

# Goddard Public Library Board Meeting Agenda

October 23rd, 2023 at 7:05 pm

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting September 12<sup>th</sup>, 2023, Special Meeting September 25<sup>th</sup>, 2023.
4. Citizen Comments
5. Correspondence and communications
  - a. Invitations to the Women's Club 90<sup>th</sup> open house were mailed.
6. Director's Report
  - a. Circulation Report
7. Financial Report
  - a. Approve September financials
8. Old Business
  - a. Video Surveillance update
  - b. Update on Website/Staff emails
  - c. Review of Policy Manual
  - d. Review of Director's Health Insurance allotment
  - e. Budget
9. New Business
  - a. Community Survey
  - b. Appointment to Friends and Foundation board. Fine free for members
  - c. Board training with Paul Hawkins, Director of SCKLS, will be October 23rd at 6pm. Food or snacks will be provided.
  - d. SCKLS has ordered the computers. The price was about \$500 less. Estimated delivery and installation on December 5<sup>th</sup>
  - e. Purchase bin for board books
10. As may be presented

\*Next meeting is November 13th, 2023.

Please call the library at 316-794-8771 if you cannot attend. Or e-mail: [director@goddardlibrary.com](mailto:director@goddardlibrary.com) Thank you!

## Director's Report

October 2023

The Association for Rural and Small Library's conference was a great experience. I attended all three days. It was very interesting to take part in the special focus group by the Brooklyn Public Library. Many libraries across the country are removing address requirements and age limits.

I will be attending the first of three sessions of Kansas for two days. This is at no cost to the library due to the Kansas Library Association inviting me to attend through their scholarship

The library will be closed one day on November 2<sup>nd</sup> for the entire staff to attend one day of the annual Kansas Library Associations conference in Wichita.

I attended a Webinar on the future of NWKLS managing our membership and selections on Overdrive known as the Sunflower consortium. They are getting feedback and ideas on how to proceed managing this for all of the 184 member libraries. It looks like there may be a yearly operation fee of about \$50 in the future to continue being in the group.

The Kansshare director's meetings have started again. We will meet again in November. All of the other directors have been very helpful in providing feedback on how to best handle procedures on processing holds due to privacy issues and requiring a library card or photo ID for checking out.

The part-time position has been advertised. I have had about 5 people interested and am hoping to start interviewing soon!

Carrie has been busy planning our KanRead event on October 14<sup>th</sup>. This will be a fun evening of learning how to make flower bouquets and is a joint programming event with the other libraries in our consortium. Peggy, Debra and I attended the one at Derby. It was a murder mystery dinner and was very fun!

I am working my way through weeding the picture books and have weeded the board books to make room for our Lego Wall area.

### Patron Comments:

I am so thankful for the library!!

You are doing a great job!

The books are free to rent? Thank you!!

"I like books, I like books!" (Toddler)



Goddard Public Library

# Professional dashboard

- 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
  - Paid online events
  - Page access
  - A/B Tests New
  - Moderation Assist
  - Messaging settings

## Page overview

■ Create a post Last 28 days

### Discovery

|                    |       |
|--------------------|-------|
| Post reach         | 6,417 |
| Post engagement    | 1,760 |
| New Page likes     | 13    |
| New Page Followers | 20    |

### Interactions

|             |     |
|-------------|-----|
| Reactions   | 417 |
| Comments    | 37  |
| Shares      | 31  |
| Photo views | 495 |
| Link clicks | 96  |

### Other

|                |   |
|----------------|---|
| Hide all posts | 0 |
| Unfollows      | 0 |

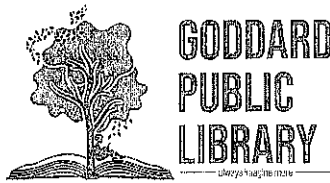
# Goddard Public Library 2023

| CHECK OUT SUMMARY  | JAN  | FEB  | MAR  | APR  | MAY  | JUN  | JUL  | AUG  | SEP  | OCT | NOV | DEC | 2023  | 2022  | 2021  | 2020  |
|--------------------|------|------|------|------|------|------|------|------|------|-----|-----|-----|-------|-------|-------|-------|
| Non-fiction        | 157  | 108  | 97   | 96   | 124  | 72   | 133  | 144  | 80   |     |     |     | 1011  | 1802  | 1589  | 921   |
| Fiction            | 535  | 419  | 480  | 383  | 435  | 299  | 563  | 557  | 376  |     |     |     | 4047  | 6777  | 5731  | 4757  |
| Periodicals        | 18   | 21   | 18   | 18   | 25   | 7    | 34   | 8    | 12   |     |     |     | 161   | 239   | 249   | 467   |
| Audio Books        | 10   | 12   | 12   | 11   | 8    | 9    | 13   | 11   | 26   |     |     |     | 112   | 202   | 208   | 280   |
| DVD/Blu-Ray        | 306  | 317  | 273  | 180  | 186  | 102  | 309  | 284  | 209  |     |     |     | 2166  | 2759  | 2890  | 2209  |
| JUVENILE           |      |      |      |      |      |      |      |      |      |     |     |     |       |       |       |       |
| Non-fiction        | 666  | 388  | 501  | 387  | 510  | 526  | 734  | 822  | 479  |     |     |     | 5013  | 8021  | 6136  | 1883  |
| Fiction            | 1742 | 1796 | 1887 | 1602 | 1326 | 2305 | 1637 | 2428 | 1976 |     |     |     | 16699 | 24618 | 19169 | 10212 |
| Periodicals        | 13   | 2    | 8    | 19   | 22   | 23   | 20   | 7    | 6    |     |     |     | 120   | 134   | 48    | 22    |
| DVD/Blu-Ray        | 74   | 69   | 47   | 35   | 81   | 30   | 103  | 99   | 90   |     |     |     | 628   | 777   | 579   | 541   |
| Audio              | 8    | 10   | 11   | 5    | 3    | 4    | 7    | 19   | 20   |     |     |     | 87    | 132   | 144   | 56    |
| TOTAL              | 3529 | 3142 | 3334 | 2736 | 2720 | 3377 | 3553 | 4379 | 3274 | 0   | 0   | 0   | 30044 | 45461 | 36743 | 21348 |
| Computer           | 146  | 139  | 196  | 135  | 141  | 71   | 144  | 159  | 186  |     |     |     | 1317  | 1659  | 1015  | 1543  |
| Wireless           | 126  | 127  | 153  | 127  | 93   | 67   | 113  | 115  | 124  |     |     |     | 1045  | 1411  | 1204  | 1123  |
| Reference Question | 204  | 186  | 219  | 222  | 240  | 164  | 275  | 265  | 220  |     |     |     | 1995  | 2747  | 2669  | 2954  |
| INTERLIBRARY LOAN  |      |      |      |      |      |      |      |      |      |     |     |     |       |       |       |       |
| Books Loaned       | 354  | 364  | 402  | 271  | 253  | 263  | 357  | 298  | 272  |     |     |     | 2834  | 3840  | 4075  | 3708  |
| Unfilled           | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |     |     |     | 0     | 11    | 17    | 29    |
| Books Borrowed     | 333  | 295  | 551  | 488  | 329  | 135  | 488  | 370  | 271  |     |     |     | 3260  | 3489  | 2841  | 2236  |
| Unfilled           | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |     |     |     | 0     | 3     | 10    | 0     |
| NEW LIBRARY CARDS  | 53   | 58   | 64   | 120  | 90   | 104  | 58   | 58   | 47   |     |     |     | 652   | 674   | 503   | 218   |
| MATERIALS ADDED    |      |      |      |      |      |      |      |      |      |     |     |     |       |       |       |       |
| Adult              | 63   | 85   | 30   | 216  | 19   | 13   | 47   | 25   | 35   |     |     |     | 533   | 885   | 876   | 620   |
| Juvenile           | 48   | 71   | 45   | 44   | 17   | 9    | 8    | 19   | 18   |     |     |     | 279   | 673   | 755   | 786   |
| TOTAL              | 111  | 156  | 75   | 260  | 36   | 22   | 55   | 44   | 53   |     |     |     | 812   | 1558  | 1631  | 1406  |
| LIBRARY ATTENDANCE | 1524 | 1593 | 2036 | 1862 | 2306 | 4030 | 4183 | 3178 | 2922 |     |     |     | 23634 | 20139 | 12709 | 7860  |
| Children           | 172  | 167  | 229  | 222  | 307  | 445  | 621  | 179  | 274  |     |     |     | 2616  | 12741 | 20495 | 8597  |
| Other              | 338  | 427  | 1050 | 1917 | 759  | 1230 | 667  | 640  | 445  |     |     |     | 7473  | 7001  | 11788 | 7143  |
| TOTAL              | 2034 | 2187 | 3315 | 4001 | 3372 | 5705 | 5471 | 3997 | 3641 | 0   | 0   | 0   | 33723 | 39881 | 44992 | 23600 |



| A   | B         | C      | D         | E       | F        | G     | H        | I     | J        | K                        | L                        | M                                | N    |
|-----|-----------|--------|-----------|---------|----------|-------|----------|-------|----------|--------------------------|--------------------------|----------------------------------|------|
| 289 | September | Daily  | Storytime | Program | Outreach | total | Computer | Phone | Wireless | Program 1                | Program 2                | Program 3                        | Kits |
| 290 | 1         | 68     |           |         | 68       | 68    | 8        | 11    | 4        |                          |                          |                                  |      |
| 291 | 2         | 51     |           |         | 51       | 51    | 4        | 3     | 1        |                          |                          |                                  |      |
| 292 | 3         | CLOSED |           |         | 0        | 0     |          |       |          |                          |                          |                                  |      |
| 293 | 4         | CLOSED | Labor Day |         | 0        | 0     |          |       |          |                          |                          |                                  |      |
| 294 | 5         | 93     |           | 11      | 29       | 133   | 11       | 20    | 5        | Leos: 8                  | F and F: 3               | Apollo                           | 29   |
| 295 | 6         | 87     |           | 2       | 12       | 101   | 7        | 6     | 5        |                          | Ties                     | Launah Pad                       | 12   |
| 296 | 7         | 69     |           |         | 10       | 79    | 14       | 5     | 4        |                          |                          | Linear Park-Library Card Sign-up |      |
| 297 | 8         | 78     |           |         | 21       | 99    | 10       | 16    | 4        |                          |                          | TAAG                             | 21   |
| 298 | 9         | 30     |           |         | 30       | 30    | 5        | 4     | 1        |                          |                          |                                  |      |
| 299 | 10        | 27     |           |         | 15       | 42    |          |       |          | Main Street Market Day   | Bathroom Stop - 15       |                                  |      |
| 300 | 11        | 119    |           |         | 42       | 175   | 6        | 10    | 5        | ST: C - 34 & A - 22      |                          |                                  | 45   |
| 301 | 12        | 97     |           | 4       | 60       | 161   | 10       | 8     | 5        |                          | TAB: 4                   | Kensler                          | 60   |
| 302 | 13        | 56     |           |         | 55       | 111   | 11       | 8     | 5        |                          |                          | Explorer                         | 55   |
| 303 | 14        | 45     |           | 5       | 50       | 100   | 7        | 10    | 4        |                          | Books and beyond         | CDS                              | 50   |
| 304 | 15        | 86     |           |         | 86       | 86    | 3        | 9     | 3        |                          |                          |                                  |      |
| 305 | 16        | 57     |           | 317     | 26       | 429   | 1        | 8     | 4        | ST: C - 17 & A - 12      | Ballet in the Park - 317 | Cookies with the cast - 26       | 15   |
| 306 | 17        | CLOSED |           |         | 0        | 0     |          |       |          |                          |                          |                                  |      |
| 307 | 18        | 92     |           |         | 135      | 92    | 6        | 4     | 5        | ST: C - 24 & A - 19      |                          |                                  | 45   |
| 308 | 19        | 74     |           | 7       | 81       | 81    | 9        | 7     | 5        | Book Edges: 7            |                          |                                  |      |
| 309 | 20        | 68     |           |         | 73       | 73    | 11       | 7     | 5        |                          |                          | Dove                             |      |
| 310 | 21        | 59     |           |         | 59       | 59    | 6        | 5     | 4        |                          |                          |                                  |      |
| 311 | 22        | 57     |           |         | 57       | 57    | 2        | 14    | 3        |                          |                          |                                  |      |
| 312 | 23        | 26     |           |         | 33       | 33    | 1        | 4     | 1        | Bonding thru Board Games |                          |                                  |      |
| 313 | 24        | CLOSED |           |         | 0        | 0     |          |       |          |                          |                          |                                  |      |
| 314 | 25        | 121    |           | 94      | 215      | 215   | 11       | 15    | 5        | ST: C - 57 & A: 37       |                          |                                  | 60   |
| 315 | 26        | 98     |           | 7       | 10       | 115   | 11       | 13    | 5        |                          | TAB - 7                  | Peas in the Pod                  | 10   |
| 316 | 27        | 74     |           |         | 23       | 97    | 13       | 10    | 4        |                          |                          | Amelia                           | 23   |
| 317 | 28        | 128    |           | 46      | 73       | 247   | 9        | 12    | 4        |                          | Goddard Puppet Ladies    | Explorer-Puppet Ladies           |      |
| 318 | 29        | 97     |           |         | 11       | 108   | 10       | 7     | 3        |                          |                          | TIES                             |      |
| 319 | 30        | 37     |           |         | 37       | 37    | 0        | 4     | 1        |                          |                          |                                  |      |
| 320 | Total     | 1894   | 222       | 399     | 407      | 2922  | 186      | 220   | 95       |                          |                          |                                  |      |



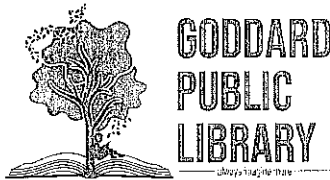


## **Goddard Public Library Board Meeting Minutes September 11, 2023 at 7:05 PM**

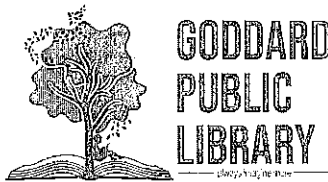
The September Board Meeting of the Goddard Public Library was called to order by the Vice President of the Board, Kate Morgan, at 7:30 PM.

1. Roll Call: Kate Morgan, Megan Koenigs, Tegan Perkins Ulmen, Margo Rakes, Ashleigh Pearce, Angela Pruitt, Lucretia Burch, and Julie Mills. A quorum was reached. There were 3 community members in attendance.
2. Approval of Agenda: Lucretia Burch moved to approve the Meeting Agenda for September 11th, 2023. Megan Koenigs seconded the motion. All present were in favor.
  - a. Motion made to amend September 11th, 2023 Agenda by Kate Morgan - add Executive session. Margo Rakes seconded the motion. All present were in favor.
3. Approval of Minutes of Regular Meeting June 12th, 2023, Special Meeting July 23rd, 2023, and Regular Meeting August 14th, 2023.
  - a. Regular Meeting June 12th, 2023 and Special Meeting July 12th, 2023 minutes approved with no corrections.
  - b. Correction to August 14th, 2023 recommended - remove items 4-7 as they were on the agenda but have yet to be discussed.
4. Citizen Comments: None
5. Correspondence and Communications:
  - a. Board Member Exit Interview: Received 1 Exit Interview back from recently resigned Board Members. All Board Members received a copy to review.
  - b. Thank You card from former Board Member, Vicki Luthi, was received.
6. Director's Report:
  - a. Received a copy of the July, August, and September Director's Report.
    - i. The bathroom walls have been replaced.
    - ii. Julie Mills will be attending the ARSL Conference in September.

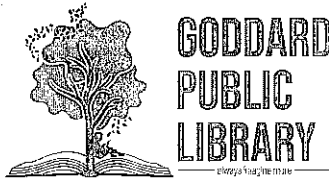




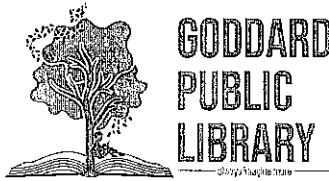
- iii. Main Street Market went well, but the Library is really only being used as a bathroom stop. The Library did not hold a craft at MSM this time. In the future could hold the craft outside and not have the Library open.
  - iv. Board Members like seeing the Patron Comments at the bottom of the Director's Report.
- b. Circulation Report: Circulation is down a little, potentially due to School starting back up again and Parents returning to work full-time now that summer is over.
  - c. Ashleigh Pearce moved to start tracking how many monthly activity packets/kits are made and handed out. Lucretia Burch seconded the motion. All present were in favor.
7. Financial Report:
- a. Approve June, July, and August Financial Reports: Tegan Perkins Ulmen moved to approve the June Financial Report; Angela Pruitt seconded the motion. All present were in favor. Tegan Perkins Ulmen moved to approve the July Financial Report; Ashleigh Pearce seconded the motion. All present were in favor. Margo Rakes moved to approve the August Financial Report; Megan Koenigs seconded the motion. All present were in favor.
  - b. Carrie's Summer Reading Program Bonus: Ashleigh Pearce moved to approve Carrie Wharton's Summer Reading Program Bonus of \$965.15. Lucretia Burch seconded the motion. All present were in favor.
8. Old Business:
- a. Welcome New Board Members: Ashleigh Pearce was approved at the July 17th, 2023 City Council Meeting. Angela Pruitt and Lucretia Burch were approved at the August 21st, 2023 City Council Meeting.
  - b. New Member Oath: Oath was said allowed by new Board Members and signed.
  - c. Summer Reading Report: Handed out and reviewed. Carrie Wharton commented that there was a significant increase in Adult sign up and participation this year.
  - d. Lego Wall: Will be 100% funded by Goddard Woman's Club. Should be installed this week and will be revealed at the GWC's Open House on October 15th, 2023.
  - e. Video Surveillance: Julie Mills brought up a concern for our current security system. After speaking with Goddard Police, contacted Decker Electric for a quote on a new surveillance server. Quote is over a month old; tabled until next month.



- f. Update on staff emails: Julie Mills would like to move to Google Workspace. She is looking into how to change over.
    - i. Ashleigh Pearce contacting Web Designers for quotes; Tegan Perkins Ulmen will then work with Julie Mills to move over to Google. Each staff member would have an email and a new website is needed.
  - g. Review of Policy Manual: Still needs updates. Board Members need to bring this with them to each meeting.
  - h. Review of Director's Health Insurance Allotment: Tabled to October meeting.
9. New Business:
- a. Vote for President and Vice President
    - i. Ashleigh Pearce nominated Kate Morgan for President. Margo seconded the motion. All present were in favor. Kate Morgan accepted and is now President of the Board.
    - ii. Kate Morgan moved to remove Megan Koenigs as Treasurer and appoint her as Vice President. Lucretia Burch seconded the motion. All present were in favor. Megan Koenigs accepted and is now Vice President of the Board.
    - iii. Ashleigh Pearce nominated Lucretia Burch for Treasurer. Angela Pruitt seconded the motion. All present were in favor. Lucretia Buch accepted and is now Treasurer of the Board.
  - b. Form Committees: Megan Koenigs moved to approve the following committees. Kate Morgan seconded the motion. All present were in favor.
    - i. Finance Committee: Lucretia Burch, Megan Koenigs, and Ashleigh Pearce
    - ii. Advocacy and Marketing: Tegan Perkins Ulmen, Ashleigh Pearce, and Margo Rakes
    - iii. Strategic Plan: Kate Morgan and Angela Pruitt
  - c. Goddard Woman's Club Open House held at Library on October 15th, 2023: Reviewed during Old Business in regard to the Lego Wall installation.
  - d. SCKLS Technology Grant Award: Megan Koenigs moved to approve \$3,255 to pay for the remaining amount that the Grant does not cover for new technology. Kate Morgan seconded the motion. All present were in favor.
  - e. Budget: Tabled.



- f. Social Media Policy: Reviewed the need for staff to double-check posts and communication.
  - g. Website Review: Discussed during Old Business and the need for new staff emails.
  - h. Remove names from bank signature card:
    - i. Tegan Perkins Ulmen moved to remove the former President, Sherry Lauer, from the bank account and to add the current President, Kate Morgan, and new Treasurer, Lucretia Burch, as signers on the bank account. Megan Koenigs seconded the motion. All present were in favor.
    - i. Board Training with Paul Hawkins, Director of SCKLS: October 9th at 6:00 PM. Food will be provided; Julie is looking into options.
10. As May Be Presented:
- a. Julie Mills requested a New Community Survey.
    - i. She would like to add questions in regard to the Mobile Library and other Library resources. Julie will come up with the questions and present them at a future Board Meeting for approval.
  - b. The Mobile Library went to Linear Park for Library Card Day and had a great group.
11. Executive Session
12. Megan Koenigs moved to increase Julie Mills' ( Library Director) salary after her 90-day review. Margo Rakes seconded the motion. All present were in favor.
13. Margo Rakes moved to adjourn the meeting at 9:09 PM; Angela Pruitt seconded the motion. All present were in favor.



## **Goddard Public Library Special Board Meeting Minutes September 26, 2023 at 7:30 PM**

The September Special Board Meeting of the Goddard Public Library was called to order by the President of the Board, Kate Morgan, at 7:30 PM.

1. Roll Call: Kate Morgan, Ashleigh Pearce, Tegan Perkins Ulmen, Megan Koenigs, Lucretia Burch, Angela Pruitt, and Julie Mills. A quorum was reached. There were no community members in attendance.
2. Approval of Agenda: Ashleigh Pearce moved to approve the Special Meeting Agenda for September 26th, 2023. Megan Koenigs seconded the motion. All present were in favor.
3. Old Business: Julie Mills presented the Decker Electric estimate to replace the security system server in the basement. The ballpark estimate is \$9800 and may change if additional or less material/labor is needed.
  - a. Discussion about pulling the power/cutting feed now rather than later due to the current setup of the security system was held. All agreed to keep the system as is even with the current concerns. The current state would be better than nothing if a significant event were to occur.
    - i. Lucretia Burch moved to have Decker Electric replace the basement security server and approve a budget of \$9,800 for the project. Ashleigh Pearce seconded the motion. All present were in favor.
4. Angela Pruitt moved to adjourn the meeting at 7:39 PM. Lucretia Burch seconded the motion. All present were in favor.

## Goddard Public Library Profit & Loss Budget Performance September 2023

|                                   | Sep 23          | Budget      | Jan - Sep 23      | YTD Budget        | Annual Budget     |
|-----------------------------------|-----------------|-------------|-------------------|-------------------|-------------------|
| <b>Ordinary Income/Expense</b>    |                 |             |                   |                   |                   |
| <b>Income</b>                     |                 |             |                   |                   |                   |
| Balance Forward                   | 0.00            | 0.00        | 0.00              | 20,000.00         | 20,000.00         |
| Book Sales and Lost Book Fees     | 0.00            | 0.00        | 0.00              | 500.00            | 500.00            |
| City Funds                        | 0.00            | 0.00        | 216,311.70        | 224,807.00        | 224,807.00        |
| Donations                         | 2.50            | 0.00        | 5,954.49          | 1,000.00          | 1,000.00          |
| Fines, Copies, Faxes              | 71.43           | 0.00        | 1,599.78          | 1,250.00          | 1,250.00          |
| Goddard Lions Club Income         | 0.00            | 0.00        | 827.82            | 300.00            | 300.00            |
| Grants                            |                 |             |                   |                   |                   |
| Friends & Foundation              | 0.00            | 0.00        | 439.41            | 1,000.00          | 1,000.00          |
| Levand Trust                      | 0.00            | 0.00        | 5,513.00          | 3,000.00          | 3,000.00          |
| SCKLS                             |                 |             |                   |                   |                   |
| Grants In Aid                     | 4,392.00        | 0.00        | 15,809.00         | 100.00            | 100.00            |
| Summer Reading Grant              | 0.00            | 0.00        | 0.00              | 10,000.00         | 10,000.00         |
| SCKLS - Other                     | 0.00            | 0.00        | 0.00              |                   |                   |
| <b>Total SCKLS</b>                | <b>4,392.00</b> | <b>0.00</b> | <b>15,809.00</b>  | <b>10,100.00</b>  | <b>10,100.00</b>  |
| State Aid                         | 0.00            | 0.00        | 1,514.57          | 1,420.00          | 1,420.00          |
| Tech Grant                        | 3,000.00        | 0.00        | 3,000.00          | 1,000.00          | 1,000.00          |
| Grants - Other                    | 0.00            | 0.00        | 588.47            |                   |                   |
| <b>Total Grants</b>               | <b>7,392.00</b> | <b>0.00</b> | <b>26,864.45</b>  | <b>16,520.00</b>  | <b>16,520.00</b>  |
| Interest Income                   | 16.23           | 0.00        | 138.21            | 16.00             | 16.00             |
| Programming Income                | 120.00          |             | 219.00            |                   |                   |
| Refund Income                     | 0.00            |             | 64.95             |                   |                   |
| Summer Reading Donations          | 0.00            |             | 1,787.50          |                   |                   |
| <b>Total Income</b>               | <b>7,602.16</b> | <b>0.00</b> | <b>253,567.90</b> | <b>264,393.00</b> | <b>264,393.00</b> |
| <b>Gross Profit</b>               | <b>7,602.16</b> | <b>0.00</b> | <b>253,567.90</b> | <b>264,393.00</b> | <b>264,393.00</b> |
| <b>Expense</b>                    |                 |             |                   |                   |                   |
| Accounting                        | 135.00          | 0.00        | 1,215.00          | 1,750.00          | 1,750.00          |
| Automation                        | 0.00            | 0.00        | 1,612.00          | 1,600.00          | 1,600.00          |
| Board Insurance                   | 0.00            | 0.00        | 0.00              | 825.00            | 825.00            |
| Treasurer Bond                    | 0.00            | 0.00        | 825.00            | 1,040.00          | 1,040.00          |
| Board Insurance - Other           | 0.00            | 0.00        |                   |                   |                   |
| <b>Total Board Insurance</b>      | <b>0.00</b>     | <b>0.00</b> | <b>825.00</b>     | <b>1,865.00</b>   | <b>1,865.00</b>   |
| <b>Bookmobile</b>                 |                 |             |                   |                   |                   |
| Bookmobile Insurance              | 0.00            | 0.00        | 1,509.00          | 1,200.00          | 1,200.00          |
| Bookmobile Maintenance            | 0.00            | 0.00        | 897.45            | 500.00            | 500.00            |
| Bookmobile Tags                   | 0.00            | 0.00        | 83.81             | 2,000.00          | 2,000.00          |
| <b>Total Bookmobile</b>           | <b>0.00</b>     | <b>0.00</b> | <b>2,490.26</b>   | <b>3,700.00</b>   | <b>3,700.00</b>   |
| <b>Capital Improvement Budget</b> | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b>       | <b>1,000.00</b>   | <b>1,000.00</b>   |
| Community Relations               |                 |             |                   |                   |                   |
| Marketing                         | 293.50          |             | 3,281.62          |                   |                   |
| Staff Meeting                     | 78.13           |             | 460.93            |                   |                   |
| Community Relations - Other       | 0.00            | 0.00        | 1,569.31          | 5,300.00          | 5,300.00          |
| <b>Total Community Relations</b>  | <b>371.63</b>   | <b>0.00</b> | <b>5,311.86</b>   | <b>5,300.00</b>   | <b>5,300.00</b>   |

**Goddard Public Library  
Profit & Loss Budget Performance  
September 2023**

|                                   | Sep 23           | Budget      | Jan - Sep 23      | YTD Budget        | Annual Budget     |
|-----------------------------------|------------------|-------------|-------------------|-------------------|-------------------|
| Continuing Education              |                  |             |                   |                   |                   |
| Mileage/Meals                     | 53.42            |             | 68.42             |                   |                   |
| Continuing Education - Other      | 870.00           | 0.00        | 932.15            | 400.00            | 400.00            |
| <b>Total Continuing Education</b> | <b>923.42</b>    | <b>0.00</b> | <b>1,000.57</b>   | <b>400.00</b>     | <b>400.00</b>     |
| Director Health Benefit           | 675.94           | 0.00        | 6,083.46          | 7,200.00          | 7,200.00          |
| Friends & Foundation              | 0.00             |             | 454.18            |                   |                   |
| Grant Expense                     | 772.28           |             | 11,003.87         |                   |                   |
| Levand Trust Expense              | 1,118.41         |             | 2,659.36          |                   |                   |
| Library Inventory                 |                  |             |                   |                   |                   |
| Audio Books                       | 0.00             |             | 241.34            |                   |                   |
| Books                             | 265.77           |             | 6,353.54          |                   |                   |
| DVD/Blu-Ray                       | 0.00             |             | 563.66            |                   |                   |
| ebooks/audiobooks                 | 0.00             |             | 816.74            |                   |                   |
| Magazines and Periodicals         | 0.00             |             | 436.68            |                   |                   |
| Library Inventory - Other         | 0.00             | 0.00        | 51.94             |                   |                   |
| <b>Total Library Inventory</b>    | <b>255.77</b>    | <b>0.00</b> | <b>8,463.90</b>   | <b>19,000.00</b>  | <b>19,000.00</b>  |
| Licensing                         | 0.00             | 0.00        | 1,432.00          | 1,700.00          | 1,700.00          |
| Maintain building and grounds     | 483.00           | 0.00        | 1,399.39          | 1,300.00          | 1,300.00          |
| Memberships                       | 160.00           | 0.00        | 641.00            | 842.00            | 842.00            |
| Mileage                           | 160.48           | 0.00        | 912.50            | 900.00            | 900.00            |
| Miscellaneous                     |                  |             |                   |                   |                   |
| Lost Book                         | 0.00             |             | 34.34             |                   |                   |
| <b>Total Miscellaneous</b>        | <b>0.00</b>      | <b>0.00</b> | <b>34.34</b>      |                   |                   |
| Payroll Expenses                  |                  |             |                   |                   |                   |
| KPERs-MISC                        | 1,468.86         | 0.00        | 12,004.80         | 16,000.00         | 16,000.00         |
| Payroll                           | 8,629.10         | 0.00        | 75,156.09         | 132,861.00        | 132,861.00        |
| Payroll Taxes                     | 2,201.32         | 0.00        | 18,493.58         | 25,000.00         | 25,000.00         |
| State Tax                         | 298.21           | 0.00        | 2,790.96          | 6,500.00          | 6,500.00          |
| State Unemployment Taxes (SUTA)   | 0.00             | 0.00        | 90.84             | 200.00            | 200.00            |
| Workman's Comp Insurance          | 0.00             | 0.00        | 292.00            | 275.00            | 275.00            |
| <b>Total Payroll Expenses</b>     | <b>12,597.49</b> | <b>0.00</b> | <b>108,828.07</b> | <b>180,836.00</b> | <b>180,836.00</b> |
| Postage and Shipping              | 4.43             | 0.00        | 1,832.42          | 1,750.00          | 1,750.00          |
| Programming                       |                  |             |                   |                   |                   |
| Story Time                        | 0.00             |             | 224.43            |                   |                   |
| Summer Reading Program            | 0.00             |             | 2,028.79          |                   |                   |
| Teen Advisory Board               | 0.00             |             | 215.51            |                   |                   |
| Wine & Color                      | 0.00             |             | 280.56            |                   |                   |
| Programming - Other               | 0.00             | 0.00        | 1,106.30          | 5,500.00          | 5,500.00          |
| <b>Total Programming</b>          | <b>0.00</b>      | <b>0.00</b> | <b>3,955.59</b>   | <b>5,500.00</b>   | <b>5,500.00</b>   |

## Goddard Public Library Profit & Loss Budget Performance September 2023

|                            | Sep 23            | Budget      | Jan - Sep 23      | YTD Budget        | Annual Budget     |
|----------------------------|-------------------|-------------|-------------------|-------------------|-------------------|
| Supplies                   |                   |             |                   |                   |                   |
| Building                   | 227.35            |             | 681.83            |                   |                   |
| Computer                   | 0.00              |             | 15.88             |                   |                   |
| Furniture                  | 0.00              |             | 516.41            |                   |                   |
| Office                     | 43.77             |             | 1,441.43          |                   |                   |
| Processing                 | 139.00            |             | 393.75            |                   |                   |
| Supplies - Other           | 0.00              | 0.00        | 0.00              | 5,000.00          | 5,000.00          |
| <b>Total Supplies</b>      | <b>410.12</b>     | <b>0.00</b> | <b>3,049.30</b>   | <b>5,000.00</b>   | <b>5,000.00</b>   |
| Technology                 | 0.00              | 0.00        | 1,235.60          | 4,000.00          | 4,000.00          |
| Utilities                  | 1,875.02          | 0.00        | 14,594.78         | 20,500.00         | 20,500.00         |
| Website Maintenance        | 0.00              | 0.00        | 143.88            | 250.00            | 250.00            |
| <b>Total Expense</b>       | <b>19,942.99</b>  | <b>0.00</b> | <b>179,078.33</b> | <b>264,393.00</b> | <b>264,393.00</b> |
| <b>Net Ordinary Income</b> | <b>-12,340.83</b> | <b>0.00</b> | <b>74,489.57</b>  | <b>0.00</b>       | <b>0.00</b>       |
| <b>Net Income</b>          | <b>-12,340.83</b> | <b>0.00</b> | <b>74,489.57</b>  | <b>0.00</b>       | <b>0.00</b>       |

4:00 PM

10/05/23

**Goddard Public Library  
Reconciliation Detail  
Capital Improvement, Period Ending 10/01/2023**

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| Type                                     | Date       | Num | Name | Clr | Amount       | Balance          |
|------------------------------------------|------------|-----|------|-----|--------------|------------------|
| <b>Beginning Balance</b>                 |            |     |      |     |              | 55,157.61        |
| <b>Cleared Transactions</b>              |            |     |      |     |              |                  |
| <b>Deposits and Credits - 1 item</b>     |            |     |      |     |              |                  |
| Deposit                                  | 10/01/2023 |     |      | X   | 14.05        | 14.05            |
| <b>Total Deposits and Credits</b>        |            |     |      |     | 14.05        | 14.05            |
| <b>Total Cleared Transactions</b>        |            |     |      |     | 14.05        | 14.05            |
| <b>Cleared Balance</b>                   |            |     |      |     | 14.05        | 55,171.66        |
| <b>Register Balance as of 10/01/2023</b> |            |     |      |     | 14.05        | 55,171.66        |
| <b>Ending Balance</b>                    |            |     |      |     | <u>14.05</u> | <u>55,171.66</u> |



4:19 PM

10/05/23

**Goddard Public Library**  
**Reconciliation Summary**  
Bank Checking Account, Period Ending 10/01/2023

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|                                          | <u>Oct 1, 23</u>  |
|------------------------------------------|-------------------|
| <b>Beginning Balance</b>                 | 115,234.89        |
| <b>Cleared Transactions</b>              |                   |
| Checks and Payments - 76 items           | -19,780.14        |
| Deposits and Credits - 11 items          | 7,672.62          |
| <b>Total Cleared Transactions</b>        | <u>-12,107.52</u> |
| <b>Cleared Balance</b>                   | <u>103,127.37</u> |
| <b>Uncleared Transactions</b>            |                   |
| Checks and Payments - 1 item             | -14.77            |
| <b>Total Uncleared Transactions</b>      | <u>-14.77</u>     |
| <b>Register Balance as of 10/01/2023</b> | <u>103,112.60</u> |
| <b>New Transactions</b>                  |                   |
| Checks and Payments - 8 items            | -6,434.32         |
| Deposits and Credits - 1 item            | 14,792.92         |
| <b>Total New Transactions</b>            | <u>8,358.60</u>   |
| <b>Ending Balance</b>                    | <u>111,471.20</u> |







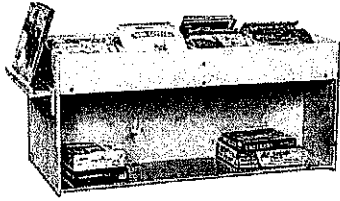
**Mobile Book Organizer - Assembled**

by Spriggs® | SKU: SPG-2140F ☆☆☆☆☆ | [Q & A](#) | [Start a Live Chat](#)

**\$499.88**

MSRP: \$999.76

You Save: \$499.88 (50%)



**Select Options:**

1) Select Type: Assembled ▼

1

Add to Cart

zip code

**Calculate Shipping**

On Sale

**Product Overview**

- Divided sections on top help keep books and supplies organized.
- Built-in side easel is perfect for story time and displaying books.
- Sturdy construction, rounded corners and recessed back make it a safe choice.

**Certifications**

**GREENGUARD GOLD**

Description

Specs

Resources & Guides

|                             |                                                                                   |
|-----------------------------|-----------------------------------------------------------------------------------|
| <b>Product Weight (Lbs)</b> | 70                                                                                |
| <b>Assembly</b>             | Not required                                                                      |
| <b>Casters/Glides</b>       | 4 mounted casters                                                                 |
| <b>Finish</b>               | UV                                                                                |
| <b>Material</b>             | Baltic Birch plywood                                                              |
| <b>Other Info</b>           | Built-in side easel<br>Greenguard certified<br>CPSIA compliant<br>Made in the USA |
| <b>Depth</b>                | 23 1/2"                                                                           |
| <b>Overall Height</b>       | 23 1/2"                                                                           |
| <b>Overall Width</b>        | 46 3/4"                                                                           |
| <b>Section Dimensions</b>   | 11 3/4" W x 10 1/2" L x 4 3/4" D                                                  |
| <b>Warranty</b>             | 20-year limited                                                                   |
| <b>Weight Capacity</b>      | 100 lbs                                                                           |
| <b>Shipping Method:</b>     | UPS / FedEx                                                                       |

[See less](#)

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# Goddard Public Library Community Survey-2023

Filling out this survey helps the Goddard Public Library support our community! Thank you for taking the time to respond. If you have questions or concerns please reach out to Julie at [goddardlibdirector@gmail.com](mailto:goddardlibdirector@gmail.com)

\* Indicates required question

1. Email \*

.....

Please Answer:

2. 1) Do you live within Goddard city limits? \*

*Mark only one oval.*

Yes

No

3. If No to question above, do you live within the Goddard USD 265 district? \*

*Mark only one oval.*

Yes

No

4. Do our library programs meet your needs? \*

*Mark only one oval.*

Yes

No

5. If not, please explain how we can better meet your needs with programs.

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6. Do you come to Goddard specifically to visit the library? \*

*Mark only one oval.*

Yes

No

7. What library resources do you feel we need to add? (ex. self checkout, technology to our small meeting space, 3D printing, etc.)

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8. Do you use the Mobile Library?

*Mark only one oval.*

Yes

No

9. If you do or don't use the Mobile Library, why or why not?

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10. After visiting the Library, what other places do you visit in Goddard?

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11. What amenities do you think are important for enticing people to move into the community?

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12. Would you like to learn more about supporting our community library through our Goddard Library Friends and Foundation? \*

*Mark only one oval.*

Yes

No

13. Thank you for your time, to be entered into our raffle giveaway please fill in your email address.

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**Google Forms**