

TRUSTEE PACKET

Materials and draft versions of reports and documents the board reviews during open meetings. See the Approved Minutes posted online after each meeting for a record of board decisions.



Christian County Library's Board of Trustees - Open Session

Tuesday, August 26, 2025 at 6:00 p.m. (Doors open at 5:30 p.m.)

Nixa Community Branch, Large Meeting Room

Pledge of Allegiance

Consent Agenda

1. Minutes
 - A. Minutes of Tuesday, July 22, 2025, Open Meeting
2. Financial Reports
3. Report of the Executive Director

Public Comment

Old Business

- Policy and By-Law Draft and Revisions

New Business

- Welcome CCL Executive Director, Will Blydenburgh
- Setting the 2025 Tax Levy

Adjournment

Posted: 08/22/2025

Tuesday, July 22, 2025: Open Session

Trustees in Attendance: Diana Brazeale, John Garrity, Mary Hernandez de Carl, Kelli Roberts, and Echo Schneider

Trustee(s) Absent: None

Christian County Library Board Trustees met for a regular monthly session on Tuesday July 22, 2025 in the Large Meeting Room of the Nixa Community Branch.

President Echo Schneider presided.

Start Time: 6:00PM

Appointment of Secretary Pro Tem

No board action was taken.

Consent Agenda

John Garrity moved to approve all items in the consent agenda except the financial reports *Adjustment Report - June 2025 (Unaudited)*, *Balance Sheet - June 30, 2025 (Unaudited)*, *Monthly Report - June 30, 2025 (Unaudited)*, and *Anticipated Bills - July 2025*. The motion was seconded. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; and Trustee Roberts: Aye

Public Comments

No board action was taken.

Old Business

No items were on the agenda

New Business

Eastern Trustee Welcome – Kelli Roberts

No board action was taken.

Officer Election(s) – President, Vice President, Treasurer, and Secretary

Diana Brazeale nominated Mary Hernandez de Carl to serve as the Board of Trustees Secretary. Mary Hernandez de Carl accepted her nomination to serve.

Diana Brazeale moved to elect Mary Hernandez de Carl as the Board of Trustees Secretary. The motion was seconded. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; and Trustee Roberts: Aye

Mary Hernandez de Carl moved to affirm the remaining Board of Trustee officers as Echo Schneider serving as President, Diana Brazeale serving as Vice President, and John Garrity

serving as Treasurer. The motion was seconded. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; and Trustee Roberts: Aye

Policy and By-Law Draft

No board action was taken.

24CT-CC00280 - CTN.CO.LIBRARY DIST. ET AL V ECHO SCHNEIDER. ET AL., Settlement Agreement, Exhibit A - Sunshine Law Compliance and Legal Guidance Policy

Diana Brazeale moved to reject the CTN.CO.LIBRARY DIST. ET AL V ECHO SCHNEIDER. ET AL., Settlement Agreement, Exhibit A - Sunshine Law Compliance and Legal Guidance Policy as currently written. The motion was seconded. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; and Trustee Roberts: Aye

Discuss adding invocations to meeting agendas

No board action was taken.

Adjournment

The meeting was adjourned by the Chair at 7:08PM.

Christian County Library

Profit & Loss - Unaudited

Cash Basis

July 2025

	Jul 25
Ordinary Income/Expense	
Income	
Tax Rev	
County Taxes	47,882.62
Total Tax Rev	47,882.62
Copier/Fines/Fees	3,685.01
Gifts/Grants/Reimbursements	100.00
Interest Income	944.47
Total Income	52,612.10
Gross Profit	52,612.10
Expense	
Collection	
Board Games	
Youth Board Games	86.19
Total Board Games	86.19
Audio/Visual	
Youth AV	816.02
Adult AV	1,211.63
Total Audio/Visual	2,027.65
Books	
Youth Services	1,899.26
Electronic Coll. (Hoopla & OD)	16,873.95
Adult Books	3,853.31
Total Books	22,626.52
Periodicals & Zinio	946.17
Total Collection	25,686.53
Operating Expense	
Bank Service Charges	159.99
IT Discretionary Budget	
Services	2,952.49
Software/Licensing	
Staff Computer Software	2,515.92
Total Software/Licensing	2,515.92
Total IT Discretionary Budget	5,468.41
Building & Grounds	9,184.75
Professional Services	1,953.64
Marketing	1,710.29
Postage	200.00
Programming	
Adult Programs	875.00
Youth Services Programs	1,198.86
Total Programming	2,073.86
Programming Supplies	
Adult Programming Supplies	97.07
Youth Programming Supplies	3,039.25
Total Programming Supplies	3,136.32
Staff & Board- Travel	223.57
Supplies	1,555.50

Christian County Library
Profit & Loss - Unaudited

Cash Basis

July 2025

	Jul 25
Telephone/Fax/Modem	1,227.58
Utilities	10,037.51
Vehicles	122.89
Total Operating Expense	37,054.31
Personnel	235,027.12
Total Expense	297,767.96
Net Ordinary Income	-245,155.86
Net Income	-245,155.86

Christian County Library Balance Sheet - Unaudited

Cash Basis

As of July 31, 2025

	Jul 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Southern Bank Checking (SONDHI)	143,309.39
CCLFoundation	
CCLFoundation Edward Jones	
CCLFoundation Insured Bank Dep	5.66
CCLFoundation CDs	25,000.00
CCLFoundation Mutual Funds	40,563.79
Total CCLFoundation Edward Jones	65,569.45
CCLFoundation Checking Account	22,228.69
Total CCLFoundation	87,798.14
CD's	511,446.96
Ozark Bank Checking	2,072,350.69
Total Checking/Savings	2,814,905.18
Other Current Assets	
Cash on hand	170.00
Petty Cash	170.00
Printer Change Bag	237.00
Total Other Current Assets	577.00
Total Current Assets	2,815,482.18
Other Assets	
CCL Cop 2020 PROJ	488,090.23
CCL Cop 18 Prj	29.23
CCL Cop 18 Rf	107,620.42
Total Other Assets	595,739.88
TOTAL ASSETS	3,411,222.06
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	-1,228.14
Credit Cards	7,644.22
Other Current Liabilities	
A&E Tax Payable	17.00
Payroll Liabilities	20,296.64
Total Other Current Liabilities	20,313.64
Total Current Liabilities	26,729.72
Total Liabilities	26,729.72
Equity	3,384,492.34
TOTAL LIABILITIES & EQUITY	3,411,222.06

Christian County Library

Anticipated Bills

August 2025

	Aug 25	
Adobe	121.96	
ADT LLC	700.33	
Amazon Capital Services, Inc.	2,950.66	
Amigos Library Services	10,042.00	Overdrive
Baker & Taylor-Books	4,017.33	
Blackstone Publishing	339.19	
Brittany Russell	75.00	
Casey's General Store	107.89	
Cengage Learning	222.99	
Center Point Large Print	296.04	
Christian County Headliner News	163.65	
Chuck Mercer	210.00	
City of Clever	35.73	
City of Sparta	61.71	
Concur Technologies, Inc.	345.72	
Craft & Hobby	3,074.00	
Credit Card	7,806.34	
Ellis Ellis Hammons & Johnson PC	4,292.00	
GFI Digital	609.36	
GFL Environmental (formerly WCA)	301.30	
Hoopla by Midwest Tape	6,996.21	
Jenifer L Skiba	200.00	
Lakeland Office Systems	835.37	
Leslie Berry	130.00	
Liberty Utilities	3,334.35	
Lowe's	94.50	
Mercy Specialized Billing Services	85.50	
Midwest Tape	170.19	
Missouri Document Solutions	695.00	
Mitchem Tire & Wheel	45.71	
Modern Scent, LLC	210.00	
Nixa Utilities	2,861.43	
OverDrive, Inc.	488.43	
Ozark Plumbing Inc.	300.00	
Ozark Water Department	47.36	
Quadient Finance USA, Inc	648.51	
Quadient Leasing USA, Inc.	392.76	
Quality Clean, LLC	2,650.00	
Randall Hoover	250.00	
Republic Services	203.82	
Scholastic Inc.	344.76	
Socket	614.45	
Spire (formerly Missouri Gas Energy)	260.89	
Springfield Business Journal	119.00	
Square, Inc.	53.74	
UniFirst Corporation	1,246.32	
Unique Management Services	104.85	
University of Missouri - Columbia AR	14,489.28	MoreNet
USA Today	47.10	
Verizon Wireless	4,197.60	June & July
Personnel	166,787.28	
TOTAL	244,555.65	

Christian County Library Adjustment Report for July 2025 (Unaudited)

	Anticipated	Actual	Adjustment	
ADT LLC	1,027.08	1,032.87	5.79	
Adobe	-	121.96	121.96	
Amazon Capital Services, Inc.	3,812.52	4,372.67	560.15	
Amigos Library Services	-	2,000.00	2,000.00	
BambooHR	1,201.91	1,283.27	81.36	
Book Depot	-	765.51	765.51	
Casey's General Store	306.17	107.89	(198.28)	
City of Sparta	64.61	65.90	1.29	
Cody Walker	-	200.00	200.00	
Credit Card	4,292.85	53.10	(4,239.75)	Moved to actual vendor.
Dollar General	-	5.00	5.00	
Dollar Tree	-	23.00	23.00	
DRI*UPrinting	-	1,251.36	1,251.36	
Edelman-Lyon Company	-	294.50	294.50	
GFI Digital	2,125.97	2,061.36	(64.61)	
Google	-	764.97	764.97	
Heaven Sent Custom Creations	-	425.00	425.00	
Liberty Utilities	3,568.65	6,204.21	2,635.56	May and June
Lowe's	135.77	46.13	(89.64)	
Mark Pagano	-	400.00	400.00	
OCLC, Inc.	-	971.64	971.64	
Ozark Chamber of Commerce	-	20.00	20.00	
Personnel	233,810.86	233,826.56	15.70	
Republic Services	203.82	208.82	5.00	
Royal Publishing	-	195.00	195.00	
Sam's Club	-	79.95	79.95	
Springfield News Leader	-	95.09	95.09	
Square, Inc.	68.86	93.24	24.38	
SWMO Services	1,824.20	2,917.00	1,092.80	May and June
The Library Store, Inc.	443.39	432.65	(10.74)	
USA Today	-	84.59	84.59	
Verizon Wireless	2,129.77	-	(2,129.77)	
Wal*mart Credit Card	-	187.37	187.37	

Original Anticipated Bills	292,193.78
Adjustment	5,574.18
Reimbursements	0.00
Total July 2025 CCL Bills	297,767.96

CDs	
CD#: 37840052 matures August 28, 2025 (int rate .9%)	250,000.00
CD#: 197708399 matures September 16, 2025 (int rate .75%)	261,446.96
CD Total	511,446.96
Ozark Bank Checking	2,072,350.69
Southern Bank Checking (SONDHI)	143,309.39
Undeposited Funds	
Cash Drawer (\$40 @ Clever, \$40 @ Nixa, \$80 @ Ozark, \$40 @ Sparta)	170.00
Printer Change Bag (Clever - \$40; Nixa - \$40; Ozark - \$80, Sparta - \$57)	237.00
Petty Cash (Nixa - \$120; Ozark - \$50)	170.00

Bond Funds	
CCL Cop 2020 REV	0.00
CCL Cop 2020 PROJ	488,090.23
CCL Cop 2020 COI	0.00
CCL Cop 18 Prj	29.23
CCL Cop 18 Lrf	0.00
CCL Cop 18 Rf	107,620.42
Total Library Funds as of July 31, 2025	3,323,423.92

Foundation Funds		
CCLF Checking		22,228.69
Edward Jones Insured Bank Deposit		5.66
Edward Jones CDs		25,000.00
Edward Jones Mutual Funds		40,563.79
Total Foundation Funds		87,798.14

***Total Current CCLF and CCL Assets** **3,411,222.06**

Report of the Executive Director August 2025

Executive Director's Note

My first weeks have been busy getting to know library staff, spending time in the branches and connecting with the community. There have been regular meetings with the Administration team in order to get a handle on library operations, attending Missouri State Library update meetings, responding to patron questions as well as local news outlets, organizing Kelli Roberts' orientation and more. I've prioritized that we are in compliance with anything the state needs from the previous year (which we are). The Public Library Survey was just launched for this past year; it is the main statistical collection cycle from the state and is due in November.

Personnel

- We hired a new circulation assistant, Ancil Ormiston. Thanks to Nick Hyten and Whit Gillenwaters, the managers of Ozark and Sparta for a successful hire.
- We are finalizing the schedule for our annual Staff Day for Monday, Oct. 13.
- The Nixa Branch Manager and Library Substitute Assistant positions have been posted and we're looking to move forward with this process this week.

Facilities & IT

- We had an incident with a car rolling into the Ozark gazebo. An insurance claim has been fulfilled and we should have a repair soon.
- I will work with the Facilities and IT Director to create a master plan for critical upgrades and renovations.
- The state just launched a technology mini grant cycle – We plan to apply.

SHORT TERM GRANT: TECHNOLOGY MINI GRANT

APPLICATION DUE	GRANT CYCLE	REPORTS DUE
Oct. 1, 2025	Nov. 15, 2025 — May 15, 2026	June 15, 2026

Collections & Services

- We are working on a migration to Tipasa for interlibrary loan (ILL) services. Tipasa is cloud based ILL service where patrons should be able to better track their items, and items should also be processed more efficiently on the back end of our operations. The timeline is still being set.

Community Engagement

- Big thanks to the Friends of the Christian County Library for another year of sponsoring the Discovery Passes, which were increased from six to eight. The FOL is also sponsoring the upcoming Outdoor Concert Series. They just hosted another successful book sale at Nixa.

Library Events & Programming

- The Fall into Reading Challenge starts on September 2nd and runs until October 31st. Includes activities about our annual concert series, CCL's 69th anniversary, and reading prompt challenges. Just like the Summer Reading Challenge, patrons earn tickets towards prize packs such as a Bluetooth projector for movie nights, supplies for cooking hot pot at home, and supplies to make your "to-be-read" station more organized.
- Due to the success of the Toddler Time at the Ozark Branch, an additional Toddler Time is coming to Nixa. It will be held weekly on Mondays at 9:30 a.m. for toddlers 18 months to 3 years.
- The Job Fair (in partnership with the Springfield Job Center) was a big success, held at OTC's Richwood Valley Campus with over 100 participants.



Nick Hyten @ the job fair.



Marbled Jewelry Craft Class at Sparta hosted by Whit Gillenwaters

Summer Reading Challenge -

- 2,249 readers
- 224 book reviews written
- 22,115 activities completed
- 2,605,743 minutes read
- 203 Library Events
- 6,570 Attendees
- See handout

2025 Summer Reading Challenge



June 2nd, 2025

July 31st, 2025

2,249 readers

224 book reviews written

22,115 activities completed

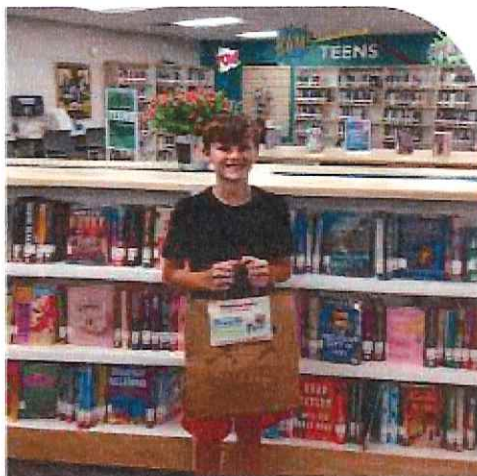
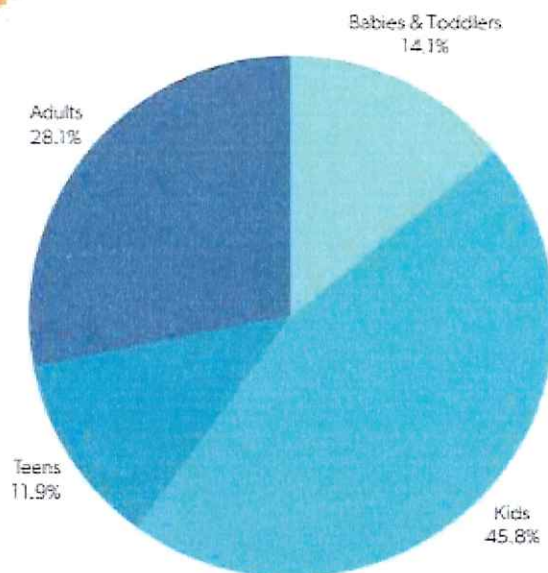
2,605,743 minutes read



203 Library
Events

6,570
Attendees

Readers by Age



CONDUCT EXPECTATIONS

LIBRARY CODE OF CONDUCT

Consequences

- Vandalism, misuse, theft, or destruction of Library facilities, equipment, or materials will be prosecuted.
- Violation of any of these rules, any Library policy, or any other applicable federal or state laws can result in a temporary ban, permanent expulsion, or arrest.

Updated January 2020

Request - change "will" to "may"

CIRCULATION POLICY

LIBRARY CARDS

All potential patrons must fill out a library card application. Any individual aged 18 or older will be issued an Adult All-Access Library Card after they provide a photo identification and proof of their current address.

Patrons 17 years old or younger will be issued a Youth All-Access Library Card. A parent or guardian must agree to accept financial responsibility for the care and return of Library materials checked out to the child.

Suggestion - Leave as is or add a line "A parent or guardian must accept responsibility for material selections made with this card." and/or "Parent or guardian should be made aware that their child will have access to the collection-at-large."

PROCTORING

Exam proctoring will be considered with sufficient available space and staff time for a \$10 fee. A mutually acceptable schedule must be set with a Library Administrator prior to requesting the exam from the education institution. Payment must be made prior to beginning the test.

Updated December 2019

Request - remove this section from the policy manual.

CHRISTIAN COUNTY LIBRARY CARD APPLICATION

Email: _____

I understand that by providing my email address I am agreeing to be notified via email about holds and overdue items, and that I may receive periodic updates about library news, events, and services.

I agree to be responsible for: my selection of library materials, care of materials in my possession, and return of borrowed items by due date. I also agree to be responsible for fines, fees, or charges for damage to, loss of, or late return of materials borrowed on my card. I will promptly notify the library if I lose my library card or change my address. If cardholder is under age 18, I as parent/guardian agree to above conditions.

Signature of cardholder OR guardian

Date

Printed Name of Guardian

Relation to Child

02/20

I agree to:
Accept responsibility for my own selections
Take proper care of borrowed materials
Return items by the due date

27921000933016



I agree to:

Accept responsibility for my own selections
Take proper care of borrowed materials
Return items by the due date

27921000933016



Signature

CONTRACTS, SIGNATURES, and FINANCIAL AUTHORITY

Signatures on Library Checks

As outlined in the Library's [Procurement Policy](#), checks are required to have two signatures: one from an authorized member of the Board of Trustees (Treasurer or Vice-President) and the other from an authorized member of the Administrative Staff (Executive Director or Director of Development and Strategic Partnerships).

Request - replace "Director of Development and Strategic Partnerships" with "designee".

NOTICE OF LEVY HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing will be held on Tuesday, August 26, 2025, at 6 p.m. at the Nixa Branch located at 208 N. McMroskey St., Nixa, Missouri for the setting of the tax rate proposed for the Christian County Library District for the 2025 tax year:

CHRISTIAN COUNTY LIBRARY CHRISTIAN COUNTY, MISSOURI ASSESSED VALUATION

(Prior Year Ending 8/1/2024)

(Current Year Thru 8/1/2025)

Real Estate by Category:

Residential	\$ 1,221,960,050
Agricultural	\$ 9,628,020
Commercial	\$ 236,950,590

Total Real	\$ 1,468,538,660
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Personal Property	\$ 351,262,868
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Local R.R. & Utility	\$ 4,805,055
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State R.R. & Utility	\$ 37,175,097
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Total Assessed Value	\$ 1,861,781,680
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Current Tax Levy	\$ 0.1861
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Real Estate by Category:

Residential	\$ 1,355,764,370
Agricultural	\$ 9,678,940
Commercial	\$ 260,860,940

Total Real	\$ 1,626,304,250
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Personal	\$ 369,479,566
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Local R.R. & Utility	\$ 4,879,169
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State R.R. & Utility	\$ 37,123,474
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Total Assessed Value	\$ 2,037,786,459
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Proposed Tax Levy	\$ 0.1823
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This Tax Levy is subject to change due to changes from subsequent information that will be made available.

The amount of property tax revenues to be budgeted for FY25 will be \$3,714,885 if rate (per \$100 of valuation) = \$0.1823.

This notice has been posted at service locations of the Christian County Library District for at least seven days prior to the hearing date in accordance with §67.110, RSMo.