

**Goddard Public Library Board Meeting Agenda
June 10th, 2024 at 6:30 pm**

1. Roll Call
2. Approval of Agenda
 1. Review of Minutes from Board Meeting May 13th, 2024
 2. Citizen Comments
 3. Correspondence and communications
 4. Director's Report
 5. Financial Report - Treasurer
 - a. Approve May financials
 2. Old Business
 - a. New Website/purchase domain name
 - b. Outdoor Signage
 - c. Board Policy Retreat
 - d. QuickBooks update
 - e. Medical Equipment Agreement/Liability Issues
 - f. DEIA Training update
 - g. Mobile Library
 3. New Business
 - a. Payroll
 - b. Volunteers
 - c. Board Member application
 1. Executive Session
 2. As may be presented

*Next meeting is July 8th, 2024.

Please call Kate at 316.215.4895 if you cannot attend. Or e-mail: katemorganrdn@gmail.com Thank you!

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**Goddard Public Library Board Meeting Minutes
May 13th, 2024 at 6:30 PM**

The May Board Meeting of the Goddard Public Library was called to order by the President of the Board, Kate Morgan, at 6:38 PM.

1. Roll Call: Kate Morgan, Megan Koenigs, Tegan Perkins Ulmen, Margo Rakes, Angela Pruitt, Lucretia Burch, and Library Director, Carrie Wharton. Ashleigh Pearce was excused. A quorum was reached.
2. Approval of Agenda: Megan Koenigs moved to approve the Meeting Agenda for May 13th, 2024. Angela Pruitt seconded the motion. All present were in favor.
3. Review of Minutes from Board Meeting April 8th, 2024.
4. Citizen Comments: None.
5. Correspondence and Communications: None.
6. Director's Report: Received.
7. Financial Report:
 - a. Approve April Financials: Lucretia Burch moved to approve the April Financial Report. Megan Koenigs seconded the motion. All present were in favor.
8. Old Business:
 - a. Mobile Library: Tags will be paid for a total of \$76.25 due by May 31st. Books will be removed and put into normal circulation.
 - b. New Website/Emails: Tegan Perkins Ulmen will reach back out to contact Julie Mills had left and will also contact Jeff Piper to see what he knows or can help us achieve.
 - c. Policy Manual Updates: A. Chain of Command updated.
 - i. Lucretia Burch moved to update the A. Chain of Command section in the Policy Manual. Margot Rakes seconded the motion. All present were in favor.
 - d. Quickbooks: After further investigation, no audit and no fee will be assessed for us to use the online version of Quickbooks from SCKLS. Carrie and Lucretia have purchased the online version and will secure dates and training for the migration from SCKLS.
 - e. Medical Equipment Agreement/Liability Issues: Tabled to June meeting.



- f. **DEIA Training Bid/Discussion:** Training is tentatively scheduled for August with personal goals to be set and reviewed in October.

9. **New Business:**

- a. **City Updates to the Building:** The City presented examples of sign options and the Library Board were not fond of any. Tegan Perkins Ulmen emailed Carrie Wharton examples of signs the Library Board did like during the meeting to be shared with the City.
 - b. **Board Retreat:** Instead of a group Board Retreat, committees were appointed by the President of the Board, Kate Morgan.
 - i. **Meetings will be held during June and July with work and a final product due at the End of July 2024. Adoption will be held during the August 2024 Board Meeting.**
 - 1. **Employee Handbook Committee:** Angela Pruitt, Lucretia Burch, Tegan Perkins Ulmen, and Kate Morgan. Carrie Wharton will also be included in this committee. Megan Koenigs moved to approve the creation of and addition of members to the Employee Handbook Committee. Angela Pruitt seconded the motion. All present were in favor.
 - 2. **Policy Manual Committee:** Megan Koenigs, Lucretia Burch, Tegan Perkins Ulmen, and Kate Morgan. Carrie Wharton will also be included in this committee. Lucretia Burch moved to approve the creation of and addition of members to the Policy Manual Committee. Tegan Perkins Ulmen seconded the motion. All present were in favor.
10. **Executive Session:** Tegan Perkins Ulmen moved to hold an Executive Session for 30 minutes beginning at 8:05 PM. Megan Koenigs seconded the motion. All present were in favor.
11. **As may be presented:** None.
12. Lucretia Burch moved to adjourn the meeting at 8:36 PM. Angela Pruitt seconded the motion. All present were in favor.

Director's Report-May

We held our annual Oak Street Day on May 15th. We had over 300+ students walk over to hear about our summer reading program. 27 families applied for a library card. Other summer reading outreach visits were made to Amelia Earhart, Clark Davidson, Challenger, Goddard High School and Eisenhower High School.

We hosted the Goddard Puppet Ladies for their May show on May 16th. Community members as well as students from Explorer Elementary enjoyed "Officer Buckle and Gloria." We look forward to their summer show on June 13th at the Goddard Community Center.

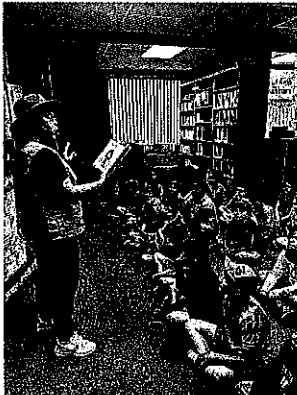
We have two new hires! Nicole Judd is our new Communications Specialist and stepped into her new role on May 20th! Nicole Jacobson is one of our new library clerks. She started training on June 6th and will be on the schedule the week of June 10th. She will work Tuesday-Friday in the afternoons and every Saturday. We still need to hire one more library clerk to accommodate all of our staffing needs.

I attended New Director Training with SCKLS on May 20th.

We received grant funding from the SCKLS for our new LEGO club. This club will be offered four times this summer. We plan to offer the club again once school starts to accommodate the after-school crowd!

Medicalodges reached out at the beginning of May. They wanted to start outreach services again. We will visit them the third Wednesday of each month before we go to Silver Linings and Dove. We had our first visit in May.

Pictures from Oak Street Day and the Goddard Puppet Ladies:



Goddard Public Library Profit & Loss Budget Performance May 2024

	May 24	Budget	Jan - May 24
Ordinary Income/Expense			
Income			
Balance Forward	0.00	0.00	0.00
Book Sales and Lost Book Fees	0.00	0.00	0.00
City Funds			
Mil Levy	0.00	0.00	120,055.45
City Funds - Other	0.00	0.00	35,000.00
Total City Funds	0.00	0.00	155,055.45
Copy Machine Fees	-369.95		-739.90
Donations	50.00	0.00	551.85
Fines, Copies, Faxes	339.02	0.00	1,265.37
Goddard Lions Club Income	0.00	0.00	268.78
Grants			
Friends & Foundation	0.00	0.00	0.00
Levand Trust	5,985.00	0.00	5,985.00
SCKLS			
Summer Reading Grant	0.00	0.00	0.00
SCKLS - Other	0.00	0.00	0.00
Total SCKLS	0.00	0.00	0.00
State Aid	0.00	0.00	1,559.86
Summer Reading Grant	0.00		800.00
Tech Grant	0.00		2,850.00
Grants - Other	0.00	0.00	10,902.00
Total Grants	5,985.00	0.00	22,096.86
Interest Income	21.59	0.00	107.73
Library Funds	0.00	0.00	0.00
Lost Book	0.00		15.93
Misc Income	181.59		181.59
Programming Income	56.31		56.31
Summer Reading Donations	0.00	0.00	1,300.00
Total Income	6,263.56	0.00	180,159.97
Gross Profit	6,263.56	0.00	180,159.97
Expense			
Accounting	166.00	0.00	830.00
Automation	0.00	0.00	0.00
Board Insurance			
Treasurer Bond	0.00	0.00	0.00
Board Insurance - Other	0.00	0.00	0.00
Total Board Insurance	0.00	0.00	0.00
Bookmobile			
Bookmobile Insurance	0.00	0.00	0.00
Bookmobile Maintenance	0.00	0.00	0.00
Bookmobile Tags	80.16	0.00	80.16
Total Bookmobile	80.16	0.00	80.16
Capital Improvement Transfer	0.00		0.00
City Funds Expense	0.00		435.86
Community Relations			
Marketing	382.13		2,846.13
Staff Meeting	267.24		572.03
Community Relations - Other	0.00	0.00	1,059.81
Total Community Relations	649.37	0.00	4,477.97
Continuing Education	0.00	0.00	0.00
Director Health Benefit	0.00	0.00	2,891.07
Grant Expense			
SCKLS Technology Grant	0.00		2,850.00
Grant Expense - Other	0.00		768.78
Total Grant Expense	0.00		3,618.78
Internet Fee	100.00		100.00
Legal Fees	195.00		195.00

Goddard Public Library
Profit & Loss Budget Performance
May 2024

	May 24	Budget	Jan - May 24
Library Inventory			
Audio Books	0.00	0.00	0.00
Books	324.74		4,222.25
DVD/Blu-Ray	0.00		216.11
ebooks/eaudiobooks	0.00	0.00	1,604.88
Magazines and Periodicals	0.00		305.35
Library Inventory - Other	0.00	0.00	0.00
Total Library Inventory	324.74	0.00	6,348.59
Licensing	0.00	0.00	1,467.00
Maintain building and grounds	65.07	0.00	523.07
Memberships	100.00	0.00	132.50
Mileage	0.00	0.00	409.74
Miscellaneous			
Lost Book	103.08	0.00	103.08
Total Miscellaneous	103.08	0.00	103.08
Other	-1,458.02		-1,458.02
Payroll Expenses			
KPERs-MISC	0.00	0.00	4,367.20
KPERs Employee Contribution	0.00		941.58
KPERs Employer Contribution	1,010.12		1,010.12
Payroll	0.00	0.00	35,016.07
Payroll Taxes	1,999.35	0.00	10,551.87
State Tax	372.73	0.00	1,586.40
State Unemployment Taxes (SUTA)	0.00	0.00	67.35
Workman's Comp Insurance	135.00	0.00	404.00
Payroll Expenses - Other	7,985.90		7,985.90
Total Payroll Expenses	11,503.10	0.00	61,930.49
Postage and Shipping			
Courier	0.00	0.00	1,855.00
Postage and Shipping - Other	0.00	0.00	17.97
Total Postage and Shipping	0.00	0.00	1,872.97
Programming			
StoryTime	64.06		246.56
Summer Reading Program	815.22		2,871.51
Teen Advisory Board	42.22		500.91
Programming - Other	536.14	0.00	1,870.91
Total Programming	1,457.64	0.00	5,489.89
Summer Reading Donation Expense	1,199.08		1,199.08
Summer Reading Expense - KAC	0.00		500.00
Supplies			
Building	0.00		44.00
Computer			
Software	0.00	0.00	0.00
Computer - Other	0.00	0.00	8.99
Total Computer	0.00	0.00	8.99
Furniture	0.00	0.00	3,822.19
Office	23.45		696.08
Processing	0.00		532.37
Supplies - Other	0.00	0.00	380.94
Total Supplies	23.45	0.00	5,484.57
Technology	240.00	0.00	3,277.63
Utilities	834.22	0.00	5,186.67
Website Maintenance	0.00	0.00	0.00
Total Expense	15,582.89	0.00	105,096.10
Net Ordinary Income	-9,319.33	0.00	75,063.87
Net Income	-9,319.33	0.00	75,063.87

Goddard Public Library Profit & Loss Budget Performance May 2024

	YTD Budget	Annual Budget
Ordinary Income/Expense		
Income		
Balance Forward	30,000.00	30,000.00
Book Sales and Lost Book Fees	500.00	500.00
City Funds		
Mil Levy	223,360.00	223,360.00
City Funds - Other	35,000.00	35,000.00
Total City Funds	258,360.00	258,360.00
Copy Machine Fees		
Donations	1,000.00	1,000.00
Fines, Copies, Faxes	1,250.00	1,250.00
Goddard Lions Club Income	300.00	300.00
Grants		
Friends & Foundation	1,000.00	1,000.00
Levand Trust	3,500.00	3,500.00
SCKLS		
Summer Reading Grant	100.00	100.00
SCKLS - Other	10,000.00	10,000.00
Total SCKLS	10,100.00	10,100.00
State Aid	1,525.00	1,525.00
Summer Reading Grant		
Tech Grant		
Grants - Other	1,000.00	1,000.00
Total Grants	17,125.00	17,125.00
Interest Income	18.00	18.00
Library Funds	0.00	0.00
Lost Book		
Misc Income		
Programming Income		
Summer Reading Donations	1,800.00	1,800.00
Total Income	310,353.00	310,353.00
Gross Profit	310,353.00	310,353.00
Expense		
Accounting	2,000.00	2,000.00
Automation	1,800.00	1,800.00
Board Insurance		
Treasurer Bond	825.00	825.00
Board Insurance - Other	1,200.00	1,200.00
Total Board Insurance	2,025.00	2,025.00
Bookmobile		
Bookmobile Insurance	1,500.00	1,500.00
Bookmobile Maintenance	2,000.00	2,000.00
Bookmobile Tags	100.00	100.00
Total Bookmobile	3,600.00	3,600.00
Capital Improvement Transfer		
City Funds Expense		
Community Relations		
Marketing		
Staff Meeting		
Community Relations - Other	7,000.00	7,000.00
Total Community Relations	7,000.00	7,000.00
Continuing Education	1,500.00	1,500.00
Director Health Benefit	11,145.00	11,145.00
Grant Expense		
SCKLS Technology Grant		
Grant Expense - Other		
Total Grant Expense		
Internet Fee		
Legal Fees		

Goddard Public Library
Profit & Loss Budget Performance
 May 2024

	YTD Budget	Annual Budget
Library Inventory		
Audio Books	929.00	929.00
Books		
DVD/Blu-Ray		
ebooks/eaudiobooks	50.00	50.00
Magazines and Periodicals		
Library Inventory - Other	25,000.00	25,000.00
Total Library Inventory	25,979.00	25,979.00
Licensing	1,700.00	1,700.00
Maintain building and grounds	2,000.00	2,000.00
Memberships	875.00	875.00
Mileage	1,100.00	1,100.00
Miscellaneous		
Lost Book	100.00	100.00
Total Miscellaneous	100.00	100.00
Other		
Payroll Expenses		
KPERs-MISC	19,000.00	19,000.00
KPERs Employee Contribution		
KPERs Employer Contribution		
Payroll	138,175.00	138,175.00
Payroll Taxes	28,000.00	28,000.00
State Tax	8,000.00	8,000.00
State Unemployment Taxes (SUTA)	205.00	205.00
Workman's Comp Insurance	284.00	284.00
Payroll Expenses - Other		
Total Payroll Expenses	193,664.00	193,664.00
Postage and Shipping		
Courier	1,800.00	1,800.00
Postage and Shipping - Other	150.00	150.00
Total Postage and Shipping	1,950.00	1,950.00
Programming		
StoryTime		
Summer Reading Program		
Teen Advisory Board		
Programming - Other	8,000.00	8,000.00
Total Programming	8,000.00	8,000.00
Summer Reading Donation Expense		
Summer Reading Expense - KAC		
Supplies		
Building		
Computer		
Software	75.00	75.00
Computer - Other	0.00	0.00
Total Computer	75.00	75.00
Furniture	3,600.00	3,600.00
Office		
Processing		
Supplies - Other	6,500.00	6,500.00
Total Supplies	10,175.00	10,175.00
Technology	10,000.00	10,000.00
Utilities	25,000.00	25,000.00
Website Maintenance	740.00	740.00
Total Expense	310,353.00	310,353.00
Net Ordinary Income	0.00	0.00
Net Income	0.00	0.00

Goddard Public Library Profit & Loss Budget Performance January through May 2024

	Jan - May 24	Budget	Jan - May 24
Ordinary Income/Expense			
Income			
Balance Forward	0.00	30,000.00	0.00
Book Sales and Lost Book Fees	0.00	500.00	0.00
City Funds			
Mil Levy	120,055.45	223,360.00	120,055.45
City Funds - Other	35,000.00	35,000.00	35,000.00
Total City Funds	155,055.45	258,360.00	155,055.45
Copy Machine Fees	-739.90		-739.90
Donations	551.85	1,000.00	551.85
Fines, Copies, Faxes	1,265.37	1,250.00	1,265.37
Goddard Lions Club Income	268.78	300.00	268.78
Grants			
Friends & Foundation	0.00	1,000.00	0.00
Levand Trust	5,985.00	3,500.00	5,985.00
SCKLS			
Summer Reading Grant	0.00	100.00	0.00
SCKLS - Other	0.00	10,000.00	0.00
Total SCKLS	0.00	10,100.00	0.00
State Aid	1,559.86	1,525.00	1,559.86
Summer Reading Grant	800.00		800.00
Tech Grant	2,850.00		2,850.00
Grants - Other	10,902.00	1,000.00	10,902.00
Total Grants	22,096.86	17,125.00	22,096.86
Interest Income	107.73	18.00	107.73
Library Funds	0.00	0.00	0.00
Lost Book	15.93		15.93
Misc Income	181.59		181.59
Programming Income	56.31		56.31
Summer Reading Donations	1,300.00	1,800.00	1,300.00
Total Income	180,159.97	310,353.00	180,159.97
Gross Profit	180,159.97	310,353.00	180,159.97
Expense			
Accounting	830.00	2,000.00	830.00
Automation	0.00	1,800.00	0.00
Board Insurance			
Treasurer Bond	0.00	825.00	0.00
Board Insurance - Other	0.00	1,200.00	0.00
Total Board Insurance	0.00	2,025.00	0.00
Bookmobile			
Bookmobile Insurance	0.00	1,500.00	0.00
Bookmobile Maintenance	0.00	2,000.00	0.00
Bookmobile Tags	80.16	100.00	80.16
Total Bookmobile	80.16	3,600.00	80.16
Capital Improvement Transfer	0.00		0.00
City Funds Expense	435.86		435.86
Community Relations			
Marketing	2,846.13		2,846.13
Staff Meeting	572.03		572.03
Community Relations - Other	1,059.81	7,000.00	1,059.81
Total Community Relations	4,477.97	7,000.00	4,477.97
Continuing Education	0.00	1,500.00	0.00
Director Health Benefit	2,891.07	11,145.00	2,891.07
Grant Expense			
SCKLS Technology Grant	2,850.00		2,850.00
Grant Expense - Other	768.78		768.78
Total Grant Expense	3,618.78		3,618.78
Internet Fee	100.00		100.00
Legal Fees	195.00		195.00

Goddard Public Library
Profit & Loss Budget Performance
 January through May 2024

	Jan - May 24	Budget	Jan - May 24
Library Inventory			
Audio Books	0.00	929.00	0.00
Books	4,222.25		4,222.25
DVD/Blu-Ray	216.11		216.11
ebooks/audiobooks	1,604.88	50.00	1,604.88
Magazines and Periodicals	305.35		305.35
Library Inventory - Other	0.00	25,000.00	0.00
Total Library Inventory	6,348.59	25,979.00	6,348.59
Licensing	1,467.00	1,700.00	1,467.00
Maintain building and grounds	523.07	2,000.00	523.07
Memberships	132.50	875.00	132.50
Mileage	409.74	1,100.00	409.74
Miscellaneous			
Lost Book	103.08	100.00	103.08
Total Miscellaneous	103.08	100.00	103.08
Other	-1,458.02		-1,458.02
Payroll Expenses			
KPERs-MISC	4,367.20	19,000.00	4,367.20
KPERs Employee Contribution	941.58		941.58
KPERs Employer Contribution	1,010.12		1,010.12
Payroll	35,016.07	138,175.00	35,016.07
Payroll Taxes	10,551.87	28,000.00	10,551.87
State Tax	1,586.40	8,000.00	1,586.40
State Unemployment Taxes (SUTA)	67.35	205.00	67.35
Workman's Comp Insurance	404.00	284.00	404.00
Payroll Expenses - Other	7,985.90		7,985.90
Total Payroll Expenses	61,930.49	193,664.00	61,930.49
Postage and Shipping			
Courier	1,855.00	1,800.00	1,855.00
Postage and Shipping - Other	17.97	150.00	17.97
Total Postage and Shipping	1,872.97	1,950.00	1,872.97
Programming			
StoryTime	246.56		246.56
Summer Reading Program	2,871.51		2,871.51
Teen Advisory Board	500.91		500.91
Programming - Other	1,870.91	8,000.00	1,870.91
Total Programming	5,489.89	8,000.00	5,489.89
Summer Reading Donation Expense	1,199.08		1,199.08
Summer Reading Expense - KAC	500.00		500.00
Supplies			
Building	44.00		44.00
Computer			
Software	0.00	75.00	0.00
Computer - Other	8.99	0.00	8.99
Total Computer	8.99	75.00	8.99
Furniture	3,822.19	3,600.00	3,822.19
Office	696.08		696.08
Processing	532.37		532.37
Supplies - Other	380.94	6,500.00	380.94
Total Supplies	5,484.57	10,175.00	5,484.57
Technology	3,277.63	10,000.00	3,277.63
Utilities	5,186.67	25,000.00	5,186.67
Website Maintenance	0.00	740.00	0.00
Total Expense	105,096.10	310,353.00	105,096.10
Net Ordinary Income	75,063.87	0.00	75,063.87
Net Income	75,063.87	0.00	75,063.87

Goddard Public Library
Profit & Loss Budget Performance
 January through May 2024

	YTD Budget	Annual Budget
Ordinary Income/Expense		
Income		
Balance Forward	30,000.00	30,000.00
Book Sales and Lost Book Fees	500.00	500.00
City Funds		
Mil Levy	223,360.00	223,360.00
City Funds - Other	35,000.00	35,000.00
Total City Funds	258,360.00	258,360.00
Copy Machine Fees		
Donations	1,000.00	1,000.00
Fines, Copies, Faxes	1,250.00	1,250.00
Goddard Lions Club Income	300.00	300.00
Grants		
Friends & Foundation	1,000.00	1,000.00
Levand Trust	3,500.00	3,500.00
SCKLS		
Summer Reading Grant	100.00	100.00
SCKLS - Other	10,000.00	10,000.00
Total SCKLS	10,100.00	10,100.00
State Aid	1,525.00	1,525.00
Summer Reading Grant		
Tech Grant		
Grants - Other	1,000.00	1,000.00
Total Grants	17,125.00	17,125.00
Interest Income	18.00	18.00
Library Funds	0.00	0.00
Lost Book		
Misc Income		
Programming Income		
Summer Reading Donations	1,800.00	1,800.00
Total Income	310,353.00	310,353.00
Gross Profit	310,353.00	310,353.00
Expense		
Accounting	2,000.00	2,000.00
Automation	1,800.00	1,800.00
Board Insurance		
Treasurer Bond	825.00	825.00
Board Insurance - Other	1,200.00	1,200.00
Total Board Insurance	2,025.00	2,025.00
Bookmobile		
Bookmobile Insurance	1,500.00	1,500.00
Bookmobile Maintenance	2,000.00	2,000.00
Bookmobile Tags	100.00	100.00
Total Bookmobile	3,600.00	3,600.00
Capital Improvement Transfer		
City Funds Expense		
Community Relations		
Marketing		
Staff Meeting		
Community Relations - Other	7,000.00	7,000.00
Total Community Relations	7,000.00	7,000.00
Continuing Education	1,500.00	1,500.00
Director Health Benefit	11,145.00	11,145.00
Grant Expense		
SCKLS Technology Grant		
Grant Expense - Other		
Total Grant Expense		
Internet Fee		
Legal Fees		

Goddard Public Library
Profit & Loss Budget Performance
 January through May 2024

	YTD Budget	Annual Budget
Library Inventory		
Audio Books	929.00	929.00
Books		
DVD/Blu-Ray		
ebooks/audiobooks	50.00	50.00
Magazines and Periodicals		
Library Inventory - Other	25,000.00	25,000.00
Total Library Inventory	25,979.00	25,979.00
Licensing	1,700.00	1,700.00
Maintain building and grounds	2,000.00	2,000.00
Memberships	875.00	875.00
Mileage	1,100.00	1,100.00
Miscellaneous		
Lost Book	100.00	100.00
Total Miscellaneous	100.00	100.00
Other		
Payroll Expenses		
KPERs-MISC	19,000.00	19,000.00
KPERs Employee Contribution		
KPERs Employer Contribution		
Payroll	138,175.00	138,175.00
Payroll Taxes	28,000.00	28,000.00
State Tax	8,000.00	8,000.00
State Unemployment Taxes (SUTA)	205.00	205.00
Workman's Comp Insurance	284.00	284.00
Payroll Expenses - Other		
Total Payroll Expenses	193,664.00	193,664.00
Postage and Shipping		
Courier	1,800.00	1,800.00
Postage and Shipping - Other	150.00	150.00
Total Postage and Shipping	1,950.00	1,950.00
Programming		
StoryTime		
Summer Reading Program		
Teen Advisory Board		
Programming - Other	8,000.00	8,000.00
Total Programming	8,000.00	8,000.00
Summer Reading Donation Expense		
Summer Reading Expense - KAC		
Supplies		
Building		
Computer		
Software	75.00	75.00
Computer - Other	0.00	0.00
Total Computer	75.00	75.00
Furniture	3,600.00	3,600.00
Office		
Processing		
Supplies - Other	6,500.00	6,500.00
Total Supplies	10,175.00	10,175.00
Technology	10,000.00	10,000.00
Utilities	25,000.00	25,000.00
Website Maintenance	740.00	740.00
Total Expense	310,353.00	310,353.00
Net Ordinary Income	0.00	0.00
Net Income	0.00	0.00

Goddard Public Library
2024

ATTENDANCE	J	F	M	A	M	J	J	A	S	O	N	D
Kate Morgan	x	x	AB	x	x							
Tegan Ulmen	x	x	x	x	x							
Julie Mills	x	x	x									
Margo Rakes	x	x	x	x	x							
Ashleigh Pearce	x	x	x	x	AB							
Megan Koenigs	x	x	x	x	x							
Lucretia Burch	x	x	x	x	x							
Angela Pruitt	x	x	x	x	x							
Carrie Wharton			x	x	x							
EX- excused								CA- cancelled			AB - Absent	



Goddard Public Library

Professional dashboard

Page overview

Create a post Last 28 days

Overview

Insights

Home

Your Page

Content

Audience

Grow your audience

Ad Center

Invite friends to follow

Your tools

Earn achievements for creating reels

Inspiration hub

Comments manager

Events

Page access

A/B Tests

New

Moderation Assist

Linked accounts

Fan engagement

Nonprofit Manager

Page recommendation

Platform tools

Meta Business Suite



Inbox

7



See more

Help and guidance

Page setup

New Pages guide

Meta Business help center

Discovery

Post reach 8,088

Post engagement 2,188

New Page likes 30

New Page Followers 51

Interactions

Reactions 525

Comments 57

Shares 33

Photo views 705

Link clicks 91

Other

Hide all posts 3

Unfollows 0

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Statistics - GODDARD Selfcheck 1

1 message

receipt@cen-tec.com <receipt@cen-tec.com>

Sat, Jun 1, 2024 at 10:39 AM

To: goddardlibdirector@gmail.com

Selfcheck 1 - May 2024

Date	Patrons	Circulated	PatronsBlocked	ItemsBlocked
2024-05-02	1	2	0	0
2024-05-03	3	12	0	1
2024-05-04	1	6	0	0
2024-05-06	1	1	0	0
2024-05-07	3	14	0	0
2024-05-08	1	5	0	0
2024-05-10	1	10	0	0
2024-05-14	2	2	0	0
2024-05-16	1	3	0	0
2024-05-18	2	9	0	0
2024-05-20	3	12	0	0
2024-05-21	1	14	0	0
2024-05-24	5	27	0	0
2024-05-25	1	1	0	0
2024-05-29	3	18	0	0
2024-05-30	1	3	0	0
2024-05-31	2	6	0	0
Totals	32	145	0	1

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Month	Adult Books	J Books	YA Books	Adult Movies	J Movies	Adult Audio	J Audio	Medical	Tech/Equipmt	Kits	Pass	Sunflower	Cloud Library	Megazines	new ebook users	Total Checkouts
1	January	689	2838	107	228	53	6	9	14	9	71	0	984	92	6	6	4906
2	February	615	2767	84	184	58	9	4	16	8	64	1	927	104	9	18	4820
3	March	551	2340	84	141	54	7	1	16	8	64	9	1008	99	6	20	4408
4	April	509	2056	83	98	46	11	6	15	8	49	14	1010	7	7	21	3912
5	May	576	2442	109	145	36	9	5	4	9	55	13	1044	183	3	21	4654
6	June																0
7	July																0
8	August																0
9	September																0
10	October																0
11	November																0
12	December																0
13	December																0
14																	0
15		2940	12243	467	788	247	42	25	65	42	303	37	4973	478	31	106	22700
16																	22659

**Goddard Public Library
2024**

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2024	2023	2022	2021	2020
Non-fiction	163	160	110	116	115								664	1299	1802	1589	921
Fiction	512	472	427	323	530								2264	5298	6777	5731	4757
Periodicals	5	8	5	4	3								25	208	239	249	467
Audio Books	6	10	7	11	9								43	144	202	208	280
DVD/Blu-Ray	228	154	141	98	145								766	2776	2759	2890	2209
JUVENILE																	
Non-fiction	540	574	654	571	651								2990	6318	8021	6136	1883
Fiction	1863	2193	1826	1912	1902								9696	22283	24618	19169	10212
Periodicals	1	1	1	3	5								11	129	134	48	22
DVD/Blu-Ray	53	58	54	46	36								247	830	777	579	541
Audio	7	9	7	6	5								34	129	132	144	56
TOTAL	3378	3639	3232	3090	3401	0	0	0	0	0	0	0	16740	39414	45461	36743	21348
Computer	129	158	118	201	194								800	1731	1659	1015	1543
Wireless	126	138	117	110	80								571	1371	1411	1204	1123
Reference Question	248	270	252	263	305								1338	2609	2747	2669	2954
INTERLIBRARY LOAN																	
Books Loaned	288	252	377	447	381								1745	3485	3840	4075	3708
Unfilled	0	0											0	0	11	17	29
Books Borrowed	381	411	356	355	310								1813	4151	3489	2841	2236
Unfilled	0	0											0	0	3	10	0
NEW LIBRARY CARDS	50	54	65	67	132								368	781	674	503	218
MATERIALS ADDED																	
Adult	81	72	22	23	35								233	666	885	876	620
Juvenile	42	28	54	9	12								145	316	673	755	786
TOTAL	123	100	76	32	47	0	0	0	0	0	0	0	378	982	1558	1631	1406
LIBRARY ATTENDANCE	1774	2726	2316	2348	3891								13055	38684	20139	12709	7860
Children	299	157	324	377	563								1720	3801	12741	20495	8597
TOTAL	2073	2883	2640	2725	4454	0	0	0	0	0	0	0	14775	42485	32880	33204	23600

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May Monthly Attendance Sheet

	Daily	Storytime	Program	Outreach	total	Computer	Phone	Wireless	Program 1	Program 2	Program 3	Kits
1	87			11	98	10	7	3			Launch Pad	11
2	98			31	129	10	15	3			Reliance	31
3	75			23	98	10	17	3			Reliance	23
4	55				55	1	3	1				
5	55				55	1	3	1				
6	74			80	154	7	24	3			Challenger	
7	88			28	116	4	12	4			Apollo	28
8	69			53	122	9	11	4			Explorer	53
9	103			273	376	10	13	3			CDS	56
10	105				105	10	14	3				
11	39				39	1	4	1				
12	85				85	1	0	1				
13	165	100			265	6	7	4				
14	75		11	60	146	8	10	4				
15	70			305	375	13	8	4				
16	125		176	5	306	9	13	3				
17	82			42	124	8	15	3				
18	56	14			70	8	3	2				
19	CLOSED				0							
20	125				125	16	17	4				
21	96		28	7	131	12	9	4				
22	62			25	87	13	17	4				
23	107				107	0	5	3				
24	136				136	5	13	3				
25	52				52							
26	CLOSED				0							
27	CLOSED				0							
28	135			11	146	11	11	3				
29	140			15	158	1	16	3				
30	133				133	4	18	3				
31	98				98	6	20	3				
Total	2590	117	215	969	3891	194	305	80				

3

Peas in the P
 ve Book Cliver L, Dove, Memory Haven

ment: C: 15. A: 13 Book Edge
 Amelia 25

C - 63 & A - 37
 TAB - 11 Kensler 60
 Oak Street C: 270. A 35
 d Puppet Ladies X3 Books and Beyond
 TAAG/Holy Sp 42

Program/Outreach Monthly Overview

Month: May

Story Time Totals:

Total Attendance

2	114
---	-----

Program Totals:

Total Attendance:

3	215
---	-----

Book Clubs:

Total Attendance:

3	17
---	----

Outreach Services

Total Attendance:

17	969
----	-----

Goddard website(s)

1 message

Sharon Barnes <Sharon@sckls.info>

To: "goddardlibdirector@gmail.com" <goddardlibdirector@gmail.com>

Fri, May 24, 2024 at 3:23 PM

Carrie –

Congratulations on stepping into the library director position - I look forward to working with you!

Katherine Hughes mentioned that she had an orientation meeting with you last week, so I wanted to touch base with you on a couple of topics. I recognize that this is a particularly busy time for you, but hope you have a few minutes to read and respond to this email.

First, I want to fill you in on a little history regarding the Goddard website and an option that you may not have been aware of... as some background, SCKLS offers WordPress website hosting at no cost to member libraries. <https://scklslibrary.info/>

Some time back, your library's wifi setup needed a dedicated landing page, and the simplest solution at the time was to create a 'wifi-only' website for that purpose. This worked well, but eventually, equipment and process changes made it no longer necessary. Some of your predecessors were considering the idea of letting go of your existing site and using your domain to redirect to a redesigned SCKLS-hosted installation as the full-featured library website. If I remember correctly, a factor at one point was that the library website was hosted or managed by a community member, and that library staff may not have had direct access for updates and changes.

At any rate, other projects took precedence, the directorship changed, and the migration idea was not followed up. We did create a link on that former 'wifi-only' site (<https://goddard.scklslibrary.info/>) to redirect to the library's existing website. Just FYI, I see that there have been 136 hits on that site so far this year.

Please let me know if you are interested in discussing the option of moving to SCKLS hosting. If so, then I will provide you with more information and answer any questions you may have. If you are not interested, that's fine, too – I can take down the SCKLS-hosted site and we can move on to other things.

Secondly, there's the question of Goddard's unused digital history website.

In 2021, the Goddard library was awarded a grant from the Kansas State Historical Records Advisory Board (KSHRAB) to purchase equipment for digitizing a number of items; the resulting images and records were to be submitted to the Kansas State Historical Society for inclusion in their online digital archive, Kansas Memory <https://kansasmemory.org/category/14165>. SCKLS supported the grant, and provided training and other assistance to accomplish this goal. The original plan also included uploading those items and other future digital projects to a Goddard Public Library digital history collection, on the SCKLS-hosted site at <https://goddard.digitalsckls.info/>, although this part of the project was never undertaken.

Again, if you are interested in reviving this site and adding items, I would be happy to work with you on it, whenever you're ready to start. However, if you don't feel the need for a GPL-specific digital history collection, that's fine, too – I could then remove that site and focus elsewhere.

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Please do let me know your thoughts about these two things at your earliest convenience.

Thanks!

- Sharon

Sharon Barnes

Technology Consultant

South Central Kansas Library System

321 N. Main

South Hutchinson, KS 67505

620-663-3211 x135

800-234-0529 x135

Fax 620-663-9797

<https://sckls.info>

<https://scklslibrary.info>

<https://digitalsckls.info>



Nationwide®

NOTICE OF NON-RENEWAL

Named Insured & Mailing Address
GODDARD PUBLIC LIBRARY
PO BOX 443
GODDARD, KS 67052-0443

Agency Number: 58194
OKLAHOMA AGENTS ALLIANCE LLC
1220 N ROBINSON AVE
OKLAHOMA CITY, OK 73103-4820

Date Printed: 05-09-2024

Policy Number: ACP BA013230468723

Insuring Company: NATIONWIDE GENERAL INSURANCE COMPANY
1100 LOCUST ST DEPT 1100
DES MOINES, IA 50391-2000

Policy Type: COMMERCIAL AUTO

Date of Expiration: 08-07-2024

12:01 A.M. Local Time at the mailing address of the Named Insured

Thank you for choosing Nationwide® to help protect what's important to you. We wanted to notify you as soon as possible that Nationwide will not renew this policy when it expires. This Policy will cease on the expiration date shown above.

Reason for Non-Renewal: Non-Renew - Does not meet program / product requirements

Your policy is being non-renewed because Commercial Auto accounts without an accompanying policy in another line of business are no longer within Nationwide's Small Commercial appetite.

What you need to do

Since you will be without coverage as of the expiration date, we encourage you to speak with an agent about alternative policy coverage options.

For more information

If you have any questions about this notice, or would like to investigate alternative policy coverage options with Nationwide, please contact your agent at (405) 702-0906.

Individual state laws require us to provide the following information in this letter.

IMPORTANT NOTICE

This policy provides auto liability coverage. You should contact your agent or any agent concerning your possible eligibility for replacement coverage through another insurer or the Kansas Automobile Insurance Plan.

Kansas law requires that financial security, for every motor vehicle covered by this policy, is required to be maintained continuously throughout the registration period. Operating any such motor vehicle without maintaining continuous financial security is a class B misdemeanor and shall be subject to a fine of not less than \$300 and not more than \$1,000. The registration for any such motor vehicle for which continuous financial security is not provided is subject to suspension, and the driver's license of the owner is subject to suspension.

NI 00 89 KS 01 20

68064000161019



OK 58194

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RE: FW: My invoice

1 message

Mike Paasch <mikepaasch@cox.net>
To: Library Director <goddardlibdirector@gmail.com>

Tue, Jun 4, 2024 at 3:31 PM

Carrie,

If I provided you my banking information, could you just add my name to the payroll roster when you send the check information to the bank each month?

Regarding a semi-monthly payroll, my expense into preparing payroll is my time. Normally I spend about 1.5 hours for each payroll. Taking into account I was given a significant pay increase at the first of this year, I wouldn't need to double my fee, but I do feel I would need to increase it to \$225/month if I prepared two payrolls each month. For the part-time employees, their semi-monthly checks would be lower so I would need to take into account how the tax tables would withhold taxes.

I have a suggestion that shouldn't involve much more on my time. You could issue mid-month "draws" for each employee that would be based on approximately 50% of recent monthly take home pay checks. Continue to send me the full hours for each employee to process a monthly check, but I would add a column to deduct the mid-month draws given to the employees so that their total monthly take home pay will be the same for everyone. Adding the deduction columns on the Excel payroll worksheets would be a simple step so I don't think I would need to increase my fee. You might run this by the board and see what their thoughts is on this.

Mike

From: Library Director <goddardlibdirector@gmail.com>
Sent: Tuesday, June 4, 2024 12:03 PM
To: Mike Paasch <mikepaasch@cox.net>
Subject: Re: FW: My invoice

Wow! That's crazy!

I will work on sending you the sign-up information again.

In regards to KEPERS, I didn't fill out paperwork. I will do some more checking but, if you get her enrolled that should work for now!

Another question?!

Would it be possible to do payroll twice a month? Cost? Logistics?

DL

QUOTE



DATE

March 17, 2024

P.K. Burns, IdI QA

P.O. Box 20509

Wichita, KS 67226

1-316-516-8014

Email: plkingburns@outlook.com

TO:

Goddard Public Library
 c/o Lucretia Burch, BoD Treasurer
 201 N. Main St.
 Goddard, KS 67052
 1-316-619-3452
lburch113@yahoo.com

IDI QA (QUALIFIED ADMINISTRATOR)	INTERCULTURAL DEVELOPMENT INVENTORY (IDI)®, INDIVIDUAL & GROUP IDI DEBRIEFS WITH DIVERSITY TRAINING	PAYMENT DUE UPON RECEIPT OF INVOICE
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QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
14	idi Surveys	\$33.00	\$462.00
14	Individual Debrief Sessions	\$25.00	\$350.00
1	Group Debrief & Diversity Training	\$200.00	\$200.00
Three	Round Trip (42.8 miles)	\$0.67 per mile	\$86.02

PRODUCT PRODUCT DESCRIPTION

Subtotal	\$1,098.02
Sales Tax	00.00
Total	1,098.02

“The real journey of discovery consists not in seeking new landscapes, but in having new eyes.”

Marcel Proust