

Goddard Public Library Board Meeting Agenda
April 8th, 2024 at 6:30 pm

1. Roll Call
2. Approval of Agenda
 - a. February Agenda Amendments
3. Review of Minutes from Board Meeting March 11th, 2024
4. Citizen Comments
5. Correspondence and communications
6. Director's Report
7. Financial Report - Treasurer
 - a. Approve March financials
8. Old Business
 - a. Mobile Library
 - b. New Website/purchase domain name
 - c. Policy Manual updates
 - d. Medical Equipment Agreement/Liability Issues
 - e. DEIA Training Bid/Discussion
9. New Business
 - a. City Updates to the Building
 - b. Former Director Vacation Pay Out
 - c. City Lawyer Consultation
10. Executive Session
11. As may be presented

*Next meeting is May 13th, 2024.

Please call Kate at 316.215.4895 if you cannot attend. Or e-mail: katemorganrdn@gmail.com
Thank you!



Goddard Public Library Board Meeting Minutes
March 11th, 2024 at 6:30 PM

The March Board Meeting of the Goddard Public Library was called to order by the Vice President of the Board, Megan Koenigs, at 6:34 PM.

1. Roll Call: Megan Koenigs, Tegan Perkins Ulmen, Margo Rakes, Ashleigh Pearce, Angela Pruitt, Lucretia Burch, Julie Mills, and Carrie Wharton. Kate Morgan was absent/excused. A quorum was reached.
2. Approval of Agenda: Tegan Perkins Ulmen moved to approve the Meeting Agenda for March 11th, 2024. Margo Rakes seconded the motion. All present were in favor.
3. Review of Minutes from Board Meeting February 12th, 2024.
 - a. A few revisions from Old Business will be made and presented at the next meeting for approval.
4. Citizen Comments: None.
5. Correspondence and Communications: A note from the Goddard Woman's Club and their Read Across America event was passed around. Julie Mills gave us all bookmarks.
6. Director's Report: Distributed.
 - a. Circulation Report: Numbers are still low, but as expected for this season.
7. Financial Report:
 - a. Approve February Financials: Lucretia Burch moved to approve the February Financial Report. Ashleigh Pearce seconded the motion. All present were in favor.
8. Old Business:
 - a. Policy Manual Updates
 - i. Access to Library Building - Megan Koenigs moved to add the suggested paragraph to N. Access to Library Building in the Policy Manual (Pg. 16 of Board Packet). Margo Rakes seconded the motion. All present were in favor.
 - ii. Exhibits and Displays- Lucretia Burch moved to add the suggested wording to F. Exhibits and Displays in the Policy Manual (Pg. 17 of the Board Packet). Megan Koenigs seconded the motion. All present were in favor.



- iii. To Check Out Items - Tegan Perkins Ulmen moved to add the suggested paragraphs to the Policy Manual (Pg. 18 of Board Packet). Megan Koenigs seconded the motion. All present were in favor.
 - iv. DEIA Policy - Ashleigh Pearce moved to replace the Section 4 - Diversity, Equity, Inclusion, and Access Statement with the suggested wording (Pg. 20 of Board Packet). Angela Pruitt seconded the motion. All present were in favor.
 - v.
 - b. Mobile Library Sub Committee Report: Public Outreach Vehicle Request - tabled
 - c. New Website/purchase domain name: tabled.
 - d. Self-checkout is being configured and will ship soon: It is here and working!
 - e. Order one more rolling table: It does not need board approval. Julie will order. Purchasing an additional rolling table was tabled until the end of the year.
9. New Business:
- a. Interim Director - Carrie Wharton was asked if she would be willing to accept the position of Interim Director. Carrie was willing to accept the offer. We reviewed the responsibilities. Megan will draft an offer letter and deliver it to Carrie.
 - i. Part-Time Asst. Program/Outreach Staff Member request - tabled to April Meeting
 - b. Medical Equipment Agreement/Liability Issues: Ashleigh Pearce will talk to the Lions Club about drafting an Agreement and possibly have them purchase a shed to keep items.
 - c. Concrete in front to replace planters: Julie Mills asked the City and they thought this update would fall under Capital Improvement - waiting to hear back.
 - d. DEIA Policy and Training: Lucretia Burch checking on her contacts to see when she has time to schedule training and how much it would cost.
10. Executive Session
- a. Margo Rakes moved to move into the Executive Session at 8:13 PM. Tegan Perkins Ulmen seconded the motion. All present were in favor.
11. As may be presented: Julie Mills presented that she would like to have her vacation paid out. She had emailed SCKLS and they said Policy trumps Contract. The board will look into the policy and contact and get a hold of SCKLS to see how we need to proceed.
12. Megan Koenigs moved to adjourn the meeting at 9:05 PM. Margo Rakes seconded the motion. All present were in favor.



**Goddard Public Library Board Meeting Minutes
February 12th, 2024 at 6:30 PM**

The February Board Meeting of the Goddard Public Library was called to order by the President of the Board, Kate Morgan, at 6:30 PM..

1. Roll Call: Kate Morgan, Megan Koenigs, Tegan Perkins Ulmen, Margo Rakes, Ashleigh Pearce, Angela Pruitt, Lucretia Burch, and Julie Mills. A quorum was reached.
2. Approval of Agenda: Margo Rakes moved to approve the Meeting Agenda for February 12th, 2024. Megan Koenigs seconded the motion. All present were in favor.
3. Reviewed January 8th, 2024 meeting minutes. No changes were needed or made.
4. Citizen Comments: None.
5. Correspondence and Communications: Christmas Cards from the community (some including storytime pictures) were shared with the board.
6. Director's Report:
 - a. Director's Report: Received a copy of February's Report
 - i. The city is looking at installing a monument sign the would include the Library as one of the noted locations.
 - ii. Potentially adding a second Story Walk to the new North Park walking path.
 - iii. Julie presented the Library's year-end report to the City Council. It was well received and the Mayor is looking forward to helping the Library in various ways.
 - b. Circulation Report: Received a copy, no concerns.
7. Financial Report:
 - a. Approve January Report: Tegan Perkins Ulmen moved to approve the January Financial Report; Margo Rakes seconded the motion. All present were in favor.
 - i. Licenses took a big chunk of the budget this month which is not unusual for this time of year.
 - ii. There are no grant updates at this time.



8. Old Business:

a. Policy Manual Updates:

- i. Lucretia Burch moved to accept the rewritten verbiage by Julie Mills on Page 31, D. Personal Appearance of Employees. Angela Pruitt seconded the motion. All present were in favor.
- ii. Ashleigh Pearce moved to accept the rewritten verbiage by Julie Mills on Page 39, A. Holidays. Margo Rakes seconded the motion. All present were in favor.
- iii. Lucretia Burch moved to accept the rewritten verbiage by Julie Mills on Page 31, A. Hours of Work. Megan Koenigs seconded the motion. All present were in favor.

b. Mobile Library Use: The meeting was canceled. Craig from the City had questions and concerns that may be addressed at the rescheduled meeting.

c. New Website/purchase domain name: No responses from High School teachers yet - Tegan will reach out again to see if a student is interested in an internship project.

9. New Business:

a. SCKLS technology grant for self-checkout machine: \$5,700 estimated; we will receive half of the funds from SCKLS. Ashleigh Pearce moved to approve spending \$2,850 for the new self-checkout machine. Margo Rakes seconded the motion. All present were in favor.

b. Garden Planters/Neighbors United: ~~Have volunteers clean up around the building and in front planter area.~~

c. Main Street Market Sundays: The library will be open.

d. Volunteer Policy: Megan Koenigs moved to amend the following verbiage to L. Volunteers at the Library. Margo Rakes seconded the motion. All present were in favor. *"All permanent, regular volunteers at the library who are over 18 years will complete an application and upon acceptance be background checked."* and *"...Volunteers must be 14 years of age or older with parent/guardian consent."*

10. As May Be Presented:

a. Waiting on SKCLS to see when they will come ~~to implement system~~ to the new QuickBooks system.

11. Lucretia Burch moved to adjourn the meeting at 8:39 PM; Angela Pruitt seconded the motion. All present were in favor.

Interim Director's Report-April

Spring Break at the library was busy! Our daily attendance was up. We offered something every day for a different age group.

The carpet was cleaned on March 23rd. The plan is to have them out again after summer reading ends.

Our two book clubs are full. We are looking for a volunteer that would be interested in starting a new group.

An anonymous community member donated funds for the purchase of two more Tanganyika passes. This will give the library a total of four.

The website has been update with Summer Reading information and the new releases for April has been printed for display.

The KanRead planning committee met Thursday, March 30th over Zoom. We will be going with an art theme this year and each library will select a different artist to highlight at their library. The Goddard Public Library has selected Yayoi Kusama.

Photos from the Riverside Music Program during Spring Break:



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Month	Adult Books	J Books	YA Books	Adult Movies	J Movies	Adult Audio	J Audio	Medical	TechEquipmt	Kfns	Pass	Sunflower	Cloud Library	Magazines	new ebook users	Total Checkouts
1	689	2638	107	228	53	6	9	14	14	9	71	0	984	92	6	4906
2	January	615	2767	84	154	9	4	16	8	8	64	1	927	9	9	4716
3	February	551	2340	84	141	7	1	16	8	8	64	9	1008	6	20	4309
4	March															
5	April															
6	May															
7	June															
8	July															
9	August															
10	September															
11	October															
12	November															
13	December															
14																
15	1855	7745	275	523	165	22	14	46	25	199	10	2919	92	21	64	13931
16																13911

Fwd: Statistics - GODDARD Selfcheck 1

2 messages

Library Director <goddardlibdirector@gmail.com>

Wed, Apr 3, 2024 at 3:08 PM

To: Carrie Wharton <goddardoutreach@gmail.com>, Kate Morgan <katemorganrdr@gmail.com>

This is kind of a fun stat page to include in the board packet. To show how much use the self checkout it getting!! Just thought I'd pass along!

Goddard Public Library



----- Forwarded message -----

From: <receipt@cen-tec.com>

Date: Tue, Apr 2, 2024 at 10:31 AM

Subject: Statistics - GODDARD Selfcheck 1

To: <goddardlibdirector@gmail.com>

Selfcheck 1 - March 2024

Date	Patrons	Circulated	PatronsBlocked	ItemsBlocked
2024-03-06	6	6	0	0
2024-03-07	3	1	0	0
2024-03-08	2	1	0	0
2024-03-09	1	0	0	0
2024-03-12	5	48	0	4
2024-03-14	3	6	0	0
2024-03-16	1	2	0	0
2024-03-18	3	11	0	0
2024-03-19	1	1	0	0
2024-03-22	2	9	0	0
2024-03-25	1	9	0	0
2024-03-26	11	9	0	1
2024-03-27	2	14	0	1
2024-03-29	1	5	0	0
Totals	42	122	0	6

Carrie Wharton <goddardoutreach@gmail.com>

Thu, Apr 4, 2024 at 8:39 AM

To: Library Director <goddardlibdirector@gmail.com>

Cc: Kate Morgan <katemorganrdr@gmail.com>

Yes! Thank you.

Carrie Wharton

Program/Outreach Specialist

Goddard Public Library

Always Imagine More

Goddard Public Library
2024

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2024	2023	2022	2021	2020
Non-fiction	163	160	110										433	1299	1802	1589	921
Fiction	512	472	427										1411	5298	6777	5731	4757
Periodicals	5	8	5										18	208	239	249	467
Audio Books	6	10	7										23	144	202	208	280
DVD/Blu-Ray	228	154	141										523	2776	2759	2890	2209
JUVENILE																	
Non-fiction	540	574	654										1768	6318	8021	6136	1883
Fiction	1863	2193	1826										5882	22283	24618	19169	10212
Periodicals	1	1	1										3	129	134	48	22
DVD/Blu-Ray	53	58	54										165	830	777	579	541
Audio	7	9	7										23	129	132	144	56
TOTAL	3378	3639	3232	0	0	0	0	0	0	0	0	0	10249	39414	45461	36743	21348
Computer	129	158	118										405	1731	1659	1015	1543
Wireless	126	138	117										381	1371	1411	1204	1123
Reference Question	248	270											518	2609	2747	2669	2954
INTERLIBRARY LOAN																	
Books Loaned	288	252	377										917	3485	3840	4075	3708
Unfilled	0	0											0	0	11	17	29
Books Borrowed	381	411	356										1148	4151	3489	2841	2236
Unfilled	0	0											0	0	3	10	0
NEW LIBRARY CARDS	50	54	65										169	781	674	503	218
MATERIALS ADDED																	
Adult	81	72	22										175	666	885	876	620
Juvenile	42	28	54										124	316	673	755	786
TOTAL	123	100	76	0	0	0	0	0	0	0	0	0	299	982	1558	1631	1406
LIBRARY ATTENDANCE	1774	2726	2316										6816	38684	20139	12709	7860
Children	299	157	324										780	3801	12741	20495	8597
TOTAL	2073	2883	2640	0	0	0	0	0	0	0	0	0	7596	42485	32880	33204	23600

Goddard Public Library
2024

ATTENDANCE	Julie Mills, Director							24 programs					
	J	F	M	A	M	J	J		A	S	O	N	D
Kate Morgan	x	x	AB										
Tegan Ulmen	x	x	x										
Julie Mills	x	x	x										
Margo Rakes	x	x	x										
Ashleigh Pearce	x	x	x										
Megan Koenigs	x	x	x										
Lucretia Burch	x	x	x										
Angela Prujitt	x	x	x										
EX- excused	EO- early out			LI- late in		CA- cancelled		AB - Absent					

March 2024

Total	2043	157	328	355	2883	158	270	112	Program 1	Program 2	Program 3	Kits
March Monthly Attendance Sheet												
Daily	81			total	81	6	14	5	Program 1	Program 2	Program 3	Kits
2	63			63	1	6	2					
3	CLOSED											
4	145	101	101	347	6	11	5	Read Across America			Apollo	31
5	99		31	150	4	11	5				Launch Pad	9
6	56		6	65	3	12	6				Reliance	27
7	78		27	105	8	10	5				Reliance	25
8	101		25	126	7	19	4					
9	61			61	1	3	2					
10	CLOSED				4	27	4	ST: C-35 & A-19				
11	97	54	8		3	17	5	TAB: 8				
12	136		45		7	12	6		Riverside Music		Silver Linings/Dove	
13	103		6	10	6	9	6					
14	98		92		2	11	5	Jersey Jackson Book Club Game Night				92
15	59	23			0	4	2	Spring Break Kits				
16	CLOSED							Saturday Story Time				23
17	154	53			7	11	5	ST: C-30 & A-23				
18	177		32		12	25	5	C-18 & A-14		BE: 7	Kensler	60
19	87		60		1	15	6				Explorer	59
20	79		9	59	7	11	4				CDS	50
21	93		36		9	5	4		Books and Beyond		TAAAG/Holy Spirit	36
22	34				0	4	1					
23	CLOSED											
24	127	48			5	8	4	ST: C-27 & A-21		TAB-9	Peas in Pod	10
25	85		9		6	11	5				Annella	27
26	73		23		4	10	5					
27	83		7		6	11	5			Air Fryer Class		
28	45				2	17	2					
29	49				1	3	2					
30	CLOSED											
31	2316	279	309	978	118	287	110					
Total												
April Monthly Attendance Sheet												
Daily			Program	Outreach	total	Computer	Phone	Wireless	Program 1	Program 2	Program 3	Kits
1												
2												
3												
4												
5												
6	CLOSED											
7	CLOSED											
8												
9												
10												
11												
12												
13												
14	CLOSED											
15												
16												
17												
18												
19												
20												
21	CLOSED											
22												
23												
24												
25												
26												
27	CLOSED											
28												

Program/Outreach Monthly Overview

Month: March

Story Time totals:

Total Attendance

5	279
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Program totals:

Total Attendance

8	309
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Book Clubs:

Total Attendance

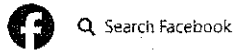
3	22
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Outreach Services:

Total Attendance

12	340
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March 2024



Goddard Public Library

Professional dashboard

Overview

Insights

Home

Your Page

Content

Audience

Grow your audience

Ad Center

Invite people to connect

Your tools



Page overview

Create a post Last 28 days

Discovery

Post reach	29,895
Post engagement	4,998
New Page likes	37
New Page Followers	78

Interactions

Reactions	691
Comments	170
Shares	127
Photo Views	1,002
Link clicks	685

Other

Hide all posts	0
Unfollows	0

5:51 PM

04/02/24

Goddard Public Library
Reconciliation Summary
Bank Checking Account, Period Ending 04/01/2024

	<u>Apr 1, 24</u>	
Beginning Balance		128,600.85
Cleared Transactions		
Checks and Payments - 62 items	-25,250.42	
Deposits and Credits - 12 items	1,123.95	
Total Cleared Transactions	<u>-24,126.47</u>	
Cleared Balance		<u>104,474.38</u>
Uncleared Transactions		
Checks and Payments - 3 items	-764.33	
Deposits and Credits - 7 items	12,949.19	
Total Uncleared Transactions	<u>12,184.86</u>	
Register Balance as of 04/01/2024		<u>116,659.24</u>
New Transactions		
Checks and Payments - 1 item	-282.30	
Total New Transactions	<u>-282.30</u>	
Ending Balance		<u>116,376.94</u>

4:38 PM

04/02/24

Goddard Public Library
Reconciliation Summary
Capital Improvement, Period Ending 04/01/2024

	<u>Apr 1, 24</u>
Beginning Balance	65,067.97
Cleared Transactions	
Deposits and Credits - 1 item	16.58
Total Cleared Transactions	<u>16.58</u>
Cleared Balance	<u><u>65,084.55</u></u>
Register Balance as of 04/01/2024	65,084.55
Ending Balance	65,084.55

Goddard Public Library
Profit & Loss Budget Performance
March 2024

5:53 PM
 04/02/24
 Cash Basis

	Mar 24	Budget	Jan - Mar 24
Ordinary Income/Expense			
Income			
Balance Forward	0.00	0.00	0.00
Book Sales and Lost Book Fees	0.00	0.00	0.00
City Funds			
Mill Levy	0.00	0.00	107,129.76
City Funds - Other	0.00	0.00	35,000.00
Total City Funds	0.00	0.00	142,129.76
Donations	1.00	0.00	501.00
Fines, Copies, Faxes	228.50	0.00	688.39
Goddard Lions Club Income	0.00	0.00	268.78
Grants			
Friends & Foundation	0.00	0.00	0.00
Levand Trust	0.00	0.00	0.00
SCKLS			
Summer Reading Grant	0.00	0.00	0.00
SCKLS - Other	0.00	0.00	0.00
Total SCKLS	0.00	0.00	0.00
State Aid	1,559.86	0.00	1,559.86
Tech Grant	0.00	0.00	2,650.00
Grants - Other	0.00	0.00	0.00
Total Grants	1,559.86	0.00	4,409.86
Interest Income	36.35	0.00	68.21
Library Funds	0.00	0.00	0.00
Lost Book	15.93	0.00	15.93
Summer Reading Donations	900.00	0.00	1,300.00
Total Income	2,741.64	0.00	149,381.93
Gross Profit	2,741.64	0.00	149,381.93
Expense			
Accounting	166.00	0.00	498.00
Automation	0.00	0.00	0.00
Board Insurance			
Treasurer Bond	0.00	0.00	0.00
Board Insurance - Other	0.00	0.00	0.00
Total Board Insurance	0.00	0.00	0.00

Goddard Public Library
Profit & Loss Budget Performance
March 2024

5:53 PM
 04/02/24
 Cash Basis

	Mar 24	Budget	Jan - Mar 24
Bookmobile			
Bookmobile Insurance	0.00	0.00	0.00
Bookmobile Maintenance	0.00	0.00	0.00
Bookmobile Tags	0.00	0.00	0.00
Total Bookmobile	0.00	0.00	0.00
Capital Improvement Transfer			
Community Relations	0.00	0.00	0.00
Marketing	1,389.66		2,464.00
Staff Meeting	61.55		180.37
Community Relations - Other	88.46	0.00	1,059.81
Total Community Relations	1,539.67	0.00	3,704.18
Continuing Education			
Director Health Benefit	0.00	0.00	0.00
Grant Expense	0.00	0.00	2,891.07
Grant Expense			
SCKLS Technology Grant	2,850.00		2,850.00
Grant Expense - Other	500.00		768.78
Total Grant Expense	3,350.00		3,618.78
Library Inventory			
Audio Books	0.00	0.00	0.00
Books	1,383.83		3,363.28
DVD/Blu-Ray	47.91		216.11
ebooks/audiobooks	0.00	0.00	1,604.88
Magazines and Periodicals	0.00	0.00	186.00
Library Inventory - Other	0.00	0.00	0.00
Total Library Inventory	1,431.74	0.00	5,370.27
Licensing			
Maintain building and grounds	0.00	0.00	1,467.00
Memberships	308.00	0.00	458.00
Mileage	0.00	0.00	32.50
Miscellaneous	152.63	0.00	335.37
Lost Book	0.00	0.00	0.00
Total Miscellaneous	0.00	0.00	0.00

16

Goddard Public Library
Profit & Loss Budget Performance
March 2024

5:53 PM
 04/02/24
 Cash Basis

	Mar 24	Budget	Jan - Mar 24
Payroll Expenses			
KPERs-MISC	1,413.28	0.00	4,367.20
Payroll	8,856.83	0.00	27,361.35
Payroll Taxes	2,250.89	0.00	6,987.55
State Tax	316.04	0.00	1,012.63
State Unemployment Taxes (SUTA)	0.00	0.00	33.00
Workman's Comp Insurance	0.00	0.00	269.00
Total Payroll Expenses	12,837.04	0.00	40,030.73
Postage and Shipping			
Courier	0.00	0.00	1,855.00
Postage and Shipping - Other	4.62	0.00	9.24
Total Postage and Shipping	4.62	0.00	1,864.24
Programming			
StoryTime	63.94		137.76
Summer Reading Program	739.69		1,860.14
Teen Advisory Board	102.89		233.01
Programming - Other	286.12	0.00	1,147.78
Total Programming	1,192.64	0.00	3,378.69
Supplies			
Building	22.80		44.00
Computer			
Software	0.00	0.00	0.00
Computer - Other	8.99	0.00	8.99
Total Computer	8.99	0.00	8.99
Furniture	0.00		
Office	177.27	0.00	3,822.19
Processing	0.00		672.63
Supplies - Other	98.64	0.00	532.37
Total Supplies	307.70	0.00	5,178.82
Technology			
Utilities	3,037.63	0.00	3,037.63
Website Maintenance	803.47	0.00	3,762.54
Website Maintenance	0.00	0.00	0.00
Total Expense	25,131.14	0.00	75,627.82
Net Ordinary Income	-22,389.50	0.00	73,754.11
Net Income	-22,389.50	0.00	73,754.11

Goddard Public Library
Profit & Loss Budget Performance
March 2024

5:53 PM
 04/02/24
 Cash Basis

	YTD Budget	Annual Budget
Ordinary Income/Expense		
Income		
Balance Forward	30,000.00	30,000.00
Book Sales and Lost Book Fees	500.00	500.00
City Funds		
Mill Levy	223,360.00	223,360.00
City Funds - Other	35,000.00	35,000.00
Total City Funds	258,360.00	258,360.00
Donations	1,000.00	1,000.00
Fines, Copies, Faxes	1,250.00	1,250.00
Goddard Lions Club Income	300.00	300.00
Grants		
Friends & Foundation	1,000.00	1,000.00
Levand Trust	3,500.00	3,500.00
SCKLS		
Summer Reading Grant	100.00	100.00
SCKLS - Other	10,000.00	10,000.00
Total SCKLS	10,100.00	10,100.00
State Aid		
Tech Grant	1,525.00	1,525.00
Grants - Other	1,000.00	1,000.00
Total Grants	17,125.00	17,125.00
Interest Income	18.00	18.00
Library Funds	0.00	0.00
Lost Book		
Summer Reading Donations	1,800.00	1,800.00
Total Income	310,353.00	310,353.00
Gross Profit	310,353.00	310,353.00
Expense		
Accounting	2,000.00	2,000.00
Automation	1,800.00	1,800.00
Board Insurance		
Treasurer Bond	825.00	825.00
Board Insurance - Other	1,200.00	1,200.00
Total Board Insurance	2,025.00	2,025.00

Goddard Public Library
Profit & Loss Budget Performance
March 2024

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 04/02/24
 Cash Basis

	YTD Budget	Annual Budget
Bookmobile		
Bookmobile Insurance	1,500.00	1,500.00
Bookmobile Maintenance	2,000.00	2,000.00
Bookmobile Tags	100.00	100.00
Total Bookmobile	3,600.00	3,600.00
Capital Improvement Transfer		
Community Relations Marketing		
Staff Meeting		
Community Relations - Other	7,000.00	7,000.00
Total Community Relations	7,000.00	7,000.00
Continuing Education	1,500.00	1,500.00
Director Health Benefit Grant Expense	11,145.00	11,145.00
SKLS Technology Grant Grant Expense - Other		
Total Grant Expense		
Library Inventory		
Audio Books	929.00	929.00
Books		
DVD/Blu-Ray		
ebooks/audiobooks	50.00	50.00
Magazines and Periodicals		
Library Inventory - Other	25,000.00	25,000.00
Total Library Inventory	25,979.00	25,979.00
Licensing		
Maintain building and grounds	1,700.00	1,700.00
Memberships	2,000.00	2,000.00
Mileage	875.00	875.00
Miscellaneous	1,100.00	1,100.00
Lost Book	100.00	100.00
Total Miscellaneous	100.00	100.00

Goddard Public Library
Profit & Loss Budget Performance
March 2024

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 Cash Basis

	YTD Budget	Annual Budget
Payroll Expenses		
KPERs-MISC	19,000.00	19,000.00
Payroll	138,175.00	138,175.00
Payroll Taxes	28,000.00	28,000.00
State Tax	8,000.00	8,000.00
State Unemployment Taxes (SUTA)	205.00	205.00
Workman's Comp Insurance	284.00	284.00
Total Payroll Expenses	193,664.00	193,664.00
Postage and Shipping		
Courier	1,800.00	1,800.00
Postage and Shipping - Other	150.00	150.00
Total Postage and Shipping	1,950.00	1,950.00
Programming		
Story Time		
Summer Reading Program		
Teen Advisory Board		
Programming - Other	8,000.00	8,000.00
Total Programming	8,000.00	8,000.00
Supplies		
Building		
Computer		
Software	75.00	75.00
Computer - Other	0.00	0.00
Total Computer	75.00	75.00
Furniture		
Office	3,600.00	3,600.00
Processing		
Supplies - Other	6,500.00	6,500.00
Total Supplies	10,175.00	10,175.00
Technology		
Utilities	10,000.00	10,000.00
Website Maintenance	25,000.00	25,000.00
	740.00	740.00
Total Expense	310,353.00	310,353.00
Net Ordinary Income	0.00	0.00
Net Income	0.00	0.00