

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, September 26, 2023 at 6:00 p.m.
Christian County Library, Nixa Community Branch, Large Meeting Room

Scheduled Start Time: 6:00 p.m.

Consent Agenda

1. Minutes
 - A. Minutes of the Tuesday, August 22, 2023 Open Meeting
2. Financial Reports
 - A. Adjustments to Anticipated Bills for August 2023
 - B. Estimated Bills for September 2023
 - C. Balance Sheet
 - D. Monthly Report
3. Report of the Executive Director

Administrative Highlights

- Ozark Mill at Finley Farms Partnership Continues - Riverside Inn Centennial Celebration

Old Business

None presented.

New Business

- 2024 Important Dates
- Memorandum of Understanding with Missouri State Highway Patrol (tentative)

Public Comments

Adjournment

Posted: 09/19/2023

Tuesday, August 22, 2023: Open Session

Trustees in Attendance: Echo Alexzander, Diana Brazeale, Janis Hagen, Stephanie Sekscinski, and Allyson Tuckness.

Trustee(s) Absent: None.

Also present: Alecia Ahart; DeeDee Brashers; Wanetta Bright; Renee Brumett; Jeanne Coburn; Polly Dross; Elizabeth Dudash-Buskirk; John Garrity; Jordan Gloyd; Whit Gillenwaters; Representative Jamie Gragg; Mary Hernandez de Carl; Reggie Micham; Sheila Michaels; Mary Miller; Mike Miller; Tory Pegram; Dana Roberts (until 6:30 p.m.); Deborah Spindle; and several additional unidentified guests.

Christian County Library's Board of Trustees met for a regular monthly session on Tuesday, August 22, 2023 in the Large Meeting Room of the Nixa Community Branch.

President Allyson Tuckness presided.

Start Time: 6:01 p.m.

Consent Agenda

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

Administrative Highlights

Director of Youth Services Dana Roberts shared highlights from the 2023 Summer Reading Challenge.

Old Business

None presented.

New Business

Setting the 2023 Tax Levy

Executive Director Brumett presented the 2023 tax levy numbers and explained the complex calculation process.

President Tuckness then opened the meeting up for public comments about the levy. None were presented.

Stephanie Sekscinski moved to set the 2023 tax levy rate at 0.1861. Diana Brazeale seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Alexzander: Aye; Trustee Brazeale: Aye; Trustee Hagen: Aye; and Trustee Sekscinski: Aye.

Board Packet

Trustee Alexzander explained to Trustees why she believes posting the board's preparation materials and materials presented by public speakers would bring more transparency to the work of the library. She then moved from July 2023 forward to make all Board Packets from open sessions, along with public comment forms and any accompanying materials provided by commenters (with addresses, phone numbers, and email redacted), available on the library website as a separate attachment in addition to the minutes. Diana Brazeale seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Alexzander: Aye; Trustee Brazeale: Aye; Trustee Hagen: Aye; and Trustee Sekscinski: Aye.

Public Comments

This month speakers included: Alecia Ahart, Wanetta Bright, Elizabeth Dudash-Buskirk, Jeanne Coburn, Polly Dross, John Garrity, Mary Hernandez de Carl, Sheila Michaels, Reggie Micham, Mike Miller, and Deborah Spindle.

Adjournment

The meeting was adjourned by the presiding Chair at 7:10 p.m.

Christian County Library Adjustment Report for August 2023 (Unaudited)

	Anticipated	Actual	Adjustment
Amazon Capital Services, Inc.	2,301.22	2,017.52	(283.70)
Casey's General Store	457.69	183.35	(274.34)
Chuck Mercer	120.00	-	(120.00)
City of Sparta	50.80	55.98	5.18
Credit Card	853.81	3,574.31	2,720.50
Dollar Tree	-	7.50	7.50
GFL Environmental (formerly WCA)	343.22	-	(343.22)
Lowe's	345.44	187.68	(157.76)
Ozark Water Department	43.97	-	(43.97)
Personnel	225,597.02	226,487.67	890.65
Square, Inc.	62.15	76.29	14.14
UMakeButtons	-	149.40	149.40

Pd w/cc
Pd in Sept
Uprinting, Win Publishing
Pd in Sept
Pd w/cc

Original Anticipated Bills	277,012.50
Adjustment	2,564.38
Reimbursements	0.00
Total August 2023 CCL Bills	279,576.88

CDs	
CD#: 37840052 matures August 28, 2025 (int rate .35%)	250,000.00
CD#: 197708399 matures September 16, 2023 (int rate .4%)	253,692.96
CD Total	503,692.96
Ozark Bank Checking	1,314,785.49
Southern Bank Checking (SONDHI)	142,897.76
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	1,013,222.32
CCL Cop 2020 COI	0.00
CCL Cop 18 Prj	0.00
CCL Cop 18 Lrf	0.00
CCL Cop 18 Rf	112,415.30
Total Library Funds as of August 31, 2023	3,087,590.83

Foundation Funds	
CCLF Checking	93,239.95
Community Foundation of the Ozarks - CCLF Fund Finley (as of 2nd Qtr 2023)	8,604.51
Community Foundation of the Ozarks - CCLF Fund - Nixa (as of 2nd Qtr 2023)	1,041.45
	0.00
Total Foundation Funds	102,885.91
*Total Current CCLF and CCL Assets	3,190,476.74

Christian County Library
Anticipated Bills
September 2023

	<u>Sep 23</u>	
Admiral Express	219.95	
ADT LLC	885.77	
Amazon Capital Services, Inc.	3,252.70	
Baker & Taylor-Books	3,851.90	
Bishop Mau	300.00	Outdoor Concert Series
Blackstone Publishing	400.57	
BOK Financial	230,325.00	Bond Payments
Branson Tri-Lakes News	100.00	
Casey's General Store	476.83	
Cengage Learning	4,716.40	
Center Point Large Print	280.44	
Chilton's Environmental Services LLC	198.00	
Chuck Mercer	150.00	
City of Clever	23.76	
City of Sparta	50.80	
Concur Technologies, Inc.	315.00	
Credit Card	5,977.45	
Debra Tucker - Yoga instructor	425.00	
Demco, Inc.	221.64	
DPC Cleaning, LLC	874.12	
GFI Digital	918.50	
GFL Environmental (formerly WCA)	203.01	
Hoopla by Midwest Tape	7,294.73	
Lakeland Office Systems	428.86	
Liberty Utilities	2,892.55	
Long Refrigeration Heating & Cooling	1,437.80	A/C Repairs
Lowe's	85.23	
Mercy Specialized Billing Services	85.50	
Midwest Tape	1,081.81	
Missouri Library Association	180.00	
Nixa Utilities	2,634.65	
Ozark Water Department	48.49	
Paula Bishop	286.94	Mileage
Paychex	185.00	
Quadient Finance USA, Inc	192.44	
Quality Clean, LLC	2,650.00	
Ray Datema	300.00	Outdoor Concert Series
Republic Services	183.03	
Socket	633.24	
Spire (formerly Missouri Gas Energy)	202.23	
Springfield Roofing Systems	185.00	
Square, Inc.	17.20	
St Louis County Library	17.99	
Staples Advantage Business Credit	9.08	
State Historical Society of Missouri	275.00	
Styron & Shilling	1,500.00	
SWMO Services	1,375.00	
The Hartford	150.00	Fidelity Bonds
The Library Store, Inc.	159.11	
The Paper Moons	300.00	
Tumbleweed Press Inc	1,596.00	
UniFirst Corporation	740.18	
Unique Management Services	151.45	
USA Today	110.79	
Verizon Wireless	2,329.75	
Personnel	158,343.60	
TOTAL	<u><u>442,229.49</u></u>	

Christian County Library Balance Sheet (Unaudited)

As of August 31, 2023

Aug 31, 23

ASSETS

Current Assets

Checking/Savings

Southern Bank Checking (SONDHI)	142,897.76
CCLFoundation -Do not Reconcile	
CCLFoundation Checking Account	93,239.95
Community Foundation of the Oza	
CCLFoundation Fund - Finley	8,604.51
CCLFoundation Fund - Nixa	1,041.45
Total Community Foundation of the Oza	<u>9,645.96</u>
Total CCLFoundation -Do not Reconcile	102,885.91
CD's	503,692.96
Ozark Bank Checking	1,314,785.49
Total Checking/Savings	<u>2,064,262.12</u>

Other Current Assets

Cash on hand	170.00
Petty Cash	170.00
Printer Change Bag	237.00
Total Other Current Assets	<u>577.00</u>

Total Current Assets 2,064,839.12

Other Assets

CCL Cop 2020 PROJ	1,013,222.32
CCL Cop 18 Rf	112,415.30

Total Other Assets 1,125,637.62

TOTAL ASSETS **3,190,476.74**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards	4,107.66
Other Current Liabilities	
Payroll Liabilities	27,527.19
Total Other Current Liabilities	<u>27,527.19</u>

Total Current Liabilities 31,634.85

Total Liabilities 31,634.85

Equity 3,158,841.89

TOTAL LIABILITIES & EQUITY **3,190,476.74**

Christian County Library
Monthly Report (Unaudited)
 August 2023

	Aug 23
Ordinary Income/Expense	
Income	
Tax Rev	
County Taxes	13,251.99
Total Tax Rev	13,251.99
Copier/Fines/Fees	3,717.88
Foundation Funds	11.88
Gifts/Grants/Reimbursements	560.00
Interest Income	698.19
Total Income	18,239.94
Gross Profit	18,239.94
Expense	
Bank Service Charges	103.13
Collection	
Technology (Hotspots)	2,240.56
Audio/Visual	2,255.53
Books	14,972.96
Databases	3,595.00
Periodicals & Zinio	40.00
Total Collection	23,104.05
Operating Expense	
Training	70.94
IT Discretionary Budget	
Computer Hardware	695.00
Software/Licensing	1,608.96
Total IT Discretionary Budget	2,303.96
Automation	174.75
Building & Grounds	7,121.57
Professional Services	2,851.01
Furniture & Equipment	7.48
Marketing	663.07
Outreach	24.57
Postage	150.00
Programming	464.03
Programming Supplies	1,234.17
Staff & Board- Travel	1,759.52
Supplies	2,353.16
Telephone/Fax/Modem	491.62
Utilities	7,400.59
Vehicles	3,939.14
Total Operating Expense	31,009.58
Personnel	225,360.12
Total Expense	279,576.88
Net Ordinary Income	-261,336.94
Net Income	-261,336.94

Report of the Executive Director September 2023

Administration

- We are watching for information regarding SB 190, a property tax credit for seniors that was passed this year by the Missouri legislature. Each county must decide how and whether to adopt the bill for their county. This is something to keep in mind for fiscal planning for 2025 and beyond.

Collection & Services

- We continue to see steady increases to digital content usage, which has been a strain on the budget. For our hoopla service, a pay-per-use model, we have implemented a monthly spending cap. This breaks down to a daily spending budget: once the daily limit is reached, no patrons are able to borrow from Hoopla until the limit resets at midnight. A message in the app explains the process, but we have provided staff with information to help if patrons have additional questions. We will continue to evaluate the budget and digital allocation to balance the collection. We are also redirecting patrons to Libby as an alternative with no daily limits.
- MOREnet and the Missouri State Library have collaborated to provide Northstar Digital Literacy, an online technology skills resource, free for libraries to use for staff and the public. We recently subscribed to the service for internal use so we look forward to implementing it for the public and saving the subscription cost.

Community Engagement

- Adult Services Librarian Charlee Evans and I attended the annual SCORE E3 Women's Conference in Springfield and hosted a resource booth. It was an opportunity to connect with entrepreneurs and small business owners from Christian County and share about library services, and we had some great conversations with business resource providers in the region.

Friends of the Library

- The Nixa book sale was a great success again this year. Although shorter in length than typical, sales were over \$3,000. We appreciate the time and effort of all of the volunteers to help that event be successful.
- With the addition of space in the Nixa facility, we have worked with FOL to move their primary sorting from the large meeting room/closet to a larger room in the Annex. This allows them greater space and flexibility, and it also frees up meeting room availability for the general public.

Programs

- August 31 concluded the Seed Library Photo Contest. We had a record number of participants this year with 25 people submitting 58 photos. The winner of the \$50 Amazon gift card was Emily Ennis.



- The Ozark Community Branch hosted "Bird Watching for Beginners with Marvin De Jong" and saw 13 enthusiastic attendees. Mr. De Jong delighted the audience with his stories, birding suggestions, and beautiful photography which can currently be seen at the Nixa Community Branch. He has been to the Galapagos for bird photography and had many interesting species to discuss.
- The Teen Advisory Board has had a refresh with new guidelines for participants, including a requirement to volunteer at their local branch. One teen immediately signed up to assist with PAWs for Reading at the Nixa Community Branch and was a great help in welcoming and coordinating families arriving for the event.
- The Nixa Community Branch held Pretend Play Day and 20 attendees enjoyed playing with the library's toys and manipulatives.



Training

- In our process of developing a more robust training program for staff, Charlee Evans investigated several options and implemented a program through Northstar Digital Literacy that allows us to assess the technology skills for all staff. This will provide a baseline to inform training programs and customized coaching so the library can offer a consistent service level across the district. All staff have completed assessments as of September 1. Our next step will be to establish individual goals and essential skills for each library position.

- Charlee Evans coordinated annual CPR/AED/First Aid training and re-certifications. There were 7 staff recertified through the Red Cross and a few new staff certified for the first time.

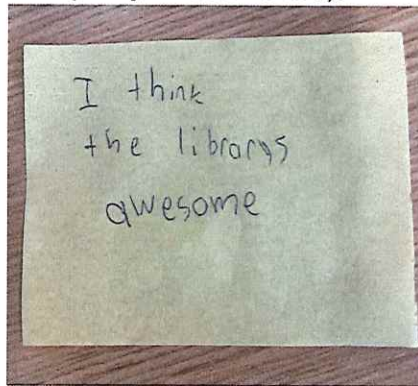
Patron Praise

- A patron of the Clever Community Branch has been working on writing a book while using a public computer. She left a copy of the finished product for staff which included a special acknowledgement. (*"Last but not least are the wonderful ladies at the Clever Library. Thanks for helping with the computer, your patience, your time, and your understanding of how difficult this project has been and I promise not to take any more pencils!"*)



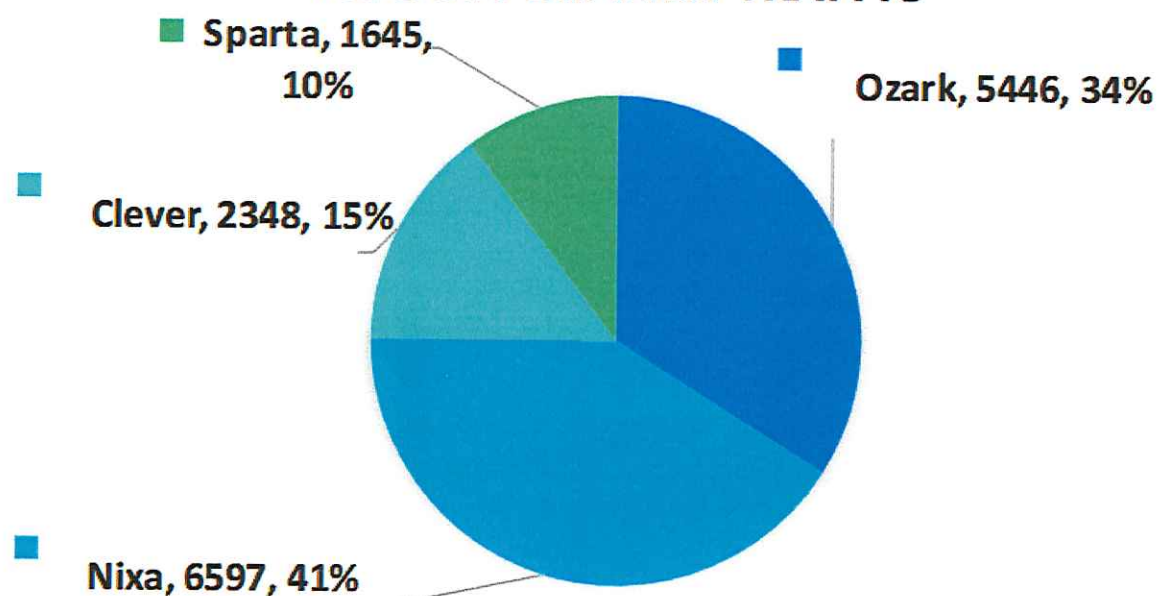
Last but not least are the wonderful ladies at the Clever Library. Thanks for helping with the computer, your patience, your time, and your understanding of how difficult this project has been and I promise not to take any more pencils!

- A Sparta patron left a "suggestion" in the comment box. We happen to know (because he alerted us to the possibility of needing to check the box) it was from one of our regular teens. (We think he's pretty awesome too).

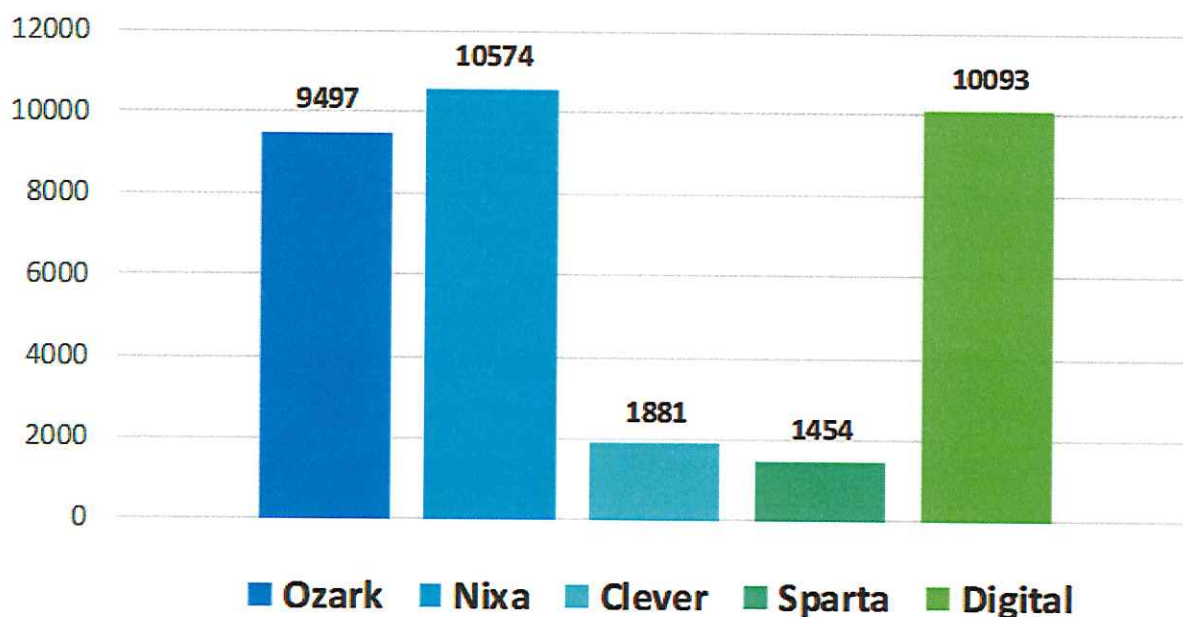


August Statistics

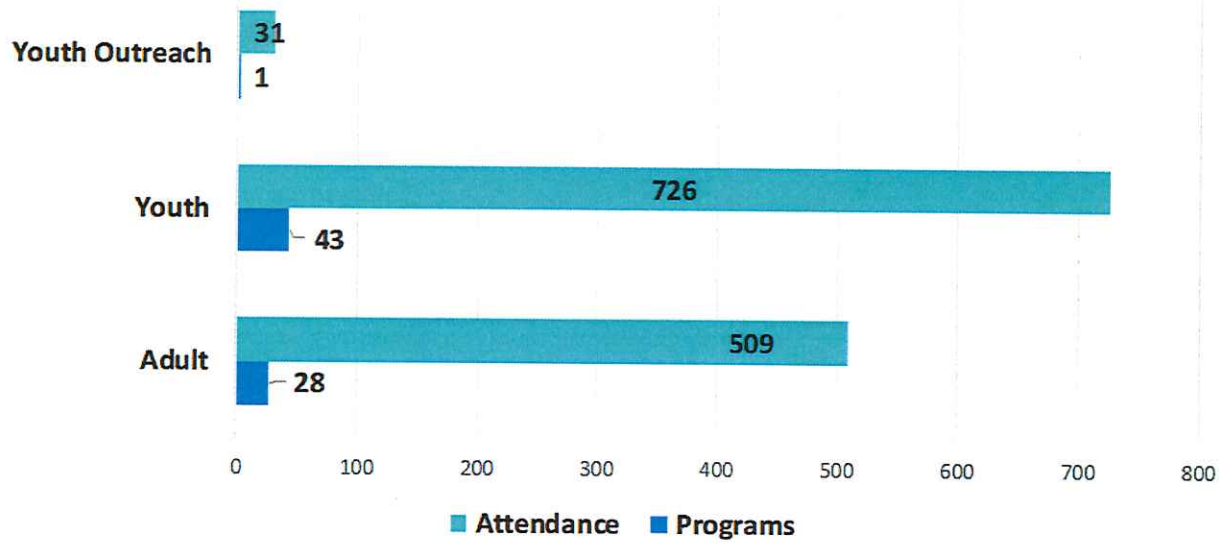
AUGUST BRANCH TRAFFIC



August Circulation by Location



August Programs/Attendance



& THE OZARK MILL

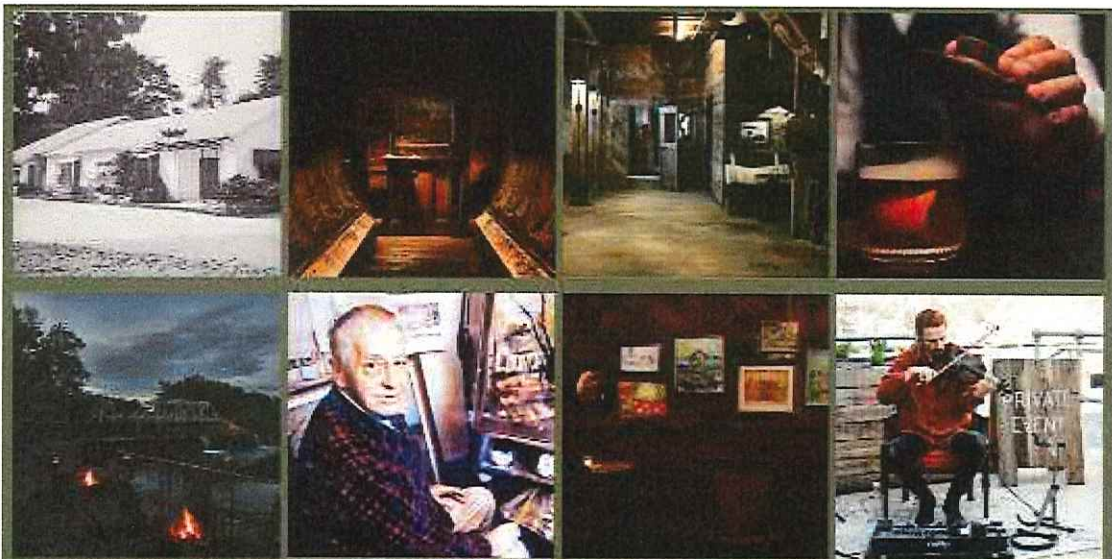


Welcome to Riverside

RIVERSIDE INN CENTENNIAL CELEBRATION
SEPTEMBER 17 | THE OZARK MILL

Join us this Sunday as we celebrate the enduring legacy of Riverside Inn through an evening of revelry, history and art.

Food by Finley Farms • Cocktails • Live Music • Dancing • Howard Garrison
Artwork Gallery • Card Games • Live Paintings • Tours of The Ozark Mill

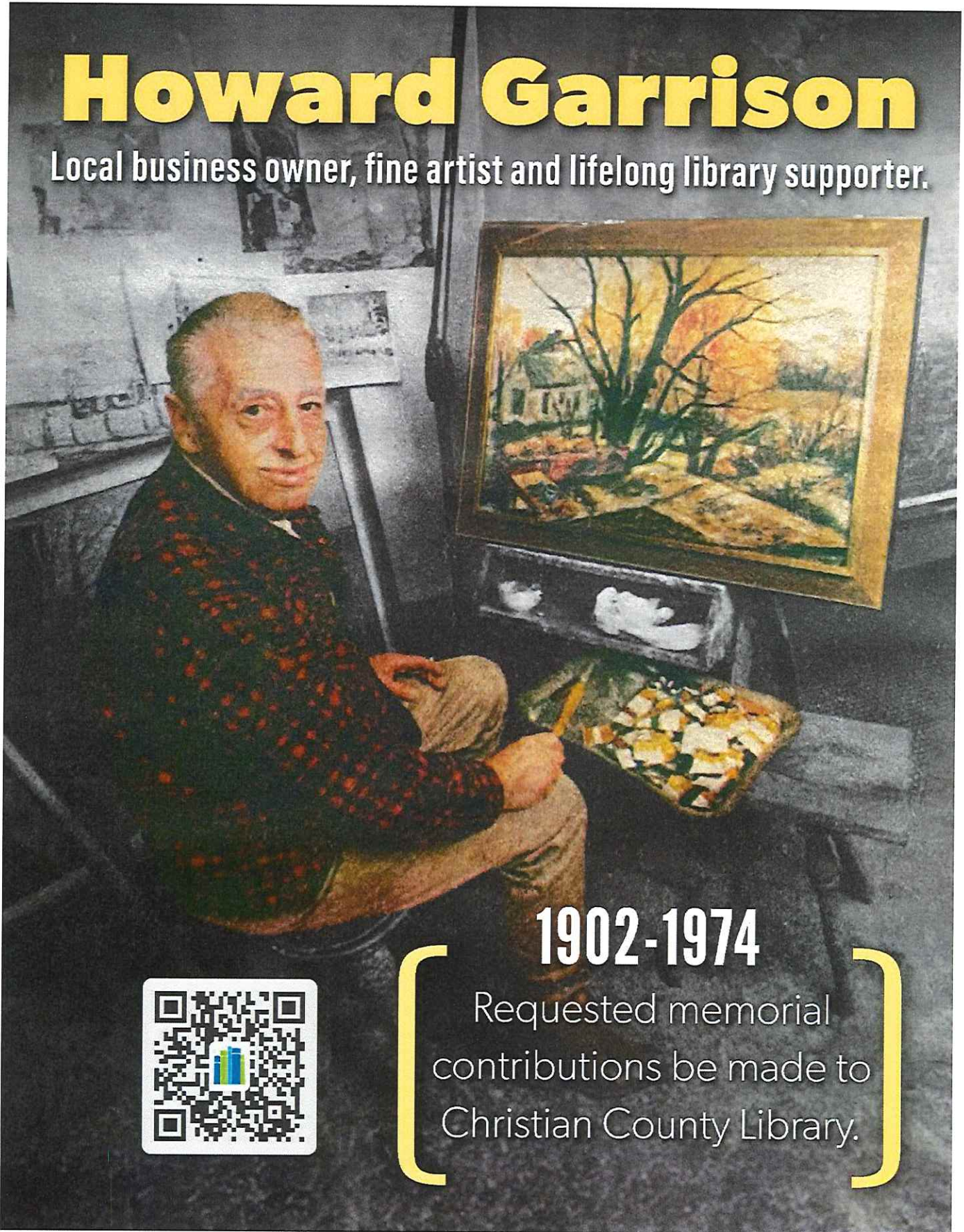


Thank you to the Christian County Library and Christian County Historical Society for partnering with us to create this special event.

Howard - Trustee from 1963 - 1974; Current Ozark branch opened on donated land in 1972

Howard Garrison

Local business owner, fine artist and lifelong library supporter.



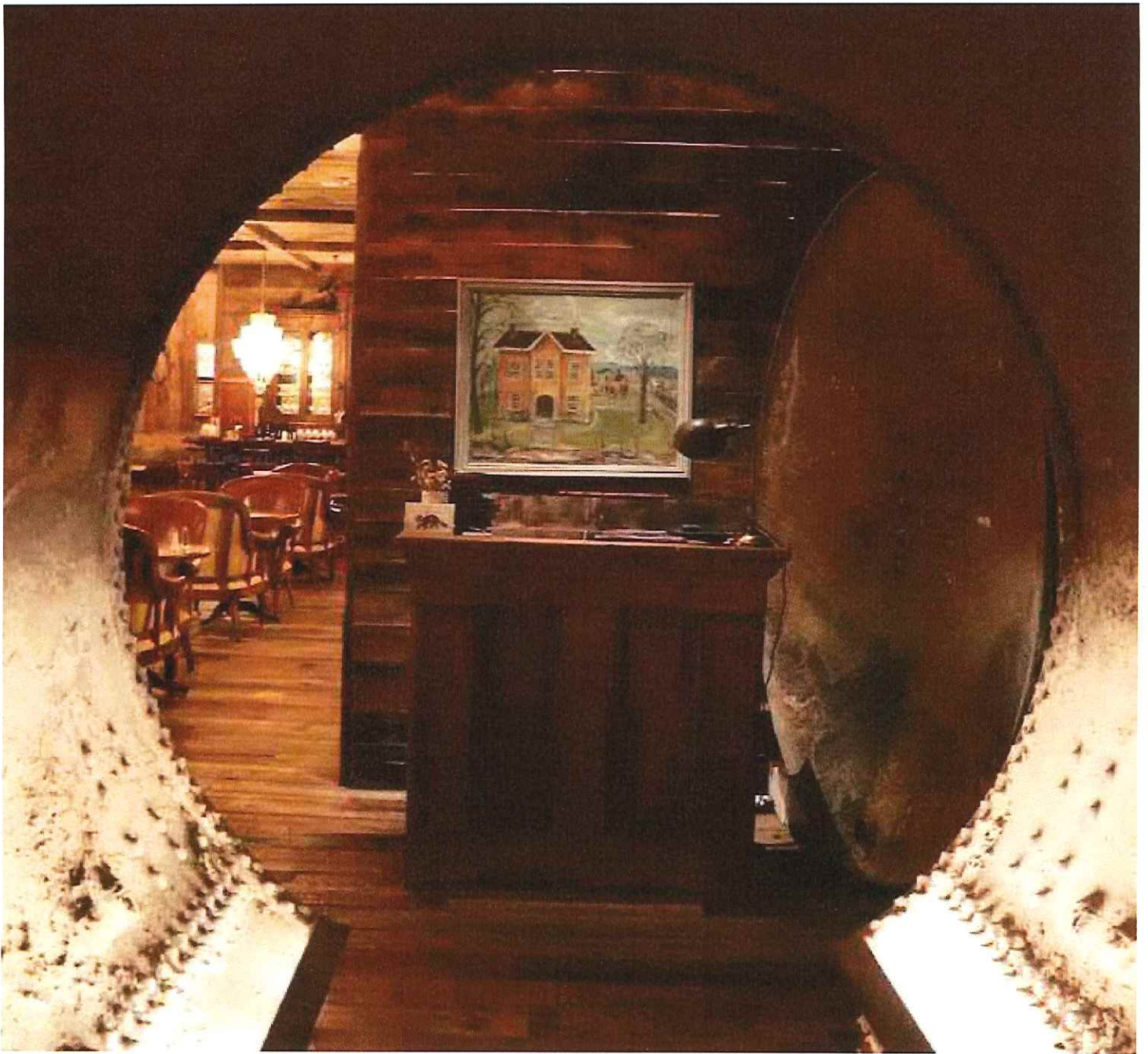
1902-1974

Requested memorial contributions be made to Christian County Library.



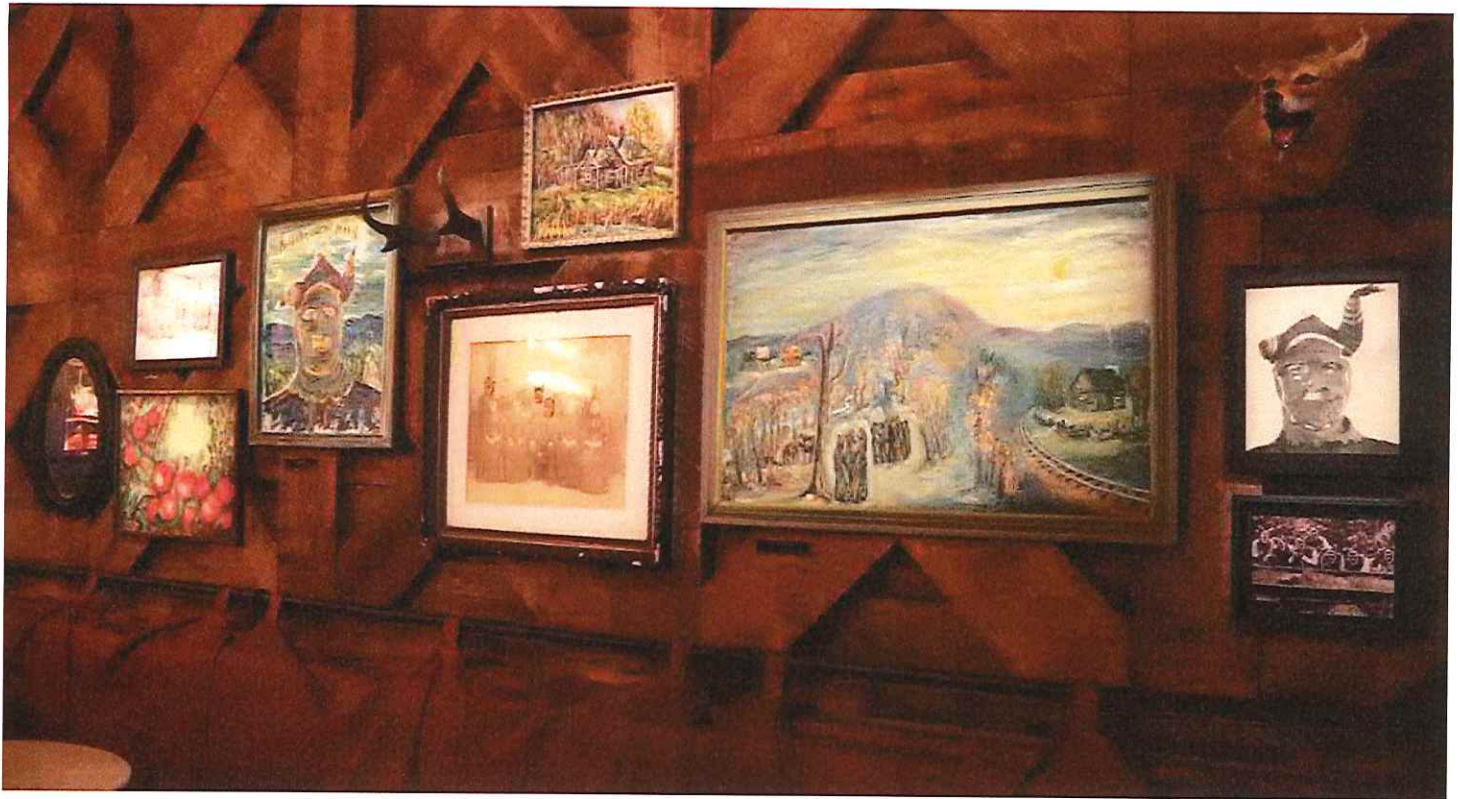


Lucile Anderson - CCL's First Librarian (CC Reading Center 1952, Librarian 1956-74)



"VIEW FROM A PRISON CELL IN AVA"

On loan from the Howard Garrison Collection
at Christian County Library



"BALD KNOBBERS MASK"
On loan from the Howard Garrison Collection
at Christian County Library

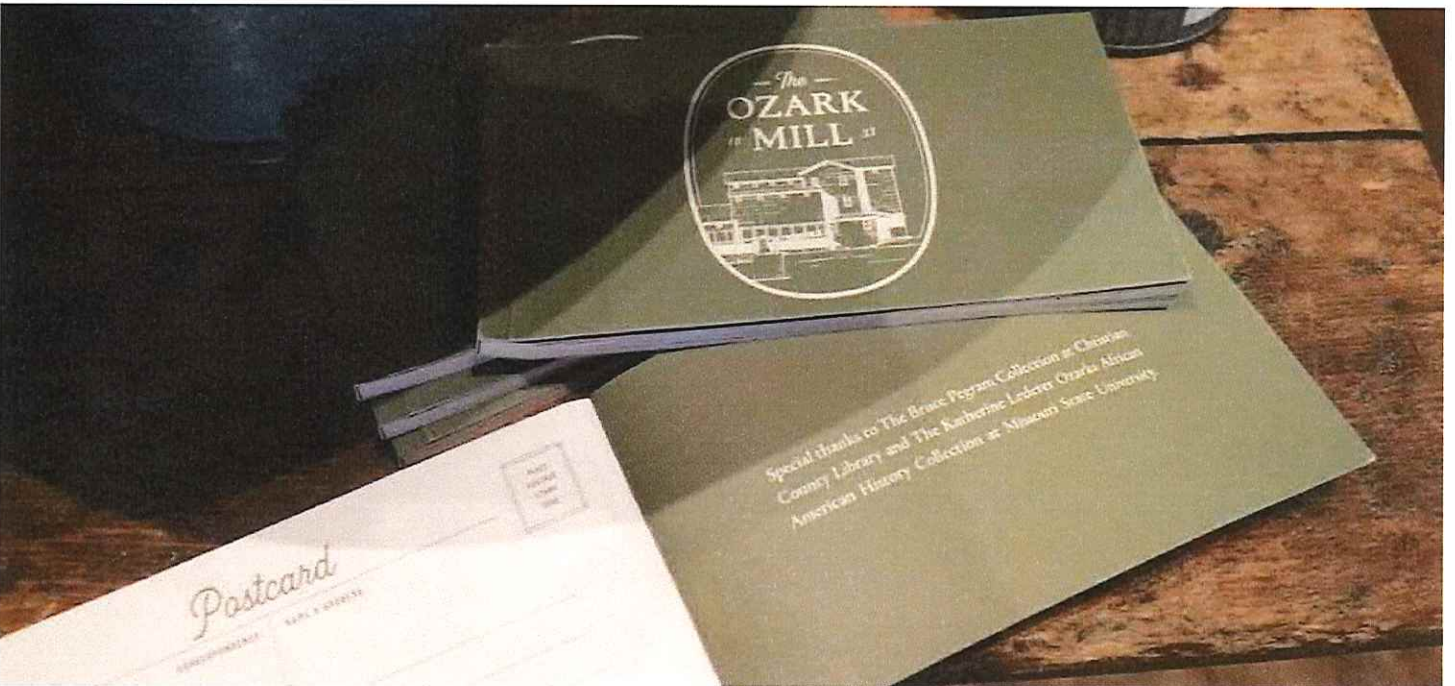
"BALD KNOBBERS SCENE"
On loan from the Howard Garrison Collection
at Christian County Library





"MARTHA GARRISON 1891"
On loan from the Howard Garrison Collection
at Christian County Library







EXPERIENCES

The Mill Tour

EXPLORE THE HISTORY OF THE OZARKS
NO RESERVATIONS REQUIRED

Take a step back in time and explore the historic Ozark Mill, originally built in 1833. The Mill Tour is a self-guided experience featuring moving machinery, educational videos, theatrical projections and more. The tour spans three floors of the mill, taking you from the turbine on the banks of the *Finley River* to the gear room featuring massive gears, belts and grain elevators. Along



WORKSHOPS & EVENTS

Stargazing & S'mores

OUTDOOR

OCTOBER 20 AT 7:30 PM - 10:00 PM

ALL AGES

FREE

Sit back, relax and snack on s'mores while you embark on a stargazing journey. Finley Farms and the Springfield Astronomical Society team up for the second annual Stargazing & S'mores event. Talk with astronomers while you look at the night sky through high-powered telescopes to hunt for planets and learn about constellations. The moon, Saturn and Neptune will be in perfect positions for



Important Dates for 2024

Holidays the Library Will Be Closed to the Public

Date	Holiday/Reason
Monday, January 1, 2024	New Year's Day
Monday, January 15, 2024	Martin Luther King Jr. Day
Monday, February 19, 2024	President's Day
Monday, May 27, 2024	Memorial Day
Wednesday, June 19, 2024	Juneteenth
Thursday, July 4, 2024	Independence Day
Monday, September 2, 2024	Labor Day
Monday, October 14, 2024*	Staff Training Day
Monday, November 11, 2024	Veteran's Day
Thursday, November 28, 2024	Thanksgiving Day
Tuesday, December 24, 2024	Christmas Eve
Wednesday, December 25, 2024	Christmas Day
Tuesday, December 31, 2024 - Close at 5:00 p.m.	New Year's Eve

If the holiday falls on a Sunday, it is observed the next Monday.

*No Holiday Pay given. Staff will be paid for attendance at Staff Training Day.

Full-time employees will receive 8 hours of Holiday Pay and part-time employees will receive 4.5 hours. Full-time staff not scheduled to work on the holiday may take the holiday pay on a different day during the same pay period

The Library may be closed on other days designated by the Board of Trustees, or for special circumstances or emergencies.

Important Dates for 2024

Board of Trustees - Regular Meetings for 2024

Date <i>(Usually Fourth Tuesday)</i>	Key Agenda Items	Location	Start Time
Tuesday, January 23, 2024		Ozark Community Branch	6:00 p.m.
Tuesday, February 27, 2024		Nixa Community Branch	6:00 p.m.
Tuesday, March 26, 2024	MEC Resolution Review & Renewal	Nixa Community Branch	6:00 p.m.
Tuesday, April 23, 2024	Set ED Annual Review Date, Trustee Term Renewal	Nixa Community Branch	6:00 p.m.
Tuesday, May 28, 2024		Nixa Community Branch	6:00 p.m.
Tuesday, June 25, 2024		Nixa Community Branch	6:00 p.m.
Tuesday, July 23, 2024		Nixa Community Branch	6:00 p.m.
Tuesday, August 27, 2024	Tax Levy	Nixa Community Branch	6:00 p.m.
Tuesday, September 24, 2024	Important Dates Approval	Nixa Community Branch	6:00 p.m.
Tuesday, October 22, 2024	Draft Budget Proposal	Nixa Community Branch	6:00 p.m.
Tuesday, November 19, 2024*	Final Budget Approval	Nixa Community Branch	6:00 p.m.
Tuesday, December 17, 2024*	Trustee Officer Elections	Nixa Community Branch	6:00 p.m.

*Meeting is a week early to avoid holidays or to meet required business deadlines.

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE MISSOURI STATE HIGHWAY PATROL AND CHRISTIAN COUNTY LIBRARY**

This memorandum of understanding (MOU or Agreement) entered by and between the Missouri State Highway Patrol (MSHP) and the Christian County Library District (LIBRARY), (hereinafter the “parties”) is effective on the date of the last signature herein.

Whereas, MSHP is statutorily required to conduct driver examinations in each county and city not within a county in the state of Missouri.

Whereas, MSHP desires to establish a routine location to conduct driver examinations in Christian County.

Whereas, Christian County Library District, a county library and political subdivision of the State of Missouri owns and operates the Christian County Library and the same provides a convenient location for MSHP to conduct driver examinations in Christian County.

Whereas, the LIBRARY desires to support MSHP in its duty to conduct driver examinations by allowing MSHP to utilize the LIBRARY at 208 N. McCroskey St., Nixa in order to conduct the examinations without charge.

Whereas, this Agreement is put in place so MSHP can continue to provide the citizens of Christian County with convenient access to driver examinations.

Therefore, for and in consideration of premises and mutual undertakings, Agreements and covenants hereinafter set forth, the parties hereto agree as follows:

I. Use of the LIBRARY/208 N. McCroskey St., Nixa by MSHP.

1. The MSHP will conduct driver examinations twice a week at the LIBRARY.
2. The MSHP will ensure the public does not traverse beyond the partition separating the leased area from the Library space. The MSHP will ensure the entrance door at this location is always locked when the MSHP is finished utilizing the space each day.
3. MSHP will post the dates and hours for driver examinations in a visible location at the LIBRARY and on MSHP’s website.
4. Each party will designate a representative for the purpose of administering this Agreement between MSHP and the LIBRARY.
5. The MSHP representative is designated as the Superintendent of the Highway Patrol. The Superintendent of the Missouri State Highway Patrol may designate, by written notice, other persons having the authority to act on behalf of MSHP in regard to this Agreement. To that effect, the Superintendent designates MSHP’s

Fleet and Facilities Division Director as having the authority to act on behalf of MSHP in regard to this Agreement.

6. The LIBRARY representative is designated as Ms. Renee Brumett, Executive Director. Ms. Brumett may designate, by written notice, other persons having the authority to act on behalf of the LIBRARY in further performance of this Agreement.

II. Payment for Use of Premises

1. The Parties mutually agree that MSHP shall tender \$240.00 per month for use of the premises as described more fully herein.

III. Term.

The term of this Agreement shall commence on the Effective Date of October 23, 2023, and shall continue through June 30, 2024 and shall be renewed effective July 1, 2024 and continue annually through June 30, 2025. Thereafter, the Agreement shall automatically be renewed for successive terms of one (1) year, unless the Agreement is terminated pursuant to the Termination provisions of this Agreement.

IV. Termination.

1. By Mutual Agreement. This Agreement may be terminated at any time during its Term upon mutual Agreement by both Parties.
2. By Convenience. With sixty (60) days written notice, either Party may terminate this Agreement for convenience.

V. General Provisions.

1. NO OTHER PROMISE OF FUNDING. Other than as specifically set forth herein, this Agreement is not an obligation or commitment of funds, nor a basis for transfer of funds. Expenditures by each party will be subject to applicable budgetary processes and to availability of funds pursuant to applicable laws, regulations, and policies. The parties expressly acknowledge that this in no way implies that any appropriation, tender, or allocation of funds for such expenditures, if any.
2. HEADINGS. Item or section headings, if any, are for convenience only and are not to be used to interpret or define the provisions of this Agreement.

3. NUMBER AND GENDER IRRELEVANT. Whenever used, the singular number shall include the plural, the plural the singular, and the use of any gender shall be applicable to all genders.
4. SEVERABILITY. Nothing in this Agreement is intended to conflict with applicable law, regulation or directives. Accordingly, the provisions of this Agreement are severable and, in the event any provision of this Agreement is determined to be invalid, in whole or in part, such unenforceable or invalid provision shall not affect the legality, enforceability or validity of the rest of this Agreement. If feasible, the offending provision shall be replaced with an enforceable and valid provision that is as similar in tenor to the offending provision as possible. If the offending provision cannot be so modified, it shall be considered deleted from this Agreement. Unless otherwise required by law, the illegality, invalidity, or enforceability of any provision of this Agreement shall not affect the legality, validity or enforceability of any other provision of this Agreement.
5. NO PRIVATE RIGHT. This Agreement is between MSHP and the LIBRARY. It does not create nor confer any right or benefit that is substantive or procedural, enforceable by any third party against the parties, or other officers, employees, agents, or associated personnel of the parties. Nothing in this Agreement is intended to restrict the authority of either party to act as provided by law, statute, or regulation, or to restrict any party from administering or enforcing any laws within its authority or jurisdiction.
6. NOTICES. Whenever any notice is required by this Agreement to be made, given or transmitted to the parties hereto, such notice shall be enclosed in an envelope with sufficient postage attached to ensure delivery and deposited in the United States Mail, addressed to:

Ms. Renee Brumett
Christian County Library District
208 N. McCroskey Street
Nixa, Missouri 65714
Telephone: (417) 724-6100

And notices, consents and approvals to MSHP addressed to:

Missouri State Highway Patrol
Office of the Superintendent
General Headquarters
1510 East Elm Street
Jefferson City, MO 65101
Telephone: (573) 751-3313

Either party may, by written notice in the manner herein provided, designate a different point of contact for that party.

7. ISSUE RESOLUTION. Throughout the course of this Agreement, issues such as scope, interpretation of provisions, and other concerns may arise. Both parties agree to appoint their respective points of contact to work in good faith towards resolution.
8. ENTIRE AGREEMENT. This Agreement constitutes the entire Agreement between the parties with regard to the terms matters set forth herein. This Agreement may be modified upon the mutual written consent of the parties; however, any such changes must be in writing, duly signed by their authorized representatives. This Agreement, including any amendments, will be reviewed annually on or around the anniversary of its effective date.
9. RESPONSIBILITY ONLY FOR OWN ACTIONS. To the extent governed by applicable state law, each party will be responsible for its own acts or omissions and results arising from those actions and shall not be responsible for the acts of the other party and results arising from those actions.
10. NO WAIVER OF IMMUNITY. Nothing in this Agreement shall be construed as a waiver by the State of Missouri or LIBRARY of any applicable immunity, including sovereign immunity as enjoyed by the State under § 537.600 of the Revised Statutes of Missouri.

The Agreement is hereby entered into between the Missouri State Highway Patrol and the Christian County Library.

Missouri State Highway Patrol

_____ Date: _____
Colonel Eric T. Olson, Superintendent
Missouri State Highway Patrol

Christian County Library District

_____ Date: _____
Renee Brumett, Executive Director
Christian County Library District