Goddard Public Library Board Meeting Agenda September 23rd 2024 @ 6:30 PM

- 1. Roll Call
- 2. Approval of Agenda
- 3. Review of Minutes from Board Meeting August, 26th 2024
- 4. Citizen Comments
- 5. Correspondence and Communications
- 6. Director's Report
- 7. Financial Report Treasurer
 - a. Approve August Financials
- 8. Old Business
 - a. Website Update
 - b. Outdoor Signage
 - c. Medical Equipment Storage
 - d. Mobile Library
- 9. New Business
 - a. Becky Cole-New member Oath
 - b. Friends & Foundation Update
 - c. Community Survey
 - d. Strategic planning
 - e. 2025 Raises

Executive Session

10. As may be presented

*Next meeting is October 28th 2024.Please call Kate Morgan at 316.215.4895 or email at katemorganrdn@gmail.com if you cannot attend. Thank you!



Goddard Public Library Board Meeting Minutes August 26th, 2024 at 6:30 PM

The July Board Meeting of the Goddard Public Library was called to order by the President of the Board, Kate Morgan, at 6:30 PM on Monday, August 26th, 2024.

- Roll Call: Kate Morgan, Megan Koenigs, Tegan Perkins Ulmen, Arika Bradley, Lucretia Burch, Allison Patton, and Library Director, Carrie Wharton. A quorum was reached.
- Approval of Agenda: Megan Koenigs * moved to approve the Meeting Agenda for August 26th,
 Lucretia Burch * seconded the motion. All present were in favor.
- 3. Review of Minutes from Board Meeting July 8th, 2024.
- 4. Citizen Comments: None.
- 5. Correspondence and Communications:
 - a. Wichita Eagle came and wrote a post about our Ultimate Water Fight Event.
- 6. Director's Report:
 - a. The first theme for "Book Bundles" is "Back to School", rearranged after summer reading for a better flow, and Story Times will restart on Sept. 3rd.
 - b. Carrie Wharton will present the quarterly library report to the City Council on September 16th.

7. Financial Report:

- a. Approve July Financials: Lucretia Burch moved to approve the July Financial Report. Arika Bradley seconded the motion. All present were in favor.
- b. Summer Reading Bonus:
 - i. Summer Reading Fundraising
 - 1. In-Kind: \$22,382.09
 - 2. Monetary: \$7,450
 - ii. Lucretia Burch moved to approve the Summer Reading Bonus for Carrie
 Wharton for a total of \$931.50 (\$372.50 for monetary donations/\$559.00 for
 In-Kind donations). Megan Koenigs seconded the motion. All present were in
 favor.



8. Old Business:

- a. Website/Purchase Domain Name:
 - Looking into bids for a whole website redesign and to see if the new products
 Wix has might work for what we want.

b. Outdoor Signage:

- i. Carrie Wharton and Kate Morgan met with the City. They received a bid for the sign design and it was out of budget. The City is getting a new quote for block letters to be placed on the fascia.
- c. Policy and Employee Handbook:
 - i. Still in process. Turning over to Carrie Wharton to review and make revisions.
- d. Medical Equipment Agreement/Liability Issues:
 - i. Would like Lions Club, City, and Library to split the purchase into three parts.
 - ii. We will need to measure and find what will fit and look nice in that spot.
- e. DEIA Training Date Reminder:
 - Wednesday, August 28th, 2024 at 6:00 PM. All board members and library staff will attend.
 - ii. Individual sessions on following days.
- f. Mobile Library Update:
 - i. Sold for \$6,300.00 on Purple Wave.
 - 1. Purchaser will pick up soon.
 - ii. Lucretia Burch moved to open a separate high-yield savings account at First
 National Bank for the money from the sale of the Mobile Library.
 - Arika Bradley seconded the motion. All present were in favor.
- g. Payroll Update:
 - i. Arika Bradley moved to accept the AcuPayroll bid as the Library's new payroll vendor beginning January 2025. Megan Koenigs • seconded the motion. All present were in favor.

9. New Business:

- a. Allison Patton New Member Oath
 - i. Allison recited the oath and was sworn in.
- b. National Night Out Feedback:
 - i. The community enjoys the library and the programming and services we provide.



c. Form Committees:

- i. Lucretia Burch moved to accept the following committees.
 Megan Koenigs seconded the motion. All present were in favor.
- ii. Advocacy/Marketing:
 - 1. Tegan Perkins Ulmen Chair
 - 2. Nicole Judd
 - 3. Arika Bradley
- iii. Executive:
 - 1. Kate Morgan Chair
 - 2. Megan Koenigs
 - 3. Tegan Perkins Ulmen
 - 4. Lucretia Burch
- iv. Finance:
 - 1. Lucretia Burch Chair
 - 2. Kate Morgan
- v. Strategic Planning:
 - 1. Kate Morgan Chair
 - 2. Carrie Wharton
 - 3. Allison Patton
 - 4. Megan Koenigs
- d. Summer Reading Report:
 - Received report will be presented at the next City Council meeting.
- e. Volunteers/Background Checks:
 - i. All Board Members signed the consent to run a background check.
- f. 2025 Budget:
 - i. Reviewed for changes and questions.
- g. Wine & Color Update:
 - With the updated City Ordinance, Wine & Color nights are no longer feasible as the revised rules don't align with the goals of the Library.
- h. Friends & Foundation Update:
 - i. Carrie Wharton and Kate Morgan met with Cynthia Berner. Many of the current officers are stepping down within the next year.



- 1. The activity passes have been very successful in generating funds but not for member retention.
- 2. Would like to move into more advocacy in addition to their current volunteer status. Restructuring may be in the future.
- Library Board Members will rotate attending the Friends & Foundation meetings.
- i. Additional Board Member:
 - i. Taking applications! Must live in Goddard City Limits.
- j. Strategic Planning/Survey:
 - i. Review and bring questions to the September meeting.
- k. Director 90-day Evaluation:
 - i. Megan Koenigs moved to approve a 5% raise to Carrie Wharton's salary due to an exceptional 90-day review beginning August 1st, 2024. Lucretia Burch • seconded the motion. All present were in favor.

10. Executive Session

- a. Kate Morgan moved to hold Executive Session beginning at 8:15 PM for 10 minutes.
 Lucretia Burch seconded the motion. All present were in favor.
- 11. As may be presented:
 - a. Birthday Card please sign for Debra.
- 12. Megan Koenigs moved to adjourn the meeting at 8:26 PM. Arika Bradley seconded the motion. All present were in favor.















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What's on your mind, Carrie?





(Feeling/activity

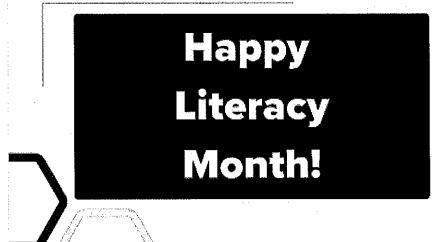


USD 265-Goddard Public Schools

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Help us celebrate Literacy Month! This was established as a reminder of the importance of literacy for individuals, communities, and societies around the world. Did you know that the Goddard Public Library provides kits that teach children early literacy skills through a multisensory approach? Additionally, local organizations like Storytime Village provide literacy resources and

family programming to help boost literacy efforts and positively impact Kansas families. How do you celebrate reading at all ages with your family? Instilling a love of reading and positive writing practices helps build lifelong learners. Our #265Family is fortunate to have local resources like these to build improved literacy both in our schools and in our community. Happy Literacy





C Goddard Public Library





Share



Director's Report-August

Summer Reading officially ended on August 1st with our end of summer reading party. It was a hot day, but patrons enjoyed a nice morning of games, balloon animals and popsicles from Mel Hambelton Ford.

The month of August brought slower traffic to the library. This allowed for the staff to take vacation and work on getting the library ready for fall programming. We switched the Large Print and Young adult sections to allow for better traffic flow.

We also weeded adult non-fiction and the movies. We are now working on the non-fiction junior section. I have purchased several new titles for this section since many of the books were outdated.

The staff enjoyed an end of summer reading appreciation party on August 23rd at Voss Creative in Cheney, KS. Each staff member got to pick a project to paint and I ordered sandwiches. It was a great time to relax as a team.

Nicole Judd received her 90 day evaluation as the communication specialist. She is doing a great job and we discussed future goals for her.

Upcoming Events:

September 21st-Ballet in the Park at 3pm

September 26th-Goddard Puppet Ladies at 9:30am

October 12th-Fall Festival/Friends & Foundation Book Sale 9-1pm

October 14th-Library Closed (Staff Training Day)



Profit and Loss

January 1 - September 4, 2024

Income	TOTAL
City Funds	
Mil Levy	115,494.55
Total City Funds	120,055.45
· · · · · · · · ·	235,550.00
Donations	801.85
Fines, Copies, Faxes	2,041.37
Goddard Lions Club Income Grants	268.78
	11,467.07
Levand Trust	5,985.00
State Aid	1,559.86
Summer Reading Grant Tech Grant	800.00
	2,850.00
Total Grants	22,661.93
Interest Income	163.67
Lost Book	15.93
MIsc Income	1,639.61
Programming Income	56.31
Refund income	608.05
Summer Reading Donations	4,175.00
Total Income	\$267,982.50
GROSS PROFIT	\$267,982.50
Expenses	·
Accounting	1,328.00
Automation	1,612.00
Bookmobile	1,012.00
Bookmobile Tags	80.16
Total Bookmobile	80.16
Capital Improvement Transfer	0.00
City Funds Expense	435.86
Community Relations	1,115.39
Marketing	2,981.13
Staff Meeting	1,022.64
Total Community Relations	5,119.16
Director Health Benefit	
Grant Expense	2,891.07
SCKLS Summer Reading	1,088.91
SCKLS Technology Grant	12.99
Total Grant Expense	2,850.00
	3,951.90
Internet Fee	984.41
Legal Fees	195.00

Profit and Loss

January 1 - September 4, 2024

	TOTAL
Library Inventory	
Books	8,954.00
DVD/Blu-Ray	216.11
ebooks/eaudiobooks	1,604.88
Magazines and Periodicals	636.53
Total Library Inventory	11,411.52
Licensing	1,857.00
Maintain building and grounds	951.97
Memberships	263.50
Mileage	549.49
Miscellaneous	
Lost Book	114.07
Total Miscellaneous	114.07
Payroll Expenses	15,554.98
KPERS Employee Contribution	941.58
KPERS Employer Contribution	3,757.74
KPERS-MISC	4,367.20
Payroll	50,769.07
Payroll Taxes	17,043.14
State Tax	2,453.77
State Unemployment Taxes (SUTA)	67.35
Workman's Comp Insurance	404.00
Total Payroll Expenses	95,358.83
Postage and Shipping	17.97
Courier	1,855.00
Total Postage and Shipping	1,872.97
Programming	2,739.92
KanRead	68.00
StoryTime	490.84
Summer Reading Program	3,911.75
Teen Advisory Board	578.50
Total Programming	7,789.01
Summer Reading Donation Expense	
Summer Reading Expense - KAC	4,016.86
Supplies	500.00
Building	98.64
Computer	44.00
Software	8.99
Total Computer	527.49
Furniture	536.48
Office	3,822.19
Onice	1,271.76

Profit and Loss

January 1 - September 4, 2024

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Processing	647.90
Total Supplies	6,420.97
Technology	4,177.63
Unapplied Cash Bill Payment Expense	1,367.75
Utilities	10,557.49
Total Expenses	\$163,806.62
NET OPERATING INCOME	\$104,175.88
NET INCOME	\$104,175.88

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Kate Morgan	×	×	AB	×	×	×	×	×								
Tegan Ulmen	×	×	×	×	×	×	×	×								
Julie Mills	×	×	×													
Margo Rakes	×	×	×	×	×	×							_			
Ashleigh Pearce	×	×	×	×	AB	AB	AB									
Megan Koenigs	×	×	×	×	×	×	×	×								
Lucretia Burch	×	×	×	×	×	×	EX	×								
Angela Pruitt	×	×	×	×	×	×	AB									
Arikia Oiliver						×		×								
Allison Patton								×								
Becky Cole														_		
Carrie Wharton			×	×	×	×	×	×								
EX- excused	EO- ea	EO- early out					CA- cancelled	celled	AB	AB - Absent	_	\dashv				



Statistics - GODDARD Selfcheck 1

1 message

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

Tue, Sep 3, 2024 at 10:58 AM

Selfcheck 1 - August 2024

> OII OII C	VIL I	4-45	ust _ 0	
Date	Patrons	Circulated	PatronsBlocked	ItemsBlocked
2024-08-01	1	1	0	0
2024-08-02	5	12	0	0
2024-08-06	1	6	0	0
2024-08-08	2	7	0	0
2024-08-09	1	1	0	0
2024-08-10	4	16	0	1
2024-08-12	2	8	0	0
2024-08-13	2	21	1	0
2024-08-15	1	9	0	0
2024-08-16	1	10	0	0
2024-08-17	1	6	0	0
2024-08-20	1	21	0	0
2024-08-21	1	3	0	0
2024-08-22	1	4	0	0
2024-08-24	1	5	0	0
2024-08-27	2	3	0	0
2024-08-30	2	7	0	0
2024-08-31	1	10	0	0
Totals	30	150	1	1

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	Program 1	End of Summer Reading 86										MSM				Books & Beyond BC					Book Edge	ML,SL, Dove		TAAG	Kim Noller		Board Meeting	Peas in the Pod	Training				
	Wireless	5	4	2		3	3	4	4	9	2	2	2	2	2	2	4	2		2	2	5	5	2	3		5	5	9	9	2	2	118
	Phone	10	13	4		17	7	7	12	6	4	2	18	17	12	4	14	1		10	8	13	8	8	9		15	8	8	8	11	2	259
	Computer	5	4	1		2	4	4	2	0	4	0	11	14	6			4		2	10	10	6		9		10	8	7		9	1	164
	total	208	28	33	0	73	103	89	98	09	39	25	75	106	69	77	29	91	0	105	102	89	78	82	116	0	118	111	94	44	88	34	2299
	Outreach															7						11		15				10					43
	Program	86																			10				38	·		15	12				161
lance Sheet	Storytime																	29															29
August Monthly Attendance Sheet	Daily	122	58	33	CLOSED	73	103	89	98	09	39	25	75	106	69	70	29	62	CLOSED	105	92	78	78	29	78	CLOSED	118	98	82	44	88	34	2066
August Mor		٦	2	3	4	5	9		8	6	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	76	27	28	29	30	31	Total

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Goddard Public Library * 09.03.2025

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Website Suggestions3
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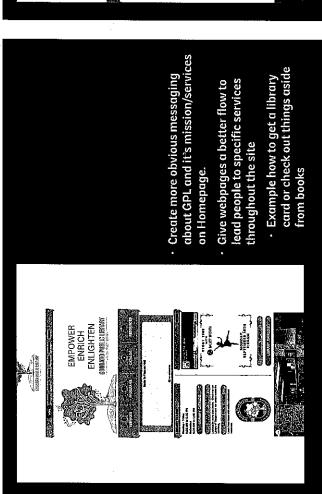
Goals Outline

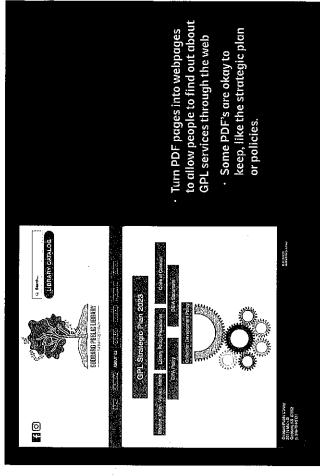
Price Breakdown6	Price

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Here are some base level goals we can work to achieve in the process of updating the website.

SIMPLIFY

Enhance user experience by simplifying the current library's website pages, making it easier for patrons to find information and access resources.

- Streamline navigation with clear, intuitive menus
- Highlight key services and resources prominently
- Incorporate a search bar with advanced filtering options.

MOBILE RESPONSE

EVENTS & NEWS

Ensure the website looks and functions well across multiple devices. Test the website on multiple devices to make sure everything link works properly.

Make the website transition smoothly between phone, ipad, and web browser

Showcase upcoming events
 Allow consumers to sign up through

the GPL website.

ACCESSIBILITY & SEARCH

Make the website more web funcitonal for all. Use web pages and proper header titles to ensure screen readers have proper use.

Make the calender up to date and easy to navigate. Highlight important news

and updates prominately.

- Ensure the website looks and function welf for all, including those with disabilities by using high contrast and alt text on images.
- Turn (most) PDF pages into webpages to allow search function and screen

The timeline is subject to change based on time it takes to get photos & copy (if needed) and amount of edits.

· I will stay available for up to a · We will go through edits, and week to ensure everything is fine-tune the site to ensure I will begin to develop the · We will launch the site! website pages on Wix working properly Website Finalizing its working. Launch Date! I'll design a few pages for the website concept and then looks great and what needs share it. You will be able to provide feedback at what Website concepting adjusting. designing too, but it's good to library, library events, or staff Are there any pictures of the Figure out if any web copy will Gather images that may be This can be done as were that need to be included get a head start on it. needed for the update. need to be updated. Figure out any other website Discuss the page count for the goals, that are not included could be condensed down · are there any other pages that should be added, or · Go over website proposal in proposal. into one? website.

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AKDOWN

Design Concepts & Website Organization	\$450
Calender & Event Sign Up, Website Forms	\$250
15+ Website Pages	098\$
Final Website Design (phone & computer)	\$500
Total	\$1,500

Deliverables

- · Guideline used to help maintain the website
- 1 Full Wix Website using the Goddard Public Library Branding

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have any questions please contact me through any Thank you for going through all of the slides! If you of these platforms below!







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@mariahcreative.co

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GODDARD PUBLIC LIBRARY

