

**Goddard Public Library Board Meeting Agenda**  
**November 9, 2020 @ 7:05 pm**  
**Join Zoom Meeting**

<https://us02web.zoom.us/j/85201989573?pwd=SlRoUTJoVXFheE9hK1dDaG1DVkpMz09>

Meeting ID: 852 0198 9573

Password: 233730

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting October 12, 2020
4. Citizen Comments
5. Correspondence and communications –
6. Director’s Report
  - a. Circulation Report
7. Financial Report
8. Old Business
  - a. Staying in Phase 3 with some programming – moved items to inside the door
  - b. Friends/Foundation update – are meeting the 3<sup>rd</sup> Wednesday of each month @ 6 pm
  - c. Turn in Director evaluations
  - d. Results from Staff climate survey
  - e. Chamber Coffee recap/Michelle’s farewell event
  - f. City updates
9. New Business
  - a. Accounting increase
  - b. Patron Annual Survey
  - c. KanShare app
  - d. Christmas on Main Street
  - e. Board member resignation
  - f. KLA conference – Carrie & April’s presentation
10. As may be presented

\*Next meeting is December 14, 2020.

PLEASE CALL THE LIBRARY 794-8771 IF YOU CANNOT ATTEND OR E-MAIL:

director@goddardlibrary.com

**Goddard Public Library Board Meeting Agenda  
October 12, 2020 @ 7:05 pm**

1. Roll Call: Present: April Hernandez, Lisa Fouts, Frank Petsche, Margo Rakes, Lisa Coyne, Tamara Judd and Sherry Lauer. Lisa Stoller attended via Zoom. President Vickie Luthi, Stephanie Mount and Deanna Highfill were absent. Vice President Sherry Lauer presided over the meeting.
2. Approval of Agenda: Lisa Fouts made a motion to approve the agenda and Lisa Coyne seconded. Motion passed 7 - 0.
3. Approval of Minutes of Regular Meeting September 14, 2020. Motion made by Lisa F. to approve the September Minutes and seconded by Tamara. Motion passed 7 - 0.
4. Citizen Comments: None
5. Correspondence and communications – KLA Awards Chair. April read the letter from “The Best Little Library in Kansas”. We did not win but were urged to apply again.
6. Director’s Report

a. Circulation Report: Programming numbers are up and we have been having a steady stream of patrons in. We are lending and borrowing a lot more in the Consortium.

Our school district superintendent was awarded Kansas Superintendent of the Year.

New book club has 6 or 7 signed up.

Circulation is slowly getting back to normal.

Michelle Stewart’s position will not be filled as Assistant Director. Her hours will go toward the half-time technology position. Michelle will need to be removed from all Library bank accounts and Vickie, April, and Lisa Coyne all need to remain on both accounts.

We are about \$22,000 under budget for the year.

We made an informational video about the library with our new equipment. It will be posted on Facebook when it is done being edited.

7. Financial Report: Tamara made a motion to accept the Financial Report and Lisa F. seconded. Motion passed 7 - 0.
8. Old Business
  - a. Basically in Stage 4 because of the in person StoryTime programming. Patrons are not making appointments very well. We have only had to have people wait outside a couple of times, but that will be problematic when it gets cold. We started doing Story Time in the Community Center because of the wind. We had 11 kids and 9 adults today.
  - b. Strategic Plan Goals – Lisa C. made a motion to approve the additions to the strategic plan and Margo seconded. Motion approved 7 – 0.
  - c. New copier - the new copier is here. Staff will be using the machine and not patrons.
  - d. Friends/Foundation update – the group is meeting the 3<sup>rd</sup> Wednesday of each month at 6:00 p.m.
9. New Business
  - a. Director annual review – please have these back to Vickie by the November 9<sup>th</sup> meeting.
  - b. Staff annual reviews and surveys
  - c. Michelle dates/gift  
Sunday, October 25<sup>th</sup> will be a reception for Michelle from 1:00 – 3:00. Friends and Foundation will provide cookies for the Farewell Reception.
  - d. Chamber coffee, October 22 7:45-8:45 am Friends and Foundation is going to provide the refreshments.
10. As may be presented: Margo made a motion to adjourn the meeting at 7:47 and Lisa F. seconded. Motion passed 7 - 0.

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## Director's Report November 2020

Another busy month here at the Library.

- We filmed our promotional/informational video and have distributed it.
- I presented our 3 quarter report to the City Council.
- Carrie and I presented at the Kansas Library Association Conference.
- We had 19 StoryBook Pumpkins in our Patch with over 580 votes and 3 winners.
- We had the Fall Into Reading October BeanStack Challenge.
- We placed the new StoryWalk coming out of Lanier Park and onto Sunset Prairie Trail.
- We partnered with the Art teacher at Goddard Middle School by donating books for their Altered Book Storytelling Art project and have the top voted favorites displayed in the Library until the end of the semester.
- We did two StoryTime field trips, one to see the Clydesdales and read Shirley Wagner's new book and one out to the Cedar Creek Farms Pumpkin Patch.
- We did two live STEAM classes, one on Fall and one on Pumpkins.
- Of course we did four Monday StoryTimes
- Hosted the Chamber's monthly coffee with the Friends & Foundation paying for coffee and snacks.
- Hosted Michelle's Farewell Reception with the Friends & Foundation paying for the wonderful cookies.
- Worked with the Chamber and the Christmas on Main Street Committee to come up with some options for Santa and the Mayor's Christmas Tree lighting.
- Pulled all the Christmas picture books, changed their location in the catalog, affixed holiday stickers and new spine labels.
- Started working on making sure that all materials in the library have full records and not just brief records.

For November we have more STEAM classes and StoryTime Field Trips scheduled, and are having a StoryBook ornament contest. Plus we have posted the Technology Specialist position and hope to have someone hired by the end of the month.

The Youth Football is moving all of their things out of the basement and to a facility where they have easier access to the equipment. We will be reorganizing the basement once it is all out and using the big room with the spiral staircase for filming and projects. We are going to see if the city can mount the countertop that is in the basement in that room as well so we have some counterspace down there.

Lastly, KanShare is having an app developed. It will mainly be used by patrons to check their account and place holds, though there will other things that can be done.

GODDARD PUBLIC LIBRARY  
December 2019

**GODDARD PUBLIC LIBRARY**  
October 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			810	2225		
Fiction	638	549	782	93	259	357	500	400	319	470			4367	7671		
Periodicals	148	136	89	7	1	20	11	5	22	20			459	1086		
Audio Books	62	50	42	5	4	23	29	24	13	13			265	583		
Videos/ DVD	213	297	331	12	41	155	188	276	195	255			1963	2609		
<b>JUVENILE</b>																
Non-fiction	300	257	247	37	65	139	165	121	158	204			1693	4695		
Fiction	1331	1110	1383	184	442	809	802	698	796	1173			8728	18618		
Periodicals	6	1	5	1	0	2	3	0	0	3			21	237		
Videos/ DVD	105	105	93	2	27	33	46	36	38	40			525	1329		
Audio	4	2	2	0	0	15	10	8	5	1			47	68		
Other																
<b>TOTAL</b>	<b>2930</b>	<b>2627</b>	<b>3101</b>	<b>353</b>	<b>877</b>	<b>1637</b>	<b>1834</b>	<b>1637</b>	<b>1619</b>	<b>2263</b>	<b>0</b>	<b>0</b>	<b>18878</b>	<b>39121</b>	<b>44326</b>	<b>34516</b>

Computer	425	425	295	1	2	44	64	84	75	64			1479	5045	3988	3012
Wireless	124	114	128	40	62	116	116	101	105	107			1013	1724	1565	1232
													2492	6769	5553	4244

Reference Question	247	216	257	48	167	369	384	331	314	338			2671	2653	1860	1489
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<b>INTERLIBRARY LOAN</b>																
Books Loaned	363	350	401	0	345	443	347	351	371	357			3328	548	466	388
Unfilled	9	2	3		2	2	3	2	3	2			28	9	0	0
Books Borrowed	139	183	183	0	149	270	259	227	250	362			2022	828	793	572
Unfilled	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			198	360	404	462
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<b>MATERIALS ADDED</b>																
Adult	76	66	44	29	53	84	85	37	41	61			576	747	1093	1256
Juvenile	146	69	100	35	35	58	68	62	74	80			727	789	993	1496
<b>TOTAL</b>	<b>222</b>	<b>135</b>	<b>144</b>	<b>64</b>	<b>88</b>	<b>142</b>	<b>153</b>	<b>99</b>	<b>115</b>	<b>141</b>			<b>1303</b>	<b>1536</b>	<b>2086</b>	<b>2752</b>

LIBRARY ATTENDANCE	1490	1610	1343	7	155	365	597	557	485	571			7180	24302	19195	16985
Children	180	427	445	656	966	1341	1408	1092	779	2754			10048	3778	3214	2338
Other	52	36	286	557	1071	1577	416	256	1652	1009			6912	228	909	255
<b>TOTAL</b>	<b>1722</b>	<b>2073</b>	<b>2074</b>	<b>1220</b>	<b>2192</b>	<b>3283</b>	<b>2421</b>	<b>1905</b>	<b>2916</b>	<b>4334</b>	<b>0</b>	<b>0</b>	<b>24140</b>	<b>28308</b>	<b>23318</b>	<b>19578</b>

21 programs

April Hernandez  
DIRECTOR

<b>ATTENDANCE</b>	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						finish	2021
Frank Petsche	+	+	+	+	LI	+	+	+	+	+						1	2021
Lisa Coyne	+	+	+	+	+	+	+	+	+	+						finish	2022
Tamera Judd	+	+	+	+	AB	+	EX	+	+	+						1	2023
Margo Rakes	+	+	+	+	LI	AB	+	+	+	+						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	\$416.70	\$371.70	\$500.00	\$455.00		
20			\$500.00	\$294.03	\$4,151.76	\$5,000.00	\$848.24	\$6,000.00	\$1,848.24		
21				\$0.00	\$1,070.96	\$0.00	-\$1,070.96	\$1,070.96	\$0.00		
22			\$133.33	-\$9.21	\$5,617.41	\$1,333.30	-\$4,284.11	\$1,600.00	-\$4,017.41		
23			\$41.67	-\$42.50	\$1,472.87	\$416.70	-\$1,056.17	\$500.00	-\$972.87		
24			\$83.33	\$131.76	\$2,162.27	\$833.30	-\$1,328.97	\$1,000.00	-\$1,162.27		
25			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
26			\$20.83	\$20.83	\$436.19	\$208.30	-\$227.89	\$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	\$291.70	-\$198.30	\$350.00	-\$140.00		
29			\$62.50	\$40.65	\$695.56	\$625.00	-\$70.56	\$750.00	\$54.44		
30			\$100.00	\$42.34	\$1,331.73	\$1,000.00	-\$331.73	\$1,200.00	-\$131.73		
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	\$416.70	\$416.70	\$500.00	\$500.00		
34			\$500.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$6,000.00	\$1,000.00		
35			\$1,900.00	\$92.77	\$17,953.09	\$19,000.00	\$1,046.91	\$22,800.00	\$4,846.91		
36			\$920.00	-\$183.58	\$9,263.72	\$9,200.00	-\$63.72	\$11,040.00	\$1,776.28		
37			\$9,413.58	\$2,604.33	\$62,090.27	\$94,135.80	\$32,045.53	\$112,963.00	\$50,872.73		
38			\$41.67	\$41.67	\$0.00	\$416.70	\$416.70	\$500.00	\$500.00		
39			\$8.33	-\$17.65	\$100.60	\$83.30	-\$17.30	\$100.00	-\$0.60		
40											
41	\$0.00	\$0.00									
42											
43											
44			\$13,837.75	\$3,098.70	\$112,343.22	\$138,377.50	\$26,034.28	\$167,565.00	\$55,221.78		
45					\$112,343.22	\$83,782.50	\$26,034.28		\$55,221.78		



Grant	Amount	Items	April	May	June	July	August	September	October
SCKLS	\$17,717.00	Materials, Programming	\$1,435.27	\$1,739.90	\$1,843.74	\$ 3,245.05	\$1,419.14	\$477.52	\$1,978.22
Levand	\$5,670.00	programming, tech			\$2,506.26	\$ 143.97	\$584.11	\$2,067.53	\$368.13
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 Notabl	\$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
			\$1,485.27	\$2,283.85	\$7,040.04	\$ 14,518.92	\$7,025.20	\$5,988.12	\$11,638.88