

Goddard Public Library Board Agenda

June 10, 2019

7:05 P.M.

1. Roll Call.
2. Approval of Agenda
3. Minutes of Regular Meeting May 13, 2019
4. Correspondence and communications
5. Librarian's Report
 - a. BookPage change
 - b. Circulation Report – quarterly for years 2017, 2018, 2019
6. Financial Report
7. Old Business
 - a. Board Training June 15, 9 am - 4 pm, Dove Estates – Agenda
 - b. Update on ILS timeline
 - c. Furniture purchases
 - d. Cox telephone
 - e. Paul Hawkins board training will be held at the August 12th meeting
 - f. update on strategic plan
8. New Business
 - a. Changes in policy manual
 - b. Closed dates and holiday pay
9. As may be presented

PLEASE CALL THE LIBRARY 794-8771 IF YOU CANNOT ATTEND

OR E-MAIL: director@goddardlibrary.com

Goddard Public Board Agenda

May 13, 2019

7:05 PM

1. Roll Call: Lisa Fouts, Vicki Luthi, Becky Phelps, Lisa Stoller, Katie Givens, Lisa Stohler, Dan Funke, April Hernandez, Lisa Coyne, Tamarah Judd, Mark Collier, Lisa Fouts, Margo Rakes. Absent: Frank Petsche
2. Approval of Agenda: Becky moves we approve with addition of Cox Telephone to Old Business. Dan seconds. Approved 5/0.
3. Minutes of Regular Meeting April 8, 2019 – Dan moves to approve minutes of last regular meeting. Alexis seconds. Approved 5/0.
4. Correspondence and Communications - None
5. Librarian's Report
 - a. Dove Estates Partnership – working with residents and others on e-books available and technology training
 - b. Collection Changes – weeding books
 - c. RBDigital magazines, Sunflower eLibrary – really promote RBDigital magazines this next year
 - d. Circulation Report
6. Financial Report
 - a. The library now has an Amazon Line of Credit – will make Amazon payments much easier to keep track of
7. Old Business
 - a. Board Training June 15, 9:00AM – 4:00PM will be at Dove Estate
 - b. Open House, May 19, 2-4 pm
 - c. Technology purchases/grant – Received 5 laptops, 5 kindle fire 7's, and 2 iPads. Will use laptops for outreach programs, kindle fire 7's for promoting digital magazines. Dan moves that we allow for the purchase of technology not to exceed the amount of \$1,500 to come out of capital outlay funds. Alexis seconds. Approved 5/0.
 - d. Cox Telephone – April is talking to Cox about a way for her to receive phone calls off site. The library message that patrons hear when they call in could also be recorded off site.
8. New Business
 - a. ILS choice (Verso by Auto-Graphics to Koha or Apollo) – looking at changing our check out system and joining the KanShare program. April H met with several outlying community libraries – Andover, Derby, Augusta, Park City, El Dorado. They use Koha (user friendly). We could join their database, allowing our patrons to access more materials. Good way to compete with Wichita Public Library System. \$1400 for the yearly fee. \$900 for migration fee. 8 cents a bib record. Alexis makes a motion to migrate to join the KanShare library consortium. Becky seconds. Approved 5/0.
 - b. Chamber Membership – Dan moves that we spend \$75 a year for the Goddard Chamber of Commerce membership fee. Lisa seconds. Approved 5/0.

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- c. Furniture Purchases – Looked at chairs and shelf April would like to purchase. She is getting pricing for our next meeting.
- 9. As may be presented – Website update. April can update on her own. New look. New library materials are highlighted on home page.
- 10. Adjournment. Dan motions to adjourn. Alexis seconds. Approved 5/0.

The above minutes are a draft copy of the minutes. Minutes must be approved by a quorum of the Goddard Public Library Board at the next convened meeting.

GODDARD PUBLIC LIBRARY
May 2019

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2019	2018	2017
Non-fiction	218	169	176	180	355								1098	4713	4650
Fiction	513	525	587	543	656								2824	14506	14778
Periodicals	60	64	58	52	53								287	1741	1705
Audio Books	17	19	28	43	61								168	783	910
Videos/ DVD	201	224	266	234	241								1166	6573	5488

JUVENILE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2019	2018	2017
Non-fiction	186	265	316	273	360								1400	7804	7194
Fiction	698	1053	1319	1278	999								5347	31524	25784
Periodicals	6	37	49	11	13								116	456	522
Videos/ DVD	65	89	85	104	144								487	3002	1895
Audio	2	4	5	11	8								30	170	180
Other															
TOTAL	1966	2449	2889	2729	2890	0	0	0	0	0	0	0	12923	71272	63116

Computer	405	355	419	443	399								2021	3988	3012
Wireless	187	121	115	103	103								629	1565	1232
													2650	5553	4244

Reference Question	123	195	196	137	231								882	1860	1489
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INTERLIBRARY LOAN	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2019	2018	2017
Books Loaned	28	23	14	62	53								180	466	388
Unfilled	0	0	2	0	0								2	0	0
Books Borrowed	50	53	70	73	73								319	793	572
Unfilled	0	0	7	0	0								7	2	0

NEW LIBRARY CARDS	27	16	18	26	57								144	404	462
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MATERIALS ADDED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2019	2018	2017
Adult	52	65	41	34	62								254	1093	1256
Juvenile	101	143	28	47	53								372	993	1496
TOTAL	153	208	69	81	115	0	0	0	0	0	0	0	626	2086	2752

LIBRARY ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2019	2018	2017
LIBRARY ATTENDANCE	1255	1131	1404	1576	2418								7784	19195	16985
Children	78	162	276	419	181								1116	3214	2338
Other			15										15	909	255
TOTAL	1333	1293	1695	1995	2599	0	0	0	0	0	0	0	8915	23318	19578

April Hernandez
 DIRECTOR

ATTENDANCE	J	F	M	A	M	J	J	A	S	O	N	D		
Dan Funke	+	ex	+	+	+								2	2019
Vickie Luthi	+	+	+	+	+								1	2019
Alexis Vincent	+	+	+	+	+								2	2020
Lisa Fouts	+	+	+	+	+								1	2020
Becky Phillips	+	ex	+	ex	+								2	2021
Frank Petsche	ex	+	+	+	ex								1	2021
April Hernandez	+	+	+	+	+									

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

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A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1 Month	Adult Books	J Books	YA Books	Adult Movies	J Movies	Adult Audio	J Audio	Sunflower	RBDigital	Cloud Library	RBDigital Mags	Magazines	new ebook users	Total Checkouts
2 January	791	817	67	201	65	17	19	2	193	11	6	66	0	2236
3 February	694	1215	103	224	89	19	4	4	182	11	11	155	0	2707
4 March	763	1526	109	266	85	28	5	5	197	13	2	179	0	3173
5 April	723	1434	117	234	104	43	11	11	193	6	20	63	0	2948
6 May	1011	1359	217	241	144	61	8	8	183	18	6	68	13	3344
7 June														0
8 July														0
9 August														0
10 September														0
11 October														0
12 November														0
13 December														0
14														0
15	3982	6351	546	1166	487	168	30	15	948	59	45	531	13	14408

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	A	B	C	D	E	F
1		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
2						
3	2019	7792				7792
4						
5	2018	8079	13735	13231	9281	44326
6						
7	2017	6009	10857	10688	6962	34516

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Goddard Public Library Profit & Loss Budget Performance May 2019

	May 19	Budget	Jan - May 19	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Balance Forward	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Book Sales and Lost Book Fees	0.00		122.88		
Copy Machine Fees	52.50	0.00	303.50	850.00	850.00
Donations	0.00		250.00		
Fax Fees	2.00		25.00		
Fines	62.20	0.00	816.35	2,000.00	2,000.00
Fines, Copies, Faxes Grants	339.25		339.25		
Levand Trust	0.00	0.00	0.00	5,000.00	5,000.00
SCKLS					
Resource Sharing Grant	0.00		9,858.00		
SCKLS - Other	0.00	0.00	0.00	15,000.00	15,000.00
Total SCKLS	0.00	0.00	9,858.00	15,000.00	15,000.00
State Aid	0.00	0.00	1,351.65	1,300.00	1,300.00
Tech Grant	1,382.00		1,382.00		
Total Grants	1,382.00	0.00	12,591.65	21,300.00	21,300.00
Interest Income	1.82	0.00	7.59	20.00	20.00
Library Funds					
16/20 Vehicles	0.00	0.00	16.51	50.00	50.00
Advalorem	0.00	0.00	67,665.09	129,896.00	129,896.00
Delinquent Taxes	0.00	0.00	595.33	1,000.00	1,000.00
Mach & Equip	0.00	0.00	759.89	0.00	0.00
Motor Vehicle	0.00	0.00	1,385.93	7,000.00	7,000.00
RV	0.00	0.00	19.06	50.00	50.00
Library Funds - Other	0.00		100.53		
Total Library Funds	0.00	0.00	70,542.34	137,996.00	137,996.00
Lost Book	0.00		44.48		
Refund income	0.00		601.34		
Supplies - Computer	0.00		-46.49		
Total Income	11,839.77	10,000.00	95,597.89	172,166.00	172,166.00



Goddard Public Library Profit & Loss Budget Performance May 2019

Expense	May 19	Budget	Jan - May 19	YTD Budget	Annual Budget
Accounting	0.00	0.00	90.00	180.00	180.00
Capital Improvement Budget	0.00	0.00	0.00	6,000.00	6,000.00
Capital Improvement Expense					
Computer	2,014.94		2,014.94		
Total Capital Improvement Expense	2,014.94		2,014.94		
Community Relations	0.00	0.00	176.98	1,000.00	1,000.00
Continuing Education	0.00	0.00	0.00	250.00	250.00
Director Health Benefit	547.74		547.74		
Internet Fee	0.00	0.00	139.95	139.00	139.00
Levand Trust Expense	0.00	0.00	0.00	5,000.00	5,000.00
Library Inventory					
Audio Books	0.00	0.00	0.00	2,000.00	2,000.00
Books	1,826.60	0.00	8,374.17	18,972.00	18,972.00
ebooks/audiobooks	450.00		450.00		
Magazines and Periodicals	2,245.75	0.00	2,245.75	2,500.00	2,500.00
Newspaper Subscriptions	0.00	0.00	0.00	750.00	750.00
Videos/CD's	22.90	0.00	377.79	2,000.00	2,000.00
Library Inventory - Other	0.00		46.31		
Total Library Inventory	4,545.25	0.00	11,494.02	26,222.00	26,222.00
Maintain building and grounds	0.00	0.00	139.86	500.00	500.00
Memberships	125.00	0.00	493.00	500.00	500.00
Miscellaneous	260.40	0.00	349.35	500.00	500.00
Payroll Expenses					
KPERS-MISC	0.00	0.00	15.13	100.00	100.00
KPERS Employee Contribution	0.00	0.00	371.52	3,000.00	3,000.00
KPERS Employer Contribution	1,480.20	0.00	2,070.18	4,000.00	4,000.00
Payroll	7,037.49	0.00	26,077.71	67,000.00	67,000.00
Payroll Taxes	1,712.55	0.00	5,984.89	13,560.00	13,560.00
State Tax	224.07	0.00	644.01	1,440.00	1,440.00
State Unemployment Taxes (SUTA)	0.00	0.00	35.98	100.00	100.00
Workman's Comp Insurance	0.00	0.00	234.00	375.00	375.00

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Goddard Public Library
Profit & Loss Budget Performance
May 2019

	May 19	Budget	Jan - May 19	YTD Budget	Annual Budget
Payroll Expenses - Other	0.00	0.00	0.00	28,400.00	28,400.00
Total Payroll Expenses	10,454.31	0.00	35,433.42	117,975.00	117,975.00
Postage and Shipping	0.00	0.00	1,188.01	1,750.00	1,750.00
Programming	53.21	0.00	351.72	2,000.00	2,000.00
refund	33.99		33.99		
SCKLS Technology Grant	735.45		735.45		
staff meeting	21.70		21.70		
Summer Reading - ADULT	0.00	0.00	0.00	750.00	750.00
Summer Reading Program	1,003.49	0.00	1,357.67	2,500.00	2,500.00
Supplies-building	55.55	0.00	166.85	1,500.00	1,500.00
Supplies-Computer	445.68	0.00	2,650.68	0.00	0.00
Supplies-Office	177.54	0.00	1,235.73	1,500.00	1,500.00
Supplies - Furniture	76.65	0.00	76.65	0.00	0.00
Supplies - Processing	29.70	0.00	731.91	2,000.00	2,000.00
Telephone	0.00	0.00	79.72	100.00	100.00
Utilities	0.00	0.00	1,406.05	1,500.00	1,500.00
Workshops/Travel/Training	0.00	0.00	0.00	300.00	300.00
Total Expense	20,580.60	0.00	60,915.39	172,166.00	172,166.00
Net Ordinary Income	-8,740.83	10,000.00	34,682.50	0.00	0.00
Net Income	-8,740.83	10,000.00	34,682.50	0.00	0.00

1:54 PM

06/05/19

**Goddard Public Library
Reconciliation Detail
Capital Improvement, Period Ending 05/01/2019**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						27,942.55
Cleared Transactions						
Deposits and Credits - 2 Items						
Deposit	05/01/2019			X	0.69	0.69
Deposit	06/03/2019			X	0.76	1.45
Total Deposits and Credits					<u>1.45</u>	<u>1.45</u>
Total Cleared Transactions					<u>1.45</u>	<u>1.45</u>
Cleared Balance					<u>1.45</u>	<u>27,944.00</u>
Register Balance as of 05/01/2019					<u>1.45</u>	<u>27,944.00</u>
Ending Balance					<u>1.45</u>	<u>27,944.00</u>

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Migration Plan

Created for:

GODDARD PUBLIC LIBRARY

Migration Plan	
Scheduled date	Action
Done!	Kick Off Meeting
Data Review/Mapping Stage	
8/5/2019	Data upload and review – We will review the data that is provided to us, and will let you know if we have any questions.
9/2/2019	Preliminary Mapping – We will let you know if we have any questions for you here. Mapping just means determining how your data fits into certain fields in Koha (things like item types, collection codes, shelving locations). This is just to get the test server up, then after training we can fine tune the mapping and make adjustments to the server.
Initial Migration	
10/1/2019	Initial migration – We will migrate the data onto a temporary test server (hosted by ByWater and used only during migration) for testing
11/11/2019	Test server up – We will have your data up on our test server for your review. The data that you see here isn't set in stone at this point and changes can be made between now and go live.
N/A	OPAC customization - A member of our design team will contact you to discuss what you want your public catalog to look like (logo, colors, design). We like to have some of your OPAC complete in time for your training and then fine tune your OPAC during training.
7/15/2019 Attending Kanshare main training	Overview of Koha/Training - Your educator will contact you at the start of the migration process to discuss your training. When onsite, your educator will walk you through each module of Koha, using your data, and answer all of your questions. The educator will also show you how to set up your circ rules, staff accounts, item types along with setting up your system preferences so that your Koha system fits your library's needs. We will soon be opening a training ticket where the educator will work with you to set up the agenda.

Testing Phase	
11/11-12/4/2019	<p>Testing - Library staff will need to test the data on the test server using our test plan. Librarians know your own data better than anyone else, so it's important that there are library resources available for testing at this time! The test plan is just a checklist of actions that you will go through on your test server, which is designed to help you to uncover any data issues. You will enter any questions or issues that you find into the ticketing system, with each issue on a separate ticket. It helps us a lot if you can give us specific examples and/or screenshots</p>
Migration Refinement Stage	
11/11 - 12/4/2019	<p>Migration refinement – We will address any open tickets and update our mappings based on your testing as needed.</p>
November, 2019	<p>System Configuration - At this point in the project we will be addressing any system configuration issues with our systems team. We will have identified these 'working parts' in our kick off call, policy call and/or training. e.g. cronjobs, SIP2, LDAP, OCLC Connexion,etc</p>
Week of 12/2/2019	<p>Pre-Go Live prep – We'll want to have a conference call between the ByWater team and your team during the week prior to Go Live so that we can address any remaining open migration issues and answer any questions related to Go Live.</p>
Migration Weekend	
12/6/2019	<p>Final data load - We will need you to send over a fresh copy of your data for the final migration. This data extraction will be done at close of business on Friday. As we get closer to your go live, we will talk about the schedule for the migration weekend and what works best for you and your team.</p> <p style="text-align: center;"><i>It is important that it is done exactly the same way it was done the first time (initial data load).</i></p>
12/7-8/2019	<p>Final migration – We will migrate your data onto the production server over the weekend.</p>
12/9/2019	<p>Go Live - Your new Koha system will be up and running! We will be on hand to address any problems or questions that arise upon Go Live.</p>

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- Durable wood frames
- Easy-clean vinyl seats with vinyl or polyester fabric backs
- 3" thick, PVC-free polyurethane foam cushions with spring suspension
- 18-1/2" seat height
- Available with or without a rotating 15"W x 11"D, laminated furniture board tablet
- Units with tablet have four 2" dia. locking casters, units without tablet have 2 front casters and 2 rear wooden feet

Videos



OFM Interplay Tablet Seating

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Templates

Additional Info

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ALL THINGS MAKERSPACE




SOLD TO:

SHIP TO:

Goddard Library - Pricing 5.31.19


Item	Qty.	Product		Unit	Extended
LOUNGE CHAIR - A					
1	1	TSC NBECRL	Belize Lounge Chair, Tablet on right, Cup Holder on left	\$1,764.00	\$1,764.00
			Belize Seat Finishes ~F06 Fabric Grade 6 Seating Fabric Grade 6 ? ----- UNSELECTED ----- Side Panel Style U Upholstered Belize Side Panel Finishes ~F06 Fabric Grade 6 Seating Fabric Grade 6 ? ----- UNSELECTED ----- Tablet Surface Finish ~FP Foundation Laminates Foundation Laminate ? ----- UNSELECTED ----- Caster/ Glide ~ Casters (Hard)		
LOUNGE CHAIR - A SUBTOTAL					\$1,764.00
LOUNGE CHAIR - B					
2	1	J17 EN9251	Encore Single Seat, Uph Arms w/Folding Tablet Arm	\$1,406.00	\$1,406.00
			Seat Fabric Grade Selection C/COL Grade C/COL (Seat Fabric) Grade C Fabric Manufacturer Selection ? ----- UNSELECTED ----- Back Fabric Grade Selection C/COL Grade C/COL (Back Fabric) Grade C Fabric Manufacturer Selection ? ----- UNSELECTED ----- Arm Fabric Grade Selection C/COL Grade C/COL (Arm Fabric) Grade C Fabric Manufacturer Selection ? ----- UNSELECTED ----- Highest Fabric Grade Selected C/COL Grade C/COL Tablet Arm Location & Finish Color TBR Tablet Arm Right Wood Finish Selection ? ----- UNSELECTED ----- Lounge Leg Style ? ----- UNSELECTED -----		
LOUNGE CHAIR - B SUBTOTAL					\$1,406.00
LOUNGE CHAIR - C					
3	1	GUS 7875FRTL	CITI, Fabric, 33.5"d x 31"w x 30"h, Lounge Chair, Right Laminate Tablet, Std 2 Arms, Std with Round Metal Legs, GLOBAL SEATING USA	\$986.00	\$986.00
			Single Fabric Upholstered Selection (Citi) ~05 Grade 05 Citi / Citi Square Grade 05 Fabrics ? ----- UNSELECTED ----- Leg Finish Options (Required) EC F-Espresso Cafe Legs [ECM] Laminate Tablet Option (Required) ? ----- UNSELECTED ----- Double Stitch Detail Option ~ (STD) Does not have Stitch Detail		
LOUNGE CHAIR - C SUBTOTAL					\$986.00
LOUNGE CHAIR - D					

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Item	Qty.	Product		Unit	Extended
4	1	J17 MTL301UAR	Moto 30d x 30w Inline Club Chair w/Arm - Right	\$1,284.00	\$1,284.00
			Chair Fabric Selection Grade C Fabric Manufacturer Selection Seat Cushion Fabric Selection Grade C Fabric Manufacturer Selection Highest Fabric Grade Selected (MT) Foot Tablet Tablet Material Laminate Selection Arm Cap Power Center	C/COL ? C/COL ? C/COL MF OTB LAM ? ~ ~	Grade C/COL (Chair Fabric) ----- UNSELECTED ----- Grade C/COL (Seat Fabric) ----- UNSELECTED ----- Grade C/COL (Highest Grade Selected) Metal Feet (Standard) Oval Tablet Laminate ----- UNSELECTED ----- No Arm Cap Selected No Power Center Selected



LOUNGE CHAIR - D SUBTOTAL \$1,284.00

LOUNGE CHAIR - E

5	1	ARD 6516-65TA	6516-65TA Co-Op Private Single-seater Unit with Full Canopy and Integrated Table (right as facing)	\$5,610.00	\$5,610.00
			Fabric_Selection_by_Location_for_Co-Op_Series Fabric_for_Canopy Upholstery_Selection Grade_3_Fabric_Upholstery_Selection Fabric_for_Accent_Tier Upholstery_Selection Grade_3_Fabric_Upholstery_Selection Fabric_for_Back_Panel Upholstery_Selection Grade_3_Fabric_Upholstery_Selection Fabric_for_Back_Cushion Upholstery_Selection Grade_3_Fabric_Upholstery_Selection Fabric_for_Seat_Cushion_Top Upholstery_Selection Grade_3_Fabric_Upholstery_Selection Fabric_for_Seat_Cushion_Bottom Upholstery_Selection Grade_3_Fabric_Upholstery_Selection LEASE_SPECIFY_NUMBER_OF_FABRIC_COMBINATION) Co-Op_Table_Finish_Options Table_Finish_Selections Co-op_Edge_Finish_Options_for_Veneer_ Power_Unit_Selection_for_Co-Op_Series	NOTE Canopy Fabric G3 ? ccent Tier Fabr G3 ? ack Panel Fabri G3 ? ck Cushion Fab G3 ? t Cushion Top I G3 ? it Cushion Bott G3 ? 2TONE LAM ? MATCH ---	NOTE: SPECIFY THE FABRICS IN THE FOLLO CANOPY FABRIC GRD: UPHOLSTERY GRADE 3 ----- UNSELECTED ----- ACCENT TIER FABRIC GRD: UPHOLSTERY GRADE 3 ----- UNSELECTED ----- BACK PANEL FABRIC GRD: UPHOLSTERY GRADE 3 ----- UNSELECTED ----- BACK CUSHION FABRIC GRD: UPHOLSTERY GRADE 3 ----- UNSELECTED ----- RICSEAT CUSHION TOP FABRIC GRD: UPHOLSTERY GRADE 3 ----- UNSELECTED ----- FABRICSEAT CUSHION BOTTOM FABRIC GRD: UPHOLSTERY GRADE 3 ----- UNSELECTED ----- TONE: TWO FABRICS COMBINATION FOR C TABLE SPECIES: LAMINATE ----- UNSELECTED ----- EDGE FINISH: MATCH TOP NO POWER UNIT

LOUNGE CHAIR - E SUBTOTAL \$5,610.00

LOUNGE CHAIR - F

6	1	J17 TM17	Totem 17 Round Pod, w/Glides	\$359.00	\$359.00
			Fabric Grade Selection Grade C Fabric Manufacturer Selection	C/COL ?	Grade C/COL ----- UNSELECTED -----
7	1	J17 TM24	Totem 24 Round Pod w/Glides	\$453.00	\$453.00
			Fabric Grade Selection Grade C Fabric Manufacturer Selection	C/COL ?	Grade C/COL ----- UNSELECTED -----

LOUNGE CHAIR - F SUBTOTAL \$812.00

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Item	Qty.	Product	Unit	Extended
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Total: \$11,862.00

Once the order is placed it cannot be cancelled changed or returned. A 50% deposit is required at the time the order is placed. TAXES NOT INCLUDED. ACCEPT PAYMENT IN THE FORM OF CHECK, ACH, WIRE TRANSFER OR CASH. Appropriate taxes will be invoiced. Area must be free and clear of trade equipment and debris prior to delivery. installation quote will be provided by Freeman Installation. TERMS: NET 30.

Please sign below to agree to the terms stated above.

SIGNATURE

DATE

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Item # or Keywords

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Home / Furniture / Library Shelving / Mobile Library Shelving / Russwood® Palette™ Radius Mobile Shelving



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Unit Color :



Top/Back/Shelf Color :



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Russwood® Palette™ Radius Mobile Shelving

Create the Ideal Collaboration Area with this fun shelving!



Description Specs Shipping Reviews

Palette™ shelving by Russwood® gives you modern day style combined with the flexibility to easily re-arrange your learning environment.

- Create serpentine, circles or horseshoe shapes
- 1" thick veneer construction
- Horizontal grade, high-pressure laminate finish
- Each shelf measures 29"W in the front and tapering to 22"W in the back
- 3 mm PVC edge band
- Back panels are included
- 4" consealed casters are mounted directly into the frame

Dry erase marker board back or Magnetic dry erase marker board back are available, call for details

Image	Description	Item No.	Options	Price	Qty
	Russwood® Palette™ Radius Mobile Shelving - 36"H x 60"W x 16"D, Single-Face	92-70014	Unit Color: - Choose Option - Top/Back/Shelf Color: - Choose Option -	\$2,940.74 \$1,729.85	0
	Russwood® Palette™ Radius Mobile Shelving - 42"H x 60"W x 16"D, Single-Face	92-70015	Unit Color: - Choose Option - Top/Back/Shelf Color: - Choose Option -	\$3,291.46 \$1,936.15	0
	Russwood® Palette™ Radius Mobile Shelving - 48"H x 60"W x 16"D, Single-Face	92-70016	Unit Color:	\$3,636.14 \$2,078.88	0

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Russwood® Palette™ Radius Mobile Shelving



Atlantis™ Wood & Steel Library Shelving - Mobile Double-Faced

	Russwood® Palette™ Radius Mobile Shelving - 36"H x 60"W x 24"D, Double-Face	92-70027	Top/Back/Shelf Color: - Choose Option -	Unit Color: - Choose Option -	\$3,376.96 \$1,988.45	0	:
	Russwood® Palette™ Radius Mobile Shelving - 42"H x 60"W x 24"D, Double-Face	92-70028	Top/Back/Shelf Color: - Choose Option -	Unit Color: - Choose Option -	\$4,216.76 \$2,480.45	0	:
	Russwood® Palette™ Radius Mobile Shelving - 48"H x 60"W x 24"D, Double-Face	92-70029	Top/Back/Shelf Color: - Choose Option -	Unit Color: - Choose Option -	\$4,305.16 \$2,532.45	0	:

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Related Products



Russwood® Palette™ Comet Table



Russwood® Palette™ Cubby Mobile Shelving



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Furniture > Seating > Children's



More Views:



Tenjam DuraFLEX Circle Stools

Tenjam DuraFlex Round 17-1/2"H x 18" Dia.
Item #: WF13720440

★★★★★ Write a review

\$394.99

[Reset Options](#)

with 1"H Legs

17-1/2"H x 18" Dia

Select Color



Quantity:

Add to Cart

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Product Details

Fun seating that's nonporous, waterproof and easy to clean

- 500 lb. weight capacity
- Flexible polyurethane foam core
- Nonporous, waterproof thermoplastic shell is easy to clean and disinfect
- No seams where bacteria could hide and multiply
- Durable high-density polyethylene bases
- Available with 2" legs and nonskid, nonmarking feet or 2" dia. locking casters

Videos

Templates

Additional Info

19

Availability

Tenjam DuraFlex Round 17-1/2"H x 18" Dia.

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Furniture > Seating > Children's



HABA® Modular Round Stools

Haba Round Stools 17"x14"
Item #: WF13693810

★★★★★ 5.0 (2) [Write a review](#)

\$230.99

[Reset Options](#)

17"H x 14"W

Select Synthetic Leather color



Shown with 2 Moon Stools (Sold Separately)

More Views:



Quantity:

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Product Details

Lightweight stools are easy to move and reconfigure

- 175 lb. weight capacity
- Solid-foam core provides firm support
- Synthetic leather cover is 100% polyester with a wipe-clean PVC coating
- Choose between 14"H and 17"H seats
- Rubberized, nonskid underside for stability

Each piece sold individually

Videos

Templates



Additional Info

Availability

Haba Round Stools 17"x14"

HABA® MODULAR SEATING STOOL COLLECTION



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Furniture > Seating > Lounge



OFM Jupiter Stool
OFM Jupiter Stool 19" x 24" x 20"
Item #: WF13668280

★★★★★ 4.4 (9) [Write a review](#)

\$168.99

[Reset Options](#)

Select Fabric color



Quantity:

[Add to Cart](#)

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More Views:



Product Details

Side divot allows for nesting into a variety of group configurations

- 250 lb. weight capacity
- Solid hardwood frame surrounded by 1-1/2" thick, high-density foam padding
- Easy-clean, 100% polyester upholstery
- 19" seat height
- Measures 19"H x 24"W x 20"D overall

Videos



[OFM Jupiter Table](#)

21

Templates

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[OFM Jupiter Table](#)

\$189.99

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April Hernandez

From: Hudson, Stacy (CCI-Central Region) <stacy.hudson@cox.com>
Sent: Tuesday, May 14, 2019 10:45 AM
To: April Hernandez
Subject: RE: [EXTERNAL] information

I just thought of one other thing that I want to point out. You are currently paying \$48 per month for the two lines that you have now. You also currently pay for any long distance calls. With the IP Centrex you get free Interstate and Intrastate long distance, so any of those long distance minutes you pay for now would be going away. I would imagine that you are paying close to if not more than \$41 per month in long distance, so it would actually pay for itself. You also get a phone included in that cost for the library that is covered by us for any break/fix for the life of the contract at no additional charge. Your monthly bill would remain exactly the same for the life of the term.

I hope that helps!

Stacy Hudson
Senior Account Executive, Education
O 316.260.7321
C 316.218.7013
901 S. George Washington Blvd. Wichita, KS 67211



From: April Hernandez <director@goddardlibrary.com>
Sent: Tuesday, May 14, 2019 10:34 AM
To: Hudson, Stacy (CCI-Central Region) <stacy.hudson@cox.com>
Subject: RE: [EXTERNAL] information

Sure go ahead and call.

April D Hernandez, Director
Goddard Public Library
goddardlibrary.com

From: Hudson, Stacy (CCI-Central Region) <stacy.hudson@cox.com>
Sent: Tuesday, May 14, 2019 10:33 AM
To: April Hernandez <director@goddardlibrary.com>
Subject: RE: [EXTERNAL] information

April-

Are you available for a quick call? I think maybe discussing this over the phone would make things the most clear.

Thanks,

22

Stacy

Stacy Hudson

Senior Account Executive, Education

O 316.260.7321

C 316.218.7013

901 S. George Washington Blvd. Wichita, KS 67211



From: April Hernandez <director@goddardlibrary.com>
Sent: Tuesday, May 14, 2019 10:28 AM
To: Hudson, Stacy (CCI-Central Region) <stacy.hudson@cox.com>
Subject: RE: [EXTERNAL] information

Stacy,

I have a couple of questions. So this would give the library an additional phone number, correct? And can more than one person have the application for that number on their phone? Does the \$41/month plus taxes include another phone number? Just wanted to make sure we have all the information we need. Thanks,

April D Hernandez, Director
Goddard Public Library
goddardlibrary.com

From: Hudson, Stacy (CCI-Central Region) <stacy.hudson@cox.com>
Sent: Monday, May 13, 2019 2:50 PM
To: April Hernandez <director@goddardlibrary.com>
Subject: RE: [EXTERNAL] information

April,

I apologize for the delay in getting back to you. I was out of the country, but am back now. I hope this makes it to you before your board meeting.

IP Centrex Mobile Seat- \$41.00 per month plus taxes and fees. Please find attached the features and functions of the IP Centrex. Please call me if you need any other information.

Thanks,
Stacy

Stacy Hudson

Senior Account Executive, Education

O 316.260.7321

C 316.218.7013

901 S. George Washington Blvd. Wichita, KS 67211

23

April Hernandez

From: Hudson, Stacy (CCI-Central Region) <stacy.hudson@cox.com>
Sent: Monday, May 13, 2019 2:50 PM
To: April Hernandez
Subject: RE: [EXTERNAL] information
Attachments: IPC_Features.pdf; IP_Centrex_Product_Brief.pdf

April,

I apologize for the delay in getting back to you. I was out of the country, but am back now. I hope this makes it to you before your board meeting.

IP Centrex Mobile Seat- \$41.00 per month plus taxes and fees. Please find attached the features and functions of the IP Centrex. Please call me if you need any other information.

Thanks,
Stacy

Stacy Hudson
Senior Account Executive, Education
O 316.260.7321
C 316.218.7013
901 S. George Washington Blvd. Wichita, KS 67211



*Send #
mobile-
\$41
Same features!
will use ~~the~~
cell service*

From: April Hernandez <director@goddardlibrary.com>
Sent: Monday, May 6, 2019 10:26 AM
To: Hudson, Stacy (CCI-Central Region) <stacy.hudson@cox.com>
Subject: [EXTERNAL] information

Stacy,
Could you give me more information on the line we could forward to my cell? Cost, etc. Thanks,

April D Hernandez, Director
Goddard Public Library
goddardlibrary.com

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IP Centrex Features

Cox Business IP Centrex is an advanced, cloud-based, hosted telephone system that delivers business-grade voice service that can be delivered over Cox Business' private network. It unites your entire business with a single communications platform, so you can stay connected to your office no matter where you go.

User Features

Designed for on-the-go professionals who need the ability to manage their incoming and outgoing calls through their laptops or smartphones.

- N-Way Calling
- Account Codes
- Authorization Codes
- Anonymous Call Rejection
- Automatic Call-Back
- Barge-in Exempt
- Busy Lamp Field
- Call Forwarding Always
- Call Forwarding Busy
- Call Forwarding No Answer
- Call Forwarding Busy
- Call Forwarding Not Reachable
- Call Forwarding Selective
- Call Notify
- Call Return
- Call Transfer
- Call Waiting
- Caller ID Name/Number
- Do Not Disturb
- Last Number Redial
- Remote Office
- Speed Dial 8
- Selective Call Acceptance
- Selective Call Rejection
- Sequential Ring
- Hotel Host and Hotel Guest
- Shared Call Appearance
- Unlimited Long Distance
- Voice Mail (Standard or Virtual Voice Mail)
- Alternate Number**
- Cisco/Polycom IP Phone**
- Unified Messaging**

25

Group Features

These features are configured for all users in a group; e.g., a company.

- Call Park
- Call Pickup
- Directed Call Pickup
- Music On Hold
- Auto Attendant*
- Hunt Group*
- Auto Attendant*
- Call Center Standard Agent**
- Call Center Standard Agent Console**
- Call Center Standard Supervisor Console**
- Web-Based Receptionist Console**
- Receptionist Queueing**
- Unified Communications**

*One included per account, additional available for a fee

**Available for a fee

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EMPOWER YOUR BUSINESS FROM ANYWHERE.

IP CENTREX WITH UNIFIED COMMUNICATIONS



Be Everywhere. Do Everything.

The Cox Business® IP Centrex cloud-based, hosted phone system with UC Apps connects your business phones to your employees and clients from anywhere, creating the ideal system to fuel productivity and maintain costs.

- Integrate with Smartphone, Tablet, or a Desktop Phone
- Enhance Productivity and Maximize Sales
- Provide Accessibility to Multiple Devices
- Maintain Business Identity
- Manage Calling Features
- Enjoy Predictable Costs to Your Business



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COX
Business

Cox Business® IP Centrex with Unified Communications



Mobile and Professional Seat

Employees get a unique Seat with an extension, number and enhanced calling features. Seats work with Unify Apps for desktop, tablet, and mobile devices. Professional Seats include an IP Handset.



Be a Road Warrior

Work from anywhere with our UC Apps. Receive business calls remotely, redirect calls based on availability, and move active calls from your IP Handset to your mobile device.



UC Apps

Make and receive business calls, instant message and extension dial other employees, all from your smartphone, tablet and desktop.



Service and Support

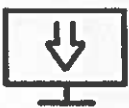
Experience expert installation and support. Our technicians will troubleshoot and resolve issues.

Why IP Centrex with Unified Communications?



Reduce Equipment Costs

Because all phone equipment is leased, you never worry about purchasing equipment.



Fewer IT Demands

Updates, installations and repairs are based on your services, placing less stress on your IT staff.



Consistent Pricing

No more guessing about your monthly bill. Know what you will pay each month, with no variable expenditures.



Services not available in all areas. Other restrictions apply. Telephone services provided by an affiliated Cox entity ©2018 Cox Communications, Inc. All rights reserved.

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For more information about
Cox Business, visit coxbusiness.com.

COX

April Hernandez

From: Hudson, Stacy (CCI-Central Region) <stacy.hudson@cox.com>
Sent: Thursday, May 23, 2019 1:02 PM
To: April Hernandez
Subject: Re: [EXTERNAL] another question

It doesn't connect to your Internet connection at all. We put in a separate network that is strictly for your voice services. If that network goes down calls can still come in on your cell phones using a call forwarding not reachable feature or the app.

Get [Outlook for Android](#)

From: April Hernandez <director@goddardlibrary.com>
Sent: Thursday, May 23, 2019 1:52:21 PM
To: Hudson, Stacy (CCI-Central Region)
Subject: [EXTERNAL] another question

Stacy,

With both of the phone lines, when the internet is down that means we won't be able to receive calls? Or will the calls still route to cell phone apps when the internet is down at our location?

April D Hernandez, Director
Goddard Public Library
goddardlibrary.com

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Library Closing List 2018

January 1	Monday	New Year's Day
January 15	Monday	Martin Luther King Jr Day
February 19	Monday	President's Day
April 1	Sunday	Easter
May 13	Sunday	Mother's Day
May 26 – 28		Memorial Day <i>change</i>
June 17	Sunday	Father's Day
July 4	Wednesday	Independence Day
Sept 1– 3		Labor Day <i>change</i>
October 6	Saturday	Fall Festival
October 8	Monday	Columbus Day
November 11	Sunday	Veterans Day
November 22-25		Thanksgiving <i>have Thurs./Frida off</i>
December 24 -26		Christmas