

AGENDA

LIBRARY BOARD MEETING

Monday
April 8, 2019
7:05 P.M.

1. Roll Call
2. Approval of Agenda
3. Recognition of Guest and Comments from the audience
 - a. Anyone who has expressed interest in the Board will be invited to be at the meeting, but have no voting privileges.
4. Minutes of the last meeting March 11, 2019
5. Approval of Goddard Public Library to offer insurance to the Goddard Public Library Director with the Library responsible for 85% or \$500.00 payment whichever is greater to a maximum of \$500.00 .
6. Formal Motion to approve the hiring of New Director for the Goddard Public Library
 - a. Comments from the new director
7. Staff report - Michelle
 - a. Circulation Report
 - b. Other items as may be presented
8. Correspondence and Communications
9. Financial Report
 - a. Approval of March Reports
10. Old Business
 - a. WSU Board Training – 40 minutes
 - b. Acceptance of Termination
 - c. Executive Session
11. New Business
 - a. Special Events
 - i. Beer
 - ii. Special Event to Present Director to Community and Strategic Plan
 - iii. Summer reading
 - b. Resignation of board member
12. Other
13. Adjournment
14. PLEASE CALL THE LIBRARY 794-8771 IF YOU CANNOT ATTEND
15. OR E-MAIL: director@goddardlibrary.com

Library Board Meeting

March 11, 2019

7:05 PM

1. **Roll Call:** Michelle Stewart, Dan Funke, Lisa Dodson, Katie Givens, Alexis Vincent, Becky Phillips, Frank Petsche, Lisa Fouts, Vickie Luthi. Absent: Ken Tingle
2. **Approval of Agenda:** Lisa F. motions to approve agenda with changes. Moved "Adding Board Positions" to 8a. Vickie L. seconds. Approved 6/0.
3. **Minutes of Regular Meeting February 11, 2019:** Alexis motions to approve. Vickie seconds. Approved 6/0.
4. **Correspondence and Communications:** None
5. **Librarian's Report**
 - a. **Circulation Report:** Circulation increased from January to March. Sixteen new library cards were added. Over 200 new items were added to the collection during the month of February.
 - b.
6. **Financial Report:** Took a look at transactions throughout the month. Alexis V. motions to approve the financial report. Frank P. seconds. Approved 6/0.
- 7.
8. **Executive Session**
 - a. **Review of Library Search Committee Report. 7:19** Vickie L. moved to recess into executive session pursuant to non-elected personnel matters to include the Library Board, Katie Givens, Lisa Dodson, Craig Crossette, and Michelle Stewart. The Library Board will reconvene the open meeting in the Library commons area at 7:24. Frank P. seconds. Approved 6/0. No binding action was taken. Reconvened at 7:23.
 - b. **Review of Library Search Committee Report. 7:24** Lisa F. moved to recess into executive session pursuant to non-elected personnel matters to include the Library Board, Katie Givens, Lisa Dodson, and Craig Crossette. The Library Board will reconvene the open meeting in the Library commons area at 7:54. Frank P. seconds. Approved 6/0. No binding action was taken. Reconvened at 7:54. Alexis V. motions to go into executive session for 15 more minutes. Becky P. seconds. Approved 6/0. Meeting reconvened at 8:09 No binding action taken.
 - c. Alexis makes a motion authorizing Dan Funke and Vickie Luthi along with WSU staff Lisa Dodson and Katie Givens to negotiate the compensation package of our future library director on behalf of the board. Dan seconds. Approved 6/0.

9. New Business

- a. Adding Board Positions: Vickie L. moves that the Goddard Library Board recommend to the City of Goddard that a Charter Ordinance be drawn up and passed that allows for the following:**
 - i. An increase in the number of Library Board members from 7 to 10 members;**
 - ii. Allows for up to 2 library board members who reside within USD 265 school district but outside Goddard City Limits; and**
 - iii. Changes the appointment date from April to June for board members.**

Alexis V. seconds. Approved 5/1.

10. Old Business

- a. Pay Scale: Alexis motions to change wording of pay scale as presented. Lisa seconds. Approved 5/0/1. Frank P. abstained.**

11. New Business

- a. Nominations: Lisa F. will continue as secretary/treasurer. Frank P and Becky P. were both nominated for vice-president. Becky P will serve as our new vice president. Vickie L. will serve as our new president. Thank you to Dan Funke for his service as President of the library board.**

12. As May be Presented: none

13. Adjournment: Alexis motions to adjourn the meeting at 8:45. Lisa seconds. Approved 6/0.

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 convened meeting.

GODDARD PUBLIC LIBRARY
March 2019

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2019	2018	2017
Non-fiction	151	191	243										585	4713	4650
Fiction	446	511	569										1526	14506	14778
Periodicals	39	63	58										160	1741	1705
Audio Books	12	19	28										59	783	910
Videos/ DVD	157	224	266										647	6573	5488

JUVENILE															
Non-fiction	186	190	263										639	7804	7194
Fiction	698	1078	1341										3117	31524	25784
Periodicals	6	37	47										90	456	522
Videos/ DVD	65	89	87										241	3002	1895
Audio	2	4	3										9	170	180
Other															

TOTAL	1762	2406	2905	0	0	0	0	0	0	0	0	0	7073	71272	63116
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Computer	405	355	419										1179	3988	3012
Wireless	187	121	115										423	1565	1232
													1602	5553	4244

Reference Question	123	195	196										514	1860	1489
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INTERLIBRARY LOAN															
Books Loaned	28	23	14										65	466	388
Unfilled	0	0	2										2	0	0
Books Borrowed	50	53	70										173	793	572
Unfilled	0	0	7										7	2	0

NEW LIBRARY CARDS	27	16	18										61	404	462
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MATERIALS ADDED															
Adult	52	65	41										158	1093	1256
Juvenile	101	143	28										272	993	1496
TOTAL	116	208	69	192	211	188	113	161	0	0	0	0	430	2086	2752

LIBRARY ATTENDANCE															
LIBRARY ATTENDANCE	1255	1131	1404										3790	19195	16985
Children	78	162	276										516	3214	2338
Other			15										15	909	255
TOTAL	1333	1293	1695	0	0	0	0	0	0	0	0	0	4321	23318	19578

MICHELLE STEWART
 INTERIM DIRECTOR

ATTENDANCE	J	F	M	A	M	J	J	A	S	O	N	D		
Dan Funke	+	ex	+										2	2019
Vickie Luthi	+	+	+										1	2019
Alexis Vincent	+	+	+										2	2020
Lisa Fouts	+	+	+										1	2020
Becky Phillips	+	ex	+										2	2021
Frank Petsche	ex	+	+										1	2021
Kenneth Tingle	+	ex	un	--	--	--	--	--	--	--	--	--	1	2022
Michelle Stewart	+	+	+											

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

Goddard Public Library
Profit & Loss Budget Performance
March 2019

	<u>Mar 19</u>	<u>Jan - Mar 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense				
Income				
Balance Forward	10,000.00	10,000.00	10,000.00	10,000.00
Book Sales and Lost Book Fees	10.25	123.88		
Copy Machine Fees	103.70	251.00	850.00	850.00
Fax Fees	13.00	23.00		
Fines	190.00	695.15	2,000.00	2,000.00
Grants				
Levand Trust	0.00	0.00	5,000.00	5,000.00
SCKLS	0.00	0.00	15,000.00	15,000.00
State Aid	0.00	1,351.65	1,300.00	1,300.00
Total Grants	<u>0.00</u>	<u>1,351.65</u>	<u>21,300.00</u>	<u>21,300.00</u>
Interest Income	1.61	3.84	20.00	20.00
Library Funds				
16/20 Vehicles	0.00	10.36	50.00	50.00
Advalorem	0.00	65,969.05	129,896.00	129,896.00
Delinquent Taxes	0.00	409.67	1,000.00	1,000.00
Mach & Equip	0.00	0.00	0.00	0.00
Motor Vehicle	0.00	370.09	7,000.00	7,000.00
RV	0.00	3.75	50.00	50.00
Library Funds - Other	0.00	93.62		
Total Library Funds	<u>0.00</u>	<u>66,856.54</u>	<u>137,996.00</u>	<u>137,996.00</u>
Lost Book	44.48	44.48		
Refund income	0.00	601.34		
Supplies - Computer	0.00	-46.49		
Total Income	<u>10,363.04</u>	<u>79,904.39</u>	<u>172,166.00</u>	<u>172,166.00</u>
Expense				
Accounting	0.00	90.00	1,080.00	1,080.00
Capital Improvement Budget	0.00	0.00	6,000.00	6,000.00
Community Relations	78.38	156.98	4,500.00	4,500.00
Continuing Education	0.00	0.00	250.00	250.00
Internet Fee	0.00	139.95	1,639.00	1,639.00
Levand Trust Expense	0.00	0.00	5,000.00	5,000.00
Library Inventory				
Audio Books	0.00	0.00	2,000.00	2,000.00
Books	730.63	3,261.17	18,972.00	18,972.00
Magazines and Periodicals	0.00	0.00	2,500.00	2,500.00
Newspaper Subscriptions	0.00	0.00	750.00	750.00
Videos/CD's	75.87	223.37	2,000.00	2,000.00
Library Inventory - Other	20.31	46.31		
Total Library Inventory	<u>826.81</u>	<u>3,530.85</u>	<u>26,222.00</u>	<u>26,222.00</u>
Maintain building and grounds	15.82	82.91	5,000.00	5,000.00
Memberships	0.00	368.00	1,800.00	1,800.00
Miscellaneous	0.00	31.00	500.00	500.00

Goddard Public Library
Profit & Loss Budget Performance
March 2019

	<u>Mar 19</u>	<u>Jan - Mar 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Payroll Expenses				
KPERS-MISC	15.13	15.13	100.00	100.00
KPERS Employee Contribution	90.77	371.52	3,000.00	3,000.00
KPERS Employer Contribution	134.49	589.98	4,000.00	4,000.00
Payroll	4,458.47	13,566.06	67,000.00	67,000.00
Payroll Taxes	998.15	3,060.85	13,560.00	13,560.00
State Tax	102.96	306.87	1,440.00	1,440.00
State Unemployment Taxes (SUTA)	0.00	19.99	100.00	100.00
Workman's Comp Insurance	0.00	234.00	375.00	375.00
Payroll Expenses - Other	0.00	0.00	0.00	0.00
Total Payroll Expenses	<u>5,799.97</u>	<u>18,164.40</u>	<u>89,575.00</u>	<u>89,575.00</u>
Postage and Shipping	3.10	1,178.71	1,750.00	1,750.00
Programming	64.14	254.23	3,000.00	3,000.00
Summer Reading - ADULT	0.00	0.00	750.00	750.00
Summer Reading Program	3.80	339.18	2,500.00	2,500.00
Supplies-building	52.36	90.66	1,500.00	1,500.00
Supplies-Computer	19.84	2,205.00	5,200.00	5,200.00
Supplies-Office	190.99	862.05	1,500.00	1,500.00
Supplies - Furniture	0.00	0.00	1,500.00	1,500.00
Supplies - Processing	0.00	677.45	2,000.00	2,000.00
Telephone	0.00	79.72	900.00	900.00
Utilities	0.00	1,406.05	8,000.00	8,000.00
Workshops/Travel/Training	0.00	0.00	2,000.00	2,000.00
Total Expense	<u>7,055.21</u>	<u>29,657.14</u>	<u>172,166.00</u>	<u>172,166.00</u>
Net Ordinary Income	<u>3,307.83</u>	<u>50,247.25</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>3,307.83</u></u>	<u><u>50,247.25</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

Goddard Public Library Reconciliation Detail

Bank Checking Account, Period Ending 04/01/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						73,543.98
Cleared Transactions						
Checks and Payments - 26 items						
Check	02/26/2019	mar013	Scholastic Book Fairs	X	-55.93	-55.93
Check	02/27/2019	5455	Tamarah Corwin	X	-1,208.72	-1,264.65
Check	02/27/2019	5459	Michelle Stewart	X	-1,155.86	-2,420.51
Check	02/27/2019	5456	Debra Funke	X	-340.79	-2,761.30
Check	02/28/2019	echeck	Kansas Gas Service	X	-335.15	-3,096.45
Check	02/28/2019	echeck	Westar Energy	X	-255.56	-3,352.01
Check	03/01/2019	mar011	Dillons	X	-11.76	-3,363.77
Check	03/06/2019	mar002	Pizza Hut	X	-68.42	-3,432.19
Check	03/06/2019	mar001	Amazon	X	-12.37	-3,444.56
Check	03/07/2019	mar021	Amazon	X	-14.99	-3,459.55
Check	03/08/2019	mar010	dollar general	X	-21.07	-3,480.62
Check	03/09/2019	mar004	Amazon	X	-34.19	-3,514.81
Check	03/09/2019	mar003	Amazon	X	-24.54	-3,539.35
Check	03/10/2019	mar009	Walmart	X	-65.58	-3,604.93
Check	03/11/2019	mar012	Postmaster	X	-3.10	-3,608.03
Check	03/15/2019	mar020	Amazon	X	-13.51	-3,621.54
Check	03/23/2019	mar017	Walmart	X	-43.26	-3,664.80
Check	03/23/2019	mar015	Michaels	X	-25.97	-3,690.77
Check	03/25/2019	mar005	Amazon	X	-68.73	-3,759.50
Check	03/25/2019	mar006	Amazon	X	-67.76	-3,827.26
Check	03/26/2019	mar014	Target	X	-20.31	-3,847.57
Check	03/28/2019	5465	Peggy Grunwald	X	-948.85	-4,796.42
Check	03/28/2019	3eche...	Kansas Department ...	X	-102.96	-4,899.38
Check	03/29/2019	3eche...	First National Bank ...	X	-998.15	-5,897.53
Check	03/29/2019	3eche...	First National Bank ...	X	-240.39	-6,137.92
Check	03/30/2019	mar016	dollar general	X	-3.80	-6,141.72
Total Checks and Payments					-6,141.72	-6,141.72
Deposits and Credits - 9 items						
Deposit	02/27/2019			X	12.25	12.25
Deposit	02/27/2019			X	39.49	51.74
Deposit	02/28/2019			X	166.70	218.44
Deposit	02/28/2019			X	1,961.89	2,180.33
Deposit	03/02/2019			X	44.48	2,224.81
Deposit	03/04/2019			X	15.50	2,240.31
Deposit	03/10/2019			X	20.00	2,260.31
Deposit	03/22/2019			X	1.25	2,261.56
Deposit	04/01/2019			X	1.22	2,262.78
Total Deposits and Credits					2,262.78	2,262.78
Total Cleared Transactions					-3,878.94	-3,878.94
Cleared Balance					-3,878.94	69,665.04
Uncleared Transactions						
Checks and Payments - 10 items						
Check	01/27/2019	jan28	Amazon		-10.99	-10.99
Check	03/28/2019	5469	Michelle Stewart		-1,272.06	-1,283.05
Check	03/28/2019	5470	Tamarah Corwin		-1,197.48	-2,480.53
Check	03/28/2019	5468	Debra Funke		-423.97	-2,904.50
Check	03/28/2019	5466	Sarah Kralicek		-383.97	-3,288.47
Check	03/28/2019	5467	Corianna Stewart		-232.14	-3,520.61
Check	03/28/2019	5463	Center Point Large ...		-227.70	-3,748.31
Check	03/28/2019	5464	Ace Hardware		-52.36	-3,800.67
Check	03/31/2019	mar008	Amazon		-16.32	-3,816.99
Check	03/31/2019	mar007	Amazon		-6.97	-3,823.96
Total Checks and Payments					-3,823.96	-3,823.96

7:37 PM

04/06/19

Goddard Public Library Reconciliation Detail

Bank Checking Account, Period Ending 04/01/2019

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 3 items						
Deposit	03/29/2019				28.50	28.50
Deposit	03/30/2019				238.20	266.70
Deposit	03/31/2019				13.50	280.20
Total Deposits and Credits					280.20	280.20
Total Uncleared Transactions					-3,543.76	-3,543.76
Register Balance as of 04/01/2019					-7,422.70	66,121.28
New Transactions						
Checks and Payments - 1 item						
Check	04/02/2019	apr001	Postmaster		-3.10	-3.10
Total Checks and Payments					-3.10	-3.10
Total New Transactions					-3.10	-3.10
Ending Balance					-7,425.80	66,118.18

7:37 PM

04/06/19

Goddard Public Library
Reconciliation Summary
Bank Checking Account, Period Ending 04/01/2019

	<u>Apr 1, 19</u>
Beginning Balance	73,543.98
Cleared Transactions	
Checks and Payments - 26 items	-6,141.72
Deposits and Credits - 9 items	2,262.78
Total Cleared Transactions	<u>-3,878.94</u>
Cleared Balance	<u>69,665.04</u>
Uncleared Transactions	
Checks and Payments - 10 items	-3,823.96
Deposits and Credits - 3 items	280.20
Total Uncleared Transactions	<u>-3,543.76</u>
Register Balance as of 04/01/2019	<u>66,121.28</u>
New Transactions	
Checks and Payments - 1 item	-3.10
Total New Transactions	<u>-3.10</u>
Ending Balance	<u>66,118.18</u>

6:35 PM

04/06/19

**Goddard Public Library
Reconciliation Detail
Capital Improvement, Period Ending 04/01/2019**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						27,941.84
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	04/01/2019			X	0.71	0.71
Total Deposits and Credits					0.71	0.71
Total Cleared Transactions					0.71	0.71
Cleared Balance					0.71	27,942.55
Register Balance as of 04/01/2019					0.71	27,942.55
Ending Balance					0.71	27,942.55

6:35 PM

04/06/19

Goddard Public Library
Reconciliation Summary
Capital Improvement, Period Ending 04/01/2019

	<u>Apr 1, 19</u>
Beginning Balance	27,941.84
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.71</u>
Total Cleared Transactions	<u>0.71</u>
Cleared Balance	<u>27,942.55</u>
Register Balance as of 04/01/2019	<u>27,942.55</u>
Ending Balance	27,942.55