

**Goddard Public Library Board Meeting Agenda  
February 10, 2020 @ 7:05 pm**

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting January 13, 2020
4. Citizen Comments
5. Correspondence and communications
6. Director's Report
  - a. Circulation Report
7. Financial Report
8. Old Business
  - a. Friends/Foundation update – next meeting is February 26 @ 6pm
  - b. Programming Committee meeting January 15 update
  - c. Strategic Plan – How to move forward
9. New Business
  - a. Rekeying of doors/replacement of outside lighting
  - b. Sponsorships for business
  - c. Health Fair
  - d. Annual Survey
  - e. Leadership training
  - d. Board Training - budget
10. Executive Session
11. As may be presented

\*Next meeting is March 9, 2020.

PLEASE CALL THE LIBRARY 794-8771 IF YOU CANNOT ATTEND

OR E-MAIL: [director@goddardlibrary.com](mailto:director@goddardlibrary.com)

## **Goddard Public Library Minutes**

**January 13, 2020 @ 7:05 p.m. Regular Meeting**

**1. Roll Call** - April Hernandez, Vickie Luthi, Frank Petsche, Lisa Stoller, Alexis Vincent, Lisa Coyne, Tamara Judd, Margo Rakes. Secretary Sherry Lauer and Treasurer Lisa Fouts were absent. Carrie Wharton, staff member.

**2 Approval of Agenda** - Tamara motioned to approve the agenda. Alexis seconded the motion. Motion approved 7 - 0.

**3. Minutes of Regular Meeting December 9, 2020.** - Alexis motioned to approve the minutes with the correction of adding Tamara Judd as present. Lisa C. seconded the motion. Motion approved 7 - 0.

**4. Correspondence and Communications** – Christmas cards were shared. There was one submission for the teen mural but it was not acceptable. There was a letter about Workman's Comp.

### **5. Directors Report**

- a) **State and Circulation Report** - Our yearly report was completed January 2nd. We had a 27% increase in attendance and public computer use. We had a 10% increase in Wi-Fi usage. We had a 43% increase in reference questions. We sent 160 items out to Andover, Derby, and Park City. We requested 34 books through KanShare. Total ILL counting KanShare was 170 sent out and 80 requested in. This will make our ILL numbers look considerably better next year.

Library attendance in 2019 was 28,308. That is 4,990 more than in 2018 and 8,730 more than 2017.

There have been a few hiccups with the new catalog. Confusion for patrons receiving overdue notices from the old system when things had been checked into the new system. All of our Fiction books have a paperback location attached to them. We are slowly getting these changed. Our courier has not been very happy with us because of our increased volume of sending and receiving items. We gave him a Christmas card with \$20 to help ease this some. The new catalog is easier to use and staff have been doing well with the change.

Michelle Stewart graduated with her Bachelor's Degree in Education Dec. 14. The Library gave her a card with \$20 in recognition. Lisa Stoller noted that the Board also gave her a card with a \$50 gift card.

Tanganyika came and brought a pigmy hedgehog, small snake, and a chinchilla. We had 97 people here for the program. The next day we had a countdown to "Noon Year's Eve" and 65 attended.

April presented at the Chamber last Thursday as a civic organization.

April is trying to renegotiate our internet prices.

Our numbers look good.

April ordered magnets advertising the library.

We will have a booth at the Health Fair at Pathway Church on Feb. 22<sup>nd</sup>. The theme will be "Brain Health".

April showed us the EHS t-shirts with our logo on the back. We were also featured in the Times Sentinel showing the ribbon cutting of the "Reading Kingdom" children's area.

- b) **Carrie Wharton, Programming and Outreach Specialist's Report** – April gave us a packet that included information about her background. Carrie is on the regional committee for the "Big Read" and we will be a big participant. She is also be attending planning with the Kanread and networking with other area libraries.

She is working to comply with 6 Skills by 6 Years.

Makerspace is available all day on Mondays.

Memory Care is every two weeks for Dove Estates. They come to the library.

She does Facebook page posts on all the activities She is working on a monthly newsletter on social media.

TAB is meeting once a month on the first Monday of the month. They help decide the activities that are usually separate from the monthly meeting. There were 15 kids at the December meeting.

She goes to Dove and Medicalodges the first Tuesday of the month with a cart of books. She is doing a book club at Dove. They read "The Help" and just started another book, "The Forgotten Garden".

She will be going to two of the elementary schools to take books to PreK students to check out books. They do not get to participate in library services at all at school. Carrie will do story time and book check out with overflow books from the library that were weeded out.

Blood pressure checks will be available at the library. We are going to try for once per month through May and then reevaluate frequency.

Third Friday of the month will be Fitness Friday. She is going to have a yoga instructor do "Pete the Cat" with yoga and Iron Fitness is going to bring samples of healthy drinks.

There will be a family game night sponsored by the extension office and the Mark Collier Allstate office on January 31<sup>st</sup>.

Most of the outside programming is planned for summer.

We will have to have reservations/tickets for most of our summer programs because of space limitations. We are all concerned about having to turn many patrons away.

**6. Financial Report** - Margo motioned to approve the Financial Report. Alexis seconded the motion. Motion approved 7 - 0. Our budget is fine. We had \$35,000 left at the end of the year.

## **7. Unfinished Business**

a) **Friends/Foundation update** - next meeting is January 22, 2020 at 6:00 pm. The 501C3 has been sent in.

b) **Approval of records retention information added to Policy Manual**  
This was not in our policy at all so this is being added to the Policy Manual. This is standard policy for libraries.

We need to look for a larger shredder that could possibly be made available to the public for a small fee.

Alexis made a motion to include the retention policy to the policy manual. Tamara seconded the motion. Motion passed 7-0.

c) **Programming Committee** meeting is January 15 at 5:00 pm

## **d) Strategic Plan**

April reminded us to come up with things to add to the Strategic Plan moving forward.

We need to schedule a Saturday tour of area libraries that have newer facilities and invite the mayor and City Council members.

## **8. New Business**

4

**a) Workman's Comp Insurance**

The city is getting three estimates on new insurance.

**b) Approval of new Board Member** - Lisa Coyne motioned to accept Deanna Highfill's application to become a Board member. Frank seconded. Motion passed 7-0. April will send her name to the City for approval.

**c) Board Member Code of Conduct Policy** – An ad hoc committee will be formed to develop a Code of Conduct Policy for Board Members. Lisa Stoller, Sherry Lauer, and Tamara Judd will serve on this committee and will report back to the Board next month.

**9. Executive Session**

**a) Review of Library Director Evaluation - 8:25** Vickie moved to recess into executive session pursuant to non-elected personnel matters to include the Library Board. The Library Board will reconvene the open meeting in the Library commons area at 8:43 Alexis - seconded and the motion carried 7-0. No binding action was taken.

**b) Review of Library Director Evaluation - 8:34** Alexis moved to recess into executive session pursuant to non-elected personnel matters to include the Library Board. The Library Board will reconvene at 8:54. Lisa C. seconded and the motion carried 7-0. No binding action was taken.

**c) The Open Meeting resumed at 8:54.** A motion was made by Alexis to accept the Director's evaluation, seconded by Tamara. Motion passed by 7-0.

**10. As may be presented**

**a)** Lisa Coyne wrote thank you notes on behalf of the Board to the people that helped create the "Reading Kingdom".

**b)** Frank submitted Becky Phillips' letter of resignation to the Board.

**11. Adjournment**

Alexis made a motion to adjourn the meeting at 9:13. Frank seconded the motion. Motion passed 7-0.

**The above minutes are a draft copy of the minutes. Minutes must be approved by a quorum of the Goddard Public Library Board at the next meeting.**

**Submitted by Lisa Stoller, Secretary Pro-tem**

## **Director's Report February 2020**

I was selected by KLA to attend Your Leadership Edge, a program provided by the Kansas Leadership Center. The cost for this training is normally \$399 and KLA is covering the entire cost. I will be attending May 6 & 7.

I am also taking a free faith based leadership class called Transform Management Development offered by Bandura Plus. More specifics at the board meeting. It is Thursday evenings January 30<sup>th</sup> through the end of April.

Lifeventures contacted me about providing a one hour class. I will be doing this April 14. It is over reading and brain health.

Space Planning: Reinventing Your Library Space is a workshop offered in Lawrence through ALA. I will be attending this April 27.

February 26 is the State of the District event. I will be attending and spending some time with the WPL Director.

Our circulation is up 1000 items from January of last year. Our ILLs are way up and the breakdowns look great. We have been working on fixing the items that migrated incorrectly.

Attended a KanShare meeting Feb. 4. Go live date for Mulvane, El Dorado, Augusta and Rose Hill is March 30.

**GODDARD PUBLIC LIBRARY**  
December 2019

**GODDARD PUBLIC LIBRARY**  
January 2020

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2020	2019	2018	2017
Non-fiction	123												123	2225		
Fiction	638												638	7671		
Periodicals	148												148	1086		
Audio Books	119												119	583		
Videos/ DVD	213												213	2609		
<b>JUVENILE</b>																
Non-fiction	300												300	4695		
Fiction	1331												1331	18618		
Periodicals	6												6	237		
Videos/ DVD	105												105	1329		
Audio	4												4	68		
Other																
<b>TOTAL</b>	<b>2987</b>	<b>0</b>	<b>39121</b>	<b>44326</b>	<b>34516</b>											
Computer	425												425	5045	3988	3012
Wireless	124												124	1724	1565	1232
													549	6769	5553	4244
Reference Question	247												247	2653	1860	1489
<b>INTERLIBRARY LOAN</b>																
Books Loaned	363												363	548	466	388
Unfilled	9												9	9	0	0
Books Borrowed	139												139	828	793	572
Unfilled	0												0	8	2	0
NEW LIBRARY CARDS	27												27	360	404	462
<b>MATERIALS ADDED</b>																
Adult	76												76	747	1093	1256
Juvenile	146												146	789	993	1496
<b>TOTAL</b>	<b>222</b>	<b>0</b>	<b>222</b>	<b>1536</b>	<b>2086</b>	<b>2752</b>										
<b>LIBRARY ATTENDANCE</b>																
LIBRARY ATTENDANCE	1685												1685	24302	19195	16985
Children	180												180	3778	3214	2338
Other	52												52	228	909	255
<b>TOTAL</b>	<b>1917</b>	<b>0</b>	<b>1917</b>	<b>28308</b>	<b>23318</b>	<b>19578</b>										

April Hernandez  
DIRECTOR

ATTENDANCE	J	F	M	A	M	J	A	S	O	N	D		
Vickie Luthi	+											2	2023
Alexis Vincent	+											2	2020
Lisa Fouts	EX											1	2020
Deanna Highfill	-											2	2021
Frank Petsche	+											1	2021
Lisa Coyne	+											finish	2022
Tamera Judd	+											1	2023
Margo Rakes	+											1	2025
Lisa Stoller	+											1	2023
Sherry Lauer	EX											1	2023
April Hernandez	+												

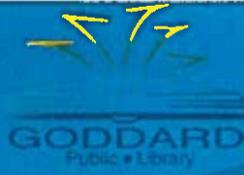
EX- excused      EO- early out      LI- late in      CA- cancelled      AB - Absent

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Month	Adult Books	J Books	YA Books	Adult Movies	J Movies	Adult Audio	J Audio	Sunflower	RBDigital	Cloud Library	RBDigital Mags	Magazines	new ebook users	Total Checkouts
1	781	1522	109	213	105	119	4	155	288	16	6	154	12	3432
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14	781	1522	109	213	105	119	4	155	288	16	6	154	12	3432
15														

8

	A	B	C	D	E	F	G	H	I	J	K	L
1	GPL											
2	BUDGET REPORT											
3	1/31/2020											
4												
5	MONTH:											
6	1											
7	COLUMN:											
8	B											
9												
10	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
11	CATEGORY	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
12		JANUARY	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.	NOV.
13												
14												
15												
16	Accounting	\$90.00										
17	Automation/Internet	\$200.00										
18	Maintenance											
19	Misc.											
20	Supplies	\$313.09										
21	Utilities/Telephone	\$1,070.96										
22	Materials	\$2,562.69										
23	Community Relations	\$58.58										
24	Programming	\$726.35										
25	Technology											
26	Continuing Education	\$170.00										
27	Licensing											
28	Memberships											
29	Mileage/Meals	\$77.72										
30	Postage	\$1,200.00										
31	Website	\$151.04										
32	Capital Improvement											
33	Board Insurance/Bond											
34	Director Health Benefit	\$500.00										
35	Payroll Taxes	\$1,959.07										
36	Retirement	\$887.43										
37	Salaries	\$7,340.87										
38	Workman's Comp											
39	Unemployment	\$24.37										
40												
41		\$17,332.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
42												
43												
44												
45												

	M	N	O	P	Q	R	S	T	U	V
	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	(T)		
10	ACTUAL	MONTHLY	MONTHLY	Y-T-D	Y-T-D	Y-T-D	ANNUAL	ANNUAL		
11	DEC.	BUDGET	DIFFERENCE	ACTUAL	BUDGET	DIFFERENCE	BUDGET	DIFFERENCE		
12		(S / 12)	(N-Current Mo.)	(Sum B...M)	(S x no. of months/12)	(Q - P)		(S - P)		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16		\$90.00	\$0.00	\$90.00	\$90.00	\$0.00	\$90.00	\$0.00		
17		\$200.00	\$0.00	\$200.00	\$200.00	\$0.00	\$200.00	\$0.00		
18		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
19		\$41.67	\$41.67	\$0.00	\$41.67	\$41.67	\$500.00	\$500.00		
20		\$500.00	\$186.91	\$313.09	\$500.00	\$186.91	\$6,000.00	\$5,686.91		
21		\$1,070.96	\$0.00	\$1,070.96	\$1,070.96	\$0.00	\$1,070.96	\$0.00		
22		\$133.33	-\$2,429.36	\$2,562.69	\$133.33	-\$2,429.36	\$1,600.00	-\$962.69		
23		\$41.67	-\$16.91	\$58.58	\$41.67	-\$16.91	\$500.00	\$441.42		
24		\$83.33	-\$643.02	\$726.35	\$83.33	-\$643.02	\$1,000.00	\$273.65		
25		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
26		\$20.83	-\$149.17	\$170.00	\$20.83	-\$149.17	\$250.00	\$80.00		
27		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
28		\$29.17	\$29.17	\$0.00	\$29.17	\$29.17	\$350.00	\$350.00		
29		\$62.50	-\$15.22	\$77.72	\$62.50	-\$15.22	\$750.00	\$672.28		
30		\$100.00	-\$1,100.00	\$1,200.00	\$100.00	-\$1,100.00	\$1,200.00	\$0.00		
31		\$151.04	\$0.00	\$151.04	\$151.04	\$0.00	\$151.04	\$0.00		
32		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
33		\$41.67	\$41.67	\$0.00	\$41.67	\$41.67	\$500.00	\$500.00		
34		\$500.00	\$0.00	\$500.00	\$500.00	\$0.00	\$6,000.00	\$5,500.00		
35		\$1,900.00	-\$59.07	\$1,959.07	\$1,900.00	-\$59.07	\$22,800.00	\$20,840.93		
36		\$920.00	\$32.57	\$887.43	\$920.00	\$32.57	\$11,040.00	\$10,152.57		
37		\$9,413.58	\$2,072.71	\$7,340.87	\$9,413.58	\$2,072.71	\$112,963.00	\$105,622.13		
38		\$41.67	\$41.67	\$0.00	\$41.67	\$41.67	\$500.00	\$500.00		
39		\$8.33	-\$16.04	\$24.37	\$8.33	-\$16.04	\$100.00	\$75.63		
40										
41		\$0.00								
42										
43										
44		\$15,349.75	-\$1,982.42	\$17,332.17	\$15,349.75	-\$1,982.42	\$167,565.00	\$150,232.83		
45		\$13,998.79		\$17,332.17	\$13,963.75			\$150,232.83		



February 3, 2020

**We need your help! The Goddard Public Library is offering a summer library program to the children, teens and adults of our community to encourage them to read for pleasure during the summer and to retain their reading skills. This year's theme is *Imagine Your Story*.**

**This is an important event at our library, encouraging our area patrons to read and enjoy the many benefits that the library offers over the course of the summer. Last year, over 500 patrons participated in our summer library program. This year, we hope to increase that number by 20%.**

**With your support and resources, we can reach our goal! Sponsorship information is attached. We appreciate your business and your dedication to the Goddard Community. Any donation you can make will help us take our reading program to the next level.**

**Feel free to contact me at the library if you have any questions. We hope to include you in our summer plans. Many thanks!**

Sincerely,

**Carrie Wharton  
Program and Outreach Specialist  
outreach@goddardlibrary.com  
316-794-8771**

201 N Main Street

PO Box 443

Goddard, KS 67052

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## Summer Reading 2020 Sponsorship Information

### **Main Event Sponsor (\$400)**

- \*Overall Event Sponsor
- \*Logo on all signage
- \*Social media recognition
- \*5 minutes to talk about your business before the event starts
- \*Table set-up with materials at event

### **Performer Sponsor (\$300)**

- \*Logo on all signage
- \*Social media recognition
- \*Verbal recognition at event by Library staff
- \*Table set-up with materials at event

### **Supporting Sponsor (\$200)**

- \*Logo on all signage
- \*Social media recognition
- \*Verbal recognition at event

### **Supply Sponsor (\$100)**

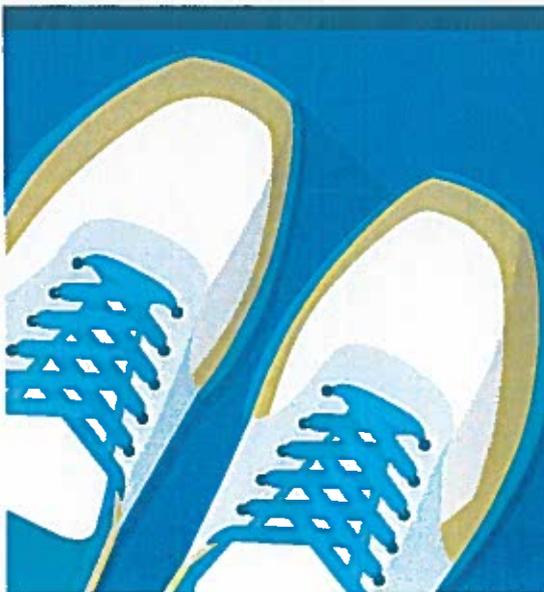
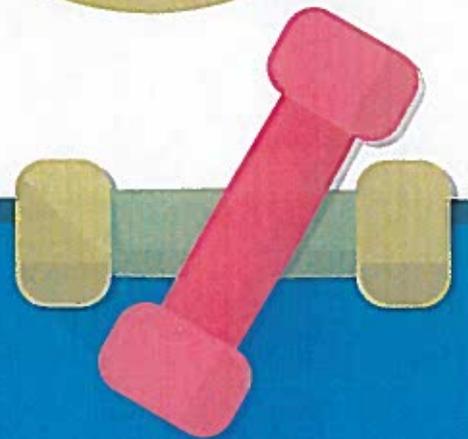
- \*Logo on all signage
- \*Social media recognition



# GODDARD CHAMBER OF COMMERCE HEALTH FAIR

FEB. 22, 2020  
10 A.M. - 2 P.M.  
PATHWAY CHURCH

18800 W Kellogg Dr.  
Goddard, KS 67052



Sponsored by:

**Lange**  
REAL ESTATE

## April Hernandez

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**From:** City of Goddard Chamber <chamber@goddardkansas.us>  
**Sent:** Tuesday, January 28, 2020 4:19 PM  
**Subject:** Leap Into Leadership - Leadership Conference

Good afternoon!

If you missed the Goddard Chamber Two-Minute Tuesday today, we announced an exciting conference coming in February! (<https://www.facebook.com/GoddardChamber/videos/541730673361421/>)

### Leap Into Leadership – Leadership Conference

Saturday, February 29  
Pathway Church  
9am – 1pm

This conference is hosted by YPG and The Goddard Chamber and is open to all members of the Chamber, YPG and guests. (Chamber members receive **free** registration!) Be sure to register yourself and anyone in your business that has leadership potential!

If you are interested in sponsoring the Conference, there are several levels of sponsorship available. Sponsorships for this conference can be added to your quarterly sponsorship invoices.

Registration and Sponsorships are now available!

### [Click Here to Register](#)

Please contact the Chamber office with any questions!

**Angie Duntz**  
President/CEO



[Chamber@GoddardKansas.us](mailto:Chamber@GoddardKansas.us)  
316-833-8385  
222 N. Main, Suite 1  
PO Box 244  
Goddard, KS 67052

[Click Here to Register](#)

14