



Joplin Public Library

TENTATIVE AGENDA

13 August 2020

The next regular meeting of the Joplin Public Library Board of Trustees is Monday, August 17, 2020, at 4:00 p.m. in the Community Room of the Library. The meeting will be streamed live on the Library's YouTube channel, at

https://www.youtube.com/channel/UCjifjJk_ICaphjeDLQDH4Ng

- I. BOARD EDUCATION:** Summer Reading Program summary – Children's Services Librarian Christina Matekel-Gibson, Teen Services Librarian Beth Snow
- II. MINUTES FOR THE July 2020 MEETING**
- III. EXPENDITURES:**
 - A. Voucher
 - B. Expenditures
 - C. Revenues
- IV. COMMITTEE REPORTS:** None.
- V. UNFINISHED BUSINESS:**
 1. Update on the Library's phased reopening
 2. Kiwanis statue
- VI. NEW BUSINESS:**
 1. Ethics policy revision
 2. Renewal of ethics policy to satisfy the Missouri Ethics Commission conflict of interest ordinance
- VII. LIBRARIAN'S REPORT:**
 - A. Announcements:
 - B. Statistics:
- VIII.** The Board will consider a motion to convene in closed session under 610.021, section 2, RSMo to discuss real estate, legal and/or personnel issues.

Administrative Office during regular business hours. Individuals appearing before the Board will be limited to five minutes speaking time. If you are in need of disability-related auxiliary aids or services, contact the Library Administrative Assistant's office at (417) 623-7953. Forty-eight hours' notice is requested.

**LIBRARY MINUTES
BOARD OF TRUSTEES
JOPLIN PUBLIC LIBRARY
20 JULY 2020**

The regular meeting of the Joplin Public Library Board of Trustees was called to order at 4:06 p.m. by Vice-President Nicole Shoaf. Board Members Barbara Hicklin, David Layne, Lisa Erickson, Jim Fleischaker, Emily Stanley, Andrea Cullers, and Jennifer Baldwin, and Library Director Jeana Gockley were present.

Excused absence: Mary Gaarder.

Due to the COVID-19 pandemic and the Library's reduced hours of operation, the meeting was streamed live on the Library's YouTube channel.

BOARD EDUCATION: None.

MINUTES: Minutes from the regular June 2020 meeting were approved as distributed.
(Fleischaker/Hicklin) 7/0

VOUCHERS: June non-salary expenditures in the amount of \$36,177.67 were approved.
(Fleischaker/Stanley) 7/0

COMMITTEE REPORTS:

1. **Building and Grounds.** Chair Andrea Cullers reported that the Committee met to examine and determine an area for placement of the Kiwanis statue. It will be placed outside the main entrance. The Kiwanis will cover the cost of the installation.
2. **Personnel.** Chair Emily Stanley reported that the Committee met on July 7 to develop an evaluation of the Library Director. A survey, comprised of questions that fall into four categories, will go out to Department Heads and Board Members. The Library Director will also email the Board a self-evaluation narrative of the past year. The Committee will then meet Aug. 10 to review the survey results and prepare a presentation for the August Board meeting, where it will go into closed session.

UNFINISHED BUSINESS:

1. **Phased reopening.** Jeana reported that the Library has continued with the abbreviated temporary hours; the plan is to continue them through August. Staff are enforcing the City mask ordinance and providing disposable masks for those patrons who need them. Jeana noted a June 22 research study that found COVID-19 can live a little more than two days on book pages; as a result, the Library went from a 24-hour quarantine of materials to a 72-hour one. Curbside pick-up will soon transition to a "park and call" method. Study and meeting rooms are still closed to the public.

NEW BUSINESS:

1. **Policy revisions and updates.**

- The Board reviewed and discussed the proposed policy revisions and updates, which are: circulation policies, the Library Bill of Rights, a statement on labeling, a Library map and fringe benefits. (Jeana would like to add Martin Luther King Jr. Day as a paid holiday, as it is a state and federal holiday, and City offices are closed.)
 - There was a motion by Mr. Fleschaker and a second by Ms. Stanley to approve the proposed policy revisions and updates. Motion passed. (7/0)
2. **“Wings” statue update.** The statue, which long resided at the old building, was placed in a staff area at the current building. The Board had inquired if it could be moved to a public area, and Jeana researched the possibility. A representative from R. E. Smith estimated that it would cost about \$5,000 to move the statue, which would need to be broken off its base. A crane would have to be used, plus there is a strong risk of damage to the statue. The Board agreed that it would be best to leave the statue where it is.

LIBRARIAN’S REPORT:

Announcements:

Community Engagement

- On June 24, KSN did a story about the temporary hours.
- On June 29, KODE did a story about Overdrive (one of the Library’s ebook platforms) expanding access.
- On July 1, FOX-14 had a segment with Connect2Culture’s Emily Frankoski and she promoted the “Cooking with Lisa” virtual programs.
- On July 21, The Joplin Globe featured Library trustee Andrea Cullers in “The 5 Q’s: Exploring MSSU’s Lion Co-op.”

Programs

- On June 20 and July 18, staff member Lisa Brown presented cooking demonstrations.
- On June 25, the Teen Department held a virtual “sketch along” featuring Joplin High Art Department Chair Seth Wolfshorndl. He helped the teens create fantastical creatures and characters.
- Children’s offered a round of Grab and Go Craft Kits on July 6. They were a hot item and were all picked up in less than one day!
- On July 9, staff member Arthur St. Onge presented a virtual program about Dungeons & Dragons.

Building & Grounds

- The ceiling in the automated materials handling (AMH) room was noticed leaking on July 2.

Training

- Attended the virtual ALA Conference on June 24-26.

A special thank you to Barbara Hicklin and Emily Stanley for donating sanitizing wipes to the Library!

Statistics: Circulation has almost doubled from last month. There is lots of ebook and streaming platform use.

STAFF COMMENTS: None.

BOARD COMMENTS: None.

The meeting adjourned at 5:01 p.m.

Written by

Administrative Assistant

Approved by

Library Director

The next regular meeting of the Board of Trustees of the Joplin Public Library will be held at 4 p.m. Monday, 17 August 2020.

Joplin Public Library Monthly Voucher

7/2020

TO THE FINANCIAL DIRECTOR

This is to certify that claims against the Joplin Public Library have been examined and approved by the Board of Trustees as follows:

	Vendor	Line#	Amount
Confirmation	BURYL ALAN BROWN	705-9502-560-2015: Janitorial Supplies	129.07
Confirmation	HUGO'S INDUSTRIAL SUPPLY	705-9502-560-2015: Janitorial Supplies	399.16
		Line Item Total	528.23
Confirmation	US BANK	705-9502-560-2105: Computer Supplies	1,602.95
		Line Item Total	1,602.95
Confirmation	JANDI ENTERPRISES	705-9502-560-2110: Computer Software	660.00
Confirmation	MURPHY SECURITY SOLUTIONS	705-9502-560-2110: Computer Software	1,895.00
Confirmation	STRONGHOLD DATA	705-9502-560-2110: Computer Software	14,578.38
		Line Item Total	17,133.38
Confirmation	ATLAS RISK MANAGEMENT	705-9502-560-2120: General Office Suppli	20.00
Confirmation	US BANK	705-9502-560-2120: General Office Suppli	438.46
		Line Item Total	458.46
Confirmation	US BANK	705-9502-560-2315: Library Supplies	52.43
		Line Item Total	52.43
Confirmation	CINTAS	705-9502-560-2610: First Aid Supplies	4.82
		Line Item Total	4.82
Confirmation	PEARSON-KELLY LEASING	705-9502-560-2835: Equipment Lease & R	125.98
		Line Item Total	125.98
Confirmation	LIBERTY UTILITIES	705-9502-560-3005: Electricity Charges	9,449.99
		Line Item Total	9,449.99
Confirmation	SPIRE	705-9502-560-3010: Gas Charges	48.18
		Line Item Total	48.18
Confirmation	CITY OF JOPLIN (TELEPHONE)	705-9502-560-3015: Telephone Charges	392.84
		Line Item Total	392.84
Confirmation	MISSOURI AMERICAN WATER	705-9502-560-3020: Water Charges	2,072.86
		Line Item Total	2,072.86
Confirmation	CITY OF JOPLIN (WASTEWATER)	705-9502-560-3030: Wastewater Charges	105.66
		Line Item Total	105.66
Confirmation	CITY OF JOPLIN (TRASH)	705-9502-560-3035: Sanitation Charges	45.46
		Line Item Total	45.46
Confirmation	GATEWAY PEST CONTROL	705-9502-560-3125: Pest Control	75.00
		Line Item Total	75.00
Confirmation	PITNEY BOWES	705-9502-560-3205: Postage	402.50
		Line Item Total	402.50
Confirmation	US BANK	705-9502-560-4120: Building Repairs	55.76
Confirmation	WEED WHACKERS	705-9502-560-4120: Building Repairs	1,310.00
		Line Item Total	1,365.76
Confirmation	UNIQUE MANAGEMENT SERVICES, INC.	705-9502-560-5150: Collection Services	301.77
		Line Item Total	301.77
Confirmation	COPY PRODUCTS	705-9502-560-5265: Maintenance Contract	215.12
Confirmation	OZARK BUSINESS SYSTEMS	705-9502-560-5265: Maintenance Contract	219.92
Confirmation	PEARSON-KELLY TECHNOLOGY	705-9502-560-5265: Maintenance Contract	34.78
		Line Item Total	469.82
Confirmation	OCLC	705-9502-560-5275: Database Searches	3,839.16
		Line Item Total	3,839.16
Confirmation	US BANK	705-9502-560-6010: Conferences & Semin	60.00
		Line Item Total	60.00
Confirmation	INTEGRATED PAYMENTS CONSULTING	705-9502-560-7131: Merchant Card Servic	25.00
		Line Item Total	25.00

	Vendor	Line#	Amount	
Confirmation	HICCUP PRODUCTIONS	705-9502-560-7407: Programming	200.00	
Confirmation	SCHOLASTIC	705-9502-560-7407: Programming	243.75	
Confirmation	US BANK	705-9502-560-7407: Programming	418.02	
		Line Item Total		861.77
Confirmation	AMIGOS LIBRARY SERVICES	705-9502-560-8405: Library Books and Ma	6,600.00	
Confirmation	BAKER & TAYLOR BOOKS	705-9502-560-8405: Library Books and Ma	3,464.52	
Confirmation	BRODART COMPANY	705-9502-560-8405: Library Books and Ma	128.48	
Confirmation	EBSCO, INC.	705-9502-560-8405: Library Books and Ma	6,069.79	
Confirmation	FINDAWAY WORLD	705-9502-560-8405: Library Books and Ma	253.91	
Confirmation	GALE/CENGAGE LEARNING	705-9502-560-8405: Library Books and Ma	1,213.79	
Confirmation	GREY HOUSE PUBLISHING	705-9502-560-8405: Library Books and Ma	420.75	
Confirmation	INFOGROUP	705-9502-560-8405: Library Books and Ma	304.00	
Confirmation	LEGAL GPS, INC.	705-9502-560-8405: Library Books and Ma	650.00	
Confirmation	MERCER COUNTY LIBRARY	705-9502-560-8405: Library Books and Ma	18.99	
Confirmation	MIDWEST TAPE	705-9502-560-8405: Library Books and Ma	1,803.97	
Confirmation	PARACLETE PRESS	705-9502-560-8405: Library Books and Ma	12.59	
Confirmation	PROQUEST	705-9502-560-8405: Library Books and Ma	3,118.25	
Confirmation	RECORDED BOOKS	705-9502-560-8405: Library Books and Ma	4,280.40	
Confirmation	US BANK	705-9502-560-8405: Library Books and Ma	1,096.14	
Confirmation	WORLD ARCHIVES	705-9502-560-8405: Library Books and Ma	5,395.50	
		Line Item Total		34,831.08
Confirmation	US BANK	705-9590-560-2015: GFLA14: Janitorial S	27.87	
		Line Item Total		27.87
Confirmation	US BANK	705-9590-560-2120: GFLA14: Office suppl	26.97	
		Line Item Total		26.97
Confirmation	BRODART COMPANY	705-9590-560-7407 GFLA01 Grant Progra	118.83	
Confirmation	EAGLE EYE PRINTING	705-9590-560-7407 GFLA01 Grant Progra	194.00	
Confirmation	LISA BROWN	705-9590-560-7407 GFLA01 Grant Progra	15.28	
Confirmation	US BANK	705-9590-560-7407 GFLA01 Grant Progra	2,035.81	
		Line Item Total		2,363.92
Confirmation	US BANK	705-9590-560-7407: GFLA14: Programmin	329.99	
		Line Item Total		329.99
Confirmation	TOTAL ELECTRONICS CONTRACTING	705-9590-560-8315: GFLA14: Computer H	420.00	
Confirmation	US BANK	705-9590-560-8315: GFLA14: Computer H	1,098.38	
		Line Item Total		1,518.38
Confirmation	EXPRESS EMPLOYMENT PROFESSIONALS	X705-9502-560-1110: Part-Time Regular	68.12	
		Line Item Total		68.12
Confirmation	ACCIDENT FUND	X705-9502-560-1610: Workers Compensat	845.00	
		Line Item Total		845.00
VOUCHER TOTAL				\$79,433.35

ATTEST:

Secretary

President

**EXPENSE REPORT
JULY 2020**

705-9502-560	Line Items	Budget FY 2019-20	Jul-20	Expenditures Subtotal	Balance	Remaining Percent
1010	Full Time	679,830.00	43,141.22	436,964.34	242,865.66	36%
1110	Part Time	337,082.00	17,738.68	181,555.06	155,526.94	46%
1505	Holiday Pay	34,226.00	3,514.29	29,138.48	5,087.52	15%
1510	Longevity Pay	6,000.00	425.00	3,603.54	2,396.46	40%
1520	Vacation Pay	58,390.00	5,489.78	28,961.38	29,428.62	50%
1565	Sick Pay	22,817.00	1,219.24	13,223.11	9,593.89	42%
1570	Floating Holiday Pay	3,803.00	101.96	1,563.54	2,239.46	59%
1575	Citizenship Leave pay	300.00	0.00	70.39	229.61	77%
1605	Health Plan	141,295.00	8,630.72	78,904.34	62,390.66	44%
1610	Workers Comp	3,600.00	845.00	2,614.00	986.00	27%
1615	FICA	78,253.00	5,253.16	51,476.98	26,776.02	34%
1625	LAGERS	85,729.00	5,935.61	55,231.16	30,497.84	36%
1640	Life Insurance	1,434.00	120.00	1,073.51	360.49	25%
1645	Dental Insurance	6,874.00	427.94	3,933.18	2,940.82	43%
2005	Cleaning Supplies	150.00	0.00	69.12	80.88	54%
2015	Janitorial Supplies	8,800.00	528.23	8,316.80	483.20	5%
2030	Maintenance Supplies	1,860.00	0.00	1,275.05	584.95	31%
2105	Computer Supplies	11,600.00	1,602.95	5,312.01	6,287.99	54%
2110	Computer Software	18,000.00	17,133.38	25,446.78	(7,446.78)	-41%
2120	General Office Supplies	3,515.00	458.46	2,571.24	943.76	27%
2205	Food & Beverage Supplies	500.00	0.00	0.00	500.00	100%
2310	Professional Materials	1,630.00	0.00	336.60	1,293.40	79%
2315	Library Materials	14,000.00	52.43	1,246.82	12,753.18	91%
2610	First Aid Supplies	500.00	4.82	458.20	41.80	8%
2815	Public relations	965.00	0.00	0.00	965.00	100%
2835	Equip Lease & Rental	4,946.00	125.98	2,816.01	2,129.99	43%
3005	Electric Charges	80,000.00	9,449.99	57,729.47	22,270.53	28%
3010	Gas Charges	2,500.00	48.18	1,252.94	1,247.06	50%
3015	Telephone Charges	5,000.00	392.84	3,754.95	1,245.05	25%
3020	Water Charges	9,000.00	2,072.86	4,183.74	4,816.26	54%
3030	Wastewater Charges	1,500.00	105.66	1,016.94	483.06	32%
3035	Sanitation Charges	560.00	45.46	363.68	196.32	35%
3125	Pest Control Charges	1,000.00	75.00	675.00	325.00	33%
3205	Postage	7,281.00	402.50	3,108.50	4,172.50	57%
3210	Freight & Delivery	2,830.00	0.00	2,700.00	130.00	5%
4005	Office Equipment Repairs	965.00	0.00	0.00	965.00	100%
4120	Building Repairs	50,000.00	1,365.76	20,574.02	29,425.98	59%
5015	Legal Fees	500.00	0.00	0.00	500.00	100%
5035	Property Tax Services	55,000.00	196.89	51,907.86	3,092.14	6%
5110	Computer & Automated Services	43,310.00	0.00	16,620.15	26,689.85	62%
5150	Collection Agency Services	5,000.00	301.77	1,873.58	3,126.42	63%
5265	Maintenance Contracts & Agreements	4,670.00	469.82	4,001.45	668.55	14%
5275	Database Searches	3,800.00	3,839.16	5,861.41	(2,061.41)	-54%
5290	Makerspace Services	1,000.00	0.00	21.56	978.44	98%
6005	Travel Expenses	6,175.00	0.00	1,634.85	4,540.15	74%
6010	Conferences & Seminars	2,530.00	60.00	105.00	2,425.00	96%
6105	Dues & Memberships	1,161.00	0.00	755.00	406.00	35%

705-9502-560	Line Items	Budget FY 2019-20		Expenditures Subtotal	Balance	Remaining Percent
6115	Educational Materials	150.00	0.00	0.00	150.00	100%
7015	Advertising	150.00	0.00	117.78	32.22	21%
7030	Fees & Permits	16,000.00	0.00	23,042.08	(7,042.08)	-44%
7105	Cash over & Short	15.00	0.00	0.00	15.00	100%
7131	Merchant Card Service Fee	1,300.00	77.99	618.73	681.27	52%
7140	Insurance Premiums	0.00	0.00	0.00	0.00	#DIV/0!
7305	Liability Insurance	2,318.00	0.00	2,346.00	(28.00)	-1%
7407	Special Library Programs	13,570.00	861.77	3,652.51	9,917.49	73%
8305	Office Equipment	250.00	0.00	0.00	250.00	100%
8310	Furnishings	3,000.00	0.00	0.00	3,000.00	100%
8315	Computer Equipment	28,000.00	0.00	9,157.86	18,842.14	67%
8405	Library Books & Periodicals	245,735.00	34,831.08	121,950.99	123,784.01	50%
	PROGRAM TOTAL	2,120,369.00	167,345.58	1,275,187.69	845,181.31	40%
9999	Overhead Charges	76,745.00	6,395.42	57,558.78	19,186.22	25%
	TOTAL WITH TRANSFERS	2,197,114.00	173,741.00	1,332,746.47	864,367.53	39%

705-9590-560	State Grant Line Items	Budget FY 2019-20	Jul-20	Expenditures Subtotal	Balance	Remaining Percent
	Summer Reading (special grant)					
7407	Special Library Programs		0.00	419.63		
	SUBTOTAL		0.00	419.63		
	STATE GRANT TOTAL		0.00	419.63		

705-9590-560	Federal Grant Line Items	Budget FY 2019-20	Jul-20	Expenditures Subtotal	Balance	Remaining Percent
	Show-Me Steps (Patricia Crane)					
6005	Travel Expenses		0.00	1,120.87		
6010	Conferences & Seminars		0.00	0.00		
	SUBTOTAL		0.00	1,120.87		
	Summer Reading					
1110	Part time		789.28	1,434.54		
1615	FICA		60.38	109.74		
7407	Special Library Programs		2,363.92	5,189.83		
	SUBTOTAL		3,213.58	6,734.11		
	Spotlight on Literacy					
1110	Part time		0.00	1,612.85		
1614	FICA		0.00	123.39		
7407	Special Library Programs		0.00	902.69		
	SUBTOTAL		0.00	2,638.93		
	FINRA					
7407	Library Books and Materials		0.00	1,782.08		
	SUBTOTAL		0.00	1,782.08		
	Targeted Collection (Workforce)					
7407	Library Books and Materials		0.00	1,565.99		
	SUBTOTAL		0.00	1,565.99		

CARES			
2015	Janitorial Supplies	27.87	27.87
2120	Office supplies	26.97	26.97
7407	Programming	329.99	329.99
8315	Computer Hardware	1,518.38	1,518.38
	SUBTOTAL	1,903.21	1,903.21
	FEDERAL GRANT TOTAL	5,116.79	15,745.19

Note: Report based on numbers received from the City of Joplin and a Library-generated voucher.
Note: Shaded areas indicate that final numbers from the City of Joplin are unavailable at this time.

**REVENUE REPORT
JULY 2020**

Account #		FY 19-20 Estimated Revenue	Jul-20	FY 19-20 TO DATE	% OF EST. REVENUE
705-0000-					
400.01-01	R E Tax	1,380,000.00	6,601.67	1,296,121.47	94%
400.01-02	Payment In Lieu Of Taxes	3,000.00	0.00	3,001.32	100%
400.01-03	Commercial Surtax	302,500.00	0.00	391,051.90	129%
400.01-04	Financial Inst. Tax	5,000.00	0.00	3,605.08	72%
400.01-05	RR & Utilities-St. Assess.	42,000.00	0.00	64,262.18	153%
440.01-06	Penalties & Interest	8,000.00	924.13	5,746.08	72%
	Tax Revenue Subtotal	1,740,500.00	7,525.80	1,763,788.03	101%
420.02-01	Library Fines	6,000.00	268.72	1,536.81	26%
	Library Fines Subtotal	6,000.00	268.72	1,536.81	26%
430.02-01	Non-Resident Fees	34,000.00	3,476.32	21,593.07	64%
430.02-02	Book Sales	7,000.00	273.60	2,497.28	36%
430.02-04	Hager Processing	0.00	0.00	0.00	#DIV/0!
430.02-05	Lost Books	9,000.00	795.94	5,754.13	64%
430.02-07	Makerspace Fees	1,000.00	0.00	125.96	13%
430.02-08	Passport Fees	12,000.00	0.00	5,730.96	48%
	Library Fees Subtotal	63,000.00	4,545.86	29,844.48	47%
	Photocopies, Computer Printing,				
430.14-01	Reader/Printer, Fax	17,500.00	832.27	9,080.12	52%
430.14-04	Vending commissions	775.00	0.00	391.65	51%
	Other User Fees Subtotal	18,275.00	832.27	9,080.12	50%
440.09-01	Interlibrary Loan	10.00	0.00	0.00	0%
	Other Charges Subtotal	10.00	0.00	0.00	0%
450.01-01	General Account Interest Income	40,000.00	866.96	37,902.22	95%
450.01-03	Investments Interest Income	7,000.00	1,880.90	24,741.40	353%
	Interest Income Subtotal	47,000.00	2,747.86	62,643.62	133%
450.03-01	Donations to Library	5,000.00	6.53	186.70	4%
450.03-09	Hager Trust Distribution	5,000.00	0.00	0.00	0%
	Donations to Library Subtotal	10,000.00	6.53	186.70	2%
450.06-09	Post Salary	64,287.00	0.00	48,249.17	75%
450.06-11	Miscellaneous	5,000.00	113.72	4,793.13	96%
	Other Income Subtotal	69,287.00	113.72	53,042.30	77%
451.03-01	Donations to Endowment Reserve	2,500.00	575.00	633.44	25%
	Donations to Reserves Subtotal	2,500.00	575.00	633.44	25%
460.02-01	Transfer from General Fund	200,000.00	16,666.67	150,000.03	75%
	City Subsidy Subtotal	200,000.00	16,666.67	150,000.03	75%
470.10-03	Adult Summer Literacy Grant -- GFLA01	10,000.00	4,301.00	4,720.63	47%
470.10-06	Spotlight on Literacy -- GFLA12	6,000.00	1,812.68	4,707.68	78%
	Federal Grants Subtotal	16,000.00	4,301.00	9,428.31	59%
480.06-01	State Aid	24,054.00	0.00	24,054.50	100%
480.06-03	Athletes and Entertainers Tax	6,489.00	0.00	7,223.12	111%
480.06-05	Show-Me Steps to Career Development	2,000.00	1,500.00	2,856.00	143%
	State Aid Subtotal	32,543.00	0.00	34,133.62	105%
490.02-28	FINRA Foundation Grant	5,000.00	0.00	1,848.07	37%
	Local Grants Subtotal	5,000.00	0.00	1,848.07	37%

	Operating Revenue Total	2,210,115.00	33,282.43	2,116,165.53	96%
Foundation					
450.01-17	Foundation Checking Interest	0.00	0.88	26.78	#DIV/0!
	Interest Income Subtotal	0.00	0.88	26.78	#DIV/0!
450.03-11	Library Foundation	0.00	0.00	23,491.46	#DIV/0!
	Deposits to Foundation Subtotal	0.00	0.00	23,491.46	#DIV/0!
	Foundation Revenue Total	0.00	0.88	23,518.24	#DIV/0!
Hager					
450.02-01	Unrealized Market Value	0.00	8,124.58	4,473.42	#DIV/0!
450.02-03	Realized Gain/Loss	0.00	-177.97	-16,050.46	#DIV/0!
	Gain/Loss on Investments Total	0.00	7,946.61	-11,577.04	#DIV/0!
	Hager Revenue Total	0.00	7,946.61	-11,577.04	#DIV/0!
	Total Foundation and Hager Revenue	0.00	7,947.49	11,941.20	#DIV/0!
	Total Library Revenue	2,210,115.00	41,229.92	2,128,106.73	96%

Note: Report based on numbers received from the City of Joplin and a Library-generated revenue report.
Note: Shaded areas indicate that final numbers from the City of Joplin are unavailable at this time.

**STATISTICS
JULY 2020**

	Totals FY 2019	Jul-20	Total to Date	% of 19 Total
Gate Count	239,674	7,947	95,823	40.0%
Circulation	411,856	20,871	177,868	43.2%
Overdrive Circulation	32,674	3868	28,796	88.1%
Unique Overdrive Patrons this month	7,465	705	6,182	82.8%
New Overdrive Users	536	31	481	89.7%
Hoopla Circulation	7,663	887	7,413	96.7%
Unique Hoopla Patrons this month	2,439	329	2,694	110.5%
New Cards Issued	3,913	176	1,764	45.1%
Adult Reference Questions	11,005	639	5,817	52.9%
Adult Information/Direction Requests	14,380	477	5,340	37.1%
Children's Reference Questions	3,652	128	1,086	29.7%
Children's Information/Directional	9,275	384	3,292	35.5%
Teen Reference Questions	199	101	642	322.6%
Teen Information/Direction Requests	2,202	128	532	24.2%
REFERENCE & INFORMATION	40,713	1,857	16,709	41.0%
ILL Initiated	2,305	187	1,287	55.8%
ILL Loaned	1,736	124	877	50.5%
TOTAL ILL	4,041	311	2,164	53.6%
Reference Databases Use	184,539	7,964	110,488	59.9%
Adult Public Internet Use	32,710	1,058	12,409	37.9%
Wifi Unique Individual Users	14,745	542	951	6.4%
Wifi Sessions	0	2,321	2,321	#DIV/0!
Children's Computer Use	11,391	0	3,809	33.4%
Teen Computer Use	93	7	41	44.1%
Library Tours	13	0	1	7.7%
Tour Attendance	274	0	5	1.8%
Meeting Room Reservations	1,139	0	449	39.4%
Storyroom Reservations	0	0	0	#DIV/0!
Study Room Uses	4,374	0	1,712	39.1%
Story Time	214	3	95	44.4%
Story Time Attendance	5,832	121	2,434	41.7%
Children's Summer Reading Program	17	4	4	23.5%
Children's Summer Reading Attendance	1,082	682	682	63.0%
Children's Programs	136	0	53	39.0%
Children's Attendance	4,384	0	1,668	38.0%
Children's Passive Program	10	0	2	20.0%
Children's Passive Program Attendance	923	0	84	9.1%
Teen Programs	79	0	31	39.2%
Teen Attendance	511	0	227	44.4%
Teen Passive Program	0	0	0	#DIV/0!
Teen Passive Program Attendance	0	0	0	#DIV/0!
Teen Summer Reading Programs	22	2	8	36.4%
Teen Summer Reading Attendance	312	9	100	32.1%

Family Programs	3	0	0	0.0%
Family Attendance	103	0	0	0.0%
Adult Programs	39	1	15	38.5%
Adult Attendance	1,433	11	311	21.7%
Adult Summer Reading Programs	6	3	4	66.7%
Adult Summer Reading Attendance	41	88	140	341.5%
Children's Programs Outside Library	64	9	25	39.1%
Children's Programs Outside Attendance	1,238	65	513	41.4%
Teen Programs Outside Library	4	0	3	75.0%
Teen Programs Outside Attendance	203	0	40	19.7%
Adult Programs Outside Library	4	0	1	25.0%
Adult Programs Outside Attendance	458	0	31	6.8%
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Adult Titles Added	4,777	416	3,091	64.7%
Adult Volumes Added	5,680	475	3,504	61.7%
Teen Titles Added	184	13	176	95.7%
Teen Volumes Added	221	16	224	101.4%
Children's Titles Added	1,180	207	1,345	114.0%
Children's Volumes Added	1,627	226	1,582	97.2%
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Total Titles Added	6,141	636	4,596	74.8%
Total Volumes Added	7,538	717	5,310	70.4%
Total Titles Withdrawn	12,185	840	4,222	34.6%
Total Volumes Withdrawn	5,512	949	5,659	102.7%
TOTAL TITLES: COLLECTION	98,799	99,173		
TOTAL VOLUMES: COLLECTION	124,749	124,400		

SECTION TWELVE: ETHICS POLICIES

I. CODE OF ETHICS – PUBLIC DISCLOSURE

A. Declaration of Policy

The proper and ethical operation of the Joplin Public Library District requires that officials and employees be independent, impartial, and responsible to the people; that decisions and public policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of the Library District's operation. In recognition of these goals, there is hereby established a policy for disclosure by certain officials and employees of private financial or other interests in matters affecting the Library District.

B. Conflicts of Interest

Members of the Board of Trustees having a substantial personal or private interest, as defined by state law, in any policy or decision made by the Board shall disclose within the Board minutes the nature of the member's interest and shall be disqualified from voting on any matters relating to this interest.

C. Disclosure Reports

1. The following information shall be included as public record of the Library District:
2. Each transaction in excess of \$500 during the calendar year between a Trustee or the Library Director, including any persons related within the first degree by consanguinity or affinity to such persons, and the Library District, excluding compensation received as an employee, or payment of any fine, tax, fee, or penalty due the Library District. This shall include the dates and identities of the parties to the transactions.
3. Each transaction in excess of \$500 during the calendar year between any business entity in which such individuals have a substantial interest and the Library District excluding any payment of tax, fee or penalty due to the Library District or payment for providing utility service to the Library District. This shall include the dates and identities of the parties in the transactions.
4. The Library Director also shall disclose by May 1 for the previous calendar year the following information:
 - a. The name and address of each of the employers of such person from whom income of \$1,000 or more was received during the year covered by the statement;
 - b. The name and address of each sole proprietorship that he owned; the name, address and the general nature of the business conducted of each general partnership

and joint venture in which he was a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent or more of any class of outstanding stock, limited partnership units or other equity interests;

c. The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

D. Filing of Reports

1. The recording secretary of the Board of Trustees shall file a copy of this policy within ten days of adoption. The disclosure reports due May 1 shall be filed with the Library District and the state ethics commission and shall cover the preceding calendar year.
2. Such reports will be made available in the Library District's administrative offices for public inspection and copying during normal business hours. Reports shall be retained by the Library District for five years.
3. The Financial Disclosure Statement for Political Subdivisions developed by the state ethics commission shall be appended to this policy and used for reporting.
4. ~~Each person appointed as a Trustee or hired as the~~ A newly hired Library Director shall file the statement within thirty days of such appointment or employment.
5. Officials and Trustees may supplement their financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.

E. Definitions

1. First degree of consanguinity or affinity includes father, mother, spouse, son or daughter by virtue of a blood relationship or marriage.
2. Substantial interest is ownership by the individual, his or her spouse, or dependent children, either singularly or collectively, of ten percent or more of any business entity or an interest having a value of \$10,000 or more, or the receipt of a salary, gratuity, or other

compensation of \$5,000 or more from any individual, partnership, organization, or association within any calendar year.

F. Force and Effect

This policy shall be in full force and effect from and after the date of its passage and approval and shall remain in effect until amended or repealed by the Board of Trustees.

II. CODE OF ETHICS – POLITICAL ACTIVITY

Because libraries are public informational utilities, it is incumbent on professional library directors to operate within a politically neutral environment. Library directors should not as a matter of professional ethics become actively involved in political campaigns of candidates for offices which have influence over appointments of trustees. Directors and other Library staff should not become involved in political campaigns which may leave them compromised in their ability to work professionally with the community or in their public role as a neutral, unbiased source of information.

(Professional code of ethics adopted by Missouri Public Library Directors Group, 1995)

III. CODE OF ETHICS – ADMINISTRATORS

1. Demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all our public activities in order to inspire public confidence and trust in public institutions.
2. Serve in such a way that we do not realize undue personal gain from the performance of our official duties.
3. Avoid any interest or activity which is in conflict with the conduct of our official duties.
4. Support, implement, and promote merit employment and programs of affirmative action to assure equal employment opportunity by our recruitment, selection, and advancement of qualified persons from all elements of society.
5. Eliminate all forms of illegal discrimination, fraud, and mismanagement of public funds, and support colleagues if they are in difficulty because of responsible efforts to correct such discrimination, fraud, mismanagement or abuse.
6. Serve the public with respect, concern, courtesy, and responsiveness, recognizing that service to the public is beyond service to oneself.

7. Strive for personal professional excellence and encourage the professional development of our associates and those seeking to enter the field of public administration.
8. Approach our organization and operational duties with a positive attitude and constructively support open communication, creativity, dedication, and compassion.
9. Respect and protect the privileged information to which we have access in the course of official duties.
10. Exercise whatever discretionary authority we have under law to promote the public interest.
11. Accept as a personal duty the responsibility to keep up to date on emerging issues and to administer the public's business with professional competence, fairness, impartiality, efficiency, and effectiveness.
12. Respect, support, study and when necessary, work to improve federal and state constitutions and other laws which define the relationship among public agencies, employees, clients, and all citizens.

Taken from ASPA National Council – March 27, 1985

IV. CODE OF ETHICS – TRUSTEES

1. Trustees must promote a high level of library service while observing ethical standards.
2. Trustees must avoid situations in which personal interest might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
3. It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
4. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institutions, acknowledging the formal positions of the board even if they personally disagree.
5. A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
6. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of Library materials by groups or individuals.

7. Trustees who accept appointment to a library board are expected to perform all of the functions of library trustees.

Approved by the PLA Board of Directors and the ALTA Board of Directors, July 9, 1985

V. CODE OF ETHICS – LIBRARIANS

1. Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skilled, accurate, unbiased, and courteous responses to all requests for assistance.
2. Librarians must resist all efforts by groups or individuals to censor library materials.
3. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
4. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
5. Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
6. Librarians must avoid situations in which personal interest might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

Adopted July 1, 1981, by the ALA Council