

**Goddard Public Library Board Meeting Agenda  
September 23rd 2024 @ 6:30 PM**

1. Roll Call
2. Approval of Agenda
3. Review of Minutes from Board Meeting August, 26th 2024
4. Citizen Comments
5. Correspondence and Communications
6. Director's Report
7. Financial Report - Treasurer
  - a. Approve August Financials
8. Old Business
  - a. Website Update
  - b. Outdoor Signage
  - c. Medical Equipment Storage
  - d. Mobile Library
9. New Business
  - a. Becky Cole-New member Oath
  - b. Friends & Foundation Update
  - c. Community Survey
  - d. Strategic planning
  - e. 2025 Raises

Executive Session

10. As may be presented

\*Next meeting is October 28th 2024. Please call Kate Morgan at 316.215.4895 or email at [katemorganrdn@gmail.com](mailto:katemorganrdn@gmail.com) if you cannot attend. Thank you!



## Goddard Public Library Board Meeting Minutes August 26th, 2024 at 6:30 PM

The July Board Meeting of the Goddard Public Library was called to order by the President of the Board, Kate Morgan, at 6:30 PM on Monday, August 26th, 2024.

1. Roll Call: Kate Morgan, Megan Koenigs, Tegan Perkins Ulmen, Arika Bradley, Lucretia Burch, Allison Patton, and Library Director, Carrie Wharton. A quorum was reached.
2. Approval of Agenda: Megan Koenigs ▾ moved to approve the Meeting Agenda for August 26th, 2024. Lucretia Burch ▾ seconded the motion. All present were in favor.
3. Review of Minutes from Board Meeting July 8th, 2024.
4. Citizen Comments: None.
5. Correspondence and Communications:
  - a. Wichita Eagle came and wrote a post about our Ultimate Water Fight Event.
6. Director's Report:
  - a. The first theme for "Book Bundles" is "Back to School", rearranged after summer reading for a better flow, and Story Times will restart on Sept. 3rd.
  - b. Carrie Wharton will present the quarterly library report to the City Council on September 16th.
7. Financial Report:
  - a. Approve July Financials: Lucretia Burch ▾ moved to approve the July Financial Report. Arika Bradley ▾ seconded the motion. All present were in favor.
  - b. Summer Reading Bonus:
    - i. Summer Reading Fundraising
      1. In-Kind: \$22,382.09
      2. Monetary: \$7,450
    - ii. Lucretia Burch ▾ moved to approve the Summer Reading Bonus for Carrie Wharton for a total of \$931.50 ( \$372.50 for monetary donations/ \$559.00 for In-Kind donations). Megan Koenigs ▾ seconded the motion. All present were in favor.



8. Old Business:

- a. Website/Purchase Domain Name:
  - i. Looking into bids for a whole website redesign and to see if the new products Wix has might work for what we want.
- b. Outdoor Signage:
  - i. Carrie Wharton and Kate Morgan met with the City. They received a bid for the sign design and it was out of budget. The City is getting a new quote for block letters to be placed on the fascia.
- c. Policy and Employee Handbook:
  - i. Still in process. Turning over to Carrie Wharton to review and make revisions.
- d. Medical Equipment Agreement/Liability Issues:
  - i. Would like Lions Club, City, and Library to split the purchase into three parts.
  - ii. We will need to measure and find what will fit and look nice in that spot.
- e. DEIA Training Date Reminder:
  - i. Wednesday, August 28th, 2024 at 6:00 PM. All board members and library staff will attend.
  - ii. Individual sessions on following days.
- f. Mobile Library Update:
  - i. Sold for \$6,300.00 on Purple Wave.
    1. Purchaser will pick up soon.
  - ii. Lucretia Burch ▾ moved to open a separate high-yield savings account at First National Bank for the money from the sale of the Mobile Library.  
Arika Bradley ▾ seconded the motion. All present were in favor.
- g. Payroll Update:
  - i. Arika Bradley ▾ moved to accept the AcuPayroll bid as the Library's new payroll vendor beginning January 2025. Megan Koenigs ▾ seconded the motion. All present were in favor.

9. New Business:

- a. Allison Patton - New Member Oath
  - i. Allison recited the oath and was sworn in.
- b. National Night Out Feedback:
  - i. The community enjoys the library and the programming and services we provide.



c. Form Committees:

- i. Lucretia Burch moved to accept the following committees.  
Megan Koenigs seconded the motion. All present were in favor.
- ii. Advocacy/Marketing:
  1. Tegan Perkins Ulmen - Chair
  2. Nicole Judd
  3. Arika Bradley
- iii. Executive:
  1. Kate Morgan - Chair
  2. Megan Koenigs
  3. Tegan Perkins Ulmen
  4. Lucretia Burch
- iv. Finance:
  1. Lucretia Burch - Chair
  2. Kate Morgan
- v. Strategic Planning:
  1. Kate Morgan - Chair
  2. Carrie Wharton
  3. Allison Patton
  4. Megan Koenigs

d. Summer Reading Report:

- i. Received report - will be presented at the next City Council meeting.

e. Volunteers/Background Checks:

- i. All Board Members signed the consent to run a background check.

f. 2025 Budget:

- i. Reviewed for changes and questions.

g. Wine & Color Update:

- i. With the updated City Ordinance, Wine & Color nights are no longer feasible as the revised rules don't align with the goals of the Library.

h. Friends & Foundation Update:

- i. Carrie Wharton and Kate Morgan met with Cynthia Berner. Many of the current officers are stepping down within the next year.



1. The activity passes have been very successful in generating funds but not for member retention.
  2. Would like to move into more advocacy in addition to their current volunteer status. Restructuring may be in the future.
  3. Library Board Members will rotate attending the Friends & Foundation meetings.
    - i. Additional Board Member:
      - i. Taking applications! Must live in Goddard City Limits.
    - j. Strategic Planning/Survey:
      - i. Review and bring questions to the September meeting.
    - k. Director 90-day Evaluation:
      - i. Megan Koenigs ▾ moved to approve a 5% raise to Carrie Wharton's salary due to an exceptional 90-day review beginning August 1st, 2024. Lucretia Burch ▾ seconded the motion. All present were in favor.
10. Executive Session
- a. Kate Morgan ▾ moved to hold Executive Session beginning at 8:15 PM for 10 minutes. Lucretia Burch ▾ seconded the motion. All present were in favor.
11. As may be presented:
- a. Birthday Card - please sign for Debra.
12. Megan Koenigs ▾ moved to adjourn the meeting at 8:26 PM. Arika Bradley ▾ seconded the motion. All present were in favor.



I'M NOT DEPURE.  
I'M A MOP.  
  
VERY CHAOTIC. VERY  
OVERSTIMULATED.  
VERY ADAM SANDLER.



Create story

Kelci Martin

Megan Downs

Lynsey Powers

Robin McCut



What's on your mind, Carrie?

Live video

Photo/video

Feeling/activity

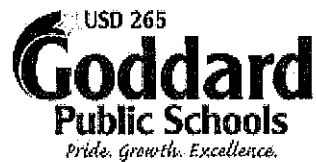
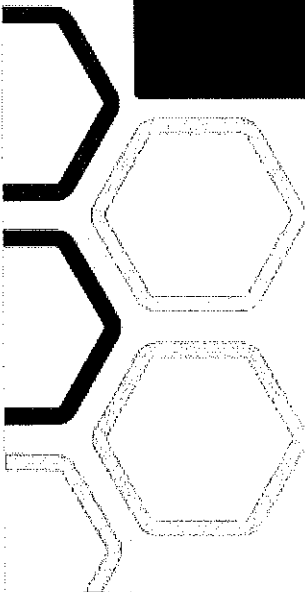
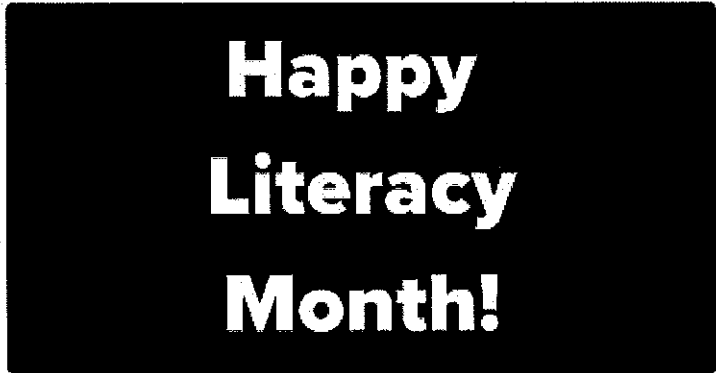


USD 265-Goddard Public Schools

25m · 🌐



Help us celebrate Literacy Month! This was established as a reminder of the importance of literacy for individuals, communities, and societies around the world. Did you know that the Goddard Public Library provides kits that teach children early literacy skills through a multisensory approach? Additionally, local organizations like Storytime Village provide literacy resources and family programming to help boost literacy efforts and positively impact Kansas families. How do you celebrate reading at all ages with your family? Instilling a love of reading and positive writing practices helps build lifelong learners. Our #265Family is fortunate to have local resources like these to build improved literacy both in our schools and in our community. Happy Literacy Month!



📍 Goddard Public Library



Like



Comment



Share

*Handwritten signature or mark*

## Director's Report-August

Summer Reading officially ended on August 1st with our end of summer reading party. It was a hot day, but patrons enjoyed a nice morning of games, balloon animals and popsicles from Mel Hamblen Ford.

The month of August brought slower traffic to the library. This allowed for the staff to take vacation and work on getting the library ready for fall programming. We switched the Large Print and Young adult sections to allow for better traffic flow.

We also weeded adult non-fiction and the movies. We are now working on the non-fiction junior section. I have purchased several new titles for this section since many of the books were outdated.

The staff enjoyed an end of summer reading appreciation party on August 23rd at Voss Creative in Cheney, KS. Each staff member got to pick a project to paint and I ordered sandwiches. It was a great time to relax as a team.

Nicole Judd received her 90 day evaluation as the communication specialist. She is doing a great job and we discussed future goals for her.

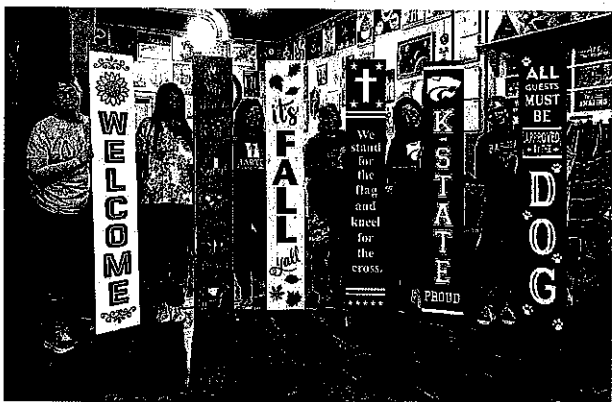
### Upcoming Events:

September 21st-Ballet in the Park at 3pm

September 26th-Goddard Puppet Ladies at 9:30am

October 12th-Fall Festival/Friends & Foundation Book Sale 9-1pm

October 14th-Library Closed(Staff Training Day)



# Goddard Public Library

## Profit and Loss

January 1 - September 4, 2024

	TOTAL
<hr/>	
Income	
City Funds	115,494.55
Mil Levy	120,055.45
<b>Total City Funds</b>	<b>235,550.00</b>
Donations	801.85
Fines, Copies, Faxes	2,041.37
Goddard Lions Club Income	268.78
Grants	11,467.07
Levand Trust	5,985.00
State Aid	1,559.86
Summer Reading Grant	800.00
Tech Grant	2,850.00
<b>Total Grants</b>	<b>22,661.93</b>
Interest Income	163.67
Lost Book	15.93
Misc Income	1,639.61
Programming Income	56.31
Refund Income	608.05
Summer Reading Donations	4,175.00
<b>Total Income</b>	<b>\$267,982.50</b>
<b>GROSS PROFIT</b>	<b>\$267,982.50</b>
<hr/>	
Expenses	
Accounting	1,328.00
Automation	1,612.00
Bookmobile	
Bookmobile Tags	80.16
<b>Total Bookmobile</b>	<b>80.16</b>
Capital Improvement Transfer	0.00
City Funds Expense	435.86
Community Relations	1,115.39
Marketing	2,981.13
Staff Meeting	1,022.64
<b>Total Community Relations</b>	<b>5,119.16</b>
Director Health Benefit	2,891.07
Grant Expense	1,088.91
SCKLS Summer Reading	12.99
SCKLS Technology Grant	2,850.00
<b>Total Grant Expense</b>	<b>3,951.90</b>
Internet Fee	984.41
Legal Fees	195.00



# Goddard Public Library

## Profit and Loss

January 1 - September 4, 2024

	TOTAL
Library Inventory	
Books	8,954.00
DVD/Blu-Ray	216.11
ebooks/audiobooks	1,604.88
Magazines and Periodicals	636.53
Total Library Inventory	11,411.52
Licensing	1,857.00
Maintain building and grounds	951.97
Memberships	263.50
Mileage	549.49
Miscellaneous	
Lost Book	114.07
Total Miscellaneous	114.07
Payroll Expenses	15,554.98
KPERS Employee Contribution	941.58
KPERS Employer Contribution	3,757.74
KPERS-MISC	4,367.20
Payroll	50,769.07
Payroll Taxes	17,043.14
State Tax	2,453.77
State Unemployment Taxes (SUTA)	67.35
Workman's Comp Insurance	404.00
Total Payroll Expenses	95,358.83
Postage and Shipping	17.97
Courier	1,855.00
Total Postage and Shipping	1,872.97
Programming	2,739.92
KanRead	68.00
StoryTime	490.84
Summer Reading Program	3,911.75
Teen Advisory Board	578.50
Total Programming	7,789.01
Summer Reading Donation Expense	4,016.86
Summer Reading Expense - KAC	500.00
Supplies	98.64
Building	44.00
Computer	8.99
Software	527.49
Total Computer	536.48
Furniture	3,822.19
Office	1,271.76

# Goddard Public Library

## Profit and Loss

January 1 - September 4, 2024

	TOTAL
Processing	647.90
Total Supplies	6,420.97
Technology	4,177.63
Unapplied Cash Bill Payment Expense	1,367.75
Utilities	10,557.49
Total Expenses	\$163,806.62
NET OPERATING INCOME	\$104,175.88
NET INCOME	\$104,175.88

1	Month	B		C		D		E		F		G		H		I		J		K		L		M		N		O		P		Q	
		Adult Books	J Books	YA Books	Adult Movies	J Movies	Adult Audio	J Audio	Medical	TechEquipmt	Kits	Pass	Sunflower	Cloud Library	Magazines	new ebook users	Total Checkouts																
2	January	689	2638	107	228	53	6	9	14	71	0	984	92	6	26	4906																	
3	February	615	2767	84	154	58	9	4	16	64	1	927	104	9	18	4820																	
4	March	551	2340	84	141	54	7	1	16	64	9	1008	99	6	20	4408																	
5	April	509	2056	83	98	46	11	6	15	49	14	1010	147	7	21	4059																	
6	May	576	2442	109	145	36	9	5	4	55	13	1044	183	3	21	4654																	
7	June	688	4145	133	226	66	20	5	10	80	11	1070	148	5	23	6636																	
8	July	691	4405	150	289	51	23	8	6	61	15	1081	132	4	26	6922																	
9	August	591	2211	93	182	24	18	4	11	62	17	1226		11	30	4474																	
10	September															0																	
11	October															0																	
12	November															0																	
13	December															0																	
14		4910	23004	843	1443	388	103	42	92	506	80	8350	905	51	185	40879																	
15																40785																	
16																																	

11

# Goddard Public Library 2024

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2024	2023	2022	2021	2020
Non-fiction	163	160	110	116	115	160	156	137					1117	1299	1802	1589	921
Fiction	512	472	427	323	530	541	521	406					3732	5298	6777	5731	4757
Periodicals	5	8	5	4	3	2	2	11					40	208	239	249	467
Audio Books	6	10	7	11	9	25	23	18					109	144	202	208	280
DVD/Blu-Ray	228	154	141	98	145	207	289	162					1424	2776	2759	2890	2209
JUVENILE																	
Non-fiction	540	574	654	571	651	1254	1044	684					5972	6318	8021	6136	1883
Fiction	1863	2193	1826	1912	1902	2602	2988	1406					16692	22283	24618	19169	10212
Periodicals	1	1	1	3	5	5	2	4					22	129	134	48	22
DVD/Blu-Ray	53	58	54	46	36	66	51	24					388	830	777	579	541
Audio	7	9	7	6	5	2	2	4					42	129	132	144	56
TOTAL	3378	3639	3232	3090	3401	4864	5078	2856	0	0	0	0	29538	39414	45461	36743	21348
Computer	129	158	118	201	194	120	124	164					1208	1731	1659	1015	1543
Wireless	126	138	117	110	80	95	111	118					895	1371	1411	1204	1123
Reference Question	248	270	252	263	305	350	310	259					2257	2609	2747	2669	2954
INTERLIBRARY LOAN																	
Books Loaned	288	252	377	447	381	510	288	272					2815	3485	3840	4075	3708
Unfilled	0	0											0	0	11	17	29
Books Borrowed	381	411	356	355	310	564	466	447					3290	4151	3489	2841	2236
Unfilled	0	0											0	0	3	10	0
NEW LIBRARY CARDS	50	54	65	67	132	127	73	67					635	781	674	503	218
MATERIALS ADDED																	
Adult	81	72	22	23	35	36	30	51					350	666	885	876	620
Juvenile	42	28	54	9	12	64	76	54					339	316	673	755	786
TOTAL	123	100	76	32	47	100	106	105	0	0	0	0	689	982	1558	1631	1406
LIBRARY ATTENDANCE	1774	2726	2316	2348	3891	5131	3376	2269					23831	38684	20139	12709	7860
Children	299	157	324	377	563	985	353	153					3211	3801	12741	20495	8597
TOTAL	2073	2883	2640	2725	4454	6116	3729	2422	0	0	0	0	27042	42485	32880	33204	23600

12

Goddard Public Library  
2024

ATTENDANCE	J	F	M	A	M	J	J	A	S	O	N	D
Kate Morgan	x	x	AB	x	x	x	x	x				
Tegan Ulmen	x	x	x	x	x	x	x	x				
Julie Mills	x	x	x									
Margo Rakes	x	x	x	x	x	x						
Ashleigh Pearce	x	x	x	x	AB	AB	AB					
Megan Koenigs	x	x	x	x	x	x	x	x				
Lucretia Burch	x	x	x	x	x	EX	x	x				
Angela Pruitt	x	x	x	x	x	AB						
Ariakia Olliver						x		x				
Allison Patton								x				
Becky Cole												
Carrie Wharton		x		x	x	x	x	x				
EX- excused		EO- early out				CA- cancelled				AB - Absent		

**Statistics - GODDARD Selfcheck 1**

1 message

receipt@cen-tec.com <receipt@cen-tec.com>  
To: goddardlibdirector@gmail.com

Tue, Sep 3, 2024 at 10:58 AM

**Selfcheck 1 - August 2024**

Date	Patrons	Circulated	PatronsBlocked	ItemsBlocked
2024-08-01	1	1	0	0
2024-08-02	5	12	0	0
2024-08-06	1	6	0	0
2024-08-08	2	7	0	0
2024-08-09	1	1	0	0
2024-08-10	4	16	0	1
2024-08-12	2	8	0	0
2024-08-13	2	21	1	0
2024-08-15	1	9	0	0
2024-08-16	1	10	0	0
2024-08-17	1	6	0	0
2024-08-20	1	21	0	0
2024-08-21	1	3	0	0
2024-08-22	1	4	0	0
2024-08-24	1	5	0	0
2024-08-27	2	3	0	0
2024-08-30	2	7	0	0
2024-08-31	1	10	0	0
Totals	30	150	1	1

August Monthly Attendance Sheet										
	Daily	Storytime	Program	Outreach	total	Computer	Phone	Wireless	Program 1	
1	122		86		208	5	10	5	End of Summer Reading 86	
2	58				58	4	13	4		
3	33				33	1	4	2		
4	CLOSED				0					
5	73				73	2	17	3		
6	103				103	4	7	3		
7	68				68	4	7	4		
8	86				86	2	12	4		
9	60				60	0	9	6		
10	39				39	4	4	2		
11	25				25	0	2	2	MSM	
12	75				75	11	18	5		
13	106				106	14	17	5		
14	69				69	9	12	5		
15	70			7	77	7	4	5	Books & Beyond BC	
16	67				67	7	14	4		
17	62	29			91	4	1	2		
18	CLOSED				0					
19	105				105	5	10	5		
20	92		10		102	10	8	5	Book Edge	
21	78			11	89	10	13	5	ML,SL, Dove	
22	78				78	9	8	5		
23	67			15	82	7	8	5	TAAG	
24	78		38		116	6	6	3	Kim Noller	
25	CLOSED				0					
26	118				118	10	15	5	Board Meeting	
27	86		15	10	111	8	8	5	Peas in the Pod	
28	82		12		94	7	8	6	Training	
29	44				44	7	8	6		
30	88				88	6	11	5		
31	34				34	1	5	2		
<b>Total</b>	<b>2066</b>	<b>29</b>	<b>161</b>	<b>43</b>	<b>2299</b>	<b>164</b>	<b>259</b>	<b>118</b>		



# WEB DESIGN PROPOSAL

*Goddard Public Library \* 09.03.2025*



# TABLE OF CONTENTS

Website Suggestions.....3

Goals Outline.....4

Estimated Timeline.....5

Price Breakdown.....6

Contact.....7



# WEBSITE SUGGESTIONS

- Create more obvious messaging about GPL and it's mission/services on Homepage.
- Give webpages a better flow to lead people to specific services throughout the site
- Example how to get a library card or check out things aside from books

- Turn PDF pages into webpages to allow people to find out about GPL services through the web
- Some PDF's are okay to keep, like the strategic plan or policies.



Mariah Creative Co.

WWW.MARIAHCREATIVECO.COM

18

# GOALS

Here are some base level goals we can work to achieve in the process of updating the website.

## SIMPLIFY

Enhance user experience by simplifying the current library's website pages, making it easier for patrons to find information and access resources.

- Streamline navigation with clear, intuitive menus
- Highlight key services and resources prominently
- Incorporate a search bar with advanced filtering options.

## MOBILE RESPONSE

Ensure the website looks and functions well across multiple devices. Test the website on multiple devices to make sure everything link works properly.

- Make the website transition smoothly between phone, Ipad, and web browser

## EVENTS & NEWS

Make the calendar up to date and easy to navigate. Highlight important news and updates prominently.

- Showcase upcoming events
- Allow consumers to sign up through the GPL website.

## ACCESSIBILITY & SEARCH

Make the website more web functional for all. Use web pages and proper header titles to ensure screen readers have proper use.

- Ensure the website looks and function well for all, including those with disabilities by using high contrast and alt text on images.
- Turn (most) PDF pages into webpages to allow search function and screen

# ESTIMATED TIMELINE

The timeline is subject to change based on time it takes to get photos & copy (if needed) and amount of edits.

Week 1	Week 2	Week 3-4	Week 5-6
<ul style="list-style-type: none"> <li>• Go over website proposal</li> <li>• Figure out any other website goals, that are not included in proposal.</li> <li>• Discuss the page count for the website.               <ul style="list-style-type: none"> <li>• are there any other pages that should be added, or could be condensed down into one?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Figure out if any web copy will need to be updated.               <ul style="list-style-type: none"> <li>• This can be done as were designing too, but it's good to get a head start on it.</li> </ul> </li> <li>• Gather images that may be needed for the update.               <ul style="list-style-type: none"> <li>• Are there any pictures of the library, library events, or staff that need to be included</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Website concepting               <ul style="list-style-type: none"> <li>• I'll design a few pages for the website concept and then share it. You will be able to provide feedback at what looks great and what needs adjusting.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Website Finalizing               <ul style="list-style-type: none"> <li>• I will begin to develop the website pages on Wix</li> <li>• We will go through edits, and fine-tune the site to ensure its working.</li> </ul> </li> <li>• Launch Date!               <ul style="list-style-type: none"> <li>• We will launch the site!</li> <li>• I will stay available for up to a week to ensure everything is working properly</li> </ul> </li> </ul>



2010

# PRICE BREAKDOWN

<b>Design Concepts &amp; Website Organization</b>	<b>\$450</b>
<b>Calender &amp; Event Sign Up, Website Forms</b>	<b>\$250</b>
<b>15+ Website Pages</b>	<b>\$350</b>
<b>Final Website Design (phone &amp; computer)</b>	<b>\$500</b>
<b>Total</b>	<b>\$1,500</b>

## Deliverables

- Guideline used to help maintain the website
- 1 Full Wix Website using the Goddard Public Library Branding



Mariah Creative Co.

[WWW.MARIAHCREATIVECO.COM](http://WWW.MARIAHCREATIVECO.COM)

# CONTACT

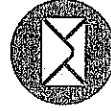
Thank you for going through all of the slides! If you have any questions please contact me through any of these platforms below!



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# GODDARD PUBLIC LIBRARY

