



TENTATIVE AGENDA

12 February 2021

The next regular meeting of the Joplin Public Library Board of Trustees is Tuesday, February 16, 2021, at 4:00 p.m. in the Community Room of the Library. In the event that the Library is closed due to inclement weather, the meeting will stream live on the Library's YouTube channel at

https://www.youtube.com/channel/UCjifjJk_lCaphjeDLQDH4Ng

- I. BOARD EDUCATION:** None
- II. MINUTES FOR THE January 2021 MEETING**
- III. EXPENDITURES:**
 - A. Voucher
 - B. Expenditures
 - C. Revenues
- IV. COMMITTEE REPORTS:** None
- V. UNFINISHED BUSINESS:**
 - 1. Security gates
- VI. NEW BUSINESS:**
 - 1. Memorial endowment policy
- VII. LIBRARIAN'S REPORT:**
 - A. Announcements:
 - B. Statistics:

The Joplin Public Library Board of Trustees meets at 4:00 p.m. on the third Monday of the month. Anyone wishing to address the Board of Trustees must submit a request in writing prior to the regular Board meeting. Request forms are available in the Library 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
25 JANUARY 2021**

The regular meeting of the Joplin Public Library Board of Trustees was called to order at 4:00 p.m. by President Mary Gaarder. Board Members Barbara Hicklin, David Layne, Jim Fleischaker, Lisa Erickson, Emily Stanley, Andrea Cullers, and Jennifer Baldwin, and Library Director Jeana Gockley were present.

EXCUSED ABSENCES: Nicole Shoaf.

BOARD EDUCATION: None.

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

VOUCHERS: October non-salary expenditures in the amount of \$91,559.33 were approved. (Hicklin/Layne) 7/0 November non-salary expenditures in the amount of \$62,764.56 were approved. (Baldwin/Fleischaker) 7/0 December non-salary expenditures in the amount of \$54,534.56 were approved. (Stanley/Hicklin) 7/0

COMMITTEE REPORTS: None.

UNFINISHED BUSINESS:

1. **Meeting and study rooms.** Jeana updated the Board that the meeting and study rooms remain closed for now. The Board agreed at this time to keep the meeting and study rooms closed.

NEW BUSINESS:

1. **Summary of strategic planning retreat.** Jeana reported on the November retreat with Board members and Department Heads. She ask for Board approval of the package that came out of the retreat: mission statement, vision statement, core values and initiatives. There was a motion by Mr. Fleischaker to approve them, with a second by Ms. Stanley. Motion passed. (7/0)
2. **Christmas 2021 holiday.** Jeana requested Board approval for the closing dates for the 2021 Christmas and New Year's holidays. The Board discussed options and elected to close Dec. 24-26, and Dec. 31-Jan. 2. Motion to close the aforementioned dates by Ms. Baldwin, second by Mr. Layne. Motion passed. (7/0)
3. **Security gate quote.** The Building and Grounds Committee previously had asked for a quote to install security gates at the east door. Jeana related that it will cost \$9,150 to buy, ship and install them, plus ongoing software and hardware maintenance costs annually. The Board expressed interest in installing the gates by spring. Jeana will inquire of TechLogic what the turnaround might be.

LIBRARIAN'S REPORT:

Announcements:

Media Engagement

- On November 16, KSN did a story on Family Literacy Month. The reporter interviewed Christina Matekel-Gibson and a family of regular patrons.
- On December 3, KSN did a story on our Homeschool 101 program.
- Winter Reading Program
 - On January 2, KOAM aired a story.
 - On January 4, KSN aired a story.
 - On January 10, the Joplin Globe shared a story.
 - On January 11, Joplin Business Outreach featured a story.
- On January 5, I appeared live on KSN's Living Well and shared information about top circulation nonfiction for 2020 and our Winter Reading Challenge.

Programs

- Our first annual Winter Reading Challenge kicked off January 1.

Building & Grounds

- Bed Bugs Uncovered performed our first whole facility inspection on January 13.
- The conference room table for the Chase Room arrived and has been installed.

Services

- Top city locations of nonresident fee cardholders are:
 - Joplin - 1,301 (these are addresses outside of official Joplin city limits)
 - Carl Junction - 387
 - Webb City - 243
 - Neosho - 117
 - Carthage - 99
- Library staff resumed accepting passport paperwork on December 5, 2020.
- Our T-Mobile hotspot units have been well received by our users, with hold lists and survey results providing positive indicators.

Miscellaneous

- We received proposals from seven ILS vendors and will start to see system demonstrations on February 3.

Statistics:

- Jeana presented a year-end summary created by PR/Marketing Assistant Chelsey Gatewood.
- November door count was down by about 1,000. It went down even further in December.
- However, circulation has continued to climb, and we are almost back to where we were at this time last year.

- Discovered that many cardholders are not using their cards. She is hoping that the Savannah database can be used to reach out to these patrons.

STAFF COMMENTS: None.

BOARD COMMENTS: None.

The February meeting was moved to the fourth Monday to accommodate the Library's closure for President's Day. However, some Board members will be absent. Jeana suggested moving the meeting to Tuesday, Feb. 16. The Board members present agreed that this would work.

The meeting adjourned at 5:43 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, 16 February, 2021.

Joplin Public Library Monthly Voucher

1/2021

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	HUGO'S INDUSTRIAL SUPPLY	705-9502-560-2015: Janitorial Supplies	276.50
Confirmation	US BANK	705-9502-560-2015: Janitorial Supplies	146.97
		Line Item Total	423.47
Confirmation	CAMFIL USA	705-9502-560-2030: Maintenance Supplies	22.81
		Line Item Total	22.81
Confirmation	JANWAY COMPANY	705-9502-560-2105: Computer Supplies	115.05
Confirmation	US BANK	705-9502-560-2105: Computer Supplies	1,104.88
		Line Item Total	1,219.93
Confirmation	RAINBOW PRINTING	705-9502-560-2120: General Office Suppli	1,155.00
Confirmation	US BANK	705-9502-560-2120: General Office Suppli	666.02
		Line Item Total	1,821.02
Confirmation	US BANK	705-9502-560-2205: Food & Beverage Sup	346.51
		Line Item Total	346.51
Confirmation	CINTAS	705-9502-560-2610: First Aid Supplies	8.06
		Line Item Total	8.06
Confirmation	PEARSON-KELLY LEASING	705-9502-560-2835: Equipment Lease & R	125.98
		Line Item Total	125.98
Confirmation	SPIRE	705-9502-560-3010: Gas Charges	161.34
		Line Item Total	161.34
Confirmation	CITY OF JOPLIN (TELEPHONE)	705-9502-560-3015: Telephone Charges	415.83
		Line Item Total	415.83
Confirmation	MISSOURI AMERICAN WATER	705-9502-560-3020: Water Charges	226.85
		Line Item Total	226.85
Confirmation	CITY OF JOPLIN (WASTEWATER)	705-9502-560-3030: Wastewater Charges	121.19
		Line Item Total	121.19
Confirmation	CITY OF JOPLIN (TRASH)	705-9502-560-3035: Sanitation Charges	45.46
		Line Item Total	45.46
Confirmation	BED BUGS UNCOVERED	705-9502-560-3125: Pest Control	1,740.00
Confirmation	BUG-A-WAY PEST CONTROL	705-9502-560-3125: Pest Control	150.00
		Line Item Total	1,890.00
Confirmation	US BANK	705-9502-560-3205: Postage	6.95
		Line Item Total	6.95
Confirmation	ACTION APPLIANCE PARTS	705-9502-560-4120: Building Repairs	98.00
Confirmation	COVERT ELECTRIC SUPPLY	705-9502-560-4120: Building Repairs	774.54
Confirmation	US BANK	705-9502-560-4120: Building Repairs	109.12
Confirmation	WEED WHACKERS	705-9502-560-4120: Building Repairs	1,015.00
		Line Item Total	1,996.66
Confirmation	UNIQUE MANAGEMENT SERVICES, INC.	705-9502-560-5150: Collection Services	79.44
		Line Item Total	79.44
Confirmation	COPY PRODUCTS	705-9502-560-5265: Maintenance Contract	127.14
Confirmation	OZARK BUSINESS SYSTEMS	705-9502-560-5265: Maintenance Contract	112.42
Confirmation	PEARSON-KELLY TECHNOLOGY	705-9502-560-5265: Maintenance Contract	34.78
		Line Item Total	274.34
Confirmation	US BANK	705-9502-560-6005: Travel Expenses	35.10
		Line Item Total	35.10
Confirmation	PATRICIA CRANE	705-9502-560-6105 Dues & Memberships	10.00
		Line Item Total	10.00
Confirmation	INTEGRATED PAYMENTS CONSULTING	705-9502-560-7131: Merchant Card Servic	300.00
		Line Item Total	300.00

	Vendor	Line#	Amount
Confirmation	US BANK	705-9502-560-7407: Programming	262.69
		Line Item Total	262.69
Confirmation	AMERICA'S TEST KITCHEN	705-9502-560-8405: Library Books and Ma	32.46
Confirmation	BAKER & TAYLOR BOOKS	705-9502-560-8405: Library Books and Ma	5,160.39
Confirmation	BLACKSTONE PUBLISHING	705-9502-560-8405: Library Books and Ma	7.95
Confirmation	BRILLIANCE PUBLISHING	705-9502-560-8405: Library Books and Ma	27.50
Confirmation	BRODART COMPANY	705-9502-560-8405: Library Books and Ma	1,215.14
Confirmation	CENTER POINT PUBLISHING	705-9502-560-8405: Library Books and Ma	42.54
Confirmation	EBSCO, INC.	705-9502-560-8405: Library Books and Ma	1,518.00
Confirmation	FINDAWAY	705-9502-560-8405: Library Books and Ma	499.90
Confirmation	GREY HOUSE PUBLISHING	705-9502-560-8405: Library Books and Ma	282.00
Confirmation	INGRAM	705-9502-560-8405: Library Books and Ma	74.52
Confirmation	JUNIOR LIBRARY GUILD	705-9502-560-8405: Library Books and Ma	568.10
Confirmation	MIDWEST TAPE	705-9502-560-8405: Library Books and Ma	1,494.60
Confirmation	OTAKU USA	705-9502-560-8405: Library Books and Ma	44.95
Confirmation	PENGUIN RANDOM HOUSE	705-9502-560-8405: Library Books and Ma	72.74
Confirmation	ROUTE 66 MAGAZINE	705-9502-560-8405: Library Books and Ma	25.00
Confirmation	ROWMAN & LITTLEFIELD PUBLISHING GRO	705-9502-560-8405: Library Books and Ma	216.67
Confirmation	US BANK	705-9502-560-8405: Library Books and Ma	1,322.70
Confirmation	VALUE LINE PUBLISHING	705-9502-560-8405: Library Books and Ma	2,505.00
		Line Item Total	15,110.16
Confirmation	US BANK	705-9590-560-2015: GFLA14: Janitorial S	207.74
		Line Item Total	207.74
Confirmation	US BANK	705-9590-560-7407 GFLA01 Grant Progra	537.78
		Line Item Total	537.78
Confirmation	US BANK	705-9590-560-7407: GFLA14: Programmin	15.19
		Line Item Total	15.19
Confirmation	MIDWEST TAPE	705-9590-560-8405: GFLA14: Books and	300.00
Confirmation	OVERDRIVE	705-9590-560-8405: GFLA14: Books and	790.96
		Line Item Total	1,090.96
Confirmation	BRODART COMPANY	X705-9590-560-7407: GFLA12: Programm	182.28
		Line Item Total	182.28
VOUCHER TOTAL			\$26,937.74

ATTEST:

Secretary

President

EXPENSE REPORT

JANUARY 2021

705-9502-560	Line Items	Budget FY 2020-21	Jan-21	Expenditures Subtotal	Balance	Remaining Percent
1010	Full Time	669,374.00	35,374.89	107,391.53	561,982.47	84%
1110	Part Time	350,915.00	18,966.57	54,281.43	296,633.57	85%
1505	Holiday Pay	42,150.00	10,981.89	21,960.82	20,189.18	48%
1510	Longevity Pay	6,843.00	450.00	1,216.08	5,626.92	82%
1520	Vacation Pay	60,715.00	7,081.87	13,714.98	47,000.02	77%
1565	Sick Pay	22,991.00	1,075.24	2,623.45	20,367.55	89%
1570	Floating Holiday Pay	3,832.00	343.90	1,153.19	2,678.81	70%
1575	Citizenship Leave pay	300.00	0.00	0.00	300.00	100%
1605	Health Plan	122,136.00	8,721.70	22,776.46	99,359.54	81%
1610	Workers Comp	3,600.00	0.00	0.00	3,600.00	100%
1615	FICA	78,534.00	5,648.92	15,070.48	63,463.52	81%
1625	LAGERS	87,162.00	5,778.11	15,818.22	71,343.78	82%
1640	Life Insurance	1,507.00	107.96	303.75	1,203.25	80%
1645	Dental Insurance	5,208.00	389.16	1,047.73	4,160.27	80%
2005	Cleaning Supplies	200.00	0.00	0.00	200.00	100%
2015	Janitorial Supplies	9,500.00	423.47	1,066.84	8,433.16	89%
2030	Maintenance Supplies	2,300.00	22.81	504.58	1,795.42	78%
2105	Computer Supplies	10,050.00	1,219.93	1,219.93	8,830.07	88%
2110	Computer Software	14,559.00	0.00	3,520.00	11,039.00	76%
2120	General Office Supplies	4,640.00	1,821.02	2,034.80	2,605.20	56%
2205	Food & Beverage Supplies	500.00	346.51	346.51	153.49	31%
2310	Professional Materials	1,450.00	0.00	336.00	1,114.00	77%
2315	Library Materials	14,000.00	0.00	2,531.00	11,469.00	82%
2610	First Aid Supplies	100.00	8.06	29.19	70.81	71%
2815	Public relations	5,400.00	0.00	3,750.00	1,650.00	31%
2835	Equip Lease & Rental	3,252.00	125.98	537.24	2,714.76	83%
3005	Electric Charges	85,000.00	0.00	14,308.49	70,691.51	83%
3010	Gas Charges	2,500.00	161.34	450.93	2,049.07	82%
3015	Telephone Charges	5,000.00	415.83	1,411.21	3,588.79	72%
3020	Water Charges	9,000.00	226.85	2,222.26	6,777.74	75%
3030	Wastewater Charges	1,500.00	121.19	350.36	1,149.64	77%
3035	Sanitation Charges	560.00	45.46	90.92	469.08	84%
3125	Pest Control Charges	9,495.00	1,890.00	2,190.00	7,305.00	77%
3205	Postage	9,170.00	6.95	1,419.45	7,750.55	85%
3210	Freight & Delivery	2,835.00	0.00	0.00	2,835.00	100%
4005	Office Equipment Repairs	975.00	0.00	0.00	975.00	100%
4120	Building Repairs	47,360.00	1,996.66	2,471.05	44,888.95	95%
5015	Legal Fees	500.00	0.00	0.00	500.00	100%
5035	Property Tax Services	55,000.00	45,802.46	55,536.35	(536.35)	-1%
5110	Computer & Automated Services	51,476.00	0.00	22,441.60	29,034.40	56%
5150	Collection Agency Services	5,000.00	79.44	239.75	4,760.25	95%
5265	Maintenance Contracts & Agreements	4,354.00	274.34	1,555.51	2,798.49	64%
5275	Database Searches	3,700.00	0.00	(15.00)	3,715.00	100%
5290	Makerspace Services	1,000.00	0.00	0.00	1,000.00	100%
6005	Travel Expenses	4,950.00	35.10	143.20	4,806.80	97%
6010	Conferences & Seminars	1,280.00	0.00	0.00	1,280.00	100%
6105	Dues & Memberships	1,239.00	10.00	20.00	1,219.00	98%

705-9502-560	Line Items	Budget FY 2020-21		Expenditures Subtotal	Balance	Remaining Percent
6115	Educational Materials	150.00	0.00	0.00	150.00	100%
7015	Advertising	350.00	0.00	0.00	350.00	100%
7030	Fees & Permits	23,050.00	0.00	23,001.30	48.70	0%
7131	Merchant Card Service Fee	1,300.00	365.76	477.92	822.08	63%
7140	Insurance Premiums	0.00	0.00	0.00	0.00	#DIV/0!
7305	Liability Insurance	2,368.00	0.00	0.00	2,368.00	100%
7407	Special Library Programs	13,805.00	262.69	332.91	13,472.09	98%
8305	Office Equipment	250.00	0.00	0.00	250.00	100%
8310	Furnishings	2,067.00	0.00	0.00	2,067.00	100%
8315	Computer Equipment	30,000.00	0.00	676.35	29,323.65	98%
8405	Library Books & Periodicals	255,128.00	15,110.16	45,996.91	209,131.09	82%
	PROGRAM TOTAL	2,151,580.00	165,692.22	448,555.68	1,703,024.32	79%
9999	Overhead Charges	78,367.00	6,530.58	19,591.74	58,775.26	75%
	TOTAL WITH TRANSFERS	2,229,947.00	172,222.80	468,147.42	1,761,799.58	79%

705-9590-560	State Grant Line Items	Budget FY 2020-21	Jan-21	Expenditures Subtotal	Balance	Remaining Percent
	Summer Reading (special grant)					
7407	Special Library Programs		0.00	0.00		
	SUBTOTAL		0.00	0.00		
	STATE GRANT TOTAL		0.00	0.00		

705-9590-560	Federal Grant Line Items	Budget FY 2020-21	Jan-21	Expenditures Subtotal	Balance	Remaining Percent
	Summer Reading					
1110	Part time		0.00	0.00		
1615	FICA		0.00	0.00		
7407	Special Library Programs		537.78	537.78		
	SUBTOTAL		537.78	537.78		
	Spotlight on Literacy					
1110	Part time		292.09	800.96		
1614	FICA		22.35	61.28		
7407	Special Library Programs		182.28	215.17		
	SUBTOTAL		496.72	1,077.41		
	CARES					
2015	Janitorial Supplies		207.74	207.74		
2120	Office supplies		0.00	0.00		
7407	Special Library Programming		15.19	15.19		
8315	Computer Hardware		0.00	0.00		
8405	Library Books and Materials		1,090.96	2,181.42		
	SUBTOTAL		1,313.89	2,404.35		
	BROADBAND					
8315	Computer Hardware		0.00	28,224.00		
	SUBTOTAL		0.00	28,224.00		

FEDERAL GRANT TOTAL

2,348.39

32,243.54

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 JANUARY 2021

Account #		FY 20-21 Estimated Revenue	Jan-21	FY 20-21 TO DATE	% OF EST. REVENUE
705-0000-					
400.01-01	R E Tax	1,473,205.00	1,157,611.85	1,406,539.13	95%
400.01-02	Payment In Lieu Of Taxes	3,000.00	0.00	0.00	0%
400.01-03	Commercial Surtax	350,000.00	0.00	0.00	0%
400.01-04	Financial Inst. Tax	4,000.00	2,007.50	2,007.50	50%
400.01-05	RR & Utilities-St. Assess.	50,000.00	53,135.27	53,135.27	106%
440.01-06	Penalties & Interest	5,000.00	316.83	732.82	15%
	Tax Revenue Subtotal	1,885,205.00	1,213,071.45	1,462,414.72	78%
420.02-01	Library Fines	2,000.00	125.18	288.34	14%
	Library Fines Subtotal	2,000.00	125.18	288.34	14%
430.02-01	Non-Resident Fees	22,000.00	2,228.32	6,061.87	28%
430.02-02	Book Sales	4,000.00	519.66	1,122.39	28%
430.02-05	Lost Books	7,000.00	805.74	1,810.59	26%
430.02-07	Makerspace Fees	500.00	0.00	0.00	0%
430.02-08	Passport Fees	0.00	241.97	276.97	#DIV/0!
	Library Fees Subtotal	33,500.00	3,795.69	8,994.85	27%
	Photocopies, Computer Printing,				
430.14-01	Reader/Printer, Fax	15,000.00	1,867.54	3,960.04	26%
	Photocopies	3,000.00	308.60	667.42	22%
	Computer Printing	10,000.00	1,333.68	2,631.95	26%
	Reader/Printer	100.00	1.35	2.35	2%
	Fax	1,900.00	223.91	658.32	35%
430.14-04	Vending commissions	775.00	0.00	38.48	5%
	Other User Fees Subtotal	15,775.00	1,867.54	3,960.04	25%
450.01-01	General Account Interest Income	35,000.00	772.96	1,524.44	4%
450.01-03	Investments Interest Income	7,000.00	6,508.82	8,084.20	115%
	Interest Income Subtotal	42,000.00	7,281.78	9,608.64	23%
450.03-01	Donations to Library	1,000.00	40.99	121.40	12%
450.03-09	Hager Trust Distribution	5,000.00		0.00	0%
	Donations to Library Subtotal	6,000.00	40.99	121.40	2%
450.06-09	Post Salary	66,467.00	0.00	11,182.56	17%
450.06-11	Miscellaneous	3,000.00	50.62	293.32	10%
	Other Income Subtotal	69,467.00	50.62	11,475.88	17%
451.03-01	Donations to Endowment Reserve	1,000.00	375.00	3,115.00	312%
	Donations to Reserves Subtotal	1,000.00	375.00	3,115.00	312%
460.02-01	Transfer from General Fund	175,000.00	14,583.33	43,749.99	25%
	City Subsidy Subtotal	175,000.00	14,583.33	43,749.99	25%
470.10-03	Summer Literacy Grant -- GFLA01	10,000.00	0.00	4,037.63	40%
470.10-06	Spotlight on Literacy -- GFLA12	6,000.00	0.00	0.00	0%
470.10-07	IMLS (CARES grant) -- GFLA14	15,000.00	0.00	0.00	0%
470.15-01	Broadband Grant -- GFLA15	30,000.00	0.00	30,611.00	102%
	Federal Grants Subtotal	61,000.00	0.00	34,648.63	57%
480.06-01	State Aid	0.00	0.00	12,027.25	#DIV/0!
480.06-03	Athletes and Entertainers Tax	0.00	0.00	2,640.62	#DIV/0!
	State Aid Subtotal	0.00	0.00	14,667.87	#DIV/0!

Operating Revenue Total	2,290,947.00	1,241,191.58	1,593,045.36	70%
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Foundation

450.01-17	Foundation Checking Interest	0.00	0.99	1.90	#DIV/0!
	Interest Income Subtotal	0.00	0.99	1.90	#DIV/0!
450.03-11	Library Foundation	0.00	13,004.38	13,171.47	#DIV/0!
	Deposits to Foundation Subtotal	0.00	13,004.38	13,171.47	#DIV/0!
	Foundation Revenue Total	0.00	13,005.37	13,173.37	#DIV/0!

Hager

450.02-01	Unrealized Market Value	0.00	6,941.67	35,876.25	#DIV/0!
450.02-03	Realized Gain/Loss	0.00	273.44	461.24	#DIV/0!
	Gain/Loss on Investments Total	0.00	7,215.11	36,337.49	#DIV/0!
	Hager Revenue Total	0.00	7215.11	36,337.49	#DIV/0!

Total Foundation and Hager Revenue	0.00	20,220.48	49,510.86	#DIV/0!
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Total Library Revenue	2,290,947.00	1,261,412.06	1,642,556.22	72%
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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 JANUARY 2021

	Totals FY 2020	Jan-21	Total to Date	% of 20Total
Gate Count	121,738	9,372	26,322	21.6%
Circulation	250,359	26,226	75,428	30.1%
Overdrive Circulation	39,853	3,995	11,568	29.0%
Unique Overdrive Patrons this month	8,283	737	2,134	25.8%
New Overdrive Users	570	31	99	17.4%
Hoopla Circulation	9,744	857	2,890	29.7%
Unique Hoopla Patrons this month	3,607	328	943	26.1%
New Cards Issued	2,368	181	505	21.3%
Adult Reference Questions	7,861	662	2,005	25.5%
Adult Information/Direction Requests	7,122	452	1,655	23.2%
Children's Reference Questions	1,512	107	320	21.2%
Children's Information/Directional	4,076	247	634	15.6%
Teen Reference Questions	746	22	103	13.8%
Teen Information/Direction Requests	771	39	92	11.9%
REFERENCE & INFORMATION	22,088	1,529	4,809	21.8%
ILL Initiated	1,797	125	438	24.4%
ILL Loaned	1,277	105	278	21.8%
TOTAL ILL	3,074	230	716	23.3%
Reference Databases Use	158,110	7,364	25,987	16.4%
Adult Public Internet Use	15,790	1,302	3,579	22.7%
Wifi Unique Individual Users	1,991	236	728	36.6%
Wifi Sessions	9,731	2,376	6,833	70.2%
Children's Computer Use	3,809	0	0	0.0%
Teen Computer Use	51	0	1	2.0%
Library Tours	1	1	1	100.0%
Tour Attendance	5	1	1	20.0%
Meeting Room Reservations	449	0	0	0.0%
Storyroom Reservations	0	0	0	#DIV/0!
Study Room Uses	1,712	0	0	0.0%
Story Time	108	4	13	12.0%
Story Time Attendance	2,804	78	221	7.9%
Children's Summer Reading Program	5	0	0	0.0%
Children's Summer Reading Attendance	982	0	0	0.0%
Children's Programs	60	4	13	21.7%
Children's Attendance	1,899	130	364	19.2%
Children's Passive Program	7	0	0	0.0%
Children's Passive Program Attendance	234	0	0	0.0%
Teen Programs	39	0	3	7.7%
Teen Attendance	314	0	15	4.8%
Teen Passive Program	0	0	4	#DIV/0!
Teen Passive Program Attendance	0	0	76	#DIV/0!
Teen Summer Reading Programs	8	0	0	0.0%
Teen Summer Reading Attendance	100	0	0	0.0%

Family Programs	0	0	0	#DIV/0!
Family Attendance	0	0	0	#DIV/0!
Adult Programs	26	2	6	23.1%
Adult Attendance	627	26	124	19.8%
Adult Summer Reading Programs	4	0	0	0.0%
Adult Summer Reading Attendance	140	0	0	0.0%
Children's Programs Outside Library	42	14	14	33.3%
Children's Programs Outside Attendance	602	70	70	11.6%
Teen Programs Outside Library	3	0	0	0.0%
Teen Programs Outside Attendance	40	0	0	0.0%
Adult Programs Outside Library	1	0	0	0.0%
Adult Programs Outside Attendance	31	0	0	0.0%

Adult Titles Added	4,284	287	1,061	24.8%
Adult Volumes Added	4,919	347	1,269	25.8%
Teen Titles Added	238	23	93	39.1%
Teen Volumes Added	316	41	181	57.3%
Children's Titles Added	1,641	131	402	24.5%
Children's Volumes Added	1,997	158	488	24.4%

Total Titles Added	6,147	441	1,556	25.3%
Total Volumes Added	7,232	546	1,938	26.8%
Total Titles Withdrawn	6,364	571	1,121	17.6%
Total Volumes Withdrawn	8,524	791	1,610	18.9%
TOTAL TITLES: COLLECTION	88,582	89,017		
TOTAL VOLUMES: COLLECTION	123,457	123,785		

SECTION FOUR: COLLECTION MANAGEMENT

III. MEMORIAL ENDOWMENTS & HAGER TRUST FUND

A. Fund Overview

Cash gifts made to the Joplin Public Library as memorials to someone who is deceased or in honor of a living individual (for a birthday or anniversary, for example) are deposited in Account # 705-0000-451.03-01, the revenue account for Memorial Endowments. This account is reserved, which means that it cannot be used for operating expenses or other expenses associated with running the Library. Individual memorial funds within this account that are established in the name of a specific person must always be regarded as permanent funds, and the principal will not be spent.

B. Guidelines for Memorial Acquisitions

1. The Library will give preference to the family's and donor's wishes so far as they can be accommodated within the collection development policy.
2. Items chosen will appeal to a general audience and will have lasting value for the collection.
3. Attractive items with eye-catching covers and/or illustrations are preferable as memorials.

C. Process for Receiving Memorial Donations

1. The donation is deposited into the correct revenue account, the Memorial Endowment fund, and the Library's revenue record will indicate names of both the donor and the person being memorialized.
2. The Library sends a printed card, signed by the Director, to the donor acknowledging the gift. This card is mailed within two days of receipt of the donation.
3. The Library sends a printed card to the family of the person being memorialized notifying the family of the gift and the name of the donor. The Library will send only one notification; the donor may specify who is to be notified, but more frequently the family of the deceased will choose who is to receive notification.
4. The donor or the family may indicate a subject area or format which would be suitable for purchase. The Library discourages the suggestion of exact titles or specific items as memorial purchases, preferring to choose from within a broader

framework so that the item will fit within the parameters of the Library's collection development policy.

5. The holdings record for a memorial item will include a field noting names of both donor and person being memorialized.

6. A list of memorials is printed each month and displayed on the shelf reserved for recent memorial and honor items. The Children's Department has its own memorial shelf. Permanent memorial funds are displayed as a list of donors.

7. The process by which the Library purchases memorial materials is that for every donation of approximately \$25, the Library chooses an item purchased from the Library's acquisitions budget as a memorial.

D. Perpetual Memorial Funds

1. If memorial donations for a single individual total less than \$1,000, the Library will buy items and insert book plates in each item noting both the person memorialized and the name of the donor.

2. If memorial donations exceed \$1,000, the donations for that specific individual will be considered to be a perpetual memorial, and items will be purchased annually, the number of items to be determined by the amount of interest the fund earns in a year. For practical purposes, the Library uses 10% as the annual rate of return. If the amount of donations for [John Doe] totals \$1,000, the Library will designate \$100 in purchases annually as a memorial and include that amount in the annual acquisitions budget. The book plate for these annual purchases will not include the name of individual donors but will say: Purchased by the [John Doe] Memorial Endowment Fund. If the family so requests, the Library will provide on the anniversary date a list of titles of the items purchased during the previous twelve months.

E. Hager Trust Fund

1. The Library is the beneficiary of the Hager Trust Fund, created by former Joplin Public Library Director Margaret Hager. The Hager Trust was created to purchase items of lasting value for the Joplin Public Library collection. According to the provisions of the Trust document, the Library may spend the interest generated by the Trust for Library materials. The principal of the Trust may not be touched.

2. The Hager Trust contributes money each year, with the amount varying according to the Trust's income and the needs of the Library. All materials are chosen by the Hager Committee or its designees. Currently, the Collection Development Librarian is assigned that task.

3. Selection for materials purchased with Hager Trust funds are based on quality and lasting value. Only materials with excellent reviews or other indicators of quality (respected author, quality publisher of nonfiction subject, etc.) will be purchased, and only materials thought to be of value for at least five years will be considered. Materials may be print or audio-visual, fiction or nonfiction.
4. The Hager Trust also provides the Children's Department with an annual allocation for the purchase of all juvenile award and honor books as well as for other high quality juvenile print materials.
5. The Hager Trust Fund is managed by the **Trust Department of U.S. Bank**. As such it is not included in the Memorial Endowment funds deposited with other library monies through the City of Joplin. The Hager Trust Fund has its own federal tax ID number, and the expenditures and revenues relating to the Trust are not included in the Library's budget or monthly Board revenue and expenditure reports.
6. Hager Trust expenditures for materials are reported to the State and Federal agencies as part of the Library's expenditures for materials.