

Board of Trustees

Webb City Public Library

Date: Tuesday, August 17, 2021

Time: 7:00 PM

Location: Zoom of Third Floor Meeting Room

Minutes

Call to Order: Jim Latimer called the meeting to order at 7:01 PM

Present: Jim Latimer, Sue Oliveira, Edy Newby, Lisa Martin, Sharon Barton, Lucinda Copeland, George Thullesen, Cathy Hall, Jennifer Hoffman

Absent: None

Consent Agenda: Lucinda Copeland made the motion to approve the consent agenda; Sue Oliveira seconded; unanimous

Committee Reports: Building and Grounds: Our annual fire department inspection found that some of the emergency lights went out. Jake had Corky's replace them with LED.

Roof repair has been completed, wall temporarily painted, and tiles that were reachable replaced. Jake is going to wait a few months to make sure the leak is fully fixed before hiring someone to professionally repair the wall and high ceiling tiles.

Landscaping cleanup has been underway. Most things that looked hopeless have been removed. New mulch and plants as needed to come later.

Old Business: No old business to come before the Board.

New Business: FY 2022 Budget: Jake presented the budget (see attached) to the Board. Lisa Copeland made the motion to approve the FY 2022 budget; Cathy Hall seconded; unanimous

Baucom Masonry: Jake presented the proposal from Baucom Masonry to repair the south window arches (see attached) George Thullesen made the motion; Sharon Barton seconded; unanimous

No other new business to come before the Board

Director's Report: Summer Reading: Summer reading has wrapped up for another year. Everyone seemed to enjoy the program.

Cleaning Services: Our janitor, Colten, will be leaving September 18th and Jake has decided to hire Living Green's cleaning services to replace him.

Next Meeting: September 21st @ 7:00 PM

Adjourn: Jim Latimer adjourned the meeting at 7:39 PM

Jim Latimer, President

Jake Johnson, Recording Secretary

	FY 2020	Proposed 2021	YTD	Estimated	Proposed 2022
Income:					
City Taxes	\$ 323,142.00	\$ 289,000.00	\$ 335,047.00	\$ 336,000.00	\$ 318,464.00
State Aid	\$ 7,405.00	\$ 2,000.00	\$ 4,109.00	\$ 5,000.00	\$ 5,000.00
Fees & Charges	\$ 5,130.00	\$ 4,000.00	\$ 4,403.00	\$ 5,000.00	\$ 4,000.00
Foundations	\$ 9,913.00	\$ 10,000.00	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	\$ -	\$ -	\$ -	\$ -	\$ -
Memorials	\$ -	\$ -	\$ -	\$ -	\$ -
Reserve	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
Other	\$ 1,052.00	\$ 820.00	\$ 20,017.00	\$ 19,297.00	\$ 820.00
Income Total	\$ 346,642.00	\$ 305,820.00	\$ 363,576.00	\$ 365,297.00	\$ 353,284.00

Expenditures:

Employee Expenses:

Wages	\$ 142,294.00	\$ 149,006.00	\$ 114,156.00	\$ 129,674.00	\$ 129,418.00
Taxes	\$ 10,182.00	\$ 11,623.00	\$ 8,176.00	\$ 10,115.00	\$ 10,095.00
Heath Insurance	\$ 22,886.00	\$ 29,439.00	\$ 24,374.00	\$ 28,989.00	\$ 28,989.00
LAGERS	\$ 9,261.00	\$ 10,573.00	\$ 9,311.00	\$ 11,631.00	\$ 12,547.00
Conference/Training	\$ 47.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
Workers Comp	\$ 2,196.00	\$ 2,500.00	\$ 1,494.00	\$ 2,500.00	\$ 2,500.00
Miscellaneous	\$ 373.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
Staff Total	\$ 187,239.00	\$ 204,641.00	\$ 157,511.00	\$ 184,409.00	\$ 185,049.00

Building Expenses:

Utilities	\$ 16,238.00	\$ 18,000.00	\$ 13,127.00	\$ 18,000.00	\$ 18,000.00
Building Insurance	\$ 8,077.00	\$ 8,500.00	\$ 8,077.00	\$ 8,077.00	\$ 8,500.00
Cleaning/Maintenance	\$ 28,266.00	\$ 20,000.00	\$ 60,130.00	\$ 70,000.00	\$ 42,500.00
Total Electronics	\$ 563.00	\$ 600.00	\$ 563.00	\$ 563.00	\$ 600.00
Schindler	\$ 3,916.00	\$ 3,300.00	\$ 2,972.00	\$ 2,972.00	\$ 3,300.00
Trane Contract	\$ 4,115.00	\$ 4,200.00	\$ 1,088.00	\$ 2,176.00	\$ 4,375.00

SimpliSafe	\$ 300.00	\$ 300.00	\$ 250.00	\$ 300.00	\$ 300.00
Grounds Care	\$ 4,894.00	\$ 1,920.00	\$ 1,521.00	\$ 2,629.00	\$ 3,500.00
Miscellaneous	\$ -	\$ 500.00	\$ -	\$ -	\$ 500.00
Memorials	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -
Building Total	\$ 66,369.00	\$ 57,320.00	\$ 87,728.00	\$ 104,717.00	\$ 81,575.00

Library Expenses:

Library Supplies	\$ 3,094.00	\$ 1,000.00	\$ 4,432.00	\$ 5,000.00	\$ 1,000.00
Postage	\$ -	\$ -	\$ 55.00	\$ 55.00	\$ -
Telephone	\$ 2,668.00	\$ 3,000.00	\$ 2,264.00	\$ 2,800.00	\$ 2,800.00
Liability Insurance	\$ 4,075.00	\$ 4,200.00	\$ 744.00	\$ 4,200.00	\$ 4,200.00
Programs/Promotions	\$ 3,848.00	\$ 1,500.00	\$ 2,598.00	\$ 2,700.00	\$ 1,500.00
Miscellaneous	\$ 6.00	\$ 500.00	\$ 2,320.00	\$ 2,320.00	\$ 500.00
Library Total	\$ 13,691.00	\$ 10,200.00	\$ 12,413.00	\$ 17,075.00	\$ 10,000.00

Materials:

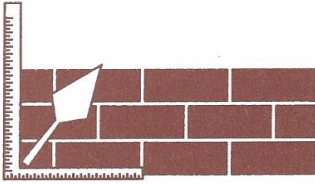
Books & AV	\$ 25,333.00	\$ 20,000.00	\$ 25,488.00	\$ 28,000.00	\$ 28,000.00
Periodicals	\$ 35.00	\$ 375.00	\$ -	\$ -	\$ 375.00
Processing	\$ 1,120.00	\$ 500.00	\$ 1,552.00	\$ 1,552.00	\$ 500.00
ILL	\$ 168.00	\$ 200.00	\$ 100.00	\$ 150.00	\$ 200.00
Memorials	\$ -	\$ -	\$ -	\$ -	\$ -
Materials Total	\$ 26,656.00	\$ 21,075.00	\$ 27,140.00	\$ 29,702.00	\$ 29,075.00

Technology Expenses:

Circulation	\$ 4,398.00	\$ 2,750.00	\$ 187.00	\$ 2,750.00	\$ 2,750.00
Software & Renewals	\$ 2,547.00	\$ 3,532.00	\$ 5,818.00	\$ 6,000.00	\$ 7,875.00
Equipment	\$ 4,528.00	\$ 1,500.00	\$ 3,536.00	\$ 3,700.00	\$ 35,000.00
ISP	\$ 987.00	\$ 950.00	\$ 1,037.00	\$ 1,271.00	\$ 1,404.00
Service	\$ 359.00	\$ 359.00	\$ 359.00	\$ 359.00	\$ 359.00
Memorials	\$ -	\$ -	\$ -	\$ -	\$ -
Technology Total	\$ 12,819.00	\$ 9,091.00	\$ 10,937.00	\$ 14,080.00	\$ 47,388.00

Budget Total

\$ 306,774.00 \$ 302,327.00 \$ 295,729.00 \$ 346,263.00 \$ 353,087.00



Baucom Masonry Construction, Inc.

(417) 358-8663 • Fax: (417) 358-1185 • 2309 Missouri • Carthage, Missouri 64836
www.baucommasonry.com

August 10, 2021

Webb City Public Library
101 S. Liberty
Webb City, MO 64870

ATTN: Jake Johnson

PROPOSAL

We propose to furnish all labor and material to do the following work:

1. On south side of building, cut out cracked mortar joints on window arches at five locations and tuck point.
2. Apply Prosoco Natural Stone WB Weather Seal to south wall approximately 40 L ft. x 36' tall.

Bid: \$4,810.00

Baucom Masonry Const., Inc.,
Mark Baucom