

Goddard Public Library Board Meeting Agenda

February 12th, 2024 at 6:30 pm

1. Roll Call
2. Approval of Agenda
3. Review of Minutes from Board Meeting January 8th, 2024.
4. Citizen Comments
5. Correspondence and communications
6. Director's Report
 - a. Circulation Report
7. Financial Report
 - a. Approve January financials
8. Old Business
 - a. Policy Manual Updates
 - b. Mobile Library Sub Committee (meeting cancelled – will reschedule)
 - c. New Website/purchase domain name
9. New Business
 - a. SCKLS technology grant for self-checkout machine
 - b. Garden Planters/Neighbors United
 - c. Main Street Market Sundays
 - d. Volunteer Policy
10. As may be presented

*Next meeting is March 11th, 2024.

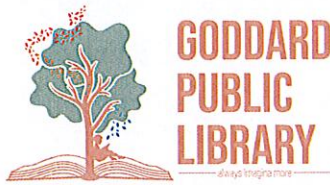
Please call the library at 316-794-8771 if you cannot attend. Or e-mail: goddardlibdirector@gmail.com Thank you!



Goddard Public Library Board Meeting Minutes January 8th, 2024 at 6:30 PM

The January Board Meeting of the Goddard Public Library was called to order by the President of the Board, Kate Morgan, at 6:45 PM via Google Meet due to winter weather conditions.

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.
 - a. Margo Rakes disconnected from the meeting due to connection issues at 7:16 PM.
2. Approval of Agenda: Megan Koenigs moved to approve the Meeting Agenda for January 8th, 2024. Lucretia Burch seconded the motion. All present were in favor.
3. Regular Meeting December 11th, 2023 minutes were approved for some name corrections and a topic change from Holiday gift cards to Holiday Bonus.
4. Citizen Comments: None.
5. Correspondence and Communications: None
6. Director's Report:
 - a. Director's Report: Received a copy of January's Report
 - i. The new cameras are wonderful!
 - ii. Julie attended the Goddard HUB meeting- a new initiative from the Chamber and Goddard Lions Club.
 - iii. Heart of Country Catering provided a Holiday grazing board for staff members.
 - iv. Staff are appreciative of the Holiday bonuses!
 - b. Circulation Report: Received a copy, no concerns.
 - i. Circulation has dropped a little, probably due to the Holidays. Holiday events were very successful!
7. Financial Report:
 - a. Approve December Report: Tegan Perkins Ulmen moved to approve the December Financial Report; Ashleigh Pearce seconded the motion. All present were in favor.
 - i. QuickBooks will need to be updated sooner than later since there are issues with the current program as it is no longer supported or accepting updates.



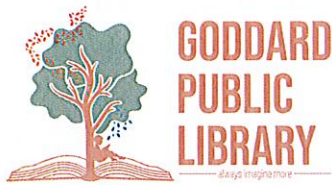
- b. 2024 proposed budget:
 - i. Lucretia Burch moved to transfer \$9,837.07 to Capital Outlay. Angela Pruitt seconded the motion. All present were in favor (Margo Rakes's video connection didn't allow her to hear and will be counted as nil).
 - ii. Lucretia Burch moved to approve the 2024 Budget. Ashleigh Pearce seconded the motion. All present were in favor.

8. Old Business:

- a. Video Surveillance Update: Done and the cameras are installed and working well. The building is secure and the video can be reviewed.
- b. Strategic Plan/Community Survey: Lucretia Burch moved to approve the 2024 Strategic Plan. Megan Koenigs seconded the motion. All present were in favor.
- c. New Website/Purchase Domain Name: Tabled to February. Tegan will reach out to High School Journalism teachers to see if any students are looking for an internship or a project.
- d. Policy Manual Updates:
 - i. Tegan Perkins Ulmen moved to add the following verbiage to Page 37, K. Gratuities, Article C. Megan Koenigs seconded the motion. All present were in favor. It now includes the following:
 - 1. "Employees and their family members over the age of 18 are not eligible for any prizes from library-sponsored contests or raffle drawings."
 - ii. Kate Morgan moved to add the following verbiage to Page 31, D. Personal Appearance of Employees, Article B2. Lucretia Burch seconded the motion. All present were in favor. It now includes the following:
 - 1. "No leggings or jogging/sweats as pants."
 - iii. Julie and Lucretia will work through wording for additional policy changes regarding appearance.
- e. Mobile Library Use: Kate Morgan moved to create a Mobile Library committee that includes Julie Mills, Lucretia Burch, Ashleigh Pearce, and Megan Koenigs who will reach out to the City of Goddard lawyers to see what the repercussions of disposing vs. keeping the Mobile Library might be.

9. New Business:

- a. Blackstone Audio Books/KanShare Group Purchase: Covered in Circulation Report.



- b. Tables and Chairs: Megan Koenigs moved to purchase 16 chairs and 3 tables with a budget of \$3600. Angela Pruitt seconded the motion. All present were in favor.
 - c. Window Repair: \$600 - waiting for estimates and warmer weather. Already built into the budget but Julie is checking to see why this falls on us and not on the city that owns the building.
 - d. Present Budget and Strategic Plan at February 5th City Council: Kate and Julie will present.
10. As May Be Presented: None.
11. Lucretia Burch moved to adjourn the meeting at 8:19 PM; Megan Koenigs seconded the motion. All present were in favor.

Director's Report

February 2024

The first Chamber lunch of the year was interesting and informative! Craig Crossett and Micah Scoggins updated us on the North Park plans and signage for the city.

I attended a mentor lunch at Goddard Academy. It was a great time talking about the library and being a librarian with the students. I hope to do that again!

We had our second HUB meeting. There was a lot of information and we are hoping to offer Meals on Wheels.

I also attended a webinar about all of the digital options the State Library offers. It was interesting to see all of their offerings.

The Kansas Library Survey is completed! There are some graphics included in the board packet.

Carrie is busy planning Summer Reading and she and staff had a fun story time for Kansas day.

I presented the Library's yearend report to the City Council. It was well received and the Mayor is looking forward to helping look at expanding out space and would like to take an active role in some of our events and story times!

Patron Comments:

This library is the "Gem of the West"

I love this library (first time visitor)

Goddard has the best library!

You all are doing amazing programs! Great job!

ANNUAL REPORT OF KANSAS LIBRARY STATISTICS

GODDARD
PUBLIC LIBRARY
2023

Internet Access Computers

No. of Public Terminals	11
No. of Uses of Public Terminals	1,731
Wireless Sessions	1,182
Website Visits	12,911

Staffing

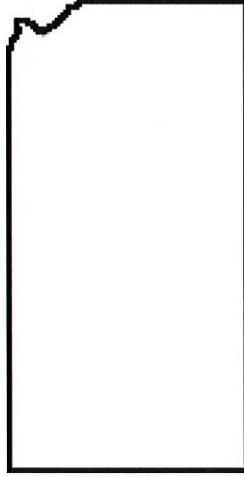
Total Staff FTEs	4.00
Total Librarians FTEs	1.00
ALA-MLS Librarian FTEs	1.00
Other Non Librarian FTEs	3.00

Outlets

No. of Central Libraries	1
No. of Branches & Stations	0
No. of Bookmobiles	0

Library Programs

Total Programs	370
Children's Programs	207
Young Adult	54
Total Attendance All Programs	12,817



201 N. MAIN
GODDARD, 67052
3167948771
www.goddardlibrary.com

Holdings

Total Holdings	123,048
Books	17,403
Audio	384
Video	1,901
E-Books	84,350
Databases	82
Downloadable Audio	19,010
Downloadable Video	0

Holdings Percentages

Print	14.14%
Audio	15.76%
Video	1.54%
EBooks	68.55%
Databases	0.07%

Circulation

Total Circulation	52,498
Childrens Materials	29,689

Interlibrary Loans

ILL's To	3,485
ILL's From	4,151

Population of Borrowers

Population of LSA	5,559
Registered Borrowers	4,082

Visits

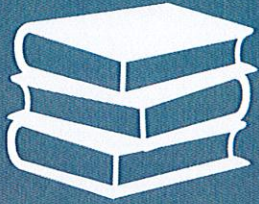
Visits per Year	36,303
Reference Transactions	2,783

Operating Income and Expenditures

Income	
Total Income	\$272,409
Total Capital Income	\$0
Local Government	\$234,807
State Government	\$21,515
Federal Government	\$0
Other	\$16,087

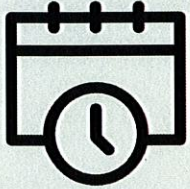
Expenditures

Capital Expenditures	\$0
Total Operating Expenditures	\$251,375
Salaries & Wages	\$101,481
Collection Expenditures	\$9,461
Other Expenditures	\$116,774

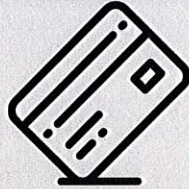


GODDARD PUBLIC LIBRARY

Annual Report 2023



The library had **2,418** open hours in 2023!



4,082 people have a card at our library



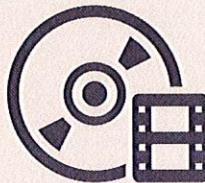
36,303 people walked through our doors last year



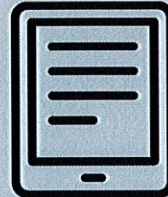
The collection contained **123,048** items



Print materials totaled **17,403**



Physical videos totaled **1,901**



8,933 e-materials borrowed



Contributing to a total of **52,498** checkouts!



We lent our items to other libraries **3,485** times



1,731 uses of public computers



1,182 WiFi sessions



And brought in **4,151** items upon patron request



370 total programs offered



12,817 people attended in total!

READ



www.goddardlibrary.com
201 N. MAIN
GODDARD, KS 67052
3167948771

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Adult Books	J Books	YA Books	YA Books	Adult Movies	J Movies	Adult Audio	J Audio	Medical	TechEquipmt	Kits	Pass	Sunflower	Cloud Library	Magazines	new ebook users	Total Checkouts
1	Month	689	2638	107	228	53	6	9	14	9	71	0	984	0	6	26	4840
2	January																
3	February																
4	March																
5	April																
6	May																
7	June																
8	July																
9	August																
10	September																
11	October																
12	November																
13	December																
14		689	2638	107	228	53	6	9	14	9	71	0	984	0	6	26	4840
15																	
16																	4814

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												163	1299	1802	1589	921
Fiction	512												512	5298	6777	5731	4757
Periodicals	5												5	208	239	249	467
Audio Books	6												6	144	202	208	280
DVD/Blu-Ray	228												228	2776	2759	2890	2209
JUVENILE																	
Non-fiction	540												540	6318	8021	6136	1883
Fiction	1863												1863	22283	24618	19169	10212
Periodicals	1												1	129	134	48	22
DVD/Blu-Ray	53												53	830	777	579	541
Audio	7												7	129	132	144	56
TOTAL	3378	0	0	0	0	0	0	0	0	0	0	0	3378	39414	45461	36743	21348
Computer	129												129	1731	1659	1015	1543
Wireless	126												126	1371	1411	1204	1123
Reference Question	248												248	2609	2747	2669	2954
INTERLIBRARY LOAN																	
Books Loaned	288												288	3485	3840	4075	3708
Unfilled	0												0	0	11	17	29
Books Borrowed	381												381	4151	3489	2841	2236
Unfilled	0												0	0	3	10	0
NEW LIBRARY CARDS	50												50	781	674	503	218
MATERIALS ADDED																	
Adult	81												81	666	885	876	620
Juvenile	42												42	316	673	755	786
TOTAL	123	0	0	0	0	0	0	0	0	0	0	0	123	982	1558	1631	1406
LIBRARY ATTENDANCE	1774												1774	38684	20139	12709	7860
Children	299												299	3801	12741	20495	8597
TOTAL	2073	0	0	0	0	0	0	0	0	0	0	0	2073	42485	32880	33204	23600

Goddard Public Library
2024

ATTENDANCE	Julie Mills, Director														17 programs		
	J	F	M	A	M	J	J	A	S	O	N	D					
Kate Morgan	x																
Tegan Ulmen	x																
Julie Mills	x																
Margo Rakes	x																
Ashleigh Pearce	x																
Megan Koenigs	x																
Lucretia Burch	x																
Angela Pruitt	x																
EX- excused	EO- early out			LI- late in			CA- cancelled		AB- Absent								

Home

Site & App

Subscriptions

123 Form Builder & Payments

Contacts

Communications

Automations

Marketing & SEO

Analytics & Reports

Traffic Overview

Real-time

Sales Overview

Marketing Overview

Behavior Overview

Reports

Insights

Benchmarks

Site Speed

Uptime & Security

Alerts

Email Indicators

Quick Access

New vs returning visitors

Sessions by device

Traffic Overview

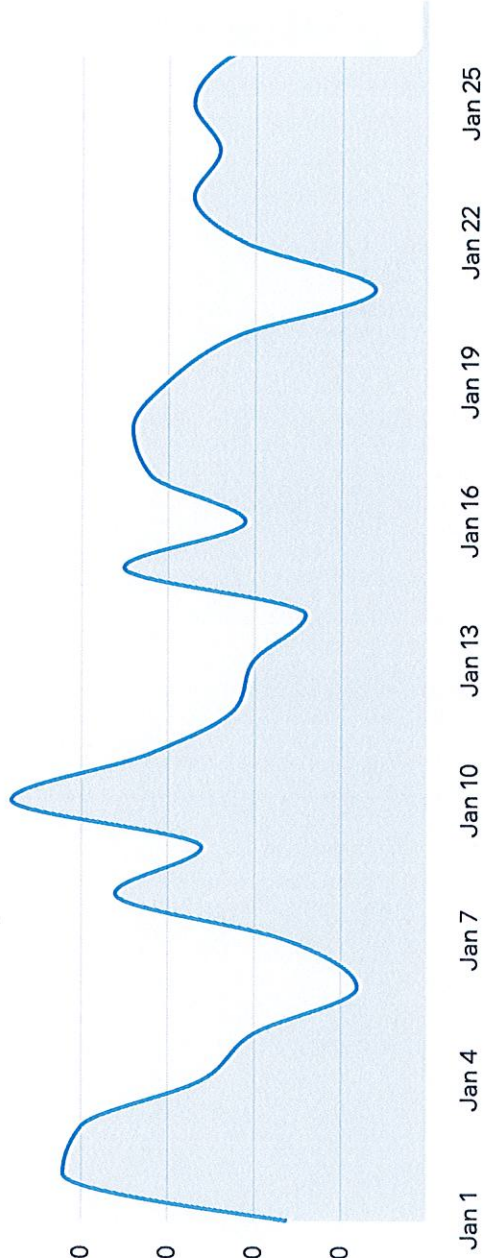
Previous month (Jan 1 - Yesterday)

compared to previous period (Dec 1 - Dec 31, 2023)

Site sessions
1,067 ↑ 21%

Unique visitors
663 ↑ 7%

Sessions over time



[See Full Report](#)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Grant/Donation	Amount	Items	January	February	March	April	May	June	July	August	September	October	Nov	Dec	Remaining
1															
2															
3		Materials, Programming													\$0.00
4		Programming, tech													
5		Technology													
6															
7															
8															
9	\$5,905.00														\$5,905.00
10															\$0.00
11															\$0.00
12															\$0.00
13		William Allen White Books													\$0.00
14															\$0.00
15															\$0.00
16		Tanganyika Pass													\$0.00
17		Tanganyika Pass													\$250.00
18	\$250.00	Tanganyika Pass													\$0.00
19															\$0.00
20															\$0.00
21		Pay in Fall													\$0.00
22															\$0.00
23															\$0.00
24															\$0.00
25		SRP													\$0.00
26		SRP													\$0.00
27		SRP													\$0.00
28		SRP													\$0.00
29	\$100.00	SRP													\$100.00
30	\$200.00	SRP													\$200.00
31		SRP													\$0.00
32	\$6,455.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,455.00

5:16 PM

02/08/24

Goddard Public Library
Reconciliation Summary
Capital Improvement, Period Ending 02/01/2024

	<u>Feb 1, 24</u>
Beginning Balance	55,213.39
Cleared Transactions	
Deposits and Credits - 2 items	<u>9,839.07</u>
Total Cleared Transactions	<u>9,839.07</u>
Cleared Balance	<u><u>65,052.46</u></u>
Register Balance as of 02/01/2024	65,052.46
Ending Balance	65,052.46

5:36 PM

02/08/24

Goddard Public Library
Reconciliation Summary
Bank Checking Account, Period Ending 02/01/2024

	<u>Feb 1, 24</u>	
Beginning Balance		41,196.55
Cleared Transactions		
Checks and Payments - 75 items	-34,244.25	
Deposits and Credits - 10 items	142,306.11	
Total Cleared Transactions	<u>108,061.86</u>	
Cleared Balance		<u>149,258.41</u>
Register Balance as of 02/01/2024		149,258.41
New Transactions		
Checks and Payments - 7 items	-1,043.66	
Deposits and Credits - 1 item	517.50	
Total New Transactions	<u>-526.16</u>	
Ending Balance		<u>148,732.25</u>

Goddard Public Library Profit & Loss Budget Performance January 2024

5:43 PM
02/08/24
Cash Basis

	Jan 24	Budget	Jan 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Balance Forward	0.00	30,000.00	0.00	30,000.00	30,000.00
Book Sales and Lost Book Fees	0.00	500.00	0.00	500.00	500.00
City Funds	107,129.76	223,360.00	107,129.76	223,360.00	223,360.00
Mil Levy	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00
City Funds - Other					
Total City Funds	142,129.76	258,360.00	142,129.76	258,360.00	258,360.00
Donations	0.00	1,000.00	0.00	1,000.00	1,000.00
Fines, Copies, Faxes	175.60	1,250.00	175.60	1,250.00	1,250.00
Goddard Lions Club Income	0.00	300.00	0.00	300.00	300.00
Grants					
Friends & Foundation	0.00	1,000.00	0.00	1,000.00	1,000.00
Levand Trust	0.00	3,500.00	0.00	3,500.00	3,500.00
SCKLS					
Summer Reading Grant	0.00	100.00	0.00	100.00	100.00
SCKLS - Other	0.00	10,000.00	0.00	10,000.00	10,000.00
Total SCKLS	0.00	10,100.00	0.00	10,100.00	10,100.00
State Aid	0.00	1,525.00	0.00	1,525.00	1,525.00
Grants - Other	0.00	1,000.00	0.00	1,000.00	1,000.00
Total Grants	0.00	17,125.00	0.00	17,125.00	17,125.00
Interest Income	15.64	18.00	15.64	18.00	18.00
Library Funds	0.00	0.00	0.00	0.00	0.00
Summer Reading Donations	0.00	1,800.00	0.00	1,800.00	1,800.00
Total Income	142,321.00	310,353.00	142,321.00	310,353.00	310,353.00
Gross Profit	142,321.00	310,353.00	142,321.00	310,353.00	310,353.00
Expense					
Accounting	166.00	2,000.00	166.00	2,000.00	2,000.00
Automation	0.00	18,000.00	0.00	18,000.00	18,000.00
Board Insurance					
Treasurer Bond	0.00	825.00	0.00	825.00	825.00
Board Insurance - Other	0.00	1,200.00	0.00	1,200.00	1,200.00
Total Board Insurance	0.00	2,025.00	0.00	2,025.00	2,025.00
Bookmobile					
Bookmobile Insurance	0.00	1,500.00	0.00	1,500.00	1,500.00
Bookmobile Maintenance	0.00	2,000.00	0.00	2,000.00	2,000.00
Bookmobile Tags	0.00	100.00	0.00	100.00	100.00
Total Bookmobile	0.00	3,600.00	0.00	3,600.00	3,600.00
Capital Improvement Transfer	0.00		0.00		

Goddard Public Library
Profit & Loss Budget Performance
 January 2024

5:43 PM
 02/08/24
 Cash Basis

	Jan 24	Budget	Jan 24	YTD Budget	Annual Budget
Community Relations					
Marketing	737.99		737.99		
Staff Meeting	29.14		29.14		
Community Relations - Other	216.20	7,000.00	216.20	7,000.00	7,000.00
Total Community Relations	983.33	7,000.00	983.33	7,000.00	7,000.00
Continuing Education	0.00	1,500.00	0.00	1,500.00	1,500.00
Director Health Benefit	1,927.38	11,145.00	1,927.38	11,145.00	11,145.00
Library Inventory					
Audio Books	0.00	929.00	0.00	929.00	929.00
Books	623.30		623.30		
DVD/Blu-Ray	133.25		133.25		
ebooks/audiobooks	1,604.88	50.00	1,604.88	50.00	50.00
Magazines and Periodicals	186.00		186.00		
Library Inventory - Other	0.00	25,000.00	0.00	25,000.00	25,000.00
Total Library Inventory	2,547.43	25,979.00	2,547.43	25,979.00	25,979.00
Licensing	1,467.00	1,700.00	1,467.00	1,700.00	1,700.00
Maintain building and grounds	0.00	2,000.00	0.00	2,000.00	2,000.00
Memberships	0.00	875.00	0.00	875.00	875.00
Mileage	57.90	1,100.00	57.90	1,100.00	1,100.00
Miscellaneous					
Lost Book	0.00	100.00	0.00	100.00	100.00
Total Miscellaneous	0.00	100.00	0.00	100.00	100.00
Payroll Expenses					
KPERS-MISC	1,506.17	19,000.00	1,506.17	19,000.00	19,000.00
Payroll	9,480.02	138,175.00	9,480.02	138,175.00	138,175.00
Payroll Taxes	2,431.14	28,000.00	2,431.14	28,000.00	28,000.00
State Tax	373.86	8,000.00	373.86	8,000.00	8,000.00
State Unemployment Taxes (SUTA)	33.00	205.00	33.00	205.00	205.00
Workman's Comp Insurance	0.00	284.00	0.00	284.00	284.00
Total Payroll Expenses	13,824.19	193,664.00	13,824.19	193,664.00	193,664.00
Postage and Shipping					
Courier	0.00	1,800.00	0.00	1,800.00	1,800.00
Postage and Shipping - Other	4.62	150.00	4.62	150.00	150.00
Total Postage and Shipping	4.62	1,950.00	4.62	1,950.00	1,950.00
Programming					
Summer Reading Program	269.61		269.61		
Teen Advisory Board	10.12		10.12		
Programming - Other	544.20	8,000.00	544.20	8,000.00	8,000.00
Total Programming	823.93	8,000.00	823.93	8,000.00	8,000.00
Supplies					
Computer	0.00	75.00	0.00	75.00	75.00
Software	0.00	0.00	0.00	0.00	0.00
Computer - Other					
Total Computer	0.00	75.00	0.00	75.00	75.00

Goddard Public Library
Profit & Loss Budget Performance
 January 2024

5:43 PM
 02/08/24
 Cash Basis

	Jan 24	Budget	Jan 24	YTD Budget	Annual Budget
Furniture	0.00	3,600.00	0.00	3,600.00	3,600.00
Office	165.81		165.81		
Processing	526.38		526.38		
Supplies - Other	0.00	6,500.00	0.00	6,500.00	6,500.00
Total Supplies	692.19	10,175.00	692.19	10,175.00	10,175.00
Technology	0.00	10,000.00	0.00	10,000.00	10,000.00
Utilities	1,455.70	25,000.00	1,455.70	25,000.00	25,000.00
Website Maintenance	0.00	740.00	0.00	740.00	740.00
Total Expense	23,949.67	326,553.00	23,949.67	326,553.00	326,553.00
Net Ordinary Income	118,371.33	-16,200.00	118,371.33	-16,200.00	-16,200.00
Net Income	118,371.33	-16,200.00	118,371.33	-16,200.00	-16,200.00

Goddard Public Library
Profit & Loss Budget vs. Actual
 January 2024

5:45 PM
 02/08/24
 Cash Basis

	Jan 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Balance Forward	0.00	30,000.00	-30,000.00	0.0%
Book Sales and Lost Book Fees	0.00	500.00	-500.00	0.0%
City Funds				
Mil Levy	107,129.76	223,360.00	-116,230.24	48.0%
City Funds - Other	35,000.00	35,000.00	0.00	100.0%
Total City Funds	142,129.76	258,360.00	-116,230.24	55.0%
Donations	0.00	1,000.00	-1,000.00	0.0%
Fines, Copies, Faxes	175.60	1,250.00	-1,074.40	14.0%
Goddard Lions Club Income	0.00	300.00	-300.00	0.0%
Grants				
Friends & Foundation	0.00	1,000.00	-1,000.00	0.0%
Levand Trust	0.00	3,500.00	-3,500.00	0.0%
SCKLS				
Summer Reading Grant	0.00	100.00	-100.00	0.0%
SCKLS - Other	0.00	10,000.00	-10,000.00	0.0%
Total SCKLS	0.00	10,100.00	-10,100.00	0.0%
State Aid	0.00	1,525.00	-1,525.00	0.0%
Grants - Other	0.00	1,000.00	-1,000.00	0.0%
Total Grants	0.00	17,125.00	-17,125.00	0.0%
Interest Income	15.64	18.00	-2.36	86.9%
Library Funds	0.00	0.00	0.00	0.0%
Summer Reading Donations	0.00	1,800.00	-1,800.00	0.0%
Total Income	142,321.00	310,353.00	-168,032.00	45.9%
Gross Profit	142,321.00	310,353.00	-168,032.00	45.9%
Expense				
Accounting	166.00	2,000.00	-1,834.00	8.3%
Automation	0.00	18,000.00	-18,000.00	0.0%
Board Insurance				
Treasurer Bond	0.00	825.00	-825.00	0.0%
Board Insurance - Other	0.00	1,200.00	-1,200.00	0.0%
Total Board Insurance	0.00	2,025.00	-2,025.00	0.0%
Bookmobile				
Bookmobile Insurance	0.00	1,500.00	-1,500.00	0.0%
Bookmobile Maintenance	0.00	2,000.00	-2,000.00	0.0%
Bookmobile Tags	0.00	100.00	-100.00	0.0%
Total Bookmobile	0.00	3,600.00	-3,600.00	0.0%
Capital Improvement Transfer	0.00			

Goddard Public Library
Profit & Loss Budget vs. Actual
January 2024

5:45 PM
02/08/24
Cash Basis

	Jan 24	Budget	\$ Over Budget	% of Budget
Community Relations				
Marketing	737.99			
Staff Meeting	29.14			
Community Relations - Other	216.20	7,000.00	-6,783.80	3.1%
Total Community Relations	983.33	7,000.00	-6,016.67	14.0%
Continuing Education	0.00	1,500.00	-1,500.00	0.0%
Director Health Benefit	1,927.38	11,145.00	-9,217.62	17.3%
Library Inventory				
Audio Books	0.00	929.00	-929.00	0.0%
Books	623.30			
DVD/Blu-Ray	133.25			
ebooks/audiobooks	1,604.88	50.00	1,554.88	3,209.8%
Magazines and Periodicals	186.00			
Library Inventory - Other	0.00	25,000.00	-25,000.00	0.0%
Total Library Inventory	2,547.43	25,979.00	-23,431.57	9.8%
Licensing	1,467.00	1,700.00	-233.00	86.3%
Maintain building and grounds	0.00	2,000.00	-2,000.00	0.0%
Memberships	0.00	875.00	-875.00	0.0%
Mileage	57.90	1,100.00	-1,042.10	5.3%
Miscellaneous				
Lost Book	0.00	100.00	-100.00	0.0%
Total Miscellaneous	0.00	100.00	-100.00	0.0%
Payroll Expenses				
KPERS-MISC	1,506.17	19,000.00	-17,493.83	7.9%
Payroll	9,480.02	138,175.00	-128,694.98	6.9%
Payroll Taxes	2,431.14	28,000.00	-25,568.86	8.7%
State Tax	373.86	8,000.00	-7,626.14	4.7%
State Unemployment Taxes (SUTA)	33.00	205.00	-172.00	16.1%
Workman's Comp Insurance	0.00	284.00	-284.00	0.0%
Total Payroll Expenses	13,824.19	193,664.00	-179,839.81	7.1%
Postage and Shipping				
Courier	0.00	1,800.00	-1,800.00	0.0%
Postage and Shipping - Other	4.62	150.00	-145.38	3.1%
Total Postage and Shipping	4.62	1,950.00	-1,945.38	0.2%
Programming				
Summer Reading Program	269.61			
Teen Advisory Board	10.12			
Programming - Other	544.20	8,000.00	-7,455.80	6.8%
Total Programming	823.93	8,000.00	-7,176.07	10.3%

Goddard Public Library
Profit & Loss Budget vs. Actual
January 2024

5:45 PM
 02/08/24
 Cash Basis

	Jan 24	Budget	\$ Over Budget	% of Budget
Supplies				
Computer	0.00	75.00	-75.00	0.0%
Software	0.00	0.00	0.00	0.0%
Computer - Other				
Total Computer	0.00	75.00	-75.00	0.0%
Furniture	0.00	3,600.00	-3,600.00	0.0%
Office	165.81			
Processing	526.38			
Supplies - Other	0.00	6,500.00	-6,500.00	0.0%
Total Supplies	692.19	10,175.00	-9,482.81	6.8%
Technology	0.00	10,000.00	-10,000.00	0.0%
Utilities	1,455.70	25,000.00	-23,544.30	5.8%
Website Maintenance	0.00	740.00	-740.00	0.0%
Total Expense	23,949.67	326,553.00	-302,603.33	7.3%
Net Ordinary Income	118,371.33	-16,200.00	134,571.33	-730.7%
Net Income	118,371.33	-16,200.00	134,571.33	-730.7%

D. Personal Appearance of Employees

- a. It is the policy of the Library that each employee's dress and personal hygiene should be appropriate to the work situation.

The Library expects employees to:

- b. Present or create a business casual appearance for patrons and the public. This means:
 1. No shorts or cutoffs, length of all pants/skirts needs to be too knees or lower.
 2. No leggings or jogging/sweats as pants. (*updated January 8th 2024*)
 3. No cut off shirts, no showing of bras, no low cut tops, no strapless apparel
 4. No flip flops or slides
- c. Employees are expected at all times to present a professional image to patrons, and the public.
- d. All employees must comply with the following personal appearance standards:
 1. Employees are expected to dress in a manner that is normally acceptable in similar library establishments. (See guidelines above)
 2. All tattoos that are offensive; racist; or represent gangs, death, violence, drugs, paraphernalia, criminal activity or sex are to be covered.
- e. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Non-exempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with the policy. Violations of this policy may result in disciplinary action which could include termination.

A. Holidays

Employees of the Goddard Public Library will receive time off work with pay for the following holidays (See also Holiday pay):

New Year's Day	January 1
Martin Luther King Jr	3 rd Monday of January
Presidents' Day	3 rd Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4
Labor Day	1 st Monday of September
Indigenous Peoples' Day	2 nd Monday of October *(Staff Work/Training)
Thanksgiving	4 th Thursday and Friday of November
Christmas	December 24-26
Birthday or other day of choice with approval from Library Director	

Updates approved 3/14/2022

Pg 39

*remove Easter and other 2 Sundays

* Remove Fall Fest

Was 14 days off and now is 12

A. Hours of Work

Work schedules for employees vary throughout our organization. The Library's standard hours of operation are 9:30 am – 6:00 pm Monday through Friday, 9:00 am – 1:00 pm Saturday.

Assigned hours of work vary by shifts. The Director will advise employees of their individual work schedules. Staff needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Employees must adhere to their assigned work schedules or be subject to disciplinary action.

- **Service Hours**

Hours are the same year round.

Monday - Friday 9:30 am to 6:00 pm

Saturday 9:00 am to 1:00 pm

(Service hours approved June 14, 2021)

The Library is closed on the following holidays:

New Year's Day - January 1

Martin Luther King Day – 3rd Monday in January

President's Day - 3rd Monday in February

Memorial Day - Last Monday in May

Independence Day - July 4

Labor Day – 1st Monday in September

Thanksgiving Day – 4th Thursday in November

Black Friday – Day after Thanksgiving

Christmas Eve Day - December 24

Christmas Day - December 25

Day after Christmas – December 26

The library is also closed for Goddard's Fall Festival in October and the Car show in April.

The Library will follow Goddard Schools for winter weather closings

2024 General Technology Grant: Round 1

1 message

Nichole Kostner <nichole@sckls.info>

Tue, Jan 23, 2024 at 12:55 PM

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

Hi Julie,

Congratulations! I am pleased to inform you that the Goddard Public Library has been awarded full funding in the amount of \$2,850 for the 2024 SCKLS General Technology Grant Round 1. Checks will be sent out soon.

Please remember that a copy of your final paid receipts will be due on November 15, 2024.

Thanks so much for applying for the General Technology Grant this year

-Nichole



Nichole Kostner | Network Services Coordinator

South Central Kansas Library System
321 N. Main | South Hutchinson, KS 67505 | Ph. 800.234.0529, ext. 153



i-circ® self-checkout model LS-600

Built with pride. Built in the U.S.

Central Technology's latest self-checkout model LS-600 incorporates over twenty years of software development experience, packaged into an attractive countertop kiosk. The LS-600 features a custom crafted and ergonomically designed small footprint kiosk which will ensure a positive user experience.

The LS-600 is engineered with many outstanding features, including the ability to promote your library's services and events, EMV fee payment, and more.

Patrons of all ages will appreciate the intuitive interface, guiding the patron throughout a session. Conveniently check out library materials without the need for staff assistance.



LS-600 model specifications are preliminary and subject to change without notice.

i-circ[®] self-checkout model LS-600 Specifications

PC: Micro small form factor | Windows 10 Pro | 8GB RAM | 256 GB SSD

Touchscreen: 15" Touchscreen | 4:3 Aspect Ratio
Projective Capacitive touchscreen technology
Resolution 1024x768
Integrated Speakers

Reporting: Monthly usage statistics automatically emailed to staff member(s)
Live statistics available via i-circ[®] control panel utility

Software: Nexus™ self-checkout application pre-installed and configured
Mypromo-receipt[®] software
i-circ[®] control panel
Global Payments™ EMV semi-integrated software client

RFID Specification: 1.5W Shielded antenna, ISO 15693, ISO 18000-3 (MODE1)
13.56Mhz, 30 cm read range

Material: Steel, Acrylic glass, ABS plastic

Data: 10/100 Ethernet

Power: 110-120 VAC input | 15 amp trip breaker

Dimensions: 18.25" W x 21.75" H x 17.75" D

Weight: 31 lbs

Options: Mypromo-receipt[®] software
EMV pin and chip payment terminal (Global Payments™ processor)
RFID pad/antenna
Mag stripe card reader (for patron authentication)

Contact sales for more information

sales@cen-tec.com | 800-971-3780

CEN*TEC*
CENTRAL TECHNOLOGY, INC.

Search

W. Wichita Lowe's Open until 9 PM

Deliv 672C



Prices, Promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and service subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

Lawn & Garden / Plants & Planters / Planters, Stands & Window Boxes / Raised Garden Beds

VEVOR Raised Garden Bed, 8 x 4 x 1 ft Galvanized Metal Planter Box, Outdoor Planting Boxes with Open Base, for Growing Flowers/Vegetables/Herbs in Backyard/Garden/Patio/Balcony, Dark Gray

Item #5351558 | Model #LDSJSZZCTSH94C4EQV0

Shop VEVOR 4



\$78.98

\$75.03 when you choose 5% savings on eligible purchases every day. [Learn How](#)

3 monthly installments of \$26.34 with Lowe's Pay [Learn How](#)

8x4x1 ft planter box is made of 0.04inch/1mm thick aluminized zinc board with rust-proof and double-sided spraying
The edges is designed with folded edging and features rubber strips, and gloves to ensure your security during installation
It comes with complete screws and pre-drilled holes for quick and effortless installation; It only takes 5 minutes to finish the assembly

Pickup
Ready by Wed, Feb 14 (Est.)

Delivery
Get it by Wed, Feb 14 (Est.)

FREE Pickup at W. Wichita Lowe's

1 [Add to Cart](#)

Easy & Free Returns
Return your new, unused item in-store or ship it back to us free of charge. [Learn More](#)

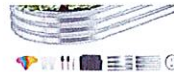
Feedback

Here are some similar items ...

VEVOR Raised Garden Bed, 8 x 4 x 1 ft Galvanized Metal Planter Box, Outdoor Planting Boxes with Open Base, for Growing Flowers/Vegetables/Herbs in Backyard/Garden/Patio/Balcony, Dark Gray

Shop VEVOR 4

\$78.98



8
\$139.00

21
\$63.00

268
\$99.99

2
\$64.89

7
\$49.59

93.98

Goddard's Main Street Market will take place the second Sunday April - September on Main Street and in Linear Park from 2pm - 5pm.

The Market includes crafters, home based merchants as well as businesses and community organizations.

Main Street Market Vendor

\$25 per market.

Vendor registration is \$25 per Market attending.

Non-Profit Organization Vendor

\$15 per market.

Food Truck Vendor

\$35 per market.

Electricity Option

\$10 extra fee per market.

Limited availability. Not available for Food Trucks.

Sponsorship Opportunities

Kids Korner Activities

\$500 per market

- Inclusion in pre-event advertising/marketing
- Logo sign at Kids Korner during Main Street Market
- Social media recognition before and after event
- Inclusion on the Main Street Market Website

Kids Korner activities may vary at each market. Sponsors may choose the activity for sponsorship.

Entertainment Sponsor

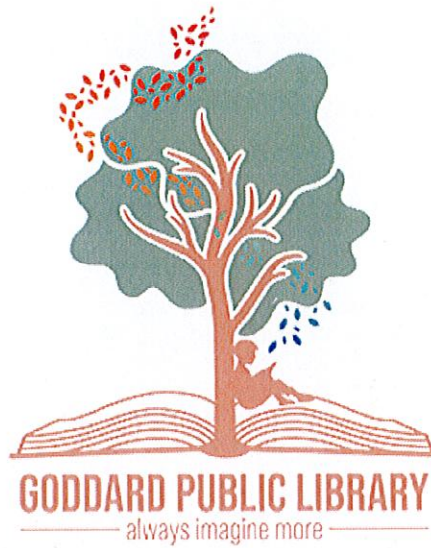
\$300 per market

- Inclusion in pre-event advertising/marketing
- Logo sign at Main Street Market
- Social media recognition before and after event
- Inclusion on the Main Street Market Website

L. Volunteers at the Library

All permanent, regular volunteers at the library who are over 18 years will complete an application and be background checked.

- Volunteers are selected based on their qualifications in relation to the needs of the library at any given time.
- Volunteers do not replace paid staff, but donate their time and skills to supplement services.
- Volunteers must be 13 years of age or older.
- Volunteers are expected to act in accordance with library policies.



Q Search...

[HOME](#) [CALENDAR](#) [ABOUT US](#) [CATALOG](#) [SERVICES](#) [PROGRAMS](#) [DONATE](#)

Volunteer Application

First Name

First Name

Last Name

Last Name

Email

Email

Phone

Phone

Address *

Address

Select Volunteer Position

Choose an option ▼

Have you ever worked/volunteered for a school district, church or had a background check? *

- Yes
- No
- Don't know

If you answered yes to the above question, please tell us where you worked/volunteered and when.

Add answer here

By checking this box you acknowledge that you understand you may have to provide your SSN in order for us to perform a background check before being allowed to volunteer.

Submit

Goddard Public Library
201 N Main St
Goddard, KS 67052
p. 316-794-8771

© 2019-2023
Goddard Public Library

Volunteer Application

Name _____

Address _____

Phone _____ Email _____

School (if applicable) _____ Grade _____

I am seeking a volunteer position:

- to satisfy school/scholarship/graduation requirements: need to complete _____ hours by _____
- to become a regular volunteer
- to be on call for special projects or events
- to fulfill court ordered community service: need to complete _____ hours by _____
- other, please explain _____

Please list any applicable work experience, skills, or special interests: _____

Physical Requirements

Volunteer duties may require bending, reaching, light lifting, standing, etc. Please list any physical limitations that we should know about: _____

Availability

Please list times that you are available:

Mondays _____ Tuesdays _____

Wednesdays _____ Thursdays _____

Fridays _____ Saturdays _____

Person to Contact in Case of Emergency

Name _____ Phone Number _____

By signing below, I agree to abide by the requirements as described in the Volunteer Policy.

Signature of Applicant _____ Date _____

If under the age of 18, parental consent is required:

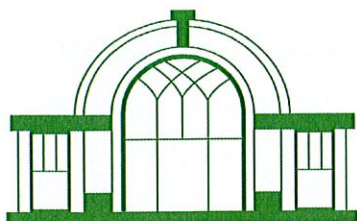
Signature of parent or legal guardian _____ Date _____

For Staff Use Only

Interviewed by _____ Interview Date _____

Start Date _____ End Date _____

Note special skills, interests, or needs: _____



SAMPLE

Volunteer Policy & Application

Gleason Public Library

Thank you for your interest in volunteering at the Gleason Public Library. We at the Gleason believe our volunteers are valuable and wonderful people and will do our best to make sure their experiences are meaningful and enjoyable.

The primary goals of the volunteer program are to:

- Allow citizens the opportunity to make a contribution to the Carlisle community
- Allow library staff to develop working relationships with citizens
- Maximize staff efficiency

Selection of volunteers

- Volunteers are selected based on their qualifications in relation to the needs of the library at any given time and based on their ability to commit to a consistent schedule of volunteer hours.
- Volunteers do not replace paid staff, but donate their time and skills to supplement services provided by paid staff. Please note that volunteers do not work at library service desks.
- Volunteers must be 13 years of age or older.
- Prospective volunteers are required to complete a Volunteer Application Form. The Library Director or Assistant Director will review the application and schedule an interview if the application meets all requirements.
- If there are not suitable volunteer opportunities available, applications will be kept on file for one year. Applicants may be called to volunteer for special projects during that time.

Volunteer assignments

The following lists some of the tasks volunteers perform:

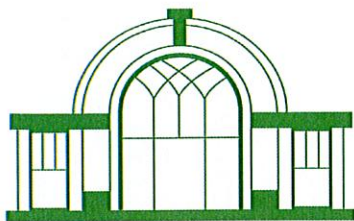
- Shelving library materials
- Organizing and cleaning shelves
- Cutting, pasting, etc.
- Photocopying, collating, folding, stapling
- Assisting with events
- Weeding, raking, and general grounds maintenance
- Assisting with recycling
- Assisting with book preparation
- Special projects as assigned

Volunteer guidelines

- Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all patrons.
- Volunteers are expected to report to work at the scheduled time. Volunteers should notify the Library as soon as possible if they will be late or absent. Volunteers must sign in and out time worked in the volunteer log.



SAMPLE



Volunteer Policy & Application

Gleason Public Library

Volunteer guidelines, continued

- By law, a government agency cannot practice any form of discrimination. All library staff and volunteers must treat all people with dignity and respect. Volunteers should refer all policy questions from the public to a staff member.
- By law, all patron information is confidential; volunteers should not reveal patron information to others.
- Volunteer staff who are shelving items are often asked for assistance locating items. Volunteers must use their best judgement when assisting patrons. When in doubt, volunteers should always seek the assistance of library staff.
- Volunteers should report any safety hazards or injuries immediately to a staff member.
- It is expected that a volunteer's dress and grooming be appropriate for representing the library in a public environment and in keeping with his or her work assignment.
- Socializing with friends during scheduled volunteer time is discouraged.
- Volunteers may be subject to review and evaluation, correction, and possibly termination in the best interest of the library.
- To end a volunteer commitment, volunteers should notify their supervisor of that decision and the effective date.

Questions

If you have questions regarding volunteering, please ask at the library, email director@gleasonlibrary.org, or call us at (978) 369-4898. Thank you!

Approved February 14, 2013, Gleason Public Library Trustees



SAMPLE

Every library board should familiarize itself with the requirements of the Massachusetts Public Employees Collective Bargaining Law, whether its employees are unionized or not. If your employees are unionized, you must become aware of your duties and responsibilities under the law. If your employees are not unionized, the law may help you to understand what every employee has a right to expect.

For more information regarding Massachusetts Public Employees Collective Bargaining Law, contact the Massachusetts Department of Labor Relations at (617) 626-7132 for the Boston office or (413) 784-1230 for the Springfield office, or visit their website at <http://www.mass.gov/lwd/labor-relations/>. General information on workers' rights is available through the Massachusetts Office of the Attorney General's Fair Labor Division, and can be viewed on their website at <http://www.mass.gov/ago/doing-business-in-massachusetts/workplace-rights/>.

A WORD ABOUT VOLUNTEERS

✕ The temptation to rely on volunteers is almost overwhelming for the small library just a few steps from its volunteer beginnings, and for the larger library seeking ways to cut costs. Volunteers constitute an important community resource for many public libraries. When a program is developed, it should be with the understanding that the use of qualified volunteers in a library program is a supplement to, not a substitute for, paid staff.

Volunteers usually come to the library on an individual basis and participate in ongoing work or special projects within the library setting. Their tasks should be of genuine significance and should enhance the services and capabilities of the library. Volunteers can be advocates for the library within the community.

Libraries should not undertake a volunteer program unless the library board and the director are committed to the concept and are willing to devote the necessary time to develop a program that is well managed and will benefit the library. It is easy to underestimate the amount of time and energy it takes to manage library volunteers. But a successful volunteer program is well worth the effort.