

DRAFT

APPROVED

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES

Tuesday, May 21st, 2024 5:15 p.m.

Carthage Public Library Board Room
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-Present 2024-2025 Budget

Community Relations

By-Laws

Library Gardens

ADA Compliance

Communications

Compensation/Wages

New Business-Present/Approve Book Walk for
Gardens

Payment of Bills

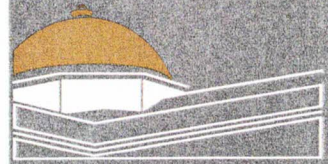
Adjournment

Closed Session

Adjournment

Approve 2024-2025 Budget

Adjournment



**CARTHAGE
PUBLIC LIBRARY**

612 S. Garrison Avenue
Carthage, Missouri 64836

Ph 417.237.7040

Fx 417.237.7041

carthage.lib.mo.us

Posted at 9:00 A.M. this 14th day of May, 2024

Notice is hereby given that the Carthage Public Library Board of Trustees will conduct a closed meeting in the Carthage Public Library Board Room at 5:15 p.m. on Tuesday, May 21, 2024.

The agenda of said meeting includes a vote to close a portion of this meeting pursuant to RSMo 610.021.3

DRAFT

The Carthage Public Library Board of Trustees met Tuesday, April 9, 2024, in the Carthage Public Library Board Room. The meeting was called to order at 5:16 pm by Gary Cole, President.

APPROVED

Roll Call

Board Members present: Nancy Dymott, Brian Schmidt, Gary Cole, Doug Huntley, Sandy Swingle, and Kevin Johnson. Board members absent: Justin Baucom, Donna Thomason, and Carrie Campbell. Library Director Julie Yockey was present as was Darcy Humphrey.

Minutes of Last Meeting

There were no changes to the minutes of the regular meeting of Marh 12, 2024. A motion to approve the meeting minutes was made by Sandy Swingle and seconded by Brian Schmidt. Motion passed unanimously.

Financial Report

March 2024 financial report was presented. Discussion: (1) The \$4K over budget in Adult Programs is due to increased enrollment in the citizenship class and is covered by a Steadley grant. (2) Repairs is overbudget because of the sidewalk replacement project and the parking lot project. Nancy Dymott moved to approve. Sandy Swingle seconded. Motion passed unanimously.

Director's Progress and Service Report

Attached. Discussion: (1) Julie has been working on a new project for a lighted sign on Garrison street and for more permanent story boards. Projects will require approval of the historic district. (2) Julie gave an interview with KSN TV about National Library Workers Day.

Youth Services Progress and Services Report

Attached.

President's Message

Gary reported the nomination committee has a short list of names they will be contacting to see if they are interested in being an officer next year.

Council Liaison's Report

Julie reporting for Brandi: (1) Brandi thanked the board and said she enjoyed working with them this past year. She will continue to advocate for the library. (2) Funding for sidewalk renovation has been removed completely from the City 2024-2025 budget so there will be no money available for at least another year.

Committee Reports

Building Committee – Gary Cole reporting: (1) a chimney cover blew off in the storm allowing some debris into the library. Randy has it temporarily capped off for now, but it will require masonry repair and a permanent cap be installed.

Budget Committee – No report.

Community Relations – Sandy commented some board members are available for the garden tours if the library needs them.

The Carthage Public Library Board of Trustees Meeting Minutes – April 2024

By-Laws – We need to consider creating a policy for oversight of reserve funds.

Library Gardens – Carrie and Donna will work with Jerry on putting together a plan and budget for next year.

ADA Compliance – No report.

Communications – No report.

Compensation/Wages – No report.

Unfinished Business - No report.

New Business – (1) Darcy presented a revised circulation policy removing fines for overdue material. After some discussion Nancy Dymott moved to accept. Brian Schmidt seconded. Motion passed unanimously. (2) Julie presented a revised Steadley Family Legacy Center use policy incorporating revisions for the new fine-free circulation policy. No discussion. Brian Schmidt moved to accept. Doug Huntley seconded. Motion passed unanimously.

Payment of Bills

Gary said the bills had been reviewed could be paid. Brian Schmidt moved to pay the bills. Doug Huntley seconded. Motion passed unanimously.

Closed Session – None.

Adjournment

Brian Schmidt made a motion to adjourn. Nancy Dymott seconded. Motion passed unanimously. Meeting was adjourned at 5:59 pm.

Respectfully submitted,



Kevin Johnson

Secretary-Treasurer

DRAFT

APPROVED

CARTHAGE PUBLIC LIBRARY

FINANCIAL STATEMENTS

APRIL 30, 2024





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 April 30, 2024 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

May 14, 2024



America Counts on CPAs

**Carthage Public Library
Balance Sheet - Cash basis
April 30, 2024**

Assets

Current Assets

Cash in bank - treasurer's cash	\$ 526,732.67
Cash in bank - Community National Bank	898.94
Cash in bank - Guaranty Bank	23,464.65
Cash on hand - circulation desk	100.00
Cash on hand - Internet desk	40.00
Petty cash	120.00
MOSIP Investment	<u>723,499.38</u>

Total Current Assets 1,274,855.64

Total Assets \$ 1,274,855.64

Liabilities and Net Assets

Current Liabilities

Accrued health insurance	\$ 362.72
Accrued supplemental insurance - AFLAC	<u>715.04</u>
Total Current Liabilities	<u>1,077.76</u>

Total Liabilities 1,077.76

Net Assets

Unrestricted Net Assets	723,033.22
Temporarily Restricted Net Assets:	
Boylan Grant	6,252.67
CPL Development Foundation	828.66
Debbie Putnam - Ebooks	15,539.74
Library Gardens	9,421.07
Spotlight on Literacy MOSL Grant-SLT22-050	1,915.17
Spotlight on Literacy MOSL Grant - SLT23-048	(2,204.17)
Spotlight on Literacy - LOCAL FUNDS - SLT23-048	18,312.78
Summer Reading Program - Local Funds 2022	1,737.76
Summer Reading Program - Local Funds 2023	3,029.06
Summer Reading Program - MOSL Funds 2023	6,545.41
Thelma Stanley Foundation Grant	14,262.76
Multi Purpose Building - furnishings and supplies	150,624.82
Anne Elliff - Children's Dept	4,543.17
Excel High School	24,023.00
Operational reserves	195,998.47
Change in net assets	<u>99,914.29</u>

Total Net Assets 1,273,777.88

Total Liabilities and Net Assets \$ 1,274,855.64

Carthage Public Library

Statements of Income and Other Changes in Net Assets - Cash basis For the one month and ten months ended April 30, 2024

	2024		Monthly		Monthly		2024		Annual	
	Month	Actual	Budget	Variance	Year to date	Budget	Variance	Annual	Budget	Variance
Revenue										
Book sale income	\$	179.00	\$	250.00	\$	(71.00)	\$	2,018.75	\$	(981.25)
Copier income		328.35		416.67		(88.32)		4,439.80		(560.20)
Donations		21.85		0.00		21.85		21,324.51		21,324.51
Donations-restricted		7,569.48		0.00		7,569.48		19,069.48		19,069.48
Fax income		50.50		83.34		(32.84)		674.20		(325.80)
Fine income		564.38		416.67		147.71		5,567.44		567.44
Internet usage income		41.00		0.00		41.00		166.00		166.00
Interest income		362.44		2,916.67		(2,554.23)		48,912.63		13,912.63
Non-resident fee income		640.00		500.00		140.00		7,020.00		1,020.00
Payment for lost books		34.05		0.00		34.05		190.88		190.88
Postage income		0.00		0.00		0.00		3.65		3.65
State aid		0.00		0.00		0.00		16,151.45		16,151.45
Sur tax		86,534.17		5,833.34		80,700.83		86,534.17		16,534.17
Tax income		1,898.55		17,833.34		(15,934.79)		234,849.09		20,849.09
Tax income - Park and storm water		44,194.28		42,083.34		2,110.94		483,207.52		(21,792.48)
Miscellaneous income		0.00		500.00		(500.00)		0.00		(6,000.00)
Other income		7.70		0.00		7.70		385.49		385.49
Total revenue		<u>142,425.75</u>		<u>70,833.37</u>		<u>71,592.38</u>		<u>930,515.06</u>		<u>80,515.06</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 ten months ended April 30, 2024

	2024 Month Actual	Monthly Budget	Monthly Variance	2024 Year to date	Annual Budget	Annual Variance
Operating Expenses						
Salaries	41,122.27	45,833.33	4,711.06	442,940.89	550,000.00	107,059.11
Lagers	1,956.13	2,500.00	543.87	20,798.81	30,000.00	9,201.19
Insurance - health	1,417.00	2,083.33	666.33	24,896.10	25,000.00	103.90
Payroll taxes - FICA	3,148.90	3,500.00	351.10	33,920.13	42,000.00	8,079.87
Total payroll expenses	47,644.30	53,916.66	6,272.36	522,555.93	647,000.00	124,444.07
Employee goodwill	875.00	333.33	(541.67)	5,094.15	4,000.00	(1,094.15)
Advertising	0.00	83.33	83.33	1,123.76	1,000.00	(123.76)
Audio-visuals	0.00	83.33	83.33	462.01	1,000.00	537.99
Books	0.00	2,333.33	2,333.33	22,417.95	28,000.00	5,582.05
Books - children's	133.69	1,250.00	1,116.31	11,122.21	15,000.00	3,877.79
Contract fees	4,285.30	3,750.00	(535.30)	39,945.31	45,000.00	5,054.69
Dues and travel	190.00	583.33	393.33	7,732.38	7,000.00	(732.38)
Ebooks	0.00	316.66	316.66	3,718.00	3,800.00	82.00
Excel high school	0.00	1,000.00	1,000.00	0.00	12,000.00	12,000.00
Furniture and equipment	0.00	250.00	250.00	4,756.94	3,000.00	(1,756.94)
Information technology (IT)	733.09	583.33	(149.76)	3,684.65	7,000.00	3,315.35
Insurance	0.00	3,333.33	3,333.33	50,507.59	40,000.00	(10,507.59)
Interest expense	0.00	0.00	0.00	105.50	0.00	(105.50)
Legal and professional	185.00	625.00	440.00	8,692.20	7,500.00	(1,192.20)
Multi purpose building	405.37	0.00	(405.37)	405.37	0.00	(405.37)
Periodicals	376.93	333.33	(43.60)	3,338.98	4,000.00	661.02
Postage	8.95	125.00	116.05	863.32	1,500.00	636.68
Programs - adult	1,814.79	416.66	(1,398.13)	10,499.43	5,000.00	(5,499.43)
Programs - children	754.64	583.33	(171.31)	5,730.04	7,000.00	1,269.96
Programs, teens	0.00	8.33	8.33	0.00	100.00	100.00
Repairs and maintenance	4,737.86	2,500.00	(2,237.86)	49,386.94	30,000.00	(19,386.94)
Supplies	1,427.98	1,666.66	238.68	19,729.53	20,000.00	270.47
Supplies - multi purpose building	1,371.92	416.66	(955.26)	5,389.25	5,000.00	(389.25)
Telephone	488.64	500.00	11.36	4,933.80	6,000.00	1,066.20
Utilities	5,201.23	4,166.66	(1,034.57)	48,405.53	50,000.00	1,594.47
Total expenses and losses	22,990.39	25,241.60	2,251.21	308,044.84	302,900.00	(5,144.84)
	70,634.69	79,158.26	8,523.57	830,600.77	949,900.00	119,299.23

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

Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and ten months ended April 30, 2024

	2024	Monthly	Monthly	2024	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Increase/(Decrease) in unrestricted net assets before transfers	71,791.06	(8,324.89)	80,115.95	99,914.29	(99,900.00)	199,814.29
Transfers from temporary restricted	6,526.86	8,325.00	(1,798.14)	62,094.32	99,900.00	(37,805.68)
Transfers to temporary restricted	(7,569.48)	0.00	(7,569.48)	(19,069.48)	0.00	(19,069.48)
Increase/(Decrease) in unrestricted net assets	<u>70,748.44</u>	<u>0.11</u>	<u>70,748.33</u>	<u>142,939.13</u>	<u>0.00</u>	<u>142,939.13</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 ten months ended April 30, 2024

	2024	Monthly	Monthly	2024	Annual
	Month Actual	Budget	Variance	Year to date	Budget
					Variance
Changes in temporarily restricted net assets					
Spotlight on Literacy MOSL Grant - SLT23-048	7,403.71			7,403.71	
Summer reading program	0.00			1,500.00	
Summer Reading Program - Local Funds 2022	0.00			(1,737.76)	
Summer Reading Program - Local Funds 2023	0.00			1,737.76	
Summer Reading Program - MOSL Funds 2023	165.77			165.77	
Anne Elliff - Children's Dept	0.00			10,000.00	
Boylan Grant	0.00			(6,436.03)	
Debbie Putnam - Ebooks	0.00			(3,718.00)	
Library Gardens	(881.00)			(1,928.46)	
Spotlight on Literacy MOSL Grant-SLT22-050	0.00			(1,915.17)	
Spotlight on Literacy MOSL Grant - SLT23-048	(1,249.13)			(10,021.21)	
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	0.00			1,915.17	
Spotlight on Literacy - LOCAL FUNDS - SLT23-048	(2,437.39)			(12,344.71)	
Summer Reading Program - Local Funds 2023	0.00			(3,460.57)	
Summer Reading Program - MOSL Funds 2023	0.00			(3,272.19)	
Thelma Stanley Foundation Grant	0.00			(4,305.76)	
Multi Purpose Building - furnishings and supplies	(1,959.34)			(5,553.82)	
Multi Purpose Building	0.00			(59.98)	
Anne Elliff - Children's Dept	0.00			(4,993.59)	
Excel High School	0.00			(6,000.00)	
Increase/(Decrease) in temporarily restricted net assets	1,042.62			(43,024.84)	
Change in net assets	\$ 71,791.06			\$ 99,914.29	

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 ten months ended April 30, 2024

	Beginning Balance	Increases	Decreases	Ending balance
Boylan Grant	\$ 6,252.67	\$ 0.00	\$ (6,436.03)	\$ (183.36)
CPL Development Foundation	828.66	0.00	0.00	828.66
Debbie Putnam - Ebooks	15,539.74	0.00	(3,718.00)	11,821.74
Library Gardens	9,421.07	0.00	(1,928.46)	7,492.61
Spotlight on Literacy MOSL Grant-SLT22-050	1,915.17	0.00	(1,915.17)	0.00
Spotlight on Literacy MOSL Grant - SLT23-048	(2,204.17)	7,403.71	(10,021.21)	(4,821.67)
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	0.00	0.00	1,915.17	1,915.17
Spotlight on Literacy - LOCAL FUNDS - SLT23-048	18,312.78	0.00	(12,344.71)	5,968.07
Summer reading program - Local	0.00	1,500.00	0.00	1,500.00
Summer Reading Program - Local Funds 2022	1,737.76	(1,737.76)	0.00	0.00
Summer Reading Program - Local Funds 2023	3,029.06	1,737.76	(3,460.57)	1,306.25
Summer Reading Program - MOSL Funds 2023	6,545.41	165.77	(3,272.19)	3,438.99
Thelma Stanley Foundation Grant	14,262.76	0.00	(4,305.76)	9,957.00
Multi Purpose Building - furnishings and supplies	150,624.82	0.00	(5,553.82)	145,071.00
Mult Purpose Building	0.00	0.00	(59.98)	(59.98)
Anne Elliff - Children's Dept	4,543.17	10,000.00	(4,993.59)	9,549.58
Excel High School	24,023.00	0.00	(6,000.00)	18,023.00
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	\$ 450,830.37	\$ 19,069.48	\$ (62,094.32)	\$ 407,805.53

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

Director's Progress and Service Report

May 2024, Julie Yockey Director

Storms seem to be the subject of major interest within Carthage this month. The Library proper has been fortunate to not have any major building damage. Thankfully Dubry Construction during their inspection after the May 6th storm found our roof drains to be clogged with debris and they went to work immediately unclogging those for us. We know all too well the damage clogged drains can do to the integrity of the Library! Our Gardens did not fair too well once again. In April we lost four trees to wind damage and the storm on May 6th left a more devastating path of destruction. On May 2nd the staff had spent the day in the Gardens planting, trimming and cleaning up the beds trying to get them ready for the Garden Tour on May 25th, only to have the wind damage lay huge trees and branches down on the beds. At this time we are waiting for Baugh Tree Service to come and remove the debris and 5 more trees from the Library property. There are so many people waiting for help with tree removal, that we must wait our turn. Jerry Welch, our maintenance supervisor has been working tirelessly to clean up what he physically can do, while we wait for the remainder of the trees to be taken down. Being part of the Vision Carthage Garden tour on May 25th has put us in a time crunch, but we will continue to work in between spring rains to get the Gardens as ready as we can. The Library was closed on the 7th due to our streets and parking lot being covered with debris. Administrative staff worked the best we could to get a path opened up for staff and patrons to return safely to work on the 8th.

We are not sure if the storms have caused us to have issues with our front doors as well as the staff entrance, but never the less, the automatic front doors of the Library are out of service until Springfield Glass can make a service call on the 17th of May. Patrons have been notified that they may request curb side service if they are unable to manage the front doors without an automatic opener. The staff secure entrance was found to be unlocked during both storm episodes of late, which is becomes a safety issue for staff entering the building after it has set unlocked all night. Battery back ups are to secure the doors when the electricity goes out, but the function failed twice. TEC has been with us twice, replaced parts and tested the system, so next time we have a power outage will be our test as to whether the door is fixed.

In celebration of going "Fine Free," the Library will be partnering with the American Red Cross to hold a "Fine Free Blood Drive" on May 29th in our Community Room. Families who participate have the ability to have all our part of their fines forgiven on this day. We are excited as we have had a number of people sign up on line and at the Library. If all goes well we hope to hold two more "Fine Forgiveness" days this summer during other events.

The Director along with three other staff members attended the "Empowering Women's Conference in Carthage on May 8th. It was a wonderful day networking with other local women, hearing about other entities and sharing our information about our Library. The Director has attending a meeting in Springfield this month along with attending the South West Missouri Director's Meeting in Webb City and the State Missouri Public Library Director's Meeting in Jefferson City. All great opportunities for networking.

Two grants were received this month that we are so grateful for! Our entire Summer Reading Program received word from the Helen S. Boylan Trust that they would be donating funds for the entire program this year. Three months full of events centered around the "Adventures" of reading will take place for patrons of all ages. The total for this grant was

\$14,500. The second grant we are thankful to receive is from the Carthage Community Foundation for \$4,700 for STEM kits for our children's programming. We are truly blessed! Stay tuned for advertising on both grants.

Who says reading has to be a sedentary activity? Our "Stories in the Garden" path at the Carthage Public Library has been the perfect blend of relaxation and exercise for our children and families as you let your imagination roam free while reading together stories on story boards. A program that has been part of our Summer Reading Program for years, using disposable signage and book pages, the Children's Director decided it was time to move forward and place permanent story boards in our gardens or possibly Central Park. A local donor to the Library has offered very generously to provide the funding for the permanent boards, and after a year of planning and receiving quotes from local companies, we have a plan to present to the Board this evening for discussion and possibly approval.

Most picture books include 14-18 double pages. Our boards will have an English story on one side, and a bilingual or Spanish story on the other. Permanent boards will save much time and money in the long run as the stories/books can be used over and over as they will be protected from the weather.

The 2024-2025 Budget has been prepared by the Director and presented to the Budget Committee for approval. The Budget will be put before the Board this evening for their approval.

Please share our information about our "Fine Forgiveness" blood drive and our upcoming Summer Reading Programs!

Respectfully submitted,
Julie Yockey, Director

Children's Progress Report

April 2024, Sherri Luce

The Youth Services Department continually works to provide an engaging environment for our young patrons and their families. Our range of programs and activities aim to promote literacy, creativity, and community engagement. Over the past month, we have been delighted to host several events that have enriched the lives of our youth and their families.

In April, we welcomed six kindergarten classes from two local schools for tours of the Library. These tours provided an opportunity for young students to familiarize themselves with our facilities, learn about our collection of books and resources, and discover the many services available to them. We received positive feedback from teachers and students alike, with many expressing enthusiasm about returning to the Library.

Our regular story times have been going strong. We hosted three in April. We try to incorporate stories, songs, and activities each week to enhance early literacy skills and encourage a love of reading among young children. We greatly appreciate the partnership we have with the Carthage R-9 Parents As Teachers group for one of these sessions each month.

Dessa has been a true superstar, bringing smiles and comfort to everyone she meets. Her presence during our reading sessions has a calming effect on both kids and adults alike. We're lucky to have such a wonderful furry friend as part of our team.

Our collaboration with the MU Extension office for the Family, Fun, & Food class was a hit! Making smoothies was not only delicious but also a fun way to teach families about healthy eating habits. It's fantastic to see community partners coming together to promote wellness and education.

Overall, it's been a rewarding month filled with laughter, learning, and community connections. We're committed to keep pushing boundaries and finding new ways to serve our patrons better.

Respectfully submitted,
Sherri Luce

Excel High School Diploma Program Report

We are proudly celebrating the achievement of our seventh graduate! As excited as we are for this milestone, this brings our current students down to three. There are two prospective students in the application process, but we'd like to extend an invitation to individuals who are ready to embark on their educational journey. Excel High School is committed to providing a supportive and enriching learning environment, empowering each student to reach their full potential. With our tailored programs, we look forward to welcoming a few more bright minds into our community and guiding them toward success and accomplishment.

Respectfully submitted,
Sherri Luce

Approved 2024-2025 CARTHAGE PUBLIC LIBRARY BUDGET

APPROVE

Approved
2024-2025

Projected Income

Book Sale	3,000.00
Copier Income	5,000.00
Donations - unrestricted	
Fax Income	1,000.00
Fine Income	4,000.00
Interest	40,000.00
Misc. (Postage, Lost Books, Etc.)	6,000.00
Nonresident Fee	6,000.00
Parks & Storm Water Tax	593,600.00
Real Estate Tax	214,000.00
State Aid	15,000.00
Sur Tax	80,000.00
	\$ 967,600.00

Transfers from prior restricted donations

Putnam e-books	3,800.00
----------------	----------

Sub Total

971,400.00

Transfers from restricted reserves

104,000.00

Grants, gardens, building supplies, multipurpose building, programming

\$ 1,075,400.00

Projected Expenditures

Adult Books	28,000.00
Adult Programming	40,000.00
Advertising	1,500.00
Audiovisuals	1,000.00
Child Programming	40,000.00
Children's Books	15,000.00
Contract Fees	45,000.00
Dues & Travel	7,000.00
Ebooks	3,800.00
Employee Goodwill	4,000.00
EXCEL High School	12,000.00
FICA	44,500.00
Furniture & Equipment	3,000.00
Health Insurance	22,000.00
Insurance	50,000.00
IT	7,000.00
LAGERS	23,000.00
Legal and Accounting	8,500.00
Life Insurance	2,400.00
Maintenance & Repair	40,000.00
Multipurpose Building/Supplies	10,000.00
Periodicals	3,000.00
Postage	1,500.00
Salaries/grant wages	582,100.00
Supplies	25,000.00
Teen Programming	100.00
Telephone	6,000.00
Utilities	50,000.00
	\$ 1,075,400.00