

1. Public Library Board Agenda April 12, 2022

Documents:

[LIBRARY BOARD AGENDA 04 12 22.PDF](#)

2. Public Library Board Minutes April 12, 2022

Documents:

[PUBLIC LIBRARY MINUTES 04 12 22.PDF](#)

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, April 12, 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

DRAFT

APPROVED



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 – March 2022

The Carthage Public Library Board of Trustees met Tuesday, March 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 10:05 am by Sandy Swingle, President.

Roll Call

Board Members present: Gary Cole, Sandy Swingle, Carrie Campbell, Peggy Ralston and Donna Thomason. Board members Justin Baucom, Kevin Johnson, Miriam Putnam 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 February 8, 2022. A motion to approve the regular meeting minutes was made by Gary Cole and seconded by Peggy Ralston. Motion passed unanimously.

Financial Report

Attached. The February 2022 financial report was presented. A motion to approve the February 2022 financial report was made by Peggy Ralston 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 moved on behalf of the building committee we proceed with the 70 ton Aeon HVAC unit. Peggy Ralston 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.

Compensation/Wages – Julie will meet with Brian Schmidt on March 17, 2022 to discuss policy.

Unfinished Business

No report.

New Business

No report.

Payment of Bills

Sandy Swingle said she had reviewed the bills and they could be paid. Peggy Ralston made a motion to pay the bills. Donna Thomason seconded. Motion passed unanimously.

Closed Session

The Carthage Public Library Board of Trustees met in closed session on Tuesday, March 8, 2022 in the Carthage Public Library Steadley Family Legacy Center using appropriate social distancing protocol and COVID-19 precautionary measures. Gary Cole moved to go into closed session. Peggy Ralston seconded. The meeting was called to order at 10:49 am by roll call vote. Board members Peggy Ralston, Sandy Swingle, Gary Cole, Carrie Campbell and Donna Thomason voted in favor of the closed session. Director Julie Yockey was also present.

Gary Cole moved to adjourn the closed session. Peggy Ralston seconded. Board members Peggy Ralston, Sandy Swingle, Gary Cole, Carrie Campbell and Donna Thomason voted in favor of adjourning the closed session. Closed session ended March 8, 2022 at 10:57 am.

Adjournment

Gary Cole made a motion to adjourn. Peggy Ralston seconded. Motion passed unanimously. Meeting was adjourned at 11:03 am.

Respectfully submitted,



Carrie Campbell
Secretary-Treasurer (Acting)

The Carthage Public Library Board of Trustees Meeting Minutes – Closed Session – March 2022

The Carthage Public Library Board of Trustees met in closed session on Tuesday, March 8, 2022 in the Carthage Public Library Steadley Family Legacy Center using appropriate social distancing protocol and COVID-19 precautionary measures. Gary Cole moved to go into closed session. Peggy Ralston seconded. The meeting was called to order at 10:49 am by roll call vote. Board members Peggy Ralston, Sandy Swingle, Gary Cole, Carrie Campbell and Donna Thomason voted in favor of the closed session. Director Julie Yockey was also present.

New Business

1) Julie discussed the recent termination of a staff member, Margret Smith.

Gary Cole moved to adjourn the closed session. Peggy Ralston seconded. Board members Peggy Ralston, Sandy Swingle, Gary Cole, Carrie Campbell and Donna Thomason voted in favor of adjourning the closed session. Closed session ended March 8, 2022 at 10:57 am.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carrie Campbell".

Carrie Campbell
Secretary-Treasurer (Acting)

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CARTHAGE PUBLIC LIBRARY

FINANCIAL STATEMENTS

MARCH 31, 2022



Carthage Public Library
Balance Sheet - Cash basis
March 31, 2022

Assets

Current Assets

Cash in bank - treasurer's cash	\$ 785,380.61
Cash in bank - Community National Bank	898.94
Cash in bank - Guaranty Bank	11,487.05
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	19,708.39
Total Current Assets	<u>1,468,386.95</u>

Total Assets

\$ 1,468,386.95

Liabilities and Net Assets

Current Liabilities

Insurance proceeds payable	\$ 20,384.67
Total Current Liabilities	<u>20,384.67</u>

Total Liabilities

20,384.67

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	391,573.39
Total Net Assets	<u>1,448,002.28</u>
Total Liabilities and Net Assets	<u>\$ 1,468,386.95</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 nine months ended March 31, 2022

	2022	Monthly	Monthly	2022	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Revenue						
Book sale income	\$ 329.60	\$ 250.00	\$ 79.60	\$ 1,581.00	\$ 3,000.00	\$ (1,419.00)
Copier income	535.60	416.67	118.93	3,114.45	5,000.00	(1,885.55)
Donations	1,520.65	0.00	1,520.65	13,061.98	0.00	13,061.98
Donations-restricted	1,500.00	0.00	1,500.00	357,020.26	0.00	357,020.26
Fax income	85.20	83.34	1.86	674.23	1,000.00	(325.77)
Fine income	442.95	416.67	26.28	3,498.82	5,000.00	(1,501.18)
Interest income	521.95	250.00	271.95	2,195.75	3,000.00	(804.25)
Non-resident fee income	600.00	583.34	16.66	4,620.00	7,000.00	(2,380.00)
Payment for lost books	23.50	0.00	23.50	316.49	0.00	316.49
Postage income	2.00	0.00	2.00	9.00	0.00	9.00
State aid	6.49	1,041.67	(1,035.18)	8,939.34	12,500.00	(3,560.66)
Sur tax	80,583.00	2,666.67	77,916.33	80,587.65	32,000.00	48,587.65
Tax income	3,914.84	17,500.00	(13,585.16)	214,967.56	210,000.00	4,967.56
Tax income - Park and storm water	43,784.94	38,916.67	4,868.27	412,582.87	467,000.00	(54,417.13)
Miscellaneous income	0.00	500.00	(500.00)	1.13	6,000.00	(5,998.87)
Other income	96.60	0.00	96.60	440.47	0.00	440.47
Total revenue	133,947.32	62,625.03	71,322.29	1,103,611.00	751,500.00	352,111.00

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 nine months ended March 31, 2022

	2022	Monthly	Monthly	2022	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Operating Expenses						
Salaries	41,329.28	42,250.00	920.72	392,801.97	507,000.00	114,198.03
Lagers	2,129.34	2,083.33	(46.01)	19,959.47	25,000.00	5,040.53
Insurance - health	1,063.00	1,250.00	187.00	13,658.33	15,000.00	1,341.67
Payroll taxes - FICA	3,162.17	3,166.66	4.49	30,053.87	38,000.00	7,946.13
Total payroll expenses	47,683.79	48,749.99	1,066.20	456,473.64	585,000.00	128,526.36
Employee goodwill	339.34	333.33	(6.01)	2,443.03	4,000.00	1,556.97
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	6,279.65	2,083.33	(4,196.32)	17,984.75	25,000.00	7,015.25
Books - children's	44.77	1,083.33	1,038.56	9,238.97	13,000.00	3,761.03
Contract fees	1,483.83	3,083.33	1,599.50	34,109.80	37,000.00	2,890.20
Dues and travel	418.88	583.33	164.45	2,627.54	7,000.00	4,372.46
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)	29.98	583.33	553.35	2,962.67	7,000.00	4,037.33
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	92.98	291.66	198.68	3,952.45	3,500.00	(452.45)
Postage	24.99	125.00	100.01	624.91	1,500.00	875.09
Programs - adult	527.92	416.66	(111.26)	7,183.71	5,000.00	(2,183.71)
Programs - children	0.00	666.66	666.66	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	2,123.32	2,916.66	793.34	40,443.64	35,000.00	(5,443.64)
Supplies	644.49	1,666.66	1,022.17	12,782.18	20,000.00	7,217.82
Supplies - multi purpose building	(17.53)	1,250.00	1,267.53	25,282.40	15,000.00	(10,282.40)
Telephone	272.50	500.00	227.50	3,475.53	6,000.00	2,524.47
Utilities	5,493.09	3,333.33	(2,159.76)	36,549.21	40,000.00	3,450.79
Total expenses and losses	17,758.21	22,916.59	5,158.38	255,563.97	275,000.00	19,436.03
	65,442.00	71,666.58	6,224.58	712,037.61	860,000.00	147,962.39

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Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and nine months ended March 31, 2022

	2022	Monthly	Monthly	2022	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Increase/(Decrease) in unrestricted net assets before transfers	68,505.32	(9,041.55)	77,546.87	391,573.39	(108,500.00)	500,073.39
Transfers from temporary restricted	6,678.54	9,041.67	(2,363.13)	56,743.44	108,500.00	(51,756.56)
Transfers to temporary restricted	(28,900.00)	0.00	(28,900.00)	(357,020.26)	0.00	(357,020.26)
Increase/(Decrease) in unrestricted net assets	<u>46,283.86</u>	<u>0.12</u>	<u>46,283.74</u>	<u>91,296.57</u>	<u>0.00</u>	<u>91,296.57</u>

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Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and nine months ended March 31, 2022

	2022	Monthly	Monthly	2022	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					
Spotlight on Literacy LOCAL Funds - SLT21-076	0.00			11,990.00	
Steadley Trust	0.00			10,000.00	
Summer Reading Program - Local Funds 2022	1,500.00			100,000.00	
Summer Reading Program MOSL Funds- 2021	0.00			2,535.00	
#SLP20-029				4,000.00	
Muliti Purpose Building	0.00				
Anne Elliff - Children's Dept	0.00			185,332.32	
Author Visit MOSL Grant -10015	0.00			6,000.00	
Excel High School	0.00			753.00	
CLSP Grant -2022	27,400.00			27,400.00	
Debbie Putnam - Ebooks	0.00			(203.90)	
Spotlight on Literacy (RTR) - MOSL-SLT20-CTHG	0.00			(3,800.00)	
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	(5,218.15)			(14,785.65)	
Spotlight on Literacy LOCAL Funds - SLT21-076	(477.92)			(7,043.59)	
Steadley Trust	0.00			(2,250.00)	
Summer Reading Program LOCAL Funds- 2021	0.00			(186.43)	
#SLP20-029					
Summer Reading Program MOSL Funds- 2021	0.00			375.61	
#SLP20-029					
Thelma Stanley Foundation Grant	3,400.00			(339.61)	
Multi Purpose Building - furnishings and supplies	(111.47)			(21,505.14)	
Anne Elliff - Children's Dept	129.00			(2,515.64)	
Author Visit MOSL Grant - 10015	0.00			125.90	
Excel High School	(4,400.00)			(4,400.00)	
Increase/(Decrease) in temporarily restricted net assets	22,221.46			300,276.82	
Change in net assets	\$ 68,505.32			\$ 391,573.39	

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

Carthage Public Library
Gift Account Activity
For the one month and nine months ended March 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)	11,990.00	(14,785.65)	(3,008.15)
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	(7,043.59)	2,956.41
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	2,535.00	0.00	2,535.00
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	(21,505.14)	156,940.34
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	(2,515.64)	5,994.12
Author Vist MOSL GRANT-10015	(878.90)	753.00	125.90	0.00
Excel High School	0.00	27,400.00	(4,400.00)	23,000.00
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	<u>\$ 260,414.76</u>	<u>\$ 357,020.26</u>	<u>\$ (56,743.44)</u>	<u>\$ 560,691.58</u>

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

Ralph Waldo Emerson wrote, "Nothing great happens without enthusiasm." Enthusiasm is abounding at the Carthage Public Library as we prepare ourselves for new programs, new staff as well as a full parking lot! Our Summer Reading will be in-house this year and Ms. Sherri's office is packed full of the coolest decorations, supplies and hundreds of books to give away. The enthusiasm comes so easy these days as we are all ready to have children and patrons filling our library once again. We love the sound of children giggling from the Children's Department and even the crying when they have to leave is music to our ears. It is wonderful to see the parking lot full, and staff members who were only hired just before the COVID pandemic have now witnessed how busy that a public library really is. Our EXCEL High School has gone live on our website. If you have questions, know someone over the age of 19 who wants/needs their high school diploma, check out our website, or come by the library to see Sherri Luce the program administrator.

This week we are welcoming and introducing Angel Garcia as our new ESL/Citizenship teacher who is replacing Pat Wakefield. Angel came to us highly recommended by the administration at the Carthage School District and he is a perfect fit for our students. On April 18 we will be hosting a Retirement Party for Ms. Pat as she retires from the library as well as the School District. All of her 125 students are invited as well as other special guests for a come and go celebration from 11:00-6:00 PM. We will also start the training of a "Not new to us" employee who has been an aide for Ms. Pat for years, she will now be joining the permanent staff at the Library for part time work.

The four months before our fiscal year ends is the busiest time for me. There are final grant reports to be submitted to the State Library, our budget needs to be created and presented to the Board for approval, and this year the "Compensation" committee is meeting frequently to try to update our benefits and wages which are set to begin in July. It is a busy, busy time, not to mention numerous meetings and conversations concerning our new HVAC system. With summer soon upon us, we just wish that it wasn't taking four months to build our system. There is much engineering, electrical, architectural, plumbing and contracting work that must be complete by the time the unit arrives late summer, if we are lucky. Utility bills have tripled from winter into spring as our existing unit is not functioning well at all.

The period between our March Board meeting and this one was full of maintenance issues. Our front glass handicap doors malfunctioned and due to the fact that they do not make new motors for them, we have to buy refurbished, which means they do not come with a warranty. We have replaced the motors on both doors 5 times now. The sewer system totally backed up on the same day the doors broke, and we had a new roof leak pop up. All situations were resolved within the week.

The library had received a large number of book donations during the month so in order to move them along we held a very successful "Buy one, get one free" book sale. Patrons love to come in and pick up books for their home libraries. It is also great for our revenue.

The library acquired a large amount of historical artifacts when the Power's Museum closed. We are oh so slowly going through them, digitizing what we can and trying to organize

the rest. We have changed out two display cases in the Reference Department that will be full of new displays this week so please stop by and take a look.

In a world that sometimes feel less than enthusiastic, remember Mr. Emerson's quote, "Nothing great happens without enthusiasm." It is easy to be excited at the library. Have a great rest of the month.

Respectfully submitted,
Julie Yockey, Director

Children's Progress Report

March 2022, Sherri Luce

Our Winter Reading Challenge finished early this month. It was a BINGO board challenging children to try different authors, activities and genres. We had 35 completions.

We are very glad to be hosting in-house programming as well as visiting area daycares and preschools again. The Library hosted six in-house Story Times, two Library tours and one Book Giveaway Day. Ms. Sherri also visited Kids First and the Early Childhood Center. We continued making recordings of the Story Times available online, and craft kits were Take-and-Make.

Our Summer Reading Challenge calendar is almost complete. We have special programming scheduled with a magician, puppet show, juggling show and the Calypso Diving Center. The six weeks will fill up with story times, book giveaways, STEAM programs and family activities. We hope to keep everything in-house, with some of the crafts being take-and-make, but will adjust accordingly if needed. The challenge is scheduled May 23rd – July 2nd.

The Carthage Public Library is proud to offer a new program to the community. Excel Adult High School is an opportunity for adult patrons wanting to complete their high school education and receive an accredited diploma accepted by colleges, employers and the military. The program is completely online, therefore available to the student 24/7. Students may transfer in any credits they have already earned and work at their own pace to complete any needed coursework. Students receive ongoing support from instructors and success coaches, along with an unlimited online tutoring program. This program is offered at NO COST to patrons because of generous donations from the Thelma Stanley Trust and a grant from the Institute of Museum and Library Services as administered by the Missouri State Library, a division of the Office of the Secretary of State.