tech			\$2,137.36	\$143.97	\$584.11	\$2,067.53	\$368.13	\$368.90
Book Festival	\$3,903.00	Technology			\$1,228.09	\$1,073.77	\$1,601.14			
KLA SRP	\$150.00	Tanganyika programs	\$50.00	\$100.00						
KS Humanities	\$7,500.00	payroll, utiities				\$7,500.00				
State Library CARES	\$750.00	Tanganyika programs, ipad, green screen, ring light, tripod							\$750.00	
NNLM Grant	\$2,500.00	StoryWalk, Fitness Friday							\$1,046.05	
State Library KS Notable	\$171.11								\$171.11	
Copier Buyout	\$6,196.58								\$5,954.13	
Collier Agency	\$300.00	SRP Kick off		\$243.95	\$53.20					
T&T	\$200.00	Exploration Place/		\$100.00		\$100.00				
W Wichita Opt	\$100.00	program materials		\$100.00						
Goddard Vet	\$100.00	program materials			\$100.00					
Vrana	\$100.00	garden								
City extra money	\$12,835.96	utilities, extras			\$1,308.75	\$2,456.13	\$3,420.81	\$3,443.07	\$1,371.24	\$835.96
			\$1,610.27	\$2,232.84	\$6,648.65	\$14,510.53	\$7,025.20	\$5,988.12	\$11,638.88	\$4,140.66