

Goddard Public Library Board Meeting Agenda
August 10, 2020 @ 7:05 pm
Join Zoom Meeting

<https://us02web.zoom.us/j/85201989573?pwd=SlRoUTJoVXFheE9hK1dDaG1DVkpMZz09>

Meeting ID: 852 0198 9573

Password: 233730

Those attending in person please arrive by 6:45 pm for dinner.

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting July 13, 2020
4. Citizen Comments
5. Correspondence and communications – National Libraries of Medicine grant award
6. Director's Report
 - a. Circulation Report
7. Financial Report
8. Old Business
 - a. Summer Reading update
 - b. Staying in Phase 3 with addition of some programming
 - c. Amazing Race
 - d. Council updates
 - e. Friends/Foundation update - none
9. New Business
 - a. Board Training
 - b. Board self-evaluation
10. As may be presented

*Next meeting is September 14, 2020.

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

Goddard Public Library Regular Board Meeting Agenda

July 13, 2020 @ 7:05 pm Join Zoom Meeting

[https://us02web.zoom.us/j/85201989573?pwd=SIROUTJoVXFheE9hK1dDaG1DVkpMZ z09](https://us02web.zoom.us/j/85201989573?pwd=SIROUTJoVXFheE9hK1dDaG1DVkpMZWZ09)

Meeting ID: 852 0198 9573

Password: **233730**

1. Roll Call - April Hernandez, Vickie Luthi, Lisa Coyne, Margo Rakes, Lisa Fouts, Frank Petsche were in person at the meeting. Sherry Lauer, Lisa Stoller and Deanna Highfill joined the meeting via Zoom. Tamara Judd was absent from this meeting. Potential new Board Member Stephanie Mount was a guest at this meeting.

2. Approval of Agenda –Lisa Fouts motioned to approve the agenda. Lisa Stoller seconded the motion. Motion approved 8 – 0.

3. Approval of Minutes of Regular Meeting June 8, 2020 – Lisa Stoller motioned to approve the minutes of the regular Board meeting on June 8, 2020. Frank Petsche seconded the motion. Motion was approved 8 – 0.

4. Citizen Comments – None. But at this time everyone introduced themselves and welcomed Stephanie Mount to her first GPL Board Meeting.

5. Correspondence and communications – Kansas Humanities CARES grant award – Received \$7500 from this grant and will use it to pay salaries this month. Kansas State Library is offering another CARES grant in the amount of \$750. Will use it to purchase a couple Ipads and a tripod.

6. Director’s Report – Quarterly circulation numbers are down significantly due to closing the library. Library hours are the same in July as June. Some people have entered the library and asked to browse the books, which is by appointmentgr, adults only, and they must wear gloves.

A few programs were added with 12 or fewer participants and held at the community center to enable social distancing. April purchased more technology with the Book Festival Grant, i.e., TV, iPad, Nintendo Switch, 3 labo kits, and 4 Oculus Gos. A computer desk and an adjustable white board and leftovers from the garage sale. Carrie is taking books to Dove Estates and may start an online book club.

a. Circulation Report – Check-out stats were up significantly in June over May. Interlibrary loans were up as well as attendance.

7. Financial Report – looks good. \$4,311.03 under budget.

8. Old Business -

a. Library Garage Sale - \$140 made at the garage sale in June.

b. Staying in Phase 3 with addition of some programming – Library is not moving out of Phase 3 in July.

- c. Summer Reading Update – 250 signed up for Summer Reading. Some people are loving the digital apps, some not loving them.
- d. StoryWalk and Garden update – StoryWalk is at Tanganyika near the hippo's. The proposed garden in the rear of the chiropractor's office has many rocks in the soil and can't be used for a garden. Next summer the library will get materials to have a raised garden, some being donated by Home Depot.
- e. Library Budget 2021 – The proposed 2021 Library Budget was discussed.

9. New Business -

a. Executive Board Committee positions nominations/voting – Frank stated he didn't fully understand the survey that was emailed by the Executive Board Committee, but says he is willing to live with it. Margo motioned to approve the committee's recommendations. Lisa Fouts seconded the motion. Motion approved 8 – 0. Officers of the Library Board are: President – Vickie Luthi, Vice President – Sherry Lauer, Treasurer – Lisa Coyne, Secretary – Lisa Stoller. Lisa Stoller suggested the board might want to consider terms of officers be changed to a 2 year term because it takes approximately 1 year to learn the position, making a more solid executive board.

Lisa Coyne will need to be added to the bank account so that she is a signer and Lisa Fouts will need to be taken off of the account. Monthly statements should be sent to Lisa Coyne.

b. New DVD shelving – The new DVD shelving looks great. Located by the brick wall where the computers were formerly located.

c. Changes to our usable space - Computers are now located at the front of the library by the large windows. The vault area is looking very organized.

d. Amazing Race – Chamber members associated with the Amazing Race have come to the library to take pictures with the dragon and posting them on Facebook. The library is one of the 18 businesses involved in the Chamber's Amazing Race

10. As may be presented – Margo asked if homework help after school would be available at the library. We should know the districts' school opening decision on July 31st.

11. Motion to adjourn – Frank Petsche motioned to adjourn the meeting at 8:02 pm. Margo Rakes seconded the motion. Motion approved 8 – 0.

Director's Report August 2020

Mulvane Library has closed until at least August 10 because of a staff member testing positive for COVID. More and more libraries are having to close because of this. Staff are trying to stay safe and well and can only hope that our patrons are as well. Since we severely limit the amount of people in the building that helps.

All DVDs are out of the vault and on the new shelving. It looks nice and we can use the shelving in the vault for work items.

Summer Reading is over. Party was Thursday. We gave out prizes, pool passes, and certificates. We had a man make balloon animals and Mel Hambilton brought their truck to give out free popsicles.

We had 250 register; 111 completed; 68,802 minutes read; 4998 books read.

Smaller participating and completion this year but we ran it differently and virtually. Who knows how much of an impact COVID had on these numbers.

StoryTimes are still being done outside on Mondays. We have a few families attending and we are still doing them on Facebook Live.

Carrie and I are planning to continue our StoryTime trips. We will go to Tanganyika in August, September, October. We also have it set up to go to the Air Museum. We plan to contact the Reindeer Farm in Valley Center and the Clydesdales.

We are looking into ways to support the schools this year. We will t

ry to continue doing StoryTimes at the Preschools though they may have to be virtual. We will let them do checkout as well if the schools agree.

We would also like to use retired teachers as tutors. We can do in person with limits and/or virtual through Zoom or both.

If anyone has any other ideas, let me know.

I am going to work on Strategic Planning ideas to add into our existing frame work over the next month. Please let me know what ideas you have.

Reported to City Council on the 3rd for second quarter. I had sent out the presentation to everyone several weeks ago.

GODDARD PUBLIC LIBRARY
December 2019

GODDARD PUBLIC LIBRARY
July 2020

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2020	2019	2018	2017
Non-fiction	123	120	127	12	38	84	80						584	2225		
Fiction	638	549	782	93	259	357	500						3178	7671		
Periodicals	148	136	89	7	1	20	11						412	1086		
Audio Books	62	50	42	5	4	23	29						215	583		
Videos/ DVD	213	297	331	12	41	155	188						1237	2609		
JUVENILE																
Non-fiction	300	257	247	37	65	139	165						1210	4695		
Fiction	1331	1110	1383	184	442	809	802						6061	18618		
Periodicals	6	1	5	1	0	2	3						18	237		
Videos/ DVD	105	105	93	2	27	33	46						411	1329		
Audio	4	2	2	0	0	15	10						33	68		
Other																
TOTAL	2930	2627	3101	353	877	1637	1834	0	0	0	0	0	13359	39121	44326	34516
Computer	425	425	295	1	2	44	64						1256	5045	3988	3012
Wireless	124	114	128	40	62	116	116						700	1724	1565	1232
													1956	6769	5553	4244
Reference Question	247	216	257	48	167	369	384						1688	2653	1860	1489
INTERLIBRARY LOAN																
Books Loaned	363	350	401	0	345	443	347						2249	548	466	388
Unfilled	9	2	3		2	2	3						21	9	0	0
Books Borrowed	139	183	183	0	149	270	259						1183	828	793	572
Unfilled	0	0	0		0	0	0						0	8	2	0
NEW LIBRARY CARDS	27	32	34	11	5	8	8						125	360	404	462
MATERIALS ADDED																
Adult	76	66	44	29	53	84	85						437	747	1093	1256
Juvenile	146	69	100	35	35	58	68						511	789	993	1496
TOTAL	222	135	144	64	88	142	153	0					948	1536	2086	2752
LIBRARY ATTENDANCE	1490	1610	1343	7	155	365	597						5567	24302	19195	16985
Children	180	427	445	656	966	1341	1408						5423	3778	3214	2338
Other	52	36	286	557	1071	1577	416						3995	228	909	255
TOTAL	1722	2073	2074	1220	2192	3283	2421	0	0	0	0	0	14985	28308	23318	19578

21 programs

April Hernandez
DIRECTOR

ATTENDANCE

	J	F	M	A	M	J	J	A	S	O	N	D			
Vickie Luthi	+	+	+	+	+	+	+							2	2023
Stephanie Mount						new	+							1	2024
Lisa Fouts	EX	+	+	+	+	+	+							1	2020
Deanna Highfill	-		EX	EX	+	LI	+							2	2021
Frank Petsche	+	+	+	+	LI	+	+							1	2021
Lisa Coyne	+	+	+	+	+	+	+							finish	2022
Tamera Judd	+	+	+	+	AB	+	EX							1	2023
Margo Rakes	+	+	+	+	LI	AB	+							1	2025
Lisa Stoller	+	+	+	+	+	+	+							1	2023
Sherry Lauer	EX	+	+	+	+	+	+							1	2023
April Hernandez	+	+	+	+	+	+	+								

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Month	Adult Books	J Books	YA Books	Adult Movies	J Movies	Adult Audio	J Audio	Sunflower	RBDigital	RBDigital Unlimited	Cloud Library	RBDigital Mags	Magazines	new ebook users	Total Checkouts
2	January	761	1522	109	213	105	62	4	155	268		16	6	154	12	3375
3	February	669	1222	100	297	105	50	2	164	281		15	0	137	10	3042
4	March	909	1450	180	331	93	42	2	238	319		16	6	94	29	3680
5	April	105	221	18	12	2	5	0	313	317		14	1	0	23	1008
6	May	292	471	36	41	27	4	0	341	258	9	5	4	1	12	1501
7	June	441	862	86	155	33	23	15	364	252	0	16	0	25	9	2272
8	July	580	887	80	188	46	29	10	339	272	22	7	0	14	3	2474
9	August															0
10	September															0
11	October															0
12	November															0
13	December															0
14																
15		3757	6635	609	1237	411	215	33	1914	1967	31	89	17	425	98	17352

	L	M	N	O	P	Q	R	S	T	U	V
1											
2											
3											
4											
5											
6											
7											
8											
9											
10	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	(T)		
11	ACTUAL	ACTUAL	MONTHLY	MONTHLY	Y-T-D	Y-T-D	Y-T-D	ANNUAL	ANNUAL		
12	NOV.	DEC.	BUDGET	DIFFERENCE	ACTUAL	BUDGET	DIFFERENCE	BUDGET	DIFFERENCE		
13			(S / 12)	(N-Current Mo.)	(Sum B...M)	(S x no.	(Q - P)		(S - P)		
14						of months/12)					
15											
16				\$0.00	\$90.00	\$0.00	-\$90.00	\$90.00	\$0.00		
17					\$200.00	\$0.00	-\$200.00	\$200.00	\$0.00		
18			\$0.00	\$20.75	\$20.75	\$0.00	-\$20.75	\$0.00	-\$20.75		
19			\$41.67	\$41.67	\$45.00	\$291.69	\$246.69	\$500.00	\$455.00		
20			\$500.00	\$0.00	\$2,860.78	\$3,500.00	\$639.22	\$6,000.00	\$3,139.22		
21				\$0.00	\$1,070.96	\$0.00	-\$1,070.96	\$1,070.96	\$0.00		
22			\$133.33	\$133.33	\$5,281.66	\$933.31	-\$4,348.35	\$1,600.00	-\$3,681.66		
23			\$41.67	-\$340.72	\$1,123.98	\$291.69	-\$832.29	\$500.00	-\$623.98		
24			\$83.33	\$83.33	\$1,688.22	\$583.31	-\$1,104.91	\$1,000.00	-\$688.22		
25			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
26			\$20.83	\$20.83	\$230.00	\$145.81	-\$84.19	\$250.00	\$20.00		
27			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
28			\$29.17	-\$221.83	\$321.00	\$204.19	-\$116.81	\$350.00	\$29.00		
29			\$62.50	-\$20.90	\$552.66	\$437.50	-\$115.16	\$750.00	\$197.34		
30			\$100.00	\$100.00	\$1,274.07	\$700.00	-\$574.07	\$1,200.00	-\$74.07		
31				\$0.00	\$151.04	\$0.00	-\$151.04	\$151.04	\$0.00		
32			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
33			\$41.67	\$41.67	\$0.00	\$291.69	\$291.69	\$500.00	\$500.00		
34			\$500.00	\$0.00	\$3,500.00	\$3,500.00	\$0.00	\$6,000.00	\$2,500.00		
35			\$1,900.00	\$450.95	\$12,346.24	\$13,300.00	\$953.76	\$22,800.00	\$10,453.76		
36			\$920.00	\$26.95	\$6,146.14	\$6,440.00	\$293.86	\$11,040.00	\$4,893.86		
37			\$9,413.58	\$9,413.58	\$41,175.78	\$65,895.06	\$24,719.28	\$112,963.00	\$71,787.22		
38			\$41.67	\$41.67	\$0.00	\$291.69	\$291.69	\$500.00	\$500.00		
39			\$8.33	-\$16.78	\$74.62	\$58.31	-\$16.31	\$100.00	\$25.38		
40											
41	\$0.00	\$0.00									
42											
43											
44			\$13,837.75	\$9,774.50	\$78,152.90	\$96,864.25	\$18,711.35	\$167,565.00	\$89,412.10		
45					\$78,152.90	\$83,782.50	\$18,711.35		\$89,412.10		

	A	B	C	D	E	F
1	Grant	Amount	Items	April	May	June
2						
3	SCKLS	\$9,956.00	Materials, Programming	\$1,435.27	\$1,739.90	\$1,843.74
4	Levand	\$5,670.00	programming, tech			\$2,506.26
5	Book Festival	\$3,903.00	Technology			\$1,228.09
6	KLA SRP	\$150.00	Tanganyika programs	\$50.00	\$100.00	
7	KS Humanities	\$7,500.00	payroll, utiities			
8	State Library CARES	\$750.00	Tanganyika programs, ipad, green screen, ring light, tripod			
9	NNLM Grant	\$2,500.00	StoryWalk, Fitness Friday			
10						
11	Collier Agency	\$300.00	SRP Kick off		\$243.95	\$53.20
12	T&T	\$200.00	Exploration Place/		\$100.00	
13	W Wichita Opt	\$100.00	program materials		\$100.00	
14	Goddard Vet	\$100.00	program materials			\$100.00
15	Vrana	\$100.00	garden			
16						
17						
18	City extra money	\$12,835.96	utilities, extras			\$1,308.75
19						
20						
21				\$1,485.27	\$2,283.85	\$7,040.04

	G	H	I	J	K	L
1	July	August	September	October	November	December
2						
3	\$ 3,245.05			\$8,263.96		
4	\$ 143.97					
5	\$ 1,073.77					
6						
7	\$ 7,500.00					
8						
9						
10						
11						
12	\$ 100.00					
13						
14						
15						
16						
17						
18	\$ 2,456.13					
19						
20						
21	\$ 14,518.92					