

DRAFT

APPROVED

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, October 11, 2022 5:15 p.m.

Steadley Family Legacy Center
612 S. Garrison Ave.

AGENDA

Roll Call of Members

Minutes from the Last Meeting/August

Financial Reports August and September

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports

Building Committee

Budget Committee

Amend 2021-2022 Budget

Community Relations

By-Laws

Library Gardens

ADA Compliance

Communications

Compensation/Wages

New Business

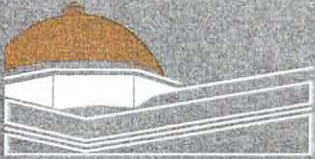
Approve Building and Cyber insurance

Payment of Bills

Adjournment



STEADLEY FAMILY LEGACY CENTER



**CARTHAGE
PUBLIC LIBRARY**

612 S. Garrison Avenue

Carthage, Missouri 64836

Ph 417.237.7040

Fx 417.237.7041

carthage.lib.mo.us

DRAFT

APPROVED

The Carthage Public Library Board of Trustees Meeting Minutes-August 2022

The Carthage Public Library Board of Trustees met Tuesday, August 9, 2022, in the Carthage Public Library, Steadley Family Legacy Center. The meeting was called to order at 5:15 by Gary Cole, President.

Roll call

Board members present: Julie Anderson, Justin Baucom, Carrie Campbell, Gary Cole, Nancy Dymott, Brian Schmidt, and Sandy Swingle. Also present were Julie Yockey, Library Director, Brandy Ensor, City Council Liaison and Randy Dubry, contactor.

Minutes of Last Meeting

A motion to approve the Minutes of the July Meeting was made by Carrie Campbell and seconded by Julie Anderson. The motion passed unanimously.

Financial Report

A motion to accept the financial statement for June was made by Sandy Swingle and seconded by Julie Anderson was passed unanimously.

A motion to accept the financial statement for July was made by Justin Baucom and seconded by Sandy Swingle was passed unanimously.

Director's Progress and Service Report

Attached. Discussion included: 1) We have our first Excel High School graduate! The student plans to pursue a degree in nursing. 2) Staffing issues persist with two positions open and the possibility of more due to health issues. 3) Julie read the press release that she put out today concerning our HVAC renovations. The "inconveniences" are scheduled to begin August 11. See attached.

Youth Services Progress and Services Report

Attached.

President's Message

Gary noted that we neglected to fill positions on the newly established Compensation and Benefits Committee at the last meeting. Sandy Swingle, Justin Baucom and Gary Cole will assume the positions. Gary mentioned the need to discuss accumulated sick leave and raises.

Council Liaison's Report

Brand Ensor reported on the idea of angled on street parking and said that by doing that, we would lose 4 parking spaces.

Committee Reports

Building Committee- Randy Dubry discussed the problems with the current HVAC system and VAVs and how the computer setting for temperature does not reflect the actual temperatures in various sections of the building. He will discuss this with Delong Heating and Air of Springfield. He also discussed the plans to fix the downspout problems by routing the outflow to the street. This will necessitate digging under the sidewalk and the book return driveway. He will also ask for a meeting with Hunter Millard and the engineers to reconfigure the design of the new duct work. The original plans didn't take into consideration the placement of the exterior support columns. He also will look into changing the placement of the ductwork. At present, the above ground plans call for very expensive insulated ductwork, possibly \$150K. Gary asked about using a concrete vault to reduce costs. Gary will attend the meeting with the architects and engineer. Due to all of these questions, Randy does not have a fixed cost for the project but thinks it may be between \$500K and \$450K. The last Randy heard was that the new unit will be ready in September. If this is still on target, we may need to either have the company hold delivery till we are ready or find a secure storage location. The unit weighs 8 tons and will require a crane to move it.

Budget Committee- Julie Yockey presented an amended budget that was prepared with the help of Tiffany Erickson and reviewed by Brian Schmidt. The changes were required for auditing purposes and are attached. A motion to accept the amended budget was made by Justin Baucom and seconded by Carrie Campbell. After discussion, the motion passed unanimously.

Community Relations- Julie Yockey told us that the Library is participating in the Million Cups project. The project is a community relations idea to serve one million cups of coffee while sharing events within the community. Julie Anderson, Nancy Dymott and Sandy Swingle will help serve the gathering On August 24 in the Steadley Legacy Building. The gathering lasts from 8:30 a.m. till 10:30 a.m. We will arrive by 7:30 a.m.

Compensation/Wages- As stated before, the new members of the committee are Justin Baucom, Sandy Swingle and Gary Cole.

Unfinished Business- None

New Business- None

Payment of Bills

Sandy Swingle said she had reviewed the bills and they could be paid. A motion to pay the bills was made by Brian Schmidt and seconded by Julie Anderson. The motion passed unanimously.

Adjournment

Motion to adjourn was made by Justin Baucom and seconded by Julie Anderson. The motion passed unanimously and the meeting adjourned at 6:20.

Respectfully submitted,

A handwritten signature in cursive script that reads "Nancy Dymott". The signature is written in dark ink and is positioned above the printed name.

Nancy Dymott

Secretary protem

DRAFT

APPROVED

CARTHAGE PUBLIC LIBRARY

FINANCIAL STATEMENTS

AUGUST 31, 2022



**Carthage Public Library
Balance Sheet - Cash basis
August 31, 2022**

Assets

Current Assets

Cash in bank - treasurer's cash	\$ 688,945.73
Cash in bank - Community National Bank	898.94
Cash in bank - Guaranty Bank	5,699.70
Cash on hand - circulation desk	100.00
Cash on hand - Internet desk	40.00
Petty cash	120.00
MOSIP Investment	<u>670,668.86</u>
Total Current Assets	<u><u>1,366,473.23</u></u>

Total Assets	<u><u>\$ 1,366,473.23</u></u>
---------------------	-------------------------------

Liabilities and Net Assets

Net Assets

Unrestricted Net Assets	\$ 872,624.39
Temporarily Restricted Net Assets:	
Boylan Grant	6,252.67
CPL Development Foundation	828.66
Debbie Putnam - Ebooks	19,339.74
Library Gardens	2,148.30
Spotlight on Literacy MOSL Grant-SLT22-050	2,716.25
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	14,130.44
Steadley Trust	98,676.16
Summer Reading Program - Local Funds 2022	8,735.14
Thelma Stanley Foundation Grant	16,262.76
Multi Purpose Building - furnishings and supplies	153,748.36
Anne Elliff - Children's Dept	10,994.12
Excel High School	19,500.00
Operational reserves	195,998.47
Change in net assets	<u>(55,482.23)</u>
Total Net Assets	<u><u>1,366,473.23</u></u>
Total Liabilities and Net Assets	<u><u>\$ 1,366,473.23</u></u>

Substantially all disclosures ordinarily included in Cash basis financial statements
are omitted, and no assurance is provided on these financial statements.

Carthage Public Library

Statements of Income and Other Changes in Net Assets - Cash basis For the one month and two months ended August 31, 2022

Revenue	2022		Monthly		2022		Annual	
	Month Actual		Budget	Variance	Year to date		Budget	Variance
Book sale income	\$	434.60	\$	184.60	\$	545.60	\$	(2,454.40)
Copier income		524.15	416.67	107.48		1,005.05	3,000.00	(3,994.95)
Donations		2,305.10	0.00	2,305.10		2,308.90	0.00	2,308.90
Donations-restricted		5,000.00	0.00	5,000.00		15,000.00	0.00	15,000.00
Fax income		77.20	83.34	(6.14)		150.40	1,000.00	(849.60)
Fine income		705.48	416.67	288.81		1,196.33	5,000.00	(3,803.67)
Interest income		2,938.83	250.00	2,688.83		3,949.51	3,000.00	949.51
Non-resident fee income		760.00	500.00	260.00		1,541.20	6,000.00	(4,458.80)
Payment for lost books		41.94	0.00	41.94		54.89	0.00	54.89
Postage income		20.00	0.00	20.00		20.00	0.00	20.00
State aid		0.00	1,041.67	(1,041.67)		0.00	12,500.00	(12,500.00)
Sur tax		0.00	5,833.34	(5,833.34)		0.00	70,000.00	(70,000.00)
Tax income		1,749.26	17,833.34	(16,084.08)		2,324.24	214,000.00	(211,675.76)
Tax income - Park and storm water		53,708.03	40,000.00	13,708.03		102,960.43	480,000.00	(377,039.57)
Miscellaneous income		0.00	500.00	(500.00)		0.00	6,000.00	(6,000.00)
Other income		65.75	0.00	65.75		62.40	0.00	62.40
Total revenue		68,330.34	67,125.03	1,205.31		131,118.95	805,500.00	(674,381.05)

Substantially all disclosures ordinarily included in Cash basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Public Library

Statements of Income and Other Changes in Net Assets - Cash basis For the one month and two months ended August 31, 2022

	2022	Monthly	Monthly	2022	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Operating Expenses						
Salaries	41,616.62	43,250.00	1,633.38	98,366.09	519,000.00	420,633.91
Lagers	2,063.15	2,083.33	20.18	4,954.29	25,000.00	20,045.71
Insurance - health	1,743.00	2,500.00	757.00	2,806.00	30,000.00	27,194.00
Payroll taxes - FICA	3,190.83	3,166.66	(24.17)	7,544.37	38,000.00	30,455.63
Total payroll expenses	48,613.60	50,999.99	2,386.39	113,670.75	612,000.00	498,329.25
Employee goodwill	1,069.66	333.33	(736.33)	1,134.66	4,000.00	2,865.34
Advertising	0.00	125.00	125.00	663.07	1,500.00	836.93
Audio-visuals	0.00	125.00	125.00	0.00	1,500.00	1,500.00
Books	1,870.52	2,083.33	212.81	7,206.57	25,000.00	17,793.43
Books - children's	7,493.75	1,083.33	(6,410.42)	7,493.75	13,000.00	5,506.25
Contract fees	7,690.60	3,333.33	(4,357.27)	15,450.41	40,000.00	24,549.59
Dues and travel	682.57	583.33	(99.24)	1,082.57	7,000.00	5,917.43
Ebooks	0.00	316.66	316.66	3,800.00	3,800.00	0.00
Excel high school	0.00	1,000.00	1,000.00	0.00	12,000.00	12,000.00
Furniture and equipment	396.96	0.00	(396.96)	516.95	0.00	(516.95)
Furniture and equipment - multi purpose building	0.00	250.00	250.00	0.00	3,000.00	3,000.00
Information technology (IT)	64.99	583.33	518.34	64.99	7,000.00	6,935.01
Insurance	0.00	3,166.66	3,166.66	2,363.00	38,000.00	35,637.00
Legal and professional	0.00	541.66	541.66	0.00	6,500.00	6,500.00
Periodicals	104.89	291.66	186.77	2,999.58	3,500.00	500.42
Postage	124.99	125.00	0.01	149.98	1,500.00	1,350.02
Programs - adult	1,677.22	416.66	(1,260.56)	1,727.22	5,000.00	3,272.78
Programs - children	230.60	666.66	436.06	964.36	8,000.00	7,035.64
Programs, teens	82.97	41.66	(41.31)	82.97	500.00	417.03
Repairs and maintenance	4,975.82	2,916.66	(2,059.16)	5,762.95	35,000.00	29,237.05
HVAC unit- capital project	0.00	29,166.66	29,166.66	0.00	350,000.00	350,000.00
Supplies	2,237.29	1,666.66	(570.63)	3,189.05	20,000.00	16,810.95
Supplies - multi purpose building	425.52	416.66	(8.86)	473.30	5,000.00	4,526.70
Telephone	528.64	500.00	(28.64)	1,142.28	6,000.00	4,857.72
Utilities	8,639.78	2,916.66	(5,723.12)	16,662.77	35,000.00	18,337.23
Total expenses and losses	38,296.77	52,649.90	14,353.13	72,930.43	631,800.00	558,869.57
	86,910.37	103,649.89	16,739.52	186,601.18	1,243,800.00	1,057,198.82

Substantially all disclosures ordinarily included in Cash basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Public Library

Statements of Income and Other Changes in Net Assets - Cash basis For the one month and two months ended August 31, 2022

	2022 Month Actual	Monthly Budget	Monthly Variance	2022 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	(18,580.03)	(36,524.86)	17,944.83	(55,482.23)	(438,300.00)	382,817.77
Transfers from temporary restricted	5,531.68	36,525.00	(30,993.32)	11,050.98	438,300.00	(427,249.02)
Transfers to temporary restricted	(5,000.00)	0.00	(5,000.00)	(15,000.00)	0.00	(15,000.00)
Increase/(Decrease) in unrestricted net assets	(18,048.35)	0.14	(18,048.49)	(59,431.25)	0.00	(59,431.25)

Substantially all disclosures ordinarily included in Cash basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Public Library

Statements of Income and Other Changes in Net Assets - Cash basis For the one month and two months ended August 31, 2022

	2022	Monthly	Monthly	2022	Annual
	Month Actual	Budget	Variance	Year to date	Budget
					Variance
Changes in temporarily restricted net assets					
Library Gardens	5,000.00			5,000.00	
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	0.00			10,000.00	
Debbie Putnam - Ebooks	0.00			(3,800.00)	
Spotlight on Literacy MOSL Grant-SLT22-050	(773.75)			(1,333.75)	
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	(363.63)			(580.88)	
Summer Reading Program - Local Funds 2022	0.00			(515.22)	
Multi Purpose Building - furnishings and supplies	(888.69)			(936.47)	
Anne Elliff - Children's Dept	(255.61)			(634.66)	
Excel High School	(3,250.00)			(3,250.00)	
Increase/(Decrease) in temporarily restricted net assets	(531.68)			3,949.02	
Change in net assets	<u>\$ (18,580.03)</u>			<u>\$ (55,482.23)</u>	

Substantially all disclosures ordinarily included in Cash basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Public Library

Gift Account Activity

For the one month and two months ended August 31, 2022

	Beginning Balance	Increases	Decreases	Ending balance
Boylan Grant	\$ 6,252.67	\$ 0.00	\$ 0.00	\$ 6,252.67
CPL Development Foundation	828.66	0.00	0.00	828.66
Debbie Putnam - Ebooks	19,339.74	0.00	(3,800.00)	15,539.74
Library Gardens	2,148.30	5,000.00	0.00	7,148.30
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	2,716.25	0.00	(1,333.75)	1,382.50
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	14,130.44	10,000.00	(580.88)	23,549.56
Steadley Trust	98,676.16	0.00	0.00	98,676.16
Summer Reading Program - Local Funds 2022	8,735.14	0.00	(515.22)	8,219.92
Thelma Stanley Foundation Grant	16,262.76	0.00	0.00	16,262.76
Multi Purpose Building - furnishings and supplies	153,748.36	0.00	(936.47)	152,811.89
Anne Elliff - Children's Dept	10,994.12	0.00	(634.66)	10,359.46
Excel High School	19,500.00	0.00	(3,250.00)	16,250.00
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	<u>\$ 549,331.07</u>	<u>\$ 15,000.00</u>	<u>\$ (11,050.98)</u>	<u>\$ 553,280.09</u>

Substantially all disclosures ordinarily included in Cash basis financial statements are omitted, and no assurance is provided on these financial statements.

DRAFT

APPROVED

CARTHAGE PUBLIC LIBRARY

FINANCIAL STATEMENTS

SEPTEMBER 30, 2022





ACCOUNTANT'S DISCLAIMER REPORT

To Management
Carthage Public Library
612 S Garrison
Carthage, MO 64836

The accompanying financial statements of Carthage Public Library as of and for the month ended September 30, 2022 omit substantially all disclosures. The financial statements were not subjected to an audit, review, or compilation engagement by us and we do not express an opinion, a conclusion, nor provide any assurance on them.

Schmidt Associates, LLC

October 10, 2022



America Counts on CPAs

1105 Industrial Dr. Carthage, MO 64836 * 401 W. 5th St. Ste. 201 Rolla, MO 64836

**Carthage Public Library
Balance Sheet - Cash basis
September 30, 2022**

Assets

Current Assets

Cash in bank - treasurer's cash	\$ 666,680.43
Cash in bank - Community National Bank	898.94
Cash in bank - Guaranty Bank	3,980.35
Cash on hand - circulation desk	100.00
Cash on hand - Internet desk	40.00
Petty cash	120.00
MOSIP Investment	670,668.86
Total Current Assets	<u>1,342,488.58</u>

Total Assets

\$ 1,342,488.58

Liabilities and Net Assets

Net Assets

Unrestricted Net Assets	\$ 872,624.39
Temporarily Restricted Net Assets:	
Boylan Grant	6,252.67
CPL Development Foundation	828.66
Debbie Putnam - Ebooks	19,339.74
Library Gardens	2,148.30
Spotlight on Literacy MOSL Grant-SLT22-050	2,716.25
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	14,130.44
Steadley Trust	98,676.16
Summer Reading Program - Local Funds 2022	8,735.14
Thelma Stanley Foundation Grant	16,262.76
Multi Purpose Building - furnishings and supplies	153,748.36
Anne Elliff - Children's Dept	10,994.12
Excel High School	19,500.00
Operational reserves	195,998.47
Change in net assets	(79,466.88)
Total Net Assets	<u>1,342,488.58</u>
Total Liabilities and Net Assets	<u>\$ 1,342,488.58</u>

Substantially all disclosures ordinarily included in Cash basis financial statements
are omitted, and no assurance is provided on these financial statements.

Carthage Public Library

Statements of Income and Other Changes in Net Assets - Cash basis For the one month and three months ended September 30, 2022

Revenue	2022		Monthly		Monthly		2022		Annual	
	Month Actual		Budget	Variance	Year to date		Budget	Variance	Annual Budget	Annual Variance
	\$		\$		\$		\$		\$	
Book sale income	233.10		250.00	(16.90)	778.70		3,000.00	(2,221.30)		
Copier income	379.89		416.67	(36.78)	1,384.94		5,000.00	(3,615.06)		
Donations	798.16		0.00	798.16	3,107.06		0.00	3,107.06		
Donations-restricted	0.00		0.00	0.00	15,000.00		0.00	15,000.00		
Fax income	114.20		83.34	30.86	264.60		1,000.00	(735.40)		
Fine income	535.85		416.67	119.18	1,732.18		5,000.00	(3,267.82)		
Interest income	93.77		250.00	(156.23)	4,043.28		3,000.00	1,043.28		
Non-resident fee income	580.00		500.00	80.00	2,121.20		6,000.00	(3,878.80)		
Payment for lost books	19.89		0.00	19.89	74.78		0.00	74.78		
Postage income	0.00		0.00	0.00	20.00		0.00	20.00		
State aid	0.00		1,041.67	(1,041.67)	0.00		12,500.00	(12,500.00)		
Sur tax	0.00		5,833.34	(5,833.34)	0.00		70,000.00	(70,000.00)		
Tax income	0.00		17,833.34	(17,833.34)	2,324.24		214,000.00	(211,675.76)		
Tax income - Park and storm water	51,757.21		40,000.00	11,757.21	154,717.64		480,000.00	(325,282.36)		
Miscellaneous income	0.00		500.00	(500.00)	0.00		6,000.00	(6,000.00)		
Other income	43.61		0.00	43.61	106.01		0.00	106.01		
Total revenue	54,555.68		67,125.03	(12,569.35)	185,674.63		805,500.00	(619,825.37)		

Substantially all disclosures ordinarily included in Cash basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Public Library

Statements of Income and Other Changes in Net Assets - Cash basis For the one month and three months ended September 30, 2022

	2022	Monthly	Monthly	2022	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Operating Expenses						
Salaries	43,572.22	43,250.00	(322.22)	141,938.31	519,000.00	377,061.69
Lagers	2,262.72	2,083.33	(179.39)	7,217.01	25,000.00	17,782.99
Insurance - health	1,497.84	2,500.00	1,002.16	4,303.84	30,000.00	25,696.16
Payroll taxes - FICA	3,333.78	3,166.66	(167.12)	10,878.15	38,000.00	27,121.85
Total payroll expenses	50,666.56	50,999.99	333.43	164,337.31	612,000.00	447,662.69
Employee goodwill	584.90	333.33	(251.57)	1,719.56	4,000.00	2,280.44
Advertising	0.00	125.00	125.00	663.07	1,500.00	836.93
Audio-visuals	0.00	125.00	125.00	0.00	1,500.00	1,500.00
Books	2,038.47	2,083.33	44.86	9,245.04	25,000.00	15,754.96
Books - children's	0.00	1,083.33	1,083.33	7,493.75	13,000.00	5,506.25
Contract fees	6,006.65	3,333.33	(2,673.32)	21,457.06	40,000.00	18,542.94
Dues and travel	3,385.23	583.33	(2,801.90)	4,467.80	7,000.00	2,532.20
Ebooks	0.00	316.66	316.66	3,800.00	3,800.00	0.00
Excel high school	0.00	1,000.00	1,000.00	0.00	12,000.00	12,000.00
Furniture and equipment	100.91	0.00	(100.91)	617.86	0.00	(617.86)
Furniture and equipment - multi purpose building	0.00	250.00	250.00	0.00	3,000.00	3,000.00
Information technology (IT)	60.37	583.33	522.96	125.36	7,000.00	6,874.64
Insurance	0.00	3,166.66	3,166.66	2,363.00	38,000.00	35,637.00
Legal and professional	0.00	541.66	541.66	0.00	6,500.00	6,500.00
Periodicals	0.00	291.66	291.66	2,999.58	3,500.00	500.42
Postage	130.93	125.00	(5.93)	280.91	1,500.00	1,219.09
Programs - adult	140.54	416.66	276.12	1,867.76	5,000.00	3,132.24
Programs - children	715.86	666.66	(49.20)	1,680.22	8,000.00	6,319.78
Programs, teens	0.00	41.66	41.66	82.97	500.00	417.03
Repairs and maintenance	2,487.15	2,916.66	429.51	8,250.10	35,000.00	26,749.90
HVAC unit- capital project	0.00	29,166.66	29,166.66	0.00	350,000.00	350,000.00
Supplies	2,699.45	1,666.66	(1,032.79)	5,888.50	20,000.00	14,111.50
Supplies - multi purpose building	19.99	416.66	396.67	493.29	5,000.00	4,506.71
Telephone	655.78	500.00	(155.78)	1,798.06	6,000.00	4,201.94
Utilities	8,847.54	2,916.66	(5,930.88)	25,510.31	35,000.00	9,489.69
Total expenses and losses	27,873.77	52,649.90	24,776.13	100,804.20	631,800.00	530,995.80
	78,540.33	103,649.89	25,109.56	265,141.51	1,243,800.00	978,658.49

Substantially all disclosures ordinarily included in Cash basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Public Library

Statements of Income and Other Changes in Net Assets - Cash basis For the one month and three months ended September 30, 2022

	2022	Monthly	Monthly	2022	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Increase/(Decrease) in unrestricted net assets before transfers	(23,984.65)	(36,524.86)	12,540.21	(79,466.88)	(438,300.00)	358,833.12
Transfers from temporary restricted	7,634.29	36,525.00	(28,890.71)	18,685.27	438,300.00	(419,614.73)
Transfers to temporary restricted	0.00	0.00	0.00	(15,000.00)	0.00	(15,000.00)
Increase/(Decrease) in unrestricted net assets	<u>(16,350.36)</u>	<u>0.14</u>	<u>(16,350.50)</u>	<u>(75,781.61)</u>	<u>0.00</u>	<u>(75,781.61)</u>

Substantially all disclosures ordinarily included in Cash basis financial statements are omitted, and no assurance is provided on these financial statements.

Carthage Public Library

Statements of Income and Other Changes in Net Assets - Cash basis For the one month and three months ended September 30, 2022

	2022	Monthly	Monthly	2022	Annual
	Month Actual	Budget	Variance	Year to date	Budget
					Variance
Changes in temporarily restricted net assets					
Library Gardens	0.00			5,000.00	
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	0.00			10,000.00	
Debbie Putnam - Ebooks	0.00			(3,800.00)	
Spotlight on Literacy MOSL Grant-SLT22-050	(568.75)			(1,902.50)	
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	(6,246.36)			(6,827.24)	
Summer Reading Program - Local Funds 2022	0.00			(515.22)	
Multi Purpose Building - furnishings and supplies	(19.99)			(956.46)	
Anne Elliff - Children's Dept	(799.19)			(1,433.85)	
Excel High School	0.00			(3,250.00)	
Increase/(Decrease) in temporarily restricted net assets	(7,634.29)			(3,685.27)	
Change in net assets	<u>\$ (23,984.65)</u>			<u>\$ (79,466.88)</u>	

Substantially all disclosures ordinarily included in Cash basis financial statements are omitted, and no assurance is provided on these financial statements.

Supplementary Information

**Carthage Public Library
Gift Account Activity**

For the one month and three months ended September 30, 2022

	Beginning Balance	Increases	Decreases	Ending balance
Boylan Grant	\$ 6,252.67	\$ 0.00	\$ 0.00	\$ 6,252.67
CPL Development Foundation	828.66	0.00	0.00	828.66
Debbie Putnam - Ebooks	19,339.74	0.00	(3,800.00)	15,539.74
Library Gardens	2,148.30	5,000.00	0.00	7,148.30
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	2,716.25	0.00	(1,902.50)	813.75
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	14,130.44	10,000.00	(6,827.24)	17,303.20
Steadley Trust	98,676.16	0.00	0.00	98,676.16
Summer Reading Program - Local Funds 2022	8,735.14	0.00	(515.22)	8,219.92
Thelma Stanley Foundation Grant	16,262.76	0.00	0.00	16,262.76
Multi Purpose Building - furnishings and supplies	153,748.36	0.00	(956.46)	152,791.90
Anne Elliff - Children's Dept	10,994.12	0.00	(1,433.85)	9,560.27
Excel High School	19,500.00	0.00	(3,250.00)	16,250.00
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	<u>\$ 549,331.07</u>	<u>\$ 15,000.00</u>	<u>\$ (18,685.27)</u>	<u>\$ 545,645.80</u>

Substantially all disclosures ordinarily included in Cash basis financial statements are omitted, and no assurance is provided on these financial statements.

Statistics for September 2022

New Items Added

Adult	165
Young Adult	18
Juvenile	106
Total	289

New Library Cards

Adult	60
Juvenile	36
Total	96

Computer Use

Wireless	467
Makerspace	0
Adult	361
Laptops	11
Adult Subtotal	372
Reference/Genealogy	124
Microfilm	1
Reference Subtotal	125
Juvenile	16
Tablets	0
AWE	88
AWE (Bilingual)	96
Juvenile Subtotal	200
Total	1164

Patrons

Curbside Pickup	1
In-House Patrons	2,407

Circulation

	Adult	Young Adult	Juvenile	Total
Books	1,291	181	2,162	3,634
Periodicals	16	1	4	21
Audio	16	0	18	34
Visual	183			183
Circulating Electronics	0			0
eBooks	1,225	192	160	1,577
Total	2,731	374	2,344	5,449
In House Use	138			138
Courier	Borrowing 430	Lending 376		Total 806
Interlibrary Loan	ILL Made 0	ILL Rec'd 0		Total 0

Steadley Family Legacy Center

Door Count	Assistance	Checkout	Makerspace Use
63	22	2	47

Technical Services

	Adult	Young Adult	Juvenile	Total
Mending	33	4	27	64
Corrective Processing	23	0	29	52
Discards	103	0	159	262
Total	159	4	215	378

Digital Resources

Learning Express	4	Facebook Likes	3,221
Ebscohost	13	Biggest Facebook Post	
Heritage Quest	0	Current Reading Program	
Brainfuse	0	Pages / Hosts	12,387 1,833

September 2022

	English Language								Total
	In-Person			Online			Craft Kits Distributed		
	Onsite		Offsite		Live			Recorded	
	Programs	Attendees	Programs	Attendees	Programs	Attendees			
General Interest									0
Seniors									0
Adults									0
Young Adults									0
Juvenile									0
Early Literacy	3	134							137
Total	3	134	0	0	0	0	0	0	137

	Spanish Language / Bilingual								Total
	In-Person				Online				
	Onsite		Offsite		Live		Recorded		
	Programs	Attendees	Programs	Attendees	Programs	Attendees	Programs	Attendees	
General Interest									
Seniors									0
Adults	6	15							0
Young Adults									21
Juvenile									0
Early Literacy									0
Total	6	15	0	0	0	0	0	0	21

Director's Progress and Service Report
October 2022, Julie Yockey, Director

Our last Board meeting was on August 9th, and since that time there were some big events that have taken place surrounding our Library. Good news for a change!

On August 19th, Children's Director Sherri Luce and I were privileged to be part of the Carthage School Districts' "Convocation Day" at the High School. It was a special first day back for all employees of the District with 850 + in attendance. We had a booth set up, and I believe it is safe to say we visited with $\frac{3}{4}$ of the people in attendance. Handing out Library and Steadley brochures, programming flyers and calendars, bookmarks, Tiger logo coasters made in our makerspace, and..... free non-resident library cards for teachers! Seventy five teachers have taken advantage of the free one year non-resident fee waiver, and they were excited and thankful. It was a very good day.

One-Million Cups is a non-profit group that meets in our area once a month in an effort to promote new businesses as well as to encourage new business owners. Our Own Ceri Otero was the featured business owner that day with her new business, the Carthage Olive Oil Company. Our Library hosted the meeting in the Steadley Building in August with 75 people in attendance from Jasper, Barton, Newton and McDonald counties being represented. I was given time to showcase our library and the new building which we received wonderful reviews. Board members Julie Anderson and Nancy Dymott were so gracious to prepare and serve coffee to our visitors. Days when we get to promote our library are the best because we are truly blessed!

Missouri Evergreen is working through some major growing pains and on August 30th our Library was asked to attend a special meeting with the Directors of the consortium along with other southwest Missouri Directors to work through some tough issues, with the two biggest ones being the card catalog and the courier. We all left the meeting in hopes that we had found some common ground where we could meet and work out our situations. The consortium has grown so much in ten years and with that growth we have added over fifty libraries of varying sizes and collections. It is a give and take situation and honestly, our Darcy and Mike are thought of as being the "Guru's" of Missouri Evergreen. The benefits of material lending and borrowing outweigh any problems that we are working through.

During the week of September 12th I was honored to represent Carthage and our library by being asked to present at the national convention, "Association of Small and Rural Libraries." The convention was in Chattanooga Tennessee and what a wonderful experience it was. With 3,000 library directors from all over the nation in attendance I presented a workshop featuring our adult program Your Path to Citizenship @ Your Carthage Public Library. Our program is special and in huge demand as so many public libraries are in the position we were 7 years ago when we began the program from scratch. Officials from the USCIS were in attendance at the conference and attended my workshop. They were honestly proud of what we have done with our very unique community and of our library! I made tons of connections and have heard from numerous libraries since returning home. We are more than happy to share anything we have to help people get programs started. On this note about our program we have big news to share. One of our own library staff members has been working through our program and she will take her "Oath of Citizenship" in Springfield on October 11th. On that same day we have

two other students who will take their "Oath" at the same time, so a huge celebration will be made as we have hit our 50 student goal! So big in fact that 14 of my staff members have requested to go with me, so we are making a day of it. The Library will be open that day for shortened hours with 4 staff members staying back to do the best they can to help patrons!

I wasn't home from Chattanooga but two days and the library went through its' yearly audit. As expected we received perfect comments from the auditor about our financial health and accounting records. The Board must amend our 2021-2022 Budget to actual expenses after the audit adjustments were made during the audit in the amount of \$24,500.

The last week in September is the annual Missouri Library Association meeting. This is the first year in three that the meeting was held in person and Sherri Luce and I attended the four day meeting. Hot topics this year were intellectual freedom, Banned Books Week, the economy and its' hardship on libraries, inclusion, safety and security as well as recovery from the pandemic. Sherri and I split up and covered many of these workshops and found most all of them to be educational. Conference times are almost over for the year, with Mike Tolle our IT Administrator attending the MORENET conference in Tan Tar A this month. Conferences take a lot of time away from the Library but they are very worthwhile for professional development and in keeping us up to par with progressive services.

The HVAC install is getting closer every day. Numerous contracting work has been completed in order to ready the area for the install. Hopefully, by the end of October, first of November we will have news to share that the entire unit will be replaced. During the install time the library will have to be closed and notices will be posted to the public.

It is State Statistical reporting time to the State Library. The largest report directors are required to do each year that play a large part in determining what our fees will be for services from the state. It is interesting to share with you that as we are continually moving out of the pandemic era and are healing, our new patron accounts grew by 5,000! Other interesting statistics show that our wireless users grew by 2,000, adult books that were circulated increased by 9,000 and children's circulation increased by 13,000. Our total circulation of materials increased 24,000. The pandemic as well as our water disaster were very hard on our library, but these new statistics and observation of our parking lot tells us a lot about how our patronage has gotten back to pre-pandemic numbers!!!

During this difficult time of replacing our HVAC unit and electric bills that have tripled it is a bit comforting to know that Governor Parsons increased our State Aid payments for next year from \$12,000 to \$24,000. Every bit of increase helps!

Please continue to check our website and FB page for updates on closures due to our HVAC project.

Respectfully submitted,
Julie Yockey, Director

Youth Services Report
August and September 2022

We hosted our first autumn Story Time on August 10th. We've named it "Raising Readers", with the intent of inspiring adults to use stories as an introductory tool in educating their children. There were six story times during these two months. Our plans for the first "Music and Rhyme Wiggle Time", intended for ages 0-2, brought in an older audience. Most participants thought it was an additional session of our regular story time. We had enough materials left from the previous day's session for the older children, and introduced the finger plays and lap sit activities planned for infants and toddlers. The books were the same for both groups. Even though we had to adapt for this first meeting, conversations with families prove there is interest in both programs. With some explanatory promotion, we feel it will become a regular feature on our upcoming calendar.

As school was preparing to start, we visited the convocation for Carthage R-9 staff on August 19th. There were over 850 people at this event. We passed out information about the Library and the Steadley Family Legacy Building, along with coasters made with the laser engraver. Teachers living outside Carthage city limits were offered gift certificates for one year library cards. This was greatly appreciated!

I attended an area Children's Director's meeting on September 27th, in Ozark, Missouri. We recently started accompanying the Library Directors, then meeting separately. It is a wonderfully rejuvenating time to get ideas or discuss plans and programming.

From Ozark, we headed to Springfield, for three days at the Missouri Library Association conference. Lots of information, discussion and even some free books were gained from attending. It's hard to be gone for days at a time, but it is always good to gain insight from others across the state.

Coming up in October, I am thankful to be able to assist a neighboring library, Lamar, with a weekly story time. They are especially short-handed, and have helped us when the situations were reversed. I still live in the Lamar area, and my children attended school there, so I'm excited to see friends and former students bring their children and grandchildren to Story Time. I will offer four sessions, beginning October 13th.

Respectfully submitted,
Sherri Luce

Excel High School Diploma Program Report
August and September 2022

Our Excel program currently has nine active enrollments, including three new students. All nine are completing coursework on a regular basis towards their diploma. Students have access to tutors and coaches through Excel, and occasionally visit me here at the Library for support as well. All students show great gratitude for the opportunity this program provides.

Respectfully submitted,
Sherri Luce