

**Goddard Public Library Board Meeting Agenda**  
**July 11 @ 7:05 pm**  
**Join Zoom Meeting**

<https://us02web.zoom.us/j/81912297582?pwd=TjVvVDJnd25LeU1pTXN3N0ZnbU1wdz09>

**Meeting ID 819 1229 7582**

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting June 13, 2022
4. Citizen Comments
5. Correspondence and communications – Renn & Company, ECF, t-mobile, All-American Publishing
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. – Not meeting during the summer months.
  - b. City updates
  - c. Bookmobile update
  - e. Digitization project update – last items taken care of – have received link to KS Memory
  - f. Trustee Academy
  - e. New Board member – Tegan Ulmen
9. New Business
  - a. Nominate/Vote for officers
  - b. Board training
  - c. Treasurer Bond paperwork
  - d. New goals/projects for Strategic Plan/Outreach handout
10. As may be presented

\*Next meeting is August 8, 2022.

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

director@goddardlibrary.com

## **Goddard Public Library Board Meeting Agenda**

**June 13, 2022 @7:05 pm**

1. Roll Call: Meeting began at 7:05 pm. Lisa Fouts, Lisa Coyne, Tamera Judd, Margo Rakes, Connie Brake, Sherry Lauer, Stephanie Mount and April Hernandez were present. Vickie Luthi, Frank Petsche, and Kate Morgan were absent.
2. Approval of Agenda: Stephanie motioned to approve; Lisa C. seconded. All in favor.
3. Approval of Minutes: Lisa F motioned to approve with corrections, Margo seconded. All in favor.
4. No Citizen Comments.
5. Correspondence and communications:
  - a. ECF – reimbursement, they do not have a correct EIN number and April is working with them to fix it. We are waiting for these funds to pay for the T-Mobile hotspots.
  - b. The library received 2 \$55.00 checks from the family of Marilyn Farra as a memorial contribution.
  - c. The library was able to cancel the contract with COX for cable services. We still use Cox for internet.
  - d. Board insurance renews in July.
6. Director's report:
  - a. 700 people have signed up for the summer reading program. There have been 2,600 items checked out of the library this month.
  - b. The library was able to use a memorial donation to purchase soft children's furniture.

- c. We were able to purchase another Early Literacy Multisensory bag for the collection.
  - d. April spoke with Amy from Allstate about getting t-shirts made up for Team Main Street. There would be a \$50.00 set up fee and shirts would be \$25.00 each and available for anyone to purchase.
7. Financial report: The library is under budget so far this year.
8. Old Business:
- a. Friends/Foundation will not be meeting over the summer. Paula, Cynthia, April, and Sherry went to the KanShare Library Luncheon on May 16. They came away with several new ideas.
  - b. There are new photos of the Bookmobile up on the website, there is a lot of progress being made.
  - c. April reminded the board to utilize the classes being provided by Trustee Academy
  - d. Our new board member, Connie Brake, was approved by the city council at the May 16<sup>th</sup> meeting.
  - e. Sherry motioned to approve the application of Tegan Perkins Ulman to replace Lisa Coyne. Stephanie seconded the motion. Approve 7-0.
9. New Business:
- a. There was new rock laid in front of the library.
  - b. There are now solar powered lights to light up the sign.
10. Citizen Comment: None
11. Executive session:
- a. At 7:57 Tamera motioned to put the meeting into executive session to discuss personnel issues. Lisa F seconded the motion. All approved
  - b. At 8:11 Tamera motioned to end the executive session; Connie seconded. All approved.

Staff bonus amounts and limits will be set forth in a bonus document that will be a contract between the Library Board and the specific employee. The document will be signed by the

Board President and the employee and kept in the employee's file. Sherry motioned to approve and Margo seconded. The motion carried.

Margo motioned to end the meeting at 8:16; Stephanie seconded and all approved.

## Director's Report July 2022

Summer Reading is almost done. It has been very busy in the Library over the last month. We have had over 100 people in every day except Saturdays.

Carrie ran a cookie decorating contest and has pictures posted on Facebook so that people can vote for their favorite. Everyone got very creative.

StoryTimes have been very full. We have anywhere from 30 to 80 people in the building for them.

I have ordered a new people counter. Hopefully it will be here and installed by the end of the month. We get busy and forget to count people so it will free up our time. I will use the SCKLS tech grant that opens in August to pay for half the cost.

I also purchased a square chip reader to make using Square easier. It works well and I will pay for half of this cost with the SCKLS tech grant as well.

I will give the quarterly report to the Council the second meeting in August.

We have been working on getting sponsors for large yard games for Ballet in the Park. We have one family who sponsored Left, Right, Center. Friends and Foundation will sponsor what we don't get covered.

Movie in the Park was well attended and everyone had fun. 78 people were there, mostly families.

Team Main Street is going strong. There are going to be more than 15 businesses participating. We can start ordering shirts in a week or so and I will send out the link to everyone.

# GODDARD PUBLIC LIBRARY

June 2022

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2022	2021	2020	2019
Non-fiction	130	104	146	110	156	223							869	1589	921	2225
Fiction	559	447	497	511	592	705							3311	5731	4757	7671
Periodicals	18	22	13	13	18	24							108	249	467	1086
Audio Books	20	15	21	13	29	30							128	208	280	583
Videos/ DVD	204	185	205	201	209	295							1299	2890	2209	2609
<b>JUVENILE</b>																
Non-fiction	506	444	679	601	710	1429							4369	6136	1883	4695
Fiction	1539	1841	1760	1673	1941	3692							12446	19169	10212	18618
Periodicals	14	16	14	17	2	7							70	48	22	237
Videos/ DVD	65	50	66	44	53	82							360	579	541	1329
Audio	14	5	9	5	12	18							63	144	56	68
Other													0			
<b>TOTAL</b>	<b>3069</b>	<b>3129</b>	<b>3410</b>	<b>3188</b>	<b>3722</b>	<b>6505</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23023</b>	<b>36743</b>	<b>21348</b>	<b>39121</b>

Computer	111	65	143	156	172	137							784	1015	1543	5045
Wireless	113	94	118	108	113	143							689	1204	1123	1724
													1473	2219	2666	6769

Reference Question	238	190	260	219	210	267							1384	2669	2954	2653
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**INTERLIBRARY LOAN**

Books Loaned	338	280	260	299	211	368							1756	4075	3708	548
Unfilled	0	0	0	1	1	0							2	17	29	9
Books Borrowed	195	244	350	206	326	287							1608	2841	2236	828
Unfilled	0	0	0	0	0	0							0	10	0	8

NEW LIBRARY CARDS	36	27	45	132	65	92							397	503	218	360
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**MATERIALS ADDED**

Adult	81	17	86	137	122	80							523	876	620	747
Juvenile	67	29	43	50	89	47							325	755	786	789
<b>TOTAL</b>	<b>148</b>	<b>46</b>	<b>129</b>	<b>187</b>	<b>211</b>	<b>127</b>	<b>0</b>						<b>848</b>	<b>1631</b>	<b>1406</b>	<b>1536</b>

LIBRARY ATTENDANCE	1143	963	1383	1366	1664	3167							9686		7860	24302
Children	1130	973	709	865	1329	1336							6342		8597	3778
Other	931	249	358	621	43	767							2969		7143	228
<b>TOTAL</b>	<b>3204</b>	<b>2185</b>	<b>2450</b>	<b>2852</b>	<b>3036</b>	<b>5270</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18997</b>	<b>0</b>	<b>23600</b>	<b>28308</b>

April Hernandez

DIRECTOR

47 programs

**ATTENDANCE**

	J	F	M	A	M	J	J	A	S	O	N	D					
Vickie Luthi	+	+	+	+	+	EX											2
Stephanie Mount	+	+	+	+	EX	+											1
Lisa Fouts	+	+	+	LI	+	+											2
Kate Morgan	EX	+	EX	+	+	EX											1
Frank Petsche	+	+	+	EX	+	EX											2
Lisa Coyne	+	+	+	+	EX	+											finish 22
Tamera Judd	+	AB	EX	+	EX	+											1
Margo Rakes	+	+	+	+	+	+											1
Connie Brake					+	+											finish 23
Sherry Lauer	+	+	+	+	+	+											1
April Hernandez	+	+	+	+	+	+											

EX- excused

EO- early out

LI- late in

CA- cancelled

AB - Absent



## Your last week in review

Take a moment to review activity and insights for Goddard Public Library from Jun 19 - Jun 25.

### Your activity

You published 16 pieces of content this past week.

15 Facebook posts

1 Instagram post

0 Facebook stories

0 Instagram stories

### Your goals

Set your business goals, track progress and find tips on how to achieve them. [Get started](#)



### Your results

See your Facebook Page reach and Instagram reach from last week.

Total last week

2.6K Sun Sat

Facebook Page reach

Total last week

34 Sun Sat

Instagram reach

### Your audience growth

Congratulations! You received new Page likes and Instagram followers. Interact with your community by sharing today.

Total last week

12 New Facebook Page likes

New Facebook Page likes

Total last week

1 New Instagram followers

New Instagram followers

[View all insights](#)



# Insights

Review performanc...

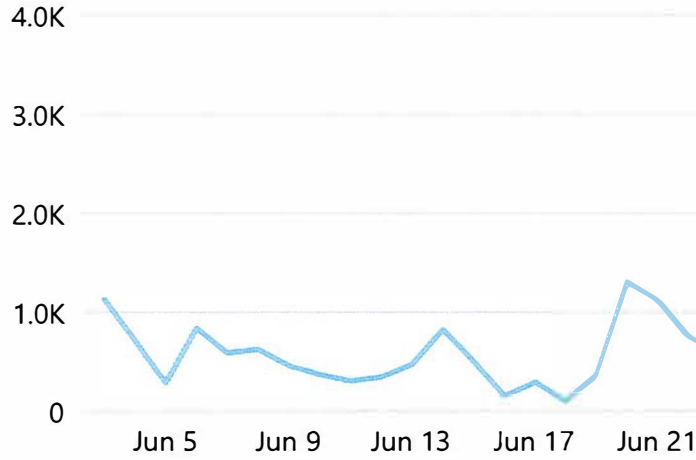


Goddard Public Library

Last 28 days: Jun 3, 2022 – Jun 30, 2022

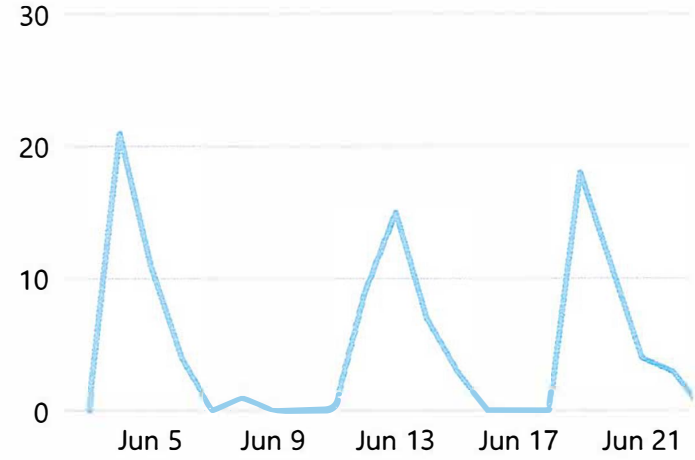
## 8,110

80.1%



## 48

17.2%



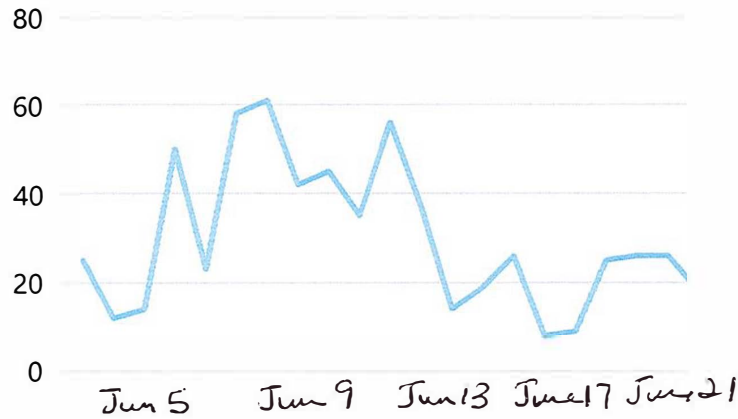
### Page and profile visits

Export

#### Facebook Page visits

## 895

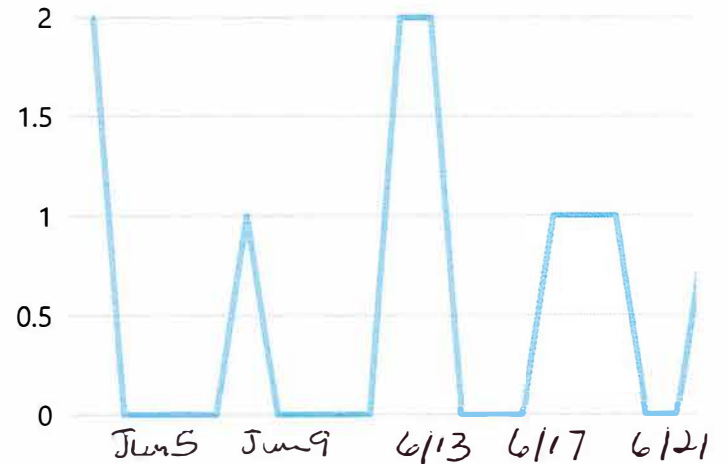
63.3%



#### Instagram profile visits

## 11

0%



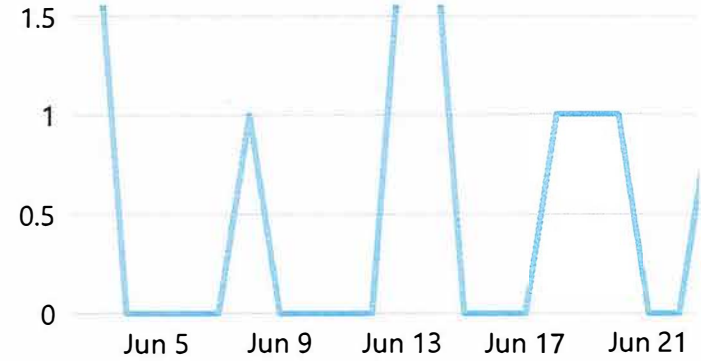
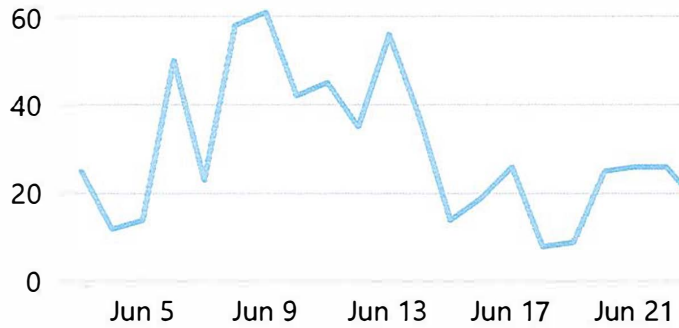
# Insights

Review performanc...



Goddard Public Library

Last 28 days: Jun 3, 2022 – Jun 30, 2022



## New likes and follows

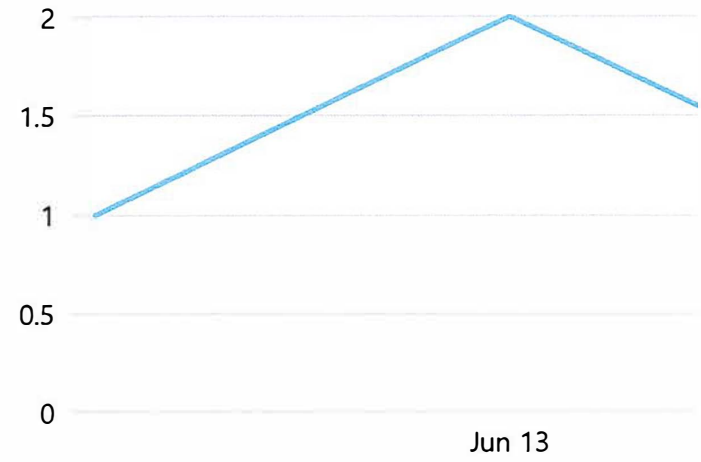
Facebook Page new likes

43 4.4%



Instagram new followers

4 33.3%



Export



Children 0-5 years Programs

	Program	Attendance	Kits	Adopt	Virtualie	Virtual Views	Virtual Engage	
	A	B	C	D	E	F	G	H
89								
90	StoryTime	46			4	70	132	
91	StoryTime	79	50		3	77	47	
92	Adopt a fish	35					34	
93	StoryTime	56	36		3	60	23	
94	Peas in a Pod		10	10				
95	Launch Pad		8	8				
96	StoryTime	53	50		4	72		
97								7 programs
98		569	154	18	14	279		

General Programs

	Program	Attendance	Partner	Virtual Engage	Virtual Views	
	A	B	C	D	E	F
36						
37	Summer Kick off	300		335		
38	Tanganyika x 2	67		130		
39	Bingo	41		80		
40	Puppet Ladies x 3	156		172		
41	Movie in the Park	78		84	70	
42	Mad Science	41		70		
43	Bingo Sheets	49				
44	New StoryWalk			134		
45						11 programs
46		732		1005	70	

Adult Programs

*Attendance*

*Outreach*

*Partner*

*Virtual Engagement*

	A	B	C	D	E	F
64						
65	Board Meeting	8				
66	Book Edge	12				
67	Dice & Drinks	5				
68	Dove		6			
69	Dove Book Club		4			
70	Book Promotions				74	
71	Sponsorships for Ballet				148	
72						7 programs
73		25	10		222	
74						

Teen 13-18 years Programs

	Program	Attendance	Post Engagement	Kits	
	A	B	C	D	E
33					
34	Leos	8			
35	TAB	6			
36	TAB Nerf Wars	9			
37	TAB Game Day	9			
38	Guessing Jar	38			
39	Teen Activities x 4			100	
40					9 programs
41		76		100	

Children 6-12 years Programs

	Program A	Attendance B	Outreach C	Kits D	Virtual Engagement E	F
15						
16	Guessing Jar	125				
17	Stuffed Animal Sleep	38			372	
18	Lego Challenge	45			485	
19	Launch Pad x 3	45				
20	Launch Pad Activity	20				
21	Girl Scout Craft	25				
22	MDO x 3		73	16		
23	Girl Scouts	9				
24	Writing Challenge				47	
25						13 programs
26		307	73	16	904	

	A	B	C	D	E	F	G	H	I	J	K	L
1	GPL											
2	BUDGET REPORT											
3	6/30/2022											
4												
5	MONTH:											
6	6											
7	COLUMN:											
8	G											
9												
10	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
11	CATEGORY	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
12		JANUARY	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.	NOV.
13												
14												
15												
16	Accounting	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00					
17	Automation/Internet											
18	Maintenance		\$342.20			\$308.00						
19	Bookmobile											
20	Supplies	\$346.18	\$408.82	\$81.40	\$329.66	\$747.76	\$337.69					
21	Utilities/Telephone	\$369.95	\$557.00	\$1,451.32	\$1,614.80	\$1,311.47	\$1,570.10					
22	Materials	\$1,818.48	\$1,655.98	\$1,428.33	\$1,300.00	\$2,028.18	\$1,243.12					
23	Community Relations	\$1,922.25	\$366.48	\$259.64	\$523.34	\$151.71	\$91.92					
24	Programming	\$255.05	\$399.96	\$531.20	\$337.58	\$557.13	\$188.24					
25	Technology			\$14.99			\$30.00					
26	Continuing Education	\$22.90	\$31.13	\$30.00		\$57.48						
27	Licensing	\$387.00	\$795.00									
28	Memberships	\$55.00										
29	Mileage/Meals	\$119.46	\$83.66	\$50.31	\$78.16	\$142.80	\$58.38					
30	Postage	\$58.00	\$3.12	\$1,450.00	\$61.19							
31	Website	\$156.87				\$324.00						
32	Capital Improvement											
33	Board Insurance/Bond											
34	Director Health Benefit	\$550.00	\$550.00	\$550.00	\$550.00	\$600.00	\$600.00					
35	Payroll Taxes	\$2,899.11	\$2,252.86	\$2,182.07	\$2,442.16	\$2,261.64	\$2,315.56					
36	Retirement	\$1,617.29	\$1,218.21	\$1,176.10	\$1,293.12	\$1,268.46	\$1,234.27					
37	Salaries	\$8,774.57	\$7,019.95	\$7,156.94	\$7,845.29	\$7,204.15	\$8,093.34					
38	Workman's Comp		\$269.00									
39	Unemployment	\$25.97			\$31.02							
40	Bank Fee	\$9.95	\$9.95	\$9.95	\$9.95	\$9.95	\$9.95					
41												
42		\$19,508.03	\$16,083.32	\$16,492.25	\$16,536.27	\$17,092.73	\$15,892.57	\$0.00	\$0.00	\$ -	\$0.00	\$0.00
43												
44									City	\$ 200,129.00		
45									carryover	\$ 20,000.00		
46									grants	\$ 10,119.40		
47									other income	\$ 5,416.00		





	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Grant/Donation	Amount	Items	January	February	March	April	May	June	July	August	September	October	November	December
2															
3	SCKLS	\$454.60	Materials, Programming					\$454.60							
4	Levand	\$6,300.00	programming, tech					\$828.65	\$1,919.90						
5	Book Festival	x	Technology												
6	State Library KS Notable	\$188.86						\$130.17							
7	PLA III	x	Intern/laptop												
8	SCKLS Tech Grant														
9	KSHRAB grant	\$133.61	Digitization		\$107.96	\$47.97									
10	SHARPS Grant	\$4,914.08	payroll,laptop,zoom,utilities	\$2,260.78	\$1,472.87	\$1,180.43									
11	State Aid	\$1,420.98					\$1,377.58								
12	ECF	\$1,399.95		\$1,399.95											
13	Continuing Education					\$202.50									
14															
15	Lion's Club	\$4,550.00	Lions Bookmobile sponsor												
16	Walmart	\$1,000.00	WM Bookmobile sponsor												
17	Bookmobile sale items	\$300.00	Sale of Bookmobile items												
18	Lisa Stoller fb fundraiser	\$220.00	literacy kits		\$220.00										
19	Friends/Foundation	\$83.28	pizza, gift card			\$113.53									
20	Jaax Memorial ELM Kit	\$120.00													
21	Jaax/other Memorial	\$475.00	childrens soft furniture					\$475.00							
22	Mrs. Coles	\$250.00	Tanganyika Pass with feeder		\$250.00										
23	Anonymous Donor	\$250.00	Tanganyika Pass with feeder		\$250.00										
24	Main Street Salon	\$250.00	Tanganyika Pass with feeder		\$250.00										
25	Chamber NU	\$49.92	flowering baskets for front					\$49.92							
26															
27	<b>SRP</b>														
28	Mel Hambilton Ford	\$400.00							\$400.00						
29	T&T	\$400.00								\$400.00					
30	W Wichita Opt														
31	Goddard Vet	\$200.00					\$200.00								
32	Universal Products	\$200.00					\$200.00								
33	Hanson Ortho	\$200.00					\$200.00								
34	Vrana	\$100.00					\$42.93		\$52.40						
35	Mayer Specialty Services	\$200.00	Spa/Hotel gift certificate for gala			\$200.00									
36	Collier Agency, Iron Nutritio	\$250.00	Kickoff					\$250.00							
37															
38		\$23,860.28		\$3,660.73	\$2,550.83	\$1,744.43	\$2,020.51	\$2,188.34	\$2,372.30	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## **New Goals/Projects**

AWE computers for kids' area

Partner with GHS/EHS on new video promotion project

Elves for Christmas on Main Street – GHS Theater

Music Garden in Pocket Park

Get storywalk signs from Tanganyika and put a storywalk up around the library.

Permanent StoryWalk on trail

Video conferencing ability in Fish Bowl

New Carpet

New bathroom flooring, toilets and sinks

New location signs

Self-checkout

Grow Friends & Foundation Board – both boards

# Outreach Ideas

It's important to promote your library and its programs through local media outlets, but focusing solely on these resources misses valuable opportunities in any community. The primary goal of any outreach effort is to get the word out about programs and resources, but it's also important to use these opportunities to create goodwill toward your library. This local support will serve your library in many different situations and will be well worth the effort you expend.

Here is a list of suggestions (outside the media) to promote your library, its programs, and the staff members and volunteers, and to remind all area residents of the valuable contribution the library makes to the community and the important role it plays.

Remember, there is no one right way to expand your outreach efforts. Therefore, what is right for you will probably be a mixture of ideas you gather over time and from various sources. Below are just ideas to get you thinking. You need to do what works for your library and community.

- Use your library Facebook and Twitter accounts on a regular basis to share information about library programs, classes, and resources.
- Attend one local civic group meeting each month to talk about the library and its programs (less or more frequently depending on the number of groups). These include, but are not limited to, Kiwanis, Lions, Jaycees, Chamber of Commerce, Business and Professional Women's (BPW), Rotary, garden clubs, historical society meetings, hobby clubs, churches, etc.
- Library Director and staff members should be members of some of the civic groups mentioned above to ensure the library is represented in those groups' planning efforts.
- Showcase services and various online resources to community clubs and organizations to demonstrate how they relate to whatever research the group might be doing.
- Communicate regularly with school district employees and teachers to keep them abreast of library programs and to keep yourself informed about projects or assignments for which students will turn to you and your staff members.
- Offer to give presentations to local businesses and their employees. ALA has all sorts of stories about how business/industry has saved (or could have saved) significant investment if they had only talked to a librarian before beginning a project.
- In an effort to spread the word about library services to the community, library staff members should meet with service agencies and organizations like:
  - literacy councils;
  - health departments/WIC & nutritional sites;
  - child care councils;
  - homeschool organizations (major library supporters);
  - PTOs;
  - job centers; and

- Head Start & Even Start
- Prepare a PowerPoint presentation that highlights your library's hours, programs, and services. This can be made available on the library website, or distributed on CD-ROM to civic groups or businesses when you can't meet with them. It can be included in packets prepared for prospective new businesses, or by realtors when they work with home buyers new to the community.
- Create a virtual tour of your library on your website.
- Write a regular column in the local newspaper (monthly would be ideal, but less frequently also works if that is all the space the newspaper can provide).
- Work with your local cable access channel to produce a regular program on the library and library/information issues. This is a great opportunity to highlight programs or events (with video clips of past programs), recognize the contributions of staff and volunteers, interview local elected officials or library trustees about library-related issues, or highlight local experts about issues or topics that the library can help research (like genealogy, technology purchases, travel/vacations, auto repairs/purchases, gardening, music, home improvement, etc.). It could be something as simple as a book talk.
- Work with the local cable access or television/radio stations to produce regular Public Service Announcements (PSAs). These might be for specific observances (like Library Card Sign-Up Month) or library programs, or they might just be generic "support your library" messages.
- Make regular appearances on local radio station(s) to promote your library.
- Prepare a "Welcome to the Library" packet for all new residents. This could be distributed by realtors, lending institutions, businesses/industries, churches, Chamber of Commerce, or Welcome Wagon.
- Prepare a packet that can be distributed to new parents. You can turn to "Books for Babies" from the Friends of Libraries USA (FOLUSA) -- [http://www.ala.org/united/products\\_services/booksforbabies](http://www.ala.org/united/products_services/booksforbabies) -- or create your own packet with local contributions.
- Use floats, booths, book cart drill teams, etc., to tie in with local "festivals" or other community observances (including county fairs). These are excellent opportunities to keep the library and its mission before the community.
- Make sure the websites for local organizations, businesses, and government include a link to your library's website. Encourage them to highlight specific databases or services that may be of interest to users of their websites. This is a great way to make your library a direct resource to others with specific information needs.
- Consider an electronic newsletter for your library. This can be either email or web based.

For more information, contact: Tracie Miller