

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
Monday, December 18, 2023 at 6:00 p.m. (Doors open at 5:30 p.m.)
Nixa Community Branch, Large Meeting Room

Consent Agenda

1. Minutes
 - A. Minutes of the Tuesday, November 28, 2023 Open Meeting
2. Financial Reports
 - A. Adjustments to Anticipated Bills for November 2023
 - B. Estimated Bills for December 2023
 - C. Balance Sheet
 - D. Monthly Report
3. Report of the Executive Director

Administrative Highlights

- Outreach

Old Business

- Parent Resources Review
- 2024 Foundation Meeting Schedule

New Business

- 2024 Officer Elections
- 2024 Library Advocacy Day

Public Comments

Adjournment

Posted: 12/12/2023

Tuesday, November 28, 2023: Open Session

Trustees in Attendance: Diana Brazeale, Stephanie Sekscinski, and Allyson Tuckness.

Trustee(s) Absent: Echo Alexzander and Janis Hagen.

Christian County Library's Board of Trustees met for a regular monthly session on Tuesday, November 28, 2023 in the Large Meeting Room of the Nixa Community Branch. 55 members of the community were present.

President Allyson Tuckness presided.

Start Time: 6:00 p.m.

Consent Agenda

Diana Brazeale moved to approve all items in the consent agenda. Stephanie Sekscinski seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Sekscinski: Aye; and Trustee Tuckness: Aye.

Administrative Highlights

Christian County Friends of the Library President Dave Carmichael summarized the last five years of organizational growth and their ongoing work to support library projects and services through fundraising.

Old Business

Inclement Weather Procedure Review

Executive Director Brumett reviewed the library's inclement weather procedure for Trustees.

New Business

2024 Budget

Stephanie Sekscinski moved to approve the 2024 budget and payscale as presented. Diana Brazeale seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Sekscinski: Aye; and Trustee Tuckness: Aye.

2024 Foundation Meeting Schedule

This item was tabled until December by the Chair to allow all five Trustees time to check availability.

Public Comments

This month speakers included: Alecia Ahart, Kevin Bright, Jeanne Coburn, Elizabeth Dudash-Buskirk, Alex Harrison, Aileena Keen, Reggie Micham, David Rice, Lucas Underwood, and Scott Woosley.

Adjournment

The meeting was adjourned by the presiding Chair at 7:18 p.m.

Christian County Library Adjustment Report for November 2023 (Unaudited)

	Anticipated	Actual	Adjustment
Amazon Capital Services, Inc.	5,127.11	5,140.05	12.94
Baker & Taylor-Books	3,077.19	3,989.02	911.83
BambooHR	-	1,026.93	1,026.93
Casey's General Store	429.67	225.22	(204.45)
Chilton's Environmental Services LLC	-	99.00	99.00
Chuck Mercer	240.00	120.00	(120.00)
Credit Card	7,201.98	1,295.42	(5,906.56)
Handy Helper	-	4,760.00	4,760.00
Lakeland Office Systems	58.08	389.95	331.87
Lowe's	159.61	106.68	(52.93)
Personnel	157,731.81	159,073.68	1,341.87
Republic Services	178.03	344.53	166.50
Square, Inc.	33.82	49.08	15.26
UniFirst Corporation	620.20	484.60	(135.60)

Payroll Software

Install Drive-thru window at Ozark

Original Anticipated Bills	207,104.13
Adjustment	2,246.66
Reimbursements	0.00
Total November 2023 CCL Bills	209,350.79

CDs		
CD#: 37840052 matures August 28, 2025 (int rate .35%)	250,000.00	
CD#: 197708399 matures September 16, 2024 (int rate .4%)	254,141.42	
CD Total		504,141.42
Ozark Bank Checking		727,782.37
Southern Bank Checking (SONDHI)		142,951.21
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	792,122.32
CCL Cop 2020 COI	0.00
CCL Cop 18 Prj	0.00
CCL Cop 18 Lrf	0.00
CCL Cop 18 Rf	109,737.58
Total Library Funds as of November 30, 2023	
	2,277,311.90

Foundation Funds	
CCLF Checking	88,129.88
Community Foundation of the Ozarks - CCLF Fund Finley (as of 3rd Qtr 2023)	8,706.72
Community Foundation of the Ozarks - CCLF Fund - Nixa (as of 3rd Qtr 2023)	1,053.82
	0.00
Total Foundation Funds	
	97,890.42

***Total Current CCLF and CCL Assets** **2,375,202.32**

Christian County Library Anticipated Bills

December 2023

Dec 23

ADT LLC	309.59	
Amazon Capital Services, Inc.	2,746.60	
Baker & Taylor-Books	3,772.63	
BambooHR	1,026.93	
Blackstone Publishing	589.16	
Casey's General Store	310.71	
Cengage Learning	11,030.05	Udemy
Center Point Large Print	280.44	
Chuck Mercer	120.00	
City of Clever	49.89	
City of Sparta	53.40	
Concur Technologies, Inc.	255.00	
Credit Card	8,014.57	
Debra Tucker - Yoga instructor	225.00	
Engineers Reprographics	39.60	
GFI Digital	491.23	
GFL Environmental (formerly WCA)	210.37	
Hoopla by Midwest Tape	7,000.34	
Lakeland Office Systems	419.65	
Liberty Utilities	1,855.77	
Lowe's	76.92	
Mercy Specialized Billing Services	84.00	
Midwest Tape	512.50	
MOPERM	44,103.00	Insurance
Nixa Utilities	2,885.85	
Ozark Water Department	48.49	
Ozark Chamber of Commerce	300.00	
Paychex	90.00	
Proquest Information	3,174.31	Ancestry
Quadient Finance USA, Inc	184.20	
Quality Clean, LLC	2,650.00	
Republic Services	178.03	
Royal Publishing	195.00	
Socket	636.83	
Spire (formerly Missouri Gas Energy)	588.59	
Square, Inc.	49.08	
St Charles City-County	24.99	
Staples Advantage Business Credit	139.45	
UniFirst Corporation	1,759.52	
Unique Management Services	279.60	
USA Today	36.93	
Verizon Wireless	1,927.27	
Personnel	161,216.44	
TOTAL	<u><u>259,941.93</u></u>	

Christian County Library
Balance Sheet (Unaudited)
As of November 30, 2023

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
Southern Bank Checking (SONDHI)	142,951.21
CCLFoundation -Do not Reconcile	
CCLFoundation Checking Account	88,129.88
Community Foundation of the Oza	
CCLFoundation Fund - Finley	8,706.72
CCLFoundation Fund - Nixa	1,053.82
Total Community Foundation of the Oza	9,760.54
Total CCLFoundation -Do not Reconcile	97,890.42
CD's	504,141.42
Ozark Bank Checking	727,782.37
Total Checking/Savings	1,472,765.42
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	1,473,342.42
Other Assets	
CCL Cop 2020 PROJ	792,122.32
CCL Cop 18 Rf	109,737.58
Total Other Assets	901,859.90
TOTAL ASSETS	2,375,202.32
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	340.56
Credit Cards	9,083.73
Other Current Liabilities	
Payroll Liabilities	18,219.42
Total Other Current Liabilities	18,219.42
Total Current Liabilities	27,643.71
Total Liabilities	27,643.71
Equity	2,347,558.61
TOTAL LIABILITIES & EQUITY	2,375,202.32

Christian County Library
Monthly Report (Unaudited)
November 2023

	Nov 23
Ordinary Income/Expense	
Income	
Tax Rev	42,445.35
Copier/Fines/Fees	2,935.21
Foundation Funds	10.97
Gifts/Grants/Reimbursements	1,176.54
Interest Income	306.84
Total Income	46,874.91
Gross Profit	46,874.91
Expense	
Bank Service Charges	51.08
Collection	
Technology (Hotspots)	1,838.06
Audio/Visual	
Youth AV	253.13
Adult AV	774.52
Total Audio/Visual	1,027.65
Books	
Youth Services	2,191.60
Electronic Coll. (Hoopla & OD)	7,006.78
Adult Books	4,615.50
Total Books	13,813.88
Databases	3,622.50
Periodicals & Zinio	544.16
Total Collection	20,846.25
Foundation Expense	1,341.87
Operating Expense	
Training	93.99
IT Discretionary Budget	
Computer Hardware	
Patron Computers	175.97
Total Computer Hardware	175.97
Software/Licensing	
Staff Computer Software	2,765.92
Total Software/Licensing	2,765.92
Total IT Discretionary Budget	2,941.89
Automation	256.30
Building & Grounds	11,794.38
Professional Services	2,472.81
Furniture & Equipment	117.93
Memberships	50.00
Outreach	22.70
Programming	
Adult Programs	363.97
Youth Services Programs	229.98
Total Programming	593.95
Programming Supplies	
Adult Programming Supplies	507.99
Youth Programming Supplies	825.72
Total Programming Supplies	1,333.71

Christian County Library
Monthly Report (Unaudited)
November 2023

	<u>Nov 23</u>
Staff & Board- Travel	1,226.63
Supplies	2,027.39
Telephone/Fax/Modem	730.98
Utilities	6,635.82
Vehicles	<u>223.22</u>
Total Operating Expense	30,521.70
Personnel	<u>156,589.89</u>
Total Expense	<u>209,350.79</u>
Net Ordinary Income	<u>-162,475.88</u>
Net Income	<u><u>-162,475.88</u></u>

Report of the Executive Director December 2023

Administration

- The Christian County Commission voted 2-1 on December 12 to adopt an order implementing SB 190, a property tax credit for seniors. The impacts to our budget are still unknown, but we won't see any impact until at least 2025 and it will likely be gradual after that. There may still be tweaks to the order and the application, but we will continue to monitor. We will also work to provide assistance for those seeking to apply for the credit as the applications will require notarization.
- We will be saying farewell next month to Ozark Branch Manager Jordan Gloyd. She has accepted a branch manager position at the Saint Paul Public Library in Minnesota. Jordan has served CCL for 5 years and has helped the library grow and serve the community with excellence during that time.

Buildings & Grounds

- We have finished off the series of updates to the Ozark facilities with the completion of the drive-up window modifications. Staff report significantly fewer patrons now get out of their vehicles to reach the window.



Collection & Services

- We are trying out a new resource and testing a new process. We have promoted a free trial of Nkoda, a sheet music database, to our patrons, along with a survey asking for feedback on the resource. We will use the survey results to help decide whether to add Nkoda but also to determine the effectiveness of a public trial and survey process. Databases are notoriously underused in libraries so we want to work towards an improved selection process as well as promotion.
- The MOBIUS organization is going through a major change next year with a software migration. The Prospector catalog will not be compatible with the new software so after the first of the year, patrons will no longer have direct access to borrow materials from those Colorado libraries for an indefinite period. We can still request materials from Colorado libraries through the traditional interlibrary loan process. We expect minimal impacts to customer service.

Community Engagement

- It is now possible to tour all 4 branches virtually. We worked with Midwest Pano to accomplish this and love the end result. This will give the library more visibility in search

engine results, and this innovation will help make our branches more accessible and engaging. Visit the Hours/Locations page on the website to check it out.



- The Outreach department has done it again and managed to participate in 5 Christmas parades across the county – including 3 in one day (with a little help from some other departments).

Programs

- The Clever branch hosted Finger Paint Play Day last month with 18 creative attendees creating fall pictures.



- The vaccine clinics held at Nixa and Ozark in November and early December were well-received, with more than 30 people total taking advantage of the opportunity.
- The Ozark branch partnered with the Missouri Humanities Council to bring Suzanne Michelle Jones in to share Native American stories to a group of 12 people.
- There were 14 patrons in attendance at a presentation by Ozark Elder Law at the Clever branch. They discussed nursing home planning and assets protection.
- A new series of sewing classes has begun and the first session had a great turnout as they learned to create dog bandanas. We purchased a sewing machine to use in the classes and help patrons learn to use it. Leo is our gorgeous model.

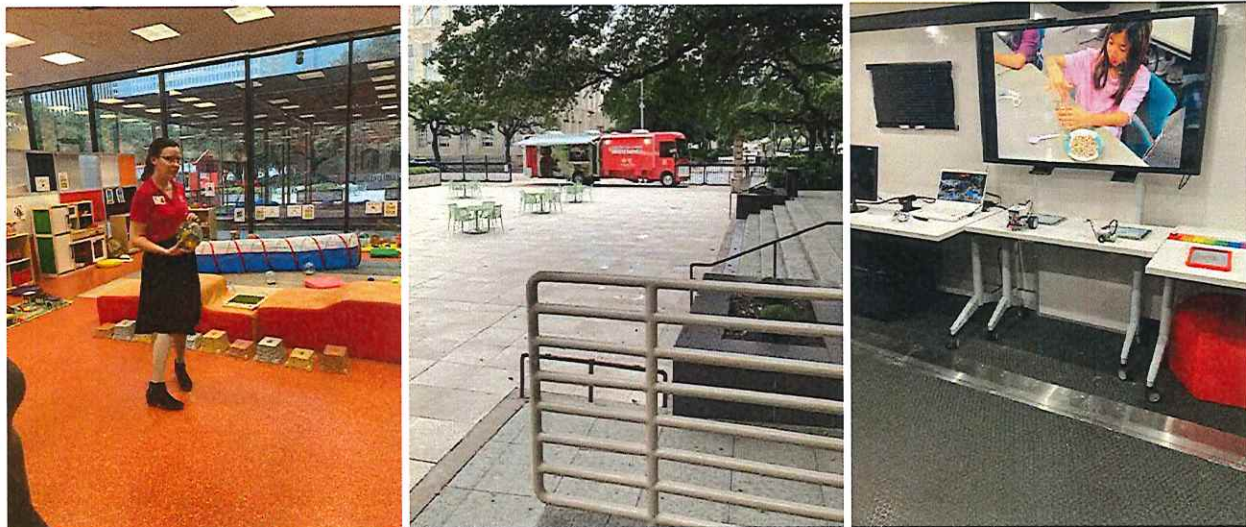


- The Fall Reading Challenge wrapped up at the end of October with over 500 individuals registered. Nearly 400,000 minutes were reported read and 133 book reviews were submitted. The Pumpkin Spice Season bundle was the most popular prize option – about half of the people eligible for prizes selected that as their desired reward for reading. I'm pretty sure the Pumpkin Spice Squishmallow was what gave that bundle the edge.



Professional Development

- Director of Youth Services Dana Roberts was able to attend this year's Young Adult Library Services Association Symposium in St. Louis. She attended many great sessions but found one on AI Literacy for Libraries and one called "Libraries and Gateway to Employment: Teen Volunteers as Workforce Development" particularly relevant. The funding for this conference was provided through a grant from MOBIUS.
- I attended the Library Journal Director's Summit in Houston, Texas, last month. This was the best professional development I've experienced since I have been a director. I was able to network with library directors from all over the country and learned from presenters and panelists who have incredible experience and knowledge to share. I also was treated to a tour of the main branch of the Houston Public Library and one of their Mobile Express Technology Labs – basically a bookmobile for tech.



Patron Praise

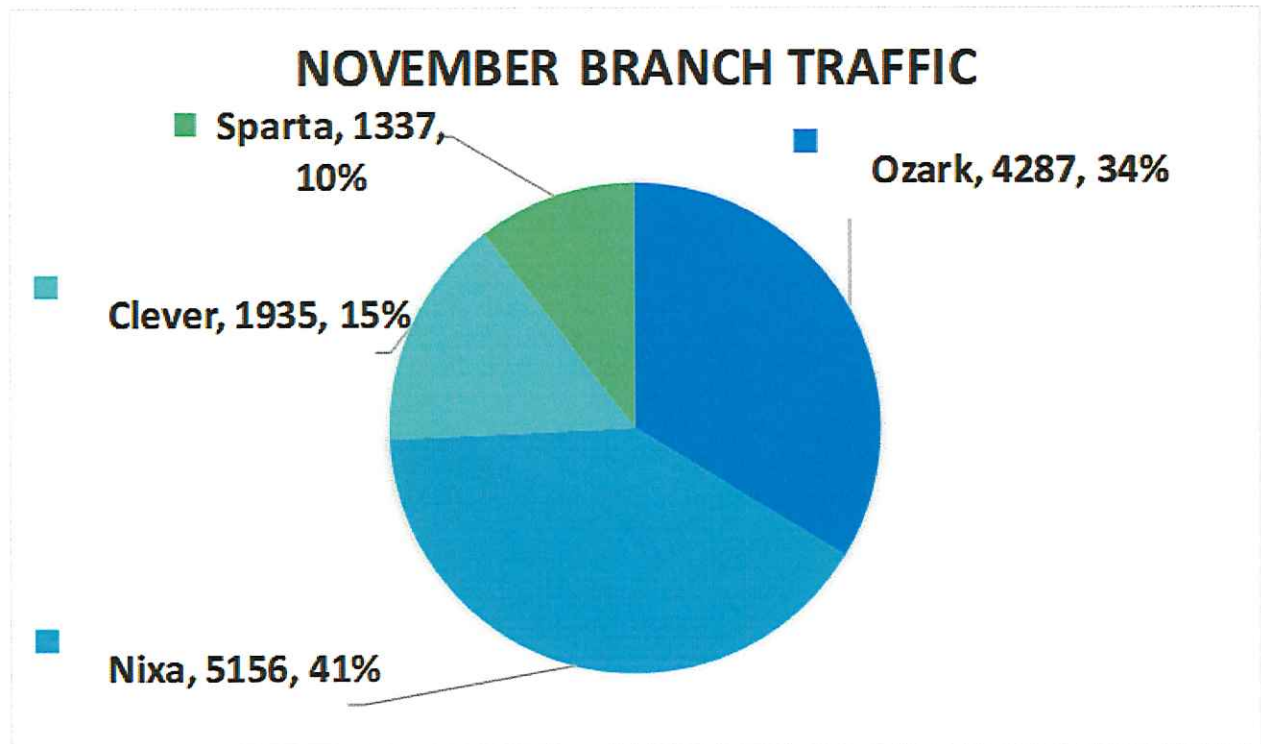
- Outreach Delivery Assistant Abby Ellingsworth is the talented instructor for the new series of sewing classes. In the inaugural class she shared:
"I thought the class went very well. There was a grandma and granddaughter together and they were both afraid to use the sewing machine, but with some

guidance they quickly gained confidence and were able to finish on their own... I think that everyone else had a good time and were pleased with their project. They were excited about the pillowcase sewing project next month."

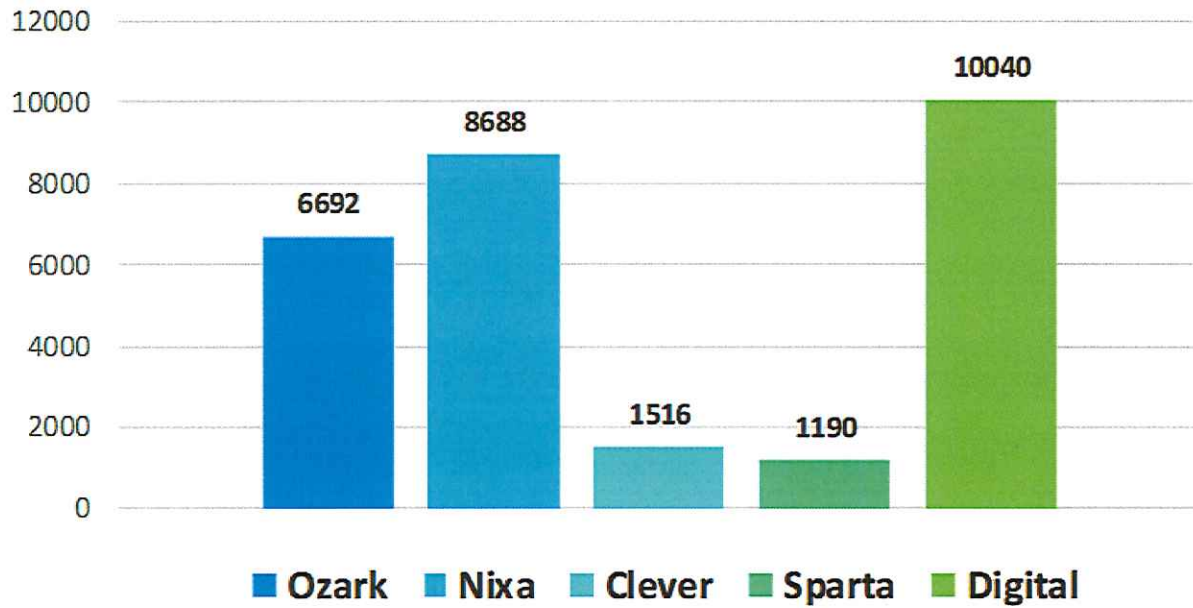
- Each year we receive several holiday cards and gifts from patrons. One book club recently sent a greeting card with a donation as well. Here are a few of the lovely comments:
 - "Thank you for helping to bring great reading friends together!"
 - "Love our library! Thank you."
 - "Thanks for all your help!"
- The Ozark branch staff received a sweet note from a homeschool group last month:
 - "Thank you for accommodating our homeschool co-op on Friday mornings over the last few months. The Netzer and Sondhi rooms have been a blessing to our group. This week concludes our semester. We appreciate your kindness and smiles every week. Thank you!"



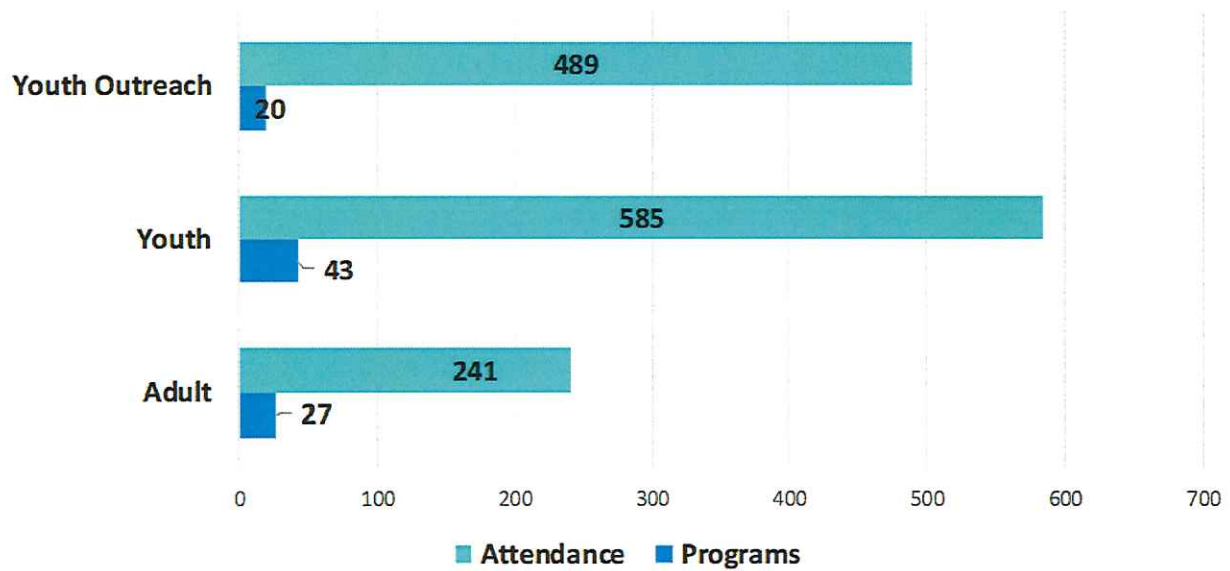
November Statistics



November Circulation by Location



November Programs/Attendance



Development Report - December 2023

Major Gifts & Restricted Donations

None.

Bequests & Memorials

None.

Grants Awarded

None.

Outreach

Our mission is to provide equitable delivery of library resources and services for all people living in Christian County.

Broadly, our day-to-day involves delivering materials to those who can't leave their homes, schools, community stops, and attending community events such as parades.

We make **71** service runs a month. They are broken down into schools and daycares, nursing homes and assisted living facilities, and homebound patrons.

So far this year we've delivered **7,600 titles** requested by area schools. **800** to daycares.

We visit **twelve** nursing homes and assisted living facilities **every week**.

Our checkout numbers for the Homebound program run between **350-390 materials each month**. More than **4,500** this year so far.

Outreach also delivers library materials patrons put on hold by patrons to our Community Partner Pick-up Locations including **Billings public library, the Double EE Ice Cream and Burger Shoppe in Highlandville, and Kay's Market in Chadwick**.

Shared Shelf locations include laundromats, The X Center, The OC, Health Clinics, The Least of These, and more. This year we've already shared over **12,000 books** with these community partners.

CCLF Monthly Meeting Dates for 2024

Date <i>(Usually Third Wednesday)</i>	Key Agenda Items	Location	Start Time
Wednesday, January 17, 2024		Nixa Community Branch	5:00 p.m.
Wednesday, February 21, 2024	Annual Meeting - Officer Elections	Ozark Community Branch	5:00 p.m.
Wednesday, March 20, 2024		Nixa Community Branch	5:00 p.m.
Wednesday, April 17, 2024		Ozark Community Branch	5:00 p.m.
Wednesday, May 15, 2024		Sparta Community Branch	5:00 p.m.
Wednesday, June 26, 2024		Ozark Community Branch	5:00 p.m.
Wednesday, July 17, 2024		Nixa Community Branch	5:00 p.m.
Wednesday, August 21, 2024		Clever Community Branch	5:00 p.m.
Wednesday, September 18, 2024		Nixa Community Branch	5:00 p.m.
Wednesday, October 16, 2024	Draft Budget Proposal	Ozark Community Branch	5:00 p.m.
Wednesday, November 20, 2024	Final Budget Approval	Nixa Community Branch	5:00 p.m.
Wednesday, December 18, 2024	End of Year Celebration!	Ozark Community Branch	5:00 p.m.

CCL's Board of Trustees - Officer Roles

Article II: Elections & Appointments

Section I.

Officers of Christian County Library's Board of Trustees shall be elected for the following year at the end of each December meeting. Such officers shall be: President, Vice-President, Secretary, and Treasurer.

Section II.

The President of Christian County Library's Board of Trustees shall preside at all meetings, appoint special committees as needed, and authorize calls for any special meetings. The President shall not vote unless needed to reach a majority.

Section III.

The Vice-President of Christian County Library's Board of Trustees shall assume the duties of the President in the latter's absence.

Section IV.

In the absence of both the President and the Vice-President, the members present shall select a President pro tempore by majority vote.

Section V.

The Secretary of Christian County Library's Board of Trustees, with assistance from the Library's Executive Director or designee, shall keep a true and accurate account of all Board meeting proceedings and shall share custody of meeting minutes with the Library's Executive Director and designee.

Section VI.

The Treasurer of Christian County Library's Board of Trustees shall be the official custodian of all monies of the Library District. The Treasurer of the Board, Executive Director of the Library, and Director of Finance and Business Operations of the Library shall be bonded by a corporate surety. 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 Library's Administrative Staff (Executive Director or Director of Development and Strategic Partnerships).