

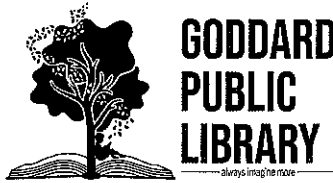
**Goddard Public Library Board Meeting Agenda  
August 26th, 2024 @ 6:30 PM**

1. Roll Call
2. Approval of Agenda
3. Review of Minutes from Board Meeting July, 8th 2024
4. Citizen Comments
5. Correspondence and Communications
6. Director's Report
7. Financial Report - Treasurer
  - a. Approve July Financials
  - b. Summer Reading Bonus
8. Old Business
  - a. Website/Domain Update (Carrie)
  - b. Outdoor Signage
  - c. Policy and Employee Handbook
  - d. Medical Equipment Agreement/Liability Issues
  - e. DEIA Training Date Reminder
  - f. Mobile Library Update
  - g. Payroll Update
9. New Business
  - a. Allison Patton-New member Oath
  - b. National Night Out Feedback
  - c. Form Committees
  - d. Summer Reading Report
  - e. Volunteers/Background Checks
  - f. 2025 Budget
  - g. Wine & Color Update
  - h. Friends & Foundation Update
  - i. Additional Board Member
  - j. Strategic Planning/Survey
  - k. Director 90 day evaluation

10. Executive Session

11. As may be presented

\*Next meeting is September, 2024. Please call Kate Morgan at 316.215.4895 or email at [katemorganrdn@gmail.com](mailto:katemorganrdn@gmail.com) if you cannot attend. Thank you!



## **Goddard Public Library Board Meeting Minutes July 8th, 2024 at 6:30 PM**

The June Board Meeting of the Goddard Public Library was called to order by the President of the Board, Kate Morgan, at 6:33 PM on Monday, July 8th, 2024.

1. Roll Call: Kate Morgan, Megan Koenigs, Tegan Perkins Ulmen, Arika Bradley, and Library Director, Carrie Wharton. Lucretia Burch was excused. Ashleigh Pearce and Angela Pruitt were absent. A quorum was reached.
2. Approval of Agenda: Megan Koenigs moved to approve the Meeting Agenda for July 8th, 2024. Arika Bradley seconded the motion. All present were in favor.
3. Review of Minutes from Board Meeting June 10th, 2024.
4. Citizen Comments: None.
5. Correspondence and Communications: Thank you card from Margo Rakes, former Board Member.
6. Director's Report: Summer Reading kicked off on June 4th! Becky King started as a new Library Clerk.
7. Financial Report:
  - a. Approve June Financials: Tegan Perkins Ulmen moved to approve the June Financial Report. Megan Koenigs seconded the motion. All present were in favor.
  - b. The new QuickBooks system is better and easier to use than we had before!
8. Old Business:
  - a. New Website/Purchase Domain Name: Jeff Piper is meeting with Carrie on July 19th, 2024, to discuss the website and emails. We may need to reevaluate our budget to accommodate a more user-friendly site.
  - b. Outdoor Signage: We received a new sign suggestion and it aligns with our vision. We are waiting on a sketch design.
  - c. Board Policy Retreat Date: Kate will send a poll to Board Members to find a Board Retreat date.
  - d. QuickBooks Update: The new program is awesome and easier than the previous program.



- e. Medical Equipment Agreement/Liability Issues: We want to continue offering this service but are still concerned with where storage for the heavier items. The City proposed a shed to house the Medical Equipment - this could be split 3 ways between the City, Lions Club, and the Library. Carrie Wharton will reach out to the Lions Club.
- f. DEIA Training Update: Total cost \$1,228.02 (14 individual surveys, 13 individual sessions, 1 group debriefing, round trip mileage) conducted by Pamelin King-Burnes.
  - i. Group debriefing and Board Training is scheduled for August 28th, 2024.
- g. Mobile Library: Has been listed on Purple Wave. Bidding closes on July 24th.
- h. Officer Voting
  - i. Vice President
    - 1. Kate Morgan moved to nominate Megan Koenigs for the Vice President officer position for the 24-25 Fiscal Year. Arika Bradley seconded the motion. All present were in favor.
  - ii. Secretary
    - 1. Megan Koenigs moved to nominate Tegan Perkins for the Secretary officer position for the 24-25 Fiscal Year. Arika Bradley seconded the motion. All present were in favor.

9. New Business:

- a. Payroll: Carrie Wharton met with Mike Paasch to discuss moving payroll from Monthly to bi-weekly beginning in 2025. Mike is taking a step back. Carrie visited with AdamsBrown and received a quote. The quote is good through the end of the year with a start date of January 1, 2025. Carrie Wharton will ask the City who they use as a secondary quote.
- b. Volunteers/Background Checks:
  - i. Staff members have completed the authorization forms to run Background Checks.
- c. 2025 Budget:
  - i. Carrie Wharton presented a draft budget for Fiscal Year 2025.
- d. National Night Out - August 9th:
  - i. The Library is signed up to have a booth.
- e. Wine & Color Update:
  - i. We will hopefully have an update at the August meeting.



- f. Strategic Planning:
    - i. We want to schedule a Strategic Plan that corresponds with the City's Strategic Plan.
  - g. Change of Board Meeting Day:
    - i. Megan Koenigs moved to move Goddard Public Library Board Meetings to the 4th Monday of the month starting in August 2024. Arika Bradley seconded the motion. All present were in favor.
10. Executive Session: None.
11. As may be presented:
  - a. Carrie's 90-Day evaluation - August 1st
12. Tegan Perkins Ulmen moved to adjourn the meeting at 8:22 PM. Megan Koenigs seconded the motion. All present were in favor.



Create story

Shelly Powell



Mulvane Public Library



My generation was raised on mix CD's of music we stole that went from Limp Bizkit to 2Pac to 'NSYNC to Blink 182 to Shania Twain.  
We're all over the place and we fuck shit up.  
Get out of our way

Sheena Knoblauch



Oscar Thorne



What's on your mind, Carrie?

Live video

Photo/video

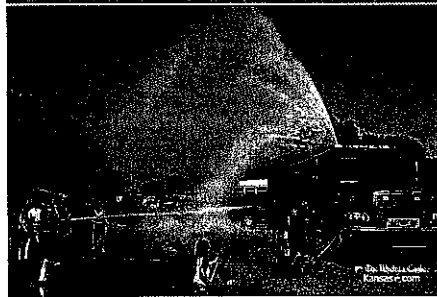
Feeling/activity



Carrie Wharton  
1m · 🌐



I love my job! I The joy on these kids faces was priceless. The firefighters had a blast too. Fun day.



Wichita Eagle  
3h · 🌐

It's a water fight! 💧 😄 🧒

Goddard Public Library sponsored the cool-off event Thursday morning at Linear Park, with the Sedgwick County Fire Department. 🚒

👤: Jai... See more

Like

Comment

Share



Write a comment...



Monotvæ

## Director's Report-July

Summer Reading ended on July 31<sup>st</sup>! See the attached report for a recap of the programs, story times and more!

The staff did a great job accommodating the busy flow of the library and the many programs offered this summer. We are headed to Voss Creative on August 23<sup>rd</sup> to celebrate the end of summer reading and enjoy time as a team.

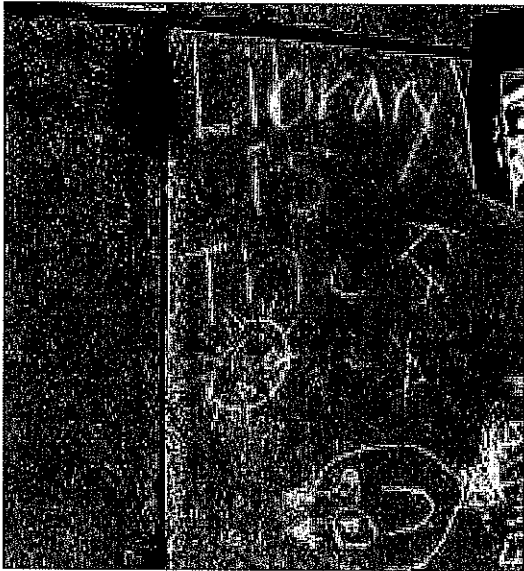
We purchased the 2024 Kansas Notable Books with grant funding. There is a great selection. Check out the display in the library.

We have added "Book Bundles" for check-out. Each book bundle has hand selected books with a certain theme. The theme for our first Book Bundles is "Back to School," featuring picture books and children's books, but keep an eye out for more themes and genres to come!

We did some rearranging after summer reading. We moved the rolling book shelves to the front of the library and added the monthly new books. The children's area also received a new mirror and dress-up clothes.

We took a programming break for the month of August, but regular Story Times will begin on September 3<sup>rd</sup>. Story Times will be on both Mondays and Tuesdays at 9:30am. Traveling story times will also start in September. Ballet in the Park will return to Goddard on, Saturday, September 21<sup>st</sup> at 3pm.

I will be presenting the library's quarterly report at the city council meeting on September 19<sup>th</sup>.



# Goddard Public Library

## Profit and Loss

January 1 - August 2, 2024

	TOTAL
Income	
City Funds	115,494.55
Mil Levy	120,055.45
<b>Total City Funds</b>	<b>235,550.00</b>
Donations	801.85
Fines, Copies, Faxes	1,777.82
Goddard Lions Club Income	268.78
Grants	11,467.07
Levand Trust	5,985.00
State Aid	1,559.86
Summer Reading Grant	800.00
Tech Grant	2,850.00
<b>Total Grants</b>	<b>22,661.93</b>
Interest Income	143.38
Lost Book	15.93
Misc Income	1,639.61
Programming Income	56.31
Refund income	458.05
Summer Reading Donations	4,175.00
<b>Total Income</b>	<b>\$267,548.66</b>
<b>GROSS PROFIT</b>	<b>\$267,548.66</b>
Expenses	
Accounting	1,162.00
Automation	1,612.00
Bookmobile	
Bookmobile Tags	80.16
<b>Total Bookmobile</b>	<b>80.16</b>
Capital Improvement Transfer	0.00
City Funds Expense	435.86
Community Relations	1,115.39
Marketing	2,981.13
Staff Meeting	711.41
<b>Total Community Relations</b>	<b>4,807.93</b>
Director Health Benefit	2,891.07
Grant Expense	1,088.91
SCKLS Summer Reading	12.99
SCKLS Technology Grant	2,850.00
<b>Total Grant Expense</b>	<b>3,951.90</b>
Internet Fee	884.41
Legal Fees	195.00

# Goddard Public Library

## Profit and Loss

January 1 - August 2, 2024

	TOTAL
Library Inventory	
Books	7,976.02
DVD/Blu-Ray	216.11
ebooks/audiobooks	1,604.88
Magazines and Periodicals	636.53
<b>Total Library Inventory</b>	<b>10,433.54</b>
Licensing	1,677.00
Maintain building and grounds	951.97
Memberships	263.50
Mileage	460.25
Miscellaneous	
Lost Book	114.07
<b>Total Miscellaneous</b>	<b>114.07</b>
Payroll Expenses	15,554.98
KPERS Employee Contribution	941.58
KPERS Employer Contribution	3,757.74
KPERS-MISC	4,367.20
Payroll	42,806.02
Payroll Taxes	14,763.50
State Tax	2,148.08
State Unemployment Taxes (SUTA)	67.35
Workman's Comp Insurance	404.00
<b>Total Payroll Expenses</b>	<b>84,810.45</b>
Postage and Shipping	17.97
Courier	1,855.00
<b>Total Postage and Shipping</b>	<b>1,872.97</b>
Programming	2,330.52
StoryTime	302.37
Summer Reading Program	3,492.50
Teen Advisory Board	578.50
<b>Total Programming</b>	<b>6,703.89</b>
Summer Reading Donation Expense	4,016.86
Summer Reading Expense - KAC	500.00
Supplies	98.64
Building	44.00
Computer	8.99
Software	377.59
<b>Total Computer</b>	<b>386.58</b>
Furniture	3,822.19
Office	1,208.46



# Goddard Public Library

## Profit and Loss

January 1 - August 2, 2024

	TOTAL
Processing	617.07
Total Supplies	6,176.94
Technology	4,177.63
Utilities	9,030.82
Total Expenses	\$147,210.22
NET OPERATING INCOME	\$120,338.44
NET INCOME	\$120,338.44

Goddard Public Library  
2024

	J	F	M	A	M	J	J	A	S	O	N	D
<b>ATTENDANCE</b>	J	F	M	A	M	J	J	A	S	O	N	D
Kate Morgan	x	x	AB	x	x	x	x					
Tegan Ulmen	x	x	x	x	x	x	x					
Julie Mills	x	x	x									
Margo Rakes	x	x	x	x	x	x						
Ashleigh Pearce	x	x	x	x	AB	AB	AB					
Megan Koenigs	x	x	x	x	x	x	x					
Lucretia Burch	x	x	x	x	x	x	EX					
Angela Pruitt	x	x	x	x	x	x	AB					
Ariakia Oiliver						x						
Allison Patton												
Carrie Wharton			x	x	x	x	x					
EX- excused	EO- early out						CA- cancelled					AB - Absent



# Goddard Public Library 2024

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2024	2023	2022	2021	2020
Non-fiction	163	160	110	116	115	160	156						980	1299	1802	1589	921
Fiction	512	472	427	323	530	541	521						3326	5298	6777	5731	4757
Periodicals	5	8	5	4	3	2	2						29	208	239	249	467
Audio Books	6	10	7	11	9	25	23						91	144	202	208	280
DVD/Blu-Ray	228	154	141	98	145	207	289						1262	2776	2759	2890	2209
JUVENILE																	
Non-fiction	540	574	654	571	651	1254	1044						5288	6318	8021	6136	1883
Fiction	1863	2193	1826	1912	1902	2602	2988						15286	22283	24618	19169	10212
Periodicals	1	1	1	3	5	5	2						18	129	134	48	22
DVD/Blu-Ray	53	58	54	46	36	66	51						364	830	777	579	541
Audio	7	9	7	6	5	2	2						38	129	132	144	56
TOTAL	3378	3639	3232	3090	3401	4864	5078	0	0	0	0	0	26682	39414	45461	36743	21348
Computer	129	158	118	201	194	120	124						1044	1731	1659	1015	1543
Wireless	126	138	117	110	80	95	111						777	1371	1411	1204	1123
													1821	3102	3070	2219	2666
Reference Question	248	270	252	263	305	350	310						1998	2609	2747	2669	2954
INTERLIBRARY LOAN																	
Books loaned	288	252	377	447	381	510	288						2543	3485	3840	4075	3708
Unfilled	0	0											0	0	11	17	29
Books Borrowed	381	411	356	355	310	564	466						2843	4151	3489	2841	2236
Unfilled	0	0											0	0	3	10	0
NEW LIBRARY CARDS	50	54	65	67	132	127	73						568	781	674	503	218
MATERIALS ADDED																	
Adult	81	72	22	23	35	36	30						299	666	885	876	620
Juvenile	42	28	54	9	12	64	76						285	316	673	755	786
TOTAL	123	100	76	32	47	100	106	0	0	0	0	0	584	982	1558	1631	1406
LIBRARY ATTENDANCE	1774	2726	2316	2348	3891	5131	3376						21562	38684	20139	12709	7860
Children	299	157	324	377	563	985	353						3058	3801	12741	20495	8597
TOTAL	2073	2883	2640	2725	4454	6116	3729	0	0	0	0	0	24620	42485	32880	33204	23600

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**Statistics - GODDARD Selfcheck 1**

1 message

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**receipt@cen-tec.com** <receipt@cen-tec.com>  
To: goddardlibdirector@gmail.com

Thu, Aug 1, 2024 at 10:23 AM

**Selfcheck 1 - July 2024**

Date	Patrons	Circulated	PatronsBlocked	ItemsBlocked
2024-07-01	6	0	0	14
2024-07-02	1	0	0	1
2024-07-20	1	6	0	0
2024-07-22	2	12	0	0
2024-07-23	5	35	0	0
2024-07-26	1	6	0	0
2024-07-29	1	10	0	0
2024-07-30	1	22	0	0
2024-07-31	1	3	0	0
Totals	19	94	0	15

July Monthly Attendance Sheet

	Daily	Storytime	Program	Outreach	total	Computer	Phone	Wireless	Program 1	Program 2	Program 3	Kits
1	172	45			217	6	15	4	- 15 & C - 30			45
2	134	60			194	3	14	5	Time in the Park			60
3	112			12	124	3	16	4	Launch Pad			12
4	CLOSED				0							
5	98				98	6	13	4				
6	51				51	2	4	2				
7	CLOSED				0							
8	168	26			194	4	19	5	- 10 & C - 16			25
9	153	25	20		198	6	12	5	LEGO: 10	TAB: 10		25
10	136				136	7	11	4				
11	106		110		216	5	11	4	Water Fight			
12	99				99	6	16	4				
13	54		8		62	1	7	2	ends and Fun			
14	16				16	4	0	2	MSM			
15	183	49			232	6	14	4	Time C - 31 & A - 18			
16	167	30	29		226	5	15	4	Story Time	lego Club 2	Book Edge: 7	
17	94			12	106	2	23	4				
18	105		70	8	183	4	6	5	ation C - 48	ks and Beyond		
19	106			6	112	4	11	4			TAAG	6
20	107	21	40		168	5	7	3	Story Time	ve on a Leash		
21	CLOSED				0							
22	138	42			180	5	11	5	ime C - 26 & A - 16			
23	151	17	9		177	1	12	5	ory Time -	TAB		
24	93		7	22	122	1	10	5	ercy Jackson		RCC MDO	22
25	95		45	22	162	6	19	5	afari C - 30 & A - 15		RCC MDO	
26	101				101	5	6	4				
27	67				67	4	9	2				
28	CLOSED				0							
29	106	45			151	6	10	5	ime: C - 29 & A - 16			45
30	91	10			101	11	10	5	Story Time			10
31	103		15		118	6	9	6	ry Potter Day!			
<b>Total</b>	<b>3006</b>	<b>370</b>	<b>353</b>	<b>82</b>	<b>3811</b>	<b>124</b>	<b>310</b>	<b>111</b>				

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**Payroll Service Information**

1 message

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**Kylene Enos** <kylene.enos@acupayroll.com>  
To: goddardlibdirector@gmail.com

Wed, Jul 24, 2024 at 4:58 PM

Carrie,

Thanks for your enquiry regarding our services today. I have attached our current price list and sample reports that would be received with each payroll. I also attached the basic items we require for setup.

Below is an estimate for payroll services based on the information you provided today.

6 employees – Bi-weekly

Bi-Weekly –

Payroll Processing - \$32.39

Direct Deposit - \$10.00

KPERs payment - \$10.00

Total - \$52.39

*total: \$119.78 a month*

Monthly –

Federal Tax Payments - \$7.50

Kansas Tax Payment - \$7.50

Total: \$15.00

Quarterly –

Report Processing - \$30.00

Unemployment Tax Payments - \$15.00

Total - \$45.00

Yearly –

W-2 forms - \$18.00 (\$3.00 per employee)

Total Yearly Estimate - \$1,740.14

If you have any questions or would like additional information please let me know.

Thank you,

Kylene Enos

**AcuPayroll**

kylene.enos@acupayroll.com

316-794-3472

---

**4 attachments**



**AcuPayroll Price List - 2022 Jan.doc**

51K



**Sample Reports.pdf**

5017K



**Sample Voucher.pdf**

1164K



**Payroll Startup Info-dd.doc**

25K



# AcuPayroll

143 East 4<sup>th</sup> St. P.O. Box 766 • Goddard, Kansas • 316-794-3472 • E-mail [kylene.enos@acupayroll.com](mailto:kylene.enos@acupayroll.com)

## Price List

(January 2022)

### Every Payroll Period:

An AcuPayroll specialist calls you for a report of hours and employee changes. We process the payroll and send you the following reports.

- Payroll checks, w/envelopes
- Employee earnings statement
- Pay register
- Department summary
- General Ledger summary
- Time sheets

### Every quarter:

We process and send you the following reports.

- 941 Federal quarterly return
- 940 FUTA tax deposit (as required)
- K-CNS-100 state quarterly return
- Detailed employee earnings summary
- Detailed earnings summary by company

### Yearly:

We process and send you the following reports.

- Federal and state W-2's.
- W-3 recap of federal withholding
- 940 federal unemployment return
- KW-3 state return

NUMBER OF CHECKS	CHARGE PER PERIOD	NUMBER OF CHECKS	CHARGE PER PERIOD
1	22.05	26	68.37
2	24.12	27	69.94
3	26.18	28	71.53
4	28.25	29	73.10
5	30.32	30	74.69
6	32.39	31	76.02
7	34.45	32	77.36
8	36.52	33	78.69
9	38.58	34	80.04
10	40.65	35	81.37
11	42.47	36	82.71
12	44.30	37	84.04
13	46.12	38	85.38
14	47.95	39	86.71
15	49.76	40	88.06
16	51.59	41	89.27
17	53.41	42	90.49
18	55.24	43	91.70
19	57.06	44	92.92
20	58.89	45	94.14
21	60.46	46	95.35
22	62.05	47	96.57
23	63.62	48	97.78
24	65.21	49	99.00
25	66.78	50	100.21

For 51 or more employees, add 1.01 for each additional check.

### Additional Services:

- Initial payroll setup to be quoted after initial requirements meeting.
- Quarterly processing \$30.00.
- Combine company quarterly \$30.00.
- Quarterly tax reports for states other than Kansas \$40.00 per state per quarter.
- Year end W-2's with envelope & stuffing \$3.00 per employee.
- Delivery/Postage/UPS per payroll.
- Per check stuffing \$.10, Inserts \$.05, Signing \$.05
- Direct Deposit per transfer \$10.00.
- W-2 Reprint \$5.00.
- Payroll Re-run \$20.00.
- Electronic Filing of Tax Deposits \$7.50.
- 1099 Forms - \$7.00 per 1099.
- 1095 Forms - \$5.00 per 1095.
- Internet pay statements \$.25 per check plus initial setup cost.
- Extensive data entry/summarizing of data, Research, Special Reports, or filling out forms (i.e. Workman's comp, DOL reports, child support or court withholding) 30.00 per hour.
- Special request/reports requiring programming 75.00 per hour.

# PAY REGISTER

COMPANY EB1234 YOUR COMPANY NAME

PAY DATE JUN/14/24

PERIOD END DATE JUN/16/24

CYCLE# 1-01-52

PAGE# 1

DEPT	CHECK#	EMPY NAME	EARNINGS				WITHHOLDING			VOLUNTARY		NET
			TYPE	RATE	HOURS	EARNINGS	TYPE	AMOUNT	TAXABLE	TYPE	AMOUNT	
OFFICE	110	JACK S WATERS 5120	REGULAR	8.210	35.00	287.35	FICA	17.82	287.35	DD/CHK	213.90	V
			TOTAL...		35.00	287.35	MEDICARE	4.17	287.35	DD/SAVNG	50.00	
							FEDERAL		287.35			
							KANSAS	1.46	287.35			
OFFICE	2928	MINDY BATES 5284	REGULAR	7.250	40.00	290.00	FICA	19.22	310.00	MED-INS	50.00	221.44
			ON-CALL			20.00	MEDICARE	4.50	310.00	LOAN	10.00	
			TOTAL...		40.00	310.00	FEDERAL		310.00			
							KANSAS	4.84	310.00			
OFFICE	2929	GERALD D PERKINS 7190	REGULAR	12.500	40.00	500.00	FICA	31.00	500.00	MED-INS	75.00	380.04
			TOTAL...		40.00	500.00	MEDICARE	7.25	500.00			
							FEDERAL		500.00			
							KANSAS	6.71	500.00			
OFFICE	3	***DEPARTMENT**	REGULAR		115.00	1077.35	FICA	68.04	1097.35	MED-INS	125.00	601.48
			ON-CALL			20.00	MEDICARE	15.92	1097.35	LOAN	10.00	
			TOTAL...		115.00	1097.35	FEDERAL		1097.35	DD/CHK	213.90	
							KANSAS	13.01	1097.35	DD/SAVNG	50.00	
PROD	2930	JENNIFER L STEVENS 6466	REGULAR	7.250	35.00	253.75	FICA	15.73	253.75			224.33
			TOTAL...		35.00	253.75	MEDICARE	3.68	253.75			
							FEDERAL	5.57	253.75			
							KANSAS	4.44	253.75			
PROD	111	MICHAEL READ 6732	REGULAR	7.250	40.00	290.00	FICA	21.35	344.37	DD/CHK	286.42	V
			OVERTIME	10.875	5.00	54.37	MEDICARE	4.99	344.37			
			TOTAL...		45.00	344.37	FEDERAL	23.02	344.37			
							KANSAS	8.59	344.37			
PROD	2931	KYLE CLARK 8369	REGULAR	7.250	40.00	290.00	FICA	19.67	317.18	MED-INS	50.00	240.53
			OVERTIME	10.875	2.50	27.18	MEDICARE	4.60	317.18			
			TOTAL...		42.50	317.18	FEDERAL		317.18			
							KANSAS	2.38	317.18			
PROD	3	***DEPARTMENT**	REGULAR		115.00	833.75	FICA	56.75	915.30	MED-INS	50.00	464.86
			OVERTIME		7.50	81.55	MEDICARE	13.27	915.30	DD/CHK	286.42	
			TOTAL...		122.50	915.30	FEDERAL	28.59	915.30			
							KANSAS	15.41	915.30			
	6	****COMPANY****	REGULAR		230.00	1911.10	FICA	124.79	2012.65	MED-INS	175.00	1066.34
			OVERTIME		7.50	81.55	MEDICARE	29.19	2012.65	LOAN	10.00	
			ON-CALL			20.00	FEDERAL	28.59	2012.65	DD/CHK	500.32	
			TOTAL...		237.50	2012.65	KANSAS	28.42	2012.65	DD/SAVNG	50.00	
							.....EMPLOYER TAXES.....					
							FICA	124.79	2012.65			
							MEDICARE	29.19	2012.65			
							FUTA	12.07	2012.65			
							KS-SUTA	54.34	2012.65			

END OF REPORT

# PAYROLL MESSAGES

COMPANY EB1234 YOUR COMPANY NAME

PAY DATE JUN/14/24

PERIOD END DATE JUN/16/24

CYCLE# 1-01-52

PAGE# 1

EMPY	EMPLOYEE NAME	MESSAGE
	STARTING CHECK# ...	2928
	STARTING VOUCHER# ...	110
	ENDING CHECK# ...	2931
	ENDING VOUCHER# ...	111
	EMPLOYEE TURNOVER ...	.0%
***** EFTPS TAX PAYMENT WORKSHEET *****		
Due Date -		
Tax Deposit is for Form 941 - 2nd Quarter 2024		
EFT Confirmation Number -		
Employer Identification Number - 48-1234567		
941 FICA (Employee) -----	124.79	
(Company) --	124.79	
	-----	
Total --	249.58	
941 Medicare (Employee) -	29.19	
(Company) --	29.19	
	-----	
Total --	58.38	
941 Income tax W/H -----	28.59	
Total 941 Deposit -	336.55	
	=====	
*****		
***** KANSAS TAX PAYMENT WORKSHEET *****		
Due Date -		
Kansas Identification Number - 123-456		
KW-5 Income tax W/H -----	28.42	
	=====	
*****		
BACKUP NUMBER - 0		
END OF REPORT		

# GENERAL LEDGER - ACCOUNT

COMPANY EB1234 YOUR COMPANY NAME

PAY DATE JUN/14/24

PPE RANGE JAN/24/12 - JUN/16/24

RUN DATE JUN/13/24

PAGE# 1

DEPT	DESCRIPTION	ACCOUNT	DEBIT	CREDIT
	EMPLOYER FICA LIABILITY	000000		405.39
	REGULAR	000000	2,233.04	
	CASH IN BANK	001000		1,066.34
	FICA WITHHELD	030000		124.79
	MEDICARE WITHHELD	031000		29.19
	FEDERAL WITHHELD	032000		28.59
	KANSAS WITHHELD	033000		28.42
	DD/CHK DEDUCTION	DD/CHK		500.32
	DD/SAVNG DEDUCTION	DD/SAVNG		50.00
			=====	=====
			2,233.04	2,233.04

END OF REPORT

# TIME SHEET

COMPANY EB1234 YOUR COMPANY NAME

RUN DATE JUN/13/24

TIME SHEET DATE JUN/17/24

PAGE# 1

EMPLOYEE INFORMATION		AUTOMATIC HOURS		REG/HR		OT/HR		OTHER/AUTOMATIC PAY		DEDUCTIONS		
EMPY	NAME	DEPT	OFFICE	M/S	MM	DESC	FREQ	AMT	DESC	LIFE-INS	DD/SAVNG	DD/CHK
EMPY 5120	JACK S WATERS	E-DT	0101590	SEX F	DATE	DEPT	OFFICE	M/S	MM	DESC	FREQ	AMT
ADDR 4118 N 109TH		B-DT	083073	STA KS	FREQ	8-DT	083073	STA KS	FREQ	12345-W	50.000	12345-U
CITY WICHITA KS 67203		R-DT	000000	Fde 02	AMT	RT-1	8.210	Ste 02	ACCR	BAL	.00	.00
MISC		RT-2	.000	PAY VC	BAL	RT-2	.000	PAY VC	BAL	MAX	.00	.00
YTD\$	287.35	YTD/HR	35.00	RT-3	.000	RT-3	.000	STA A	ACCT	YTD	50.00	213.90
										ACCT	123456789	987654321
EMPY 5284	MINDY BATES	E-DT	071590	SEX F	DATE	DEPT	OFFICE	M/S	MM	DESC	FREQ	AMT
ADDR 13701 WEST ST		B-DT	052660	STA KS	FREQ	8-DT	052660	STA KS	FREQ	12345	1.500	13-A
CITY WICHITA KS 67052		R-DT	031811	Fde 00	AMT	RT-1	7.250	Ste 00	ACCR	BAL	.00	.00
MISC		RT-2	.000	PAY CK	BAL	RT-2	.000	PAY CK	BAL	MAX	.00	.00
YTD\$	310.00	YTD/HR	40.00	RT-3	.000	RT-3	.000	STA A	ACCT	YTD	50.00	10.00
										ACCT	50.00	10.00
EMPY 7190	GERALD D PERKINS	E-DT	010289	SEX M	DATE	DEPT	OFFICE	M/S	MM	DESC	FREQ	AMT
ADDR 546 N TOPEKA		B-DT	012636	STA KS	FREQ	8-DT	012636	STA KS	FREQ	12345	75.000	13-A
CITY WICHITA KS 67203		R-DT	000000	Fde 03	AMT	RT-1	12.500	Ste 03	ACCR	BAL	.00	.00
MISC		RT-2	.000	PAY CK	BAL	RT-2	.000	PAY CK	BAL	MAX	.00	.00
YTD\$	500.00	YTD/HR	40.00	RT-3	.000	RT-3	.000	STA A	ACCT	YTD	75.00	10.00
										ACCT	75.00	10.00
EMPY 6466	JENNIFER L STEVENS	E-DT	052592	SEX F	DATE	DEPT	PROD	M/S	SS	DESC	FREQ	AMT
ADDR 3845 MAIN		B-DT	111673	STA KS	FREQ	8-DT	111673	STA KS	FREQ	12345	.00	.00
CITY WICHITA KS 67123		R-DT	031811	Fde 01	AMT	RT-1	7.250	Ste 01	ACCR	BAL	.00	.00
MISC		RT-2	.000	PAY CK	BAL	RT-2	.000	PAY CK	BAL	MAX	.00	.00
YTD\$	253.75	YTD/HR	35.00	RT-3	.000	RT-3	.000	STA A	ACCT	YTD	40.000	10.000
										ACCT	40.000	10.000
EMPY 6732	MICHAEL READ	E-DT	010592	SEX M	DATE	DEPT	PROD	M/S	SS	DESC	FREQ	AMT
ADDR 4920 CHESTNUT		B-DT	011469	STA KS	FREQ	8-DT	011469	STA KS	FREQ	12345-W	.00	.00
CITY HAYSVILLE KS 67050		R-DT	031811	Fde 00	AMT	RT-1	7.250	Ste 00	ACCR	BAL	.00	.00
MISC		RT-2	.000	PAY VC	BAL	RT-2	.000	PAY VC	BAL	MAX	.00	.00
YTD\$	344.37	YTD/HR	45.00	RT-3	.000	RT-3	.000	STA A	ACCT	YTD	286.42	123456
										ACCT	286.42	123456
EMPY 8369	KYLE CLARK	E-DT	011692	SEX M	DATE	DEPT	PROD	M/S	MM	DESC	FREQ	AMT
ADDR 800 WAYNE		B-DT	051470	STA KS	FREQ	8-DT	051470	STA KS	FREQ	12345	2.000	24-A
CITY WICHITA KS 67234		R-DT	031811	Fde 02	AMT	RT-1	7.250	Ste 02	ACCR	BAL	.00	.00
MISC		RT-2	.000	PAY CK	BAL	RT-2	.000	PAY CK	BAL	MAX	.00	.00
YTD\$	317.18	YTD/HR	42.50	RT-3	.000	RT-3	.000	STA A	ACCT	YTD	50.00	10.00
										ACCT	50.00	10.00

END OF REPORT

Company Goddard Public Library  
 Client Contact Carrie Wharton  
 # of Employees 6  
 Pay Frequency Semi-Monthly

Proposal Date 6/27/2024

Service Bundle	Services Included	Pay Frequency				Total
		Weekly	Bi-Weekly/Semi-Monthly	Monthly	Quarterly	
Full-Service Payroll	Base Processing Fee	\$45.00	\$70.00	\$95.00	\$135.00	\$70.00
	Hours Entered by AdamsBrown					
	Tax Filing Service					
	Quarter End Processing					
	Year-End Processing	\$3.75 (Per check)	\$4.75 (Per check)	\$6.75 (Per check)	\$15 (Per check)	\$28.50
	Paperless Reports					
	Paperless Pay Stubs					
	PTO Accruals					
	Direct Deposit					
Labor Law Compliance - E-Updates and Labor Law Posters - \$8 per month						
Additional Options						\$17.50
<b>Full-Service Price Per Payroll</b>						<b>\$116.00</b>

Additional Options						
Labor Reporting	Certified Payroll	\$0.90 (per check)				
	Job Costing					
QBO/Xero Integration	Post transactions to QBO/Xero	\$8.00	\$17.50	\$35.00	\$35.00	\$17.50
Retirement Plans	Upload/Report EE Contributions	Available, pricing varies				
State Reporting	Multi-State / Local Tax Filing	\$7.50 / tax jurisdiction over 2				
Time & Attendance	AMG Time & Attendance**	\$3 Per Employee Per Month				
<b>Additional Options Cost</b>						<b>\$17.50</b>

Additional Services	Price	Frequency	Notes
*** New Hire Reporting	\$6.50 / new hire	Monthly	
*** W2 Processing	\$100 + \$9/EE	Annually	Approx. \$154
*** Garnishment Processing	\$3.00 / garn	Per Payroll	

\*\*Time & Attendance prices reflect per payroll costs, additional fees may be needed for equipment, setup and training

\*\*Minimum fees may apply

\*\*\*Theses services are automatically performed, unless otherwise specified

\*\*\*\*Prices do not include delivery fees

*+ 35.00 for  
Kapers per payroll*

Signature \_\_\_\_\_ Date \_\_\_\_\_ AB Representative \_\_\_\_\_

*total year: \$3,774*

*\$151 per payroll  
\$150 end of year*

## What do you like best about the Goddard Public Library? 2024 National Night Out Responses

1. "Borrowing books and backpacks."
2. "The accessibility and the personnel. It's awesome."
3. "The employees!"
4. "Story time."
5. "It's amazing! The dogs and the books!"
6. "Story times."
7. "The teen books."
8. "The selection of books available."
9. "The researching opportunity."
10. "A large selection of large print books. I checked out for my mom who had trouble seeing and loved to read!"
11. "Being able to hear stories and make friends along the way!"
12. "Free exam proctoring."
13. "My girlfriend loves the books."
14. "We love the children's backpacks and play area!"
15. "Peggy."
16. "The books."
17. "The beautiful selection of children's books and movies."
18. "The books!"
19. "I love being able to use the Libby app with the Goddard Library!"
20. "The smell of books."
21. "The workers. So knowledgeable and kind."
22. "Everything."
23. "The friendly faces who welcome us in and help with any need we have! So many fun programs!"
24. "It's so small and personal."
25. "Puppet ladies, summer reading party, everything."
26. "Everything."
27. "The activities and collection of books."
28. "We love books and the library ladies!"
29. "All the ladies who work at the library! They are helpful with picking out books."
30. "Small town feel."
31. "They are still an option for kids and adults to go to."
32. "The books."
33. "Books."
34. "Facebook so I know what's going on, story times, check out bags!"
35. "Reading with Santa."
36. "All the nice employees."
37. "Activities and friendliness."
38. "The library ladies."
39. "The people!"
40. "I love how welcoming and helpful everyone is. Always willing to go the extra mile. Love all of the different activities."

# Board Committees

Advocacy/Marketing:

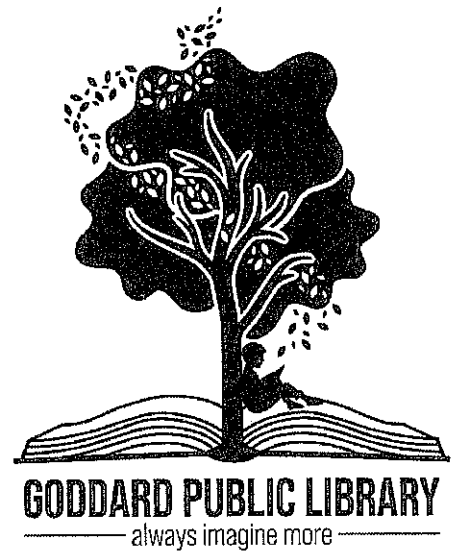
Executive:

Finance:

Strategic Planning:



# 2024 END OF SUMMER READING REPORT



Goddard Public Library

Submitted by Carrie Wharton  
Director



**ADVENTURE**  
— BEGINS AT —  
**YOUR LIBRARY.**<sup>TM</sup>

# Summer Reading Kick-off Party: Adventure Begins at Your Library

## Attendance:

# 426



Summer Reading  
Kick-off Party

June 3rd  
10am-Noon  
Goddard Public Library

Games! Prizes! Sno Cones!

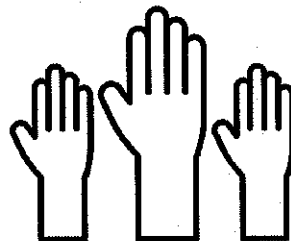
Mrs. Cole's Tropical Sno will be here. We will give out 50 free coupons, limit one per family). Sno Cones will also be available for purchase.

Fun For All Ages!

# SUMMER READING BY THE NUMBERS

**Participation**

**1,118**

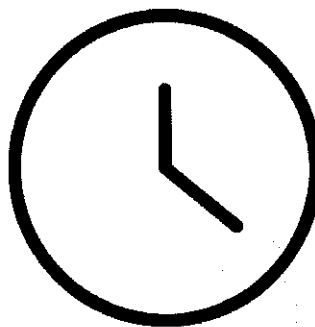


**Completed**

**571**

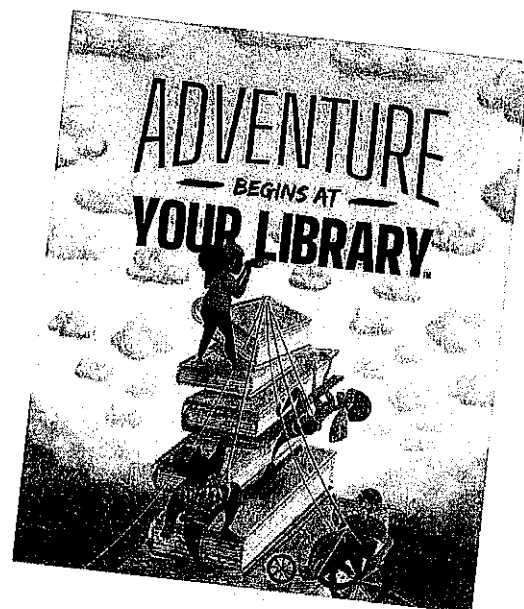
**Minutes Read**

**645,812**



**Books Read**

**15,095**



**Master of Minutes**

**Registered: 136**

**Completed: 51**

# SUMMER READING BY THE NUMBERS

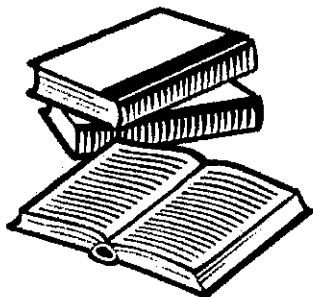
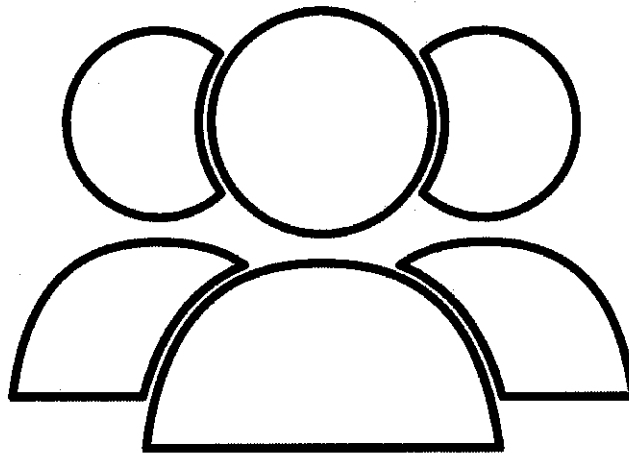
Materials Checked out

13,558



New Patron  
Registration

332



Materials  
Added

253



# STORYTIMES

## Library Storytimes-June

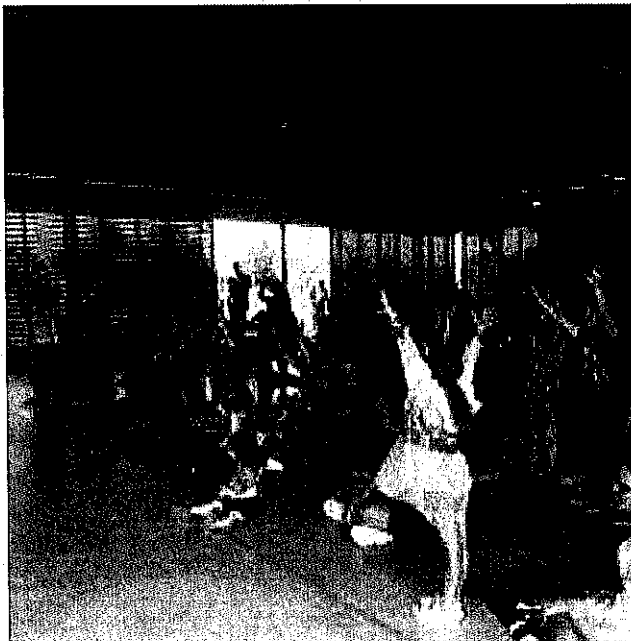
Date	Attendance
June 4th	145
June 10th	41
June 11th	65
June 15th-Saturday	23
June 17th	62
June 18th	40
June 24th	77
June 25th	55

**Total: 298**

## Library Storytimes-July

Date	Attendance
July 1st	45
July 2nd	60
July 8th	26
July 9th	25
July 15th	49
July 20th-Saturday	21
July 22nd	42
July 23rd	17
July 29th	45
July 30th	10

**Total: 148**





# PROGRAMS

# of June Programs:

**13**

Attendance:

**1,118**

# of July Programs:

**11**

Attendance:

**420**





# TAB - TEEN ADVISORY BOARD

# of June Programs:

**2**

Attendance:

**25**

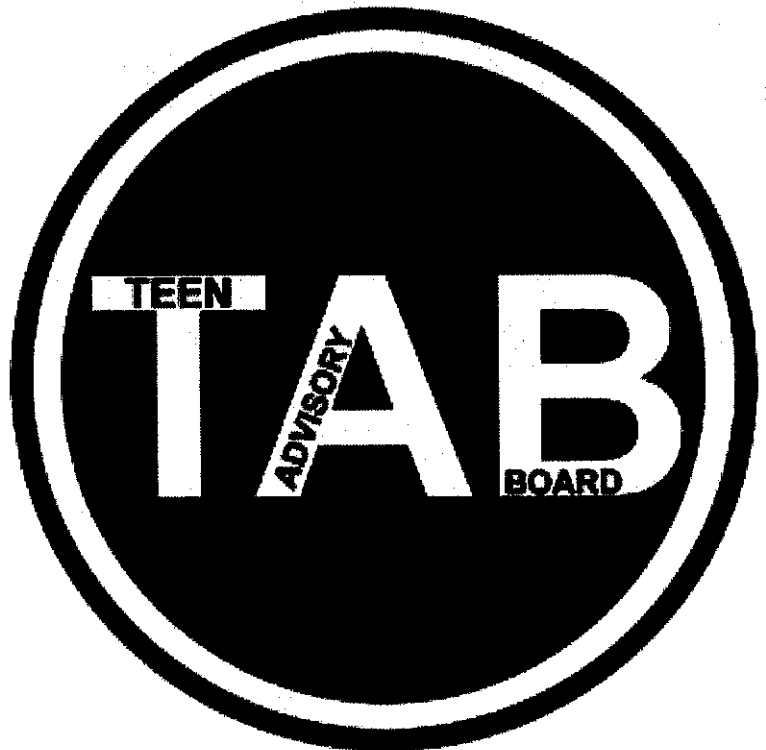
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# of July Programs:

**2**

Attendance:

**19**





# BOOK CLUBS

# of June Book Clubs:

3

Attendance:

25

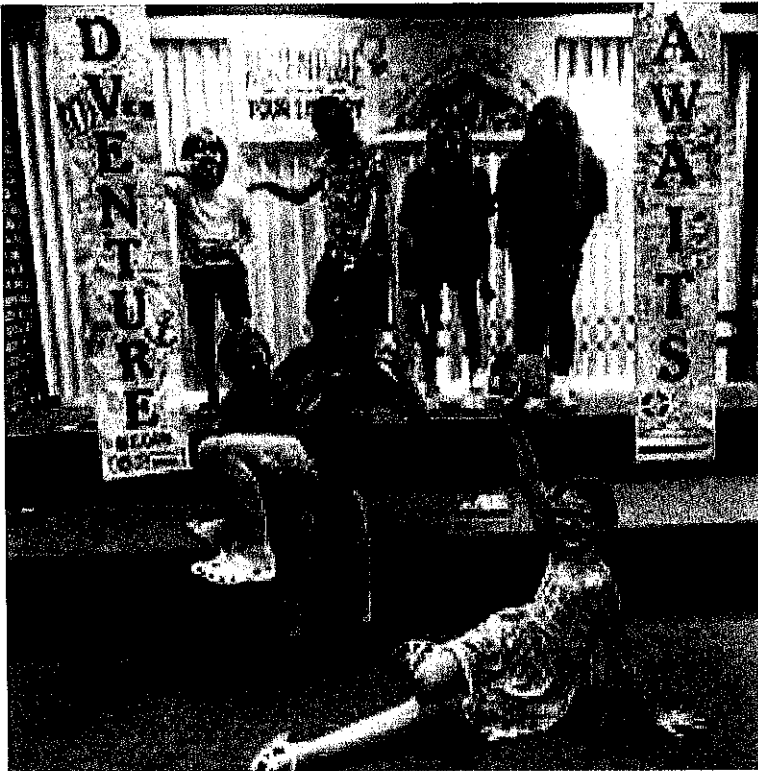
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# of July Book Clubs:

4

Attendance:

36





# SPONSORS



# SPONSORS

GODDARD

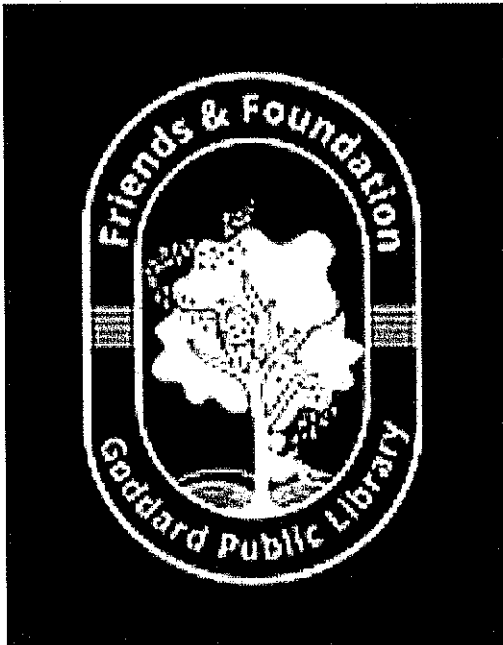


"We Serve"

*Since 1917*



Celia and Leonard A. Levand Public Library Trust



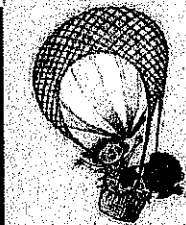
Goddard  
Veterinary Clinic



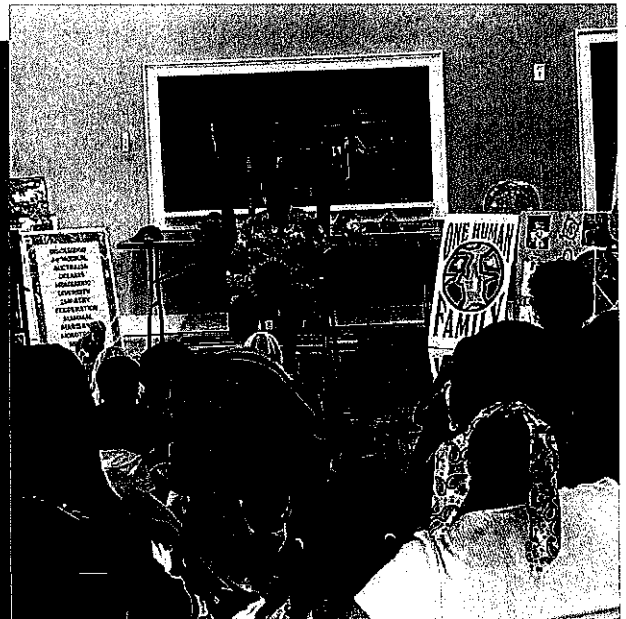
# END OF SUMMER READING PARTY

## ATTENDANCE: 86





**ADVENTURE**  
— BEGINS AT —  
**YOUR LIBRARY.**





Full Name:

DOB:

Social Security Number:

Prior Name(s):

I authorize the Goddard Public Library to conduct a background check.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

**REVENUES**

2024

As of 8/19/2024 ACT PROPOSED 2025

ROLL OVER	\$ 20,000.00			\$ 20,000.00
CITY FUNDS	\$ 266,520.00			\$ 35,000.00
MOTOR VECHILE				\$ 20,557.00
MILL LEVY		\$ 235,550.00		\$ 231,574.00
FRIENDS & FOUNDATION	\$ 1,000.00			\$ 1,000.00
STATE AID	\$ 1,420.00	\$ 1,559.86		\$ 1,420.00
SCKLS GRANTS	\$ 10,000.00	\$ 11,467.07		\$ 10,000.00
LEVAND GRANT	\$ 3,000.00	\$ 5,985.00		\$ 3,000.00
OTHER GRANTS	\$ 1,000.00			\$ 1,000.00
GODDARD LION'S CLUB	\$ 300.00	\$ 268.78		\$ 300.00
DONATIONS	\$ 1,000.00	\$ 801.85		\$ 1,000.00
INTEREST INCOME	\$ 50.00	\$ 143.38		\$ 50.00
FINES, COPIES, FAXES	\$ 1,250.00	\$ 1,825.67		\$ 1,250.00
BOOK SALES & LOST BOOKS	\$ 500.00	\$ 15.93		\$ 500.00
SUMMER READING/MISC	\$ 100.00	\$ 800.00		\$ 100.00
SUMMER READING DONATIONS		\$ 4,175.00		
TECH GRANT		\$ 2,850.00		
PROGRAMMING INCOME		\$ 56.31		
MISC INCOME		\$ 2,097.66		
<b>TOTAL</b>	<b>\$ 306,140.00</b>	<b>\$ 267,596.51</b>	<b>##</b>	<b>\$ 326,751.00</b>
<b>EXPENSES</b>				
<b>MATERIALS</b>	<b>\$ 21,000.00</b>	<b>\$ 8,208.05</b>		<b>\$ 25,000.00</b>
Books		\$ 216.11		
Large Print				
DVD's/Blu Ray's		\$ 216.11		
eBooks/eAudiobooks-Libby		\$ 1,604.88		
Newspapers				
Other Periodicals		\$ 636.53		
Other (LOST BOOKS)		\$ 114.07		
<b>UTILITIES - City Funds Expense</b>	<b>\$ 22,000.00</b>	<b>\$ 9,449.37</b>		<b>\$ 35,000.00</b>
Gas				
Electric				
Water Cooler				
Copier				
Phone/Internet				
Trash				
<b>POSTAGE</b>	<b>\$ 1,900.00</b>			<b>\$ 1,900.00</b>
Courier		\$ 1,855.00		
Other		\$ 17.97		
<b>MAINTENANCE</b>	<b>\$ 1,300.00</b>	<b>\$ 523.07</b>		<b>\$ 1,300.00</b>
Window Cleaner				
<b>SUPPLIES</b>	<b>\$ 5,500.00</b>	<b>\$ 98.64</b>		<b>\$ 6,500.00</b>
Building		\$ 44.00		
Computer		\$ 8.99		
Furniture		\$ 3,822.19		

Other		\$ 1,208.46		
Software		\$ 386.58		
Office		\$ 696.08		
Processing		\$ 617.07		
<b>ACCOUNTING</b>	\$ 1,750.00	\$ 1,162.00		\$ 3,000.00
Quickbooks online				\$ 80.00
<b>AUTOMATION</b>	\$ 1,600.00			\$ 1,600.00
<b>COMMUNITY RELATIONS</b>	\$ 5,500.00	\$ 1,115.39		\$ 7,000.00
Staff Appreciation		\$ 711.41		
Community/Volunteer		\$ 1,059.81		
Marketing		\$ 2,981.13		
<b>TECHNOLOGY</b>	\$ 5,000.00	\$ 4,177.63		\$ 5,000.00
Internet Fee		\$ 884.41		
<b>WEBSITE MAINTENANCE</b>	\$ 500.00	\$ -		\$ 500.00
<b>MEMBERSHIPS</b>	\$ 842.00	\$ 263.50		\$ 842.00
ALA/PLA/YALSA				
KLA				
WALA	\$ 15.00			\$ 15.00
<b>LICENSES</b>	\$ 1,700.00	\$ 1,677.00		\$ 1,700.00
Beanstack	\$ 795.00			\$ 795.00
KanShare App	\$ 450.00			\$ 450.00
Movie Licensing				
Other	\$ 195.00			\$ 195.00
<b>PROGRAMMING/Outreach</b>	\$ 6,000.00	\$ 2,330.52		\$ 10,000.00
Summer Reading		\$ 3,992.50		
Story Time		\$ 302.37		
Traveling Story Time				
Adult		\$ 1,870.91		
Teens/TAB		\$ 578.50		
Summer Reading Expense		\$ 4,016.86		
Other				
Book Clubs				
<b>MILEAGE/MEALS</b>	\$ 900.00	\$ 460.25		\$ 900.00
<b>SPECIAL PROJECTS</b>				\$ 5,000.00
<b>CONTINUING ED</b>	\$ 400.00			\$ 400.00
<b>BOOKMOBILE</b>			##	
Insurance	\$ 1,500.00			
Tags	\$ 500.00	\$ 80.16		
Maintenance/Gas	\$ 2,000.00			
<b>CAPITAL IMPROVEMENT</b>	\$ 1,000.00		##	\$ 1,000.00
Furniture				
Equipment				
Building		\$ 951.97		
<b>CITY FUNDS EXPENSE</b>		\$ 435.86		
<b>PAYROLL</b>				
Salary	\$ 138,175.00	\$ 58,361.00		\$ 140,000.00
941 Federal Tax	\$ 24,000.00	\$ 14,763.50		\$ 24,000.00



State Tax	\$ 5,000.00	\$ 2,148.08		\$ 5,000.00
Unemployment Tax	\$ 200.00	\$ 67.35		\$ 200.00
KPERS EMPLOYEE	\$ 16,000.00	\$ 941.58		\$ 16,000.00
KPERSR EMPLOYER		\$ 8,124.94		
Workman's Comp	\$ 295.00	\$ 404.00		\$ 500.00
Bank Fees				\$ -
Director Health Benefit	\$ 8,100.00	\$ 2,891.07		\$ 900.00
Payroll Expenses other				
<b>GRANT EXPENSE</b>		\$ 3,951.90		
<b>BOARD INSURANCE</b>	\$ 3,000.00			\$ 3,000.00
<b>LEGAL FEE</b>		\$ 195.00		
<b>TOTAL</b>	\$ 277,117.00	\$ 150,623.77	<b>##</b>	\$ 297,777.00

# Goddard Public Library Strategic Plan 2024

1. **Environment:** Continue to provide a quality, welcoming Library Experience that facilitates literacy and learning while meeting the educational and informational needs of the community.
  - a. Focused on the quality of our services over quantity: constantly evaluating what went well, how was it received?
  - b. Update library check-out experience to include 1 self-checkout station
  - c. Update tables and chairs.
2. **Inclusion:** Provide multi-generational library services and resources in equitable and inclusive ways.
  - a. Children's Services
    - i. Consider adding in second weekday story time to meet needs
    - ii. Add in 2 AWE computers to the children's area through donations/grant funding
  - b. Seniors
    - i.
  - c. Homebound services
    - i. Work to identify key demographics we are under-serving and create plan for 2025-2029 Strategic Plan
    - ii. Continue to partner with community members to provide quality classes and opportunities.
3. **Community Collaboration:** Maintain and Increase community collaboration and awareness.
  - a. Permanent Storywalk in place by end of 2024
  - b. Foster relationships with community partners: GWC, LIONS, USD 265, Boy Scouts, Girl Scouts, and Team Main Street.
  - c. Foster the Friends & Foundation of GPL and help with retention and involvement
  - d. Engage in the Goddard community in partnership with Goddard HUB
  - e. Provide a craft or book sale at the Main Street Markets
4. **Technology & Communication:** Develop technology resources to facilitate community use and discovery of library resources and services. Be effective communicators to the community. BIG FOCUS for 2024.
  - a. Explore ways to create more quiet study/work spaces in existing space
  - b. Acquire AWE computers for children's area
  - c. Purchase a 3D printer with help from grants
  - d. Provide the ability to do teleconferencing in Fish Bowl.
  - e. Explore need and desire for Technology Support Classes
  - f. Research best ways people are finding out about our services and maintain/update our communication needs to meet those ways in 2025-2029 SP.