

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, November 18, 2025 at 7:00 p.m. (Doors open at 6:30 p.m.)
Nixa Community Branch, Large Meeting Room

Pledge of Allegiance

Consent Agenda

1. Minutes
 - a. Minutes of Tuesday, October 28, 2025, Open Meeting
2. Report of the Executive Director

Public Comment

Old Business

1. 2026 Budget (including updated payscale)

New Business

1. Financial Report - questions and acknowledge receipt
2. Trustee Update – Ozark Area
3. Community Feedback
 - a. Public Comment Policy

Adjournment

Tuesday, October 28, 2025: Open Session

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

Trustee(s) Absent: Echo Schneider

Start Time: 6:01PM

Consent Agenda

Minutes

John Garrity moved to approve all items in the consent agenda. The motion was seconded. The motion passed. Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye.

Public Comments

Old Business

1. Policy and By-Law Draft and Revisions

a. Censorship Policy

John Garrity moved to strike the censorship policy as written. The motion was seconded. The motion passed. Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye.

New Business

1. Financial Report - questions and acknowledge receipt

No board action was taken.

2. Preliminary Budget Overview

No board action was taken.

3. Important Dates

Mary Hernandez de Carl made a motion for the 2nd Monday in October to be observed as a paid holiday for the staff as Columbus Day and that Will be granted a floating holiday in April for staff training. The motion was seconded. The motion passed. Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye.

4. November meeting

Kelli Roberts made a motion to delay the start time for the November board meeting from 6PM to 7PM. The motion was seconded. The motion passed. Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye.

Adjournment: 6:51PM

Report of the Executive Director

November 2025

Christian County Library System
Authored by: Will Blydenburgh

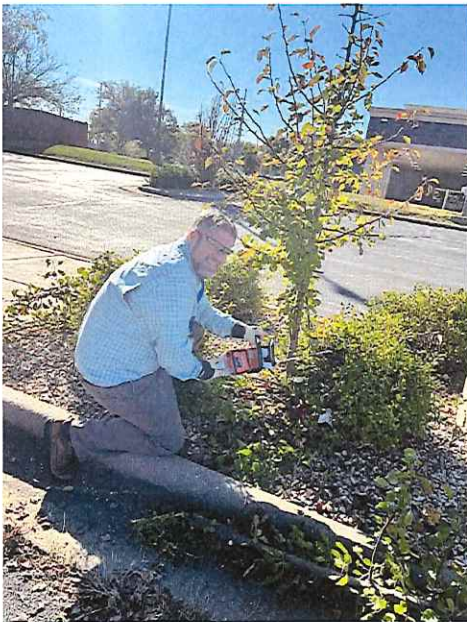
Director's Report

November 2025

We have been diving into the budget process and identifying cuts while accommodating the 15 hour minimum wage increase. This will be discussed more under old business. We were able to maneuver into a decent position to begin some necessary maintenance work in FY 25. I am grateful for everyone who has assisted through my first budget cycle here with the Christian County Library System. Furthermore, our annual public library statistics were reconciled and officially accepted by the state. I have also been working on sunshine records requests and improving the processes therein.

Operational / Process Improvements

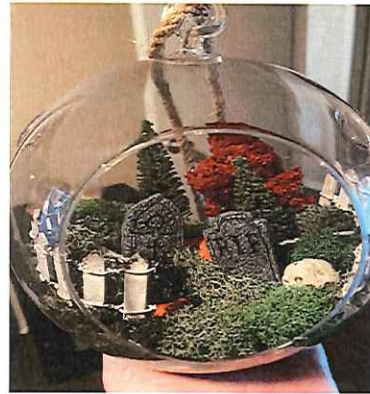
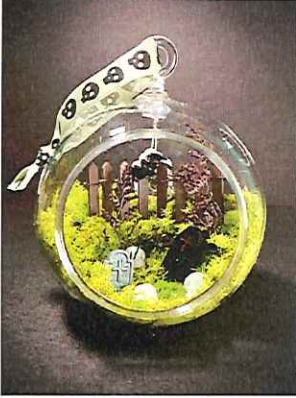
- HVAC at Nixa Admin needs repairs, awaiting estimate.
- We invested in an electric chainsaw from Nixa Hardware, and have been cleaning up a lot of our landscaping. We put a special focus on clearing up blindspots and sightlines to make our parking lot more safe.





October Programming

- Monster Mash storytime had 86 attendees at Nixa.
- Cemetery Terrariums at Ozark had 27 attendees at Ozark



- Spooky Bath Potions had 48 attendees at Ozark



- True Crime Club: (Thursday, October 30, 2025)
 - Took place @ the Mudhouse Coffee Ozark (Off Site)
[5401 N 22nd St. Ozark, MO 65721](#)
 - Had 12 total attend!





Youth Services

- Winter Reading starts on December 1st and ends January 31st.
 - Prizes:
 - Family Dice Night: Games: Shut the Box, Yahtzee, Farkle, Panda Royale, and dice trays.
 - Cast Iron Starter Kit: 3 pack cast iron skillets, seasoning oil and soap, scrubber, and cookbook
 - Cold Weather Cruiser Bundle: Car Emergency roadside tool kit, emergency blankets, first aid kit, snow brush and ice scrapers, portable tire inflator and air compressor, and hand warmers.
- Working on a grant for next year's summer reading that is due by December 1st.

Collection Update

- Suggest a Purchase form will be closed due to the end of the fiscal year for budget reconciliation.

Patron Praise:

I have been to many libraries throughout the country and the Ozark library has been my favorite for over 15 years. Always has the most friendliest staff and the extra's available beyond simply books is amazing. I drive from 45 minutes away and pay the annual fee for being out of the county but it is worth it. The library has been a ~~huge~~ huge help in obtaining my Doctorate in Business Administration.

Mike Pease

Kudos to Nick and the Ozark staff for spreading the spirit of Thanksgiving. They created a "wall of gratitude" for internal use. This is a chance for individual Ozark staff to participate in a "Thank you note activity" which includes a place where notes can be posted inside of an envelope corresponding to each person's name.



Monthly System Stats

October was a little less active than last year.

October	2025	2024 (Same Month)
Total Patron Visits	13189	14166
Total Circulation	19112	19540
New Library Cards	319	319
Public Computer Use	78070 (minutes used)	80567

Director's Tip:

The Friends of the Library are having a Holiday Pop Up Sale

- Saturday, Nov. 29, 10 a.m. - 2 p.m., Netzer Room (Ozark)
- Christmas-themed Books, DVDs, Puzzles

Christian County Library - 2026 Pay Scale

Position Categories	Starting Pay Range	Current Job Titles	Minimum Experience	Minimum Education Level	Supervisory Responsibilities
Assistants	\$15.00-\$16.00	Shelver; Collection Services Assistant; Outreach/Delivery Assistant; ILL/MOBIUS Assistant; Library Assistant	Dependent upon the position	15 college credits preferred	none
Associate	\$16.00-\$17.00	Bus. Office Associate, Library Associate, Youth Services Assistant, Maintenance Associate, Programming Associate	1-2 years of relevant exp.	30 college credits	PIC eligible
Assoc. Admin	\$18.00-\$19.00	Collection Services Specialist; Youth Programming Specialist; Outreach Specialist; IT Support Specialist; ILL/MOBIUS Coordinator; Visual Designer; Communications Coordinator; Outreach Coordinator	3 years of relevant exp. or see ed. level	60 college credits, Bachelors preferred	PIC eligible; may supervise other employees
Administrator I	\$20.00-\$24.00	no current titles	4-5 years of library or relevant exp. or see ed. level	Bachelors Degree	Mid-level management
Administrator II	\$26.00-\$29.00	Community Branch Manager; Collections Services Manager	5-6 years of library or relevant exp. or see ed. level	Bachelors Degree or higher	High level management
Administrator III	\$30.00-34.00	Dir. of Communications & Community Engagement; Associate Director; Dir. of Finance & Business Operations; Dir. of Youth Services; Dir. of IT & Facilities	7-8 years of library or relevant exp. or see ed. level	Bachelors Degree or higher	High level management
Executive Director	\$39.00-\$43.00	Executive Director	10+ years of library or relevant exp. or see ed. level	Masters Degree	High level management

Category	2025	2026 Approved
INCOME		
Carryover/Bond reimbursement	\$400,000.00	\$276,441.52
Estimated Tax Revenue	\$3,473,313.00	\$3,692,426.19
Estimated Income from Fines & Fees	\$35,000.00	\$45,000.00
Estimated State Aid from State Library	\$90,000.00	\$85,000.00
Estimated Grants/Donations	\$60,000.00	\$50,000.00
Estimated Interest Income	\$12,000.00	\$20,000.00
Total Income	\$4,070,313.00	\$4,168,867.71

Category	2025	2026 Approved
EXPENDITURES		
Personnel		
Salaries	\$1,754,980.00	\$1,857,775.14
FICA	\$134,257.00	142,008.41
MoLAGERS	\$168,476.00	179,378.60
Health Insurance	\$260,000.00	294,292.56
Unemployment Reserve	\$4,000.00	\$4,000.00
Payroll Expenses	\$6,000.00	\$4,000.00
Staff Support	\$2,500.00	\$2,500.00
Recruiting	\$700.00	\$1,600.00
Workers' Compensation	\$13,000.00	\$8,000.00
Total Personnel	\$2,343,913.00	\$2,493,554.71
Collection		
Books--Adult	\$52,000.00	\$52,000.00
Books--Youth	\$30,700.00	\$29,700.00
Electronic Collections	\$109,800.00	\$102,500.00
Periodicals	\$5,000.00	\$4,400.00
AV--Adult	\$15,000.00	\$11,000.00
AV--Youth	\$7,000.00	\$7,250.00
Library of Things	\$1,000.00	\$2,500.00
Hotspots	\$25,000.00	\$22,701.00
Consortia	\$48,000.00	\$42,000.00
Databases	\$58,000.00	\$52,000.00
Total Collection	\$351,500.00	\$326,051.00
Operating		
Bond Fees	\$2,000.00	\$2,000.00
Buildings & Grounds	\$120,000.00	\$134,304.00
Development	\$500.00	\$300.00
Furniture and Equipment	\$3,000.00	\$3,000.00
Information Technology	\$104,000.00	\$92,706.00
Insurance (Property, Auto, Liability)	\$50,000.00	\$55,000.00
Bond Payments	\$830,000.00	\$837,000.00
Marketing	\$23,000.00	\$22,050.00
Memberships	\$2,500.00	\$5,000.00
Outreach	\$400.00	\$800.00
Postage	\$12,000.00	\$10,000.00
Professional Services	\$45,000.00	\$31,400.00
Programming	\$20,000.00	\$9,500.00
Programming Supplies	\$18,000.00	\$17,870.00
Staff and Board Travel	\$12,000.00	\$2,500.00
Supplies	\$27,000.00	\$26,000.00
Tel/Fax/Modem	\$10,000.00	\$10,000.00
Training	\$8,000.00	\$4,800.00
Utilities	\$78,000.00	\$75,632.00
Vehicles	\$9,500.00	\$9,400.00
Total Operating	\$1,374,900.00	\$1,349,262.00
TOTAL EXPENSES	\$4,070,313.00	\$4,168,867.71

Christian County Library

Anticipated Bills

November 2025

Nov 25

ADT LLC - Clever	807.24	
Amazon Capital Services, Inc.	4,651.94	
Baker & Taylor-Books	17.06	
BambooHR	1,310.63	
Blackstone Publishing	74.44	
Casey's General Store	363.11	
Chuck Mercer	90.00	
City of Clever	41.76	
City of Sparta	53.40	
Concur	345.72	
Credit Card	12,687.27	
Debra Tucker - Yoga instructor	750.00	Aug Sept Oct
Ellis Ellis Hammons & Johnson PC	522.00	
Gabel & Schubert, Inc.	118.50	Donor Wall Plaques
GFL Environmental (formerly WCA)	304.75	
Handy Helper	3,259.20	Repair Ozark Gazebo
Hoopla by Midwest Tape	6,887.02	
Ingram	1,984.88	
Lakeland Office Systems	88.17	
Lancaster Station	500.00	Outdoor Concert Series
Liberty Utilities	2,417.39	
Mercy Specialized Billing Services	82.50	
Midwest Tape	791.63	
Missouri Employers Mutual	1,111.19	
Mitchem Tire & Wheel	137.34	
Nixa Utilities	2,005.50	
Ozark Water Department	40.58	
Quadient Finance USA, Inc	922.38	
Quadient Leasing USA, Inc.	392.76	
Quality Clean, LLC	2,650.00	
Republic Services	203.82	
Socket	615.27	
Spire (formerly Missouri Gas Energy)	295.41	
Square, Inc.	84.26	
Staples Advantage Business Credit	262.79	
Styron & Shilling	1,312.50	
SWMO	4,195.00	
UniFirst Corporation	1,969.53	
Unique Management Services	104.85	
USA Today	47.79	
Verizon Wireless	2,021.79	
Personnel	165,499.94	
TOTAL	222,021.31	

Christian County Library
Balance Sheet - Unaudited
As of October 31, 2025

Cash Basis

	Oct 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Southern Bank Checking (SONDHI)	143,353.58
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	513,003.05
Ozark Bank Checking	1,435,272.94
Total Checking/Savings	2,179,427.71
Other Current Assets	
Cash on hand	170.00
Petty Cash	207.62
Printer Change Bag	237.00
Total Other Current Assets	614.62
Total Current Assets	2,180,042.33
Other Assets	
CCL Cop 2020 PROJ	263,090.23
CCL Cop 18 Prj	29.23
CCL Cop 18 Rf	105,279.66
Total Other Assets	368,399.12
TOTAL ASSETS	2,548,441.45
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	-18.67
Credit Cards	5,997.26
Other Current Liabilities	
A&E Tax Payable	17.00
Payroll Liabilities	7,894.79
Total Other Current Liabilities	7,911.79
Total Current Liabilities	13,890.38
Total Liabilities	13,890.38
Equity	2,534,551.07
TOTAL LIABILITIES & EQUITY	2,548,441.45

Christian County Library
Profit & Loss - Unaudited
October 2025

Cash Basis

	Oct 25
Ordinary Income/Expense	
Income	
Tax Rev	
County Taxes	11,531.55
Total Tax Rev	11,531.55
Copier/Fines/Fees	3,472.53
Interest Income	777.98
Total Income	15,782.06
Gross Profit	15,782.06
Expense	
Collection	
Technology (Hotspots)	1,932.50
Audio/Visual	
Youth AV	557.76
Adult AV	759.23
Total Audio/Visual	1,316.99
Books	
Youth Services	7,334.19
Electronic Coll. (Hoopla & OD)	7,331.49
Adult Books	5,298.36
Total Books	19,964.04
Databases	3,595.00
Periodicals & Zinio	166.79
Total Collection	26,975.32
Interest Expense	158.73
Operating Expense	
Bond Fees	1,000.00
Bank Service Charges	117.89
Training	334.77
IT Discretionary Budget	
Services	1,924.76
Software/Licensing	
Staff Computer Software	1,816.30
Total Software/Licensing	1,816.30
Total IT Discretionary Budget	3,741.06
Building & Grounds	11,513.61
Professional Services	436.25
Insurance-Library	150.00
Lease Expenses and Bond Payment	28,663.39
Marketing	119.40
Movie Licenses	2,224.00
Postage	715.34
Programming	
Adult Programs	900.00
Youth Services Programs	300.00
Total Programming	1,200.00
Programming Supplies	
Adult Programming Supplies	196.58
Youth Programming Supplies	1,460.29
Total Programming Supplies	1,656.87

Christian County Library
Profit & Loss - Unaudited
October 2025

Cash Basis

	Oct 25
Staff & Board- Travel	1,129.83
Supplies	2,164.14
Telephone/Fax/Modem	704.56
Utilities	9,346.22
Vehicles	148.08
Total Operating Expense	65,365.41
Personnel	161,104.62
Total Expense	253,604.08
Net Ordinary Income	-237,822.02
Net Income	-237,822.02

Christian County Library Adjustment Report for October 2025 (Unaudited)

	Anticipated	Actual	Adjustment
Adobe	-	121.96	121.96
Amazon Capital Services, Inc.	4,450.68	8,723.08	4,272.40
BambooHR	1,298.27	1,310.63	12.36
Canva.com	-	119.40	119.40
Casey's General Store	415.16	148.08	(267.08)
Chilton's Environmental Services LLC	191.00	320.00	129.00
Credit Card	3,878.18	753.47	(3,124.71)
Dollar Tree	-	59.25	59.25
Ozark Chamber of Commerce	-	20.00	20.00
Personnel	159,431.47	161,627.49	2,196.02
Square, Inc.	68.88	84.26	15.38
The UPS Store	-	14.40	14.40
USPS	-	50.94	50.94
Wal*mart Credit Card	-	150.36	150.36

Baker Taylor Closed

Moved to actual expense

Original Anticipated Bills	249,834.40
Total Adjustment	3,769.68
	0.00
Total October 2025 CCL Bills	253,604.08

CDs

CD#: 37840052 matures August 28, 2027 (int rate .9%)	250,000.00
CD#: 197708399 matures September 16, 2026 (int rate 2.5%)	263,003.05
CD Total	513,003.05
Ozark Bank Checking	1,435,272.94
Southern Bank Checking (SONDHI)	143,353.58
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)	207.62

Bond Funds

CCL Cop 2020 REV	0.00
CCL Cop 2020 PROJ	263,090.23
CCL Cop 2020 COI	0.00
CCL Cop 18 Prj	29.23
CCL Cop 18 Lrf	0.00
CCL Cop 18 Rf	105,279.66
Total Library Funds as of October 31, 2025	2,460,643.31

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

2,548,441.45