

Goddard Public Library Board Meeting Agenda
January 11, 2021 @ 7:05 pm
Join Zoom Meeting

<https://us02web.zoom.us/j/84585204765?pwd=S3ZDY2tlcmtsU1FhN2Rla2M5cndCUT0>

9

Meeting ID 845 8520 4765

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting December 14, 2020
4. Citizen Comments
5. Correspondence and communications
6. Director's Report
 - a. Circulation Report
7. Financial Report
8. Old Business
 - a. Patron Annual Survey – working on Facebook polls
 - b. Director contract amendment
 - c. Friends/Foundation update – are meeting the 3rd Wednesday of each month @ 6 pm – no meeting in November or December. Next is January 20
 - d. Christmas on Main Street
 - e. City updates
 - f. Circulation Desk remodel
9. New Business
 - a. Book/Bake sale first Saturday in May during City Wide
 - b. Library's Annual State Report
 - c. Committees
10. Executive Session
11. As may be presented

*Next meeting is February 8, 2021.

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

Goddard Public Library Board Meeting Minutes - Draft

December 14, 2020 @ 7:05 pm

Join Zoom Meeting

<https://us02web.zoom.us/j/84585204765?pwd=S3ZDY2tlcmU1FhN2Rla2M5cndCUT0>

9

Meeting ID 845 8520 4765

1. **Roll Call** at 7:09: April Hernandez, Vickie Luthi, Frank Petsche, Lisa Coyne, and Stephanie Mount attended the meeting in person, at the Library. Sherry Lauer, Margo Rakes, and Lisa Stoller attended via Zoom. Tamara Judd was absent. Lisa Fouts joined the meeting at 7:20.
2. **Approval of Agenda:** Frank made a motion to approve the agenda. Lisa C. seconded the motion. Motion carried 7 - 0.
3. **Approval of Minutes** of Regular Meeting November 9, 2020: The November Minutes were approved with one minor correction.
4. **Citizen Comments:** None
5. **Correspondence and Communications** – April got an email from the State Library of Kansas about Kansas Notable Books. We got \$169 for the purchase books by Kansas authors.
6. **Director's Report**
 - a. **Circulation Report:** We are back to pre Covid numbers with circulation.
 - We had a stampede for Gingerbread house kits and gingerbread ornament kits. The Chamber is going to help pay for some of the kits. We went to the Reindeer Farm and the Nifty Nut House for off-site Story Times.
 - We made \$195 on the Christmas inflatables we sold. They were from Breakfast with Santa.
 - A lot of kids have brought in letters for Santa.
 - We are starting to plan for summer.
 - We interviewed three people. Our first choice turned us down because it wasn't enough money. The second choice said they couldn't start until June. We are going to hold off for a while.

- Coffee and food trucks have started Tuesday through Friday. We have coffee truck and a Greek food truck for breakfast and lunch.
- The new magazine racks are in and placed in the front of the library.

7. **Financial Report:** We will be left with adequate funds left in the account at the end of the year to cover the delay in 2021 payments from the City, which usually come in early February. Any surplus will go into the Capital fund and/or held in reserve for emergencies.

8. **Old Business**

a. **Patron Annual Survey:** Only seven have taken it so far.

b. **Director Contract Amendment:** Item 5B in the contract notes the health care costs to April at 85% not to exceed \$500. Right now it's \$609 per month and it will probably go up in April. April would like to uncap the amount and move the percentage to 90%. April will email us her contract and we will discuss in Executive Session in January.

c. **Friends/Foundation Update** – they are meeting the 3rd Wednesday of each month @ 6 pm – There was no meeting in November.

d. **Christmas on Main Street** – Discussed above.

e. **City Updates:** The City is planning to do away with the empty Council seat and reorganize the Council like the County Commission. They want to add amenities into the STAR Bond. There will be a public hearing at the next Council meeting. They do not mandate masks so many people can't attend.

9. **New Business**

a. **Circulation Desk Remodel:** Will be about \$1353 to lower the countertop. Lisa S. made a motion to accept the bid for the counter and Sherry seconded. Motion carried 8 - 0.

b. **Temporary Employee Exemption:** The current policy will remain in place.

10. **Executive Session:** At 7:58 Lisa C. moved to recess into Executive Session pursuant to non-elected personnel matters to include the Library

Board, and that the Library Board will reconvene the open meeting in the Library Commons area at 8:13. Frank seconded. No binding action was taken. At 8:13 Lisa C. moved to recess into Executive Session pursuant to non-elected personnel matters to include the Library Board, and that the Library Board will reconvene the meeting in the Library Commons area at 8:28. Lisa S. seconded. No binding action was taken.

11. **The Board resumed open session** at 8:30. Sherry made a motion to approve a 4% raise in salary for the Director of the Library. Margo seconded. Motion passed 8 - 0.

Frank made a motion and Lisa C. seconded to approve the evaluation of the Director. Motion passed 8 – 0.

Sherry made a motion to approve April's bonus of \$917.60 which is 5% of \$18,352 grants she secured. Lisa Fouts seconded. Motion passed 8 - 0

12. **As may be presented:** Sherry made a motion and Frank seconded to give staff a \$50 bonus for Christmas. Motion passed 8 – 0.

13. **Adjournment:** Lisa Fouts made a motion to adjourn and Frank seconded at 8:37 p.m. Motion carried 7 - 0.

***Next meeting is January 11, 2021.**

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

Director's Report January 2021

December definitely kept us busy this year. Santa visits and other programming were very well received. Hopefully we can make StoryTime with Santa a new Christmastime tradition.

Carrie and I were out an about petting Reindeer, walking through trails dimly lit by Christmas light displays, and getting to fight through the masses for candy and nuts. 2020 was definitely different but we all enjoyed providing new and different programming.

We are all looking forward to what 2021 has in store. We will continue to brain storm for programming ideas and appreciate any input the board and community bring to the table.

As is shown in our year end report infographic, we were definitely busy sending materials to consortia and other libraries. Huge increase over last year because of joining the consortium. Our materials are definitely getting more use. We sent out more than we brought in which shows that patrons are content with our offerings and that our materials are ones that others want.

January is going to be a slower month for programming as Carrie is busy getting donation and prize letters out for Summer Reading and also trying to plan programming for that time this year. She is going out to two different preschools with Traveling StoryTime 3x/month and has gotten permission to start up the Dove Estates book club again. We will be continuing our StoryTime field trips, StoryTime Live and in person, STEAM classes and wine and color virtual painting nights.

The Big Read just started and we will be having programming specific to that. Carrie is on the committee for that and the KanRead which will occur in the Fall.

We are planning to have a Book/Bake sale the first Saturday in May. We will need lots of help with that. I will be speaking with FF about spearheading that and know that we will need lots of help and Library Board involvement.

Here's to a great 2021!!!

GODDARD PUBLIC LIBRARY
December 2019

GODDARD PUBLIC LIBRARY
December 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	69	73	84	111	96	1017	2225		
Fiction	638	549	782	93	259	357	500	400	319	470	390	472	5229	7671		
Periodicals	148	136	89	7	1	20	11	5	22	20	8	23	490	1086		
Audio Books	62	50	42	5	4	23	29	24	13	13	15	5	285	583		
Videos/ DVD	213	297	331	12	41	155	188	276	195	255	246	309	2518	2609		
JUVENILE																
Non-fiction	300	257	247	37	65	139	165	121	158	204	190	191	2074	4695		
Fiction	1331	1110	1383	184	442	809	802	698	796	1173	1484	1187	11399	18618		
Periodicals	6	1	5	1	0	2	3	0	0	3	1	8	30	237		
Videos/ DVD	105	105	93	2	27	33	46	36	38	40	16	28	569	1329		
Audio	4	2	2	0	0	15	10	8	5	1	9	9	65	68		
Other																
TOTAL	2930	2627	3101	353	877	1637	1834	1637	1619	2263	2470	2328	23676	39121	44326	34516

Computer	425	425	295	1	2	44	64	84	75	64	64	91	1634	5045	3988	3012
Wireless	124	114	128	40	62	116	116	101	105	107	110	88	1211	1724	1565	1232
													2845	6769	5553	4244

Reference Question	247	216	257	48	167	369	384	331	314	338	283	301	3255	2653	1860	1489
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INTERLIBRARY LOAN																
Books Loaned	363	350	401	0	345	443	347	351	371	357	380	347	4055	548	466	388
Unfilled	9	2	3		2	2	3	2	3	2	1	1	30	9	0	0
Books Borrowed	139	183	183	0	149	270	259	227	250	362	214	177	2413	828	793	572
Unfilled	0	0	0		0	0	0	0	0	0	0	1	1	8	2	0

NEW LIBRARY CARDS	27	32	34	11	5	8	8	15	33	25	20	22	240	360	404	462
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MATERIALS ADDED																
Adult	76	66	44	29	53	84	85	37	41	61	44	43	663	747	1093	1256
Juvenile	146	69	100	35	35	58	68	62	74	80	59	34	820	789	993	1496
TOTAL	222	135	144	64	88	142	153	99	115	141	103	77	1483	1536	2086	2752

LIBRARY ATTENDANCE	1490	1610	1343	7	155	365	597	557	485	571	680	883	8743	24302	19195	16985
Children	180	427	445	656	966	1341	1408	1092	779	71	1232	2575	11172	3778	3214	2338
Other	52	36	286	557	1071	1577	416	256	1652	1009	231	55	7198	228	909	255
TOTAL	1722	2073	2074	1220	2192	3283	2421	1905	2916	1651	2143	3513	27113	28308	23318	19578

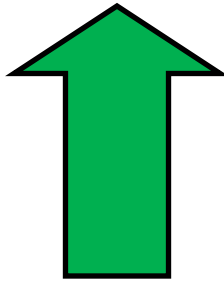
21 programs

April Hernandez
DIRECTOR

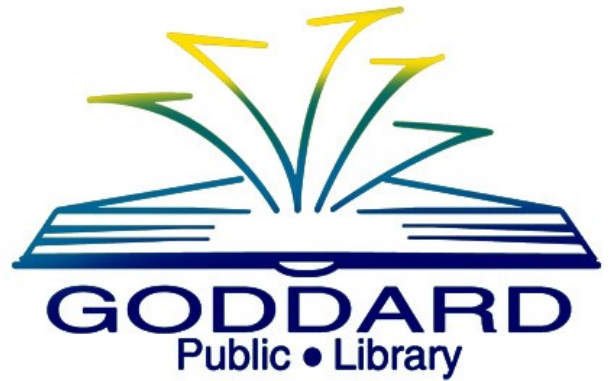
ATTENDANCE	J	F	M	A	M	J	J	A	S	O	N	D				
Vickie Luthi	+	+	+	+	+	+	+	+	+	EX	+	+			2	2023
Stephanie Mount						new	+	+	+	EX	+	+			1	2024
Lisa Fouts	EX	+	+	+	+	+	+	+	EO	+	+	LI			1	2020
Deanna Highfill	-		EX	EX	+	LI	+	+	EX	AB	resign				2	2021
Frank Petsche	+	+	+	+	LI	+	+	+	+	+	+	+			1	2021
Lisa Coyne	+	+	+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

300%



**In Sunflower
eLibrary circulation**



**197 programs
Virtually or
In person**



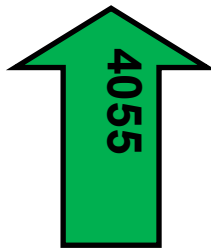
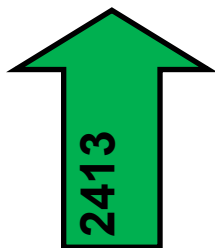
**Increased
followers by 208
or 20%**

**Video programs
were viewed
13944 times**

Inter Library Loan

Borrowed

Loaned



Increase
of 190%

Increase
of 640%

**143
New Sunflower
eLibrary users**

2020 year-end report

	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	\$0.00	-\$90.00		
17					\$200.00	\$0.00	-\$200.00	\$0.00	-\$200.00		
18			\$0.00	\$20.75	\$20.75	\$0.00	-\$20.75	\$0.00	-\$20.75		
19		\$308.00	\$41.67	\$41.67	\$353.00	\$500.00	\$147.00	\$500.00	\$147.00		
20	\$402.03	\$186.53	\$500.00	\$313.47	\$4,740.32	\$6,000.00	\$1,259.68	\$6,000.00	\$1,259.68		
21		\$302.88		-\$302.88	\$1,373.84	\$0.00	-\$1,373.84	\$0.00	-\$1,373.84		
22	\$151.18	\$363.20	\$133.33	-\$229.87	\$6,131.79	\$1,600.00	-\$4,531.79	\$1,600.00	-\$4,531.79		
23	\$34.30	\$1,552.54	\$41.67	-\$1,510.87	\$3,059.71	\$500.00	-\$2,559.71	\$500.00	-\$2,559.71		
24	\$414.59	\$455.64	\$83.33	-\$372.31	\$3,032.50	\$1,000.00	-\$2,032.50	\$1,000.00	-\$2,032.50		
25		\$116.26	\$0.00	\$0.00	\$116.26	\$0.00	-\$116.26	\$0.00	-\$116.26		
26			\$20.83	\$20.83	\$436.19	\$250.00	-\$186.19	\$250.00	-\$186.19		
27			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
28			\$29.17	\$29.17	\$490.00	\$350.00	-\$140.00	\$350.00	-\$140.00		
29		\$93.15	\$62.50	-\$30.65	\$788.71	\$750.00	-\$38.71	\$750.00	-\$38.71		
30	\$3.16	\$2.66	\$100.00	\$97.34	\$1,337.55	\$1,200.00	-\$137.55	\$1,200.00	-\$137.55		
31				\$0.00	\$151.04	\$0.00	-\$151.04	\$0.00	-\$151.04		
32			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
33			\$41.67	\$41.67	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00		
34	\$500.00	\$500.00	\$500.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00	\$0.00		
35	\$1,809.35	\$1,859.06	\$1,900.00	\$40.94	\$21,621.50	\$22,800.00	\$1,178.50	\$22,800.00	\$1,178.50		
36	\$1,129.41	\$1,178.33	\$920.00	-\$258.33	\$11,571.46	\$11,040.00	-\$531.46	\$11,040.00	-\$531.46		
37	\$6,554.42	\$6,886.55	\$9,413.58	\$2,527.03	\$75,531.24	\$112,963.00	\$37,431.76	\$112,963.00	\$37,431.76		
38			\$41.67	\$41.67	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00		
39			\$8.33	\$8.33	\$100.60	\$100.00	-\$0.60	\$100.00	-\$0.60		
40											
41	\$10,998.44	\$13,804.80									
42											
43											
44			\$13,837.75	\$477.96	\$137,146.46	\$166,053.00	\$28,906.54	\$166,053.00	\$28,906.54		
45					\$137,146.46	\$166,053.00	\$28,906.54		\$28,906.54		

Grant	Amount	Items	April	May	June	July	August	September	October	November	December
SCKLS	\$17,717.00	Materials, Programming	\$1,560.27	\$1,688.89	\$1,821.25	\$3,236.66	\$1,419.14	\$477.52	\$1,979.49	\$2,935.80	\$2,597.98
Levand	\$5,670.00	programming, tech			\$2,137.36	\$143.97	\$584.11	\$2,067.53	\$368.13	\$368.90	
Book Festival	\$3,903.00	Technology			\$1,228.09	\$1,073.77	\$1,601.14				
KLA SRP	\$150.00	Tanganyika programs	\$50.00	\$100.00							
KS Humanities	\$7,500.00	payroll, utiities				\$7,500.00					
State Library CARES	\$750.00	Tanganyika programs, ipad, green screen, ring light, tripod							\$750.00		
NNLM Grant	\$2,500.00	StoryWalk, Fitness Friday							\$1,046.05		
State Library KS Notabl	\$169.84								\$169.84		
Copier Buyout	\$6,196.58								\$5,954.13		
Collier Agency	\$300.00	SRP Kick off		\$243.95	\$53.20						
T&T	\$200.00	Exploration Place/		\$100.00		\$100.00					
W Wichita Opt	\$100.00	program materials		\$100.00							
Goddard Vet	\$100.00	program materials			\$100.00						
Vrana	\$100.00	garden									
City extra money	\$12,835.96	utilities, extras			\$1,308.75	\$2,456.13	\$3,420.81	\$3,443.07	\$1,371.24	\$835.96	
			\$1,610.27	\$2,232.84	\$6,648.65	\$14,510.53	\$7,025.20	\$5,988.12	\$11,638.88	\$4,140.66	\$2,597.98

	A	B	C	D	E	F	G	H	I	J	K
1	GPL										
2	BUDGET REPORT										
3	1/31/2021										
4											
5	MONTH:										
6	1										
7	COLUMN:										
8	B										
9											
10	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
11	CATEGORY	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
12		JANUARY	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.
13											
14											
15											
16	Accounting										
17	Automation/Internet										
18	Maintenance										
19	Misc.										
20	Supplies										
21	Utilities/Telephone										
22	Materials										
23	Community Relations										
24	Programming										
25	Technology										
26	Continuing Education										
27	Licensing										
28	Memberships										
29	Mileage/Meals										
30	Postage										
31	Website										
32	Capital Improvement										
33	Board Insurance/Bond										
34	Director Health Benefit										
35	Payroll Taxes										
36	Retirement										
37	Salaries										
38	Workman's Comp										
39	Unemployment										
40											
41		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
42											
43									City	\$183,900.00	
44									carryover	\$21,353.00	
45									grants	\$7,140.00	

	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			\$120.00	\$0.00		\$0.00		\$1,440.00	\$1,440.00		
17			\$141.67			\$0.00		\$1,700.00	\$1,700.00		
18			\$104.17		\$0.00	\$0.00		\$1,250.00	\$1,250.00		
19			\$8.33				\$0.00	\$100.00	\$100.00		
20			\$458.33		\$0.00		\$0.00	\$5,500.00	\$5,500.00		
21			\$1,333.33	\$0.00		\$0.00		\$16,000.00	\$16,000.00		
22			\$1,087.50				\$0.00	\$13,050.00	\$13,050.00		
23			\$83.33				\$0.00	\$1,000.00	\$1,000.00		
24			\$175.00				\$0.00	\$2,100.00	\$2,100.00		
25			\$266.67		\$0.00		\$0.00	\$3,200.00	\$3,200.00		
26			\$33.33		\$0.00		\$0.00	\$400.00	\$400.00		
27			\$41.67		\$0.00		\$0.00	\$500.00	\$500.00		
28			\$33.33		\$0.00		\$0.00	\$400.00	\$400.00		
29			\$58.33		\$0.00		\$0.00	\$700.00	\$700.00		
30			\$125.00		\$0.00		\$0.00	\$1,500.00	\$1,500.00		
31			\$29.17			\$0.00		\$350.00	\$350.00		
32			\$112.75	\$0.00	\$0.00	\$0.00	\$0.00	\$1,353.00	\$1,353.00		
33			\$83.33		\$0.00		\$0.00	\$1,000.00	\$1,000.00		
34			\$600.00	\$0.00			\$0.00	\$7,200.00	\$7,200.00		
35			\$2,000.00		\$0.00		\$0.00	\$24,000.00	\$24,000.00		
36			\$1,166.67		\$0.00		\$0.00	\$14,000.00	\$14,000.00		
37			\$9,583.33		\$0.00		\$0.00	\$115,000.00	\$115,000.00		
38			\$41.67		\$0.00		\$0.00	\$500.00	\$500.00		
39			\$12.50		\$0.00		\$0.00	\$150.00	\$150.00		
40											
41	\$0.00	\$0.00									
42											
43											
44			\$17,699.41	\$0.00	\$0.00	\$0.00	\$0.00	\$212,393.00	\$212,393.00		
45					\$0.00	\$17,699.42	\$0.00		\$212,393.00		

Library	Cost based on KanShare Contribution
Rose Hill	\$212.00
Park City	\$420.00
Goddard	\$420.00
Mulvane	\$420.00
Augusta	\$632.00
Andover	\$844.00
El Dorado	\$1,052.00
Derby	\$4,498.00
	\$8,498.00

Based on our November Meeting, I first took out Derby's contribution which is what we would pay solo (\$44.98)
I then took the remaining \$4,000 and divided it based on consortium contribution level.

Public Library Survey 2020
GODDARD PUBLIC LIBRARY

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

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	4,796	4,724
1.6 Legal Service Area Boundary Change	No	
1.7 Regional Library System	SCKLS	
1.8 County	SEDGWICK	
1.9a Library Director's Name	April D Hernandez	
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 Library Website (provide URL)	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	Yes
1.12 Volunteers	Yes
1.13 Do you offer meeting rooms for public use, with or without charge?	No
1.14 Does your library charge fines for late materials?	Yes
1.15 What's something your library did this year that you're proud of?	Kept moving the Library forward and offering more outreach during COVID

As a result of COVID-19

Did any locations close due to COVID-19? ¹	Yes
Did staff continue to provide services to the public when closed due to COVID-19?	Yes
Were electronic materials added or increased due to COVID-19?	Yes
Before COVID-19, did the library allow users to register for cards online?	No
During COVID-19, did the library allow users to register for cards online?	Yes
Was reference service provided online or by phone when closed due to COVID-19?	No
Did the library provide "curbside" service during the COVID-19 pandemic?	Yes
Did the library provide live, virtual programs during the COVID-19 pandemic?	Yes
Did the library provide recordings of program content during the COVID-19 pandemic?	Yes

Did the library provide Wifi access before the COVID-19 pandemic?	Yes
Did the library provide Wifi access during the COVID-19 pandemic?	Yes
External WiFi Access Increased During COVID-19	No
Was staff reassigned elsewhere instead of, or in addition to their normal duties?	No
What services (if any) that your library implemented during the COVID-19 pandemic are you planning to continue in the future?	Traveling StoryTime, two storywalks, Virtual fieldtrips, Facebook Live StoryTimes.

PART 2: GENERAL INFORMATION

2.1 Number of Bookmobiles	0
2.2 Online Public Access Catalog	KOHA
2.2a Number of Registered Users	5,167 5,531
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	2.5e Number of Weeks an Outlet Closed Due to COVID-19	2.5f Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
GODDARD PUBLIC LIBRARY	2,860 2,860	46 52	4	234

Total Hours

2.6 Public Service Hours Per Year	2,860 2,860
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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	3167948771	3167943405

Library Services

2.7 Library Visits	27,113 28,308
2.7a Library Visits Reporting Method	Annual Count
2.8 Reference Transactions	3,255 2,653
2.8a Reference Transactions Reporting Method	Annual Count

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 adding the total hours worked per typical week by all category employees and dividing by 40.

3.1 Total Librarian Hours	127.00	
3.1a Total Librarians	3.18	3.18
3.2 ALA-MLS Hours	40.00	
3.2a ALA-MLS	1.00	1.00
3.3 All Other Paid Employee Hours	0.00	
3.3a All Other Paid Employees	0.00	0.00
3.4 Total Paid Employee Hours	127.00	127.00
3.4a Total Paid Employees	3.18	3.18

Total Staff FTE

PART 4: SALARY SURVEY

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

Summary	3	3	3
	4.a Name of Position	4.b Current number of employees in this position	4.c Current Hourly Salary (or range if more than one is in the position)
	Director	1	46800.00
	Programming and Outreach Specialist	1	10.50
	Library Assistant	1	12.00

PART 5: BENEFITS

5.1 Does your library provide paid vacation days?	Yes
5.2 Does your library provide sick leave days?	Yes
5.3 Does your library provide retirement benefits?	Yes
5.4 Does your library provide medical insurance?	Yes

PART 6: OPERATING INCOME

Report all income as whole dollars only. 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.

6.1a Library Fund Mill Levy Rate (three decimal places)	3.000	3.000
6.1b Library Fund Revenue (whole dollars only)	\$145,443	\$147,877
6.2a Library Employee Benefits Fund Levy Rate (three decimal places)		0.000
6.2b Library Employee Benefits Fund Revenue (whole dollars only)		\$0
6.3 Additional municipal government funds	\$25,000	\$0
6.4 Indirect additional local public support		\$0
6.5 Local Government Revenue	\$170,443	\$147,877
6.6 State Grant-in-Aid	\$1,359	\$1,352
6.7 Receipts of System grant funds	\$17,717	\$17,115
6.8 State Government Revenue	\$19,076	\$18,467
6.9 Federal Government Revenue	\$920	\$0
6.10 Other Revenue ³	\$543	\$15,077
6.11 Total Revenue	\$190,982	\$181,421

PART 7: CAPITAL FUNDS

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.

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

PART 8: EXPENDITURES

Report all expenses as whole dollars only. If your library does not have an item in its budget or the information is not available, enter "0".

Staff Expenditures

8.1 Salaries & Wages Expenditures	\$75,281	\$110,875
8.2 Employee Benefits Expenditures	\$37,089	\$11,482
8.3 Total Staff Expenditures	\$112,370	\$122,357

Print Collection Expenditures

8.4a Expenditures on Print Books	\$20,801	\$19,543
8.4b Expenditures on Print Periodicals	\$1,194	\$3,250
8.4c Total Print Materials Expenditures	\$21,995	\$22,793

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.

8.5a Expenditures on Ebooks	\$1,842	\$2,354
8.5b Expenditures on Databases/Online Resources	\$0	\$1,000
8.5c Expenditures on other electronic materials	\$0	\$0
8.5d Total Expenditures on All Electronic Materials	\$1,842	\$3,354

Collection Expenditures

8.6 Other Materials Expenditures	\$2,098	\$1,050
8.7 Total Collection Expenditures	\$25,935	\$27,197

Operating Expenditures

8.8 Other Operating Expenditures	\$23,134	\$22,167
8.9 Total Operating Expenditures	\$161,439	\$171,721

PART 9: RESOURCES

9.1a Books owned at the beginning of 2020	22,500	31,358
9.1b Books added during the calendar year	1,483	1,536
9.1c Books withdrawn during the calendar year	4,543	10,000
9.1d Total Print Materials at end of 2020	19,440	22,894
9.2 Total Audio - Physical Units	472	541
9.3 Total Video - Physical Units	1,514	1,360
9.3b Total DVDs (subset of 9.3)	1,451	

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".

Sunflower Overdrive Consortium		9,413
Statewide Collection		31,263
Overdrive (not part of Sunflower)	0	0
Axis 360	0	0
Hoopla	0	
Hoopla NEKLS Consortium	0	
Other	0	0
9.2a Audio - Downloadable Units	0	40,676

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. Count only items that have a set circulation period available for their use. Do not duplicate numbers for each branch. If your library has no downloadable audio units, please enter "0".

Sunflower Overdrive Consortium		77
Overdrive	0	0
Axis 360	0	0
Hoopla	0	
Hoopla NEKLS Consortium	0	
Other	0	0
9.3a Video - Downloadable Units	0	77

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. Count only items that have a set circulation period available for their use. Do not duplicate numbers for each branch. If your library has no downloadable audio units, please enter "0".

Sunflower Overdrive Consortium		43,650
Statewide Collection		108,101
Overdrive		0
Axis 360		0
Hoopla	0	
Hoopla NEKLS Consortium	0	
Other	0	0
9.4 Total Electronic Books (Ebooks) ⁴	0	151,751

Additional Resources

9.5 Number of all Other Materials	10	9
9.6 Total Collections	21,436	217,308
9.7 Current Print Serial Subscriptions	24	31
9.8 Local/Other cooperative agreements ⁵		0
9.9 State Electronic Collections	75	
9.10 Total Electronic Collections	75	74

PART 10: PUBLIC COMPUTERS & INTERNET ACCESS

10.1 Internet Computers Used by General Public	12	12
10.2 Number of Uses (Sessions) of Public Internet Computers Per Year ⁶	1,634	5,045
10.2a Number Uses (Sessions) of Public Internet Computers Reporting Method	Annual Count	
10.3 Does your library provide wireless (WiFi) access to the Internet to patrons?	Yes	
10.4 Wireless Sessions - Annually	1,211	1,724
10.4a Wireless Sessions - Reporting Method	Annual Estimate Based on Typical Week(s)	
10.5 Website Visits	8,078	-1
10.5a Website Visits - Reporting Method	Annual Count	
10.6 Does your library circulate WiFi hotspots?	No	
10.7 Total annual circulation of WiFi hotspots		
10.8 Does your library provide computer or technology skills training to patrons?	Yes	

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

11.1 Circulation of Adult Materials	9,539	14,179
11.2 Circulation of Children's Materials	14,137	24,947
11.2a Total Physical Item Circulation	23,676	39,126
11.2b Circulation of DVDs (subset of 11.2a)	3,087	

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 include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one. Include circulation only for items that require a user authentication, and have a limited period of use. Note- not all of the Statewide Digital Book eLending statistics are available at the local library level. Some other consortium services may not be available either, even though your library may have electronic material expenditures.

Sunflower Overdrive Consortium ⁷		887
Statewide Collection (RBdigital, cloudLibrary & Freanding)		2,473
Overdrive (not part of Sunflower)		0
cloudLibrary (individual collection, not statewide)		0
RBdigital (individual collection, not statewide)		0
Axis 360		0
Hoopla		0
Other ⁸	3,547	0
11.3 Total	3,547	3,360

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 circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs.

Zinio-RBdigital		62
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Flipster	0	
NEKLS Flipster Consortium		
Other		0
11.3a Total	0	62

Total Electronic		
11.3b Electronic Content Use	3,547	3,422
11.4 Total Circulation of materials	27,223	42,486
11.4a Total Collection Use	27,223	42,548

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). If you didn't track Playaways separately then add them into Copies.

Borrowing		
Requesting of materials from another library for your own patrons.		
11.5 Materials Borrowed (books, DVDs, etc.)	2,413	828
11.6 Non-returns Received (Photocopies, printed copies of microfilm, etc)	0	0
11.6a Number of Playaways Borrowed	Not tracked separately Not tracked separately Not tracked separately	
11.7 Interlibrary Loans Received From	2,413	828
11.8 Borrowing requests that go unfilled	1	8

Lending		
Sending out of your materials to another library for their patrons.		
11.9 Materials Loaned (books, DVDs, etc.)	4,055	548
11.10 Non-returnable Borrowed (Photocopies, printed copies of microfilm, etc.)	0	0
11.10a Number of Playaways Loaned	Not tracked separately Not tracked separately Not tracked separately	
11.11 Interlibrary Loans Provided To	4,055	548
11.12 Loan requests that go unfilled	30	9

Programming		
Report program and events whether held on-site OR 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.		
11.13 Are you able to report physical in-person programming and live virtual programming separately? Please answer yes or no	Yes	

Recorded Programs		
Recorded, not live, on-demand programming.		
11.14 # of recordings of program content	80	
11.15 # views of recorded program content	13,944	
11.16 # on-demand views of recorded live programs	0	

Kansas Reads to Preschoolers		
Count all attendees, regardless of age.		
11.17a Number of physical in-person KS Reads Programs	3	
11.17b Attendance for physical in-person KS Reads Program	61	

11.17a Number of live virtual KS Reads Programs	1
11.17b Attendance for live virtual KS Reads Program	91
11.17a Number of KS Reads Programs	
11.17b Attendance for KS Reads Program	

Early Literacy (birth-5)

Count all attendees, regardless of age.

11.17a Number of physical in-person Summer Reading program events	2	
11.17b Attendance for physical in-person Summer Reading program events	125	
11.17a Number of additional physical in-person programs/events	32	
11.17b Attendance count for additional physical in-person programs/events	621	
11.17a Total Physical In-person Early Literacy Programs	37	
11.17b Total Physical In-person Early Literacy Program Attendance	807	
11.17a Number of live virtual Summer Reading program events		
11.17b Attendance for live virtual Summer Reading programs		
11.17a Number of additional live virtual programs/events		
11.17b Attendance for additional live virtual programs/events		
11.17a Total Live Virtual Early Literacy Programs	1	
11.17b Total Live Virtual Early Literacy Program Attendance	91	
11.17a Number of Summer Reading program events		
11.17b Attendance for Summer Reading program events		
11.17a Number of additional programs/events		
11.17b Attendance for additional programs/events		
11.17a Total Early Literacy Programs	38	42
11.17b Total Early Literacy Program Attendance	898	2,586

Children (6-11)

Count all attendees, regardless of age.

11.17c Number of physical in-person Summer Reading program events	6	
11.17d Attendance at physical in-person Summer Reading program events	190	
11.17c Number of additional physical in-person programs	9	
11.17d Attendance at additional physical in-person programs	307	
11.17c Number of physical in-person programs	15	
11.17d Attendance at physical in-person programs	497	
11.17c Number of live virtual Summer Reading program events		
11.17d Attendance at live virtual Summer Reading program events		
11.17c Number of additional live virtual programs		
11.17d Attendance at additional live virtual programs		
11.17c Number of live virtual programs		
11.17d Attendance at live virtual programs		
11.17c Number of Summer Reading programs events		9
11.17d Attendance at Summer Reading events		1,160
11.17c Number of additional children's programs/events		11
11.17d Attendance at additional children's programs/events		376
11.17c Total Children Literacy Program	15	20
11.17d Total Children Literacy Attendance	497	1,536

Young Adult (12-18)

Count all attendees, regardless of age.

11.18a Number of physical in-person Summer Reading program events	5
11.18b Attendance at physical in-person Summer Reading program events	143
11.18a Number of additional physical in-person programs	7
11.18b Attendance at additional physical in-person programs	82
11.18a Number of physical in-person programs	12
11.18b Attendance at physical in-person programs	225
11.18a Number of live virtual Summer Reading program events	
11.18b Attendance at live virtual Summer Reading program events	
11.18a Number of additional live virtual programs	
11.18b Attendance at additional live virtual programs	
11.18a Number of live virtual programs	
11.18b Attendance at live virtual programs	
11.18a Number of Summer Reading program events	12
11.18b Attendance at Summer Reading program events	89
11.18a Number of additional young adult programs/events	5
11.18b Attendance at additional young adult programs/events	72
11.18a Young Adult Programs	17
11.18b Young Adult Program Attendance	161

All Other Programs (e.g. Adult, Family, Other)

Count all attendees, regardless of age.

11.19a Number of physical in-person Summer Reading program events	4
11.19b Attendance at physical in-person Summer Reading program events	161
11.19a Number of additional physical in-person programs	27
11.19b Attendance at additional physical in-person programs	295
11.19a Number of physical in-person programs	31
11.19b Attendance at physical in-person programs	456
11.19a Number of live virtual Summer Reading program events	
11.19b Attendance at live virtual Summer Reading program events	
11.19a Number of additional live virtual programs	4
11.19b Attendance at additional live virtual programs	34
11.19a Number of live virtual programs	4
11.19b Attendance at live virtual programs	34
11.19a Number of Summer Reading program events	2
11.19b Attendance at Summer Reading program events	32
11.19a Number of additional adult programs/events	13
11.19b Attendance at additional adult programs/events	98
11.19a Total number of adult programs/events	15
11.19b Total attendance at adult programs/events	130

Total

	11.20 Number of Programs / Events	11.21 Attendance (regardless of age)
Total of All Children	53	62 91,395 4,122
Total In-person	95	1,985
Total Virtual	5	125

Total of All Ages | 100

94|2,110

4,413

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.

12.1 Amount of Grant | \$1,359 | \$1,352

Expenditures

12.2a Salaries | | \$0

12.2b Books | \$1,359 | \$1,352

12.2c If funds were spent on books, please estimate the number of books purchased. | |

12.2d Other | | \$0

12.3 TOTAL State Aid Expenditures for 2020 (Must be the same as 12.1) | \$1,359 | \$1,352

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

13.1 Date last reviewed Kansas Children's Internet Protection Act (KS-CIPA) | 2019-07-08 | 07-08-2019

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
--------------------------------------------------------	-----

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 1, 2021.

Submission after February 1, 2021 will result in the library deemed ineligible for State Grants-in-Aid.

15.1 Respondent's Name	April Hernandez
15.2 Respondent's Title	Director
15.3 Respondent's Email	director@goddardlibrary.com

- 1, We closed the 6 weeks of the state shutdown. (0-2021-01-05)
- 2, 2.5f this is our normal hours. We have been open less this year. (0-2021-01-05)
- 3, 6.10 because of covid we did not charge fines most of the year. (0-2021-01-06)
- 4, 9.4 these are locked (0-2021-01-06)
- 5, 9.8 won't let me enter the number and clear the section (0-2021-01-06)
- 6, 10.2 limited access to the building and being closed for 6 weeks. (0-2021-01-06)

⁷, my count has this number at 3547 for 2020 (0-2021-01-05)

⁸, this is sunflower consortium but couldn't add it in that spot and wouldn't let me not put a value. (0-2021-01-06)

⁹, 11.23 covid (0-2021-01-06)