

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, December 16, 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, November 18, 2025, Open Meeting
2. Report of the Executive Director

Public Comment

Old business:

1. Community Feedback
 - a. Public Comment Policy
2. Budget and Policy/Bylaw Subcommittees Updates

New business:

1. Styron & Shilling Contract and Invoice
2. Interim Vice President Election
3. Public Comment Feedback Request for February Open Meeting - Mobile Hotspots

Tuesday, November 18, 2025: Open Session

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

Trustee(s) Absent: None

Start Time: 6:00PM

Consent Agenda

Minutes

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

Public Comments

Old Business

1. 2026 Budget (included updated payscale)

Diana Brazeale moved to approve the 2026 Budget. The motion was seconded. The motion passed. Trustee Brazeale: Aye; Garrity: Nay; Trustee Hernandez de Carl: Aye; Trustee Roberts: Nay; Trustee Schneider: Aye.

New Business

1. Financial Report - questions and acknowledge receipt

No board action was taken.

2. Trustee Update – Ozark Area

Diana Brazeale announced her resignation as the Ozark Board Trustee effective November 30, citing personal reasons.

3. Community Feedback

a. Public Comment Policy

No board action was taken.

Adjournment: 7:52PM



Report of the Executive Director

December 2025

November Summary

Merry Christmas and happy holidays! We continue to bring our facility plan online with the rejuvenation of the Sparta parking lot. With progress underway, we are also now laying the groundwork for a similar longer term technology plan. These two plans will serve as a foundation for our annual operating budgets, fundraising efforts, and grant applications. We developed a new position under the IT director, and reworked an administrative position that will be filled later this month. Having these positions in place will alleviate some necessary administrative burden to allow me to focus more on policy, strategic planning, and connecting with the community.

Our fiscal purchasing for 2025 is finished and I am gearing up for the new year by drafting an annual plan for FY 26-27. With our three year strategic plan coming to an end this month, a solid one year plan will serve as a bridge to a three year strategic plan from FY 27-30. The bedrock of this plan will be a combination of assessment, efficiency, and putting our organization in a position to thrive for the foreseeable future. I aim to have a draft to submit to the board by January.

Personnel

- DeeDee Brashes, currently the Branch Manager at Clever, will begin a new role as Associate Director in Administration Dec. 28. Please join me in congratulating DeeDee!

- We will also be filling a newly added position: Technology and Data Compliance Specialist. This position will serve as custodian of records, offer desktop support to staff, and help us create and maintain a records retention schedule among his or her duties.
- We are interviewing for a part time position at Ozark.
- We will be posting the Clever manager position after I review the description.

Building and Grounds

- Sparta Parking Lot Sealed and Striped. Ozark was previously done in 2023. Nixa and Clever targeted completion in Spring 2026.

Before



After



- We may have found an avenue via Warranty to get more life out of the flooring at the Nixa Library and Meeting room. Stay tuned.
- Nixa Branch / Annex side: HVAC units #3 and #4 are needing the heat exchangers replaced. Waiting for a third quote to repair. Repair costs will be around \$6k.
- We are exploring ways to acquire native plants and trees for our properties, particularly Sparta and Clever.
- We are also adding a few indoor plants to the Nixa branch. If anyone is interested in donating please contact Katie Haynes, Nixa Branch manager. I hear a kind member of the public is helping us propagate our plants at the Clever branch. Thank you!

Technology

- We are pulling together a long term technology plan in the same way we have been developing a major maintenance plan.

Youth Services

- Winter Reading 2026 has begun on Beanstack and will end on January 31st, 2026.
- No in-house storytimes the week of Christmas and New Years' - however new virtual storytimes will be published on the Library's YouTube Channel.
- The application for the Summer Library Program Grant has been submitted to the State Library. This grant request includes funding for educational presenters and collection materials for the next Summer Reading Challenge in June and July 2026.

Year to Year Statistics

November	2025	2024
Total Patron Visits	11199	12066
Total Circulation	16623	17688
New Library Cards	259	221
Public Computer Use	55474 (minutes)	65379

Extra numbers - Ozark performed 58 notary services in November!

Director's Tip

Volunteer opportunities abound! Nixa Library just took on two volunteers from the Nixa School District and Ozark recently brought on another adult volunteer. If you are looking to get involved please visit our volunteering page. <https://christiancountylibrary.org/volunteer/>. The Friends of the Library also offer great opportunities for volunteering and you can also reach out to the Library Foundation to help these community partners who uphold the library's supporting infrastructure. I continue to be impressed by the active citizenry of Christian County. Thank you!

B) PUBLIC COMMENTS

At the beginning of each regular meeting of Christian County Library's Board of Trustees, before old or new business is discussed, up to 60 minutes will be set aside as a public comment period. Each commenter may speak one time per meeting for a maximum of three minutes.

Anyone wishing to address the Board must arrive early and sign up with library staff at least 10 minutes before the scheduled start of the meeting. Comments will be heard in the order in which requests are received unless the Chair rules otherwise. The presenter must provide their name to be recorded for the meeting minutes. Anyone refusing to identify themselves will be prohibited from addressing the Board.

If at any time individuals or groups interrupt the meeting, exceed the time limitations, or violate CCL's Library Code of Conduct, they will be asked to cease to address the Board and/or leave the meeting as deemed necessary by the Chair.

As a general rule, the Board as a whole will not respond to public comments at the time they are made. Individual Trustees may ask clarifying questions, comment, or take action at their discretion. Questions for staff about library operations should be made during normal business hours.

Library Board Meeting 2024

Christian County Library
Balance Sheet - Unaudited
As of November 30, 2025

Cash Basis

	Nov 30, 25
ASSETS	
Current Assets	
Checking/Savings	
Southern Bank Checking (SONDHI)	
CCLFoundation	143,366.25
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	513,044.14
Ozark Bank Checking	1,266,728.25
Total Checking/Savings	2,010,936.78
Other Current Assets	
Cash on hand	170.00
Petty Cash	207.62
Printer Change Bag	215.51
Total Other Current Assets	593.13
Total Current Assets	2,011,529.91
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	2,379,929.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	-2,436.06
Credit Cards	5,547.67
Other Current Liabilities	
A&E Tax Payable	17.00
Payroll Liabilities	7,517.03
Total Other Current Liabilities	7,534.03
Total Current Liabilities	10,645.64
Total Liabilities	10,645.64
Equity	2,369,283.39
TOTAL LIABILITIES & EQUITY	2,379,929.03

Anticipated Bills

December 2025

	<u>Dec 25</u>	
417 Junk	100.00	
4Imprint	1,601.00	Magnet bookmarks
Adobe	121.96	
Admiral Express	175.96	
ADT LLC	51.66	
Advanced Sealing & Striping	3,802.95	
Amazon Capital Services, Inc.	8,590.18	
BambooHR	1,283.27	
Blackstone Publishing	545.92	
Casey's General Store	342.25	
Cengage Learning	11,576.25	
Center Point Large Print	296.04	
Chilton's Environmental Services LLC	108.00	
City of Clever	45.93	
City of Sparta	53.40	
Concur Technologies, Inc.	345.72	
Credit Card	1,193.97	
Debra Tucker - Yoga Instructor	210.00	
Demco, Inc.	419.92	
GFI Digital	81.26	
GFL Environmental (formerly WCA)	304.75	
Gold Mechanical, Inc.	303.00	
Hoopla by Midwest Tape	6,540.68	
Ingram	2,921.05	
Lakeland Office Systems	484.19	
Liberty Utilities	1,874.25	
Mercy Specialized Billing Services	85.50	
Midwest Tape	491.56	
MOPERM	60,628.00	Liability and Property Insurance for 2026
Mountain Country Propane	801.23	
Nixa Area Chamber of Commerce	300.00	
Nixa Utilities	1,549.29	
OCLC, Inc.	391.11	
OverDrive, Inc.	2,066.81	
Ozark Water Department	47.36	
Payne Sign Company	1,285.00	
Proquest Information	3,400.00	Ancestry
Quadient Finance USA, Inc	703.92	
Quality Clean, LLC	2,650.00	
Republic Services	407.64	
Socket	615.27	
Spire (formerly Missouri Gas Energy)	754.89	
Square, Inc.	66.52	
SWMO Services	1,081.00	
UniFirst Corporation	1,313.86	
Unique Management Services	174.75	
Verizon Wireless	2,073.98	
Personnel	164,312.03	
TOTAL	<u><u>288,573.28</u></u>	

Christian County Library Adjustment Report for November 2025 (Unaudited)

	Anticipated	Actual	Adjustment
Adobe	-	121.96	121.96
Amazon Capital Services, Inc.	4,651.94	3,551.04	(1,100.90)
Apple Market	-	5.58	5.58
BambooHR	1,310.63	1,283.27	(27.36)
Bitwarden	-	648.00	648.00
Casey's General Store	363.11	86.34	(276.77)
Cengage Learning	-	24.76	24.76
Checkr.com	-	67.98	67.98
Chilton's Environmental Services LLC	-	85.00	85.00
Chuck Mercer	90.00	180.00	90.00
Credit Card	12,687.27	449.27	(12,238.00)
DRI*UPrinting	-	1,294.38	1,294.38
Ellis Ellis Hammons & Johnson PC	522.00	725.00	203.00
English Apparel & Promotional Materials	-	1,102.42	1,102.42
SFI Digital	-	783.33	783.33
Google	-	784.28	784.28
Hoopla by Midwest Tape	6,887.02	6,540.68	(346.34)
Ingram	1,984.88	2,321.04	336.16
Keck & Phillips LLC	-	14,560.00	14,560.00
Mercy Specialized Billing Services	82.50	85.50	3.00
Missouri Department of Conservation	-	56.96	56.96
Nixa Hardware	-	404.67	404.67
Ozark Water Department	40.58	47.36	6.78
Personnel	165,499.94	164,300.88	(1,199.06)
Proquest Information	-	3,993.81	3,993.81
Republic Services	203.82	407.64	203.82
Society for HR Management	-	299.00	299.00
Springfield Area Human Re	-	85.00	85.00
Springfield News Leader	-	106.11	106.11
Square, Inc.	84.26	66.52	(17.74)
Staples Advantage Business Credit	262.79	650.74	387.95
SWMO	4,195.00	-	(4,195.00)
JniFirst Corporation	1,969.53	2,036.75	67.22
Unique Management Services	104.85	174.75	69.90
JSA Today	47.79	-	(47.79)
Verizon Wireless	2,021.79	2,114.30	92.51
Wal*mart Credit Card	-	138.28	138.28

Original Anticipated Bills	222,021.31
Total Adjustment	6,572.90
	0.00
Total November 2025 CCL Bills	228,594.21

CDs	
CD#: 37840052 matures August 28, 2027 (int rate .9%)	250,000.00
CD#: 197708399 matures September 16, 2026 (int rate 2.5%)	263,044.14
CD Total	513,044.14
Ozark Bank Checking	1,266,728.25
Southern Bank Checking (SONDHI)	143,366.25
Cash Drawer (\$40 @ Clever, \$40 @ Nixa, \$80 @ Ozark, \$40 @ Sparta)	170.00
Printer Change Bag (Clever - \$40; Nixa - \$40; Ozark - \$80, Sparta - \$57)	215.51
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 November 30, 2025	2,292,130.89

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	2,379,929.03
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Christian County Library
Profit & Loss - Unaudited
November 2025

Cash Basis

	Nov 25
Ordinary Income/Expense	
Income	
Tax Rev	65,917.37
Copier/Fines/Fees	3,422.07
Interest Income	241.58
Total Income	69,581.02
Gross Profit	69,581.02
Expense	
Collection	
Technology (Hotspots)	2,025.01
Audio/Visual	
Youth AV	259.51
Adult AV	722.91
Total Audio/Visual	982.42
Books	
Youth Services	2,634.30
Electronic Coll. (Hoopla & OD)	6,540.68
Adult Books	1,284.99
Total Books	10,459.97
Databases	3,993.81
Periodicals & Zinio	106.11
Total Collection	17,567.32
Operating Expense	
Bank Service Charges	75.15
Development	118.50
IT Discretionary Budget	
Services	1,239.29
Software/Licensing	
Staff Computer Software	3,183.23
Total Software/Licensing	3,183.23
Total IT Discretionary Budget	4,422.52
Building & Grounds	8,826.68
Professional Services	16,772.25
Marketing	3,042.65
Memberships	359.00
Postage	1,332.89
Programming	
Adult Programs	1,729.95
Total Programming	1,729.95
Programming Supplies	
Adult Programming Supplies	118.98
Youth Programming Supplies	819.24
Total Programming Supplies	938.22
Staff & Board- Travel	172.00
Supplies	1,396.52
Telephone/Fax/Modem	704.56
Utilities	5,572.27
Vehicles	223.68

Christian County Library
Profit & Loss - Unaudited
November 2025

Cash Basis

	Nov 25
Total Operating Expense	45,686.84
Personnel	165,340.05
Total Expense	228,594.21
Net Ordinary Income	-159,013.19
Net Income	-159,013.19

Supporting Documentation for
'Styron & Shilling Contract and Invoice'
Agenda Item



Echo Schneider <eschneider@christiancountylibrary.org>

Follow up on invoice

1 message

Renee Brumett <rbrumett@christiancountylibrary.org>
To: Echo Schneider <eschneider@christiancountylibrary.org>
Cc: Dana Roberts <droboters@christiancountylibrary.org>

Fri, Jan 17, 2025 at 2:26 PM

At the December regular board meeting, we discussed the invoice from Harry Styron with charges pertaining to the lawsuit and the board asked about authorization.

I called Harry on December 18 and asked him who authorized the lawsuit. He told me Allyson did, along with Janis. He said he would not have proceeded without Allyson's approval. He reiterated what he told the board in the September 11 closed meeting, that he felt the actions of the board put the library at legal and financial risk and he felt an obligation to take action.

While his contract specified a certain procedure for handling lawsuits, this was clearly a unique situation considering the actions in question were taken by a majority of the board. For clarification, I did not request the lawsuit and he did not request my permission, so it would not have followed the typical procedures.

I recommend the board approve payment of the invoice. The library has always paid its bills so not paying will set a bad precedent. The actions of trustees led to the lawsuit being filed and incurred the costs.

The new attorney has billed the library for expenses incurred from consulting with individual trustees so that is a similar instance of charges without approval of the whole board. I understand the agreement is different with the new attorney, but any attorney might be concerned if the board doesn't approve Harry's invoice. Other vendors could also be concerned in the future as well. It is a manageable sum and there are funds from the 2024 budget to cover it.

Renee Brumett
Executive Director
Christian County Library
208 N. McCroskey St.
Nixa, MO 65714
417-724-6100



christiancountylibrary.org

Agreement for Legal Services

Effective Date: October 1, 2017

Parties: Christian County Library Board of Trustees ("Library")
The Styron Law Firm PC, dba Styron & Shilling

On September 25, 2017, the Christian County Library Board approved a resolution to hire Harry Styron of Styron & Shilling to act as attorney for the Library on terms proposed to the Board by email, as follows:

A legal fee of \$500 per month, which includes attendance, upon request, at no more than two meetings per month by Mr. Styron (or Ms. Shilling or another attorney from Styron & Shilling, if Mr. Styron is unavailable), contract review and preparation and telephone consultation.

Other services will be provided at the firm's usual rates, which are \$250 per hour for Mr. Styron and Ms. Shilling and \$75 per hour for work done by legal assistants.

If Mr. Styron feels that he is being asked to perform services outside the scope of the \$500 flat fee, he will promptly notify the Library Director and work with the Director establish a budget for the additional services.

This agreement may be terminated by either party upon 30 days' written notice.

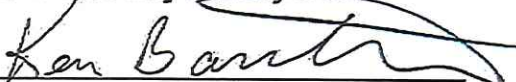
Styron & Shilling maintains client files in electronic storage only for at least five years. Client files are the property of the client and are available to the client at any time.

Styron & Shilling's federal identification number is 20-2104640.

Styron & Shilling

By _____
Harry Styron, VP

Christian County Library Board

By 
Ken Barthelette, President

Styron & Shilling
302 East Church Street
Ozark, MO 65721-9395
United States
417-581-3646

Styron & Shilling

Renee Brumett
208 N McCroskey St
Nixa, MO 65714
United States

Balance \$1,312.50
Invoice # 00649
Invoice Date December 3, 2024
Payment Terms
Due Date

**CCLD v. Schneider, Garrity and
Brazeale**

Time Entries

DATE	EE	ACTIVITY	DESCRIPTION	RATE	HOURS	LINE TOTAL
09/20/2024	HS	research	Research propriety of attorney for political subdivision filing suit against board members, finding some authority in Comment 6 to Missouri Supreme Court Rule 4-1.13 relating to rectifying wrongful acts of public officials. Begin preparation of petition for declaratory judgment and injunction.	\$125.00	4.0	\$500.00
09/22/2024	HS	Document Preparation	Continue preparation of petition; assemble exhibits	\$125.00	4.0	\$500.00
09/23/2024	HS	Document Preparation	Prepare motion for TRO and file petition; arrange hearing date on TRO with Judge Johnson's clerk;	\$125.00	2.0	\$250.00
10/25/2024	HS	Document Preparation	After board meeting amending bylaws, prepare and file dismissal of injunction count	\$125.00	0.5	\$62.50
Totals:					10.5	\$1,312.50

Notes:

Rate of \$250 per hour is reduced to \$125; Janis Hagen is paying other half.

Time Entry Sub-Total:	\$1,312.50
Sub-Total:	\$1,312.50
Total:	\$1,312.50
Amount Paid:	\$0.00
BALANCE DUE:	\$1,312.50