

Goddard Public Library Board Meeting Agenda

January 8th, 2024 at 6:30 pm

1. Roll Call
2. Approval of Agenda
3. Review of Minutes from Board Meeting December 11th, 2023.
4. Citizen Comments
5. Correspondence and communications
6. Director's Report
 - a. Circulation Report
7. Financial Report
 - a. Approve December financials
 - b. Approve 2024 Budget
8. Old Business
 - a. Video Surveillance done
 - b. Strategic Plan/Community Survey
 - c. New Website/purchase domain name
 - d. Policy Manual updates
 - e. Mobile Library use
9. New Business
 - a. Blackstone audio books/KanShare group purchase
 - b. Tables and Chairs
 - c. Window Repair
 - d. Present budget and Strategic Plan at February 5th City Council
10. As may be presented

*Next meeting is February 12th, 2024.

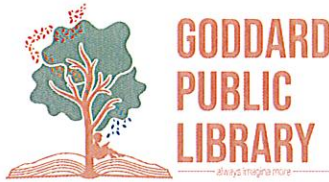
Please call the library at 316-794-8771 if you cannot attend. Or e-mail: goddardlibdirector@gmail.com Thank you!



Goddard Public Library Board Meeting Minutes December 11th, 2023 at 6:05 PM

The December Board Meeting of the Goddard Public Library was called to order by the President of the Board, Kate Morgan, at 6:05 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.
2. Approval of Agenda: Margo Rakes moved to approve the Meeting Agenda for December 11th, 2023. Megan Koenigs seconded the motion. All present were in favor.
3. Regular Meeting November 13th, 2023 minutes were approved with no corrections.
4. Citizen Comments: New City Administrator, Craig Crossette, joined for the beginning of the meeting. He is excited to partner and work with us.
5. Correspondence and Communications: None
6. Director's Report:
 - a. Director's Report: Received a copy of December's Report
 - i. Christmas on Main Street went great! Carrie, Chad, Debra, and Peggy decorated the mobile library and Julie drove in the parade.
 - ii. Story times are going great and are on Facebook Live.
 - iii. New Computers have arrived and were set up by Robyn and the SCKLS team.
 - b. Circulation Report: Received a copy, no concerns.
 - i. Circulation has been consistent - Programming added a new Senior Living housing stop, Silver Linings.
7. Financial Report:
 - a. Approve November Report: Lucretia Burch moved to approve the October Financial Report; Margo Rakes seconded the motion. All present were in favor.
 - i. QuickBooks will be renewed for the new year. The nonprofit rate would be \$75/year for 5 logins on the new web-based software.
 - b. 2024 proposed budget - tabled to January Meeting.



- c. Holiday gift cards for staff - Ashleigh Pearce moved to set \$900 aside for Holiday Bonus Checks. Staff will receive a bonus check that would include enough to cover taxes and a take-home of \$100 per staff member. Angela Pruitt seconded the motion. All present were in favor.
- d. COLA raises - Margo Rakes moved to increase each staff member's 2024 by 4%. Megan Koenings seconded the motion. All present were in favor.

8. Old Business:

- a. Video Surveillance Update: Tegan Perkins Ulmen moved to pay \$3,647.50 from the SCKLS grant and \$7,722.50 from the bank account (total of \$11,370) to pay for compatible video cameras and to complete the video surveillance project. Ashleigh Pearce seconded the motion. All present were in favor.
- b. Website/Staff Emails: Ashliehg Pearce received quotes from several designers, but the prices given didn't seem feasible. Tegan Perkins Ulmen will reach out to GHS and EHS High School Graphic Design Teachers to see if they might have students who are interested in taking on this project.
- c. Review of Policy Manual
 - i. Section 1, 7. Personnel Policy, B Chain of Command (Pg. 16) of the Policy

Manual now reads:

The Chain of Command is the organizational structure established for the operation and supervision of all personnel and departments. The line of authority begins with the Director. In case the Director is unavailable due to health or personal reasons the chain of Command is as follows: Programming/Outreach Specialist, Library Assistant, President of the Library Board, Vice-President, Treasurer, and Secretary. In times when the Library is without a Director the chain of command will be as follows: Programming/Outreach Specialist, Library Assistant, Board President, Vice-President, Treasurer, and Secretary. All communication, orders, requests, and recommendations shall be channeled through this chain, in both directions, in order to avoid confusion, misunderstanding, and oversight. - Updated and approved by the Board on November 13, 2023.

- d. Mobile Library Use: Tabled to January Meeting.

9. New Business:

- a. Strategic Plan: Reviewed topics for discussion and tabled to the January Meeting.
- b. Community Survey: Over 64% of participants do not live in the Goddard City Limits, but do live within the School Boundary. There were 132 responses and a lot of great feedback.
- c. Items for Purchase: Tabled to the January Meeting.



- d. Change time of meetings to 6 pm: Lucretia Burch moved to have the Goddard Public Library Board Meetings begin at 6:30 PM instead of 7:00 PM. Margo Rakes seconded the motion. All present were in favor.
10. Executive Session:
 - a. Ashleigh Pearce moved to hold a 20-minute Executive Session. Angela Burch seconded the motion. All present were in favor.
 11. As May Be Presented:
 - a. Tegan Perkins Ulmen moved to approve the 4% raise to Julie Mills' salary now that her 90 review has been completed. Pay will be retroactive from the date of her 90-day review. Ashleigh Pearce seconded the motion. All present were in favor.
 12. Lucretia Burch moved to adjourn the meeting at 8:32 PM; Angela Pruitt seconded the motion. All present were in favor.

Director's Report

January 2024

The new cameras are installed and I now have access on my computer. We are able to play back video if needed and I can add more users. The cameras are digital and have a four year warranty. Decker Electric has been extremely helpful and very professional throughout this much needed upgrade!

I attended the first ever Goddard HUB meeting. This is a wonderful new initiative that the Chamber and Goddard Lions Club are spearheading. HUB stands for Heart, Unity and Building. I am really excited about this! There was a great turnout for the first meeting, and we will be meeting quarterly after this. There is also an opportunity for leadership training that I have been approached about.

I also attended a webinar about the Revitalize Main Street program the State of Kansas offers. This was very informative and I am excited to see Goddard look into applying for this.

For our holiday celebration Heart of Country Catering provided all of us with a gorgeous and scrumptious grazing board. It was a wonderful feast that we enjoyed all week! And thank you to the board for the Holiday bonuses!

To end the year Carrie, Peggy, Adam, Debra and I had a blast at the annual Noon Year's Eve party! It was a blast and we had a lot of fun.

Patron Comments:

Thank goodness for the Goddard Public Library!

Mrs. Carrie does so many fun things for the library!

We love the library!

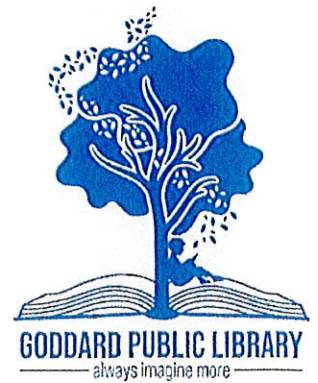
You guys do a wonderful job here!

Thank you Peggy and everyone for all that you do here! This is the best library!

The goddard library is my absolute favorite. The staff is so friendly and they have amenities most libraries dont. The activities they have for children and adults are creative and fun. Its the perfect library.

January

Check out what is happening at the Goddard Public Library for the month of January!



STORY TIME

Story Time resumes on Monday, January 8th at 9:30am!

Join us for books, songs and fun interactive games! Make-It Kits will be available to take home. Story Time is geared towards ages 2-6.

KANSAS DAY STORY TIME

Join us for a special Kansas Day Story Time on Monday, January 29th at 9:30am. We will have stories, games, sunflower craft, a special snack, book giveaways and much much more!

NEW YEAR, NEW FOOD...RECIPE SWAP (AIR FRYER ADDITION)

Join us in the New Year for a fun recipe swap Thursday, January 25th 6:30pm at the Goddard Public Library. The library will have new recipes for you to try and participants will bring a COPY of a recipe to share.

Each participant will go home with a book full of new things to try in the NEW YEAR!

Registration is required for this program and posted to Facebook. After registering you will receive a confirmation email with information about what you need to do.

In an effort to be courteous to our presenters, audience members, and wait-listed registrants:

Please arrive promptly at the program's start time.

If you are unable to attend, please cancel your registration online or by calling the library at 316-794-8771.



www.goddardlibrary.com | www.facebook.com/GPLibrary | [@goddardlibrary](https://www.instagram.com/goddardlibrary)

MOBILE MAMMOGRAPHY

For your own peace of mind, don't put off your mammogram!

Join us for our Breast Cancer Screening event!

No need to request time off work! We bring the equipment to you; you do not need to locate a mammography provider. It is a great way to care for yourself so you can care for those who depend on you.

Regular breast health screenings help find breast cancer early when it is most treatable and has the most treatment options.

Goddard Public Library
201 N. Main St
Goddard, Kansas 67052
Tuesday January 23, 2024
9 a.m. to 3 p.m.

Women over 40 are eligible for screening if it has been at least 12 months since your last mammogram. Exams will be scheduled in 20-minute time slots.

Insurance will be filed for you if you participate in private, commercial, or other insurance, including Medicare or Medicaid. Please have your Insurance information available when scheduling or when you arrive. We will email you

pre-registration paperwork to complete before the event. If you are unsure if you qualify for a screening mammogram or you are experiencing symptoms, please call the Ascension Via Christi Cancer Center at 316-268-8020 to schedule your exam, or email Samantha Reno at samantha.reno@ascension.org.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
398	December	Daily	Storytime	Program	Outreach	total		Computer	Phone	Wireless	Program 1	Program 2	Program 3	Kits
400	1	89			21	110		9	6	5			Amelia @ the library (field trip)	21
401	2	48		400		448		4	2	6	Christmas on Main Street			
402	3	CLOSED				0								
403	4	131				131		6	12	5	ST: C - & A -			
404	5	93		24	29	146		6	13	6	COMS ST: C -10 & A - 14			29
405	6	126		12	32	193		4	8	5	Launch Pad			67
406	7	112		117	30	259		9	8	5		Reliance MDO	Amelia @ the library (field trip)	30
407	8	79			33	112		6	11	5		Goddard Puppet Ladies (3 shows)	Reliance	33
408	9	64		15		79		3	6	3	Wine and Color-			
409	10	CLOSED				0								
410	11	72	21			93		6	11	5	ST: C -13 & A - 8			52
411	12	63	17	12	52	144		6	8	5	COMS ST: C - 6& A - 11	Book Edge	Kenisler	50
412	13	74			50	124		6	6	4			Explorer	52
413	14	68		6	52	126		4	7	4		Books and Beyond	CDS	52
414	15	42		18	21	81		6	6	4	C- 24 & A - 14		Holy Spirit	21
415	16	59	38			97		3	3	1				
416	17	CLOSED				0								
417	18	96	26	8		130		2	11	6	ST: C -16 & A - 10	TAB: 8	Peas in the Pod	13
418	19	65		20	13	98		4	3	6	COMS ST: C - 10& A -10		Memory Haven/Dove	
419	20	93	3	9	14	119		9	6	5	Silver Linings	Percy Jackson Book Club		
420	21	73				73		7	12	3				
421	22	98				98			10	4				
422	23	CLOSED		Christmas Eve Observed		0								
423	24	CLOSED		Sunday - Christmas Eve		0								
424	25	CLOSED		Christmas Day		0								
425	26	CLOSED		Day After Christmas		0								
426	27	87				87		12	8	6				
427	28	35				35		1	12	5			NOON Year's Eve	
428	29	118		87		205		0	5	6				
429	30	CLOSED				0								
430	31	CLOSED	Sunday - New Years Eve			0								
431	Total	1785	117	748	338	2988		113	174	104				

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	71	120	97	1299	1802	1589	921
Fiction	535	419	480	383	435	299	563	557	376	350	427	474	5298	6777	5731	4757
Periodicals	18	21	18	18	25	7	34	8	12	9	18	20	208	239	249	467
Audio Books	10	12	12	11	8	9	13	11	26	9	14	9	144	202	208	280
DVD/Blu-Ray	306	317	273	180	186	102	309	284	209	216	198	196	2776	2759	2890	2209
JUVENILE																
Non-fiction	666	388	501	387	510	526	734	822	479	444	415	446	6318	8021	6136	1883
Fiction	1742	1796	1887	1602	1326	2305	1637	2428	1976	1510	2015	2059	22283	24618	19169	10212
Periodicals	13	2	8	19	22	23	20	7	6	4	3	2	129	134	48	22
DVD/Blu-Ray	74	69	47	35	81	30	103	99	90	70	63	69	830	777	579	541
Audio	8	10	11	5	3	4	7	19	20	24	11	7	129	132	144	56
TOTAL	3529	3142	3334	2736	2720	3377	3553	4379	3274	2707	3284	3379	39414	45461	36743	21348
Computer	146	139	196	135	141	71	144	159	186	168	133	113	1731	1659	1015	1543
Wireless	126	127	153	127	93	67	113	115	124	97	94	135	1371	1411	1204	1123
Reference Question	204	186	219	222	240	164	275	265	220	202	238	174	2609	2747	2669	2954
INTERLIBRARY LOAN																
Books Loaned	354	364	402	271	253	263	357	298	272	226	236	189	3485	3840	4075	3708
Unfilled	0	0	0	0	0	0	0	0	0	0	0	0	0	11	17	29
Books Borrowed	333	295	551	488	329	135	488	370	271	275	345	271	4151	3489	2841	2236
Unfilled	0	0	0	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	43	50	36	781	674	503	218
MATERIALS ADDED																
Adult	63	85	30	216	19	13	47	25	35	37	59	37	666	885	876	620
Juvenile	48	71	45	44	17	9	8	19	18	23	7	7	316	673	755	786
TOTAL	111	156	75	260	36	22	55	44	53	60	66	44	982	1558	1631	1406
LIBRARY ATTENDANCE	1524	1593	2036	1862	2306	4030	4183	3178	2922	1999	1616	1902	29151	20139	12709	7860
Children	172	167	229	222	307	445	621	179	274	226	211	748	3801	12741	20495	8597
Other	338	427	1050	1917	759	1230	667	640	445	1308	414	338	9533	7001	11788	7143
TOTAL	2034	2187	3315	4001	3372	5705	5471	3997	3641	3533	2241	2988	42485	39881	44992	23600

10:22 AM

01/03/24

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

	<u>Jan 1, 24</u>	
Beginning Balance		80,833.62
Cleared Transactions		
Checks and Payments - 56 items	-40,544.48	
Deposits and Credits - 9 items	907.41	
	<u>-39,637.07</u>	
Total Cleared Transactions		
		<u>41,196.55</u>
Cleared Balance		
Uncleared Transactions		
Checks and Payments - 3 items	-402.49	
	<u>-402.49</u>	
Total Uncleared Transactions		
		<u>40,794.06</u>
Register Balance as of 01/01/2024		
		<u>40,794.06</u>
Ending Balance		40,794.06

10:09 AM

01/03/24

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

	<u>Jan 1, 24</u>
Beginning Balance	55,198.87
Cleared Transactions	
Deposits and Credits - 1 item	<u>14.52</u>
Total Cleared Transactions	<u>14.52</u>
Cleared Balance	<u><u>55,213.39</u></u>
Register Balance as of 01/01/2024	55,213.39
Ending Balance	55,213.39

Goddard Public Library Profit & Loss Budget Performance December 2023

	Dec 23	Budget	Jan - Dec 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
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	231,673.39	224,807.00	224,807.00
Donations	0.00	0.00	5,954.49	1,000.00	1,000.00
Fines, Copies, Faxes	154.29	0.00	2,319.32	1,250.00	1,250.00
Goddard Lions Club Income	0.00	0.00	627.82	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					
Continuing Education	300.00		1,010.00		
Grants In Aid	0.00		15,809.00		
Summer Reading Grant	100.00		100.00	100.00	100.00
SCKLS - Other	0.00	0.00	159.25	10,000.00	10,000.00
Total SCKLS	400.00	0.00	17,078.25	10,100.00	10,100.00
State Aid	0.00	0.00	1,514.57	1,420.00	1,420.00
Tech Grant	0.00	0.00	3,000.00	1,000.00	1,000.00
Grants - Other	240.00	0.00	2,023.20		
Total Grants	640.00	0.00	29,568.43	16,520.00	16,520.00
Interest Income	15.11	0.00	184.63	16.00	16.00
Programming Income	0.00		229.00		
Refund Income	0.00		64.95		
Summer Reading Donations	0.00		1,787.50		
Total Income	809.40	0.00	272,409.53	264,393.00	264,393.00
Gross Profit	809.40	0.00	272,409.53	264,393.00	264,393.00
Expense					
Accounting	135.00	0.00	1,620.00	1,750.00	1,750.00
Automation	0.00	0.00	1,612.00	1,600.00	1,600.00
Board Insurance					
Treasurer Bond	277.00	0.00	277.00	825.00	825.00
Board Insurance - Other	0.00	0.00	825.00	1,040.00	1,040.00
Total Board Insurance	277.00	0.00	1,102.00	1,865.00	1,865.00
Bookmobile					
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
Total Bookmobile	0.00	0.00	2,490.26	3,700.00	3,700.00
Capital Improvement Budget	0.00	0.00	0.00	1,000.00	1,000.00
Community Relations					
Marketing	140.00		3,966.61		
Staff Meeting	58.73		594.60		
Community Relations - Other	131.17	0.00	1,862.82	5,300.00	5,300.00
Total Community Relations	329.90	0.00	6,424.03	5,300.00	5,300.00

Goddard Public Library Profit & Loss Budget Performance

December 2023

	Dec 23	Budget	Jan - Dec 23	YTD Budget	Annual Budget
Continuing Education					
Mileage/Meals	0.00		125.42		
Continuing Education - Other	0.00	0.00	932.15	400.00	400.00
Total Continuing Education	0.00		1,057.57	400.00	400.00
Director Health Benefit					
Friends & Foundation	0.00	0.00	7,435.34	7,200.00	7,200.00
Grant Expense	104.33		543.74		
SCKLS Technology Grant	0.00		3,000.00		
Grant Expense - Other	13,379.38		27,658.58		
Total Grant Expense	13,379.38		30,658.58		
Levand Trust Expense		0.00	5,513.00		
Library Inventory					
Audio Books	0.00		241.34		
Books	172.61		7,230.21		
DVD/Blu-Ray	116.73		680.39		
ebooks/audiobooks	0.00		816.74		
Magazines and Periodicals	0.00		436.68		
Newspaper Subscriptions	58.00		58.00		
Library Inventory - Other	0.00	0.00	51.94	19,000.00	19,000.00
Total Library Inventory	347.34		9,515.30	19,000.00	19,000.00
Licensing		0.00	1,432.00	1,700.00	1,700.00
Maintain building and grounds		1,000.00	2,707.39	1,300.00	1,300.00
Memberships		262.00	903.00	842.00	842.00
Mileage		69.03	1,314.09	900.00	900.00
Miscellaneous					
Lost Book	0.00		34.34		
Total Miscellaneous	0.00	0.00	34.34		
Payroll Expenses					
KPERs-MISC	1,605.08	0.00	16,224.46	16,000.00	16,000.00
Payroll	10,282.32	0.00	101,481.82	132,861.00	132,861.00
Payroll Taxes	2,657.23	0.00	25,127.60	25,000.00	25,000.00
State Tax	376.72	0.00	3,712.49	6,500.00	6,500.00
State Unemployment Taxes (SUTA)	0.00	0.00	123.48	200.00	200.00
Workman's Comp Insurance	0.00	0.00	292.00	275.00	275.00
Total Payroll Expenses	14,921.35	0.00	146,961.85	180,836.00	180,836.00
Postage and Shipping		0.00	1,832.42	1,750.00	1,750.00
Programming					
StoryTime	0.00		224.43		
Summer Reading Program	0.00		2,028.79		
Teen Advisory Board	33.19		248.70		
Wine & Color	177.20		457.76		
Programming - Other	358.88	0.00	1,631.72	5,500.00	5,500.00
Total Programming	569.27	0.00	4,591.40	5,500.00	5,500.00

Goddard Public Library Profit & Loss Budget Performance

December 2023

	Dec 23	Budget	Jan - Dec 23	YTD Budget	Annual Budget
Supplies					
Building	4,016.46		4,698.29		
Computer	415.00		430.88		
Furniture	0.00		1,112.25		
Office	594.59		2,565.98		
Processing	12.99		604.63		
Supplies - Other	0.00	0.00	0.00	5,000.00	5,000.00
Total Supplies	5,039.04	0.00	9,412.03	5,000.00	5,000.00
Technology	2,728.83	0.00	3,964.43	4,000.00	4,000.00
Utilities	1,672.50	0.00	18,888.15	20,500.00	20,500.00
Website Maintenance	0.00	0.00	143.88	250.00	250.00
Total Expense	40,834.97	0.00	260,156.80	264,393.00	264,393.00
Net Ordinary Income	-40,025.57	0.00	12,252.73	0.00	0.00
Net Income	-40,025.57	0.00	12,252.73	0.00	0.00

	A	B	C	D	E	F	G	H	I	J	K	
1	GPL											
2	BUDGET REPORT											
3												
4												
5	MONTH:											
6												
7	COLUMN:											
8												
9												
10	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
11	CATEGORY	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	
12		JANUARY	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.	
13												
14												
15												
16	Accounting	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00	\$	135.00	\$135.00
17	Automation/Internet											
18	Maintenance		\$308.00			\$308.00	\$300.39	\$1,612.00		\$	483.00	
19	Bookmobile		\$26.24	\$190.00	\$135.58	\$128.51	\$265.27	\$235.66	\$1,509.00			
20	Supplies	\$476.12	\$56.14	\$912.14	\$138.20	\$212.46	\$165.08	\$210.93	\$468.11	\$	410.12	\$710.40
21	Utilities/Telephone	\$1,997.90	\$1,559.89	\$1,544.83	\$1,542.08	\$1,220.51	\$1,546.98	\$1,659.20	\$1,648.37	\$	1,875.02	\$1,375.91
22	Materials	\$1,936.39	\$1,561.88	\$1,668.06	\$466.19	\$582.83	\$508.70	\$968.84	\$743.91	\$	255.77	\$395.49
23	Community Relations	\$937.26	\$468.75	\$1,521.81	\$719.08	\$206.66	\$299.82	\$225.29	\$545.47	\$	371.63	\$124.36
24	Programming	\$561.71	\$727.97	\$965.80	\$444.01	\$931.28	\$204.83	\$19.99				
25	Technology	\$47.60		\$30.00	\$258.00	\$240.00	\$660.00					
26	Continuing Education	\$62.15				\$15.00						\$25.00
27	Licensing	\$612.00	\$917.95			(\$97.95)						
28	Memberships				\$311.00	\$115.00						\$160.00
29	Mileage/Meals	\$34.40	\$141.84	\$140.40	\$66.00	\$199.78						\$161.46
30	Postage	\$120.00	\$1,690.00			\$13.86						\$4.43
31	Website	\$143.88										
32	Capital Improvement											
33	Board Insurance/Bond								\$825.00			
34	Director Health Benefit	\$675.94	\$675.94	\$0.00	\$675.94	\$675.94	\$675.94	\$675.94	\$675.94	\$	675.94	\$675.94
35	Payroll Taxes	\$2,901.28	\$2,868.57	\$1,191.14	\$2,315.82	\$2,238.27	\$2,448.01	\$2,468.56	\$2,353.36	\$	2,499.53	\$2,178.82
36	Retirement	\$1,591.51	\$1,631.96	\$627.05	\$1,377.80	\$1,313.66	\$1,344.03	\$1,332.82	\$1,317.11	\$	1,468.86	\$1,309.28
37	Salaries	\$9,648.72	\$9,266.72	\$4,645.25	\$8,137.78	\$7,990.47	\$9,103.82	\$9,192.72	\$8,727.20	\$	8,629.10	\$7845.91
38	Workman's Comp			\$269.00								
39	Unemployment	\$29.56			\$29.74			\$31.34				\$32.84
40												
41		\$21,911.42	\$22,036.85	\$13,840.48	\$16,775.22	\$16,429.28	\$17,657.87	\$18,768.29	\$18,948.47	\$	18,052.30	\$14,970.41
42	Under/over	\$184.48	\$59.05	\$8,255.42	\$5,320.68	\$5,666.62	\$4,438.03	\$3,327.61	\$3,147.43	\$	\$4,043.60	\$7,125.49
43									City	\$	234,807.00	
44									carryover	\$	20,000.00	
45									grants	\$	14,100.00	
46									other income	\$	5,486.00	
47												
48										\$	274,393.00	

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															
4	\$5,513.00	Materials, Programming Programming, tech Technology						\$300.00	\$608.71	\$213.06	\$399.62	\$1,118.41	\$1,907.43	\$965.77	\$0.00
5		Book Festival													
6		State Library KS Notable													
7		PLA III													
8	\$3,000.00	Internal/aptop													
9	\$1,514.57							\$981.50	\$287.50	\$290.00		\$3,000.00		\$245.57	\$0.00
10	\$290.00													\$0.00	\$0.00
11	\$15,809.00											\$2,808.32	\$103.18	\$12,897.50	\$0.00
12	\$21.50												\$21.50	\$0.00	\$0.00
13	\$327.82	William Allen White Books	\$314.83	\$12.99											\$0.00
14		Walmart													
15		Friends/oundation													
16	\$250.00	Tanganyika Pass						\$250.00							\$0.00
17	\$250.00	Tanganyika Pass		\$250.00											\$0.00
18	\$250.00	Tanganyika Pass		\$250.00											\$0.00
19	\$338.47					\$338.47									\$0.00
20	\$4,646.39			\$477.00	\$758.00	\$996.00	\$1,510.00								\$905.39
21	\$5,000.00														\$5,000.00
22	\$93.00												\$93.00		\$0.00
23	\$150.00	Pay in Fall for 23-24 year									\$150.00			\$50.00	\$0.00
24	\$50.00													\$0.00	\$0.00
25	\$28.49			\$28.49											\$0.00
26	\$100.00	Bookmobile books			\$100.00										\$0.00
27	\$240.00	Two Kits													\$0.00
28	\$1,083.15									\$310.87	\$772.28				\$0.00
29		SRP													
30	\$400.00							\$400.00							\$0.00
31	\$200.00	Upstart SRP prizes	\$43.71						\$154.05					\$2.24	\$0.00
32	\$400.00					\$400.00								\$0.00	\$0.00
33	\$200.00	Upstart SRP prizes	\$200.00											\$0.00	\$0.00
34	\$200.00					\$200.00								\$0.00	\$0.00
35	\$200.00	Upstart SRP prizes	\$200.00						\$300.00					\$0.00	\$0.00
36	\$300.00								\$187.50					\$0.00	\$0.00
37	\$187.50	SRP							\$300.00					\$0.00	\$0.00
38	\$41,042.89		\$758.54	\$1,018.48	\$858.00	\$1,934.47	\$2,210.00	\$1,840.21	\$1,142.11	\$1,000.49	\$2,040.69	\$7,715.75	\$1,183.45	\$13,288.70	\$5,907.63

Proposed Budget Worksheet

REVENUES	Current 2023	Actual 6/30	Actual 12/31	PROPOSED 2024
BALANCE FORWARD	\$ 20,000.00			\$ 30,000.00
BOOK SALES & LOST BOOKS	\$ 500.00	\$ -		\$ 500.00
MIL LEVY				\$ 223,360.00
CITY FUNDS	\$ 224,807.00	\$ 216,311.70		\$ 35,000.00
DONATIONS	\$ 1,000.00	\$ 5,925.49		\$ 1,000.00
Programming	\$ -	\$ 85.00		
FINES, COPIES, FAXES	\$ 1,250.00	\$ 1,186.14		\$ 1,250.00
FRIENDS & FOUNDATION	\$ 1,000.00	\$ 439.41		\$ 1,000.00
GODDARD LION'S CLUB	\$ 300.00	\$ 627.82		\$ 300.00
INTEREST INCOME	\$ 16.00	\$ 90.28		\$ 18.00
LEVAND GRANT	\$ 3,000.00	\$ 5,513.00		\$ 3,500.00
OTHER GRANTS	\$ 1,000.00	\$ 588.47		\$ 1,000.00
REFUND INCOME	\$ -	\$ 64.95		
SCKLS GRANTS	\$ 10,000.00	\$ 11,417.00		\$ 10,000.00
STATE AID	\$ 1,420.00	\$ 1,514.57		\$ 1,525.00
SUMMER READ DONATION		\$ 1,787.50		\$ 1,800.00
SUMMER READ SCKLS	\$ 100.00	\$ -		\$ 100.00
TOTAL INCOME	\$ 264,393.00	\$ 245,551.33	\$ -	\$ 310,353.00
EXPENSES				
ACCOUNTANT	\$ 1,750.00	\$ 810.00		\$ 2,000.00
Quickbooks online				\$ 75.00
KOHA Kanshare	\$ 1,600.00	\$ -		\$ 1,800.00
BOARD INSURANCE	\$ 1,040.00			\$ 1,200.00
Treasurer Bond	\$ 825.00			\$ 825.00
BOOKMOBILE				
Insurance	\$ 1,200.00	\$ -		\$ 1,500.00
Maintenance	\$ 2,000.00	\$ 661.79		\$ 2,000.00
Tags	\$ 500.00	\$ 83.81		\$ 100.00
COMMUNITY RELATIONS	\$ 5,300.00			\$ 7,000.00
Marketing		\$ 2,904.95		
Staff Meetings		\$ 248.56		
Other		\$ 999.87		
CONTINUING ED	\$ 400.00	\$ 62.15		\$ 1,500.00
Mileage/Meals		\$ 15.00		
DIRECTOR HEALTH INS	\$ 7,200.00	\$ 4,055.64		\$ 11,145.00
FRIENDS & FOUNDATION	\$ -	\$ 454.18		
GRANT EXPENSE		\$ 8,701.67		
LEVAND TRUST		\$ 300.00		
LIBRARY INVENTORY	\$ 19,000.00			\$ 25,000.00
Audio Books/Blackstone		\$ 241.34		\$ 929.00
Books		\$ 4,718.43		
DVD/Blu Ray		\$ 480.86		
eBooks		\$ 816.74		
Magazines & Periodicals		\$ 436.68		
Sunflower		\$ 30.00		\$ 50.00
LICENSING	\$ 1,700.00	\$ 1,432.00		\$ 305.00
Swank				\$ 600.00
Beanstack		\$ 795.00		\$ 795.00
MAINTAIN BLDG & GROU	\$ 1,300.00	\$ 300.39		\$ 2,000.00
MEMBERSHIPS	\$ 842.00	\$ 426.00		\$ 875.00
MILEAGE	\$ 900.00	\$ 582.42		\$ 1,100.00
MISCELLANEOUS	\$ -			

Proposed Budget Worksheet

Lost Books		\$ 34.34		\$ 100.00
PAYROLL				
KPERs	\$ 16,000.00	\$ 7,886.01		\$ 19,000.00
Salary/Payroll	\$ 132,861.00	\$ 48,792.76		\$ 138,175.00
Payroll 941 Tax Fed	\$ 25,000.00	\$ 12,011.66		\$ 28,000.00
State Tax	\$ 6,500.00	\$ 1,951.43		\$ 8,000.00
SUTA	\$ 200.00	\$ 59.30		\$ 205.00
Workman's Comp	\$ 275.00	\$ 292.00		\$ 284.00
POSTAGE	\$ 100.00	\$ 137.99		\$ 150.00
Courier	\$ 1,650.00	\$ 1,690.00		\$ 1,800.00
PROGRAMMING	\$ 5,500.00			\$ 8,000.00
Story Time		\$ 204.44		
Summer Reading		\$ 2,708.83		
Teen Advisory Board		\$ 215.51		
Wine & Color		\$ 280.56	\$ -	
Other		\$ 1,092.30		
SUPPLIES	\$ 5,000.00			\$ 6,500.00
Building		\$ 454.48		
Furniture		\$ 430.42	\$ -	\$ 3,600.00
Office		\$ 862.41		
Processing		\$ 212.83		
Other		\$ -		
TECHNOLOGY	\$ 4,000.00	\$ 1,235.60		\$ 10,000.00
UTILITIES	\$ 20,500.00	\$ 9,412.19		\$ 25,000.00
WEBSITE MAINTENANCE	\$ 250.00	\$ 143.88		\$ 500.00
Purchase Domain				\$ 240.00
TOTAL	\$ 263,393.00	\$ 119,666.42	\$ -	\$ 310,353.00

Goddard Public Library Strategic Plan 2024

1. **Environment:** Continue to provide a quality, welcoming Library Experience that facilitates literacy and learning while meeting the educational and informational needs of the community.
 - a. Focused on the quality of our services over quantity: constantly evaluating what went well, how was it received?
 - b. Update library check-out experience to include 1 self-checkout station
 - c. Update tables and chairs.
2. **Inclusion:** Provide multi-generational library services and resources in equitable and inclusive ways.
 - a. Children's Services
 - i. Consider adding in second weekday story time to meet needs
 - ii. Add in 2 AWE computers to the children's area through donations/grant funding
 - b. Seniors
 - i.
 - c. Homebound services
 - i. Work to identify key demographics we are under-serving and create plan for 2025-2029 Strategic Plan
 - ii. Continue to partner with community members to provide quality classes and opportunities.
3. **Community Collaboration:** Maintain and Increase community collaboration and awareness.
 - a. Permanent Storywalk in place by end of 2024
 - b. Foster relationships with community partners: GWC, LIONS, USD 265, Boy Scouts, Girl Scouts, and Team Main Street.
 - c. Foster the Friends & Foundation of GPL and help with retention and involvement
 - d. Engage in the Goddard community in partnership with Goddard HUB
 - e. Provide a craft or book sale at the Main Street Markets
4. **Technology & Communication:** Develop technology resources to facilitate community use and discovery of library resources and services. Be effective communicators to the community. BIG FOCUS for 2024.
 - a. Explore ways to create more quiet study/work spaces in existing space
 - b. Acquire AWE computers for children's area
 - c. Purchase a 3D printer with help from grants
 - d. Provide the ability to do teleconferencing in Fish Bowl.
 - e. Explore need and desire for Technology Support Classes
 - f. Research best ways people are finding out about our services and maintain/update our communication needs to meet those ways in 2025-2029 SP.

K. Gratuities

- a. Employees shall not place themselves in a position where their private interests may conflict or appear to conflict with their official duties or where their objectivity or judgment may be impaired.
- b. Employees shall not accept from any persons, business or organization any gift, including such items as money, tangible or intangible personal property, food, beverage, loan, promise, service or entertainment for the benefit of the employee or department, if it may be reasonably inferred that the giver either seeks to influence action of an official nature or seeks to affect the performance or nonperformance of an official duty, or has an interest which may be substantially affected by the performance or nonperformance of an official duty.
- c. Employees and their families are not eligible for any prizes from Library sponsored contests or raffle drawings.

D. Personal Appearance of Employees

- a. It is the policy of the Library that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. The presumption of the Library is that employees at all levels and job positions are representatives of the organization and, therefore, their dress, grooming, and personal hygiene affect the public's impression of the Library and internal morale.

The Library expects employees to:

- b. Present or create a professional or identifiable appearance for customers, suppliers, 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.**
 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, businesslike image to patrons, and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the Library. **Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.**
- 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 business establishments. (See guidelines above)
 2. **Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.**
 3. Sideburns, moustaches, and beards should be neatly trimmed.
 4. **Graphic or offensive tattoos and body piercing (other than earrings) should not be visible.**
- 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. Board Meetings

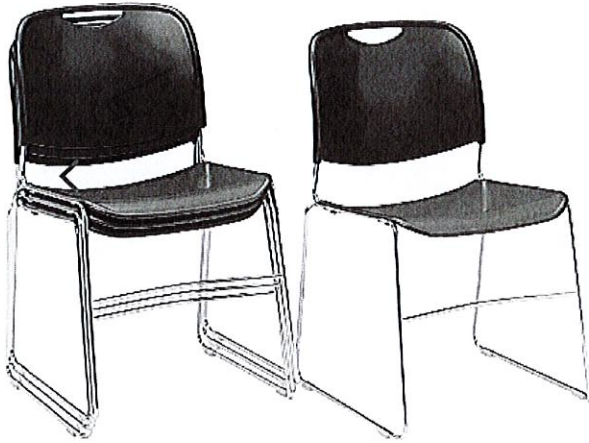
Unless otherwise ordered by the Board, the Board has set the date and place of its regular monthly meetings to be held on the second Monday of each month at 6:30 pm at the Goddard Public Library.

In order to conduct business at any meeting a quorum of four (4) members must be present. State law defines a quorum as one more than half the membership. In the event of an emergency or inclement weather the Board President may cancel a meeting and request the Library Director to provide notice of the cancellation.

Special meetings may be called by the Chair or upon written request by a majority of the members (K.S.A. 12-1224 and 12-1243). No business except that for which the meeting was called may be transacted at a special meeting.

National Public Seating 8500 Ultra-Compact Plastic Stack Chairs, Gunmetal/Chrome, Set Of 4 Chairs

(0)



1 / 7



\$389.99/pack

1

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Estimated 7-10 Business Day
Delivery

99+ in Stock

Description



Description

 Eco Conscious

 Recycled content

Ultra-compact to make the most of the available space, National Public Seating stacking chairs are ideal for classrooms or cafeterias, meeting rooms or event spaces, providing comfortable seating even when space is at a premium.

- › Ergonomically designed to provide maximum comfort, this 8500 chair features a waterfall seat sloping gently downward to minimize pressure on legs.
- › Flexible backrest has subtle give for easy support.
- › Injection-molded, textured polypropylene is easy-to-clean, resisting fading and scratches to look like new for years.
- › Under-seat ribs provide reinforcement to prevent cracking.
- › Hard-wearing, rigid chrome-plated steel frame provides a stable base.
- › Suitable for most users, this chair has been weight capacity tested to support up to 300 lb
- › Easy to carry thanks to a useful backrest handle.
- › Protective glides on the sled-style base make this chair easy to move without marking floors.
- › Stacks up to 40 high for impressive storage.
- › Tested to meet ANSI/BIFMA Performance Standards - Manufacturer testing has been conducted on this product to meet specific performance requirements and safety standards set forth by the American National Standards Institute (ANSI) and the Business and Institutional Furniture Manufacturers.



Home / Tables / Training Tables



Coastal Gray / Black Base - \$695



Coastal Gray / B...



Espresso / Whit...



Modern Walnut ...

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6ft x 30in Flip Top Nesting Table with Modesty Panel by Office Source

\$695

+ FREE SHIPPING

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Item Number: 101-UKA651

Questions? Call us!

4.2 ★★★★★
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FEATURES

- Lifetime Warranty
- Durable laminate top in several Finishes
- 3 mil dura edge
- Casters for easy mobility
- Ships ready for assembly
- **MINIMUM QUANTITY OF 2**

PRODUCT DETAILS

Brand: Office Source
Collection(s): Flip Top Training
Weight: 114 lbs.

DIMENSIONS

Overall: 6 ft W x 30 in D x 30 in H

MATERIAL

Laminate, MDF, Metal

DESCRIPTION



SHIPPING



COLORS



MATCHING ITEMS

Flip Top Training Collection by Office Source | [view all](#)



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60in x 24in Flip Top Nesting Table with ...
Flip Top Training

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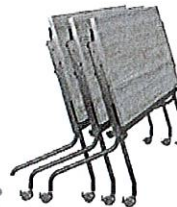


QUICK SHIP

Choose from 21 Options

6ft x 30in Flip Top Nesting Table with ...
Flip Top Training

\$695 + Free Shipping



QUICK SHIP

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6ft x 24in Flip Top Nesting Table
Flip Top Training

\$445 + Free Shipping



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3 VIDEOS

ALL4JIG 1500 Piece Jigsaw Puzzle Table with Legs, 25"x34" Adjustable Puzzle Tables for Adults, 3-Tilting-Angle Portable Wooden Jigsaw Puzzle Board Portable with 4 Drawers & Cover Birthday Gift for mom

Visit the ALL4JIG Store

4.4

221 ratings

1K+ bought in past month

Typical price: ~~\$178.99~~ Details

Prime Price: **\$158.99**

FREE Returns

You Save: **\$20.00 (11%)**

Exclusive Prime price

Thank you for being a Business Prime Member. Get a **\$200 Amazon Gift Card** upon approval for the **Amazon Business Prime Card** with an eligible Prime membership. Terms apply.

May be available at a lower price from other sellers, potentially without free Prime shipping.

Brand ALL4JIG

Number of Pieces 1500

Item Dimensions 34 x 25 x 0.01 inches

LxWxH

Material Engineered Wood

Age Range Kid

(Description)

About this item

- **[Adjustable Angle and Height]** Our portable puzzle board top part can be adjusted to 3 different angle to tilt or lay according to your usage, it can better provide a comfortable position for puzzle lover. puzzle table with drawers can be adjusted any adjustable heights, between 28" to 34.5", Rotate 4 screw buttons, allow you to adjust depend on your comfort and height. Great flexibility.
- **[4 DRAWERS & 1 Protective COVER]** 4 SLIDING DRAWERS allow you to sort your pieces by color, theme or border. Keep them categorized while assembling your puzzle. Every drawer is specially designed with a handle in order to ensure all the drawers are stay closed when transportation, safely keep the pieces from missing. Featuring a translucent cover, this wooden puzzle board with cover can well guard your masterpiece from dust, water and your curious Pro.Cat until the next time you'd like to continue.

\$158.99

FREE Returns

FREE delivery **Monday, November 13**. Order within 10 hrs 6 mins

Deliver to Goddard - Goddard 67052

In Stock

Qty: 1

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Return policy: Returnable until Jan 31, 2024

Shows what's inside. Item often ships in manufacturer container to reduce packaging. If this is a gift, consider shipping to a different address.

Add a gift receipt for easy returns

Add to List

New & Used (6) from **\$146.39** Prime FREE Delivery



ALL4JIG 1500PCS Portable Puzzle Table with Legs, 25"x34" Adjustabl...

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