Goddard Public Library Board Meeting Agenda

November 13th, 2023 at 7:05 pm

- 1. Roll Call
- 2. Approval of Agenda
- 3. Review of Minutes of Special Meeting October 23rd, 2023.
- 4. Citizen Comments
- 5. Correspondence and communications
- 6. Director's Report
 - a. Circulation Report
- 7. Financial Report
 - a. Approve October financials
 - b. 2024 proposed budget
 - c. Cost increase in health insurance
- 8. Old Business
 - a. Video Surveillance update
 - b. Update on Website/Staff emails
 - c. Review of Policy Manual
 - d. Review of Director's Health Insurance allotment
 - e. Appointment to Friends and Foundation board
- 9. New Business
 - a. Strategic Plan
 - b. Items for purchase
 - c. Mobile Library budget and use
- 10. As may be presented
- *Next meeting is December 11th, 2023.

Please call the library at 316-794-8771 if you cannot attend. Or e-mail: director@goddardlibrary.com Thank you!



Goddard Public Library Board Meeting Minutes October 23, 2023 at 7:05 PM

The October Board Meeting of the Goddard Public Library was called to order by the President of the Board, Kate Morgan, at 7:05 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.
- Approval of Agenda: Lucretia Burch moved to approve the Meeting Agenda for October 23rd,
 Margo Rakes seconded the motion. All present were in favor.
- 3. Regular Meeting September 12th, 2023 minutes were approved with no corrections.
- 4. Citizen Comments: None
- 5. Correspondence and Communications:
 - Board Members received invitations to the Women's Club 90th open house via mail.
 Many Board Members attended.
- 6. Director's Report:
 - a. Director's Report: Received a copy of October's Report.
 - b. Circulation Report: Received a copy.
 - c. Part-Time Position has been posted on Indeed to generate more interest.

7. Financial Report:

 a. Approve September Report: Margo Rakes moved to approve the September Financial Report; Megan Koenigs seconded the motion. All present were in favor.

8. Old Business:

- a. Video Survaillance Update: Old system is still running but the cord was cut to the old provider. Will need to eventually consider updating cameras to digital format - will be addressed on 2024 Strategic Plan.
- b. Website/Staff Emails: Ashleigh asked for more input on what we are looking for/budget limitations so that she could secure quotes from designers.
- c. Review of Policy Manual Tabled to November Meeting.



- d. Review of Director's Health insurance Allotment: Julie will call BCBS and inquire about next year costs. Julie will come up with ideas on how to use savings from this year's expenses.
- e. Budget: Tabled to November

9. New Business:

- a. Community Survey: Sent out to community currently have 40 responses. Survey will close on December 10th.
- b. Appointment to Friends and Foundation Board:
 - i. Call for more GP Library Board Members to be involved with F&F.
 - Ashleigh Pearce moved to waive library fees for Friends and Foundation members. Margo Rakes seconded the motion. All present were in favor.
- Board Training with Paul Hawkins, Director of SCKLS: Completed prior to today's Board Meeting.
- d. SCKLS has ordered new computers and came in at a lower cost than estimated. These should arrive around December 5th, 2023.
- e. Book bin for Board Books: Megan Koenigs moved to purchase a bin for board books.

 Angela Pruitt seconded the motion. All present were in favor.

10. As May Be Presented:

- a. A link to join virtual was requested as one Board Member will be out of town but would like to be present at the meeting.
- 11. Margo Rakes moved to adjourn the meeting at 8:12 PM; Megan Koenigs seconded the motion. All present were in favor.

Director's Report

November 2023

The Kansas Library Association conference was a great experience. I attended all three days. The entire staff attended on Thursday and enjoyed all of the sessions.

The Lego wall open house was a huge success. The Woman's Club was also honored at city council for their 90th anniversary and the city passed a resolution to name October 10th as Goddard Woman's Club day to honor their wonderful contributions to the community. A huge thank you to Carrie for pulling that all together and to Peggy and her husband for all the extra work they did to make the Lego wall area so nice.

Christmas on Main St plans are coming together. We will have 4 story times on Tuesdays leading up to the holiday and will have cookies on the 2nd at the library and take part in the parade.

Our KanRead event was a huge success! We had a flower bouquet demonstration with wine that we called "Bouquets and Bubbly". I also presented a similar flower arranging session for our Book Edge book club so more of our patrons could sign up for the original event. It was a blast actually putting on a program myself!

Puppet Ladies are continuing to provide shows at the library for the community and we are enjoying every show! Seeing their dedication to bring books to life is wonderful and fun!

Welcome Adam Achey! Adam started as our new part-time library aide. He is attending Emporia State to get his Library Science degree. He has a master's in fine arts and brings a lot of art and archival knowledge to the position.

Patron Comments:

My granddaughter loved the Halloween party – thank you for doing that!

The library is the best place in town to play!

I love the bright new rugs and primary colors – it really makes the children's area pop!

"We get a ton of compliments about the library! The programs are so much nicer since Mrs. Carrie is here!" (Mr. B's)

"There is a great vibe here! I love the atmosphere and would love to do more programs here!" (Brent)

Goddard Public Library

TOTAL	Other	Children	LIBRARY ATTENDANCE		TOTAL	Juvenile	Adult	MATERIALS ADDED	NEW LIBRARY CARDS		Unfilled	Books Borrowed	Unfilled	Books Loaned	INTERLIBRARY LOAN		Reference Question		Wireless	Computer		TOTAL		Audio	DVD/Blu-Ray	Periodicals	Fiction	Non-fiction	JUVENILE	DVD/Blu-Ray	Audio Books	Periodicals	Fiction	Non-fiction	CHECK OUT SUMMARY
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Goddard Public Library 2023

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Margo Rakes	×			×	ΑB	×	CA	×	×	×					
Connie Brake	×			×	×	×	CA	×							
Sherry Lauer	×			×	×	×	CA	EX							
Ashleigh Pearce						×	CA	×	×	×					
Megan Koenigs				×	×	×	CA	×	×	×					
Lucretia Burch									×	×					
Angela Pruitt									×	×					
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		Story Book Pumpkin Patch				Goddard Puppet Ladies		TAB - 12							Movement Class		Woman's Club 90th/Lego Wall			Books & Beyond		TAB-7				Movie Night			F and F: 8			Program 2		
	Oak Street Parade				Goddard High School	12:30 pm & 1:30 pm	Ameila	Peas in the Pod	Hope Factory Speech Screenings			TAGG			Kensler					CDS	Explorer	Eisenhower High School				Reliance Preschool	Reliance Preschool/MDO	Reliance MDO	Apollo			Program 3		M
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Goddard Public Library Profit & Loss Budget Performance October 2023

Total Community Relations	Community Relations Marketing Staff Meeting Community Relations - Other	Capital Improvement Budget	Total Bookmobile	Bookmobile Bookmobile Insurance Bookmobile Maintenance Bookmobile Tags	Total Board Insurance	Board Insurance Treasurer Bond Board Insurance - Other	Expense Accounting Automation	Gross Profit	Total Income	Interest Income Programming Income Refund income Summer Reading Donations	Total Grants	State Aid Tech Grant Grants - Other	Total SCKLS	SCKLS Continuing Education Grants In Aid Summer Reading Grant SCKLS - Other	Grants Friends & Foundation Levand Trust	Ordinary Income/Expense Income Balance Forward Book Sales and Lost Book Fees City Funds Donations Fines, Copies, Faxes Goddard Lions Club Income		
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5,300.00	5,300.00	1,000.00	3,700.00	1,200.00 500.00 2,000.00	1,865.00	825.00 1,040.00	1,750.00 1,600.00	264,393.00	264,393.00	16.00	16,520.00	1,420.00	10,100.00	100.00	1,000.00 3,000.00	20,000.00 500.00 224,807.00 1,000.00 1,250.00 300.00	Annual Budget	

Goddard Public Library Profit & Loss Budget Performance October 2023

Total Programming	Programming StoryTime Summer Reading Program Teen Advisory Board Wine & Color Programming - Other	Postage and Shipping	Total Payroll Expenses	Payroll Expenses KPERS-MISC Payroll Payroll Taxes State Tax State Unemployment Taxes (SUTA) Workman's Comp Insurance	Total Miscellaneous	Lost Book	Licensing Maintain building and grounds Memberships Mileage	Total Library Inventory	Levand Trust Expense Library Inventory Audio Books Books DVD/Blu-Ray ebooks/eaudiobooks Magazines and Periodicals Library Inventory - Other	Total Grant Expense	Director Health Benefit Friends & Foundation Grant Expense SCKLS Technology Grant Grant Expense - Other	Total Continuing Education	Continuing Education Mileage/Meals Continuing Education - Other	
0.00	0.00 0.00 0.00 0.00	0.00	11,366.85	1,309.28 7,845.91 1,919.38 259.44 32.84	0.00	0.00	0.00 0.00 0.00 161,46	370.32	1,907.43 0.00 370.32 0.00 0.00 0.00	5,967.57	675.94 0.00 3,000.00 2,967.57	25.00	25.00 0.00	Oct 23
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3,855.59	224.43 2,028.79 215.51 280.56 1,106.30	1,832.42	120,194.92	13,314.08 83,002.00 20,412.96 3,060.40 123.48 292.00	34.34	34.34	1,432.00 1,399.39 641.00 1,073.96	8,834.22	4,566.79 241.34 6,723.86 563.66 816.74 436.68 51.94	16,971.44	3,000.0D 13,971.44	1,025.57	93.42 932.15	Jan - Oct 23
5,500.00	5,500.00	1,750.00	180,836.00	16,000.00 132,861.00 25,000.00 6,500.00 275.00			1,700.00 1,300.00 842.00 900.00	19,000.00	19,000.00		7,200,00	400.00	400.00	YTD Budget
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11/09/23 Cash Basis

Goddard Public Library Profit & Loss Budget Performance October 2023

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	0.00	66,826,78	0.00	-7,662,79	Net Income
0.00	0.00	66,826.78	0.00	-7,662.79	Net Ordinary Income
264,393.00	264,393.00	201,898.57	0.00	22,820.24	Total Expense
4,000.00 20,500.00 250.00	4,000.00 20,500.00 250.00	1,235.60 15,970.69 143.88	0.00 0.00 0.00	0.00 1,375.91 0.00	Technology Utilities Website Maintenance
5,000.00	5,000.00	3,759.70	0.00	710.40	Total Supplies
5,000.00	5,000.00	681.83 15.88 1,042.65 1,625.59 393.75	0.00	0.00 0.00 526.24 184.16 0.00	Supplies Building Computer Furniture Office Processing Supplies - Other
Annual Budget	YTD Budget	Jan - Oct 23	Budget	Oct 23	

Goddard Public Library Reconciliation Summary Bank Checking Account, Period Ending 11/01/2023

	Nov 1, 23	
Beginning Balance Cleared Transactions		103,127.37
Checks and Payments - 55 items Deposits and Credits - 12 items	-22,650.60 15,154.96	
Total Cleared Transactions	-7,495.64	-
Cleared Balance		95,631.73
Uncleared Transactions Checks and Payments - 5 items	-318.94	
Total Uncleared Transactions	-318.94	
Register Balance as of 11/01/2023		95,312.79
New Transactions Checks and Payments - 5 items Deposits and Credits - 1 item	-547.91 2,180.12	
Total New Transactions	1,632.21	
Ending Balance		96,945.00

Goddard Public Library Reconciliation Summary Capital Improvement, Period Ending 11/01/2023

	Nov 1, 23
Beginning Balance Cleared Transactions	55,171.66
Deposits and Credits - 1 item	13.60
Total Cleared Transactions	13.60
Cleared Balance	55,185.26
Register Balance as of 11/01/2023	55,185.26
Ending Balance	55,185.26

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					\$59.05	\$22,036.85				\$9,266.72	\$1,631.96	\$2,868.57	\$675.94	ň			\$1,690.00	\$141.84		\$917.95			\$727.97	\$468.75	\$1,561.88	\$1,559.89	\$56.14	\$26.24	\$308.00	0.0000				FEB.	ACTUAL	(C)									۲
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Goddard Public Library

Professional	dashboard
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Overview

Insights

Home

Your Page Content

Audience

Grow your audience

Ad Center

Invite friends to follow

Your tools

Earn achievements for creating reels

Inspiration hub

Comments manager

Events

Paid online events

Page access

A/B Tests

New

Moderation Assist

(a)





17

53

Page overview	Create a post	Last 28 days
age overview	Create a post	Last 28 days

Discovery

Post reach	5,297
Post engagement	2,411
New Page likes	9

Interactions

New Page Followers

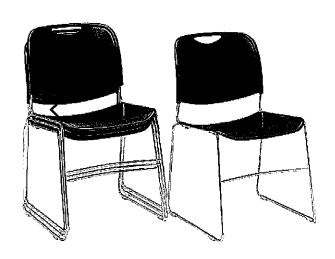
Reactions	484
Comments	41
Shares	32
Photo views	1,197

Other

Link clicks

Hide all posts	0
Unfollows	0

National Public Seating 8500 Ultra-Compact Plastic Stack Chairs, Gunmetal/Chrome, Set Of 4 Chairs



\$389.99/pack

Add To Cart

Estimated 7-10 Business Day Delivery

99+ in Stock

1/7

Description

Description

Eco Conscious



Recycled content

Ultra-compact to make the most of the available space, National Public Seating stacking chairs are ideal for classrooms or cafeterias, meeting rooms or event spaces, providing comfortable seating even when space is at a premium.

- Ergonomically designed to provide maximum comfort, this 8500 chair features a waterfall seat sloping gently downward to minimize pressure on legs.
- Flexible backrest has subtle give for easy support.
- Injection-molded, textured polypropylene is easy-to-clean, resisting fading and scratches to look like new for years.
- Under-seat ribs provide reinforcement to prevent cracking.
- Hard-wearing, rigid chrome-plated steel frame provides a stable base.
- Suitable for most users, this chair has been weight capacity tested to support up to 300 lb
- Easy to carry thanks to a useful backrest handle.
- Protective glides on the sled-style base make this chair easy to move without marking floors.
- Stacks up to 40 high for impressive storage.
- Tested to meet ANSI/BIFMA Performance Standards Manufacturer testing has been conducted on this product to meet specific performance requirements and safety standards set forth by the American National Standards Institute (ANSI) and the Business and Institutional Furniture Manufacturers.



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M-F 7AM TO 6PM CT

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Home / Tables / Training Tables



Coastal Gray / Black Base - \$695



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6ft x 30in Flip Top Nesting Table with Modesty Panel by Office Source

\$695

+ FREE SHIPPING

Compare At: \$1628 You save: \$933 (57%)

Item Number: 101-UKA651

Questions? Call us!

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Please Choose Option

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If you find the same product for less anywhere else, give us a call at 1.800.460.0858, We'll match that price, plus, you'll get our Free Lifetime Warranty and unparalleled service. <u>DETAILS</u>

FEATURES

- Lifetime Warranty
- Durable laminate top in several Finishes
- 3 mil dura edge
- · Casters for easy mobility
- · Ships ready for assembly
- MINIMUM QUANTITY OF 2

PRODUCT DETAILS

Brand: Office Source

Collection(s): Flip Top Training

Weight: 114 lbs.

DIMENSIONS

Overali: 6 ft W x 30 in D x 30 in H

MATERIAL

Laminate, MDF, Metal

DESCRIPTION

SHIPPING

COLORS

MATCHING ITEMS

Flip Top Training Collection by Office Source | view all



Choose from 21 Options
60in x 24in Flip Top Nesting Table wit...
Flip Top Training
\$625 + Free Shipping

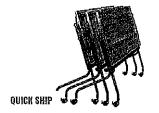


Choose from 21 Options

6ft x 30in Flip Top Nesting Table with ...

Flip Top Training

\$695 + Free Shipping



Choose from 14 Options

6ft x 24in Flip Top Nesting Table
Flip Top Training

\$445 + Free Shipping



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60in >

Ali → puzzle table

All Get the app

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3 VIDEOS

ALL4JIG 1500 Piece Jigsaw
Puzzle Table with
Legs,25"x34"Adjustable
Puzzle Tables for Adults, 3Tilting-Angle Portable
Wooden Jigsaw Puzzle Board
Portable with 4 Drawers &
Cover Birthday Gift for mom

Visit the ALL4JIG Store

11

221 ratings

1K+ bought in past month

Typical price: \$178.99 Details Prime Price: \$158.99

FREE Returns

You Save: \$20.00 (11%) Exclusive Prime price

Thank you for being a Business Prime Member.
Get a \$200 Amazon Gift Card upon approval for

the Amazon Business Prime Card with an eligible Prime membership. Terms apply.

May be available at a lower price from other sellers, potentially without free Prime shipping.

Brand

ALL4JIG

Number of

1500

Pieces

item

34 x 25 x 0.01 inches

Dimensions LxWxH

Material Engineered Wood

Age Range (Description)

About this item

- 【Adjustable Angle and Height】Our portable
 puzzle board top part can be adjusted to 3 different
 angle to tilt or lay according to your usage, it can
 better provide a comfortable position for puzzle
 lover.puzzle table with drawers can be adjusted any
 adjustable heights, between 28"to 34.5", Rotate 4
 screw buttons, allow you to adjust depend on your
 comfort and height. Great flexibility.
- [4 DRAWERS & 1 Protective COVER] 4 SLIDING
 DRAWERS allow you to sort your pieces by color,
 theme or border. Keep them categorized while
 assembling your puzzle. Every drawer is specially
 designed with a handle in order to ensure all the
 drawers are stay closed when transportation, safely
 keep the pieces from missing. Featuring a
 translucent cover, this wooden puzzle board with
 cover can well guard your masterpiece from dust,
 water and your curious Pro. Cat until the next time
 you'd like to continue.

\$158.99

FREE Returns

FREE delivery Monday, November 13. Order within 10 hrs 6 mins

Deliver to Goddard - Goddard 67052

In Stock

Qty: 1

Buying in bulk?

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Secure transaction

Sold by Wheel-Go and Fulfilled by Amazon.

Return policy: Returnable until Jan 31, 2024

Shows what's inside. Item often ships in manufacturer container to reduce packaging. If this is a gift, consider shipping to a different address.

Add a gift receipt for easy returns

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ALL4JiG 1500PCS Portable Puzzle Table with Legs, 25"x34"Adjustabl... 公公公公验 876 \$145⁹⁹ vprime

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Honeywell 1900G-HD (High Density) 2D Barcode Scanner with USB Cable

Brand: Honeywell

4.5

76 ratings

] 44 answered questions

Price: \$101.22

FREE Returns

Small Business Savings - pay \$101.22 \$0.00 for this order. Get a \$200 Amazon Gift Card upon approval for the Amazon Business Prime Card, Terms apply, Learn

May be available at a lower price from other sellers, potentially without free Prime shipping.

Compatible Laptop, Desktop Devices

Power

Usb Cable

Source **Brand**

Honeywell

Connectivity USB Cable Technology

item

6.3 x 2.8 x 4.1 inches

Dimensions LxWxH

About this item

- · A new space-saving design that mounts critical components on a single board eliminates the need for connectors. A more reliable design with fewer components minimizes downtime and improves serviceability, resulting in increased productivity. Its small form factor ensures that the Xenon 1900 fits well in virtually any sized hand, reducing operator fatigue
- · Built with durability in mind, Xenon 1900 can withstand up to 50 drops to concrete from distances as high as 6 feet. An IP41-rating provides added protection. With a solid-state design backed by a five-year warranty, Xenon 1900 is constructed to deliver years of uninterrupted performance
- Custom Sensor Optimized for Bar Code Scanning: Improves scanning aggressiveness and protects investment by providing supply chain stability
- Optional Disinfectant-Ready Housing: Protects investment with durable construction that is better able to resist the harmful effects of harsh chemicals

Buy new:

\$101.22

FREE Returns

FREE delivery Monday, November 13. Order within 10 hrs 9 mins

Deliver to Goddard - Goddard

In Stock

Qty: 1

Buying in bulk?

Add to Cart

Secure transaction

Sold by ExtraCare USA and Fulfilled by Amazon.

Return policy: Returnable until Jan 31, 2024

Support: Product support included

Add a Protection Plan:

- 3 Year General Merchandise Protection Plan for \$24.99
- 4 Year General Merchandise Protection Plan for \$32.99
- Add a gift receipt for easy returns

Save with Used - Very Good \$79.95

FREE delivery: Tuesday, Nov 14 Ships from: GCI Store Sold by: GCI Store

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Add to essentials

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