

**AGENDA**  
**LIBRARY BOARD MEETING**

Monday  
February 11, 2019  
7:05 P.M.

1. Roll Call.
2. Approval of Agenda
3. Minutes of Regular Meeting January 14, 2019
4. Correspondence and communications
5. Librarian's Report
  - a. Circulation Report
  - b. State Library Report
6. Financial Report
7. WSU Presentation – Candidates (20 minutes)
8. Old Business
  - a. TV – Mounting
  - b. Beer & Blocks – March
  - c. Pay Scale Consideration
9. New Business
  - a. Nominations of Officers
  - b. City Appointment Committee
  - c. Genealogy – Request to Not Renew
  - d. Online Magazines – Report on Usage
  - e. Strategic Planning Presentation to City Council
10. Executive Session
  - a. Payroll
11. As may be presented

PLEASE CALL THE LIBRARY 794-8771 IF YOU CANNOT ATTEND  
OR E-MAIL:

**GODDARD PUBLIC LIBRARY**  
**January 2019**

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2019	2018
Non-fiction	151												151	4713
Fiction	446												446	14506
Periodicals	39												39	1741
Audio Books	12												12	783
Videos/ DVD	157												157	6573

JUVENILE														
Non-fiction	186												186	7804
Fiction	698												698	31524
Periodicals	6												6	456
Videos/ DVD	65												65	3002
Audio	2												2	170
Other														
<b>TOTAL</b>	<b>1762</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>0</b>	<b>1762</b>	<b>71272</b>

Computer	405												405	3988
Wireless	187												187	1565
													592	5553

Reference Question	123												123	1860
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INTERLIBRARY LOAN														
Books Loaned	50												50	466
Unfilled	0												0	0
Books Borrowed	28												28	793
Unfilled	0												0	2

NEW LIBRARY CARDS	27												27	404
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MATERIALS ADDED														
Adult	52												52	1093
Juvenile	101												101	993
<b>TOTAL</b>	<b>116</b>	<b>0</b>	<b>0</b>	<b>192</b>	<b>211</b>	<b>188</b>	<b>113</b>	<b>161</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>153</b>	<b>2086</b>

LIBRARY ATTENDANCE	1237												1237	19195
Children	78												78	321
Other	18												18	909
<b>TOTAL</b>	<b>1333</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>0</b>	<b>1333</b>	<b>20425</b>

*Michelle Stewart*

MICHELLE STEWART  
 ASSISTANT DIRECTOR

ATTENDANCE	J	F	M	A	M	J	J	A	S	O	N	D		
Dan Funke													2	2019
Lisa Fouts													1	2020
Kenneth Tingle													1	2022
Alexis Vincent													2	2020
Becky Phillips													2	2021
Vickie Luthi													1	2019
Frank Petsche													1	2021
Michelle Stewart														

EX- excused  
 EO- early out  
 LI- late in

CA- cancelled

**GODDARD PUBLIC LIBRARY**  
December 2018

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2018	2017
Non-fiction	312	200	298	337	557	933	767	591	283	154	124	157	4713	4650
Fiction	1228	1144	1273	1126	1385	1902	1992	1548	1207	675	491	535	14506	14778
Periodicals	212	202	124	144	154	177	217	208	132	66	52	53	1741	1705
Audio Books	80	90	97	51	63	89	112	80	39	24	26	32	783	910
Videos/ DVD	427	489	543	450	584	942	1049	700	560	328	273	228	6573	5488

**JUVENILE**

Non-fiction	557	546	685	478	689	1594	1394	700	539	282	157	183	7804	7194
Fiction	1615	1571	1929	1862	3123	5972	5784	3265	2343	1879	1053	1128	31524	25784
Periodicals	15	18	25	34	45	92	106	38	34	16	12	21	456	522
Videos/ DVD	156	200	183	241	271	497	390	295	309	200	131	129	3002	1895
Audio	11	8	7	10	22	36	24	15	14	18	3	2	170	180
Other														

**TOTAL**      4613   4468   5164   4733   6893   12234   11835   7440   5460   3642   2322   2468   71272   63116

Computer	253	252	288	304	354	365	375	384	304	390	395	324	3988	3012
Wireless	129	100	109	106	135	207	190	142	122	116	113	96	1565	1232
													5553	4244

Reference Question      117   113   101   93   197   210   180   177   145   196   190   141   1860   1489

**INTERLIBRARY LOAN**

Books Loaned	46	38	47	42	29	47	32	41	30	39	22	53	466	388
Unfilled	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Books Borrowed	59	52	49	88	59	86	123	68	62	82	47	18	793	572
Unfilled	0	0	0	0	0	0	0	0	0	0	2	0	2	0

NEW LIBRARY CARDS      31   16   25   24   73   72   36   31   28   36   21   11   404   462

**MATERIALS ADDED**

Adult	69	112	171	118	129	107	57	105	84	99	29	13	1093	1256
Juvenile	47	129	219	74	82	81	56	56	62	75	25	87	993	1496
<b>TOTAL</b>	<b>116</b>	<b>241</b>	<b>390</b>	<b>192</b>	<b>211</b>	<b>188</b>	<b>113</b>	<b>161</b>	<b>146</b>	<b>174</b>	<b>54</b>	<b>100</b>	<b>2086</b>	<b>2752</b>

LIBRARY ATTENDANCE	1106	1044	1303	1331	1761	2656	2502	1803	1308	1662	1474	1245	19195	16985
Children	18	159	119	275	421	495	441	55	326	596	38	271	3214	2338
Other	14	25	67	0	46	13	308	222	2	91	41	80	909	255
<b>TOTAL</b>	<b>1138</b>	<b>1228</b>	<b>1489</b>	<b>1606</b>	<b>2228</b>	<b>3164</b>	<b>3251</b>	<b>2080</b>	<b>1636</b>	<b>2349</b>	<b>1553</b>	<b>1596</b>	<b>23318</b>	<b>19578</b>

MICHELLE STEWART  
ASSISTANT DIRECTOR

**ATTENDANCE**

	J	F	M	A	M	J	J	A	S	O	N	D		
Dan Funke	EX	X	X	X	X	X	X	X	X	X	X	x	2	2019
Lisa Fouts	X	X	X	X	X	X	X	X	X	X	X	x	1	2020
Kenneth Tingle	--	--	--	--	--	--	X	EX	EX	X	X	--	1	2022
Alexis Vincent	X	X	X	X	X	X	X	EX	X	X	X	x	2	2020
Becky Phillips	X	X	X	X	X	X	X	X	X	X	X	x	2	2021
Vickie Luthi	X	EX	X	X	X	X	X	X	X	X	X	x	1	2019
Frank Petsche	X	X	X	X	X	EX	X	X	X	X	X	x	1	2021
Kendra Mork	X	X	X	X	X	X	X	X	X	--	--	--		
Michelle Stewart	--	--	--	--	--	--	--	--	--	--	X	x		

EX- excused

EO- early out

LI- late in

CA- cancelled

# Verified!

PUBLIC LIBRARY SURVEY

**PUBLIC LIBRARY SURVEY**

Please respond to each item, even if the answer is "0" if any of the General Information is incorrect, please make corrections.

PART 1: IDENTIFICATION

**PART 1: IDENTIFICATION**

1.1 Name of Library	GODDARD PUBLIC LIBRARY	
1.2a Physical Street Address	201 N. MAIN	
1.2b Mailing Address	P.O. Box 443	
1.3 City or Town of Administrative Entity	GODDARD	
1.4 Physical Address ZIP Code	67052	
1.5 Population of the Legal Service Area	4,746	4,710
1.6 Legal Service Area Boundary Change	No	
1.7 Regional Library System	SCKLS	
1.8 County	SEDGWICK	
1.9a Library Director's Name <sup>1</sup>	<input type="checkbox"/> Michelle L Stewart	
1.9b Library Director's Email Address	director@goddardlibrary.com	
1.9c General Library Email Address	staff@goddardlibrary.com	
1.10a Library Phone	3167948771	
1.10b Library Fax	3167943405	

**Online Presence**

1.10c Web Address	www.goddardlibrary.com
1.10d Facebook	@GPLibrary
1.10e Twitter	n/a
1.10f Other Social Media	instagram
1.10f Other Social Media	snapchat

**Other**

1.11 Friends	No
1.12 Volunteers	No

PART 2: GENERAL INFORMATION

**PART 2: GENERAL INFORMATION**

2.1 Number of Bookmobiles	0	
2.2 Online Public Access Catalog	Agent - Verso	
2.2a Number of Registered Users	5,190	4,807
2.3 Number of Central Libraries	1	

**2.4 Number of Branch Libraries**

0

**Information**

Include the main library here. Include name of branch, branch head librarian, street address (no post office box numbers), city, zip + four, email address, telephone, fax and web address. A branch library is an auxiliary unit of an administrative entity which has at least all of the following: 1) separate quarters, 2) an organized collection of library materials, 3) paid staff, and 4) regularly scheduled hours for opening to the public.

Location	2.5a Legal Name	2.5b Square footage
GODDARD PUBLIC LIBRARY	GODDARD PUBLIC LIBRARY	7,260

**Hours**

Please select 'Save' to add your total hours to question 2.6

Location	2.5c Public Service Hours per Year	2.5d Public Service Weeks per Year
GODDARD PUBLIC LIBRARY	2,860 2,704	52 52

**Total Hours**

<b>2.6 Public Service Hours Per Year</b>	2,860	2,704
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**Address**

Location	2.5f Street Address (no post office box numbers)	2.5g City
GODDARD PUBLIC LIBRARY	201 N. MAIN	CITY OF GODDARD

**Contact**

Location	2.5h Email Address	2.5i Telephone	2.5j Fax
GODDARD PUBLIC LIBRARY	director@goddardlibrary.com	(316) 794-8771	(316) 794-3405

**Library Services**

<b>2.7 Library Visits</b>	23,318	19,578
<b>2.8 Reference Transactions</b>	1,860	1,489

**PART 3: PAID STAFF-FULL TIME EQUIVALENT (FTE)****PART 3: PAID STAFF-Full time equivalent (FTE)**

Include total hours for all individuals in each category. The full time equivalent (FTE) for any staff category is determined by summing the total hours worked per typical week by all category employees and dividing by 40.

<b>3.1 Total Librarian Hours</b>	132.00	
<b>3.1a Total Librarians</b>	3.30	3.38
<b>3.2 ALA-MLS Hours</b>	0.00	
<b>3.2a ALA-MLS</b>	0.00	0.00
<b>3.3 All Other Paid Employee Hours</b>	8.00	
<b>3.3a All Other Paid Employees</b>	0.20	0.11
<b>3.4 Total Paid Employee Hours</b>	140.00	139.50
<b>3.4a Total Paid Employees</b>	3.50	3.49

**Total Staff FTE****PART 4: SALARY SURVEY****PART 4: SALARY SURVEY**

Do not report individual employees names. For the purposes of this report, full-time equals 40 hours per week.

3	7	3	
<b>4.a Name of Position</b>	<b>4.b Current number of employees in this position</b>	<b>4.c Current Hourly Salary (or range if more than one is in the position)</b>	
Director	1	10.00 -16.25	X
Clerk	4	9.00 - 12.00	X
Assistant	2	10.00 -15.00	X
			X

PART 5: BENEFITS

**PART 5: BENEFITS**

<b>5.1 Does your library provide paid vacation days?</b>	Yes
<b>5.2 Does your library provide sick leave days?</b>	Yes
<b>5.3 Does your library provide retirement benefits?</b>	Yes
<b>5.4 Does your library provide medical insurance?</b>	No

PART 6: OPERATING INCOME

**PART 6: OPERATING INCOME**

Report all income as whole dollars only; omit cents. If your library does not have an item in its budget or if the information is not available, enter "0". For most libraries, mill levy information can be located at <http://admin.ks.gov/offices/chief-financial-officer/municipal-services/municipal-budgets> or by asking your city office. Locate the appropriate budget for your library. Spreadsheet budgets will have a red tab called "Library Grant", .PDF budgets will have a page headed "Worksheet for State Grant-in-Aid to Public Libraries". Note- some libraries will have more than one budget to check.

<b>6.1a Library Fund Mill Levy Rate (three decimal places)</b>	3.000	3.000
<b>6.1b Library Fund Revenue (whole dollars only)</b>	\$143,013	\$130,907
<b>6.2a Library Employee Benefits Fund Levy Rate (three decimal places)</b>	0.000	0.000
<b>6.2b Library Employee Benefits Fund Revenue (whole dollars only)</b>	\$0	\$0
<b>6.3 Additional municipal government funds</b>	\$0	\$0
<b>6.4 Indirect additional local public support</b>	\$0	\$0
<b>6.5 Local Government Revenue</b>	\$143,013	\$130,907
<b>6.6 State Grant-in-Aid</b>	\$1,352	\$1,423
<b>6.7 Receipts of System grant funds</b>	\$19,775	\$18,641
<b>6.8 State Government Revenue</b>	\$21,127	\$20,064
<b>6.9 Federal Government Revenue</b>	\$0	\$0
<b>6.10 Other Revenue</b>	\$21,374	\$33,938
<b>6.11 Total Revenue</b>	\$185,514	\$184,909

PART 7: CAPITAL FUNDS

**PART 7: CAPITAL FUNDS**

**\*\*Please note, the survey definition of acceptable capital expenditures is NOT the same as the Kansas statute definition. To the best of your ability, please use the survey definition here.\*\* Funds designated for the acquisition of or additions to fixed assets such as building sites, new buildings and building**

additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furniture and equipment, regular purchase of library materials, and investments for capital appreciation.

<b>7.1 Does your library have a Capital Improvement Fund?</b>	Yes	
<b>7.2a Local Government Capital Revenue</b>	\$0	\$0
<b>7.2b State Government Capital Revenue</b>	\$0	\$0
<b>7.2c Federal Government Capital Revenue</b>	\$0	\$0
<b>7.2d Other Capital Revenue</b>	\$0	\$0
<b>7.2e Total Capital Revenue</b>	\$0	\$0
<b>7.3 Total Capital Expenditures</b>	\$10,800	\$0

PART 8: EXPENDITURES

**PART 8: EXPENDITURES**  
 Report all expenses as whole dollars only; omit cents. If your library does not have an item in its budget or the information is not available, enter "0".

**Staff Expenditures**

<b>8.1 Salaries &amp; Wages Expenditures</b>	\$78,979	\$69,626
<b>8.2 Employee Benefits Expenditures</b>	\$6,809	\$7,562
<b>8.3 Total Staff Expenditures</b>	\$85,788	\$77,188

**Print Collection Expenditures**

<b>8.4a Expenditures on Print Books</b>	\$20,459	\$23,828
<b>8.4b Expenditures on Print Periodicals</b>	\$3,237	\$3,104
<b>8.4c Total Print Materials Expenditures</b>	\$23,696	\$26,932

**Electronic Materials Expenditures**  
 Money contributed to the Statewide Digital Book eLending or another consortium should be included. Funds expended for your own service, not connected with another library or system should also be counted.

<b>8.5a Expenditures on Ebooks</b>	\$0	\$0
<b>8.5b Expenditures on Databases/Online Resources</b>	\$1,310	\$1,260
<b>8.5c Expenditures on other electronic materials</b>	\$0	\$0
<b>8.5d Total Expenditures on All Electronic Materials</b>	\$1,310	\$1,260

**Collection Expenditures**

<b>8.6 Other Materials Expenditures</b>	\$3,757	\$5,330
<b>8.7 Total Collection Expenditures</b>	\$28,763	\$33,522

**Operating Expenditures**

<b>8.8 Other Operating Expenditures</b>	\$61,871	\$73,378
<b>8.9 Total Operating Expenditures</b>	\$176,422	\$184,088

PART 9: RESOURCES

**PART 9: RESOURCES**

<b>9.1a Books owned at the beginning of 2018</b>	31,059	29,000
<b>9.1b Books added during the calendar year</b>	2,752	2,752

<b>9.1c Books withdrawn during the calendar year</b>	2,453	693
<b>9.1d Total Print Materials at end of 2018</b>	31,358	31,059
<b>9.2 Total Audio - Physical Units</b>	647	559
<b>9.3 Total Video - Physical Units</b>	1,875	1,897

**9.2a Audio-Downloadable Units**

Report the total number of downloadable audio units that have been purchased, leased, or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patrons; count only items that have a set circulation period where it is available for their use. Do not duplicate numbers for each branch. If your library has no downloadable audio units, please enter "0".

<b>Sunflower Overdrive Consortium</b>		0
<b>Statewide Collection</b>	26,673	21,546
<b>Overdrive (not part of Sunflower)</b>	0	0
<b>Axis 360</b>	0	0
<b>Other</b>	0	0
<b>9.2a Audio - Downloadable Units</b>	26,673	21,546

**9.3a Video-Downloadable Units**

Report the total number of downloadable video units that have been purchased, leased, or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patrons; count only items that have a set circulation period where it is available for their use. Do not duplicate numbers for each branch. If your library has no downloadable audio units, please enter "0".

<b>Sunflower Overdrive Consortium</b>		0
<b>Overdrive</b>	0	0
<b>Axis 360</b>	0	0
<b>Other</b>	0	0
<b>9.3a Video - Downloadable Units</b>	0	0

**9.4 Total Electronic Books (Ebooks)**

Ebooks are defined as electronic equivalents of paper books; they are electronic documents that require a device (eReader, computer, etc.) to access. Report only ebook units that have been purchased, leased, or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patrons; count only items that have a set circulation period where it is available for their use. Do not duplicate numbers for each branch. If your library has no downloadable audio units, please enter "0".

<b>Sunflower Overdrive Consortium</b>		0
<b>Statewide Collection</b>	96,082	92,665
<b>Overdrive</b>	0	0
<b>Axis 360</b>	0	0
<b>Other</b>	0	0
<b>9.4 Total Electronic Books (Ebooks)</b>	96,082	92,665

**Additional Resources**

<b>9.5 Number of all Other Materials</b>	50	1,200
<b>9.6 Total Collections</b>	156,685	148,926
<b>9.7 Current Print Serial Subscriptions</b>	55	48
<b>9.8 Local/Other cooperative agreements</b>	0	0



<b>9.9 State Electronic Collections</b>	68	
<b>9.10 Total Electronic Collections</b>	68	64

**PART 10: PUBLIC COMPUTERS & INTERNET ACCESS**

**PART 10: PUBLIC COMPUTERS & INTERNET ACCESS**

<b>10.1 Internet Computers Used by General Public</b>	12	12
<b>10.2 Number of Uses (Sessions) of Public Internet Computers Per Year</b>	3,988	3,012
<b>10.3 Does your library provide wireless (WiFi) access to the Internet to your patrons?</b>	Yes	
<b>10.4 Wireless Sessions - Annually</b>	1,565	1,232

**PART 11: CIRCULATION & PROGRAMS**

**PART 11: CIRCULATION & PROGRAMS**

The total annual circulation of all library materials of all types, including renewals. Count all materials in all formats that are checked out for use outside the library. Count interlibrary loan transactions only for items borrowed and checked out to patrons. Do not include items checked out to another library. Do not use circulation multipliers. For example, if a film is checked out and shown to 30 people, count 1 circulation, not 30. Do not report "automatic renewals" as circulations. Report annual totals.

**Physical**

<b>11.1 Circulation of Adult Materials</b>	28,316	27,531
<b>11.2 Circulation of Children's Materials</b>	42,956	35,585
<b>11.2a Total Physical Item Circulation</b>	71,272	63,116

**Electronic**

**11.3 Use of Electronic Materials**

Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials ...more

<b>Sunflower Overdrive Consortium</b>		0
<b>Statewide Collection (RBdigital, cloudLibrary &amp; Freading)</b>	2,057	1,305
<b>Overdrive (not part of Sunflower)</b>	0	0
<b>3M (individual collection, not statewide)</b>	0	0
<b>RBdigital (individual collection, not statewide)</b>	0	0
<b>Axis 360</b>	0	0
<b>Other</b>	0	0
<b>11.3 Total</b>	2,057	1,305

**11.3a Successful Retrieval of Electronic Resources**

The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a ...more

<b>Hoopla</b>	0	0
<b>Zinio</b>	15	29
<b>Other</b>	0	0
<b>11.3a Total</b>	15	29

**Total Electronic**

<b>11.3b Electronic Content Use</b>	2,072	1,334
<b>11.4 Total Circulation of materials</b>	73,329	64,421
<b>11.4a Total Collection Use</b>	73,344	64,450

**Interlibrary Loan Statistics**

"Original items" are books, videos, tapes, and other material that will be returned to the lender;  
 "Copies" are items that the user may keep (generally photocopies)

**Borrowing**

Requesting of material from another library for your own patron

<b>11.5 Returnables Borrowed (books, DVDs, etc.)</b>	793	572
<b>11.6 Copies Borrowed (Photocopies, floating Playaways, printed copies of microfilm, etc)</b>	0	0
<b>11.7 Interlibrary Loans Received From</b>	793	572
<b>11.8 Borrowing requests that go unfiled</b>	2	0

**Lending**

Sending out of your materials to another library for their patron

<b>11.9 Returnables Lent (books, DVDs, etc.)</b>	466	388
<b>11.10 Copies (Photocopies, floating Playaways, printed copies of microfilm, etc) Lent</b>	0	0
<b>11.11 Interlibrary Loans Provided To</b>	466	388
<b>11.12 Lending requests that go unfiled</b>	0	0

**Programming**

Report program and events whether held on- of off-site, that are sponsored or co-sponsored by the library. Count each instance of a series of programs as an event. Example: a weekly story hour is 52 programs, not one.

<b>11.14 Does your library host or co-host a summer reading program intended for children under 18 years of age?</b>	Yes
<b>11.14a Does your library participate in Kansas Reads to Preschoolers?</b>	Yes

**Early Literacy (birth-5)**

	<b>11.15a Number of Programs/Events</b>		<b>11.15b Attendance (regardless of age)</b>	
<b>Summer Reading Program</b>	17	21	592	657
<b>KS Reads to Preschoolers</b>	1	1	11	8
<b>Other</b>	35	16	1,224	1,096
<b>Total</b>	53	38	1,827	1,761

**Children (6-11)**

	<b>11.15c Number of Programs/Events</b>		<b>11.15d Attendance (regardless of age)</b>	
<b>Summer Reading programs</b>	74	32	1,118	2,606
<b>Other</b>	4	1	458	92
<b>Total</b>	78	33	1,576	2,698

**Young Adult (12-18)**

	<b>11.16a</b> Number of Programs/Events		<b>11.16b</b> Attendance (regardless of age)	
Summer Reading Program	23	17	168	200
Other	0	0	0	0
<b>Total</b>	<b>23</b>	<b>17</b>	<b>168</b>	<b>200</b>

**Adult (18+)**

	<b>11.17a</b> Number of Programs/Events		<b>11.17b</b> Attendance (regardless of age)	
Summer Reading Program	8	6	67	170
Other	6	3	66	40
<b>Total</b>	<b>14</b>	<b>9</b>	<b>133</b>	<b>210</b>

**Total**

	<b>11.15e</b> Number of Programs/Events		<b>11.15f</b> Attendance (regardless of age)	
Total of All Children	131	71	3,403	4,459
Total of All Ages	168	97	3,704	4,869

**Technology and computer training**

<b>11.20</b> Does your library provide computer or technology skills training to patrons?	Yes
---	-----

**11.21** What formats of training sessions do you provide? Select all that apply:

Please check all of the formats of training that your library provides to your patrons

Online or on-demand (handouts, online classes, video tutorials, etc)	Yes
One-on-one (including unscheduled, time-of-need)	Yes
Classroom/group	Yes
Promotions of LearningExpress	Yes

**11.22** Which of these computer and technology training topics does your library provide? Select all that apply:

Please check all of the types of training your library provides during the year. All of the following topics are under the umbrella of "Digital Literacy" (which we will not try to define here).

Basic computer use/skills (mouse/keyboarding/basic programs)	Yes
Employment (resume writing, job search, etc)	Yes
eGovernment	Yes
Mobile device use (smartphones, tablets, etc)	Yes
Electronic resources (accessing, searching databases)	Yes
Connections and communications (email, social media, etc)	Yes

**11.23** What levels of training does your library provide to patrons? Check all that apply:

(select all that apply) Select all levels of training or classes your library provides to your patrons.

Basic skills	Yes
Intermediate	Yes
Advanced	Yes

**PART 12: PROJECT EVALUATION**

Completing this section fulfills your library's reporting eligibility requirement for State Grants-in-Aid and serves as your application for Grants-in-Aid. Please enter "0" if your library did not receive funds in the prior year and you wish to apply this year.

<b>12.1 Amount of Grant</b>	\$1,352	\$1,423
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**Expenditures**

<b>12.2a Salaries</b>	\$0	\$0
<b>12.2b Books</b>	\$772	\$823
<b>12.2c Periodicals</b>	\$580	\$600
<b>12.2d Other</b>	\$0	\$0
<b>12.3 TOTAL State Aid Expenditures for 2018 (Must be the same as 12.1)</b>	\$1,352	\$1,423

**PART 13: KANSAS CHILDREN'S INTERNET PROTECTION ACT (KS-CIPA)****PART 13: KANSAS CHILDREN'S INTERNET PROTECTION ACT (KS-CIPA)**

Please verify that your library board has reviewed library's policy regarding KS-CIPA within the last 3 years, and provide the date of the most recent review.

The applicant provides this assurance for the purpose of certifying ongoing compliance with

- The Kansas children's internet protection act, K.S.A. 75-2589, which requires that any public library that provides public access to a computer shall implement and enforce technology protection measures as specified by statute, and with
- Public library internet access policy, KAR 54-4-1, which defines the internet access policy required under statute, and directs the governing body to review this policy at least once every three years.

The applicant further certifies that review of the policy is current by providing the date of the most recent policy review

<b>13.1 Date last reviewed Kansas Children's Internet Protection Act (KS-CIPA)</b>	2018-11-12	2015-12-14
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**PART 14: CIVIL RIGHTS CERTIFICATE****PART 14: CIVIL RIGHTS CERTIFICATE**

Select YES you agree or Select NO you don't agree.

The applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts, (except contracts of insurance or guaranty), property, discounts, or other Federal financial assistance to education programs or activities from the Institute of Museum and Library Services.

The applicant assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended. 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504, of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794 et seq., which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972, as amended. 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
4. The Age Discrimination Act of 1975, as amended. 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.

5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the Institute of Museum and Library Services.

The applicant agrees that compliance with this Assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the applicant, its successors, transferees, and assignees for the period during which such assistance is provided. The applicant further assures that all contractors, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to its students or employees in connection with its education programs or activities are not discriminating in violation of the above statutes, regulations, guidelines, and standards against those students or employees. In the event of failure to comply the applicant understands that assistance can be terminated and the applicant denied the right to receive further assistance. The applicant also understands that the Institute of Museum and Library Services may at its discretion seek a court order requiring compliance with the terms of the Assurance or seek other appropriate judicial relief.

I agree with the above Civil Right Certification.

14.1 I agree with the above Civil Right Certification.	Yes
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PART 15: CERTIFICATION

**PART 15: CERTIFICATION**

Thank you for completing this report. Please make a copy for your library files and submit the original online no later than February 10, 2019.

Submission after February 10, 2019 will result in the library being deemed ineligible for State Grants-in-Aid.

15.1 Respondent's Name	Michelle Li Stewart
15.2 Respondent's Title	Assistant Director
15.3 Respondent's Email	director@goddardlibrary.com

<sup>1</sup>, 1.9a Kendra A Mork has retired. Michelle L Stewart is filling in as Director until a new director can be hired. (0-2019-01-16)

**Goddard Public Library**  
**Profit & Loss Budget Performance**  
January 2019

	<u>Jan 19</u>	<u>Budget</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Balance Forward	10,000.00	10,000.00	10,000.00	10,000.00
Copy Machine Fees	80.55	850.00	850.00	850.00
Fax Fees	5.00			
Fines	251.15	2,000.00	2,000.00	2,000.00
<b>Grants</b>				
Levand Trust	0.00	5,000.00	5,000.00	5,000.00
SCKLS	0.00	15,000.00	15,000.00	15,000.00
State Aid	0.00	1,300.00	1,300.00	1,300.00
<b>Total Grants</b>	<u>0.00</u>	<u>21,300.00</u>	<u>21,300.00</u>	<u>21,300.00</u>
Interest Income	1.15	20.00	20.00	20.00
<b>Library Funds</b>				
16/20 Vehicles	0.00	50.00	50.00	50.00
Advalorem	0.00	129,896.00	129,896.00	129,896.00
Delinquent Taxes	0.00	1,000.00	1,000.00	1,000.00
Mach & Equip	0.00	0.00	0.00	0.00
Motor Vehicle	0.00	7,000.00	7,000.00	7,000.00
RV	0.00	50.00	50.00	50.00
<b>Total Library Funds</b>	<u>0.00</u>	<u>137,996.00</u>	<u>137,996.00</u>	<u>137,996.00</u>
<b>Total Income</b>	<u>10,337.85</u>	<u>172,166.00</u>	<u>172,166.00</u>	<u>172,166.00</u>
<b>Expense</b>				
Accounting	90.00	1,080.00	1,080.00	1,080.00
Capital Improvement Budget	0.00	6,000.00	6,000.00	6,000.00
Community Relations	104.26	4,500.00	4,500.00	4,500.00
Continuing Education	0.00	250.00	250.00	250.00
Internet Fee	139.95	1,639.00	1,639.00	1,639.00
Levand Trust Expense	0.00	5,000.00	5,000.00	5,000.00
<b>Library Inventory</b>				
Audio Books	0.00	2,000.00	2,000.00	2,000.00
Books	1,973.16	18,972.00	18,972.00	18,972.00
Magazines and Periodicals	0.00	2,500.00	2,500.00	2,500.00
Newspaper Subscriptions	0.00	750.00	750.00	750.00
Videos/CD's	44.36	2,000.00	2,000.00	2,000.00
Library Inventory - Other	26.00			
<b>Total Library Inventory</b>	<u>2,043.52</u>	<u>26,222.00</u>	<u>26,222.00</u>	<u>26,222.00</u>
Maintain building and grounds	67.09	5,000.00	5,000.00	5,000.00
Memberships	368.00	1,800.00	1,800.00	1,800.00
Miscellaneous	31.00	500.00	500.00	500.00
<b>Payroll Expenses</b>				
KPERs-MISC	0.00	100.00	100.00	100.00
KPERs Employee Contribution	87.32	3,000.00	3,000.00	3,000.00
KPERs Employer Contribution	136.65	4,000.00	4,000.00	4,000.00
Payroll	4,981.98			

## Goddard Public Library Profit & Loss Budget Performance January 2019

	<u>Jan 19</u>	<u>Budget</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Payroll Taxes	0.00	15,000.00	15,000.00	15,000.00
State Unemployment Taxes (SUTA)	0.00	100.00	100.00	100.00
Workman's Comp Insurance	234.00	375.00	375.00	375.00
Payroll Expenses - Other	0.00	67,000.00	67,000.00	67,000.00
<b>Total Payroll Expenses</b>	<b>5,439.95</b>	<b>89,575.00</b>	<b>89,575.00</b>	<b>89,575.00</b>
Postage and Shipping	1,172.02	1,750.00	1,750.00	1,750.00
Programming	71.11	3,000.00	3,000.00	3,000.00
Summer Reading - ADULT	0.00	750.00	750.00	750.00
Summer Reading Program	0.00	2,500.00	2,500.00	2,500.00
Supplies-building	64.17	1,500.00	1,500.00	1,500.00
Supplies-Computer	2,185.16	5,200.00	5,200.00	5,200.00
Supplies-Office	127.19	1,500.00	1,500.00	1,500.00
Supplies - Furniture	0.00	1,500.00	1,500.00	1,500.00
Supplies - Processing	677.45	2,000.00	2,000.00	2,000.00
Telephone	79.72	900.00	900.00	900.00
Utilities	815.34	8,000.00	8,000.00	8,000.00
Workshops/Travel/Training	0.00	2,000.00	2,000.00	2,000.00
<b>Total Expense</b>	<b>13,475.93</b>	<b>172,166.00</b>	<b>172,166.00</b>	<b>172,166.00</b>
<b>Net Ordinary Income</b>	<b>-3,138.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-3,138.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Goddard Public Library**  
**Summary Balance Sheet**  
As of January 31, 2019

	<u>Jan 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	<u>40,532.88</u>
<b>Total Current Assets</b>	<u>40,532.88</u>
<b>TOTAL ASSETS</b>	<u><u>40,532.88</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	<u>40,532.88</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>40,532.88</u></u>



|

**Subject:** Please review contract US10015031 before it is renewed  
**From:** ProQuest Renewals <yourrenewal@proquest.com>  
**Date:** Fri, Feb 01, 2019 11:00 am  
**To:** kmork@goddardlibrary.com

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The following will be renewed for a total of 1,362.40 USD.

### Goddard Public Library

Contract Number	Product	Price	Renewal Month
US10015031	Ancestry Library	1,362.40	April/2019

If you require an invoice dated today, please use \_\_\_\_\_ and select today's date in the "invoice me on this date" field. Otherwise, you will receive an invoice 30 days from this notification with standard payment terms.

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Best regards

Clerk II

Year Exp.	HS Student	HS Graduate	Associate	Bachelor
0	Min	Min + \$.10	Min + \$.80	Min + \$1.60
1	Min + \$.10	Min + \$.20	Min + \$1.00	Min + \$1.85
2	Min + \$.20	Min + \$.30	Min + \$1.20	Min + \$2.10
3	Min + \$.30	Min + \$.40	Min + \$1.40	Min + \$2.35.
4		Min + \$.50	Min + \$1.60	Min + \$2.60
5		Min + \$.60	Min + \$1.80	Min + \$2.85
6			Min + \$2.00	Min + \$3.10
7			Min + \$2.20	Min + \$3.35
8			Min + \$2.40	Min + \$3.60
9				Min + \$3.85
10				Min + \$4.10

Minimum wage = 7.35

Clerk II ?  
 moved up to 9.00

Library Assistant

Year Exp.	HS Graduate	Associate	Bachelor
0	Min + \$.20	Min + \$.90	Min + \$1.70
1	Min + \$.30	Min + \$1.10	Min + \$1.95
2	Min + \$.40	Min + \$1.30	Min + \$2.20
3	Min + \$.50	Min + \$1.50	Min + \$2.45
4	Min + \$.60	Min + \$1.70	Min + \$2.70
5	Min + \$.70	Min + \$1.90	Min + \$2.95
6		Min + \$2.10	Min + \$3.20
7		Min + \$2.30	Min + \$3.45
8		Min + \$2.50	Min + \$3.70
9			Min + \$3.95
10			Min + \$4.20

L.A - Starting pay \$9.00  
 \$10.00

**Clerk II (9.00)**

<i>Experience in years</i>	<i>HS student</i>	<i>HS graduate</i>	<i>Associate</i>	<i>Bachelor</i>
0	start wage	start + \$.10	start + \$.80	start + \$1.60
1	+ up to \$.10	+ up to \$.10	+ up to \$.20	+ up to \$.25
2	+ up to \$.10	+ up to \$.10	+ up to \$.20	+ up to \$.25
3	+ up to \$.10	+ up to \$.10	+ up to \$.20	+ up to \$.25
4	+ up to \$.10	+ up to \$.10	+ up to \$.20	+ up to \$.25
5	+ up to \$.10	+ up to \$.10	+ up to \$.20	+ up to \$.25
6	+ up to \$.10	+ up to \$.10	+ up to \$.20	+ up to \$.25
7	+ up to \$.10	+ up to \$.10	+ up to \$.20	+ up to \$.25
8	+ up to \$.10	+ up to \$.10	+ up to \$.20	+ up to \$.25
9	+ up to \$.10	+ up to \$.10	+ up to \$.20	+ up to \$.25
10	+ up to \$.10	+ up to \$.10	+ up to \$.20	+ up to \$.25

**Library Assistant (10.00)**

<i>Experience in years</i>	<i>HS graduate</i>	<i>Associate</i>	<i>Bachelor</i>
0	start + \$.20	start + \$.90	start + \$1.70
1	+ up to \$.10	+ up to \$.20	+ up to \$.25
2	+ up to \$.10	+ up to \$.20	+ up to \$.25
3	+ up to \$.10	+ up to \$.20	+ up to \$.25
4	+ up to \$.10	+ up to \$.20	+ up to \$.25
5	+ up to \$.10	+ up to \$.20	+ up to \$.25
6	+ up to \$.10	+ up to \$.20	+ up to \$.25
7	+ up to \$.10	+ up to \$.20	+ up to \$.25
8	+ up to \$.10	+ up to \$.20	+ up to \$.25
9	+ up to \$.10	+ up to \$.20	+ up to \$.25
10	+ up to \$.10	+ up to \$.20	+ up to \$.25