

**Goddard Public Library Board Meeting Agenda**  
**March 14, 2022 @ 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 February 14, 2022
4. Citizen Comments
5. Correspondence and communications – GAC, BCBS, Rep. Joe Seiwart, KS State Library
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. – Met February 16, worked on Gala. Next meeting March 16.
  - b. City updates – Community Center (Spaces) update in April
  - c. Bookmobile update
  - e. Digitization project update
  - f. Holiday closures/vacation
  - g. First Amendment Audit – more information – policy addition
9. New Business
  - a. KLA Intellectual Freedom statement
  - b. Insurance premium change
  - c. Policy manual updates
10. As may be presented

\*Next meeting is April 11, 2022.

PLEASE CALL THE LIBRARY 794-8771 IF YOU CANNOT ATTEND OR E-MAIL:  
director@goddardlibrary.com

## Goddard Public Library Board Meeting Minutes

February 14, 2022 @7:05 pm

1. Roll call – April Hernandez, Vickie Luthi, Sherry Laurer, Margo Rakes, Lisa Fouts, Lisa Coyne, Stephanie Mount, Frank Petsche and Kate Morgan were present. Tamera Judd was absent.
2. Approval of the agenda: Lisa Fouts made the motion to approve, Kate seconded. Motion passed 8-0.
3. Approval of Minutes of Regular Meeting January 10, 2022: The minutes were approved with no changes.
4. Citizen Comments: None
5. Correspondence and Communications: The T-Mobile contract was signed, \$154.00 was paid to Jeff Piper for website services. There will be another payment due in May of \$324.00. SCKLS grant and aid application has been submitted. Per the email we have been given a Pro Tech Toolkit courtesy of iFixit as part of its mission with Library Futures.
6. Director's Report:
  - a. Carrie was chosen by KLA to attend the Kansas Leadership Center training.
  - b. Carrie has procured over \$1,000 in cash donations for Summer Reading and two full Tanganyika passes sponsored.
  - c. T-Mobile hotspots are not yet up and running. The contract is more than was quoted 6 months ago. We were approved for ECF in the second round instead of the first.
  - d. Take your Child to the Library was moved to the second weekend of February due to the weather.
  - e. The sign out front is out for bid to Xpress. We are planning on updating to the new logo by spring. This sign replacement will be paid for by the City.
  - f. April has ordered new business cards for herself, Carrie and Peggy.
  - g. The library has received our first payment from the City as well as our allocated funds.
7. Financial Report: Lisa F. motioned to approve, Margo seconded, the motion passed 8-0.
8. Old Business:
  - a. Friends/Foundation update – Met January 19, worked on Gala. The next meeting will be February 16<sup>th</sup>.
  - b. City Updates – Community Center (Spaces) update is scheduled for March 21<sup>st</sup>. There was no meeting February 16<sup>th</sup>.
  - c. Bookmobile update – Cabinets put in, the flooring was started, and the step was lowered for the laptop table.
  - d. Digitization project update – Sherry is still entering in files.
9. New Business:
  - a. Holiday closures / vacation –proposed for vote next session - starting in 2023 the official closed dates will be:
    - i. New Year's Day
    - ii. President's Day

- iii. Memorial Day – Sunday and Monday
  - iv. 4<sup>th</sup> of July
  - v. Labor Day – Sunday and Monday
  - vi. The Saturday of Fall Fest
  - vii. Thanksgiving - Thursday and Friday
  - viii. Christmas - December 24-26
  - ix. And add the following: Regular full-time employees will be paid 3 days at Christmas no matter when the holiday falls.
- b. Bonus issues: The proposed changes to the library’s employee bonus policy were approved. The motion was made by Kate and seconded by Lisa C. Approved 8-0.
  - c. First Amendment audits: April provided the board with information on employee guidelines for any potential occurrences.
  - d. Advocacy calendar: April also provided the board with a copy of the KLA calendar.
  - e. Executive sessions: the board was reminded of the proper procedure and confidentiality requirements of executive sessions.
10. As may be presented: April provided a copy of the *Complete Library Trustee Handbook* for the board to read, and shared information on the Trustee Academy.

The meeting was adjourned at 8:35pm the motion was made by Kate and seconded by Lisa F. Approved 8-0.

## Director's Report March 2022

We are still getting busier. After school we have a lot of kids coming in again.

We have someone coming in to organize the books downstairs. This should make it easier when we have the book sale.

Lion's Club is working with a Boy Scout troop to clean all the medical equipment downstairs in April

Lion's Club is holding a car show the first weekend in April. It will be Saturday or Sunday depending on the weather.

We have been busy working on Summer Reading. We have gotten a lot of donations of money and coupons. We have the informational bookmarks and will start getting those out to schools soon.

Hannah gave me the numbers for teen volunteer hours for 2021. The total hours were 86.5.

The Teen's Pod Cast is going well. They recorded their second session on Tuesday.

We should have the new Tanganyika passes by Friday. As soon as we get the new ones we will post. We started letting people place holds for them again last week.

The first movement class went really well. We had 42 people attend. The next one is Tuesday.

We have sold 6 tables for the Gala so far. We are around 50 participants total at the moment. Promote it big this next week because ticket sales close on March 15.

We will be meeting at Pathway Church at 1 pm on March 25 to set up. All raffle baskets need to be in by March 20.

Lisa Fouts, Margo and Sherry's husband, Earl have been out pounding the pavement getting donations.

The sign should be rehabbed by the end of March or beginning of April.

## GODDARD PUBLIC LIBRARY

February 2022

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2022	2021	2020	2019
Non-fiction	130	104											234	1589	921	2225
Fiction	559	447											1006	5731	4757	7671
Periodicals	18	22											40	249	467	1086
Audio Books	20	15											35	208	280	583
Videos/ DVD	204	185											389	2890	2209	2609
<b>JUVENILE</b>																
Non-fiction	506	444											950	6136	1883	4695
Fiction	1539	1841											3380	19169	10212	18618
Periodicals	14	16											30	48	22	237
Videos/ DVD	65	50											115	579	541	1329
Audio	14	5											19	144	56	68
Other													0			
<b>TOTAL</b>	<b>3069</b>	<b>3129</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6198</b>	<b>36743</b>	<b>21348</b>	<b>39121</b>

Computer	111	65											176	1015	1543	5045
Wireless	113	94											207	1204	1123	1724
														2219	2666	6769

Reference Question	238	190											428	2669	2954	2653
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**INTERLIBRARY LOAN**

Books Loaned	338	280											618	4075	3708	548
Unfilled	0	0											0	17	29	9
Books Borrowed	195	244											439	2841	2236	828
Unfilled	0	0											0	10	0	8

NEW LIBRARY CARDS	36	27											63	503	218	360
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**MATERIALS ADDED**

Adult	81	17											98	876	620	747
Juvenile	67	29											96	755	786	789
<b>TOTAL</b>		<b>46</b>	<b>0</b>	<b>0</b>				<b>0</b>							<b>1406</b>	<b>1536</b>

LIBRARY ATTENDANCE	1143	963											2106		7860	24302
Children	1130	973											2103		8597	3778
Other	931	249											1180		7143	228
<b>TOTAL</b>	<b>3204</b>	<b>2185</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5389</b>	<b>0</b>	<b>23600</b>	<b>28308</b>

April Hernandez

DIRECTOR

37 programs

**ATTENDANCE**

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

EX- excused

EO- early out

LI- late in

CA- cancelled

AB - Absent





	A	B	C	D	E	F
1	<b>Program</b>	<b>Attendance</b>				
2	<b>January</b>					
3	TAB	9				
4	TAB	8				
5						
6		17				2 programs
7	<b>February</b>					
8						
9	TAB	5				
10	TAB	4				
11	Leos	6				
12	Leos	9				4 programs
13						
14	<b>March</b>					
15						
16						
17						
18						
19	<b>April</b>					



	A	B	C	D	E	F	G
1	Program	Attendance	Outreach	Partner	Virtual Engagement		
2	<b>January</b>						
3	Yoga & Wine	20		Versatile Mass/Limitless Yoga			
4	Books & Blessings	3					
5	Book Edge	10					
6	Dove - Outreach			5 Dove Estates			
7	Dove Bookclub			3			
8	Board meeting	9					
9	FF Board meeting	4					
10	Book Promotion				51		
11	SRP promotion				37		
12	Finn promotions				46		
13	eNewsletter		139		442		
14	Gala promotion				57		
15	Tumblers				51		
16	All other programs				13		
17							
18		46	147		697		10 programs
19	<b>February</b>						
20	Dice & Drinks	16			126		
21	Books & Beyond	3					
22	Book Edge	12					
23	Dove Book Club			3			
24	Dove Book Cart			3			
25	Board Meeting	9					
26	FF Board Meeting	4					
27	Book Promotion				76		
28	SRP Promotion				36		
29							9 programs
30							
31	<b>March</b>						
32	Wine & Color						
33	Books & Beyond						
34	Book Edge						
35	Dove						
36	Board Meeting						
37	FF Board Meeting						
38	Book Promotion						
39							
40	<b>April</b>						

	A	B	C	D	E	F	G
1	<b>Program</b>	<b>Attendance</b>	<b>Partner</b>	<b>Virtual Engagement</b>	<b>Virtual Views</b>	<b>Virtual Total</b>	
2	<b>January</b>						
3	Bonding Through Board Games	Cancelled	KS Extention				
4	Beanstack	7		34			
5						1 program	
6	<b>February</b>						
7	Gummy Bears	82				104	
8	Movement Class	42	Revival Dance	382			
9	Take Your Child to the Library	13				84	
10	Virtual Tanganyika Field Trip			60	6	62	
11	12 to Try Challenge			16			
12							5 programs
13	<b>March</b>						
14	Swedish Fish						
15	Movement Class						
16	Dr. Seuss Day						
17							
18	<b>April</b>						




Content

Posts

Export

Top performers: Reach


**Join us and Left Brain Fun...**



Reach  
**2,055**

Facebook post

**New on the shelf this week.**



Reach  
**42**

Instagram post

Recent content

Type

Reach

Likes and reactions



Goddard Public Library was live.  
Mon Mar 7, 8:30am

Post

Boost post

91



New on the shelf this week.  
Sat Mar 5 8:08pm

Post

Boost post

277



# Audience

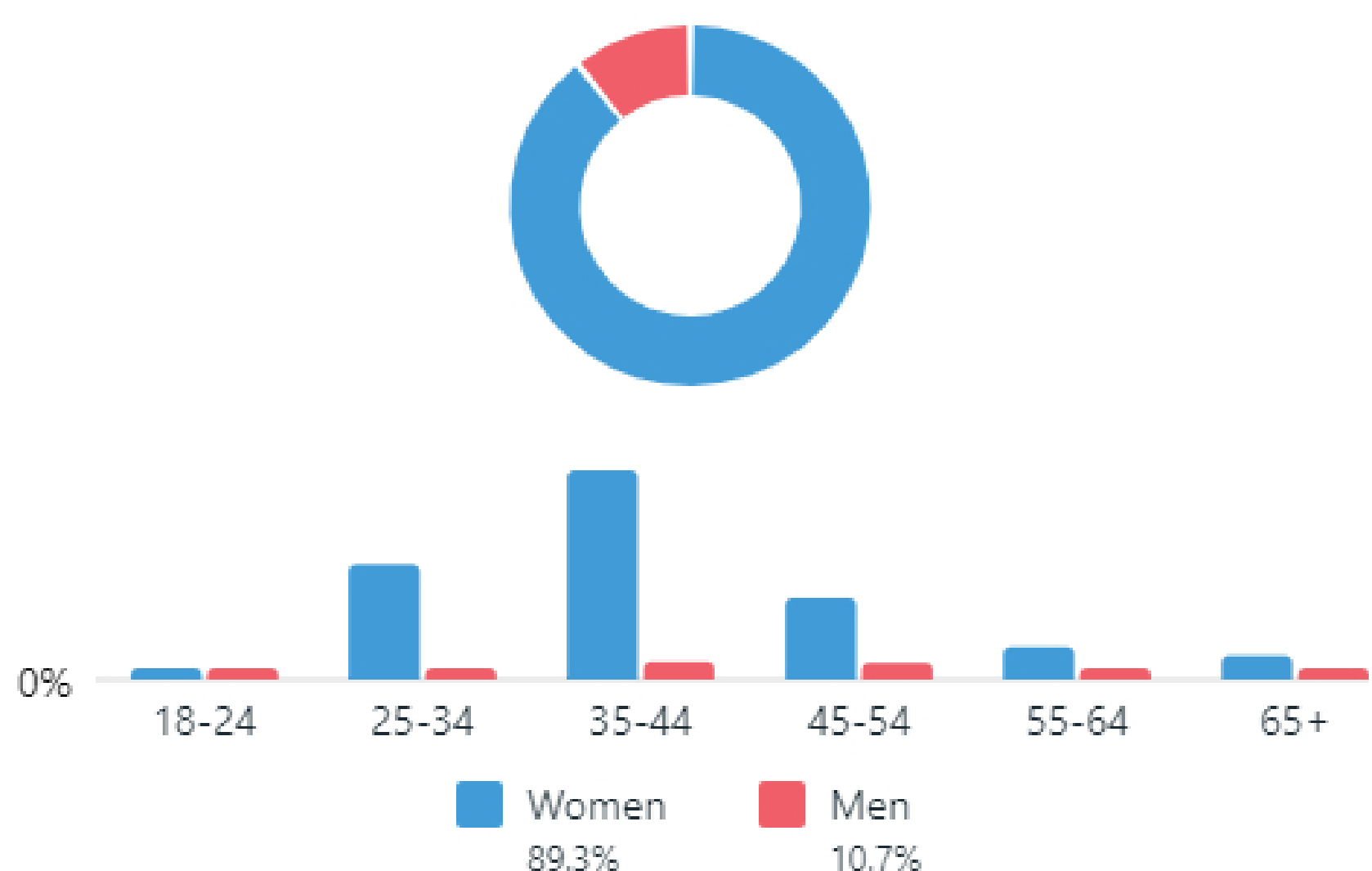
Current audience

Potential audience

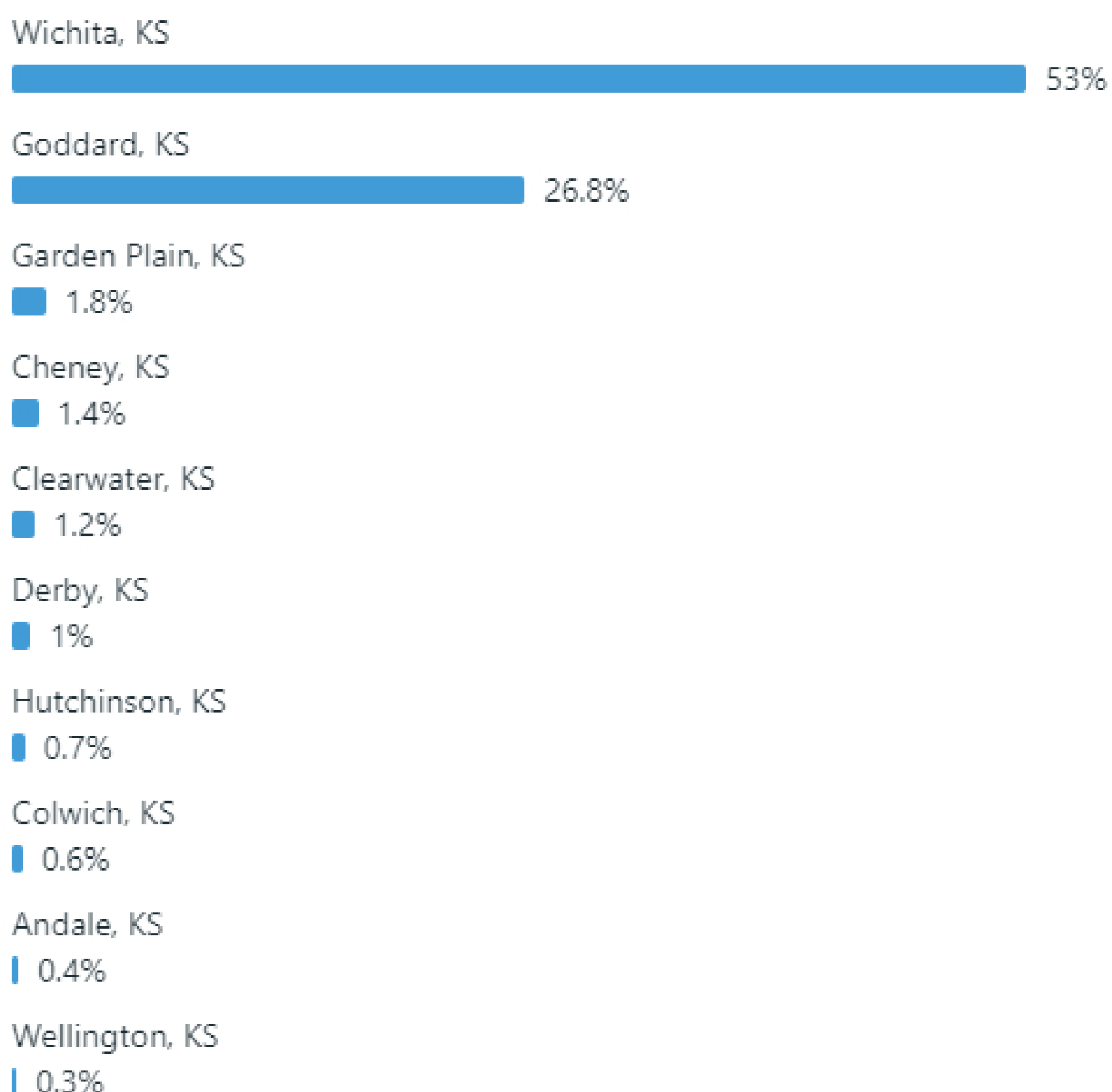
Facebook Page Likes ⓘ

## 1,441

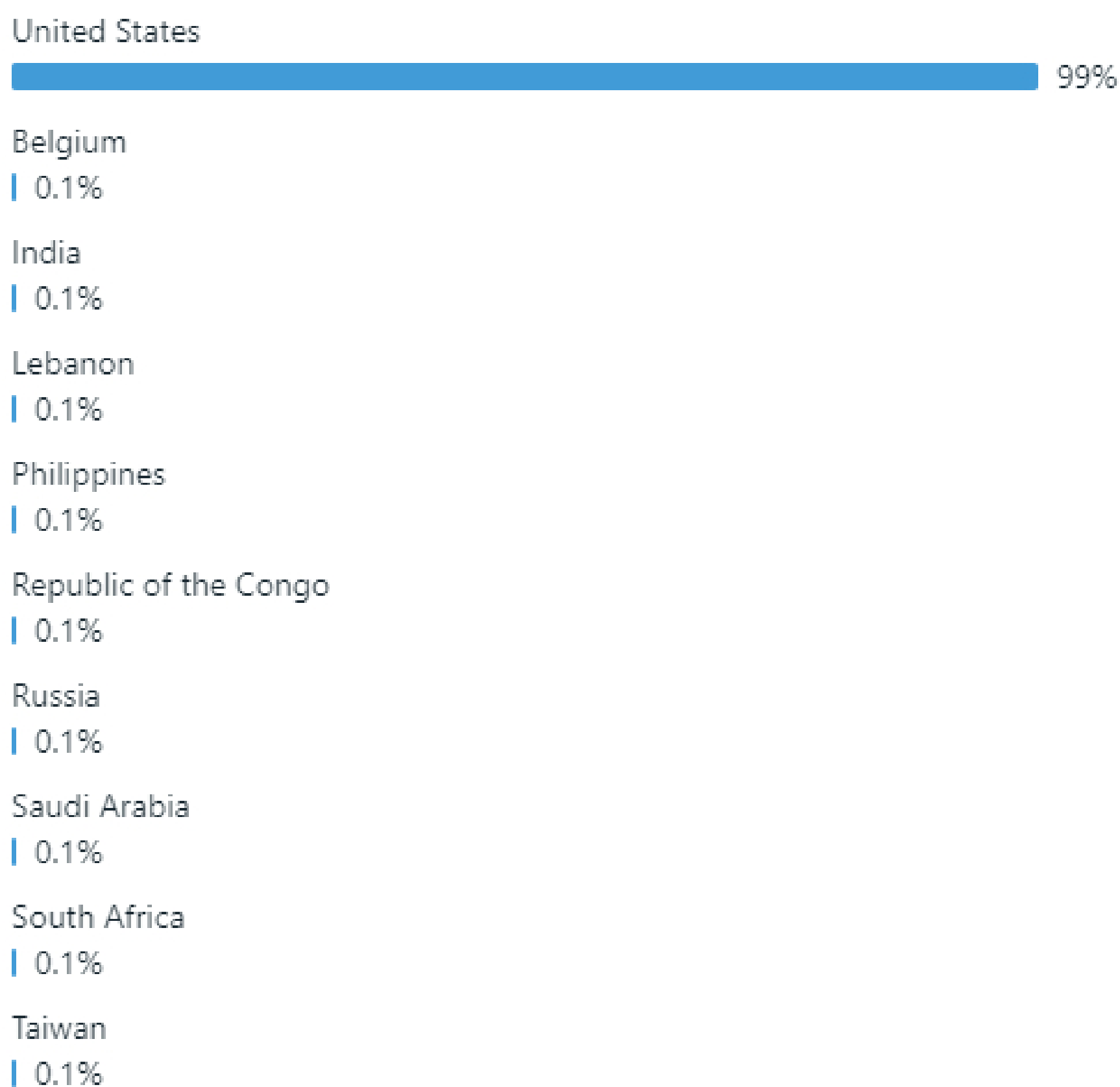
Age & Gender ⓘ



Top Cities



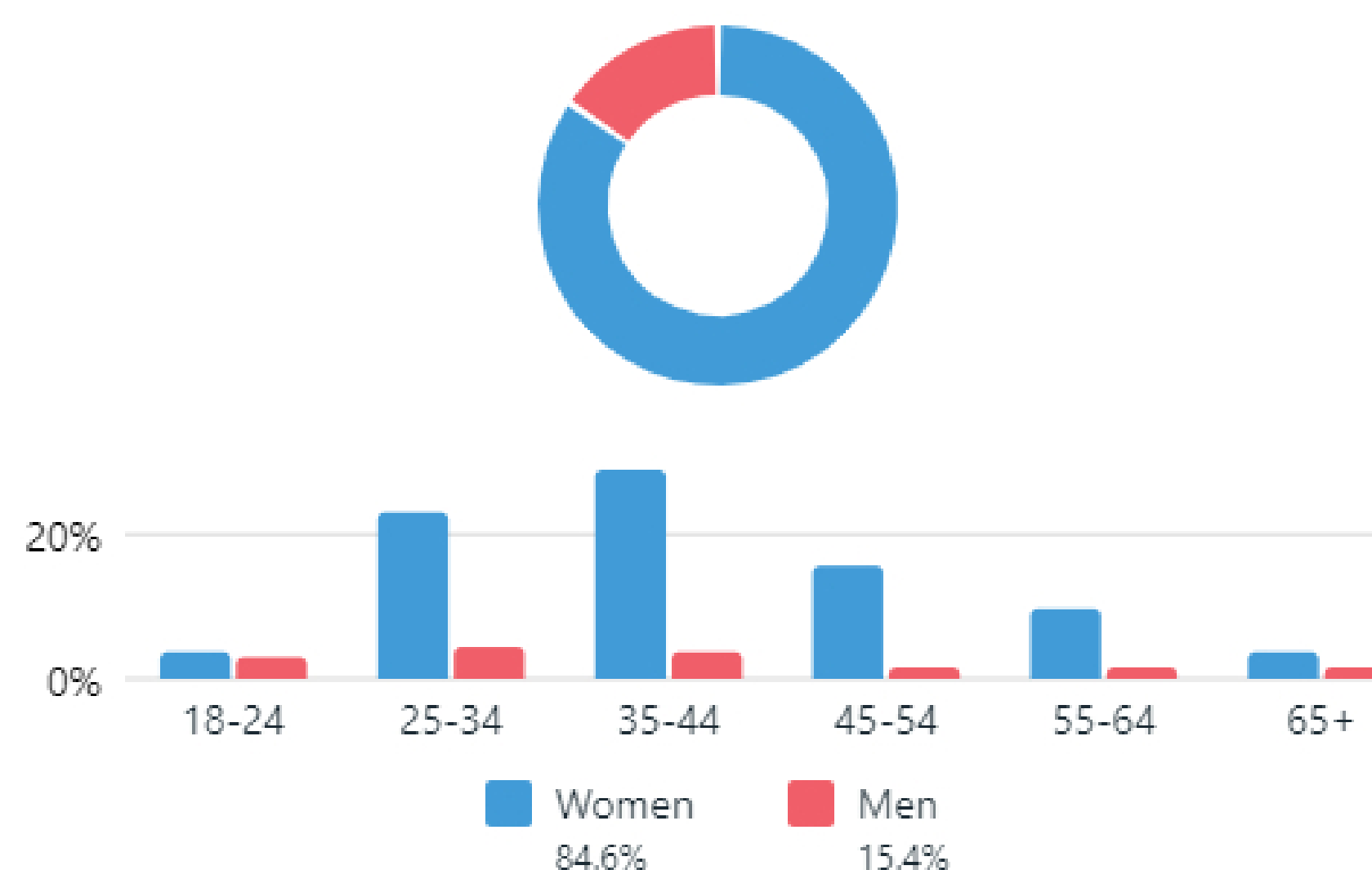
Top Countries



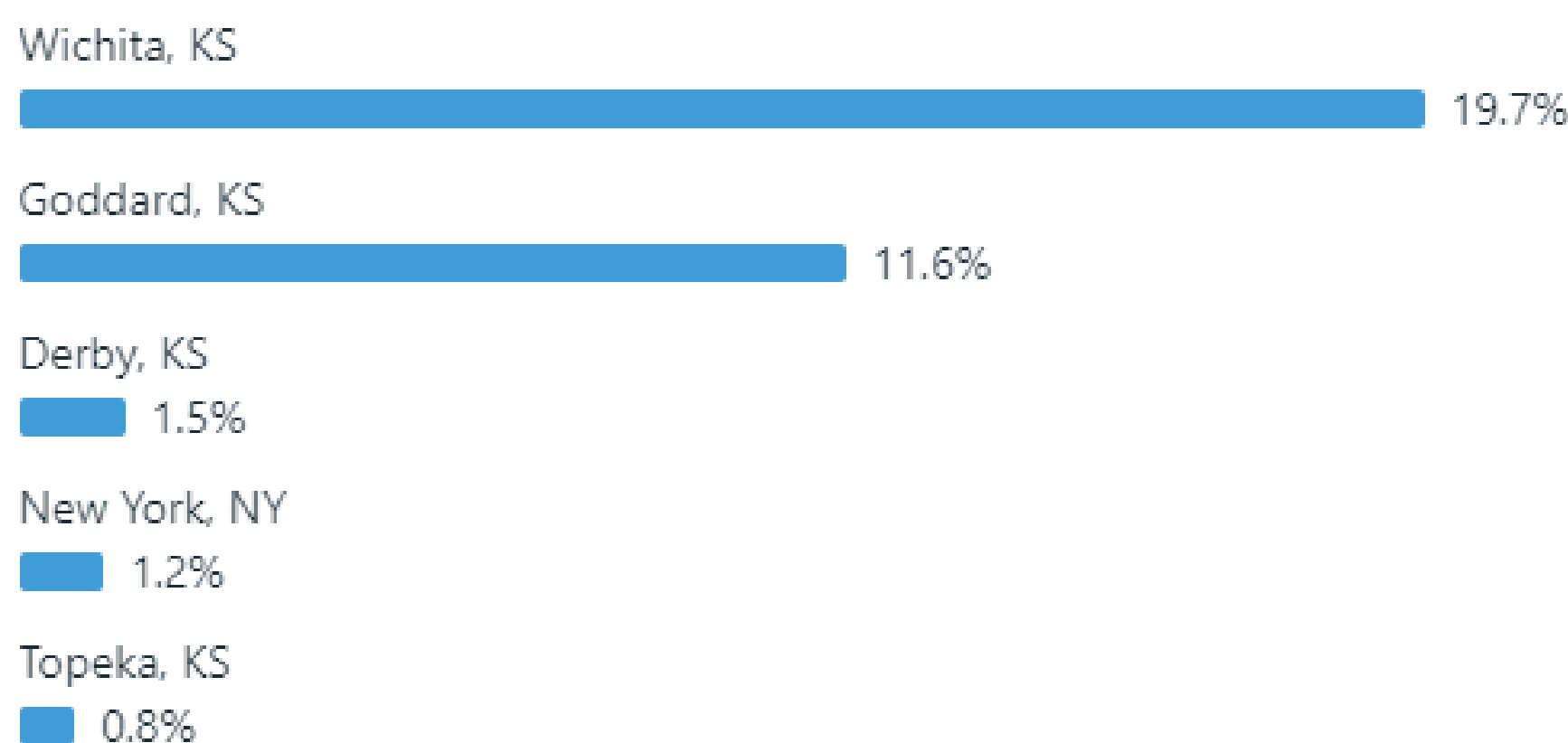
Instagram Followers ⓘ

## 259

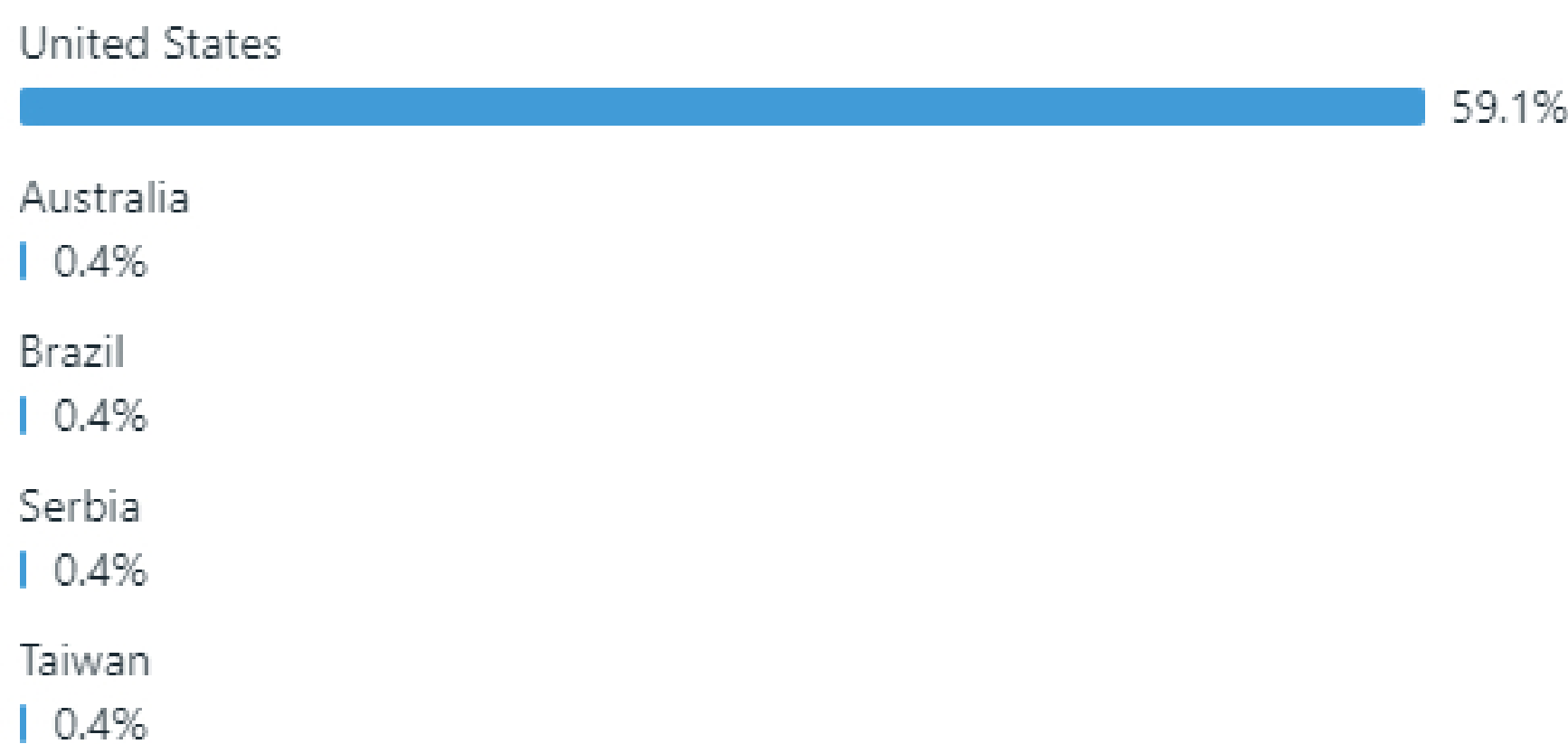
Age & Gender ⓘ



Top Cities



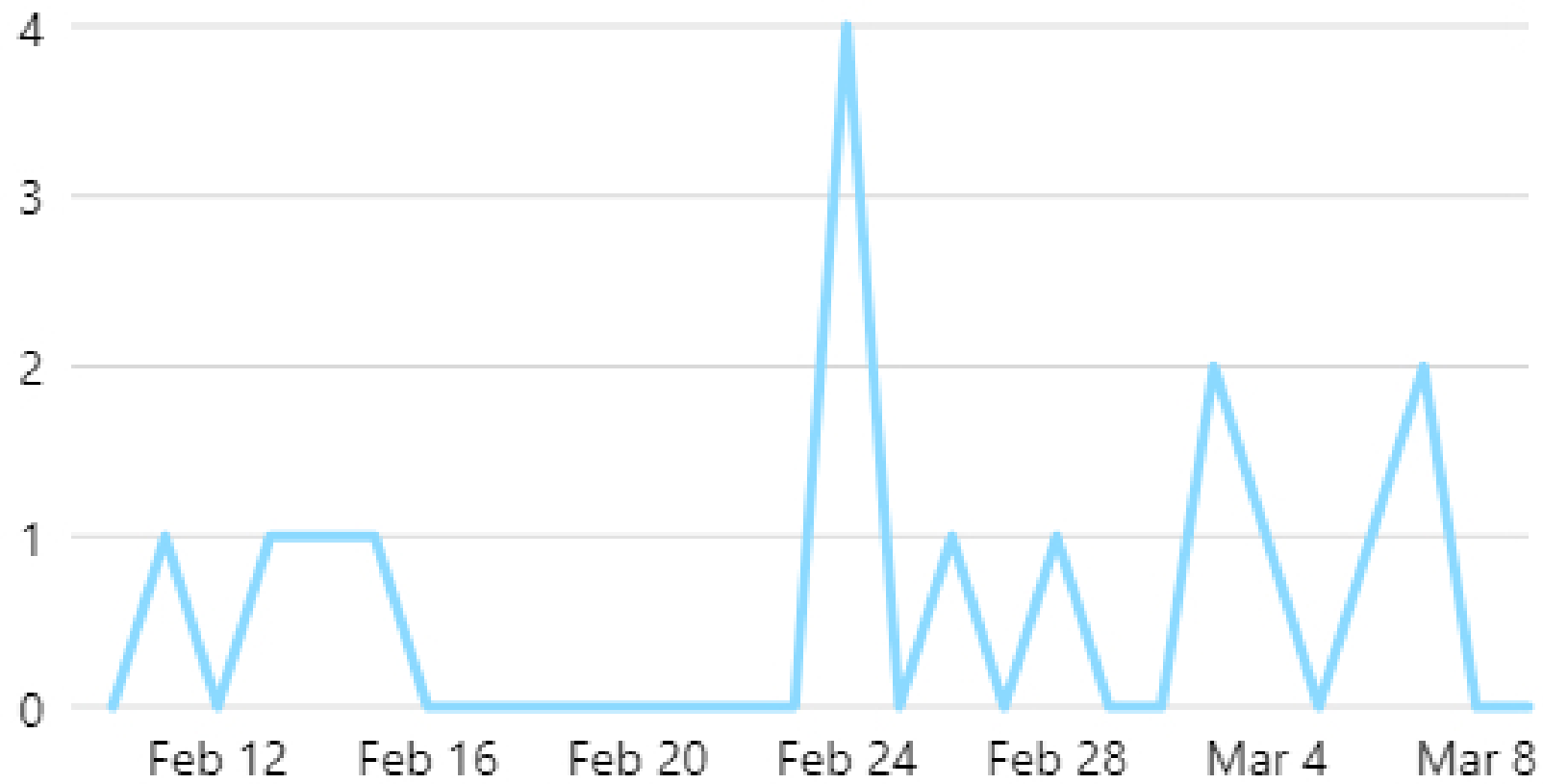
Top Countries



## New likes and followers

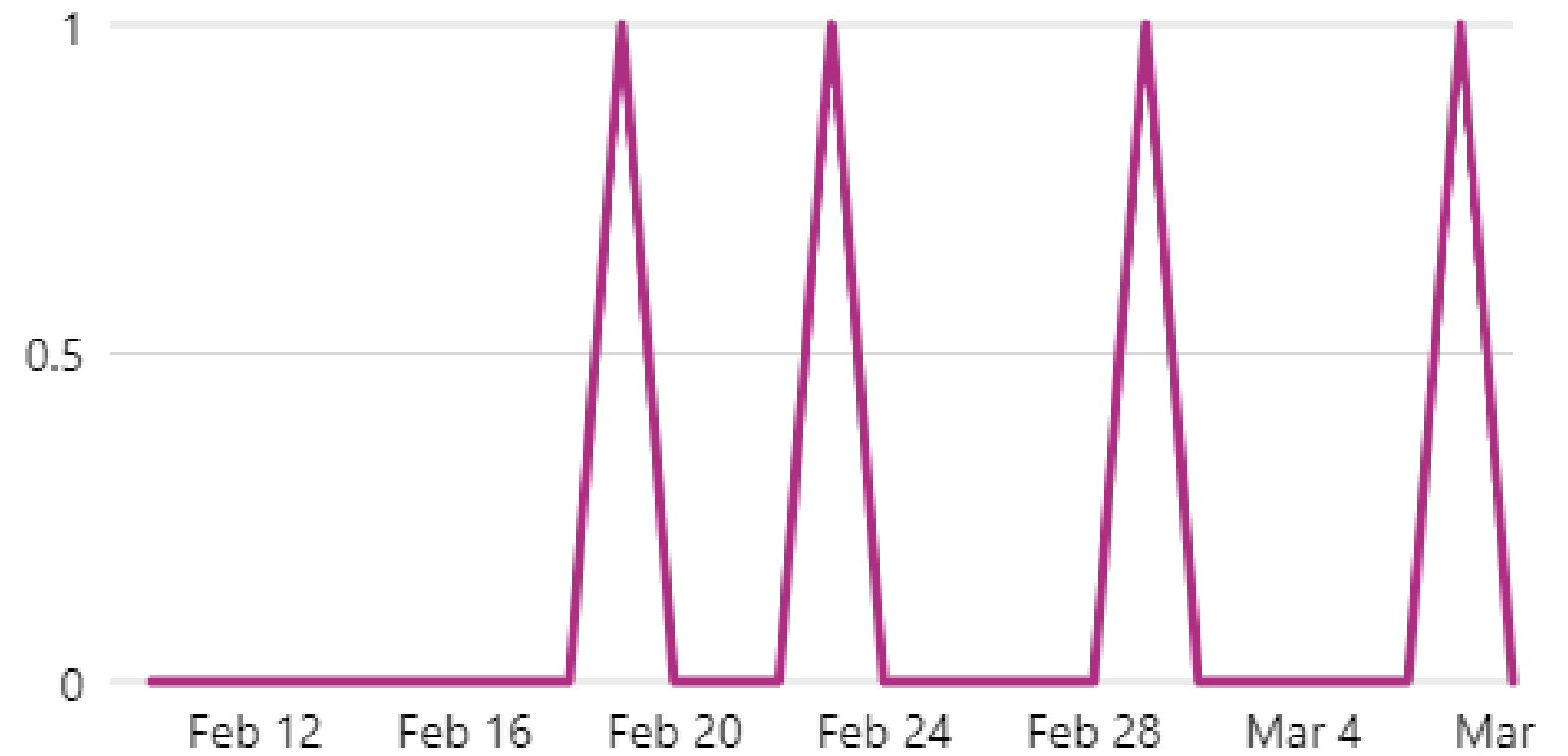
New Facebook Page Likes ⓘ

16 ↑ 23.1%



New Instagram Followers ⓘ

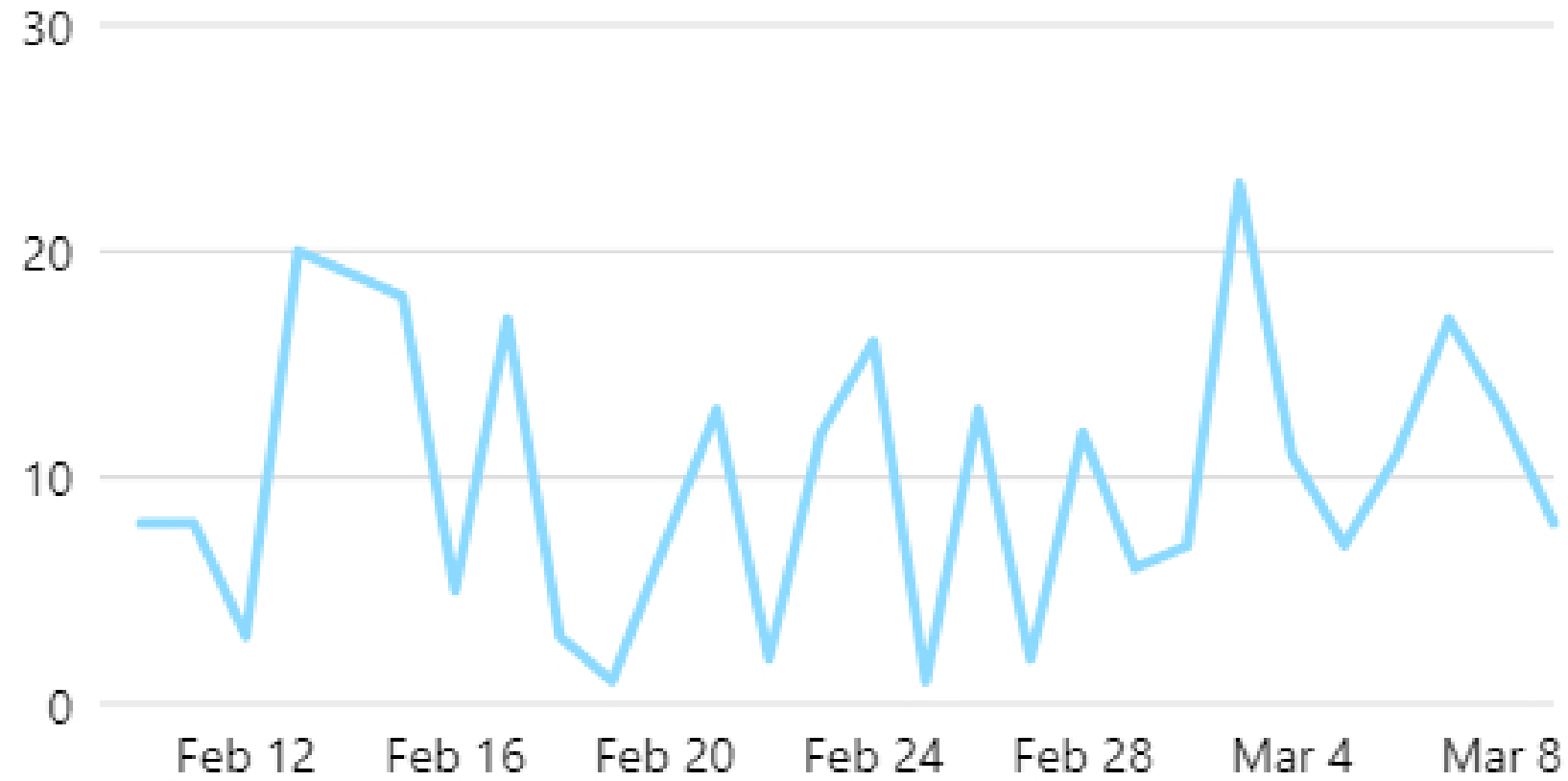
4 ↑ 100%



## Page and profile visits

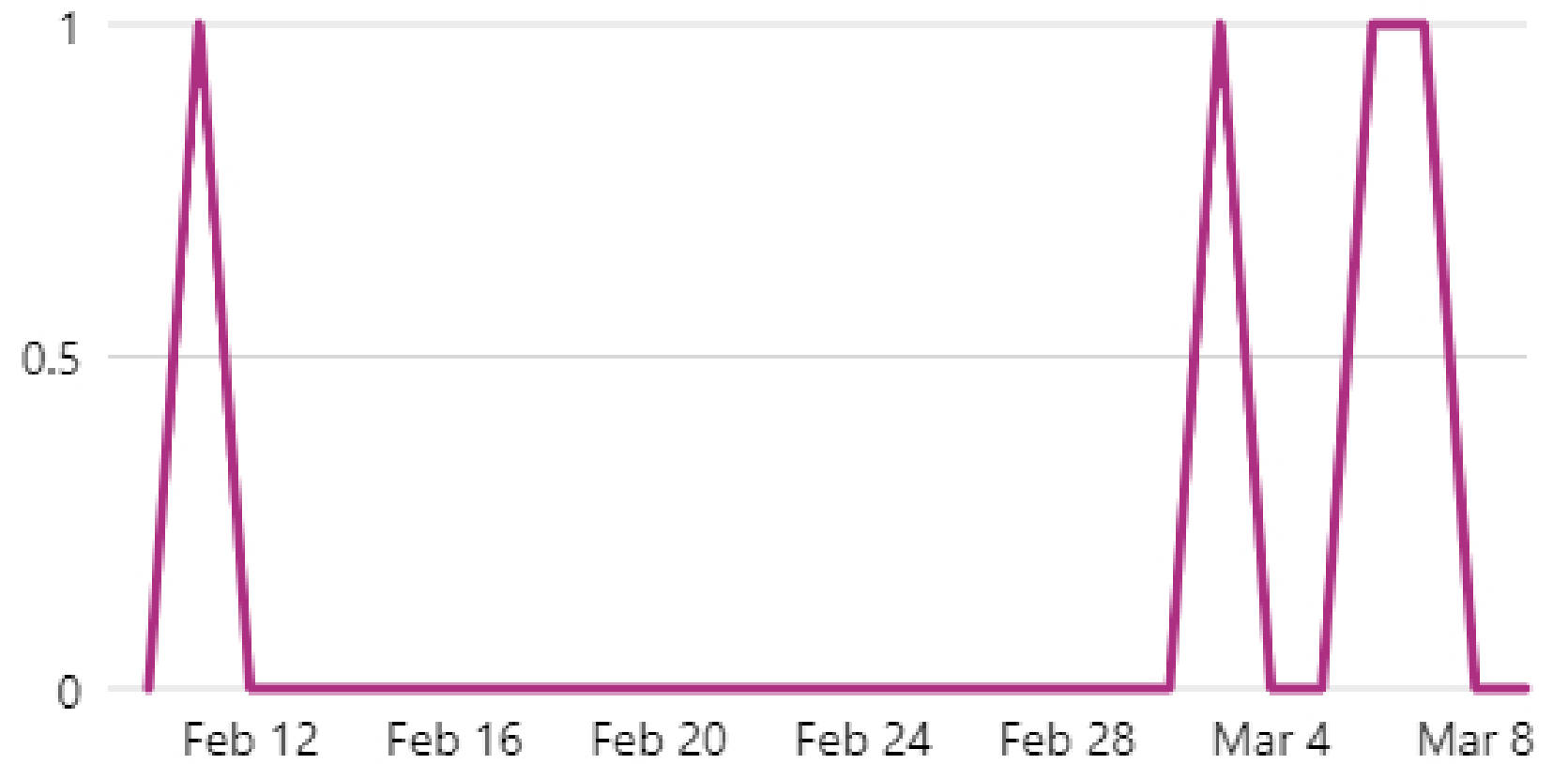
### Facebook Page Visits ⓘ

283 ↑ 50.5%



### Instagram Profile Visits ⓘ

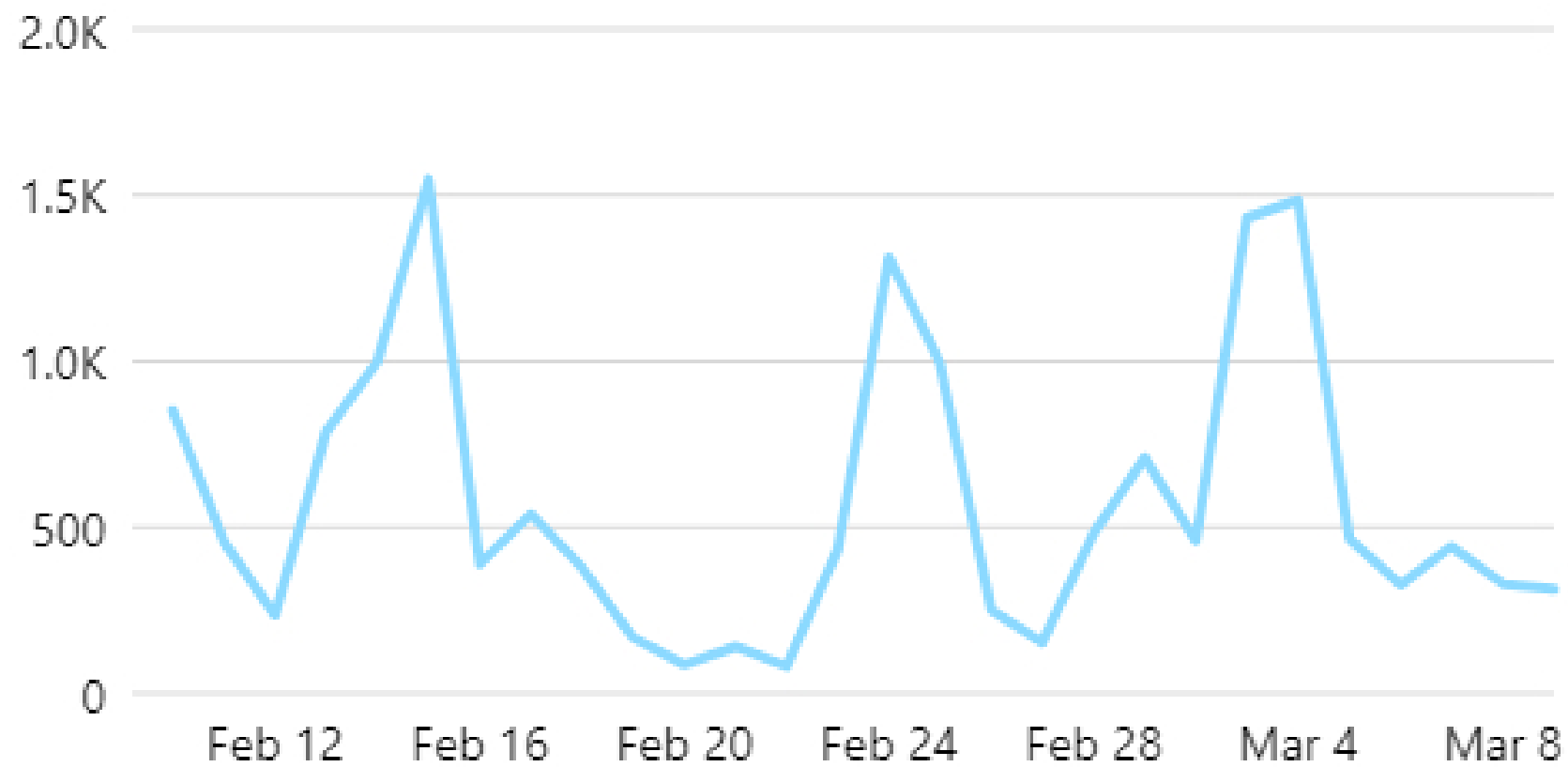
4 ↓ 55.6%



## Reach

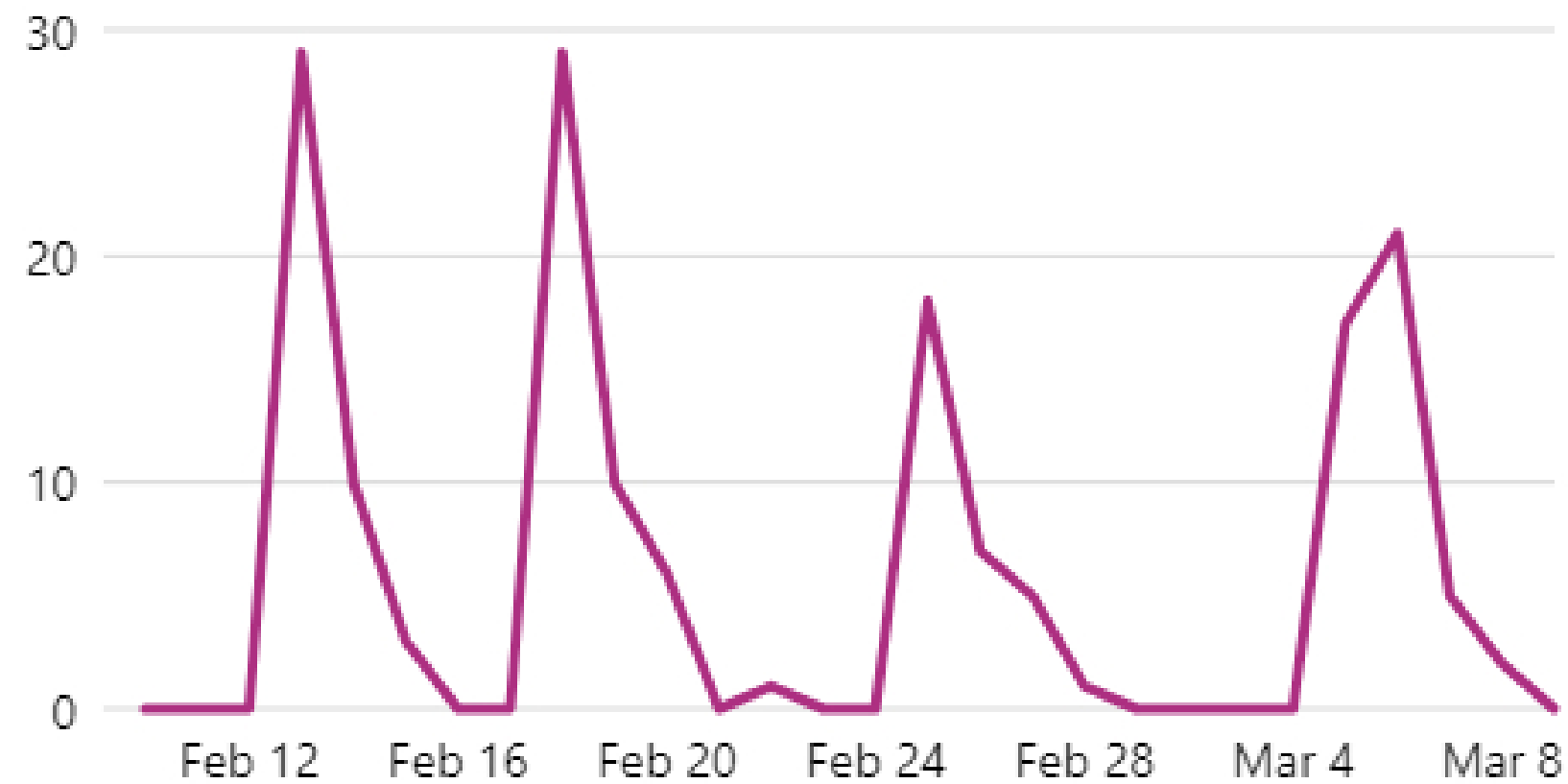
Facebook Page Reach ⓘ

6,733 ↑ 40.7%



Instagram Reach ⓘ

59 ↑ 7.3%



	A	B	C	D	E	F	G	H	I	J	K	L
1	GPL											
2	BUDGET REPORT											
3	2/28/2022											
4												
5	MONTH:											
6	2											
7	COLUMN:											
8	C											
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									
17	Automation/Internet											
18	Maintenance		\$342.20									
19	Bookmobile											
20	Supplies	\$346.18	\$408.82									
21	Utilities/Telephone	\$482.45										
22	Materials	\$1,818.48	\$1,655.98									
23	Community Relations	\$1,922.25	\$366.48									
24	Programming	\$255.05	\$399.96									
25	Technology											
26	Continuing Education	\$22.90	\$31.13									
27	Licensing	\$387.00	\$795.00									
28	Memberships	\$55.00										
29	Mileage/Meals	\$119.46	\$83.66									
30	Postage	\$58.00	\$3.12									
31	Website	\$156.87										
32	Capital Improvement											
33	Board Insurance/Bond											
34	Director Health Benefit	\$550.00	\$550.00									
35	Payroll Taxes	\$2,899.11	\$2,252.86									
36	Retirement	\$1,617.29	\$1,218.21									
37	Salaries	\$8,774.57	\$7,003.94									
38	Workman's Comp		\$269.00									
39	Unemployment	\$25.97										
40	Bank Fee	\$9.95	\$9.95									
41												
42		\$19,620.53	\$15,500.36	\$0.00	\$0.00	\$0.00	\$0.00	\$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		







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**Advocacy letters to KS legislators**

1 message

**Katherine Williams** <Katherine@sckls.info>

Fri, Feb 11, 2022 at 2:27 PM

To: "director@goddardlibrary.com" &lt;director@goddardlibrary.com&gt;

Dear April,

This year the KLA Governmental Affairs Committee is asking that every public library in Kansas reach out to your elected officials at the Kansas Statehouse by mailing them a copy of the KLA Libraries are Essential and Statewide Databases Cost Avoidance document (attached). Include also a letter, on library stationary if available, highlighting one or two of the points from the document that make your library essential to your community. Talk about a way your library makes your community better, tell them what makes you proud about your library.

To show your library's impact by the numbers, you may also choose to send a copy of your library's Annual Report infographic. This infographic was generated using data you submitted for your annual state report. (I have attached it for you as a pdf, if you would like an editable copy, let me know). You could also use this infographic for other purposes, maybe share it with your board in your next report, or snip out individual elements to share as an image on social media.

Goddard Public Library's legislators are:

Rep. Joe Seiwert

State Capitol Building  
300 SW 10th Street, Rm 481-W  
Topeka, Kansas 66612

Sen. Dan Kerschen

State Capitol Building  
300 SW 10th Street, Rm 225-E  
Topeka, Kansas 66612

Thank you for taking the time to mail a letter and these documents to your Kansas Senator and Kansas Representative, your advocacy work is greatly appreciated.

**Katherine Williams**

Governmental Affairs Committee Chair

Kansas Library Association

<https://kslibassoc.org/>



## Libraries Are Essential to Kansas

**Education:** Kansas libraries provide high-quality learning environments and resources for children, teens, and adults. Childhood development classes get pre-K children ready to learn in school. Teens find after-school classes, tutoring, and activities to keep them busy. The entire family finds what they need at the library.

**Employment:** Every day library staff assist Kansans with workforce development. Creating resumes, assisting with online job searches, filling out job applications, hosting computer classes, access to online classes from LinkedIn Learning, and holding hiring events. We support all members of our community to obtain and maintain employment.

**Entrepreneurship:** Kansas libraries are great places to learn how to start your business or side hustle. With educational resources, space to host meetings, and computers/copiers to use; libraries are hubs for local business owners to get started.

**Empowerment:** All Kansans have available a wide variety of print and digital materials thanks to their local libraries. Computer, Wi-Fi, and database access helps everyone navigate the online world.

**Engagement:** The local library is the center of your community. It's a place for your club to meet, your kids can study, and you can get access to the internet. In many Kansas towns, the library is the gathering place for the community.

**Extras:** Every library transforms to meet the specific needs of their community. Some create crafting and makerspaces, provide health care information and assistance, create seed banks, preserve local history, provide classes for older adults, and work with homeless populations.

**Excellent Return on Investment:** Bottom line, you get a lot of bang for your buck with a Kansas Library. A 2015 study by the University of Kansas, found 300% return on investment in Johnson County Library.



@KansasLibraries



@kansalibraryassociation

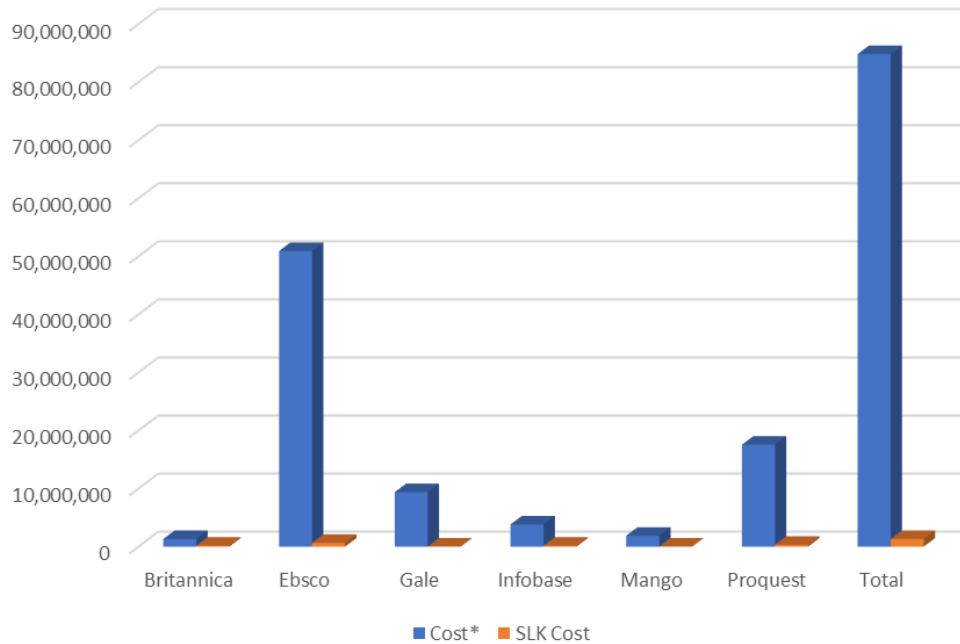


[www.kslibassoc.org](http://www.kslibassoc.org)



# Online Databases for ALL Kansas Residents

Statewide Cost Avoidance = **\$83,515,399**



## Who depends on our databases?

- 324 Public Libraries serving 2,937,880 Kansans
- 1,350 K-12 Schools serving 476,435 students
- 57 Academic Institutions serving 186,299 students

Data source: Kansas Statistical Abstract, 55th Edition

<https://ipsr.ku.edu/ksdata/ksah/KSA55.pdf>

Vendor	Cost*	State Library Cost	Cost Avoidance
Britannica	1,307,526	170,725	1,136,801
Ebsco	50,901,229	646,727	50,254,502
Gale	9,381,000	4,687	9,376,313
Infobase	3,812,078	161,573	3,650,505
Mango Languages	1,871,590	7,691	1,863,899
Proquest	17,551,273	317,894	17,233,379
<b>Total</b>	<b>\$84,824,696</b>	<b>\$1,309,297</b>	<b>\$83,515,399</b>

\*Summary estimate of statewide cost if all individual libraries purchased the same databases.

Database packages can be viewed at <https://kslib.info/1309/Database-Package-List>



201 N Main Street, Goddard, KS 67052

Dear Senator Kerschen,

I am writing to you to ask for your support for libraries across the State of Kansas but particularly in Sedgwick County. This year the Kansas Library Association's Governmental Affairs Committee has chosen Libraries Are Essential as their call to action.

Libraries are essential to many Kansas residents. Since the Pandemic began, the Goddard Public Library has helped keep our community connected and engaged. We have offered online programming with Facebook StoryTimes, Field Trips, and STEAM programming. We have had numerous reading challenges, counting challenges, and LEGO challenges. We also provide activity packets weekly, if not more, so children in our community can learn at home. We have engaged our elderly residents with outreach services such as book and other material delivery at both of our senior living communities. We have also created a book club opportunity at one residence that keeps those residents reading and engaged.

Because of our commitment to staying connected with our community our circulation and programming have grown even during a pandemic. We have been thanked multiple times for giving patrons' children something to keep them entertained and learning.

Our other big focus is early literacy skills development. Along with StoryTimes that focus on early literacy skill development, we provide Early Literacy Multisensory Kits for checkout to patrons and area preschools where we provide outreach services. These kits have books and early literacy games, manipulatives or other learning opportunities and offer parents an easy way to interact with their children while learning.

In closing, I would like to invite you to come visit our library. We would love to show you around and share the other ways we support our community. Please remember to support legislation that supports libraries. This is essential for all the residents of Kansas.

Sincerely,

April D. Hernandez, Director

## **Kansas Library Association Statement on Intellectual Freedom – February 28, 2022**

The Kansas Library Association supports and upholds the principles of intellectual freedom for all Kansans and promotes the rights guaranteed by the First Amendment to the United States Constitution. The Kansas Library Association objects to all attempts to censor library materials and stands with librarians, library staff, school administrators, and educators as they select and provide access to thoughtful, representative collections for the Kansas communities they serve.

Kansas librarians are credentialed professionals with robust [core values](#). Kansas library professionals work across communities to develop policies and procedures to guide our efforts in providing the most representative and diverse collections possible for the entire populations we are charged to serve. We take pride in our enormous responsibility to provide access to the most comprehensive record of human history and thought available.

Kansas librarians unequivocally support the right of parents to choose materials for their children, but that right does not permit parents to make choices for entire classrooms, schools, cities, counties, or states. Through educational and professional experiences, librarians see and understand the connections and purposes made possible by our collections. We unambiguously reject the assertion that removing, relocating, or labeling a selection will somehow protect children from the content contained within. We affirm the role of credentialed and experienced professional librarians who bring the ethical frameworks and vocational engagement to make public, school, academic, and special libraries safe places for all who use them.

Kansas librarians support the ALA [Freedom to Read](#) as a principle of a democratic society that rests on the premise that people can and do use informed critical thinking to make appropriate decisions for themselves and their families.

Kansas librarians are guided by the ALA [Library Bill of Rights](#), including the proposition that a “person’s right to use a library should not be denied or abridged because of origin, age, background, or views.”

Kansas librarians promote the ALA [Code of Ethics](#) and the ALA [Core Values of Librarianship](#) and recognize privacy and confidentiality as fundamental components of intellectual freedom.

Kansas librarians support the rights of users to access, read, evaluate, and use materials as they see fit. We champion and celebrate these rights.

### **Bill of Rights:**

**Amendment I:** Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or *abridging the freedom of speech*, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

**Amendment IX:** The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.

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Holly Mercer, Kansas Library Association (KLA) President  
Officers of the Kansas Library Association Board

## TEXAS LIBRARY ASSOCIATION (TLA)

The Texas Library Association (TLA) has resources available at <https://txla.org/tools-resources/intellectual-freedom/tools-resources/>. Stop by for Intellectual Freedom Resources, Intellectual Freedom and Censorship Q&A, materials for Preparing for and Responding to Challenges to Library Resources, and more.



## THE ALA OFFICE OF INTELLECTUAL FREEDOM (ALA OIF)

The ALA OIF has a Fight Censorship Landing Page with a wealth of resources and links: <https://www.ala.org/advocacy/fight-censorship>. Be sure to check out the Selection and Reconsideration Policy Toolkit.

## MACMILLAN CHILDREN'S PUBLISHING GROUP (MCPG)

Publishers have extensive resources supporting banned books. Visit the MacKids School & Library Frequently Challenged Books Resource Center at <https://bit.ly/MCPGBannedBooks> for materials to support frequently challenged books. Follow [@MacKidsSL](https://twitter.com/MacKidsSL) on Twitter and subscribe to the newsletter for resources all year long.

## NATIONAL COALITION AGAINST CENSORSHIP (NCAC)

Visit the NCAC Resources Page <https://ncac.org/resources> for resources for parents, teachers, librarians, authors, artists, activists and more.

## BANNED BOOKS WEEK

While protecting the freedom to read is a year round effort, participating in Banned Books Week is a valuable opportunity to continue this conversation. Find more information about Banned Books Week and resources to support banned books at <https://bannedbooksweek.org/>.



# HOW TO HOST AN EVENT

Want to host your own roundtable event for your community? Every event will be different, but the below steps will get you started.

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## 1 - CONSIDER YOUR PARTNERS

Are there local community partners, state reading or library associations, schools, or public libraries that you can partner with? Make a list and set up a time to meet!

## 2 - DEFINE YOUR GOALS AND WRITE EVENT DESCRIPTION

Agree on your goals for the event and write a description to match!

## 3 - SET THE DATE AND DISCUSS PLATFORM

Select a target dates and times to share with panelists. Choose a platform for the event and decide whether this will be a virtual or in-person gathering.

## 4 - INVITE YOUR PANELISTS AND MODERATOR

Choose a mix of voices to speak at the program. Consider including a librarian, parent, student, legislator, and author and ensure as many perspectives and experiences are represented as possible. Identify a moderator who can confidently lead a discussion. This should be someone well versed in the topic.

## 6 - DISTRIBUTE INVITATIONS

Spread the word as widely as possible with the help of your event partners. Consider using newsletter, social media, and flyers where appropriate.

## 7 - DISCUSS EVENT SECURITY

Ensure safety measures are in place to protect panelists and audience members. Agree upon an anti-harassment policy to share at the event.

## 8 - HOST YOUR EVENT

After making sure panelists and moderator are prepped, host your roundtable event! Create a run-of-show to ensure that everyone is aware of what is expected of them.

## 9 - FOLLOW UP

This is an ongoing conversation. Follow-up with action items and resources for attendees.

# SAMPLE MATERIALS



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**Read on for sample language and materials to support your own roundtable event**

## EVENT DESCRIPTION

Voices from every aspect of this ongoing and constantly evolving issue will weigh in, including a teacher, librarian, parent, legislator, author, and student, using the recent book bannings in [INSERT YOUR LOCATION] and the response from teachers, librarians, and the community at large as an example of a way forward in protecting the First Amendment nationwide.

## LOGOS

Title your roundtable event to suit your needs! If you would like to use the Freedom to Read Roundtable logo used in these materials, it can be accessed online at <https://bit.ly/FreedomtoReadLogo>

## INVITATION TO PANELISTS

I am working with [INSERT PARTNERS] to host a Freedom to Read Roundtable event and we'd love to have you join us as a voice on the panel. We are aiming for [INSERT TARGET DATE(S)] but have some flexibility to work with your schedule.

Our goal for this conversation is to facilitate discussion in our community surrounding book censorship and to create actionable items to protect the freedom to read. We feel it's important to have representatives from every part of our community and feel yours would be a valuable voice on the program.

## AUTHORS

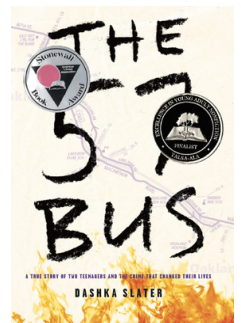
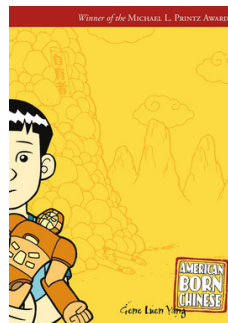
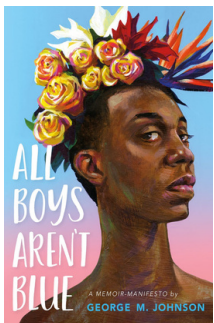
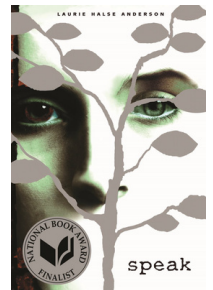
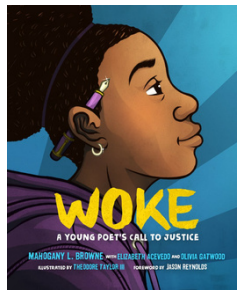
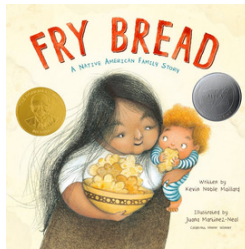
Looking for an author to join your roundtable? If you have someone specific in mind, visit their website to see who they have listed as a contact person for speaking engagements. Open to suggestions? Email Mary Van Akin at [mary.vanakin@macmillan.com](mailto:mary.vanakin@macmillan.com).

# FREQUENTLY CHALLENGED BOOKS



Looking for ways to support frequently challenged books? Visit the MacKids School & Library Resource Center for discussion guides, read alouds, author interviews, and more.

<https://bit.ly/MCPGBannedBooks>



### **Resignation of Board Members**

If a Board Member needs to resign their position, they should send a letter of resignation to the Library Director. The Library Director will then share the resignation with the rest of the Board. At the next Board meeting following the written notice of resignation, a vote will be taken to accept/reject the resignation. All Board Members who resign will be given an Exit Interview after their resignation is received.

### **D. Holiday Pay**

**Regular full-time,** regular part-time and part-time employees who are regularly scheduled to work on days that fall on a holiday, will be paid for the hours they would regularly work. This does not apply to intermediate, seasonal or temporary employees. **For the Christmas holiday Regular full-time employees will have the added benefit of being paid for all three days no matter when the holiday falls.**

- a. Eligibility for Bonus** – The Director shall have the opportunity to earn a yearly bonus, at the Board’s discretion, dependent on Grants and Donations that they secure, with the exclusion of the Levand Grant, SCKLS Grant-in-Aid and Summer Reading Grant, Kansas State Library Annual State Aid, Goddard Lions Club and Woman’s Club donations and municipal funds. This bonus will be a percentage set by the Board and with or without a cap as the Board deems appropriate. Other full-time employees that seek Donations or Sponsorships for programming and services, such as the Summer Reading Program, may also be considered for a yearly bonus with a percentage and cap set by the Board. These bonus percentages and caps will be provided in a separate document and signed by the Library Board President and the employee.

**Took out the extra communication policy and made sure the new one had the same information.**

## **12. Leave Policies**

### **A. Holidays (Closures)**

Employees of the Goddard Public Library will receive time of work for the following holidays:

New Year's Day	January 1
Presidents' Day	3 <sup>rd</sup> Monday of February
Easter	
Memorial Day	Sunday and Monday
Independence Day	July 4
Labor Day	Sunday and Monday
Fall Festival	Saturday in October when it occurs
Thanksgiving	Thursday and Friday
Christmas	December 24-26

### **C. Vacation Leave Benefits**

- a. The Library Director receives 2 weeks of annual leave with pay after a 90 day satisfactory evaluation. After the first full year of employment that will be raised to 3 weeks after satisfactory evaluation. This time can be raised every 2 years at the discretion of the Library Board. A maximum amount of annual leave can be set at any time.
- b. Library employees receive for vacation the amount of time that they work each week, or if full-time, they receive 40 hours annually. This can be raised each year after a satisfactory evaluation. A maximum of vacation hours for an employee can be set at any time.
- c. Annual leave for the Library Director and library staff who work at least 10 hours each week begins after a satisfactory 90 day evaluation.
- d. The Library Director requests use of annual leave with the approval of the Library Board President.
- e. Library employees request use of annual leave with the approval of the Library Director.
- f. As an added benefit, all full-time employees, including the Director, receive a paid day of vacation for their birthday each year. If they do not want to take it on the actual day they can get approval from the Director to take this at another specified time.

### **Section 2 Collection Development Under A.**

b. Mission & Vision - The Goddard Public Library mission is to engage the community to build strong inter-generational connections, share knowledge, inspire curiosity and encourage life-long learning.

1. Goals of the Collection – Shall be as follows:

- To keep a current and relevant collection
- To serve as the primary resource center for the area
- To support and enhance educational, civic, and cultural activities
- To assess community needs and provide materials and programming to meet those needs
- To serve all members of Goddard and the surrounding area of Sedgwick County, those within the state of Kansas and all others who require our services
- To be a central and integral part of the community we serve
- To curate a diverse, equitable and inclusive collection

### **Section 3 Service Policy**

#### **J. Videotaping in the Library**

Individuals have a right to videotape in the Library building as long as they follow these basic privacy rules:

1. They do not harass patrons or staff members.
2. They do not film children under 18 years old without parental consent.
3. They do not film patrons checking in or out.
4. They do not film the screens of computers that are in use.
5. They do not enter staff areas.
6. Staff may discretely remove their name badges and do not have to answer any questions about their names or anything personal.
7. If the individual is harassing staff or patrons and will not leave when asked nicely, call 911 and the police can escort the individual from the building.

## Bonus Agreement

This agreement is between Goddard Public Library and \_\_\_\_\_.

This agreement concerns donations raised or grants obtained for the Goddard Public Library.

Grants that are excluded from bonus consideration are as follows: The Levand Trust Grant; the State of Kansas State Aid; SCKLS Grant-in-Aid and Summer Reading Grant; donations from the Goddard Lions Club and the Goddard Woman's Club; municipal funds.

The Library Board can set a cap \_\_\_\_\_.

The Library Board sets the percentage for the bonus \_\_\_\_\_.

The Library Board can choose to allow bonuses percentages to be paid on coupons, passes, etc.            yes            no

A total of all grants and donations procured needs to be turned into the Library Board of Directors no later than the second Monday of December. Bonuses will be paid out on the first Direct Deposit in January.

\_\_\_\_\_  
**Library Board President**                      **Date**

\_\_\_\_\_  
**Employee**    **Date**