

CAPE GIRARDEAU PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, August 3, 2023 @ 7am
Cape Girardeau Public Library

**CALL TO
ORDER**

In Red's absence, Jessica called the meeting to order at 7:00am.

ATTENDANCE

Present: Adam Criblez, Jessica Hill, Rekha Patterson (via Zoom), Dave Diveley, Crystal Cerny, Stacy Lane, Ed Thompson, Kathy Wolz
Also present: Director Katie Earnhart, Linda Bailiff
Absent: Red Redinger

MINUTES

Minutes from the June meetings were reviewed. **Crystal made a motion to approve the minutes, seconded by Ed. Motion passed.**

**PUBLIC
COMMENTS**

Doug Austin stated he was joining the meeting to learn more about library and the Board of Trustees.

**PRESIDENT'S
REPORT**

Welcome to new board members Kathy and Adam. Introductions were made and Crystal announced she will be retiring from the board effective immediately. Board committee assignments were made (please see attached). The annual Board Ethics statements were distributed and signed by those present. A short meeting to set the new tax rate will take place Thursday, August 24th at noon either in person or via ZOOM.

**DIRECTOR'S
REPORT**

1. Staff:
 1. Kayla Thompson and Alli Boyer both submitted presentations for the upcoming MLA conference. Both proposals were accepted. Kayla will present *Books on Tap, a Thematic Book Club: Using Themes Instead of Titles to Overcome Obstacles and Be More Inclusive* and Alli will present *Caring for Your Community: Creating Community Care Kits* at the conference in Columbia, MO.
2. MO Evergreen Update:
 1. Staff completed four days of training in the new system July 11-14th. Two trainers came to Cape to train our staff. The library was closed for a full day and a half to train all staff. The trainers remained for the other two and a half days to train key staff on different functions of the new system.
 2. We began a cataloging freeze on July 16th. This meant that no new items could be added to the old system and no changes could be made to existing items in our catalog. This process was needed to give the data programmers a window of time to complete a clean extraction of our data.
 3. We began a full system freeze at 5pm (when we closed) on Sunday, July 23rd. All activity on Symphony (the old ILS) ended. For the next three days (July 24-26th) staff and patrons had limited

access to use the new catalog. This allowed staff to check items out to patrons in ‘offline mode’ while the data programmers finalized our records, both items, and patrons, for import into the new system.

4. The library was closed on Thursday, July 27th for staff to check in the backlog of returns, and to test all systems that work in tandem with MO Evergreen to work on any kinks in the switch. The library reopened to the public with the new system on Friday, July 28th.

3. Facilities Update:

1. The phone system was knocked out by storms on two different occasions in July. The first occurrence caused our phone system to lose all mapping. This meant that saved outgoing messages, extensions, and transfer abilities were deleted. A technician was brought in to fix the system. After the computer system for the phones was remapped, another storm came through and caused our connection from Spectrum to be spotty. After working with Spectrum support and restarting our modem, all systems seem to be working properly.

4. Other Notes:

Jessica has been appointed by the Secretary of State to the library development council – an advisory committee.

The American Library Association hosted a webinar where there was inaccurate information shared. As a result, the Secretary of State is distancing himself from the ALA.

**BUILDING &
GROUNDS
COMMITTEE**

None.

**BYLAWS &
POLICY
COMMITTEE**

Unless something changes, these have been updated through Jan, 2024.

**PUBLIC
RELATIONS**

An August meeting is planned.

**STRATEGIC
PLANNING
COMMITTEE**

None.

BUDGET

After consulting the auditor, Katie submitted proposed amendments to the 2022/23 budget. Please see attached. **Crystal made a motion to accept the amendments, seconded by Dave. Motion passed.**

**NOMINATING
COMMITTEE**

None

PERSONNEL

None

UNFINISHED BUSINESS

The board discussed ways to research with the best possible results the amount of revenue that would be needed and what tax rates would apply when we ask the voters for a renewal. Katie will continue to investigate this process.

NEW BUSINESS

With Crystal Cerny's resignation, the board reviewed new applicants. An applicant, Jakob Pallesen was chosen and will be recommended to the City Council. **Stacy made a motion for this recommendation, seconded by Ed. Motion passed.**

FRIENDS FOUNDATION

The last Friends meeting was on July 18, 2023 @ 4pm. Red attended the meeting. In his absence, Katie reported the book sale will be Sept 7-10. The Friends are considering the Community Foundation to help with investments and some clerical activities. The next Friends meeting will take place on Tuesday, August 15th at 4pm. Rehka will attend.

ADJOURNMENT

Dave made a motion to adjourn the meeting, seconded by Crystal. Motion passed. The meeting adjourned at 8am.

NEXT MEETING

The next meeting will be Thursday, September 7th at 7am.

Recorder: Linda Bailiff

2023-2024 Committee Assignments

Building & Grounds Committee

Dave Dively, Chair
Ed Thompson
Adam Criblez
Red Redinger, ex officio

Bylaws & Policy Committee

Kathy Wolz, Chair
David Diveley
Jessica Hill
Stacy Lane
Red Redinger, ex officio

Budget Committee

Ed Thompson, Chair
Rekha Patterson
Jessica Hill
Adam Criblez
Red Redinger, ex officio

Personnel Committee

Stacy Lane, Chair
Kathy Wolz
Rekha Patterson
Jessica Hill
Red Redinger, ex officio

Public Relations Committee

Jessica Hill, Chair
Rekha Patterson
Stacy Lane
Red Redinger, ex officio

Strategic Planning Committee

Stacy Lane, Chair
Ed Thompson
Kathy Wolz
Red Redinger, ex officio

Nominating Committee

David Diveley
Red Redinger, ex officio

CAPE GIRARDEAU PUBLIC LIBRARY

BUDGET YEAR: JULY 1, 2022 - JUNE 30, 2023

as of June 30, 2023 General Fund: 7/26/23 \$2,407,675.00
 Capital Improvement Fund: 7/26/2023 356,985.00

\$2,764,660.00

<u>REVENUE</u>	8/3/2023 Approved Amendment	Approved 6/23/2022 <u>BUDGET</u>	<u>MTD</u>	<u>YTD</u>
Taxes	1,875,336.00	1,875,336.00	21,199.00	2,048,613.00
A&E Taxes	28,869.00	4,500.00	0.00	28,869.00
Interest	20,000.00	20,000.00	0.00	88,231.00
Misc Income	30,000.00	30,000.00	3,853.00	39,859.00
Passport Income	55,000.00	55,000.00	10,990.00	83,647.00
State Aid	15,000.00	15,000.00	0.00	12,783.00
Friends Grants	32,222.00	32,222.00	0.00	32,222.00
LSTA Grants	25,000.00	25,000.00	9,266.00	50,957.00
	<u>2,081,427.00</u>	<u>2,057,058.00</u>	<u>45,308.00</u>	<u>2,385,181.00</u>

Added \$56,818 to Capital Improvement Fund
on 2/23/23

Budget Balance Report as of June 30 ,2023					
June report		Approved	Year is 100% Complete		
	8/3/2023	6/23/2022			
810-9925	Approved	2023 Budget	YTD Exp.	Avail. Balance	% Used
	Amendments				
51110 Salaries, Full-Time	536,348.00	536,348.00	562,245.00	-25,897.00	105%
51190 Salaries, Pt-Time	173,750.00	173,750.00	155,856.00	17,894.00	90%
51310 Salaries, Overtime	0.00	0.00	0.00	0.00	0%
52110 Health Insurance	90,155.00	90,155.00	86,800.00	3,355.00	96%
52130 Dental Insurance	3,826.00	3,826.00	4,082.00	-256.00	107%
52170 Life Insurance	1,024.00	1,024.00	1,178.00	-154.00	115%
52190 Insurance Subsidy (HSA)	0.00	0.00	2,535.00	-2,535.00	0%
52210 FICA	53,257.00	53,257.00	53,772.00	-515.00	101%
52310 Retirement	25,000.00	25,000.00	29,387.00	-4,387.00	118%
52420 Worker's Comp.	1,383.00	1,383.00	1,284.00	99.00	93%
61110 Tax Assess./Collection	36,000.00	36,000.00	38,198.00	-2,198.00	106%
61130 Audit	2,500.00	2,500.00	2,500.00	0.00	100%
61138 Medical Svcs. -Employees	100.00	100.00	35.00	65.00	35%
61139 Professional Services	5,150.00	5,150.00	550.00	4,600.00	11%
61165 MIS Services	2,000.00	2,000.00	2,000.00	0.00	100%
61214 Maintenance/Lawn	4,800.00	4,800.00	4,808.00	-8.00	100%
61216 Trash Collection	900.00	900.00	900.00	0.00	100%
*61220 Building Maint./Repair	35,585.00	11,500.00	35,585.00	0.00	309%
*61222 Equipment Repair	4,500.00	4,500.00	6,688.00	-2,188.00	149%
61223 Maintenance/Equipment	21,674.00	21,674.00	22,282.00	-608.00	103%
61242 Storage Rental	900.00	900.00	900.00	0.00	100%
61312 INS/Building & Contents	10,000.00	10,000.00	11,003.00	-1,003.00	110%
61314 Liability Insurance	2,500.00	2,500.00	2,630.00	-130.00	105%
61330 Telecommunications	2,908.00	2,908.00	2,924.00	-16.00	101%
61338 Postage	200.00	200.00	131.00	69.00	66%
61340 Ads/Advertising	7,000.00	7,000.00	6,879.00	121.00	98%
61350 Printing/General	1,100.00	1,100.00	1,100.00	0.00	100%
61390 Credit Card Mach. Fees	1,500.00	1,500.00	1,099.00	401.00	73%
61396 Collection Agency	1,600.00	1,600.00	2,760.00	-1,160.00	173%
62110 Office Supplies	9,000.00	9,000.00	14,564.00	-5,564.00	162%
62120 Bldg/ Cleaning Supplies	4,500.00	4,500.00	6,895.00	-2,395.00	153%
62195 Programs/AS	2,500.00	2,500.00	2,259.00	241.00	90%
62196 Programs/YS	1,600.00	1,600.00	1,631.00	-31.00	102%
62420 Electricity	36,000.00	36,000.00	39,255.00	-3,255.00	109%
62910 Books	85,180.00	85,180.00	97,204.00	-12,024.00	114%
62910-C0010 A&E \$	28,869.00	4,500.00	28,562.00	307.00	635%
62920 Electronic Resources	36,708.00	36,708.00	39,631.00	-2,923.00	108%
62930 Periodicals	4,500.00	4,500.00	4,691.00	-191.00	104%
62940 Newspapers	800.00	800.00	855.00	-55.00	107%
62950 Microfilm	1,000.00	1,000.00	0.00	1,000.00	0%
62970 DVDs	8,000.00	8,000.00	7,909.00	91.00	99%
62980 CDs	1,000.00	1,000.00	1,117.00	-117.00	112%
62990 Passport Supplies	4,000.00	4,000.00	5,103.00	-1,103.00	128%

63110 Travel Expense	7,000.00	7,000.00	7,962.00	-962.00	114%
63130 Local Mileage Reimb.	350.00	350.00	89.00	261.00	25%
63140 Local Bs. Meals	300.00	300.00	230.00	70.00	77%
63210 Staff Registration	2,500.00	2,500.00	1,055.00	1,445.00	42%
63310 Membership Dues	1,900.00	1,900.00	2,439.00	-539.00	128%
63440 Software Licenses	39,149.00	39,149.00	19,114.00	20,035.00	49%
63999 Misc Operating Expenses	0.00	0.00	0.00	0.00	0%
64510 Staff Development Day	1,500.00	1,500.00	499.00	1,001.00	33%
64795 Friends grants/Adult	10,278.00	10,278.00	8,163.00	2,115.00	79%
64796 Friends grants/Youth	10,444.00	10,444.00	11,693.00	-1,249.00	112%
64797 Friends grants/Other	7,000.00	7,000.00	10,178.00	-3,178.00	
64798 Library Grant Projects	50,957.00	25,000.00	30,614.00	20,343.00	122%
71150 Building Improvements	2,500.00	2,500.00	0.00	2,500.00	0%
71360 Computer Equipment	14,837.00	14,837.00	14,747.00	90.00	99%
81154 Principal - 2015 COPs	620,000.00	620,000.00	620,000.00	0.00	100%
81354 Interest - 2015 COPs	56,529.50	56,529.50	56,529.50	0.00	100%
Capital Improvement Fund		97,173.00	56,818.00		
TOTAL	2,074,561.50	2,097,323.50	2,129,917.50	1,462.00	102%
*Restricted Account Expenses					
61220		13,203.01			
61222		4,700.00			
Deduct from Restricted account		17,903.01			