

Goddard Public Library Board Meeting Agenda

April 10, 2023 at 7:05 pm

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting March 6, 2023
4. Citizen Comments
5. Correspondence and communications
6. Director's Report
 - a. Circulation Report
7. Financial Report
8. Old Business

a. Friends/Foundation update: The book sale will be May 6th from 9-1 with a preview hour for members at 8am. The new bags are here with the Friends logo. Friends will be bringing food for the library staff on April 25th for Library Worker's Appreciation day.

b. City Updates – The carpet and bathroom budget of \$ was approved, along with a yearly amount of \$10,000 for the Director's health insurance. This leaves an excess of \$ that the library will use to be open for the Main Street Sundays and other things.

c. Bathrooms/Flooring- The carpet has been ordered with a delivery date of May 1st. The install has not been scheduled. There was an issue with the bathroom flooring choice and new flooring has been chosen

9. New Business

- a. Oath for Board members and Library Director
- b. Approach the city of Maize to send Mobile Library twice a month for a contracting fee.
- c. StoryWalk signs. Old ones were removed and we are looking at plans to build new wooden stands
- d. Summer Reading planning in full swing. Carrie has a full schedule taking the Mobile Library and visiting schools.

10. Executive Session

11. As may be presented

*Next meeting is May 8th, 2023.

PLEASE CALL THE LIBRARY at 316-794-8771 IF YOU CANNOT ATTEND OR

E-MAIL: director@goddardlibrary.com Thank you!

Goddard Public Library Board Meeting Minutes

March 6, 2023, 6:00 pm

1. Roll Call: Sherry Lauer, Connie Brake, Kate Morgan, Margo Rakes, Stephanie Mount, Tegan Ulmen, Vicki Luthi, and Lisa Fouts were present to start the meeting. Frank Petsche was late. Megan Koenigs attended the meeting as an observer.
2. The Goddard's Women's Club was at the library on March 6th to read to the kids and sponsor activities for Read Across America.
3. The board introduced themselves to Megan, she will be presented to the City Council on March 6th to be added as a library board member.
4. The board discussed the hiring of Julie Mills as the new library director.
5. Kate motioned to remove "The Director may take Compensatory Leave as needed when it is convenient to the library." from the new contract. Tegan seconded the motion. Approved 9-0.
6. Sherry is working with the city to provide some or all of the health insurance premiums for the new director.
7. Stephanie motioned to remove the references to the payout of unused vacation time in the event of the director's resignation. This includes updating the library policies to remove the same references. Kate seconded the motion. Approved 9-0.
 - a. The updated portion of the library policies will be voted on at the next board meeting.
8. Connie motioned to approve the offer of \$48,000 a year to the new director. Tegan seconded the motion. Approved 9-0.
9. Margo motioned to offer the position of Library Director to Julie Mills. Stephanie seconded the motion. Approved 9-0.
10. Kate motioned to end the meeting at 7:12pm. Tegan seconded the motion. Approved 9-0.

Director's Report

April 2023

I am so happy to be here and have been enjoying getting to know staff and the community!

I attended the Goddard City Council on my first day and it was great to see the council approve the budget for the library's carpet and bathroom upgrades, as well as paying for health insurance.

I have been doing a lot of training with Lisa and Sherry! It has been going great, and everyone is very helpful.

I had lunch with Angie Dunst and attend the Christmas on Main Street planning meeting.

I attended the Friends and Foundation Board meeting, and led my first staff meeting. Both of those were great and informative.

I went with Carrie to Orchard on the Mobile Library and enjoyed being out in the public and seeing how people love the Bookmobile!

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	
8			
9			
10	TAB	10	
11	TAB	10	
12	Leo's	11	
13		31	
14	March		
15			
16	TAB	10	
17	TAB	5	
18	Leo's	8	
19		23	
20	April		

Adult Programming

A		B		C		D	
Program	Attendance	Outreach	Partner				
1	January						
2	Books & Beyond	9					
3	Book Edge	8					
4	Dove - Outreach		10	Dove Estates			
5	Dove Bookclub		7				
6	Board meeting	10					
7	FF Board meeting	5					
8	Book Promotion						
9	Mobile Library Pro.						
10	eNewsletter		311				
11	TIES x 2	18					
12	New Year New Recipes	9					
13		59	328				
14							
15							
16	Dice & Drinks	23					
17	Books & Blessings	5					
18	Book Edge	9					
19	Dove						
20	Board Meeting						
21	FF Board Meeting						
22							
23		37					
24	March						
25	Wine & Color						
26	Books & Blessings	8					
27	Book Edge	5	26				
28	Dove						
29	Board Meeting						
30	FF Board Meeting	7					
31	DIY Craft	20	26				
32							
33	April						

Goddard Public Library
Profit & Loss Budget Performance
March 2023

	Mar 23	Budget	Jan - Mar 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Balance Forward	0.00		0.00	20,000.00	20,000.00
Book Sales and Lost Book Fees	0.00		0.00	500.00	500.00
City Funds	25,850.17		128,937.10	224,807.00	224,807.00
Donations	140.00		5,921.49	1,000.00	1,000.00
Fines, Copies, Faxes	306.20		7,13.74	1,250.00	1,250.00
Goddard Lions Club Income	0.00		327.82	300.00	300.00
Grants					
Friends & Foundation	0.00	0.00	0.00	1,000.00	1,000.00
Levand Trust	0.00	0.00	0.00	3,000.00	3,000.00
SCKLS					
Summer Reading Grant	0.00	0.00	0.00	100.00	100.00
SCKLS - Other	0.00	0.00	0.00	10,000.00	10,000.00
Total SCKLS	0.00	0.00	0.00	10,100.00	10,100.00
State Aid	1,514.57	0.00	1,514.57	1,420.00	1,420.00
Grants - Other	0.00	0.00	0.00	1,000.00	1,000.00
Total Grants	1,514.57	0.00	1,514.57	16,520.00	16,520.00
Interest Income	14.30	0.00	43.59	16.00	16.00
Programming Income	76.00	0.00	75.00		
Refund Income	0.00	0.00	64.95		
Summer Reading Donations	0.00	0.00	1,000.00		
Total Income	27,900.24	0.00	138,598.26	264,393.00	264,393.00
Gross Profit	27,900.24	0.00	138,598.26	264,393.00	264,393.00
Expense					
Accounting	135.00	0.00	405.00	1,750.00	1,750.00
Automation	0.00	0.00	0.00	1,600.00	1,600.00
Board Insurance					
Treasurer Bond	0.00	0.00	0.00	825.00	825.00
Board Insurance - Other	0.00	0.00	0.00	1,040.00	1,040.00
Total Board Insurance	0.00	0.00	0.00	1,865.00	1,865.00
Bookmobile					
Bookmobile Insurance	0.00	0.00	0.00	1,200.00	1,200.00
Bookmobile Maintenance	948.00	0.00	1,451.24	500.00	500.00
Bookmobile Tags	0.00	0.00	0.00	2,000.00	2,000.00
Total Bookmobile	948.00	0.00	1,451.24	3,700.00	3,700.00
Capital Improvement Budget					
City Funds Expense	0.00	0.00	0.00	1,000.00	1,000.00
Community Relations	0.00	0.00	308.00	5,300.00	5,300.00
Continuing Education	1,454.11	0.00	2,860.12	400.00	400.00
Director Health Benefit	0.00	0.00	62.15	7,200.00	7,200.00
Grant Expense	612.55	0.00	1,351.88		
			2,912.23		

Goddard Public Library Profit & Loss Budget Performance

March 2023

	Mar 23	Budget	Jan - Mar 23	YTD Budget	Annual Budget
Library Inventory					
Audio Books	140.21		241.34		
Books	1,138.26		3,357.49		
DVD/Blu-Ray	106.06		359.23		
ebooks/audiobooks	0.00		816.74		
Magazines and Periodicals	283.53		391.53		
Library Inventory - Other	0.00	0.00	0.00	19,000.00	19,000.00
Total Library Inventory	1,668.06		5,166.33	19,000.00	19,000.00
Licensing	0.00		1,529.95	1,700.00	1,700.00
Maintain building and grounds	0.00		0.00	1,300.00	1,300.00
Memberships	0.00		0.00	842.00	842.00
Mileage	140.40		316.64	900.00	900.00
Miscellaneous					
Lost Book	0.00		23.34		
Miscellaneous - Other	77.72		77.72		
Total Miscellaneous	77.72		101.06		
Payroll Expenses					
KPERs-MISC	627.05	0.00	3,850.52	16,000.00	16,000.00
Payroll	4,645.25	0.00	23,560.69	132,861.00	132,861.00
Payroll Taxes	1,073.46	0.00	5,827.36	25,000.00	25,000.00
State Tax	117.68	0.00	1,133.63	6,500.00	6,500.00
State Unemployment Taxes (SUTA)	0.00	0.00	29.56	200.00	200.00
Workman's Comp Insurance	269.00	0.00	269.00	275.00	275.00
Total Payroll Expenses	6,732.44		34,670.76	180,836.00	180,836.00
Postage and Shipping	4.13		1,614.13	1,750.00	1,750.00
Programming					
Story Time	0.00		76.38		
Summer Reading Program	610.87		950.36		
Teen Advisory Board	124.39		124.39		
Wine & Color	0.00		105.49		
Programming - Other	230.54	0.00	998.86	5,500.00	5,500.00
Total Programming	965.80		2,255.48	5,500.00	5,500.00
Supplies					
Building	12.88		226.86		
Furniture	430.42		430.42		
Office	261.03		545.33		
Processing	170.85		204.83		
Supplies - Other	26.94		26.94		
Total Supplies	902.12		1,434.38	5,000.00	5,000.00

Goddard Public Library
Profit & Loss Budget Performance
March 2023

	Mar 23	Budget	Jan - Mar 23	YTD Budget	Annual Budget
Technology	30.00	0.00	77.60	4,000.00	4,000.00
Utilities	1,544.83	0.00	5,102.62	20,500.00	20,500.00
Website Maintenance	0.00	0.00	143.88	250.00	250.00
Total Expense	15,215.16	0.00	61,963.45	264,393.00	264,393.00
Net Ordinary Income	12,685.08	0.00	76,634.81	0.00	0.00
Net Income	12,685.08	0.00	76,634.81	0.00	0.00

	A	B	C	D	E	F	G	H	I	J	K
1	GPL										
2	BUDGET REPORT										
3	2/28/2023										
4											
5	MONTH:										
6	2										
7	COLUMN:										
8	C										
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	\$135.00	\$135.00							
17	Automation/Internet										
18	Maintenance										
19	Bookmobile		\$503.24	\$948.00							
20	Supplies	\$476.12	\$54.14	\$902.12							
21	Utilities/Telephone	\$1,997.90	\$1,599.89	\$1,544.83							
22	Materials	\$1,959.73	\$1,561.88	\$1,668.06							
23	Community Relations	\$937.26	\$468.75	\$1,454.11							
24	Programming	\$561.71	\$727.97	\$965.80							
25	Technology	\$47.60		\$30.00							
26	Continuing Education	\$62.15									
27	Licensing	\$612.00	\$917.95								
28	Memberships										
29	Mileage/Meals	\$34.40	\$141.84	\$140.40							
30	Postage	\$120.00	\$1,690.00								
31	Website	\$143.88									
32	Capital Improvement										
33	Board Insurance/Bond										
34	Director Health Benefit	\$600.00	\$600.00								
35	Payroll Taxes	\$2,901.28	\$2,868.57	\$1,191.14							
36	Retirement	\$1,591.51	\$1,631.96	\$627.05							
37	Salaries	\$9,648.72	\$9,266.72	\$4,645.25							
38	Workman's Comp			\$269.00							
39	Unemployment	\$29.56									
40											
41		\$21,858.82	\$22,167.91	\$14,520.76	\$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
Reconciliation Summary
Bank Checking Account, Period Ending 03/01/2023

	<u>Mar 1, 23</u>
Beginning Balance	92,069.54
Cleared Transactions	
Checks and Payments - 58 items	-15,439.91
Deposits and Credits - 15 items	28,671.68
Total Cleared Transactions	<u>13,231.77</u>
Cleared Balance	<u><u>105,301.31</u></u>
Uncleared Transactions	
Checks and Payments - 1 item	-1.00
Total Uncleared Transactions	<u>-1.00</u>
Register Balance as of 03/01/2023	<u><u>105,300.31</u></u>
New Transactions	
Checks and Payments - 2 items	-1,048.59
Total New Transactions	<u>-1,048.59</u>
Ending Balance	<u><u>104,251.72</u></u>

4:54 PM

04/04/23

Goddard Public Library
Reconciliation Summary
Capital Improvement, Period Ending 04/01/2023

	<u>Apr 1, 23</u>
Beginning Balance	55,074.26
Cleared Transactions	
Deposits and Credits - 1 item	<u>14.94</u>
Total Cleared Transactions	<u>14.94</u>
Cleared Balance	<u>55,089.20</u>
Register Balance as of 04/01/2023	55,089.20
Ending Balance	55,089.20

Goddard Public Library Profit & Loss Budget Performance February 2023

	Feb 23	Budget	Jan - Feb 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Balance Forward	0.00	0.00	0.00	20,000.00	20,000.00
Book Sales and Lost Book Fees	0.00	0.00	0.00	500.00	500.00
City Funds	74,678.87	0.00	103,086.93	224,807.00	224,807.00
Donations	5,745.00	0.00	5,781.49	1,000.00	1,000.00
Fines, Copies, Faxes	204.98	0.00	407.54	1,250.00	1,250.00
Goddard Lions Club Income	327.82	0.00	327.82	300.00	300.00
Grants					
Friends & Foundation	0.00	0.00	0.00	1,000.00	1,000.00
Levand Trust	0.00	0.00	0.00	3,000.00	3,000.00
SCKLS					
Summer Reading Grant	0.00	0.00	0.00	100.00	100.00
SCKLS - Other	0.00	0.00	0.00	10,000.00	10,000.00
Total SCKLS					
	0.00	0.00	0.00	10,100.00	10,100.00
State Aid	0.00	0.00	0.00	1,420.00	1,420.00
Grants - Other	0.00	0.00	0.00	1,000.00	1,000.00
Total Grants					
	0.00	0.00	0.00	16,520.00	16,520.00
Interest Income	13.67	0.00	29.29	16.00	16.00
Refund Income	64.95	0.00	64.95		
Summer Reading Donations	1,000.00	0.00	1,000.00		
Total Income					
	82,035.29	0.00	110,698.02	264,393.00	264,393.00
Gross Profit					
	82,035.29	0.00	110,698.02	264,393.00	264,393.00
Expense					
Accounting	135.00	0.00	270.00	1,750.00	1,750.00
Automation	0.00	0.00	0.00	1,600.00	1,600.00
Board Insurance					
Treasurer Bond	0.00	0.00	0.00	825.00	825.00
Board Insurance - Other	0.00	0.00	0.00	1,040.00	1,040.00
Total Board Insurance					
	0.00	0.00	0.00	1,865.00	1,865.00
Bookmobile					
Bookmobile Insurance	0.00	0.00	0.00	1,200.00	1,200.00
Bookmobile Maintenance	503.24	0.00	503.24	500.00	500.00
Bookmobile Tags	0.00	0.00	0.00	2,000.00	2,000.00
Total Bookmobile					
	503.24	0.00	503.24	3,700.00	3,700.00
Capital Improvement Budget					
City Funds Expense	0.00	0.00	0.00	1,000.00	1,000.00
Community Relations	308.00	0.00	308.00	5,300.00	5,300.00
Continuing Education	468.75	0.00	1,406.01	400.00	400.00
Director Health Benefit	0.00	0.00	62.15	7,200.00	7,200.00
Grant Expense	675.94	0.00	1,351.88		
	1,383.33	0.00	2,299.68		

Goddard Public Library Profit & Loss Budget Performance February 2023

	Feb 23	Budget	Jan - Feb 23	YTD Budget	Annual Budget
Library Inventory					
Audio Books	67.99		101.13		
Books	1,287.09		2,219.23		
DVD/Blu-Ray	98.80		253.17		
ebooks/audiobooks	0.00		816.74		
Magazines and Periodicals	108.00		108.00		
Library Inventory - Other	0.00	0.00	0.00	19,000.00	19,000.00
Total Library Inventory	1,561.88	0.00	3,498.27	19,000.00	19,000.00
Licensing	917.95		1,529.95	1,700.00	1,700.00
Maintain building and grounds	0.00		0.00	1,300.00	1,300.00
Memberships	0.00		0.00	842.00	842.00
Mileage	141.84		176.24	900.00	900.00
Miscellaneous					
Lost Book	0.00		23.34		
Total Miscellaneous	0.00	0.00	23.34		
Payroll Expenses					
KPERs-MISC	1,631.96	0.00	3,223.47	16,000.00	16,000.00
Payroll	9,266.72		18,915.44	132,861.00	132,861.00
Payroll Taxes	2,334.25		4,753.90	25,000.00	25,000.00
State Tax	534.32		1,015.95	6,500.00	6,500.00
State Unemployment Taxes (SUTA)	0.00		29.56	200.00	200.00
Workman's Comp Insurance	0.00		0.00	275.00	275.00
Total Payroll Expenses	13,767.25	0.00	27,938.32	180,836.00	180,836.00
Postage and Shipping	1,690.00		1,810.00	1,750.00	1,750.00
Programming					
Story Time	76.38		76.38		
Summer Reading Program	339.49		339.49		
Wine & Color	105.49		105.49		
Programming - Other	206.61	0.00	768.32	5,500.00	5,500.00
Total Programming	727.97	0.00	1,289.68	5,500.00	5,500.00
Supplies					
Building	0.00		213.98		
Office	22.16		284.30		
Processing	33.98		33.98		
Supplies - Other	0.00	0.00	0.00	5,000.00	5,000.00
Total Supplies	56.14	0.00	532.26	5,000.00	5,000.00
Technology	0.00		47.60	4,000.00	4,000.00
Utilities	1,559.89		3,567.79	20,500.00	20,500.00
Website Maintenance	0.00		143.88	250.00	250.00
Total Expense	23,897.18	0.00	46,748.29	264,393.00	264,393.00
Net Ordinary Income	58,138.11	0.00	63,949.73	0.00	0.00
Net Income	58,138.11	0.00	63,949.73	0.00	0.00

Oath for those in office handling public funds:

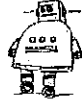
75-4308. Oath required for public officers and employees. Before entering upon the duties of his or her office or employment, each person to be employed by the state or any agency thereof or by any county, city or other municipality of the state including any school, college or university supported in whole or in part by public funds collected under any tax law of the state or any municipality thereof shall be required to subscribe in writing to the oath set out in K.S.A. 54-106.

54-106. Form of oath to be taken by officer. All officers elected or appointed under any law of the state of Kansas shall, before entering upon the duties of their respective offices, take and subscribe an oath or affirmation, as follows:

"I do solemnly swear [or affirm, as the case may be] that I will support the constitution of the United States and the constitution of the state of Kansas, and faithfully discharge the duties of Goddard Public Library Board Member So help me God."

"I do solemnly swear [or affirm, as the case may be] that I will support the constitution of the United States and the constitution of the state of Kansas, and faithfully discharge the duties of Goddard Public Library Director So help me God."

It was mentioned that we could approach Maize to contract our Mobile Library services to them. The board would have to approve it, but it's in statute that cities without libraries can contract for service. One option could be suggesting contracting with Maize at about \$50,000 a year and having the Mobile Library visit there twice a month. As that wouldn't cost \$50,000 a year it would give the library money to spend on the upkeep, supplies, and possibly new staff.



instructables

Library Story Stroll (Also Called Storywalk®)



by ctstarkdesigns

My family absolutely loves our local library. For how small our town is the library does an amazing job providing activities and events for the town's youth. Holiday parties, animal specialists, guest authors, crafts, clubs, you name our library does it. I have tried to stay as involved as possible since my kids love going there often. I built a really cool racetrack for pinewood-derby-ish cars that the kids built using scrap pine wood and hot glue guns. This was a big hit and it let the librarian know that I am happy to build things to keep the library purring! So, early this year she reached out to me to see

During this Instructable I want to show you the steps necessary to build eighteen (or any other number) of robust Storywalk® posts for a fraction of the cost other methods might cost you. With the crazy pandemic going on, now, more than ever, it is important to provide our youth with outside, educationally-rich opportunities while still being socially distanced. This project fits the bill perfectly!

Supplies:

Supplies necessary to build one Storywalk® post:

if I wanted to build a Storywalk® for the library. Check out the link to see a more detailed explanation of what a Storywalk® is and to see why it has that little "®" with it. I was only the builder in this case so I cannot give you a complete low down on who to credit and how to go about doing so, ***but please make sure you do your due diligence prior to jumping into this project.***

We had to first decide how we wanted the Storywalk to look. You can go from the super simple of a stick with a board to the complex (and insanely expensive) of welded frames, UV-resistant and tempered glass, with stainless steel posts. We decided to split the difference and use pressure treated wood and earth anchors to affix them to the ground. Sam, our librarian, wanted eighteen of them and wanted them to be weather resistant so that they could stay outside during all seasons. So, I went about coming up with some designs by looking at what other folks put together. The only problem I kept running into was finding affordable clear coverings for the boards. With the Covid pandemic in full swing, Lexan sheets were not only hard to come by but insanely expensive. I ended up finding a super-durable and affordable option that I think you will also like.

- (1) 24"x18" PET Sheet
- (1) 4"x4" Adjustable Ground Spike
- (1) 4"x4"x5' PT post
- (1) 24"x18" PT Plywood Sign

3" Pressure Treated Deck Screws

1-1/2" Pressure Treated Deck Screws

Hardware:

(3) rubber washers

(3) carriage bolts

(3) wingnuts

Pressure Treated wood for both the top of sign and underside (I used 2x4 stock for both of these)



Step 1: Location!

April 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1 Car Show-Library Closed
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	Notes				

10:30
Challenger