1. Public Library Board Agenda January 11, 2022

Documents:

LIBRARY BOARD AGENDA 01 11 22.PDF

1.I. Public Library Board Minutes January 11, 2022

Documents:

LIBRARY BOARD MINUTES 01 11 22.PDF

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, January 11, 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
- New Business
- Payment of Bills
- Adjournment

CARTHAGE
PUBLIC LIBRARY

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CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
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The Carthage Public Library Board of Trustees Meeting Minutes – December 2021

The Carthage Public Library Board of Trustees met Tuesday, December 14, 2021, 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 5:22 pm by Gary Cole, Vice-President.

Roll Call
Board Members present: Gary Cole, Peggy Ralston, Kevin Johnson, Donna Thomason, Eric Putnam, Carrie Campbell and Miriam Putnam. Board members Sandy Swingle and Justin Baucom 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 November 9, 2021. A motion to approve the regular meeting minutes was made by Peggy Ralston and seconded by Donna Thomason. Motion passed unanimously.

Financial Report
Attached. The November 2021 financial report was presented. Discussion Included: (1) Parks and Storm Water check received was $58K, up significantly. Julie said she would inquire if it included the recently passed online use tax. (2) Amount paid to Supplier Inc was for iPads for the new High School diploma program. A motion to approve the November 2021 financial report was made by Miriam Putnam and seconded by Eric Putnam. 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 original design for the HVAC called for a 70-ton unit but Duncan discovered we actually have a 60 ton unit. There is nothing in the building records indicating why this was changed. Carrier said the additional 10 tons would add approx. $11K to the cost and 9" to the overall length of a new unit. Duncan proposed an additional $3.2K to the engineering contract to conduct a survey and determine the correct size of unit needed. Peggy Ralston moved to accept the proposal. Eric Putnam seconded. Motion passed unanimously.

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) A proposed Cyber Insurance policy from Coalition was presented at a cost of $1.9K per year effective January 1, 2022. After discussion it was felt this policy was a better fit for the needs of the Library. Miriam Putnam moved to accept. Carrie Campbell seconded. Motion passed unanimously. (2) The vacation and sick leave policy was reviewed and discussed but no action taken. Julie will follow-up on the total number of accumulated sick leave and vacation days outstanding.

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

Other New Business
No report.

Closed Session
None.

Adjournment
Eric Putnam made a motion to adjourn. Peggy Ralston seconded. Motion passed unanimously. Meeting was adjourned at 6:21 pm.

Respectfully submitted,

Kevin Johnson
Secretary-Treasurer

DRAFT APPROVED

CARTHAGE PUBLIC LIBRARY

FINANCIAL STATEMENTS

DECEMBER 31, 2021

SCHMIDT
CPAS & ADVISORS

Carthage Public Library
Balance Sheet - Cash basis
December 31, 2021
Assets

DRAFT

APPROVED

Current Assets		
Cash in bank - treasurer's cash	$	459,569.63
Cash in bank - Community National Bank		898.94
Cash in bank - Guaranty Bank		10,837.58
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		19,706.94
Total Current Assets		1,141,925.05
Total Assets	$	1,141,925.05

Liabilities and Net Assets

Current Liabilities		
Lagers withholding	$	4,302.28
Insurance proceeds payable		29,295.33
Total Current Liabilities		33,597.61
Total Liabilities		33,597.61
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		51,898.55
Total Net Assets		1,108,327.44
Total Liabilities and Net Assets	$	1,141,925.05

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, 2021

	2021 Month Actual	Monthly Budget	Monthly Variance	2021 Year to date	Annual Budget	Annual Variance
Revenue						
Book sale income	$ 120.40	$ 250.00	$ (129.60)	$ 958.80	$ 3,000.00	$ (2,041.20)
Copier income	362.50	416.67	(54.17)	1,907.85	5,000.00	(3,092.15)
Donations	7,804.70	0.00	7,804.70	11,219.50	0.00	11,219.50
Donations-restricted	6,000.00	0.00	6,000.00	222,125.26	0.00	222,125.26
Fax income	105.20	83.34	21.86	459.00	1,000.00	(541.00)
Fine income	280.90	416.67	(135.77)	2,401.92	5,000.00	(2,598.08)
Interest income	601.68	250.00	351.68	1,528.00	3,000.00	(1,472.00)
Non-resident fee income	180.00	583.34	(403.34)	2,940.00	7,000.00	(4,060.00)
Payment for lost books	50.94	0.00	50.94	234.01	0.00	234.01
Postage income	2.00	0.00	2.00	5.00	0.00	5.00
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	38,327.22	17,500.00	20,827.22	41,416.35	210,000.00	(168,583.65)
Tax income - Park and storm water	51,594.29	38,916.67	12,677.62	280,078.72	467,000.00	(186,921.28)
Miscellaneous income	0.00	500.00	(500.00)	1.13	6,000.00	(5,998.87)
Other income	45.74	0.00	45.74	281.06	0.00	281.06
Total revenue	105,475.57	62,625.03	42,850.54	570,316.64	751,500.00	(181,183.36)

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, 2021

	2021 Month Actual	Monthly Budget	Monthly Variance	2021 Year to date	Annual Budget	Annual Variance
Operating Expenses						
Salaries	58,504.30	42,250.00	(16,254.30)	273,577.06	507,000.00	233,422.94
Lagers	2,925.53	2,083.33	(842.20)	13,880.52	25,000.00	11,119.48
Insurance - health	1,654.56	1,250.00	(404.56)	10,469.33	15,000.00	4,530.67
Payroll taxes - FICA	4,476.08	3,166.66	(1,309.42)	20,931.67	38,000.00	17,068.33
Total payroll expenses	67,560.47	48,749.99	(18,810.48)	318,858.58	585,000.00	266,141.42
Employee goodwill	1,505.00	333.33	(1,171.67)	2,022.52	4,000.00	1,977.48
Advertising	0.00	125.00	125.00	224.00	1,500.00	1,276.00
Audio-visuals	170.57	125.00	(45.57)	210.49	1,500.00	1,289.51
Books	2,234.02	2,083.33	(150.69)	9,808.23	25,000.00	15,191.77
Books - children's	162.61	1,083.33	920.72	8,178.84	13,000.00	4,821.16
Contract fees	1,654.69	3,083.33	1,428.64	26,127.70	37,000.00	10,872.30
Dues and travel	0.00	583.33	583.33	1,801.45	7,000.00	5,198.55
Ebooks	0.00	291.66	291.66	3,800.00	3,500.00	(300.00)
Furniture and equipment	389.86	250.00	(139.86)	668.34	3,000.00	2,331.66
Information technology (IT)	598.42	583.33	(15.09)	2,847.70	7,000.00	4,152.30
Insurance	33,300.00	2,666.66	(30,633.34)	35,798.33	32,000.00	(3,798.33)
Interest expense	0.00	0.00	0.00	1,789.27	0.00	(1,789.27)
Legal and professional	6,700.00	500.00	(6,200.00)	6,700.00	6,000.00	(700.00)
Periodicals	29.00	291.66	262.66	3,050.24	3,500.00	449.76
Postage	74.99	125.00	50.01	449.94	1,500.00	1,050.06
Programs - adult	632.92	416.66	(216.26)	2,055.19	5,000.00	2,944.81
Programs - children	462.01	666.66	204.65	2,431.37	8,000.00	5,568.63
Programs, teens	0.00	41.66	41.66	368.10	500.00	131.90
Repairs and maintenance	1,093.81	2,916.66	1,822.85	32,384.80	35,000.00	2,615.20
Supplies	3,254.23	1,666.66	(1,587.57)	9,899.61	20,000.00	10,100.39
Supplies - multi purpose building	1,272.04	1,250.00	(22.04)	24,829.95	15,000.00	(9,829.95)
Telephone	267.50	500.00	232.50	2,270.70	6,000.00	3,729.30
Utilities	3,385.23	3,333.33	(51.90)	21,842.74	40,000.00	18,157.26
	57,186.90	22,916.59	(34,270.31)	199,559.51	275,000.00	75,440.49
Total expenses and losses	124,747.37	71,666.58	(53,080.79)	518,418.09	860,000.00	341,581.91

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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, 2021

	2021 Month Actual	Monthly Budget	Monthly Variance	2021 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	(19,271.80)	(9,041.55)	(10,230.25)	51,898.55	(108,500.00)	160,398.55
Transfers from temporary restricted	1,798.98	9,041.67	(7,242.69)	35,989.80	108,500.00	(72,510.20)
Transfers to temporary restricted	(6,000.00)	0.00	(6,000.00)	(222,125.26)	0.00	(222,125.26)
Increase/(Decrease) in unrestricted net assets	(23,472.82)	0.12	(23,472.94)	(134,236.91)	0.00	(134,236.91)

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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, 2021

	2021 Month Actual	Monthly Budget	Monthly Variance	2021 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		
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	6,000.00			6,000.00		
Author Visit MOSL Grant -10015	0.00			753.00		
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	0.00			(5,697.50)		
Spotlight on Literacy LOCAL Funds - SLT21-076	(562.92)			(5,365.07)		
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	(1,236.06)			(20,887.71)		
Author Visit MOSL Grant - 10015	0.00			125.90		
Increase/(Decrease) in temporarily restricted net assets	4,201.02			186,135.46		
Change in net assets	$ (19,271.80)			$ 51,898.55		

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, 2021

	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
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	(5,697.50)	85.00
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	(5,365.07)	4,634.93
Steadley Trust	926.16	0.00	0.00	926.16
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	(20,887.71)	157,557.77
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	0.00	8,509.76
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	$ 222,125.26	$ (35,989.80)	$ 446,550.22

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

1CAR5089 - Carthage Public Library
Check register
December 1, 2021 - December 31, 2021

Date	Reference	Description	Amount
Cash in bank - Guaranty Bank			
12/02/21	TASCINSURANCE	TASC DIRECT PAY 12/02/2021	1,125.00
12/03/21		Impound Payment - Tax Agent	497.00
12/03/21		Impound Payment - Firm Vendor	144.00
12/03/21	31690	Internal Revenue Service	4,403.91
12/15/21	1675	Baker & Taylor	132.42
12/15/21	1676	Blackstone Publishing	36.95
12/15/21	1677	Carthage Water & Electric	3,274.12
12/15/21	1678	Gale/Cengage Learning Inc.	285.03
12/15/21	1679	Kevin Neher	75.00
12/15/21	1680	KPM CPA	5,000.00
12/15/21	1681	Lakeland Office Systems, Inc.	283.98
12/15/21	1682	Lamar Greenhouse and Florist	2,482.21
12/15/21	1683	Lowes Business Acct/GECRB	700.00
12/15/21	1684	MOPERM	33,300.00
12/15/21	1685	Pat Wakefield	550.00
12/15/21	1686	Schmidt Associates LLC	55.00
12/15/21	1687	Spire	111.11
12/15/21	1688	TASC	529.56
12/15/21	1689	Total Electronics Contracting Inc.	378.95
12/15/21	1690	Unique Management Services, Inc.	23.30
12/17/21		Impound Payment - Tax Agent	900.50
12/17/21		Impound Payment - Firm Vendor	149.50
12/17/21	31713	Internal Revenue Service	5,041.56
12/31/21		Impound Payment - Tax Agent	896.00
12/31/21		Impound Payment - Firm Vendor	135.00
12/31/21	1691	4 State Maintenance Supply, Inc.	773.92
12/31/21	1692	AFLAC	1,327.26
12/31/21	1693	Amazon	1,130.06
12/31/21	1694	AT&T	53.50
12/31/21	1695	Baker & Taylor	1,350.63
12/31/21	1696	Blackstone Publishing	275.14
12/31/21	1697	Gale/Cengage Learning Inc.	100.45
12/31/21	1698	KPM CPA	1,700.00
12/31/21	1699	Lowes Business Acct/GECRB	139.93
12/31/21	1700	Race Brothers	145.52
12/31/21	1701	Rowman & Littlefield Publishing Group	223.97
12/31/21	1702	Sam's Club MC/SYNCB	2,166.29
12/31/21	1703	Schendel Pest Services	200.00
12/31/21	1704	VISA Card Services	1,596.92
12/31/21	1705	Voya Financial	244.31
12/31/21	31735	Internal Revenue Service	4,809.08
12/31/21	P89	Payroll Journal Entry	1,250.00
12/31/21	P89	Payroll Journal Entry	42,448.01
		Total demand	120,445.09

Director's Progress and Service Report
January 11, 2022, Julie Yockey, Director

As we begin another what seems "Atypical" year, those of us in the public library realm wonder what our new normal will really look like. Just when we think we have it figured out, life changes again for everyone. The word "Flexible" comes to mind, and it is a good thing I have flexible staff members! In comparing this last weeks' COVID numbers to last year at this time, our positivity rate is much higher than last year and we were working on limited hours and had numerous pandemic procedures in place. What is different for us this year, is that all but two staff members are vaccinated, and of those vaccinated almost all have had their boosters. Two staff members have contracted COVID since the holidays and have missed work. I have made sure that we are continuing with our rigorous cleaning and disinfecting schedules and maintenance performs deep cleaning and disinfecting each night. We were all set with the January calendar to have in-house children's programs begin again and also had one adult program planned in the Steadley Building. In order to do our part to minimize the spread of germs I have decided to take one month at a time which means January programs will remain virtual. Public Libraries in the hotspots across the state have had to close due to lack of staffing, and numerous libraries took extended holiday leave. I do feel that we have done our best to keep our staff as healthy as possible, and the majority of staff have chosen to wear masks while at work.

Interim grant reports were due to the State Library and the statistics for our Adult English and Citizenship classes were good. Pat Wakefield reported to me that she has 20 unique students, and two volunteers, with one young lady going through her Citizenship Interview on January 15th. The majority of our students that began our classes 5 years ago have gained their citizenship, and per our grant goals, all are gainfully employed in the Carthage area. The majority of our students this semester come from Guatemala, with others coming to us from Mexico, Ecuador, Dominican Republic and Peru. It is a difficult time for Pat Wakefield and I as we prepare for her retirement. She is working with me to try to locate an instructor that would be as "Vested" in the Hispanic community as she is, and we are finding it very difficult. I really wish she could stay with us, but it is her time to retire, and I am happy for her. It will be time for me to re-apply for out state grant for this program in February and if we do not have an educator contracted to work by the time the grant is due, I cannot submit it for approval. Pat has been a huge blessing to our library and the Hispanic community, not to mention myself and our Carthage community. She held an impromptu sewing class the week before Christmas. She had a number of students who wanted to learn how to use our sewing machines in the Steadley Building. Photos were shared on FB, and a good time was had by all.

Ben Young, administrator of the Steadley Family Legacy Center and I have been creating a calendar of programming for adults to be held monthly when the COVID numbers decrease again. Sherri Luce had an awesome school age program slated for January but we have decided not hold that one until we can re-evaluate school age numbers.

An update will be given this evening on our HVAC replacement and any information from the engineers will be shared at that time. The Steadley Trust has approved our grant request for help in financing this huge project that needs to be taken care of before summer. A

check in the amount of $100,000 was received in December. The estimate we have to replace the current HVAC system, including all construction, engineering and architectural work could be as high as $225,000. We thank the Trust for their continued support of our Library.

This evening we will begin to look at our "Vacation and Sick Leave Policies." Statistics and ideas will be shared, and we will hopefully form a committee of Board members who will explore the many options we have.

Our formal Audit was completed in December and submitted to the State Auditor. The auditor found our Library to be in good financial health and no concerns were found or mentioned in the audit.

As the weather has turned cooler, we have seen an increase once again in traffic especially for those that seek warmth and comfort. The Internet desk is the busiest it has been in a long while as it is tax season once again and patrons use our computers to complete their taxes online. We have an awesome new database provided by the State of Missouri especially for veterans. It is called "brain-fuse VetNow," There is a link on our website. It aids veterans with VA benefits and resources, writing resumes, coaching, counseling as well as help finding a job. This is the first full month we have had it available on-line.

I feel like we have so much to be thankful for, even when the world seems to be throwing us some curve balls, but we have this gorgeous, wonderful gem of Carthage for all people to use freely and to enjoy. We hope to see you soon at the Library!

Respectfully submitted,
Julie Yockey, Director

During the Meeting Tuesday evening, under the suggestion of the Director the Library will be closed until Monday the 17th. Lack of staff due to illness and the need to disinfect the library make it almost impossible to staff the library safely.

Children's Progress Report
December 2021, Sherri Luce

Online Story Times continue to be popular. It is frustrating to try and calculate how many participants we have, but I know all libraries are in the same situation, so we just keep doing the best we can. In December, we had three Early Literacy and one Juvenile program, with an estimated total of 183 attendees. We gave out over 300 craft kits.

Our Winter Reading Challenge begins January 10th. This program is much smaller than our summer challenge, but encourages children to try new authors and genres. It will conclude on March 4th.