CARTHAGE
PUBLIC LIBRARY

612 S. Garrison Avenue
Carthage, Missouri 64836
Ph 417.237.7040
Fx 417.237.7041
carthage.lib.mo.us

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, February 8, 2022 5:15 p.m.

Steadley Family Legacy Center
612 S. Garrison Ave.

AGENDA
Roll Call of Members

Minutes from the Last Meeting

Financial Report

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
- Payment of Bills
- Adjournment

The Carthage Public Library Board of Trustees Meeting Minutes – January 2022 DRAFT

The Carthage Public Library Board of Trustees met Tuesday, January 11, 2022, in the Carthage Public Library, Steadley Family Legacy Center using appropriate social distancing protocol and COVID-19 precautionary measures. The meeting was called to order at 5:16 pm by Sandy Swingle, President.

APPROVED

Roll Call
Board Members present: Gary Cole, Sandy Swingle, Kevin Johnson, Carrie Campbell, Justin Baucom and Miriam Putnam. Board members Donna Thomason, Peggy Ralston and Eric Putnam were absent. Library Director Julie Yockey was also present.

Minutes of Last Meeting
There were no changes to the minutes of the last regular meeting of December 14, 2021. A motion to approve the regular meeting minutes was made by Gary Cole and seconded by Carrie Campbell. Motion passed unanimously.

Financial Report
Attached. The December 2021 financial report was presented. Discussion Included: (1) Parks and Storm Water check received was $39K. Julie inquired about the recently passed online use tax and the Library does NOT receive proceeds from this tax. (2) Property tax revenue has not been received yet. (3) Legal fees is at budget with 6 months remaining in the fiscal year, however no additional expenses are expected. A motion to approve the December 2021 financial report was made by Justin Baucom and seconded by Gary Cole. Motion passed unanimously.

Director's Progress and Service Report
Attached. Discussion included: (1) The Library will be closed for the next four days because schools are closed until Tuesday (1/18) due to COVID. There are seven staff members absent from the Library – three with COVID and four who have children now out of school due to COVID. It takes at least seven employees to operate the Library when open. Julie assured the board the Library would be open Monday, January 17 regardless. (2) Received $27K grant from the Marsh Family trust (Thelma Stanley trust) for the High School Diploma program. (3) Schmidt has requested an increase in monthly fees from $50 to $300. The current amount was put in place years ago when the Library was experiencing funding issues. Those funding issues have largely been resolved and the proposed amount is very reasonable considering all that Schmidt does for the Library such as bookkeeping, reports, payroll, tax filings, audit preparation, workers comp audit, financials, W4 and W9s. They agreed to wait until the next budget year to start (July 22). Gary Cole moved to approve the increase. Miriam Putnam seconded. Motion passed unanimously. (4) Julie reported the library paid $20K in sick leave in 2021. She is still working on getting an accrued (accumulated) amount.

Youth Services Progress and Services Report
Attached.

President's Message
No report.

Council Liaison's Report
No report.

Committee Reports

Building Committee – Gary Cole reported: (1) No update from the HVAC engineering firm. We did receive $100K from the Steadley Trust to apply towards the cost of the replacement. (2) Randy Dubry came and fixed a problem with the flu for the laser etcher and with the backsplash in the Steadley Family Legacy Center.

Budget Committee – No report.

Community Relations – No report.

By-Laws – No report.

Library Gardens – No report.

ADA Compliance – No report.

Communications – No report.

Unfinished Business
No report.

New Business
(1) Gary Cole moved to form a Compensation and Benefits committee for the purpose of reviewing rates of pay and benefits such as the vacation and sick leave policy. Justin Baucom seconded. Motion passed unanimously. Julie will send an email asking for volunteers.

Payment of Bills
Sandy Swingle said she had reviewed the bills and they could be paid. Miriam Putnam made a motion to pay the bills. Gary Cole seconded. Motion passed unanimously.

Other New Business
No report.

Closed Session
None.

Adjournment
Gary Cole made a motion to adjourn. Justin Baucom seconded. Motion passed unanimously. Meeting was adjourned at 6:17 pm.

Respectfully submitted,

Kevin Johnson
Kevin Johnson
Secretary-Treasurer

DRAFT APPROVED

CARTHAGE PUBLIC LIBRARY

FINANCIAL STATEMENTS

JANUARY 31, 2022

SCHMIDT
CPAS & ADVISORS

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 January 31, 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

February 04, 2022

Carthage Public Library
Balance Sheet - Cash basis
January 31, 2022
Assets

Current Assets		
Cash in bank - treasurer's cash	$	602,188.72
Cash in bank - Community National Bank		898.94
Cash in bank - Guaranty Bank		5,838.80
Cash on hand - circulation desk		100.00
Cash on hand - Internet desk		40.00
Petty cash		120.00
Guaranty Bank CD #431		325,325.98
Guaranty Bank CD #531		325,325.98
MOSIP Investment		19,707.70
Total Current Assets		1,279,546.12
Total Assets	$	1,279,546.12

Liabilities and Net Assets

Current Liabilities		
Insurance proceeds payable	$	29,295.33
Total Current Liabilities		29,295.33
Total Liabilities		29,295.33
Net Assets		
Unrestricted Net Assets		796,014.13
Temporarily Restricted Net Assets:		
Boylan Grant		6,252.67
Carthage Community Foundation		5,000.00
CPL Collection Development Grant		(5,000.00)
CPL Development Foundation		10,178.66
Debbie Putnam - Ebooks		23,139.74
Library Gardens		2,282.78
Spotlight on Literacy (RTR)-MOSL-SLT-CTHG 06/2020-05/2021		(2,641.20)
Spotlight on Literacy (RTR)-LOCAL Funds-SLT-CTHG 06/2020-05/2021		5,245.76
Spotlight on Literacy - MOSL -2020		(4,206.00)
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021		(6,153.75)
Spotlight on Literacy MOSL Grant -SLT21-076		(212.50)
Spotlight on Literacy Grant-LOCAL Funds-SLT20-CAPL 06/2020-05/2021		18,616.35
Steadley Trust		926.16
Summer Reading Program LOCAL Funds- 2021 #SLP20-029		186.43
Summer Reading Program MOSL Funds- 2021 #SLP20-029		(4,375.61)
Thelma Stanley Foundation Grant		16,602.37
Multi Purpose Building - furnishings and supplies		178,445.48
Mulit Purpose Building		(181,501.91)
Anne Elliff - Children's Dept		2,509.76
Author Vist MOSL GRANT-10015		(878.90)
Operational reserves		195,998.47
Change in net assets		193,821.90
Total Net Assets		1,250,250.79
Total Liabilities and Net Assets	$	1,279,546.12

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, 2022

	2022 Month Actual	Monthly Budget	Monthly Variance	2022 Year to date	Annual Budget	Annual Variance
Revenue						
Book sale income	$ 122.60	$ 250.00	$ (127.40)	$ 1,081.40	$ 3,000.00	$ (1,918.60)
Copier income	319.75	416.67	(96.92)	2,227.60	5,000.00	(2,772.40)
Donations	67.80	0.00	67.80	11,287.30	0.00	11,287.30
Donations-restricted	127,400.00	0.00	127,400.00	349,525.26	0.00	349,525.26
Fax income	46.20	83.34	(37.14)	505.20	1,000.00	(494.80)
Fine income	342.75	416.67	(73.92)	2,744.67	5,000.00	(2,255.33)
Interest income	(29.08)	250.00	(279.08)	1,498.92	3,000.00	(1,501.08)
Non-resident fee income	480.00	583.34	(103.34)	3,420.00	7,000.00	(3,580.00)
Payment for lost books	37.99	0.00	37.99	272.00	0.00	272.00
Postage income	2.00	0.00	2.00	7.00	0.00	7.00
State aid	0.00	1,041.67	(1,041.67)	4,755.39	12,500.00	(7,744.61)
Sur tax	0.00	2,666.67	(2,666.67)	4.65	32,000.00	(31,995.35)
Tax income	38,799.41	17,500.00	21,299.41	80,215.76	210,000.00	(129,784.24)
Tax income - Park and storm water	39,540.67	38,916.67	624.00	319,619.39	467,000.00	(147,380.61)
Miscellaneous income	0.00	500.00	(500.00)	1.13	6,000.00	(5,998.87)
Other income	34.66	0.00	34.66	315.72	0.00	315.72
Total revenue	207,164.75	62,625.03	144,539.72	777,481.39	751,500.00	25,981.39

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, 2022

	2022 Month Actual	Monthly Budget	Monthly Variance	2022 Year to date	Annual Budget	Annual Variance
Operating Expenses						
Salaries	38,873.31	42,250.00	3,376.69	312,450.37	507,000.00	194,549.63
Lagers	2,023.17	2,083.33	60.16	15,903.69	25,000.00	9,096.31
Insurance - health	1,063.00	1,250.00	187.00	11,532.33	15,000.00	3,467.67
Payroll taxes - FICA	2,974.34	3,166.66	192.32	23,906.01	38,000.00	14,093.99
Total payroll expenses	44,933.82	48,749.99	3,816.17	363,792.40	585,000.00	221,207.60
Employee goodwill	81.17	333.33	252.16	2,103.69	4,000.00	1,896.31
Advertising	174.95	125.00	(49.95)	398.95	1,500.00	1,101.05
Audio-visuals	77.00	125.00	48.00	287.49	1,500.00	1,212.51
Books	896.38	2,083.33	1,186.95	10,704.61	25,000.00	14,295.39
Books - children's	960.96	1,083.33	122.37	9,139.80	13,000.00	3,860.20
Contract fees	3,894.31	3,083.33	(810.98)	30,022.01	37,000.00	6,977.99
Dues and travel	341.47	583.33	241.86	2,142.92	7,000.00	4,857.08
Ebooks	0.00	291.66	291.66	3,800.00	3,500.00	(300.00)
Furniture and equipment	0.00	250.00	250.00	668.34	3,000.00	2,331.66
Information technology (IT)	14.99	583.33	568.34	2,862.69	7,000.00	4,137.31
Insurance	1,887.90	2,666.66	778.76	37,686.23	32,000.00	(5,686.23)
Interest expense	0.00	0.00	0.00	1,789.27	0.00	(1,789.27)
Legal and professional	0.00	500.00	500.00	6,700.00	6,000.00	(700.00)
Periodicals	420.33	291.66	(128.67)	3,470.57	3,500.00	29.43
Postage	74.99	125.00	50.01	524.93	1,500.00	975.07
Programs - adult	434.31	416.66	(17.65)	2,489.50	5,000.00	2,510.50
Programs - children	573.43	666.66	93.23	3,004.80	8,000.00	4,995.20
Programs, teens	0.00	41.66	41.66	368.10	500.00	131.90
Repairs and maintenance	4,584.47	2,916.66	(1,667.81)	36,969.27	35,000.00	(1,969.27)
Supplies	1,124.34	1,666.66	542.32	11,023.95	20,000.00	8,976.05
Supplies - multi purpose building	469.98	1,250.00	780.02	25,299.93	15,000.00	(10,299.93)
Telephone	453.64	500.00	46.36	2,724.34	6,000.00	3,275.66
Utilities	3,842.96	3,333.33	(509.63)	25,685.70	40,000.00	14,314.30
	20,307.58	22,916.59	2,609.01	219,867.09	275,000.00	55,132.91
Total expenses and losses	65,241.40	71,666.58	6,425.18	583,659.49	860,000.00	276,340.51

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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, 2022

	2022 Month Actual	Monthly Budget	Monthly Variance	2022 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	141,923.35	(9,041.55)	150,964.90	193,821.90	(108,500.00)	302,321.90
Transfers from temporary restricted	6,499.83	9,041.67	(2,541.84)	42,489.63	108,500.00	(66,010.37)
Transfers to temporary restricted	(100,000.00)	0.00	(100,000.00)	(322,125.26)	0.00	(322,125.26)
Increase/(Decrease) in unrestricted net assets	48,423.18	0.12	48,423.06	(85,813.73)	0.00	(85,813.73)

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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, 2022

	2022 Month Actual	Monthly Budget	Monthly Variance	2022 Year to date	Annual Budget	Annual Variance
Changes in temporarily restricted net assets						
Spotlight on Literacy (RTR) - MOSL-SLT20-CTHG 06/2020-05/2021	0.00			2,740.81		
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	0.00			6,269.13		
Spotlight on Literacy MOSL Grant - SLT21-076	0.00			5,995.00		
Spotlight on Literacy LOCAL Funds - SLT21-076	0.00			10,000.00		
Steadley Trust	100,000.00			100,000.00		
Summer Reading Program - Local Funds 2022	0.00			1,035.00		
Summer Reading Program MOSL Funds- 2021 #SLP20-029	0.00			4,000.00		
Muliti Purpose Building	0.00			185,332.32		
Anne Elliff - Children's Dept	0.00			6,000.00		
Author Visit MOSL Grant -10015	0.00			753.00		
CLSP Grant -2022	(203.90)			(203.90)		
Debbie Putnam - Ebooks	0.00			(3,800.00)		
Spotlight on Literacy (RTR) - MOSL-SLT20-CTHG 06/2020-05/2021	0.00			(99.61)		
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	0.00			(115.38)		
Spotlight on Literacy MOSL Grant - SLT21-076	(2,077.50)			(7,775.00)		
Spotlight on Literacy LOCAL Funds - SLT21-076	(434.31)			(5,799.38)		
Steadley Trust	(2,250.00)			(2,250.00)		
Summer Reading Program LOCAL Funds- 2021 #SLP20-029	0.00			(186.43)		
Summer Reading Program MOSL Funds- 2021 #SLP20-029	0.00			375.61		
Thelma Stanley Foundation Grant	0.00			(339.61)		
Multi Purpose Building - furnishings and supplies	(505.96)			(21,393.67)		
Anne Elliff - Children's Dept	(1,028.16)			(1,028.16)		
Author Visit MOSL Grant - 10015	0.00			125.90		
Increase/(Decrease) in temporarily restricted net assets	93,500.17			279,635.63		
Change in net assets	$ 141,923.35			$ 193,821.90		

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

Carthage Public Library
Gift Account Activity
For the one month and seven months ended January 31, 2022

	Beginning Balance	Increases	Decreases	Ending balance
Boylan Grant	$ 6,252.67	$ 0.00	$ 0.00	$ 6,252.67
Carthage Community Foundation	5,000.00	0.00	0.00	5,000.00
CPL Collection Development Grant	(5,000.00)	0.00	0.00	(5,000.00)
CPL Development Foundation	10,178.66	0.00	0.00	10,178.66
CLSP Grant -2022	0.00	0.00	(203.90)	(203.90)
Debbie Putnam - Ebooks	23,139.74	0.00	(3,800.00)	19,339.74
Library Gardens	2,282.78	0.00	0.00	2,282.78
Spotlight on Literacy (RTR)-MOSL-SLT-CTHG 06/2020-05/2021	(2,641.20)	2,740.81	(99.61)	0.00
Spotlight on Literacy (RTR)-LOCAL Funds-SLT-CTHG 06/2020-05/2021	5,245.76	0.00	0.00	5,245.76
Spotlight on Literacy - MOSL -2020	(4,206.00)	0.00	0.00	(4,206.00)
Spotlight on Literacy Grant-MOSL-SLT20-CAPL 06/2020-05/2021	(6,153.75)	6,269.13	(115.38)	0.00
Spotlight on Literacy Local Funds - SLT21-076	(212.50)	5,995.00	(7,775.00)	(1,992.50)
Spotlight on Literacy Grant-LOCAL Funds-SLT20-CAPL 06/2020-05/2021	18,616.35	0.00	0.00	18,616.35
Spotlight on Literacy Local Funds - SLT21-076	0.00	10,000.00	(5,799.38)	4,200.62
Steadley Trust	926.16	100,000.00	(2,250.00)	98,676.16
Summer Reading Program LOCAL Funds- 2021 #SLP20-029	186.43	0.00	(186.43)	0.00
Summer Reading Program - Local Funds 2022	0.00	1,035.00	0.00	1,035.00
Summer Reading Program MOSL Funds- 2021 #SLP20-029	(4,375.61)	4,000.00	375.61	0.00
Thelma Stanley Foundation Grant	16,602.37	0.00	(339.61)	16,262.76
Multi Purpose Building - furnishings and supplies	178,445.48	0.00	(21,393.67)	157,051.81
Mulit Purpose Building	(181,501.91)	185,332.32	0.00	3,830.41
Anne Elliff - Children's Dept	2,509.76	6,000.00	(1,028.16)	7,481.60
Author Vist MOSL GRANT-10015	(878.90)	753.00	125.90	0.00
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	$ 260,414.76	$ 322,125.26	$ (42,489.63)	$ 540,050.39

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

February 2022, Julie Yockey, Director

Where did January go? In a blink of an eye, it has flown by and it is time for our Board meeting again. It has been a good month, except for dealing with staff absences due to COVID. As hard as we try to keep staff members healthy, we are still experiencing long term, (over a week's period), absences for those with COVID. We are doing our best to cover the desks of those who are gone. In fact, the Library was closed four days in January to give those who were ill a chance to recover, and to help parents who had to stay at home due to the school district closing for three days. We have also had to close the Reference department on two occasions due to lack of staff. In-house Story Times will be in person on Wednesday's starting this week. We continue to watch the COIVD case numbers on a weekly basis which help us make the decision on whether or not to hold in-house programming or virtual programming.

February began with a big cold storm and the Library was again closed for three days, as it was impossible to get our parking lot cleared due to the reoccurring snow and cold temperatures. Our quarterly check has been completed on our sprinkler system, and sadly I will report that the Genealogy Dept. has two new water leaks. We believe it is due to the roof drainage pipes being frozen. Randy Dubry is looking into the problem.

We have had two people inquire about the position to replace Pat Wakefield when she retires in May. Interviews will be done this week, and hopefully a decision will be made by the end of the month. We are excited and moving ahead using our grant funding to be able to offer our "Excel High School Diploma Program." There is a lot of behind the scenes work and preparation that must be worked out before we can actually begin to offer the program to the public. It is an exciting time at the Library.

March will be here before you know it and we hope to report no more closures due to illness of weather. Have a great rest of your month.

Respectfully submitted,

Julie Yockey

Julie Yockey, Director

Children's Progress Report
January 2022, Sherri Luce

Online Story Times have been accepted well by our community, but we are very excited to host in-library programming again! We will be extremely cautious with recommending handwashing, mask wearing and social distancing, but I can't wait to see our children again. We will continue to offer an online version for families not able to attend. The craft will still be in the take-and-make format.

Statistics for January included four online Story Times, with an approximate attendance of 44 families. We shared 167 craft kits in-house. We usually make 50 each week. The one week they didn't all get passed out, we donated the extras to Maple Leaf Daycare and Preschool. They were so excited!

We've scheduled a Sixth Grade STEAM program for Feb. 15th. This age group is targeted simply because of their proximity to the Library. Usually children this age are becoming more active in a variety of things, gaining a bit more independence and responsibility in the process. We plan to provide a snack and work together in an engineering design. If needed, we will open this up to a bigger audience, and hope to host a different program each month. Because of the teamwork in this type of program, we are limiting participants to 12 with masks required.

Statistics for January 2022

New Items Added

Adult	170
Young Adult	4
Juvenile	86
Total	260

New Library Cards

Adult	29
Juvenile	26
Total	55

Computer Use

Wireless	325
Makerspace	2
Adult	257
Laptops	2
Adult Subtotal	259
Reference/Genealogy	102
Microfilm	1
Reference Subtotal	103
Juvenile	5
Tablets	3
AWE	N/A
AWE (Bilingual)	N/A
Juvenile Subtotal	8
Total	697

Patrons

Curbside Pickup	21
In-House Patrons	1,615

Circulation

	Adult	Young Adult	Juvenile	Total
Books	1,092	129	1,492	2,713
Periodicals	37	1	8	46
Audio	23	0	35	58
Visual	295			295
Circulating Electronics	0			0
eBooks	1,201	190	220	1,611
Total	2,648	320	0	2,968
In House Use	142			142

	Borrowing	Lending	Total
Courier	342	367	709

	ILL Made	ILL Rec'd	Total
Interlibrary Loan	1	1	2

Steadley Family Legacy Center

Door Count	Assistance	Checkout	Makerspace Use
19	3	1	17

Technical Services

	Adult	Young Adult	Juvenile	Total
Mending	34	6	28	68
Corrective Processing	89	8	108	205
Discards	69	6	135	210
Total	192	20	0	212

Digital Resources

Learning Express	2	Brainfuse	1
Ebscohost	23	Facebook Likes	2,110
Heritage Quest	0	Biggest Post	Job posting (Pat)
Tumblebooks	43	Pages / Hosts	13,419 / 2,737

Programming

English Language

	In-Person				Online					
	Onsite		Offsite		Live		Recorded		Craft Kits Distributed	Total
	Programs	Attendees	Programs	Attendees	Programs	Attendees	Programs	Attendees		
General Interest										0
Seniors										0
Adults										0
Young Adults										0
Juvenile										0
Early Literacy							4	44	167	215
Total	0	0	0	0	0	0	4	44	167	215

Spanish Language / Bilingual

	In-Person				Online					
	Onsite		Offsite		Live		Recorded		Craft Kits Distributed	Total
	Programs	Attendees	Programs	Attendees	Programs	Attendees	Programs	Attendees		
General Interest										0
Seniors										0
Adults	16	42								58
Young Adults										0
Juvenile										0
Early Literacy										0
Total	16	42	0	0	0	0	0	0	0	58