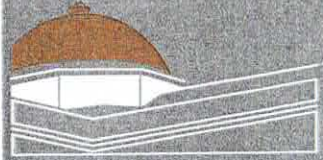




STEADLEY FAMILY LEGACY CENTER



**CARTHAGE
PUBLIC LIBRARY**

612 S. Garrison Avenue

Carthage, Missouri 64836

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CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, February 14, 2023 5:15 p.m.

Steadley Family Legacy Center
612 S. Garrison Ave.

AGENDA

Roll Call of Members

Minutes from the Last Meeting

Financial Reports

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports

Building Committee

Budget Committee

Community Relations

By-Laws

Library Gardens

ADA Compliance

Communications

Compensation/Wages

New Business *Approve Dubry Invoice*

Payment of Bills

Adjournment

The Carthage Public Library Board of Trustees Meeting Minutes – January 2023

The Carthage Public Library Board of Trustees met Tuesday, January 10, 2023, in the Carthage Public Library, Steadley Family Legacy Center. The meeting was called to order at 5:18 pm by Gary Cole, President.

Roll Call

Board Members present: Sandy Swingle, Julie Anderson, Nancy Dymott, Donna Thomason, Brian Schmidt, Carrie Campbell, Gary Cole, and Kevin Johnson. Board Members absent: Justin Baucom. Library Director Julie Yockey was also present as was Sherri Luce and Randy Dubry.

Minutes of Last Meeting

There were no changes to the minutes of the last regular meeting of November 7, 2022 (no meeting in December 2022). A motion to approve the regular meeting minutes was made by Nancy Dymott and seconded by Sandy Swingle. Motion passed unanimously.

Financial Report

Attached. The November 2022 financial report was presented. Discussion included (1) Interest Income was \$5.1K, higher than expected. It is based on current CD rates, which are up, and included both October and November 2022 because the City report was late. Nancy Dymott moved to approve the November 2022 financial report. Julie Anderson seconded. Motion passed unanimously. The December 2022 financial report was presented. Discussion included (1) The Library received a \$5,000 donation from the Patricia Ritchie Estate. (2) Interest income and Parks & Storm Water revenue were both good again in December. (3) The question came up again about the Library receiving proceeds from the recently passed Use Tax. Julie said she would inquire again. Donna Thomason moved to approve the December 2022 financial report. Sandy Swingle seconded. Motion passed unanimously.

Director's Progress and Service Report

Attached. Discussion included: (1) Julie commented that Sherri Luce has been acting director in her absence and she has done an excellent job. (2) The Summer Reading grant of \$8K was received. Planning is in process. (3) Julie is rewriting the grant for the Citizenship program. Currently there are 12 students in two classes. (4) The elevator broke. Two staff members were in it at the time. Service responded quickly. No injuries reported.

Youth Services Progress and Services Report

Attached. The attendance for the Santa program was very good.

President's Message

Gary commented he was glad to be back and thanked everyone for their support.

Council Liaison's Report

No report.

Committee Reports

Building Committee – Randy Dubry reported the HVAC work is proceeding. He recommended waiting until summer (end of AC season) to fix the dry wall issues. The unit is working well. Control programming is done. The contractor will be training Julie and Mike on operating the system. Duct insulation is finished. Footing for the enclosure wall and wall design are done. Masonry work will begin January 16th. They will have

The Carthage Public Library Board of Trustees Meeting Minutes – January 2023

to construct a pathway around the unit and over the duct work. Overall, the project is still within budget. Brian Schmidt moved to approve payment of \$82,778.43 to Dubry Construction. Carrie Campbell seconded. Motion passed unanimously. (2) CWERP is requiring the transformer be moved if they are to continue to be responsible for maintenance. The electric meter is currently on the transformer 4x4 can. The cost will be approximately \$43K to move compared to approximately \$85K to replace should the transformer go out. Since the overall AC project is still within budget the board was fine with this work proceeding as part of the existing work. (3) The maintenance door from the old Carnegie building needs to be replaced. Cost will be within the current maintenance budget limits. (4) Julie asked about authorization to pay invoices as they come in on large projects. Brian said he will check on the CWERP Policy. Currently it is \$10K limit unless emergency.

Budget Committee – No report.

Community Relations – No report.

By-Laws – No report.

Library Gardens – Received the second payment from the Boylan Trust - \$10K total.

ADA Compliance – No report.

Communications – No report.

Compensation/Wages – No report.

Unfinished Business

No report.

New Business

No report.

Payment of Bills

Gary said he had reviewed the bills and they could be paid. Brian Schmidt made a motion to pay the bills. Nancy Dymott seconded. Motion passed unanimously.

Closed Session

None.

Adjournment

Brian Schmidt made a motion to adjourn. Donna Thomason seconded. Motion passed unanimously. Meeting was adjourned at 6:22 pm.

Respectfully submitted,


Kevin Johnson
Secretary-Treasurer

General Report
January 2023
Acting Director: Sherri Luce

Winter is definitely here! Providing all the services that we do puts staff up close with patrons in several instances. Several staff members have been ill, but are hopefully on the mend. Everyone is fantastic to fill in whenever and wherever needed.

A temporary power outage/surge caused the elevator to malfunction. It was 1-2 business days until it was working again, but patrons and staff didn't complain. We were able to make arrangements for Circulation Desk or curbside pickup for patrons needing/wanting new materials that are unable to maneuver the stairs.

A call was made to Springfield Glass to service the front doors. We were seeing an increase in one of the doors not wanting to close after the handicap button was pushed. The company made a service call, checking and providing maintenance to all four doors and buttons.

Extremely cold temperatures and incoming weather forced us to close the Library on January 30th. I notified local television stations and posted the information to our Facebook page.

Respectfully submitted,

Sherri Luce

Youth Services Report
January 2023

The New Year has proven to bring lots of activity to the Library! Our Children's Department hosted three regular story times, two tours (each including a story time), Dessa, our favorite therapy dog, visited to listen to children read, and our Winter Reading Challenge began. It will run until the first week of March. There are currently 33 participants, ages 1-13.

One of the tour groups was the Tiger Prep Kindergarten classes; while the other was a local homeschool group. The homeschool group included several ages, so while I had story time with those eight and under, Ben provided a STEAM program for students nine and older after the tour.

As I mentioned in my last report, we learned we are a recipient of the Missouri State Summer Reading Challenge Grant. It officially begins February 1st, so planning is well under way for this project. The 2023 theme is "Let's Come Together @ Your Carthage Public Library!" Its main focus is to use literacy in our community and building friendships.

Respectfully submitted,
Sherri Luce

Excel High School Diploma Program Report
January 2023

We have gained another student through this program, bring current students up to nine. We've had two graduates, and a few more are getting very close to finishing! Each student is very grateful for the opportunities this program is providing for him/her.

Respectfully submitted,
Sherri Luce

Directors' Progress and Service Report

February 14, 2023 Julie Yockey, Director

It is still the middle of the winter and our Library staff gladly reports that on a daily basis the comfort level throughout the day is consistent and quiet. Dubry Construction continues to work with AAON the manufacturer of our new HVAC unit, to get the set points set correctly. The IT Administrator and I now have access to the online controls system and we are getting used to using it. We have great support with any questions we may have. A report will be given tonight by the Building Committee as to the time frame of completion of this project.

Statistics show that usage of the Library during the past month is up over last year. Milder weather has no deed helped, along with some awesome children's programs. Sherri Luce is offering programs on designated Saturday mornings which have been a huge hit and as her report shares she has even had some evening programs.

Our staff has been hit hard with a virus, but as I would expect, healthy staff jumped right in, pulled double shifts, worked late, covered some new areas they didn't know, but it was a win win for us all. WE continue to use strict cleaning protocols throughout the Library day and night to lessen the spread of germs.

A grant was submitted to the Missouri State Library for an extension of our Citizenship and English language classes. If received it will help the Library pay for the wages for our adult education teacher. With Six months left on our Steadley Trust grant as a match for wages and misc. expenses, this helps us to cover the remainder of the educators wages as well wages for his aide. Ben Young, Administrator of the Steadley Building and I presented a program to the Dogwood Garden Club. We had quite an enjoyable afternoon sharing information covering all aspects of the Library. These are the best of days!

Summer plans are already in the works, the Steadley Building is consistently busy and we look forward to having a stretch of good luck with our maintenance issues.

Have a great rest of your month, stop in to see all of the new books we are consistently putting out, as well as new dvd's. Julie Yockey, Director

Statistics for January 2023

New Items Added

Adult	<u>184</u>
Young Adult	<u>1</u>
Juvenile	<u>48</u>
Total	<u>233</u>

New Library Cards

Adult	<u>48</u>
Juvenile	<u>19</u>
Total	<u>67</u>

Computer Use

Wireless	<u>500</u>
Makerspace	<u>0</u>
Adult	<u>299</u>
Laptops	<u>4</u>
Adult Subtotal	<u>303</u>
Reference/Genealogy	<u>122</u>
Microfilm	<u>7</u>
Reference Subtotal	<u>129</u>
Juvenile	<u>7</u>
Tablets	<u>3</u>
AWE	<u>84</u>
AWE (Bilingual)	<u>104</u>
Juvenile Subtotal	<u>198</u>
Total	<u>1130</u>

Patrons

Curbside Pickup	<u>6</u>
In-House Patrons	<u>2,458</u>

Circulation

	Adult	Young Adult	Juvenile	Total
Books	<u>1,299</u>	<u>140</u>	<u>2,015</u>	<u>3,454</u>
Periodicals	<u>20</u>	<u>6</u>	<u>0</u>	<u>26</u>
Audio	<u>7</u>	<u>15</u>	<u>32</u>	<u>54</u>
Visual	<u>269</u>			<u>269</u>
Circulating Electronics	<u>0</u>			<u>0</u>
eBooks	<u>1,216</u>	<u>193</u>	<u>205</u>	<u>1,614</u>
Total	<u>2,811</u>	<u>354</u>	<u>0</u>	<u>3,165</u>
In House Use	<u>133</u>			<u>133</u>
Courier	<u>404</u>	<u>388</u>		<u>792</u>
Interlibrary Loan	<u>0</u>	<u>0</u>		<u>0</u>

Steadley Family Legacy Center

Door Count	Assistance	Checkout	Makerspace Use
<u>84</u>	<u>17</u>	<u>4</u>	<u>72</u>

Technical Services

	Adult	Young Adult	Juvenile	Total
Mending	<u>36</u>	<u>5</u>	<u>30</u>	<u>71</u>
Corrective Processing	<u>35</u>	<u>16</u>	<u>78</u>	<u>129</u>
Discards	<u>0</u>	<u>123</u>	<u>329</u>	<u>452</u>
Total	<u>71</u>	<u>144</u>	<u>437</u>	<u>652</u>

Digital Resources

Learning Express	<u>0</u>	Facebook Likes	<u>2,546</u>
Ebscohost	<u>50</u>	Biggest Facebook Post	<u>Winter</u>
Heritage Quest	<u>0</u>	Reading Program(reached) / Oreos(reacted)	
Brainfuse	<u>0</u>	Pages / Hosts	<u>12,022</u> <u>3,518</u>

January 2023

	English Language									
	In-Person				Online					
	Onsite		Offsite		Live		Recorded			
	Programs	Attendees	Programs	Attendees	Programs	Attendees	Programs	Attendees		
General Interest									Craft Kits Distributed	Total
Seniors										0
Adults										0
Young Adults										0
Juvenile										0
Early Literacy	6	167								173
Total	6	167	0	0	0	0	0	0	0	173

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DRAFT

APPROVED

CARTHAGE PUBLIC LIBRARY

FINANCIAL STATEMENTS

JANUARY 31, 2023



**Carthage Public Library
Balance Sheet - Cash basis
January 31, 2023**

Assets

Current Assets

Cash in bank - treasurer's cash	\$ 515,774.14
Cash in bank - Community National Bank	898.94
Cash in bank - Guaranty Bank	31,923.64
Cash on hand - circulation desk	100.00
Cash on hand - Internet desk	40.00
Petty cash	120.00
MOSIP Investment	<u>681,850.42</u>
Total Current Assets	<u>1,230,707.14</u>

Total Assets

\$ 1,230,707.14

Liabilities and Net Assets

Current Liabilities

Accrued supplemental insurance - AFLAC	\$ (63.00)
Total Current Liabilities	<u>(63.00)</u>

Total Liabilities

(63.00)

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	868.88
Summer Reading Program - Local Funds 2023	7,866.26
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>(191,185.32)</u>
Total Net Assets	<u>1,230,770.14</u>
Total Liabilities and Net Assets	<u>\$ 1,230,707.14</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 seven months ended January 31, 2023

Revenue	2023	Monthly		Monthly	2023	Annual	
	Month Actual	Budget	Variance	Year to date	Budget	Variance	
\$	\$	\$	\$	\$	\$	\$	\$
Book sale income	160.00	250.00	(90.00)	1,330.90	3,000.00	(1,669.10)	
Copier income	391.60	416.67	(25.07)	2,559.34	5,000.00	(2,440.66)	
Donations	5,027.35	0.00	5,027.35	22,580.71	0.00	22,580.71	
Donations-restricted	150,000.00	0.00	150,000.00	171,424.00	0.00	171,424.00	
Fax income	69.60	83.34	(13.74)	490.40	1,000.00	(509.60)	
Fine income	517.05	416.67	100.38	3,112.11	5,000.00	(1,887.89)	
Interest income	4,370.60	250.00	4,120.60	23,959.63	3,000.00	20,959.63	
Non-resident fee income	417.00	500.00	(83.00)	3,498.20	6,000.00	(2,501.80)	
Payment for lost books	(13.00)	0.00	(13.00)	106.52	0.00	106.52	
Postage income	0.00	0.00	0.00	20.00	0.00	20.00	
State aid	0.00	1,041.67	(1,041.67)	11,954.24	12,500.00	(545.76)	
Sur tax	3,404.27	5,833.34	(2,429.07)	3,404.82	70,000.00	(66,595.18)	
Tax income	170,479.83	17,833.34	152,646.49	209,032.33	214,000.00	(4,967.67)	
Tax income - Park and storm water	51,515.80	40,000.00	11,515.80	347,552.16	480,000.00	(132,447.84)	
Miscellaneous income	0.00	500.00	(500.00)	0.00	6,000.00	(6,000.00)	
Other income	41.24	0.00	41.24	424.65	0.00	424.65	
Total revenue	386,381.34	67,125.03	319,256.31	801,450.01	805,500.00	(4,049.99)	

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Carthage Public Library

Statements of Income and Other Changes in Net Assets - Cash basis For the one month and seven months ended January 31, 2023

	2023 Month Actual	Monthly Budget	Monthly Variance	2023 Year to date	Annual Budget	Annual Variance
Operating Expenses						
Salaries	40,386.47	43,250.00	2,863.53	324,554.03	519,000.00	194,445.97
Lagers	2,085.26	2,083.33	(1.93)	16,355.07	25,000.00	8,644.93
Insurance - health	1,417.00	2,500.00	1,083.00	10,537.64	30,000.00	19,462.36
Payroll taxes - FICA	3,093.13	3,166.66	73.53	24,859.39	38,000.00	13,140.61
Total payroll expenses	46,981.86	50,999.99	4,018.13	376,306.13	612,000.00	235,693.87
Employee goodwill	104.94	333.33	228.39	2,617.42	4,000.00	1,382.58
Advertising	0.00	125.00	125.00	887.07	1,500.00	612.93
Audio-visuals	65.00	125.00	60.00	65.00	1,500.00	1,435.00
Books	2,147.61	2,083.33	(64.28)	18,008.02	25,000.00	6,991.98
Books - children's	0.00	1,083.33	1,083.33	8,461.58	13,000.00	4,538.42
Contract fees	2,717.78	3,333.33	615.55	36,996.14	40,000.00	3,003.86
Dues and travel	243.80	583.33	339.53	5,171.19	7,000.00	1,828.81
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	229.97	0.00	(229.97)	847.83	0.00	(847.83)
Furniture and equipment - multi purpose building	0.00	250.00	250.00	0.00	3,000.00	3,000.00
Information technology (IT)	303.74	583.33	279.59	510.48	7,000.00	6,489.52
Insurance	0.00	3,166.66	3,166.66	40,249.10	38,000.00	(2,249.10)
Interest expense	92.25	0.00	(92.25)	142.22	0.00	(142.22)
Legal and professional	0.00	541.66	541.66	7,300.00	6,500.00	(800.00)
Periodicals	0.00	291.66	291.66	3,395.46	3,500.00	104.54
Postage	24.99	125.00	100.01	530.87	1,500.00	969.13
Programs - adult	392.35	416.66	24.31	3,501.51	5,000.00	1,498.49
Programs - children	155.02	666.66	511.64	3,327.01	8,000.00	4,672.99
Programs, teens	0.00	41.66	41.66	82.97	500.00	417.03
Repairs and maintenance	1,089.15	2,916.66	1,827.51	14,437.29	35,000.00	20,562.71
HVAC unit- capital project	85,978.43	29,166.66	(56,811.77)	396,203.04	350,000.00	(46,203.04)
Supplies	2,077.41	1,666.66	(410.75)	10,973.73	20,000.00	9,026.27
Supplies - multi purpose building	186.00	416.66	230.66	1,832.28	5,000.00	3,167.72
Telephone	514.64	500.00	(14.64)	3,579.84	6,000.00	2,420.16
Utilities	6,849.14	2,916.66	(3,932.48)	53,409.15	35,000.00	(18,409.15)
Total expenses and losses	103,172.22	52,649.90	(50,522.32)	616,329.20	631,800.00	15,470.80
	150,154.08	103,649.89	(46,504.19)	992,635.33	1,243,800.00	251,164.67

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 seven months ended January 31, 2023

2023	Monthly	Monthly	2023	Annual	Annual
Month Actual	Budget	Variance	Year to date	Budget	Variance

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 seven months ended January 31, 2023

	2023 Month Actual	Monthly Budget	Monthly Variance	2023 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	236,227.26	(36,524.86)	272,752.12	(191,185.32)	(438,300.00)	247,114.68
Transfers from temporary restricted	3,482.11	36,525.00	(33,042.89)	129,580.49	438,300.00	(308,719.51)
Transfers to temporary restricted	(150,000.00)	0.00	(150,000.00)	(171,424.00)	0.00	(171,424.00)
Increase/(Decrease) in unrestricted net assets	<u>89,709.37</u>	<u>0.14</u>	<u>89,709.23</u>	<u>(233,028.83)</u>	<u>0.00</u>	<u>(233,028.83)</u>

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Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and seven months ended January 31, 2023

	2023	Monthly	Monthly	2023	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Changes in temporarily restricted net assets						
Library Gardens	0.00			10,000.00		
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	0.00			10,000.00		
Steadley Trust	150,000.00			150,000.00		
Summer Reading Program - Local Funds 2022	0.00			1,424.00		
CLSP Grant - 2023	(183.07)			(183.07)		
Debbie Putnam - Ebooks	0.00			(3,800.00)		
Spotlight on Literacy MOSL Grant-SLT22-050	(488.00)			(3,719.25)		
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	(392.35)			(8,537.98)		
Steadley Trust	(1,000.00)			(99,676.16)		
Summer Reading Program - Local Funds 2022	0.00			(515.22)		
Multi Purpose Building - furnishings and supplies	(186.00)			(2,295.45)		
Anne Elliff - Children's Dept	(232.69)			(2,603.36)		
Excel High School	(1,000.00)			(8,250.00)		
Increase/(Decrease) in temporarily restricted net assets	146,517.89			41,843.51		
Change in net assets	<u>\$ 236,227.26</u>			<u>\$ (191,185.32)</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 seven months ended January 31, 2023

	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	10,000.00	0.00	12,148.30
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	2,716.25	0.00	(3,719.25)	(1,003.00)
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	14,130.44	10,000.00	(8,537.98)	15,592.46
Steadley Trust	98,676.16	150,000.00	(99,676.16)	149,000.00
Summer Reading Program - Local Funds 2022	868.88	1,424.00	(515.22)	1,777.66
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	(2,295.45)	151,452.91
Anne Elliff - Children's Dept	10,994.12	0.00	(2,603.36)	8,390.76
Excel High School	19,500.00	0.00	(8,250.00)	11,250.00
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	<u>\$ 541,464.81</u>	<u>\$ 171,424.00</u>	<u>\$ (129,397.42)</u>	<u>\$ 583,491.39</u>

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