

Goddard Public Library Board Meeting Agenda

December 11th, 2023 at 6:05 pm

1. Roll Call
2. Approval of Agenda
3. Review of Minutes of Board Meeting November 13th, 2023.
4. Citizen Comments
5. Correspondence and communications
6. Director's Report
 - a. Circulation Report
7. Financial Report
 - a. Approve November financials
 - b. 2024 proposed budget
 - c. Holiday gift cards for staff
 - d. COLA raises
8. Old Business
 - a. Video Surveillance update
 - b. Update on Website/Staff emails
 - c. Review of Policy Manual
 - d. Mobile Library use
9. New Business
 - a. Strategic Plan
 - b. Community Survey
 - c. Items for purchase
 - d. Change time of meetings to 6pm
10. Executive Session
11. As may be presented

*Next meeting is January 8th, 2024.

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



**Goddard Public Library Board Meeting Minutes
November 13th, 2023 at 7:05 PM**

The November Board Meeting of the Goddard Public Library was called to order by the President of the Board, Kate Morgan, at 7:05 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 November 13th, 2023. Megan Koenigs seconded the motion. All present were in favor.
3. Regular Meeting October 23rd, 2023 minutes were approved with no corrections.
4. Citizen Comments: None
5. Correspondence and Communications: None
6. Director's Report:
 - a. Director's Report: Received a copy of November's Report
 - i. Staff attended the 2023 KLA Conference; Since KLA is losing funding, instead of going to the 2025 conference in Manhattan, KS, internal staff training may be held for Goddard Public Library Staff Members around Veteran's Day.
 - ii. New Hire - Adam Achey has started and is doing great.
 - b. Circulation Report: Received a copy, no concerns.
7. Financial Report:
 - a. Approve October Report: Lucretia Burch moved to approve the October Financial Report; Angela Pruitt seconded the motion. All present were in favor.
 - i. A New Budget Report style coming in January 2024.
 - b. 2024 Proposed budget - reviewed and will be discussed at the December meeting.
 - c. Cost increase in health insurance - Discussed in Executive Session.
8. Old Business:
 - a. Video Surveillance Update: Waiting for the server to be delivered and installed to move forward.
 - b. Website/Staff Emails: Tabled to the December Meeting.



- c. Review of Policy Manual - Need to review staff contracts/job descriptions.
 - i. Megan Koenigs moved to amend Section 1, 7. Personnel Policy, B Chain of Command (Pg. 16) of the Policy Manual to read:

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.

- 1. Margo Rakes seconded the motion. All present were in favor.

- d. Review of Director's Health Insurance Allotment: Reviewed in Executive Session.
- e. Appointment to Friends and Foundation Board: Margo Rakes and Kate Morgan attended the last F&F meeting.
 - i. F&F would like to instate a 2-level membership: \$15 for a single membership and \$40 for a household membership.
 - ii. Their next meeting will be held in February on the 1st Tuesday at 5:30 PM.

9. New Business:

- a. Strategic Plan: How can we incorporate the city and work together with them? Tabled to December Meeting. Possibly ask the City Council before the January Meeting for input.
- b. Items for Purchase: Including wishlist of items in Strategic Plan.
- c. Mobile Library budget and use: Looking at the IMLS Grant and conditions.

10. Executive Session:

- a. Margo Rakes moved to hold a 20-minute Executive Session. Lucretia Burch seconded the motion. All present were in favor.

11. As May Be Presented:

- a. Tegan Perkins Ulmen moved to approve the additional cost of Julie Mills' Benefits for the 2024 Fiscal Year. Lucretia seconded the motion. All present were in favor.

- 12. Lucretia Burch moved to adjourn the meeting at 9:05 PM; Megan Koenigs seconded the motion. All present were in favor.

Director's Report

December 2023

Christmas on Main Street was a great time! Carrie, Chad, Debra, and Peggy helped decorate the mobile library for the parade. Nicole and I helped the Women's Club with the cookies and color sheets for the kids. Adam rode in the parade and everyone (including Nicole's family) helped tear down and clean up!

Story times with Santa are going great. They are on Facebook live and have been a fun time for all!

The new computers are here. There are three new ones in the computer lab, and new one at the circulation desk, and I got a new one that has a camera to make all of my virtual meetings easier.

The Friends have a new donation box and are working with Kate on a new membership brochure. I met with Cyndi and Janet to look over the Friends page on the library website and make the process for membership renewals more streamlined. There are now three folders for the Friends in my office to help with organizing.

The community survey is done! The raffle basket winner was drawn this morning. This data will be helpful in creating our Strategic plan.

I attended the WALA Legislative open house in Derby. It was a success and was well attended. We hope to bring back the catered lunch next year.

The Book Edge book club hosted a "Friendsgiving" and everyone brought their favorite side dish. Carrie compiled the recipes to share with the club.

Patron Comments:

Adam is a breathe of fresh air on the phone! (Sales phone call)

The library looks so festive!

You need an elevator!

The medical equipment was a lifesaver!

I appreciate you all so much!

The Library decorations are so cozy – we need a coffee bar!

**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		1202	1802	1589	921
Fiction	535	419	480	383	435	299	563	557	376	350	427		4824	6777	5731	4757
Periodicals	18	21	18	18	25	7	34	8	12	9	18		188	239	249	467
Audio Books	10	12	12	11	8	9	13	11	26	9	14		135	202	208	280
DVD/Blu-Ray	306	317	273	180	186	102	309	284	209	216	198		2580	2759	2890	2209
JUVENILE																
Non-fiction	666	388	501	387	510	526	734	822	479	444	415		5872	8021	6136	1883
Fiction	1742	1796	1887	1602	1326	2305	1637	2428	1976	1510	2015		20224	24618	19169	10212
Periodicals	13	2	8	19	22	23	20	7	6	4	3		127	134	48	22
DVD/Blu-Ray	74	69	47	35	81	30	103	99	90	70	63		761	777	579	541
Audio	8	10	11	5	3	4	7	19	20	24	11		122	132	144	56
TOTAL	3529	3142	3334	2736	2720	3377	3553	4379	3274	2707	3284	0	36035	45461	36743	21348
Computer	146	139	196	135	141	71	144	159	186	168	133		1618	1659	1015	1543
Wireless	126	127	153	127	93	67	113	115	124	97	94		1236	1411	1204	1123
													2854	3070	2219	2666
Reference Question	204	186	219	222	240	164	275	265	220	202	238		2435	2747	2669	2954
INTERLIBRARY LOAN																
Books Loaned	354	364	402	271	253	263	357	298	272	226	236		3296	3840	4075	3708
Unfilled	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		3880	3489	2841	2236
Unfilled	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		745	674	503	218
MATERIALS ADDED																
Adult	63	85	30	216	19	13	47	25	35	37	59		629	885	876	620
Juvenile	48	71	45	44	17	9	8	19	18	23	7		309	673	755	786
TOTAL	111	156	75	260	36	22	55	44	53	60	66		938	1558	1631	1406
LIBRARY ATTENDANCE	1524	1593	2036	1862	2306	4030	4183	3178	2922	1999	1616		27249	20139	12709	7860
Children	172	167	229	222	307	445	621	179	274	226	211		3053	12741	20495	8597
Other	338	427	1050	1917	759	1230	667	640	445	1308	414		9195	7001	11788	7143
TOTAL	2034	2187	3315	4001	3372	5705	5471	3997	3641	3533	2241	0	39497	39881	44992	23600

**Goddard Public Library
2023**

	Julie Mills Director												23 programs
	J	F	M	A	M	J	J	A	S	O	N	D	
ATTENDANCE	J	F	M	A	M	J	J	A	S	O	N	D	
Vickie Luthi	X			EX	X	X							
Stephanie Mount	X			EX	X	X							
Lisa Fouts	X			X	X	X							
Kate Morgan	X			X	X	X	CA	X	X	X	X		
Frank Petsche	X			X	EX	X							
Tegan Ulmen	X			X	X	X	CA	X	X	X	X		
Julie Mills	NA	NA	NA	X	X	X	CA	X	X	X	X		
Margo Rakes	X			X	AB	X	CA	X	X	X	X		
Connie Brake	X			X	X	X	CA	X					
Sherry Lauer	X			X	X	X	CA	EX					
Ashleigh Pearce						X	CA	X	X	X	EX		
Megan Koenigs				X	X	X	CA	X	X	X	X		
Lucretia Burch									X	X	X		
Angela Pruitt									X	X	X		
EX- excused	EO- early out			U- late in			CA- cancelled			AB - Absent			

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	O
1 Month	Adult Books	J Books	YA Books	Adult Movies	J Movies	Adult Audio	J Audio	Medical	TechnEquipmt	Kits	Pass	Sunflower	Cloud Library	Magazines	new ebook users	Total Checkouts
2 January	670	2246	108	306	74	10	8	18	2	54	2	617	137	31	19	4283
3 February	527	2184	90	317	69	12	10	7	8	52	7	598	147	23	12	4063
4 March	577	2377	139	273	47	12	11	16	2	53	19	647	180	26	12	4379
5 April	500	2361	86	180	35	11	5	10	4	38	21	626	133	23	16	4033
6 May	602	2555	156	186	81	8	2	9	3	56	15	690	134	28	19	4525
7 June	352	2750	93	110	30	9	4	8	0	32	4	770	122	7	17	4308
8 July	787	3953	172	39	103	19	7	23	10	79	15	811	106	15	23	6202
9 August	571	2949	130	284	99	11	6	17	11	64	19	781	168	15	24	5125
10 September	518	2715	106	209	90	29	25	15	9	58	18	857	165	19	17	4833
11 October	491	2599	84	216	70	9	24	14	7	80	20	869	157	13	19	4853
12 November	473	2433	106	198	63	14	11	9	7	71	5	863		18	16	4287
13 December																0
14																
15	6068	29122	1270	2318	761	144	113	146	63	637	145	8129	1449	258	194	50691
16																50623

7

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
362	November	Daily	Storyline	Program	Outreach	total		Computer	Phone	Wireless	Program 1	Program 2	Program 3	Kits
363						74		5	10	5			Launch Pad	12
364	1	62			12	0								
365	2	Closed				0								
366	3	83			53	136		8	14	4			Reliance	53
367	4	47				47		2	3	1				
368	5	CLOSED				0								
369	6	108	79			187		8	12	5	C - & A - Kansas Reads to Preschoolers			60
370	7	86				86		11	14	4	Leasox/d/moved		F and F: 10	
371	8	44				91		5	9	6			Explorer CDS	47
372	9	68				116		6	13	5				48
373	10	78				78		7	10	5				
374	11	68				68		1	2	1				
375	12	CLOSED				0								
376	13	98	51			149		8	12	5	ST: C - & A -			40
377	14	50				100		5	7	4			No TAB	50
378	15	67	7	2	5	81		6	8	5	MEMORY HAVEN		Silver Linings	
379	16	62		5	29	96		3	10	3			Books and Beyond	29
380	17	75				75		5	17	4				
381	18	76				76		2	4	1				
382	19	CLOSED				0								
383	20	102				102		7	14	6				
384	21	96		60	12	168		3	10	4	MOVEMENT C - 43 & A - 17		Book Edge: 12	
385	22	39				39		9	14	4				
386	23	CLOSED	Thanksgiving			0								
387	24	CLOSED	Thanksgiving			0								
388	25	3				3		4	1	1				
389	26	CLOSED				0								
390	27	83				101		9	22	5			Holy Spirit	18
391	28	86		3	10	99		5	10	6	ST with Santa 28		TAB - 3	10
392	29	67				27		8	14	5			Pears in the Pod	27
393	30	68				21		6	8	5			Amelia TAAG	21
394	Total	1616	137	70	332	2155		133	238	94				

Dashboard

Jetpack

My Jetpack

Dashboard

Settings

Akismet Anti-spam

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30-day highlights

Compared to previous 30 days

Visitors
19 ↓ 12 (39%)

Views
19 ↓ 13 (41%)

Likes
0 0 (0%)

Comments
0 0 (0%)

December 1, 2023

Last update: 1:11 PM (Updates every 30 minutes)

November 1st, 2023 - December 1st, 2023

Views ✓ Visitors ← Days

Nov 3 Nov 5 Nov 7 Nov 9 Nov 11 Nov 13 Nov 15 Nov 17 Nov 19 Nov 21 Nov 23 Nov 25 Nov 27 Nov 29

Views
Thank you for creating with WordPress.

Visitors

Likes

Comments

Version

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

	Nov 23	Budget	Jan - Nov 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	2,020.87	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	147.73	0.00	2,185.03	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	420.00	0.00	710.00	100.00	100.00
Grants In Aid	0.00	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	159.25	0.00	159.25	10,000.00	10,000.00
Total SCKLS	579.25	0.00	16,678.25	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	111.58	0.00	1,783.20	1,000.00	1,000.00
Total Grants	690.83	0.00	28,928.43	16,520.00	16,520.00
Interest Income	15.35	0.00	169.52	16.00	16.00
Programming Income	0.00	0.00	229.00		
Refund Income	0.00	0.00	64.95		
Summer Reading Donations	0.00	0.00	1,787.50		
Total Income	2,874.78	0.00	271,600.13	264,393.00	264,393.00
Gross Profit	2,874.78	0.00	271,600.13	264,393.00	264,393.00
Expense					
Accounting	135.00	0.00	1,485.00	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	825.00	1,865.00	1,865.00
Total Board Insurance	0.00	0.00	825.00	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	544.99	0.00	3,826.61	5,300.00	5,300.00
Marketing	74.94	0.00	535.87		
Staff Meeting	37.98	0.00	1,731.65		
Community Relations - Other					
Total Community Relations	657.91	0.00	6,094.13	5,300.00	5,300.00

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

	Nov 23	Budget	Jan - Nov 23	YTD Budget	Annual Budget
Continuing Education					
Mileage/Meals	32.00		125.42		
Continuing Education - Other	0.00	0.00	932.15	400.00	400.00
Total Continuing Education	32.00	0.00	1,057.57	400.00	400.00
Director Health Benefit	675.94	0.00	7,435.34	7,200.00	7,200.00
Friends & Foundation	0.00		454.18		
Grant Expense					
SCKLS Technology Grant	0.00		3,000.00		
Grant Expense - Other	307.76		14,279.20		
Total Grant Expense	307.76		17,279.20		
Levand Trust Expense	965.77		5,532.56		
Library Inventory					
Audio Books	0.00		241.34		
Books	333.74		7,057.60		
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	19,000.00	19,000.00
Total Library Inventory	333.74	0.00	9,167.96	19,000.00	19,000.00
Licensing	0.00	0.00	1,432.00	1,700.00	1,700.00
Maintain building and grounds	308.00	0.00	1,707.39	1,300.00	1,300.00
Memberships	0.00	0.00	641.00	842.00	842.00
Mileage	171.10	0.00	1,245.06	900.00	900.00
Miscellaneous					
Lost Book	0.00		34.34		
Total Miscellaneous	0.00	0.00	34.34		
Payroll Expenses					
KPERs-MISC	1,305.30	0.00	14,619.38	16,000.00	16,000.00
Payroll	8,197.50	0.00	91,199.50	132,861.00	132,861.00
Payroll Taxes	2,057.41	0.00	22,470.37	25,000.00	25,000.00
State Tax	285.37	0.00	3,335.77	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	11,845.58	0.00	132,040.50	180,836.00	180,836.00
Postage and Shipping	0.00	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	0.00		215.51		
Wine & Color	0.00		280.56		
Programming - Other	146.98	0.00	1,253.28	5,500.00	5,500.00
Total Programming	146.98	0.00	4,002.57	5,500.00	5,500.00

11:24 AM

12/09/23

Cash Basis

Goddard Public Library Profit & Loss Budget Performance

November 2023

	Nov 23	Budget	Jan - Nov 23	YTD Budget	Annual Budget
Supplies					
Building	0.00		681.83		
Computer	0.00		15.88		
Furniture	69.60		1,112.25		
Office	345.80		1,971.39		
Processing	197.89		591.64		
Supplies - Other	0.00	0.00	0.00	5,000.00	5,000.00
Total Supplies	613.29	0.00	4,372.99	5,000.00	5,000.00
Technology	0.00	0.00	1,235.60	4,000.00	4,000.00
Utilities	1,244.96	0.00	17,215.65	20,500.00	20,500.00
Website Maintenance	0.00	0.00	143.88	250.00	250.00
Total Expense	17,438.03	0.00	219,336.60	264,393.00	264,393.00
Net Ordinary Income	-14,563.25	0.00	52,263.53	0.00	0.00
Net Income	-14,563.25	0.00	52,263.53	0.00	0.00

12

10:11 AM

12/09/23

Goddard Public Library
Reconciliation Summary
Capital Improvement, Period Ending 12/01/2023

	<u>Dec 1, 23</u>
Beginning Balance	55,185.26
Cleared Transactions	
Deposits and Credits - 1 item	13.61
Total Cleared Transactions	<u>13.61</u>
Cleared Balance	<u>55,198.87</u>
Register Balance as of 12/01/2023	55,198.87
Ending Balance	55,198.87

10:41 AM

12/09/23

Goddard Public Library
Reconciliation Summary
Bank Checking Account, Period Ending 12/01/2023

	<u>Dec 1, 23</u>
Beginning Balance	95,631.73
Cleared Transactions	
Checks and Payments - 56 items	-17,632.84
Deposits and Credits - 8 items	2,834.73
	<u>-14,798.11</u>
Total Cleared Transactions	<u>-14,798.11</u>
Cleared Balance	<u><u>80,833.62</u></u>
Uncleared Transactions	
Checks and Payments - 3 items	-59.86
	<u>-59.86</u>
Total Uncleared Transactions	<u>-59.86</u>
Register Balance as of 12/01/2023	<u><u>80,773.76</u></u>
New Transactions	
Checks and Payments - 8 items	-9,627.11
Deposits and Credits - 1 item	750.00
	<u>-8,877.11</u>
Total New Transactions	<u>-8,877.11</u>
Ending Balance	<u><u>71,896.65</u></u>

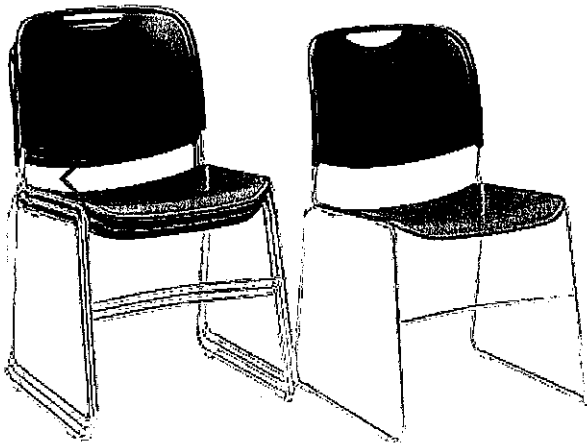
	A	B	C	D	E	F	G	H	I	J	K
1	GPL										
2	BUDGET REPORT										
3											
4											
5	MONTH:										
6											
7	COLUMN:										
8											
9											
10	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
11	CATEGORY	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
12		JANUARY	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.
13											
14											
15											
16	Accounting	\$193,100	\$165,100	\$185,100	\$165,100	\$185,100	\$193,100	\$165,100	\$165,100	\$193,100	\$165,100
17	Automation/Travel										
18	Maintenance	\$308,000	\$308,000	\$308,000	\$308,000	\$308,000	\$308,000	\$308,000	\$308,000	\$308,000	\$308,000
19	Bookmobile		\$26,24	\$190,00	\$135,58	\$128,51	\$266,27	\$235,66	\$1,509,00	\$468,11	\$410,12
20	Supplies	\$476,12	\$56,14	\$912,14	\$138,20	\$212,46	\$165,08	\$210,93	\$468,11	\$1,675,62	\$1,875,91
21	Utilities/Telephone	\$1,997,90	\$1,559,89	\$1,524,89	\$1,522,08	\$1,220,51	\$1,548,98	\$1,659,20	\$1,648,97	\$1,675,62	\$1,875,91
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	Leasing	\$612,00	\$917,95			\$37,95					
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	Benefit 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	\$784,91
38	Workman's Comp			\$269,00	\$23,00						
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	SCKLS	Materials, Programming					\$300.00	\$608.71	\$213.06	\$399.62	\$1,118.41	\$1,907.43	\$965.77		\$0.00
4	Levand	Programming, tech													
5	Book Festival	Technology													
6	State Library KS Notable														
7	PLA III	Internlaptop													
8	SCKLS Tech Grant							\$981.50	\$287.50	\$290.00		\$3,000.00		\$0.00	
9	State Aid													\$245.57	
10	Continuing Education													\$0.00	
11	SCKLS Grant in Aid											\$2,808.32	\$103.18	\$9,250.00	
12	Cash Donations												\$21.50	\$0.00	
13	Lion's Club WA/W	William Allen White Books		\$12.99										\$0.00	
14	Walmart													\$0.00	
15	Friends/Foundation													\$0.00	
16	Mrs. Coles	Tanganvika Pass						\$250.00						\$0.00	
17	Anonymous Donor	Tanganvika Pass		\$250.00										\$0.00	
18	Main Street Salon	Tanganvika Pass		\$250.00										\$0.00	
19	Chamber NJ													\$905.59	
20	Bookmobile carryover			\$477.00	\$758.00	\$338.47	\$1,510.00							\$5,000.00	
21	Civ bookmobile													\$0.00	
22	Program Donations												\$93.00	\$0.00	
23	USD 265 Activity Pass	Pay in Fall for 23-24 year									\$150.00			\$0.00	
24	Leadership Award Books													\$50.00	
25	Larry Lee Memorial			\$28.49										\$0.00	
26	Anonymous Donor	Bookmobile books			\$100.00									\$0.00	
27	Armanda Treadwell	Two Kits												\$240.00	
28	Women's Club Lego Wall										\$310.87	\$772.28		\$0.00	
29	SRP													\$0.00	
30	Mel Hamblton Ford						\$400.00							\$0.00	
31	Postnet	Upstart SRP prizes	\$43.71						\$154.05					\$2.24	
32	T&T	Upstart SRP prizes				\$400.00								\$0.00	
33	W Wichita Opt	Upstart SRP prizes	\$200.00											\$0.00	
34	Goddard Vet	Upstart SRP prizes	\$200.00			\$200.00								\$0.00	
35	Viana	Upstart SRP prizes	\$200.00											\$0.00	
36	Lions Club	SRP							\$300.00					\$0.00	
37	First National Bank	SRP	\$187.50						\$187.50					\$0.00	
38	Totals		\$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	\$9,250.00	\$10,090.70

17

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

(0)



1/7



\$389.99/pack

1


Add To Cart



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.

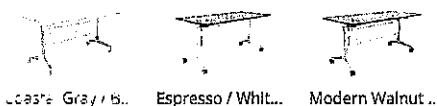
- › Ergonomically designed to provide maximum comfort, this 8500 chair features a waterfall seat sloping gently downward to minimize pressure on legs.
- › Flexible backrest has subtle give for easy support.
- › Injection-molded, textured polypropylene is easy-to-clean, resisting fading and scratches 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



SEE MORE IMAGES



SHARE:

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

\$695

+ FREE SHIPPING

Compare At: \$1628

You save: \$933 (57%)

Item Number: 101-UKA651

Questions? Call us!

4.2 (10 reviews)
Google
Customer Reviews

19

QTY: 2

OPTION:

Please Choose Option

ADD TO CART



LOWEST PRICE GUARANTEE!

If you find the same product for less anywhere else, give us a call at 1.800.460.0858. We'll match that price, plus, you'll get our Free Lifetime Warranty and unparalleled service. [DETAILS](#)

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

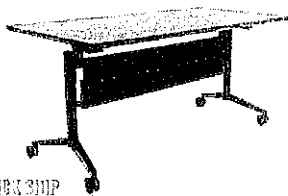
+

COLORS

+

MATCHING ITEMS

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



QUICK SHIP

Choose from 21 Options

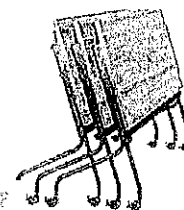
60in x 24in Flip Top Nesting Table with ...
Flip Top Training
\$625 + Free Shipping



QUICK SHIP

Choose from 21 Options

6ft x 30in Flip Top Nesting Table with ...
Flip Top Training
\$695 + Free Shipping



QUICK SHIP

Choose from 14 Options

6ft x 24in Flip Top Nesting Table
Flip Top Training
\$445 + Free Shipping



QUICK SHIP

60in)

20



Get delivery or free pickup on ready meals



Shop now >

< Back to results



Roll over image to zoom in



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: ~~\$179.99~~ 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 LxWxH	34 x 25 x 0.01 inches
Material	Engineered Wood
Age Range (Description)	Kid

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 97031

In Stock

Qty: 1

Buying in bulk?

Add to Cart

Secure transaction

Sold by Wheel-Go and Fulfilled by Amazon.

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...

876 reviews
\$145.99 prime

Sponsored

KSA 12-1258. Public libraries; capital improvement fund. The library board of any public library is hereby authorized to direct a transfer annually from the general operating fund of such library not to exceed 10% of the amount of money credited to such fund to a capital improvement fund. All money credited to such fund shall be used by the library board for the purpose of improving, furnishing, equipping, remodeling or making additions to the library. Such fund shall not be subject to the provisions of K.S.A. 79-2925 to 79-2937, and amendments thereto. If the library board determines that money which has been transferred to such fund or any part thereof is not needed for the purpose for which transferred, the library board is hereby authorized to direct a retransfer of such amount not needed to the general operating fund and such retransfer and expenditure thereof shall be subject to the provisions of K.S.A. 79-2925 to 79-2937, and amendments thereto.

In making the budget of the library, the amounts credited to, and the amount on hand in, the capital improvement fund and the amount expended therefrom shall be shown on the budget for the information of the taxpayers of the municipality in which the library is located. Moneys in such fund may be invested in accordance with the provisions of K.S.A. 10-131, and amendments thereto, with interest thereon credited to such fund.



Decker Electric, Inc.
4500 W. Harry Street
Wichita, Kansas 67209
(316) 265-8182

December 5, 2023

To: Julie Mills
C/O Goddard Library
201 N. Main Street
Goddard, KS 67052

NEW SECURITY CAMERAS – PROPOSAL

Decker Electric, Inc. proposes to furnish all labor and materials required for the above project Electrical and Telecommunications packages. The scope of our proposal is outlined below.

GENERAL ITEMS INCLUDED:

- All work is to be performed during normal Decker Electric, Inc. hours of 8am to 4:30pm Monday through Friday with the exception of company sponsored holidays unless specifically noted otherwise below.

SPECIFIC ITEMS INCLUDED:

- Provide and install new cameras and cabling.
- Removal of existing analog cameras. Decker to dispose of cameras unless otherwise notated.
- Provide and install qty (11) Axis M2316-LVE cameras. Cameras to replace existing analog cameras. Customer to determine final camera viewing angle.
- Installation of qty (1) new Cat 6 drops from NVR to field locations. NVR to be provided in other procurement package.
- All cabling to be terminated, tested, and labeled as per customer specifications.
- All licensing, software and programming included.

SPECIFIC ITEMS NOT INCLUDED:

- Any hardware other than listed above
- Any cabling other than listed above
- Any other branch circuits other than listed above
- Any new or repair to the existing overhead or underground conduits other than listed above
- Any concrete coring, pouring or patching
- Any aerial/man lifts
- Any Permits or Inspections
- Sales Tax

TERMS AND CONDITIONS:

- This proposal is valid for 30 calendar days.
- This proposal has been prepared in accordance with the provided project schedule. If a schedule is not provided, Decker Electric, Inc.'s Proposal is valid with a mutually agreeable schedule (including durations and logic). If the schedule is delayed or extended by the action or inaction of the owner, contractor or other subcontractors, Decker Electric, Inc. reserves the right to submit requests for additional time and/or compensation due to such delays.
- Payments shall be due and payable thirty (30) days from date of invoice.
- Customer agrees to pay all taxes and other charges, including but not limited to state and local sales and excise taxes unless specifically noted otherwise above.
- Decker Electric, Inc. shall not be liable for any damage or penalty for delays or failure to perform work due to force majeure.
- Decker Electric, Inc. shall not be responsible for the testing, removal or disposal of any hazardous materials.
- Decker Electric, Inc. is not responsible for damage to utility lines not identified on project drawings or accurately identified in the field. Additionally, Decker Electric, Inc. is not responsible for damage to any utility lines not affiliated with a state's One-Call System. This includes, but is not limited to irrigation systems, sewer service lines, water service lines, satellite lines, private gas lines, etc..
- Dewatering, rock trenching, shoring, etc. are excluded from all excavation work unless specifically called out above. If such conditions are encountered, Decker Electric, Inc. will stop work, notify customer and submit pricing to account for adverse and/or changing conditions.

Material and Labor Breakout –

Axis M3216 Cameras --	\$6,750.00
Cabling, Terminations and etc. --	\$1,350.00
16 Port POE Switch --	\$390.00
Installation labor (TECH 3 days @ 80.00/HR) --	\$1,920.00
Installation labor (CP 3 days @ 40.00/HR) --	\$960.00

PROPOSAL TOTAL -- \$11,370.00

If you have any questions, please feel free to contact me at any time.
Thank you for your interest and consideration of Decker Electric, Inc.

Sincerely,
DECKER ELECTRIC, INC.

TATE NOWLIN
Service Department Manager
Direct: (316) 218-3786
4500 W. Harry St. | Wichita, KS 67209
www.decker-electric.com



Section 1 Policy Administration

7. Personnel Policy

A. Administration of the Policy

Among the powers and duties of the Goddard Public Library Board as authorized by *Kansas Statutes Annotated 12-1225* for all public library boards are the following:

- To make and adopt rules and regulations for the administration of the library.
- To employ a Library Director to oversee Library operations and staff. Including setting staff salaries within a board approved budget.

The Library Board formulates policies and may change policies as needed. The Library Board works in partnership with the Library Director to make policy. The Library Director is responsible for implementing all personnel policies. Personnel policies and policy changes are presented at library board meetings and considered and authorized with formal motions for approval and votes of the Library Board.

The personnel program consists of policies and procedures related to personnel administration in the service of Goddard Public Library and shall be adhered to by all Library employees in the service of the Library.

B. Chain of Command

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 communications, 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 February 23, 2023.

C. Definitions

For the purpose of this manual, the following terms have the meanings indicated.

Chain of Command – The pathway for the flow of authority from one management level to the next. The line of authority begins with the

Proposed Budget Worksheet

REVENUES	Current 2023	Actual 6/30	Actual 12/31	PROPOSED 2024
BALANCE FORWARD	\$ 20,000.00			\$ 20,000.00
BOOK SALES & LOST BOOKS	\$ 500.00	\$ -		\$ 500.00
CITY FUNDS	\$ 224,807.00	\$ 216,311.70		\$ 258,360.00
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	\$ 264,293.00	\$ 245,551.33	\$ -	\$ 300,353.00
EXPENSES				
ACCOUNTING	\$ 1,750.00	\$ 810.00		\$ 1,750.00
AUTOMATION	\$ 1,600.00	\$ -		\$ 1,650.00
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
CAPITAL IMPROVEMENT	\$ 1,000.00	\$ -		\$ 1,000.00
CITY FUNDS EXPENSE	\$ -	\$ 616.00		
COMMUNITY RELATIONS	\$ 5,300.00			\$ 5,500.00
Marketing		\$ 2,904.95		
Staff Meetings		\$ 248.56		
Other		\$ 999.87		
CONTINUING ED	\$ 400.00	\$ 62.15		\$ 400.00
Mileage/Meals		\$ 15.00		
DIRECTOR HEALTH INS	\$ 7,200.00	\$ 4,055.64		\$ 11,145.72
FRIENDS & FOUNDATION	\$ -	\$ 454.18		
GRANT EXPENSE		\$ 8,701.67		
LEVAND TRUST		\$ 300.00		
LIBRARY INVENTORY	\$ 19,000.00			\$ 21,000.00
Audio Books		\$ 241.34		
Books		\$ 4,718.43		
DVD/Blu Ray		\$ 480.86		
eBooks		\$ 816.74		
Magazines & Periodicals		\$ 436.68		
Other		\$ 30.00		
LICENSING	\$ 1,700.00	\$ 1,432.00		\$ 1,700.00
Beanstack		\$ 795.00		\$ 795.00
MAINTAIN BLDG & GROU	\$ 1,300.00	\$ 300.39		\$ 1,300.00
MEMBERSHIPS	\$ 842.00	\$ 426.00		\$ 875.00
MILEAGE	\$ 900.00	\$ 582.42		\$ 900.00
MISCELLANEOUS	\$ -			
Lost Books		\$ 34.34		\$ 50.00

Notary

Proposed Budget Worksheet

PAYROLL				
KPERS	\$ 16,000.00	\$ 7,886.01		\$ 16,000.00
Salary/Payroll	\$ 132,861.00	\$ 48,792.76		\$ 138,175.00
Payroll 941 Tax Fed	\$ 25,000.00	\$ 12,011.66		\$ 25,000.00
State Tax	\$ 6,500.00	\$ 1,951.43		\$ 5,500.00
SUTA	\$ 200.00	\$ 59.30		\$ 200.00
Workman's Comp	\$ 275.00	\$ 292.00		\$ 275.00
POSTAGE	\$ 100.00	\$ 137.99		\$ 150.00
Courier	\$ 1,650.00	\$ 1,690.00		\$ 1,695.00
PROGRAMMING	\$ 5,500.00			\$ 6,000.00
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			\$ 5,500.00
Building		\$ 454.48		
Furniture		\$ 430.42	\$ -	
Office		\$ 862.41		
Processing		\$ 212.83		
Other		\$ -		
TECHNOLOGY	\$ 4,000.00	\$ 1,235.60		\$ 5,000.00
UTILITIES	\$ 20,500.00	\$ 9,412.19		\$ 22,000.00
WEBSITE MAINTENANCE	\$ 250.00	\$ 143.88		\$ 500.00
TOTAL	\$ 264,393.00	\$ 120,282.42	\$ -	\$ 279,685.72