



CARTHAGE PUBLIC LIBRARY

612 S. Garrison Avenue

Carthage, Missouri 64836

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carthage.lib.mo.us

DRAFT **APPROVED**

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, November 11th, 2025 5:15 p.m.

Steadley Family Legacy Center/Carthage Public Library
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

Present and Approve 2026 building/liability/cyber
insurance

Payment of Bills

Adjournment

DRAFT **APPROVED**

The Carthage Public Library Board of Trustees met Tuesday, Oct. 14, 2025, in the Carthage Public Library Board Room. The meeting was called to order at 5:15 pm by Brian Schmidt, President.

Roll Call

Board Members present: Gary Cole, Sandy Swingle, Cindy Rogers, Leigh Salyer, Nancy Dymott and Donna Thomason. Board members absent: Justin Baucom and Doug Huntley, Julie Yockey, Sherri Luce, and David Thorn, our City Council Liaison, were also present.

Minutes of Last Meeting

There were no changes to the minutes of the regular meeting on September 9, 2025. A motion to approve the minutes of the September meeting was made by Nancy Dymott and seconded by Sandy Swingle. The motion passed unanimously.

Financial Report

See attached.

Gary Cole made note of the high amount spent on Repairs and Maintenance this month. Julie Yockey pointed out that the repairs to the roof above the book deposit box had been repaired, resulting in the higher expense. Gary Cole made a motion to accept the Financial Report and Leigh Salyer seconded. The motion passed unanimously.

Director's Progress and Service Report

See attached.

Julie Yockey highlighted information about the "I Cook" program hosted by the Missouri Extension. Funds for this program that works with lower income participants had been cut, causing it to be cancelled. New funding has been obtained so the program will continue.

The library will be closed for 2 weeks, beginning November 1st, to install the new front doors. The public has been notified of the closure and plans for staff work and professional development have been established.

Youth Services Progress and Services Report

See attached.

Sherri Luce pointed out that state grants are getting harder to get, meaning other funding often has to be explored. The Excel High School Diploma Program will be discontinued after the three active participants have finished. The current funding has been cut.

President's Message

The Carthage Public Library Board of Trustees Meeting Minutes – October 14, 2025

Brian Schmidt reminded everyone that the upcoming week was Maple Leaf Festival and parking would be an issue.

Council Liaison's Report – No report

Committee Reports

Building Committee

Leigh Salyer provided information about possible insurance bids. Requests for bids have been sent to Specialty Risk, Southwest, and The Insurance Store. Leigh has requested that bids be submitted by our November meeting so that we have time to evaluate before the end of the year. A bid from Grinnell Mutual is the only one received at this time. When bids are received the Building Committee will meet to go over them and report to the Board.

The Budget Committee

No report

Community Relations –

By Laws – No report

Library Gardens – No report.

ADA Compliance - No report

Communications - No report

Compensation/Wages – No report

Unfinished Business – No report

New Business – No report.

Payment of Bills

Brian Schmidt stated that the bills had been reviewed and could be paid. Gary Cole moved that we pay the bills. Leigh Salyer seconded. Motion passed unanimously.

Brian Schmidt requested that the Board move into Closed Session.

Closed Session – see attached.

Adjournment

The Carthage Public Library Board of Trustees Meeting Minutes – October 14, 2025

Nancy Dymott made a motion to adjourn. Leigh Salyer seconded. Motion passed unanimously. Meeting was adjourned at 6:10 pm.

Respectfully submitted,

Donna Thomason

Donna Thomason
Secretary-Treasurer

CARTHAGE PUBLIC LIBRARY

FINANCIAL STATEMENTS

OCTOBER 31, 2025





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 October 31, 2025 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

November 05, 2025



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
October 31, 2025**

Assets

Current Assets

Cash in bank - treasurer's cash	\$ 290,060.86
Cash in bank - Community National Bank	5,957.94
Cash in bank - Guaranty Bank	38,262.25
Cash on hand - circulation desk	100.00
Cash on hand - Internet desk	40.00
Petty cash	120.00
MOSIP Investment	778,065.47
Other asset	<u>56,103.00</u>
Total Current Assets	<u><u>1,168,709.52</u></u>

Total Assets \$ 1,168,709.52

Liabilities and Net Assets

Current Liabilities

Accrued health insurance	\$ 400.42
Accrued supplemental insurance - AFLAC	1,409.08
Accrued insurance - Cincinnati Life	<u>1,024.69</u>
Total Current Liabilities	<u>2,834.19</u>

Total Liabilities 2,834.19

Net Assets

Unrestricted Net Assets	908,759.26
Temporarily Restricted Net Assets:	
Boylan Grant	(183.36)
Carthage Community Foundation	(280.09)
CPL Development Foundation	828.66
Debbie Putnam - Ebooks	8,119.74
Library Gardens	3,836.60
Spotlight on Literacy MOSL Grant - SLT23-048	(6,056.20)
Spotlight on Literacy MOSL Grant - SLT24-068	1,146.84
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	1,833.97
Spotlight on Literacy - LOCAL FUNDS - SLT23-048	8,401.49
Summer reading program - Local	3,000.00
Summer Reading Program - Local Funds 2023	(1,553.20)
Summer Reading Program - Local Funds 2024	1,929.06
Summer Reading Program-Local Funds 2025	6,167.10
Summer Reading Program - MOSL Funds 2023	(1,321.19)
Summer Reading Program-MOSL Funds 2024	1,424.09
Thelma Stanley Foundation Grant	9,957.00
Multi Purpose Building - furnishings and supplies	137,014.48
Multit Purpose Building	(325.87)
LSTA-Technology Ladder Grant-MOSL-Tech Grant LBE5-TLD25-069	(336.68)
Anne Eliff - Children's Dept	1,560.51
Excel High School	17,023.00
Operational reserves	195,998.47
Change in net assets	<u>(131,068.35)</u>
Total Net Assets	<u>1,165,875.33</u>
Total Liabilities and Net Assets	<u><u>\$ 1,168,709.52</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 four months ended October 31, 2025

	2025		2025		2025		Annual	
	Month Actual	Monthly Budget	Monthly Variance	Year to date	Annual Budget	Annual Variance		
Revenue								
Book sale income	\$ 178.50	\$ 250.00	\$ (71.50)	\$ 819.90	\$ 3,000.00	\$ (2,180.10)		
Copier income	537.75	416.67	121.08	1,794.95	5,000.00	(3,205.05)		
Donations	435.40	0.00	435.40	1,824.30	0.00	1,824.30		
Donations-restricted	1,781.00	0.00	1,781.00	41,893.33	0.00	41,893.33		
Fax income	79.10	83.34	(4.24)	285.85	1,000.00	(714.15)		
Circulation Fees	134.74	333.34	(198.60)	559.67	4,000.00	(3,440.33)		
Internet usage income	37.05	0.00	37.05	143.05	0.00	143.05		
Interest income	5,548.88	4,166.67	1,382.21	22,839.72	50,000.00	(27,160.28)		
Non-resident fee income	650.20	500.00	150.20	3,250.20	6,000.00	(2,749.80)		
Payment for lost books	66.48	0.00	66.48	204.40	0.00	204.40		
State aid	0.00	1,000.00	(1,000.00)	0.00	12,000.00	(12,000.00)		
Sur tax	0.00	6,666.67	(6,666.67)	0.00	80,000.00	(80,000.00)		
Tax Income	117.18	18,333.34	(18,216.16)	2,530.29	220,000.00	(217,469.71)		
Tax Income - Park and storm water	49,519.42	51,666.67	(2,147.25)	200,237.35	620,000.00	(419,762.65)		
Athelete & Entertainers Tax income	0.00	1,083.34	(1,083.34)	0.00	13,000.00	(13,000.00)		
Miscellaneous income	0.00	500.00	(500.00)	0.00	6,000.00	(6,000.00)		
Other income	24.53	0.00	24.53	107.09	0.00	107.09		
Total revenue	59,110.23	85,000.04	(25,889.81)	276,490.10	1,020,000.00	(743,509.90)		

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 four months ended October 31, 2025

	2025 Month Actual	Monthly Budget	Monthly Variance	2025 Year to date	Annual Budget	Annual Variance
Operating Expenses						
Salaries	75,549.19	52,000.00	(23,549.19)	231,290.43	624,000.00	392,709.57
Lagers	3,488.67	2,519.16	(969.51)	10,612.38	30,230.00	19,617.62
Insurance - health	1,953.00	1,833.33	(119.67)	7,519.12	22,000.00	14,480.88
Insurance-Life	140.32	200.00	59.68	269.76	2,400.00	2,130.24
Payroll taxes - FICA	5,780.00	3,916.66	(1,863.34)	17,695.23	47,000.00	29,304.77
Total payroll expenses	86,911.18	60,469.15	(26,442.03)	267,386.92	725,630.00	458,243.08
Employee goodwill	1,083.22	333.33	(749.89)	2,251.41	4,000.00	1,748.59
Advertising	0.00	166.66	166.66	0.00	2,000.00	2,000.00
Audio-Visuals	198.51	83.33	(115.18)	198.51	1,000.00	801.49
Books	1,424.95	2,333.33	908.38	12,144.20	28,000.00	15,855.80
Books - children's	2,345.13	1,250.00	(1,095.13)	2,468.07	15,000.00	12,531.93
Contract fees	(5,209.68)	2,500.00	7,709.68	20,867.44	30,000.00	9,132.56
Dues and travel	931.77	583.33	(348.44)	2,953.63	7,000.00	4,046.37
Ebooks	3,702.00	316.66	(3,385.34)	3,702.00	3,800.00	98.00
Excel high school	0.00	1,000.00	1,000.00	0.00	12,000.00	12,000.00
Furniture and equipment	7,497.76	2,750.00	(4,747.76)	18,230.97	33,000.00	14,769.03
Information technology (IT)	487.42	583.33	95.91	584.35	7,000.00	6,415.65
Insurance	1,663.00	4,666.66	3,003.66	3,789.00	56,000.00	52,211.00
Legal and professional	9,875.00	3,833.33	(6,041.67)	9,875.00	46,000.00	36,125.00
Periodicals	25.00	250.00	225.00	1,643.96	3,000.00	1,356.04
Postage	0.00	125.00	125.00	225.62	1,500.00	1,274.38
Programs - adult	821.73	2,916.66	2,094.93	1,644.22	35,000.00	33,355.78
Programs - children	632.37	1,666.66	1,034.29	4,732.26	20,000.00	15,267.74
Programs, teens	0.00	8.33	8.33	0.00	100.00	100.00
Repairs and maintenance	2,933.54	3,333.33	399.79	19,679.95	40,000.00	20,320.05
Scholarships-Non residential	0.00	0.00	0.00	180.00	0.00	(180.00)
Supplies	2,485.84	2,083.33	(402.51)	5,163.63	25,000.00	19,836.37
Supplies - multi purpose building	1,502.46	1,250.00	(252.46)	5,599.86	15,000.00	9,400.14
Telephone	705.99	666.66	(39.33)	2,121.36	8,000.00	5,878.64
Utilities	4,983.26	4,166.66	(816.60)	20,221.43	50,000.00	29,778.57
Athlete & Entertainers Tax Expenses	0.00	1,083.33	1,083.33	1,894.66	13,000.00	11,105.34
State Aid Expense	0.00	1,000.00	1,000.00	0.00	12,000.00	12,000.00
	<u>38,089.27</u>	<u>38,949.92</u>	<u>860.65</u>	<u>140,171.53</u>	<u>467,400.00</u>	<u>327,228.47</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 four months ended October 31, 2025

	2025	Monthly	Monthly	2025	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Total expenses and losses	<u>125,000.45</u>	<u>99,419.07</u>	<u>(25,581.38)</u>	<u>407,558.45</u>	<u>1,193,030.00</u>	<u>785,471.55</u>

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Carthage Public Library

**Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and four months ended October 31, 2025**

	2025 Month Actual	Monthly Budget	Monthly Variance	2025 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	(65,890.22)	(14,419.03)	(51,471.19)	(131,068.35)	(173,030.00)	41,961.65
Transfers from temporary restricted	16,001.16	99,419.17	(83,418.01)	41,467.94	1,193,030.00	(1,151,562.06)
Transfers to temporary restricted	(1,781.00)	0.00	(1,781.00)	(41,893.33)	0.00	(41,893.33)
Increase/(Decrease) in unrestricted net assets	<u>(51,670.06)</u>	<u>85,000.14</u>	<u>(136,670.20)</u>	<u>(131,493.74)</u>	<u>1,020,000.00</u>	<u>(1,151,493.74)</u>

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Carthage Public Library

**Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and four months ended October 31, 2025**

	2025	Monthly	Monthly	2025	Annual
	Month Actual	Budget	Variance	Year to date	Budget
			Variance		Annual
					Variance
Changes in temporarily restricted net assets					
Spotlight on Literacy - LOCAL FUNDS - SLT23-048	0.00			30,947.33	
Summer Reading Program-Local Funds 2025	1,781.00			4,082.00	
LSTA-Technology Ladder Grant-MOSL-Tech Grant	0.00			6,864.00	
LBES-TLD25-069	0.00			(272.27)	
Carthage Community Foundation	(3,702.00)			(3,702.00)	
Debbie Putnam - Ebooks	(2,103.98)			(5,803.16)	
Spotlight on Literacy - LOCAL FUNDS - SLT23-048	0.00			(72.00)	
Summer Reading Program-Local Funds 2024	(25.00)			(8,471.67)	
Summer Reading Program-Local Funds 2025	(1,477.47)			(5,499.90)	
Multi Purpose Building - furnishings and supplies	(7,652.71)			(15,606.94)	
LSTA-Technology Ladder Grant-MOSL-Tech Grant					
LBES-TLD25-069					
Excel High School	<u>(1,040.00)</u>			<u>(2,040.00)</u>	
Increase/(Decrease) in temporarily restricted net assets	<u>(14,220.16)</u>			<u>425.39</u>	
Change in net assets	<u>\$ (65,890.22)</u>			<u>\$ (131,068.35)</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 four months ended October 31, 2025

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending balance</u>
Boylan Grant	\$ (183.36)	\$ 0.00	\$ 0.00	\$ (183.36)
Carthage Community Foundation	(280.09)	0.00	(272.27)	(552.36)
CPI Development Foundation	828.66	0.00	0.00	828.66
Debbie Putman - Ebooks	8,119.74	0.00	(3,702.00)	4,417.74
Library Grants	3,836.60	0.00	0.00	3,836.60
Spotlight on literacy MOSL Grant - SLT23-048	(6,056.20)	0.00	0.00	(6,056.20)
Spotlight on literacy MOSL Grant - SLT24-068	1,146.84	0.00	0.00	1,146.84
Spotlight on literacy Grant - LOCAL FUNDS - SLT22-050	1,833.97	0.00	0.00	1,833.97
Spotlight on literacy - LOCAL FUNDS - SLT23-048	8,401.49	30,947.33	(5,803.16)	33,545.66
Summer reading program - Local	3,000.00	0.00	0.00	3,000.00
Summer Reading Program - Local Funds 2023	(1,553.20)	0.00	0.00	(1,553.20)
Summer Reading Program - Local Funds 2024	1,929.06	0.00	(72.00)	1,857.06
Summer Reading Program-Local Funds 2025	6,167.10	4,082.00	(8,471.67)	1,777.43
Summer Reading Program - MOSL Funds 2023	(1,321.19)	0.00	0.00	(1,321.19)
Summer Reading Program-MOSL Funds 2024	1,424.09	0.00	0.00	1,424.09
Thelma Stanley Foundation Grant	9,957.00	0.00	0.00	9,957.00
Multi Purpose Building - furnishings and supplies	137,014.48	0.00	(5,499.90)	131,514.58
Multi Purpose Building	(325.87)	0.00	0.00	(325.87)
LSTA-Technology Ladder Grant-MOSL-Tech Grant LBE5-TLD25-069	(336.68)	6,864.00	(15,606.94)	(9,079.62)
Anne Eliff - Children's Dept	1,560.51	0.00	0.00	1,560.51
Excel High School	17,023.00	0.00	(2,040.00)	14,983.00
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	<u>\$ 388,184.42</u>	<u>\$ 41,893.33</u>	<u>\$ (41,467.94)</u>	<u>\$ 388,609.81</u>

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Director's Progress and Service Report

November 2025, Julie Yockey, Director

The end of October through most of November has been a very busy time as the Library has been preparing for and working through our renovation project. The project officially began on schedule on November 3, but prior to that date, library staff worked diligently to safely secure all technology throughout the building, as well as move or cover all furniture and materials. This is not the first time we've had to work through a situation like this—and we sincerely hope it will be the last for a long while.

Randy Dubry Construction has done an excellent job coordinating and scheduling contractors so that work can progress in the proper sequence, and overall, the project has been flowing well. Each day brings new questions and a few head scratches, but everything is coming together one day at a time. There have been a few challenges due to the building's architecture, but we are hopeful the total closure time will not exceed three weeks. An update on the project will be provided to the Board this evening.

Two professional development days were held for all staff in the Steadley Building. Training included reviewing and re-teaching various circulation desk procedures—our most complex department—as well as updates on Missouri Evergreen processes. We also had a short session on **Windows 11**, since all of our new public computers will use this operating system once the library reopens.

Other sessions included:

- A presentation from the Children's Director on current programs offered to families.
- A report from the Steadley Building Administrator highlighting projects and programs.
- A CPR and AED refresher class led by Jerry Welch, Maintenance Supervisor.

We concluded our training days by assembling winter care bags for those in need. These bags will be available at the circulation desk and include items such as socks, hats, gloves, wet wipes, deodorant, soap, toothbrushes, and rain ponchos.

The Director has also been working with the Building Committee and several insurance providers to gather quotes for 2026 building and liability insurance. Findings will be shared with the Board this evening.

Our annual fire suppression inspection was conducted on October 16, and it was determined that five sprinkler gauges need replacement at a total cost of \$3,100.

The Public Library Statistical Report was completed by the November 1 deadline and has been accepted by the State Library. The Director and Assistant Director will attend the Missouri Public Library Directors' Meeting in Columbia on December 3–5, and our library will host the Southwest Library Directors on November 25 in the Steadley Building.

We want to reassure everyone that the renovation closure is progressing smoothly. No overdue fines are being charged for materials during this period. The Children's Department is offering virtual story times weekly, with families able to pick up Story Time Kits at the library. Administrative staff are also taking advantage of this time to catch up on the mountain of tasks that are difficult to complete when we're open.

Respectfully submitted, Julie Yockey, Director

Carthage Public Library Youth Services Department Board Report October 2025

Raising Readers Story Time

October was filled with engaging programs that encouraged learning and community connection for our young patrons. We hosted **three Story Times** this month, offering families opportunities to enjoy books, songs, and crafts centered on fall and friendship themes. Attendance remained steady, serving 188 individuals this month. One Story Time each month is in partnership with Carthage R-9 Parents As Teachers. They bring the craft activity each visit, and additional staff to assist. Families enjoy visiting with them.

Fire Safety Puppet Show

A highlight of the month was a special presentation in partnership with the **Alliance in Joplin and the Carthage Fire Department**. Children learned important fire safety tips through fun characters and storytelling, followed by a special visit from local firefighters. The children were able to meet the firefighters, explore the fire truck, and see their gear up close—an experience that was both educational and exciting. The program tied perfectly into October's Fire Prevention Month and reinforced safety awareness in an engaging way.

Halloween

Throughout October, we hid paper pumpkins in the Children's areas for visitors to find. They would bring a pumpkin to the desk, tell staff a favorite book or activity at the library. Upon doing so, they could choose a treat or small toy. Several children became almost daily visitors in order to participate in this activity.

The month was complete with treats and sweets being handed out by staff members to all visitors in costume on October 31st. We coordinate this activity with the event at the Carthage square, seeing several community members visit our Library.

Youth Services continues to focus on providing programs that combine literacy, creativity, and practical life skills in ways that are both meaningful and memorable for families.

Respectfully submitted,
Sherrí Luce

Carthage Public Library
Excel High School Diploma Program Board Report
October 2025

Even though we are not seeking additional students, the Excel High School Diploma Program currently has three active students who are making steady progress toward completing their coursework. Each student is working independently, with Library staff support as needed. These students should complete their studies by mid-2027, if not sooner.

Respectfully submitted,
Sherri Luce