

1. Public Library Agenda Amended March 8, 2022

Documents:

[PUBLIC LIBRARY AGENDA AMENDED 03 08 22.PDF](#)

1.1. Public Library Board Minutes March 8, 2022

Documents:

[PUBLIC LIBRARY MINUTES 03 08 22.PDF](#)

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, March 8, 2022 10:00 AM.

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: HVAC Update

Budget Committee

Community Relations

By-Laws

Library Gardens

ADA Compliance

Communications

Compensation/Wages: Compensation Update

New Business

Payment of Bills

Adjournment

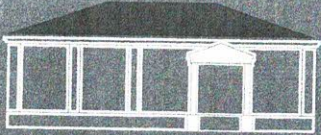
Closed Session

Adjournment

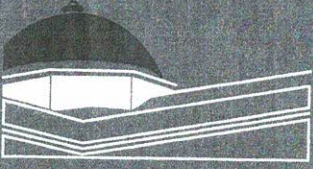
Posted at 9:00 A.M. this 1st day of March 2022

Notice is hereby given that the Carthage Public Library Board of Trustees will conduct a closed meeting in the Carthage Public Library; at 10:00 AM on Tuesday, March 8, 2022.

The agenda of said meeting includes a vote to close a portion of this meeting pursuant to RSMo 610.021.



STEADLEY FAMILY LEGACY CENTER



CARTHAGE PUBLIC LIBRARY

612 S. Garrison Avenue

Carthage, Missouri 64836

Ph 417.237.7040

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carthage.lib.mo.us

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Closed Session

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The agenda of said meeting includes a vote to close a portion of this meeting pursuant to RSMo 610.021.

The Carthage Public Library Board of Trustees Meeting Minutes – February 2022

The Carthage Public Library Board of Trustees met Tuesday, February 8, 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 5:14 pm by Sandy Swingle, President.

Roll Call

Board Members present: Gary Cole, Sandy Swingle, Kevin Johnson, Carrie Campbell, Eric Putnam, Peggy Ralston and Donna Thomason. Board members Justin Baucom and Miriam 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 January 11, 2022. A motion to approve the regular meeting minutes was made by Peggy Ralston and seconded by Carrie Campbell. Motion passed unanimously.

Financial Report

Attached. The January 2022 financial report was presented. Discussion Included: (1) The variance in Tax Income (\$129K) was because income of \$38K was an estimate due to City offices being closed for inclement weather and actuals were not available. Actual income was \$169K. (2) Utilities (\$5K) were double the normal amount. The HVAC unit is not providing any heat through the natural gas heat exchanger and only the in-line electric heaters are working. A motion to approve the January 2022 financial report was made by Gary Cole and seconded by Donna Thomason. Motion passed unanimously.

Director's Progress and Service Report

Attached.

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) The HVAC engineering firm has completed the load analysis survey and recommends the 70-ton unit (same as original design). An information package has been sent to several vendors and we are waiting on pricing. Sizing and electrical requirements will have to be determined for the proposed units.

Budget Committee – No report.

Community Relations – No report.

By-Laws – No report.

The Carthage Public Library Board of Trustees Meeting Minutes – February 2022

Library Gardens – No report.

ADA Compliance – No report.

Communications – No report.

Compensation/Wages – Committee has been formed and has started looking at the sick leave and vacation policy. It is much more complicated than originally expected. They are working on the best way to determine and distribute the amount of leave – hours or days. Approx. accrued sick leave liability is \$20K

Unfinished Business

No report.

New Business

No report.

Payment of Bills

Sandy Swingle said she had reviewed the bills and they could be paid. Eric 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. Peggy Ralston seconded. Motion passed unanimously. Meeting was adjourned at 5:58 pm.

Respectfully submitted,

Kevin Johnson
Secretary-Treasurer

A handwritten signature in cursive script, appearing to read 'Kevin Johnson', is written over the printed name and title.

DRAFT

APPROVED

CARTHAGE PUBLIC LIBRARY

FINANCIAL STATEMENTS

FEBRUARY 28, 2022





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 February 28, 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

March 04, 2022



America Counts on CPAs

**Carthage Public Library
Balance Sheet - Cash basis
February 28, 2022
Assets**

Current Assets

Cash in bank - treasurer's cash	\$ 720,234.17
Cash in bank - Community National Bank	898.94
Cash in bank - Guaranty Bank	14,733.63
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	<u>1,406,486.40</u>

Total Assets

\$ 1,406,486.40

Liabilities and Net Assets

Current Liabilities

Insurance proceeds payable	\$ 26,989.44
Total Current Liabilities	<u>26,989.44</u>

Total Liabilities

26,989.44

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
Multi 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	323,068.07
Total Net Assets	<u>1,379,496.96</u>
Total Liabilities and Net Assets	<u>\$ 1,406,486.40</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 eight months ended February 28, 2022

Revenue	2022		Monthly		Monthly		2022		Annual	
	Month Actual		Budget	Variance	Year to date	Budget	Variance	Annual Budget	Annual Variance	
Book sale income	\$ 170.00	\$ 250.00	\$ (80.00)	\$ 1,251.40	\$ 3,000.00	\$ (1,748.60)				
Copier income	351.25	416.67	(65.42)	2,578.85	5,000.00	(2,421.15)				
Donations	254.03	0.00	254.03	11,541.33	0.00	11,541.33				
Donations-restricted	5,995.00	0.00	5,995.00	355,520.26	0.00	355,520.26				
Fax income	83.83	83.34	0.49	589.03	1,000.00	(410.97)				
Fine income	311.20	416.67	(105.47)	3,055.87	5,000.00	(1,944.13)				
Interest income	174.88	250.00	(75.12)	1,673.80	3,000.00	(1,326.20)				
Non-resident fee income	600.00	583.34	16.66	4,020.00	7,000.00	(2,980.00)				
Payment for lost books	20.99	0.00	20.99	292.99	0.00	292.99				
Postage income	0.00	0.00	0.00	7.00	0.00	7.00				
State aid	4,177.46	1,041.67	3,135.79	8,932.85	12,500.00	(3,567.15)				
Sur tax	0.00	2,666.67	(2,666.67)	4.65	32,000.00	(31,995.35)				
Tax income	130,836.96	17,500.00	113,336.96	211,052.72	210,000.00	1,052.72				
Tax income - Park and storm water	49,178.54	38,916.67	10,261.87	368,797.93	467,000.00	(98,202.07)				
Miscellaneous income	0.00	500.00	(500.00)	1.13	6,000.00	(5,998.87)				
Other income	28.15	0.00	28.15	343.87	0.00	343.87				
Total revenue	192,182.29	62,625.03	129,557.26	969,663.68	751,500.00	218,163.68				

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Carthage Public Library

Statements of Income and Other Changes in Net Assets - Cash basis For the one month and eight months ended February 28, 2022

	2022	Monthly	Monthly	2022	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Operating Expenses						
Salaries	39,022.32	42,250.00	3,227.68	351,472.69	507,000.00	155,527.31
Lagers	1,926.44	2,083.33	156.89	17,830.13	25,000.00	7,169.87
Insurance - health	1,063.00	1,250.00	187.00	12,595.33	15,000.00	2,404.67
Payroll taxes - FICA	2,985.69	3,166.66	180.97	26,891.70	38,000.00	11,108.30
Total payroll expenses	44,997.45	48,749.99	3,752.54	408,789.85	585,000.00	176,210.15
Employee goodwill	0.00	333.33	333.33	2,103.69	4,000.00	1,896.31
Advertising	0.00	125.00	125.00	398.95	1,500.00	1,101.05
Audio-visuals	0.00	125.00	125.00	287.49	1,500.00	1,212.51
Books	1,000.49	2,083.33	1,082.84	11,705.10	25,000.00	13,294.90
Books - children's	54.40	1,083.33	1,028.93	9,194.20	13,000.00	3,805.80
Contract fees	2,603.96	3,083.33	479.37	32,625.97	37,000.00	4,374.03
Dues and travel	65.74	583.33	517.59	2,208.66	7,000.00	4,791.34
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)	70.00	583.33	513.33	2,932.69	7,000.00	4,067.31
Insurance	0.00	2,666.66	2,666.66	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	388.90	291.66	(97.24)	3,859.47	3,500.00	(359.47)
Postage	74.99	125.00	50.01	599.92	1,500.00	900.08
Programs - adult	4,166.29	416.66	(3,749.63)	6,655.79	5,000.00	(1,655.79)
Programs - children	1,200.00	666.66	(533.34)	4,204.80	8,000.00	3,795.20
Programs, teens	0.00	41.66	41.66	368.10	500.00	131.90
Repairs and maintenance	1,351.05	2,916.66	1,565.61	38,320.32	35,000.00	(3,320.32)
Supplies	1,113.74	1,666.66	552.92	12,137.69	20,000.00	7,862.31
Supplies - multi purpose building	0.00	1,250.00	1,250.00	25,299.93	15,000.00	(10,299.93)
Telephone	478.69	500.00	21.31	3,203.03	6,000.00	2,796.97
Utilities	5,370.42	3,333.33	(2,037.09)	31,056.12	40,000.00	8,943.88
Total expenses and losses	17,938.67	22,916.59	4,977.92	237,805.76	275,000.00	37,194.24
	62,936.12	71,666.58	8,730.46	646,595.61	860,000.00	213,404.39

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Carthage Public Library

Statements of Income and Other Changes in Net Assets - Cash basis For the one month and eight months ended February 28, 2022

	2022 Month Actual	Monthly Budget	Monthly Variance	2022 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	129,246.17	(9,041.55)	138,287.72	323,068.07	(108,500.00)	431,568.07
Transfers from temporary restricted	7,575.27	9,041.67	(1,466.40)	50,064.90	108,500.00	(58,435.10)
Transfers to temporary restricted	(5,995.00)	0.00	(5,995.00)	(328,120.26)	0.00	(328,120.26)
Increase/(Decrease) in unrestricted net assets	<u>130,826.44</u>	<u>0.12</u>	<u>130,826.32</u>	<u>45,012.71</u>	<u>0.00</u>	<u>45,012.71</u>

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Carthage Public Library

Statements of Income and Other Changes in Net Assets - Cash basis For the one month and eight months ended February 28, 2022

	2022	Monthly	Monthly	2022	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	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	5,995.00			11,990.00		
Spotlight on Literacy LOCAL Funds - SLT21-076	0.00			10,000.00		
Steadley Trust	0.00			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		
Multi 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	0.00			(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	(1,792.50)			(9,567.50)		
Spotlight on Literacy LOCAL Funds - SLT21-076	(766.29)			(6,565.67)		
Steadley Trust	0.00			(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	(3,400.00)			(3,739.61)		
Multi Purpose Building - furnishings and supplies	0.00			(21,393.67)		
Anne Elliff - Children's Dept	(1,616.48)			(2,644.64)		
Author Visit MOSL Grant - 10015	0.00			125.90		
Increase/(Decrease) in temporarily restricted net assets	(1,580.27)			278,055.36		
Change in net assets	\$ 129,246.17			\$ 323,068.07		

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Carthage Public Library

Gift Account Activity

For the one month and eight months ended February 28, 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)	11,990.00	(9,567.50)	2,210.00
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	(6,565.67)	3,434.33
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	(3,739.61)	12,862.76
Multi Purpose Building - furnishings and supplies	178,445.48	0.00	(21,393.67)	157,051.81
Multi Purpose Building	(181,501.91)	185,332.32	0.00	3,830.41
Anne Elliff - Children's Dept	2,509.76	6,000.00	(2,644.64)	5,865.12
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	\$ 328,120.26	\$ (50,064.90)	\$ 538,470.12

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Director's Progress and Service Report
March, 2022 Julie Yockey, Director

In one of the last emails sent, written to the sound of shelling and sirens, the following comments are from the President of the Ukraine Public Library System and it seems to capture the Ukrainian spirit of defiance in the face of overwhelming military power.

"I have not heard from my colleagues in the Ukraine's library system since the 2nd of March. I have spent the previous days exchanging emails with them and the most disturbing statement that sums up the worry and concern about the fate of our country is this, "The Ukraine Library Association is canceling their forthcoming conference. We will reschedule just as soon as we have finished vanquishing our invaders."

With 40 million people living in the Ukraine, there exists 15,000 libraries. They are not much different than the public libraries in America, in that when a disaster hits people often turn to the public library for a place of trust, truth, peace and even reconciliation. Will there be any public libraries remaining when this war is over? Our Ukrainian colleagues plead with the rest of the world to spread the understanding that they know this war is a threat to themselves, their families and their county, but they fear one thing above all, that Putin's real agenda isn't occupation, but erasure. The erasure of the Ukrainian people, their culture, their literature and language. Erasure of the idea of Ukraine as a free and democratic sovereign nation. Ukrainian Librarian's plea with us to keep speaking about the Ukrainian people, their culture, their literature and language. Ultimately, they want to ensure that Russia be held accountable for the erasure of the above mentioned items. It may seem odd to speak about libraries in the midst of a war, but we have seen enough conflict around the world to know that the first response of tyrants is to often times bomb archives and shell libraries. It is also true that a population is easier to control when denied access to education and critical literacy, the very things librarians are committed to. This is why we must always support our own public library system. Libraries are the backbone of Democracy and community.

I continue each day to reinforce to my staff that everything is going to be ok, but will it ever be the same? We have been fighting our way out of a pandemic, as well as two huge water disaster, and it is a joy to be able to spread the news that our library population is coming back to us, and it feels like old times again! In house events are on the schedule, Summer Reading has been planned and we are ever so close to unveiling our newest program to the public, Excel High School!!! Stay tuned for more information covering all the above.

On February 14th the community of Carthage lost one of its best friends. Father Steve Wilson passed away and because he touched so many of us in so many ways,

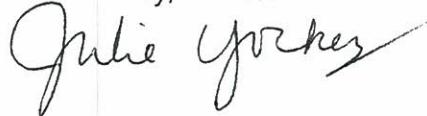
the loss remains fresh on our hearts and minds. Father Steve was a huge friend of the library, a well-educated man and world traveler, he had a wonderful personal library collection. Steve asked me months ago if I would consider becoming the curator of his professional collection, and I told him it wasn't time yet for him to be giving his books away. That was last fall, and within 6 short months I was summoned to the Church to collect his library. In Steve's own words he describes his library as " An extraordinary collection of gently handled language; German, Italian, French, Spanish, Latin, Greek, Hebrew, Arabic, Turkish, Anglo-Saxon Dutch and even a bit of Yiddish and Serbo-Croatian." Steve's also described his history books as " Probably the finest personal library in Missouri of the Byzantine and Crusader eras." Our Library is proud to carry out Father Steve's wishes, and we are in the very long process of cataloging over 600 books which will find their own special place in our Reference Department. The last time I spoke to Steve was two days before he passed when I told him the books were ready to go.

February and March have been so busy, not only patron use, but maintenance as well as planning. Our Building Committee will ask for a vote this evening on securing our new HVAC unit. Given economic times and the supply chain, it could possibly take up to four months to receive a new unit. Supply chain issues are causing shortages and much increased prices in being able to keep up with necessary library supplies for cleaning, sanitation, processing as well as books and materials. The committee on Wages and Compensation will receive a report from the Director, and a "Closed" session will be held to discuss staff.

Please watch for the unveiling of our new Excel High School on our website and remember that the website and FB are the best places to connect with programming events.

Respectfully submitted,

Julie Yockey, Director

A handwritten signature in black ink that reads "Julie Yockey". The signature is written in a cursive, flowing style with a long horizontal stroke extending to the right.

Children's Progress Report
February 2022, Sherri Luce

Statistics for February include four online Story Times, with an approximate attendance of 66 families. Two of those Story Times were also presented in-house, with 37 attendees. We shared 167 craft kits in-house. I'm excited to announce that I've been asked to visit Kids First and the Early Childhood Center in March!

Unfortunately, the STEAM program for sixth graders did not have any participants, but we aren't giving up! We will open it up to 4-6th graders in March. We are limiting attendance to 12 people, because we will be working together closely. We will make changes as conditions allow.

Our Winter Reading Challenges end the first week of March, and we are already making plans for summer.