

APPROVED

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, January 13th, 2026 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

Community Relations

By-Laws

Library Gardens

Communications

Compensation/Wages

New Business

Reserves Policy

Ben Young, Steadley Family Legacy Center-

Administrator Report

Payment of Bills

Adjournment

The Carthage Public Library Board of Trustees Meeting Minutes – December 9, 2025

APPROVED

The Carthage Public Library Board of Trustees met Tuesday, Dec. 9, 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: Cindy Rogers, Leigh Salyer, Nancy Dymott, Sandy Swingle, Brian Schmidt, and Donna Thomason. Board members absent: Justin Baucom, Gary Cole, and Doug Huntley. Julie Yockey and Sherri Luce were also present.

Minutes of Last Meeting

There were no changes to the minutes of the regular meeting on November 11, 2025. A motion to approve the minutes of the November meeting was made by Sandy Swingle and seconded by Nancy Dymott. The motion passed unanimously.

Financial Report

See attached.

Brian Schmidt pointed out that the large difference shown on the Insurance line is due to the renewal that is in process. The line item will even out when the renewal goes through. Nancy Dymott motioned that we accept the Financial Report with Leigh Salyer seconding. The motion passed unanimously.

Director's Progress and Service Report

See attached.

Julie Yockey reported that the Tech updates that will allow the computers to accommodate Windows 11 are almost complete. This work was financed through a Tech Grant. Julie stated that the grant was almost used, but no local monies have been touched.

Youth Services Progress and Services Report

See attached.

President's Message

No Report

Council Liaison's Report – No report

Committee Reports

The Carthage Public Library Board of Trustees Meeting Minutes – December 9, 2025

Respectfully submitted,

Donna Thomason

Donna Thomason
Secretary-Treasurer

APPROVED

CARTHAGE PUBLIC LIBRARY

FINANCIAL STATEMENTS

DECEMBER 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 December 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

January 11, 2026



Carthage, Missouri, MO 64836

**Carthage Public Library
Balance Sheet - Cash basis
December 31, 2025**

Assets

Current Assets

Cash in bank - treasurer's cash	\$	160,209.67
Cash in bank - Community National Bank		5,857.94
Cash in bank - Guaranty Bank		17,994.13
Cash on hand - circulation desk		100.00
Cash on hand - Internet desk		40.00
Petty cash		120.00
MOSIP Investment		783,080.24
Other asset		<u>56,103.00</u>
Total Current Assets		<u><u>1,023,504.98</u></u>

Total Assets

\$ 1,023,504.98

Liabilities and Net Assets

Current Liabilities

Accrued supplemental insurance - AFLAC	\$	945.56
Accrued insurance - Cincinnati Life		<u>47.98</u>
Total Current Liabilities		<u>993.54</u>

Total Liabilities

993.54

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
Mult Purpose Building		(325.87)
LSTA-Technology Ladder Grant-MOSL-Tech Grant LBES-TLD25-069		(336.68)
Anne Elliff - Children's Dept		1,560.51
Excel High School		17,023.00
Operational reserves		195,998.47
Change in net assets		<u>(274,432.24)</u>
Total Net Assets		<u><u>1,022,511.44</u></u>
Total Liabilities and Net Assets	\$	<u><u>1,023,504.98</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 six months ended December 31, 2025

	2025		Monthly		2025		Annual	
	Month Actual	Budget	Variance	Year to date	Budget	Variance	Budget	Variance
Revenue								
Book sale income	\$ 249.25	\$ 250.00	(0.75)	\$ 1,109.45	\$ 3,000.00	(1,890.55)	\$	(1,890.55)
Copier income	368.50	416.67	(48.17)	2,382.00	5,000.00	(2,618.00)		(2,618.00)
Donations	2,040.65	0.00	2,040.65	3,877.74	0.00	3,877.74		3,877.74
Donations-restricted	0.00	0.00	0.00	48,937.48	0.00	48,937.48		48,937.48
Fax income	97.00	83.34	13.66	417.85	1,000.00	(582.15)		(582.15)
Circulation Fees	153.49	333.34	(179.85)	722.66	4,000.00	(3,277.34)		(3,277.34)
Internet usage income	14.00	0.00	14.00	169.05	0.00	169.05		169.05
Interest income	5,306.37	4,166.67	1,139.70	33,353.50	50,000.00	(16,646.50)		(16,646.50)
Non-resident fee income	440.00	500.00	(60.00)	3,910.20	6,000.00	(2,089.80)		(2,089.80)
Payment for lost books	1.95	0.00	1.95	206.35	0.00	206.35		206.35
State aid	0.00	1,000.00	(1,000.00)	11,929.38	12,000.00	(70.62)		(70.62)
Sur tax	0.00	6,666.67	(6,666.67)	0.00	80,000.00	(80,000.00)		(80,000.00)
Tax income	31,935.68	18,333.34	13,602.34	34,796.95	220,000.00	(185,203.05)		(185,203.05)
Tax income - Park and storm water	44,064.36	51,666.67	(7,602.31)	293,846.97	620,000.00	(326,153.03)		(326,153.03)
Athelete & Entertainers Tax Income	0.00	1,083.34	(1,083.34)	0.00	13,000.00	(13,000.00)		(13,000.00)
Miscellaneous income	0.00	500.00	(500.00)	0.00	6,000.00	(6,000.00)		(6,000.00)
Other income	22.85	0.00	22.85	129.29	0.00	129.29		129.29
Total revenue	84,694.10	85,000.04	(305.94)	435,788.87	1,020,000.00	(584,211.13)		(584,211.13)

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 six months ended December 31, 2025

	2025		Monthly		2025		Annual	
	Month Actual	Budget	Variance	Year to date	Budget	Variance		
Operating Expenses								
Salaries	51,527.99	52,000.00	472.01	332,734.48	624,000.00	291,265.52		
Lagers	2,436.28	2,519.16	82.88	15,269.95	30,230.00	14,960.05		
Insurance - health	2,482.56	1,833.33	(649.23)	12,272.68	22,000.00	9,727.32		
Insurance-Life	140.32	200.00	59.68	684.96	2,400.00	1,715.04		
Payroll taxes - FICA	3,942.39	3,916.66	(25.73)	25,456.67	47,000.00	21,543.33		
Total payroll expenses	60,529.54	60,469.15	(60.39)	386,418.74	725,630.00	339,211.26		
Employee goodwill	101.03	333.33	232.30	2,909.39	4,000.00	1,090.61		
Advertising	0.00	166.66	166.66	284.00	2,000.00	1,716.00		
Audio-visuals	38.97	83.33	44.36	237.48	1,000.00	762.52		
Books	235.82	2,333.33	2,097.51	13,299.76	28,000.00	14,700.24		
Books - children's	0.00	1,250.00	1,250.00	5,072.56	15,000.00	9,927.44		
Contract fees	694.34	2,500.00	1,805.66	22,232.59	30,000.00	7,767.41		
Dues and travel	88.20	583.33	495.13	4,644.42	7,000.00	2,355.58		
Ebooks	0.00	316.66	316.66	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	156.60	2,750.00	2,593.40	20,651.63	33,000.00	12,348.37		
Information technology (IT)	1,660.26	583.33	(1,076.93)	2,597.54	7,000.00	4,402.46		
Insurance	0.00	4,666.66	4,666.66	64,030.20	56,000.00	(8,030.20)		
Legal and professional	5,390.00	3,833.33	(1,556.67)	24,480.00	46,000.00	21,520.00		
Periodicals	0.00	250.00	250.00	1,643.96	3,000.00	1,356.04		
Postage	0.00	125.00	125.00	381.62	1,500.00	1,118.38		
Programs - adult	418.12	2,916.66	2,498.54	3,579.55	35,000.00	31,420.45		
Programs - children	656.68	1,666.66	1,009.98	6,439.96	20,000.00	13,560.04		
Programs, teens	0.00	8.33	8.33	0.00	100.00	100.00		
Repairs and maintenance	74,963.62	3,333.33	(71,630.29)	96,277.72	40,000.00	(56,277.72)		
Scholarships-Non residential	100.00	0.00	(100.00)	280.00	0.00	(280.00)		
Supplies	3,246.56	2,083.33	(1,163.23)	10,005.14	25,000.00	14,994.86		
Supplies - multi purpose building	403.85	1,250.00	846.15	6,631.21	15,000.00	8,368.79		
Telephone	449.14	666.66	217.52	3,019.14	8,000.00	4,980.86		
Utilities	4,516.50	4,166.66	(349.84)	29,507.84	50,000.00	20,492.16		
Athelete & 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		
	93,119.69	38,949.92	(54,169.77)	323,802.37	467,400.00	143,597.63		

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Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and six months ended December 31, 2025

	2025	Monthly	Monthly	2025	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Total expenses and losses	153,649.23	99,419.07	(54,230.16)	710,221.11	1,193,030.00	482,808.89

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Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and six months ended December 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	(68,955.13)	(14,419.03)	(54,536.10)	(274,432.24)	(173,030.00)	(101,402.24)
Transfers from temporary restricted	18,619.21	99,419.17	(80,799.96)	66,071.04	1,193,030.00	(1,126,958.96)
Transfers to temporary restricted	(14,000.38)	0.00	(14,000.38)	(62,937.86)	0.00	(62,937.86)
Increase/(Decrease) in unrestricted net assets	<u>(64,336.30)</u>	<u>85,000.14</u>	<u>(149,336.44)</u>	<u>(271,299.06)</u>	<u>1,020,000.00</u>	<u>(1,291,299.06)</u>

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Carthage Public Library

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

	2025	Monthly	Monthly	2025	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Changes in temporarily restricted net assets						
Spotlight on Literacy MOSL Grant - SLT23-048	6,056.20			6,056.20		
Spotlight on Literacy - LOCAL FUNDS - SLT23-048	1,833.97			32,781.30		
Summer reading program	828.66			828.66		
Summer Reading Program - Local Funds 2023	1,553.20			1,553.20		
Summer Reading Program-Local Funds 2025	0.00			4,082.00		
Summer Reading Program-Local Funds 2026	2,081.29			9,125.44		
Summer Reading Program - MOSL Funds 2023	1,321.19			1,321.19		
Multi Purpose Building	325.87			325.87		
LSTA-Technology Ladder Grant-MOSL-Tech Grant LBES-TLD25-069	0.00			6,864.00		
Carthage Community Foundation	0.00			(272.27)		
CPL Development Foundation	(828.66)			(828.66)		
Debbie Putnam - Ebooks	0.00			(3,702.00)		
Spotlight on Litarcy MOSL Grant - SLT24-068	(6,056.20)			(6,056.20)		
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	(1,833.97)			(1,833.97)		
Spotlight on Literacy - LOCAL FUNDS - SLT23-048	(1,425.25)			(9,094.37)		
Summer Reading Program-Local Funds 2024	(1,857.06)			(1,929.06)		
Summer Reading Program-Local Funds 2025	(1,777.43)			(10,249.10)		
Summer Reading Program-Local Funds 2026	0.00			(251.36)		
Summer Reading Program-MOSL Funds 2024	(1,321.19)			(1,321.19)		
Multi Purpose Building - Furnishings and supplies	(704.73)			(6,807.14)		
LSTA-Technology Ladder Grant-MOSL-Tech Grant LBES-TLD25-069	(1,288.00)			(19,159.00)		
Anne Eliff - Children's Dept	(526.72)			(526.72)		
Excel High School	(1,000.00)			(4,040.00)		
Increase/(Decrease) in temporarily restricted net assets	<u>(4,618.83)</u>			<u>(3,133.18)</u>		
Change in net assets	<u>\$ (68,955.13)</u>			<u>\$ (274,432.24)</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 six months ended December 31, 2025

	Beginning Balance	Increases	Decreases	Ending balance
Boylan Grant	\$ (183.36)	\$ 0.00	\$ 0.00	\$ (183.36)
Carthage Community Foundation	(280.09)	0.00	(272.27)	(552.36)
CPL Development Foundation	828.66	0.00	(828.66)	0.00
Debbie Putnam - Ebooks	8,119.74	0.00	(3,702.00)	4,417.74
Library Gardens	3,836.60	0.00	0.00	3,836.60
Spotlight on Literacy MOSL Grant - SLT23-048	(6,056.20)	6,056.20	0.00	0.00
Spotlight on Literacy MOSL Grant - SLT24-068	1,146.84	0.00	(6,056.20)	(4,909.36)
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	1,833.97	0.00	(1,833.97)	0.00
Spotlight on Literacy - LOCAL FUNDS - SLT23-048	8,401.49	32,781.30	(9,094.37)	32,088.42
Summer reading program - Local	3,000.00	828.66	0.00	3,828.66
Summer Reading Program - Local Funds 2023	(1,553.20)	1,553.20	0.00	0.00
Summer Reading Program - Local Funds 2024	1,929.06	0.00	(1,929.06)	0.00
Summer Reading Program-Local Funds 2025	6,167.10	4,082.00	(10,249.10)	0.00
Summer Reading Program-Local Funds 2026	0.00	9,125.44	(251.36)	8,874.08
Summer Reading Program - MOSL Funds 2023	(1,321.19)	1,321.19	0.00	0.00
Summer Reading Program-MOSL Funds 2024	1,424.09	0.00	(1,321.19)	102.90
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	(6,807.14)	130,207.34
Multi Purpose Building	(325.87)	325.87	0.00	0.00
LSTA-Technology Ladder Grant-MOSL-Tech Grant LBES-TLD25-069	(336.68)	6,864.00	(19,159.00)	(12,631.68)
Anne Eliff - Children's Dept	1,560.51	0.00	(526.72)	1,033.79
Excel High School	17,023.00	0.00	(4,040.00)	12,983.00
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	\$ 388,184.42	\$ 62,937.86	\$ (66,071.04)	\$ 385,051.24

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

Carthage Public Library

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

This has been a difficult Board report to write—not because of bad news or impending doom, but because we enjoyed such a wonderful month between our last Board meeting and this one. In my nearly 15 years here, it often feels as though we have moved from one challenge to the next: disasters, ongoing maintenance issues, the pandemic, and even the construction of a new building. Somewhere along the way, I had forgotten what it was like to come to work and simply enjoy the experience and spend individual time with staff and patrons. This past month was a welcome and refreshing reminder of that feeling.

Staff

I truly believe I have the best staff I have ever worked with. We work exceptionally well together and take great pride in our Library and the services we provide.

Programming & Recognition

We have worked hard to establish our place in the public library realm, and our programs have gained recognition beyond our region. At a recent meeting of Southwest Missouri library directors, one colleague jokingly remarked they would like—just once—to “one-up Carthage,” reflecting the strong reputation our Library has earned. Social media continues to play an important role in outreach and Sherri Luce does an outstanding job managing our Library’s online presence.

Grant-Funded Programs

Decisions will need to be made regarding the continuation of our high school diploma program and our adult citizenship and English program. Both will exhaust private grant funding this summer, yet demand remains strong and no other libraries in our area offer these services.

Summer Reading Program

Planning for the Summer Reading Program is underway, and we are thankful that this year’s funding has been fully covered by private donors.

Collections & Technology

The Missouri Evergreen Consortium continues to grow, and we will add an additional courier day this summer, bringing the total to four days per week. Our book and e-book collections remain popular among patrons. Remaining purchases under the Technology Grant will complete the replacement of all Library hardware.

Facilities & Building Projects

Staff and patrons have enjoyed the front entrance and dome renovations, with many compliments received on the new doors. The HVAC unit has completed preventative maintenance and will require several replacement parts. Pest control and fire inspections remain current. The Building Committee continues to work with architects and engineers toward breaking ground on the parking lot project.

Approved January 2026

Carthage Public Library
Reserve Fund Policy

General Reserves

It is the policy of the **Carthage Public Library** to maintain general reserve funds at levels sufficient to reasonably ensure the continued provision of library services.

The goal of the Library's general reserves is to maintain an operating reserve equivalent to approximately **four (4) months of operating expenditures** in the amount of \$360,000. These reserves are intended to provide financial stability and continuity of operations in the event of unexpected expenses, revenue shortfalls, or other unforeseen circumstances.

In addition to operating reserves, it is the policy of the Carthage Public Library to maintain a **Capital Improvement and Emergency Reserve Fund** in the amount of **\$300,000**. This reserve is intended to support major capital needs, facility improvements, equipment replacement, and emergency situations that may impact library operations.

Youth Services Department Board Report Carthage Public Library December 2025

December was a busy and festive month for the Youth Services Department. Holiday-themed activities and décor helped reinforce the library as a welcoming community space during the winter season.

Programs & Events

Christmas Story Time Series

Two special Christmas-themed story times were offered in December, each focusing on early literacy, music, and family engagement.

- **Holiday Story Time**
Children enjoyed stories, songs, and a hands-on craft where they created gingerbread houses using paper bags.
- **Waffles & Santa Story Time**
This special holiday event included stories, songs, and a waffle breakfast, followed by a visit from Santa Claus. Carthage R-9 Parents As Teachers provided a take-and-make craft kit, and the Library gave a holiday book to each child in attendance. The program drew a large turnout of families. Due to room limitations, not everyone was able to attend the Story Time and waffle portion of the event. Families who were unable to join during that time were able to enjoy playtime in the Children's Department and visit Santa upon his arrival. While feedback from most visitors was positive, some expressed disappointment about not being able to attend the Story Time.

Professional Development

The Youth Services Director attended the winter meeting of the Missouri Public Library Directors (MPLD), which provided opportunities for professional development, networking, and sharing ideas with library staff from across the state. A breakout session for libraries of similar size was especially helpful and informative.

Looking Ahead

Youth Services staff are preparing for upcoming winter programs, including regular story times, seasonal crafts, and activities for school-age children. The Winter Reading Challenge will run from January 5 through February 14. The challenge includes reading activities for all ages, small prizes, and a final drawing at the conclusion of the program.

Respectfully submitted,
Sherri Luce
Youth Services Director

Steadley Family Legacy Center Board Report

January 2026

Ben Young, Administrator

December was a productive and high-demand month in the Makerspace, with a strong emphasis on holiday gift creation and increased patron engagement. Common projects included customized Yeti mugs, charcuterie boards, leather notebooks and belts, custom signage, ornaments, 3D printing projects, and VHS tape digitization.

Programs and Classes

The first two weeks of December proceeded as scheduled and included the following programs:

- **Sewing Class:**
A beginner-level sewing class was held with 14 participants utilizing 7 sewing machines. Participants created lavender and rice hand warmers. The class was well attended and provided patrons with a reusable, environmentally friendly item.
- **Adult Nutrition Class (University of Missouri Partnership):**
This class focused on helping adults make cost-effective and nutritious food choices. The partnership continues to support adult education and community engagement within the Makerspace.

During this period, the Makerspace averaged **2–3 patron appointments per day** in addition to scheduled programming.

Increased Patron Activity

The final two weeks of December saw a significant increase in patron usage, averaging **5–6 patrons per day**, exceeding scheduled appointments. This increase was driven by:

- Demand for last-minute holiday gift production using the laser cutter and 3D printer
- Increased awareness through word-of-mouth
- New patrons requesting tours and technology assistance

On December 18, a **Kids Cooking Class** was also held alongside regular patron appointments.

End-of-Month Activity

The final days before the holiday closure (December 22–23) were particularly busy. In one day, Makerspace staff assisted patrons in completing:

- 18 customized drinking cups
- 2 leather notebooks
- 1 VHS digitization project
- 4 cutting boards

Summary

December concluded as one of the busiest months of the year for the Makerspace, with increased daily patron usage, successful programming, and high demand for equipment and staff assistance. Thank you for your continued support of the Makerspace and its services.