

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, March 26, 2024 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, February 27, 2024 Open Meeting
2. Financial Reports
 - A. Adjustments to Anticipated Bills for February 2024
 - B. Estimated Bills for March 2024
 - C. Balance Sheet
 - D. Monthly Report
3. Report of the Executive Director

Administrative Highlights

None presented.

Old Business

- Parent Resources Webpage

New Business

- Christian County Library Foundation Annual Report
- Library Recordings of Board of Trustees Meetings
- Pre-design Services Proposals
- Annual MEC Resolution Review & Renewal

Public Comments

Adjournment

Posted: 3/20/2024

Tuesday, February 27, 2024: Open Session

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

Trustee(s) Absent: Stephanie Sekscinski.

Christian County Library's Board of Trustees met for a regular monthly session on Tuesday, February 27, 2024 in the Large Meeting Room of the Nixa Community Branch. 51 members of the community were present.

President Allyson Tuckness presided.

Start Time: 6:00 p.m.

Consent Agenda

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

Administrative Highlights

Executive Director Brumett presented the library's 2023 annual report and key use statistics.

Old Business

Library Advocacy Day

Executive Director Brumett and Trustees Alexzander and Brazeale reported on another year of successful meetings with the county's elected legislators at library advocacy day in Jefferson City.

New Business

Non-Resident Patron Fee Discussion

Trustees discussed the current \$20 annual fee charged to non-resident households to use the library's resources and a variety of possible ways to reformulate that annual cost so that it continues to be fair and affordable, while making it more comparable to what county residents pay through taxes. Executive Director Brumett will research options and bring a proposal to the Board later this year for further review.

Facilities Update

Executive Director Brumett updated Trustees on the vast variety of facilities fixes and future needs planning being addressed by the library's new Director of IT and Facilities in his first few months in that expanded role.

Public Comments

This month speakers included: Kevin Bright, Wanetta Bright, Elizabeth Dudash Buskirk, Mary Hernández de Carl, Aileena Keen, James McDonald, Mike Miller, and David Rice.

Adjournment

The meeting was adjourned by the presiding Chair at 7:11 p.m.

Christian County Library Adjustment Report for February 2024 (Unaudited)

| | Anticipated | Actual | Adjustment |
|---------------------------|-------------|------------|------------|
| BamboHR | 1,149.24 | 1,131.41 | (17.83) |
| BOK Financial | 1,000.00 | 71,856.96 | 70,856.96 |
| Casey's General Store | 140.99 | 415.76 | 274.77 |
| Chuck Mercer | 270.00 | 150.00 | (120.00) |
| Credit Card | 3,615.41 | 2,723.28 | (892.13) |
| Lowe's | (6.85) | 29.08 | 35.93 |
| Personnel | 237,345.48 | 237,921.39 | 575.91 |
| Springfield Area Human Re | - | 25.00 | 25.00 |
| Square, Inc. | 56.49 | 64.77 | 8.28 |
| | | | - |

Bond Payment

| | |
|--------------------------------------|-------------------|
| Original Anticipated Bills | 291,887.10 |
| Adjustment | 70,746.89 |
| Reimbursements | 0.00 |
| Total February 2024 CCL Bills | 362,633.99 |

CDs

| | |
|--|-------------------|
| CD#: 37840052 matures August 28, 2025 (int rate .9%) | 250,000.00 |
| CD#: 197708399 matures September 16, 2024 (int rate .4%) | 254,621.42 |
| CD Total | 504,621.42 |
| Ozark Bank Checking | 3,181,678.34 |
| Southern Bank Checking (SONDHI) | 143,004.67 |
| 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 | 776,190.23 |
| CCL Cop 2020 COI | 0.00 |
| CCL Cop 18 Prj | 29.23 |
| CCL Cop 18 Lrf | 0.00 |
| CCL Cop 18 Rf | 113,044.51 |
| Total Library Funds as of February 29, 2024 | 4,719,145.40 |

Foundation Funds

| | |
|--|------------------|
| CCLF Checking | 88,669.93 |
| Community Foundation of the Ozarks - CCLF Fund Finley (as of 4th Qtr 2023) | 8,811.46 |
| Community Foundation of the Ozarks - CCLF Fund - Nixa (as of 4th Qtr 2023) | 1,066.49 |
| | 0.00 |
| Total Foundation Funds | 98,547.88 |

***Total Current CCLF and CCL Assets** 4,817,693.28

Christian County Library

Anticipated Bills

March 2024

| | <u>Mar 24</u> | |
|---|--------------------------|-----------------------------|
| Admiral Express | 20.86 | |
| ADT LLC | 639.16 | |
| Amazon Capital Services, Inc. | 1,303.77 | |
| Baker & Taylor-Books | 2,479.67 | |
| Blackstone Publishing | 420.15 | |
| BOK Financial | 121,468.04 | Bond Payment |
| Book Depot | 317.57 | |
| Casey's General Store | 276.58 | |
| Cengage Learning | 510.56 | |
| Chilton's Environmental Services LLC | 228.00 | |
| Chuck Mercer | 240.00 | |
| City of Clever | 23.76 | |
| City of Nixa | 100.00 | |
| City of Sparta | 53.40 | |
| Collaborative Summer Library Program | 763.91 | |
| Concur Technologies, Inc. | 374.52 | |
| Debra Tucker - Yoga instructor | 240.00 | |
| Demco, Inc. | 96.60 | |
| DPC Cleaning, LLC | 874.12 | |
| Ebsco Subscription Services | 7,550.00 | Novelist & Consumer Reports |
| Edelman-Lyon Company | 237.66 | |
| GFI Digital | 761.07 | |
| GFL Environmental (formerly WCA) | 204.85 | |
| Hoopla by Midwest Tape | 7,520.13 | |
| Ingram | 3,036.06 | |
| Lakeland Office Systems | 366.43 | |
| Liberty Utilities | 2,298.93 | |
| Long Refrigeration Heating & Cooling | 268.90 | |
| Lowe's | 466.29 | |
| Mercy Specialized Billing Services | 88.50 | |
| Midwest Tape | 885.33 | |
| Mitchem Tire & Wheel | 1,104.19 | |
| Mongo Languages | 1,463.00 | |
| Mountain Country Propane | 862.39 | |
| Nixa Utilities | 1,808.83 | |
| Ozark Water Department | 40.58 | |
| Quadient Finance USA, Inc | 200.00 | |
| Quality Clean, LLC | 2,650.00 | |
| Republic Services | 190.49 | |
| Sho-Me Fire Protection | 895.00 | FDC 5 Year Hydro Inspection |
| Show Me Christian County | 1,000.00 | |
| Socket | 643.34 | |
| Spire (formerly Missouri Gas Energy) | 2,611.64 | |
| Springfield-Grne Cnty Lib. - Business Off | 28,396.76 | ILS Software & Support |
| Square, Inc. | 63.83 | |
| Styron & Shilling | 1,000.00 | |
| SWMO Services | 1,960.00 | |
| The Library Store, Inc. | 170.01 | |
| UniFirst Corporation | 793.70 | |
| Unique Management Services | 186.40 | |
| USA Today | 30.88 | |
| Verizon Wireless | 2,129.73 | |
| Personnel | <u>157,565.81</u> | |
| TOTAL | <u><u>359,881.40</u></u> | |

Christian County Library
Balance Sheet - Unaudited
As of February 29, 2024

Cash Basis

| | <u>Feb 29, 24</u> |
|---------------------------------------|-----------------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Southern Bank Checking (SONDHI) | 143,004.67 |
| CCLFoundation -Do not Reconcile | |
| CCLFoundation Checking Account | 88,669.93 |
| Community Foundation of the Oza | |
| CCLFoundation Fund - Finley | 8,811.46 |
| CCLFoundation Fund - Nixa | 1,066.49 |
| Total Community Foundation of the Oza | <u>9,877.95</u> |
| Total CCLFoundation -Do not Reconcile | 98,547.88 |
| CD's | 504,621.42 |
| Ozark Bank Checking | 3,181,678.34 |
| Total Checking/Savings | <u>3,927,852.31</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 | 3,928,429.31 |
| Other Assets | |
| CCL Cop 2020 PROJ | 776,190.23 |
| CCL Cop 18 Prj | 29.23 |
| CCL Cop 18 Rf | 113,044.51 |
| Total Other Assets | <u>889,263.97</u> |
| TOTAL ASSETS | <u><u>4,817,693.28</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | 21,014.45 |
| Credit Cards | 3,415.98 |
| Other Current Liabilities | |
| Payroll Liabilities | 13,483.77 |
| Total Other Current Liabilities | <u>13,483.77</u> |
| Total Current Liabilities | <u>37,914.20</u> |
| Total Liabilities | 37,914.20 |
| Equity | 4,779,779.08 |
| TOTAL LIABILITIES & EQUITY | <u><u>4,817,693.28</u></u> |

Christian County Library
Profit & Loss - Unaudited
February 2024

Cash Basis

| | Feb 24 |
|--------------------------------------|-------------------|
| Ordinary Income/Expense | |
| Income | |
| Tax Rev | 59,124.36 |
| Copier/Fines/Fees | 2,876.91 |
| Foundation Funds | 10.57 |
| Gifts/Grants/Reimbursements | 3,518.73 |
| Interest Income | 1,675.49 |
| Total Income | 67,206.06 |
| Gross Profit | 67,206.06 |
| Expense | |
| Bank Service Charges | 64.77 |
| Collection | |
| Technology (Hotspots) | 1,760.44 |
| Audio/Visual | |
| Youth AV | 696.63 |
| Adult AV | 389.23 |
| Total Audio/Visual | 1,085.86 |
| Books | |
| Youth Services | 1,991.05 |
| Electronic Coll. (Hoopla & OD) | 11,507.92 |
| Adult Books | 3,173.76 |
| Total Books | 16,672.73 |
| Periodicals & Zinio | 62.88 |
| Total Collection | 19,581.91 |
| Operating Expense | |
| Training | 25.00 |
| IT Discretionary Budget | |
| Computer Hardware | 323.59 |
| Software/Licensing | 3,044.60 |
| Total IT Discretionary Budget | 3,368.19 |
| Automation | 139.80 |
| Building & Grounds | 11,175.53 |
| Professional Services | 1,854.20 |
| Furniture & Equipment | 13.85 |
| Lease Expenses and Bond Payment | 70,856.96 |
| Marketing | 432.00 |
| Memberships | 128.00 |
| Outreach | 42.90 |
| Postage | 550.00 |
| Programming | 420.00 |
| Programming Supplies | 454.21 |
| Staff & Board- Travel | 1,639.37 |
| Supplies | 1,948.83 |
| Telephone/Fax/Modem | 1,005.81 |
| Utilities | 8,563.72 |
| Vehicles | 1,145.12 |
| Total Operating Expense | 103,763.49 |
| Personnel | 238,223.82 |

Christian County Library
Profit & Loss - Unaudited
February 2024

Cash Basis

| | Feb 24 |
|----------------------|--------------------|
| Total Expense | 361,633.99 |
| Net Ordinary Income | -294,427.93 |
| Other Income/Expense | |
| Other Expense | |
| Bond Fees | 1,000.00 |
| Total Other Expense | 1,000.00 |
| Net Other Income | -1,000.00 |
| Net Income | <u>-295,427.93</u> |

Report of the Executive Director March 2024

Administration

- We are continuing to watch legislation related to library boards. HB 2498 passed a committee vote but is not currently scheduled for the House calendar and HB 2648 has had a public hearing but not yet on a calendar for further action.
- The new Ozark branch manager, Nick Hyten joined us on March 18 and has begun learning staff, the library, and the community.
- We are excited to use a feature new to us with BambooHR. We are able to use it to host our job postings and facilitate an online application process. We'll be hiring for some open part-time positions at the Ozark branch and trying out the new features.

Buildings & Grounds

- We received estimates and options from a couple different HVAC companies and have opted for a compressor replacement instead of a full unit replacement for the HVAC unit at the Nixa branch. This is approximately \$3,000 for parts and labor and hopefully will give us a few more years of function from the unit.

Collection & Services

- We are excited to add ASL Inside to our subscription to Mango Languages so people have free lessons for American Sign Language. We decided to add this resource after going through a process of a trial and patron survey. We received several meaningful comments during this process:
 - "I teach young children with special needs and it is always helpful to communicate in a variety of ways so that all students can understand."*
 - "It's good to be able to help someone if they aren't being understood like in a store or cafe, etc."*
 - "I use ASL regularly in my job and could use it even more with better knowledge."*
 - "I'm a substitute teacher and work with sped students."*
 - [Helpful for] "communication with work clients"*
- You will be seeing announcements related to our MOBIUS service in the upcoming weeks and months. The MOBIUS organization is embarking on a significant migration. The software used to connect libraries across the region for resource sharing is changing and moving to an open source system being developed specifically for MOBIUS libraries. We will be the first consortium in the world to use this software. While we expect some glitches and difficulties in the migration process, we hope the end product will be better usability for staff and patrons while opening up the possibility for more seamless connections with libraries across the country. Several other consortia throughout the US are watching to see the process and hope it will provide more options for them.

Community Engagement

- In February I met with the director of the Ozarks Literacy Council to discuss the possibility of that organization using some space at the Nixa branch while they are temporarily displaced from their current home due to renovations. While they likely will go with an option closer to their current office, it was a very productive conversation and

will hopefully lead to a strengthened partnership and more collaboration in the future. I was already able to connect the director with some Christian County nonprofits as they are seeking to improve their reach into the county.

- Our NPS (Net Promoter Score) survey result from the last 12 months was phenomenal at a score of 91! This is incredibly high by any industry standard, even among libraries.

Friends & Foundation

- The Friends of the Library approved a grant to the library for the purchase of 500 solar eclipse glasses to supplement our supply. We will be giving out 200 at a solar eclipse program on April 6 at the Nixa branch and the remainder will be divided between branches and given to library cardholders.

Programs

- The Ozark branch hosted an “Anti-Valentine’s Party” for a small but very engaged crowd of 5 teens. They made sassy candy heart crafts, competed for the worst break-up letter, and broke open a heart-shaped pinata. One of the break-up letters was written from the perspective of America to Great Britain during the American Revolution.



- Dads+Donuts at the Ozark branch was incredibly popular! Attendees included 20 kids and 16 father figures and we had a full waitlist. They enjoyed a few stories and activities along with their donuts. This will definitely be an event to repeat.
- The Sparta branch had a great turnout for their Friendship Bracelets program, and Beeswax Sushi Candles also saw good attendance and a request to be repeated.
- The first meeting of the #Bookclub at the Nixa branch was in February and had a successful first event. This group was created in response to specific engagement at storytimes with grownups who love to discuss books but rarely have a chance to do so without kiddos in tow. Children are welcome in this book club and toys and activities are made available to occupy them while the grownups chat about the book. Youth Programming Specialist Emily Alexander, the planner and host, describes it as “a great book discussion with lots of interruptions.”
- “Early Highlights of Christian County” with patron favorite Wayne Glenn had 51 attendees at the Nixa branch.
- Family Game Night at the Ozark branch, in cooperation with Haven Games, had great success with 23 people participating.

- Sew This: Block of the Month Quilting is continuing its success with 14 people attending the class in Clever. We are adding another section of this class to make it available to more people.



Professional Development

- This year we are continuing efforts to establish and sustain core technology competencies in staff across the district. Last year all staff took assessments and/or classes related to basic computing, internet, email. This year we are focusing on Microsoft Office and Google Workspace products. This will help us ensure staff are able to both accomplish required tasks as well as provide assistance to patrons needing help on public computers or personal devices.
- Another feature of our new BambooHR software allows us to integrate required training and track it by both staff and their supervisors. This replaces some manual processes and improves efficiency and communication.

Patron Praise

- I have been in contact with the new interim leader of the Library Center of the Ozarks (newly established Taney County subdistrict library) and have offered some assistance in operational details. She mentioned she had visited the Nixa and Ozark branches and had a great experience:

"Your libraries are very nice and the staff was extremely kind and helpful. One particular employee [Molly Kamper] was really patient with answering all my questions."

- A sampling of survey responses from the January-February NPS survey:

"Upon my visit to the Christian County library, they were very polite, and answered my questions. When the items that I ordered came in, they were very prompt in handing me the items, again, they were very polite. The facility was quiet and it seemed like a nice place to study."

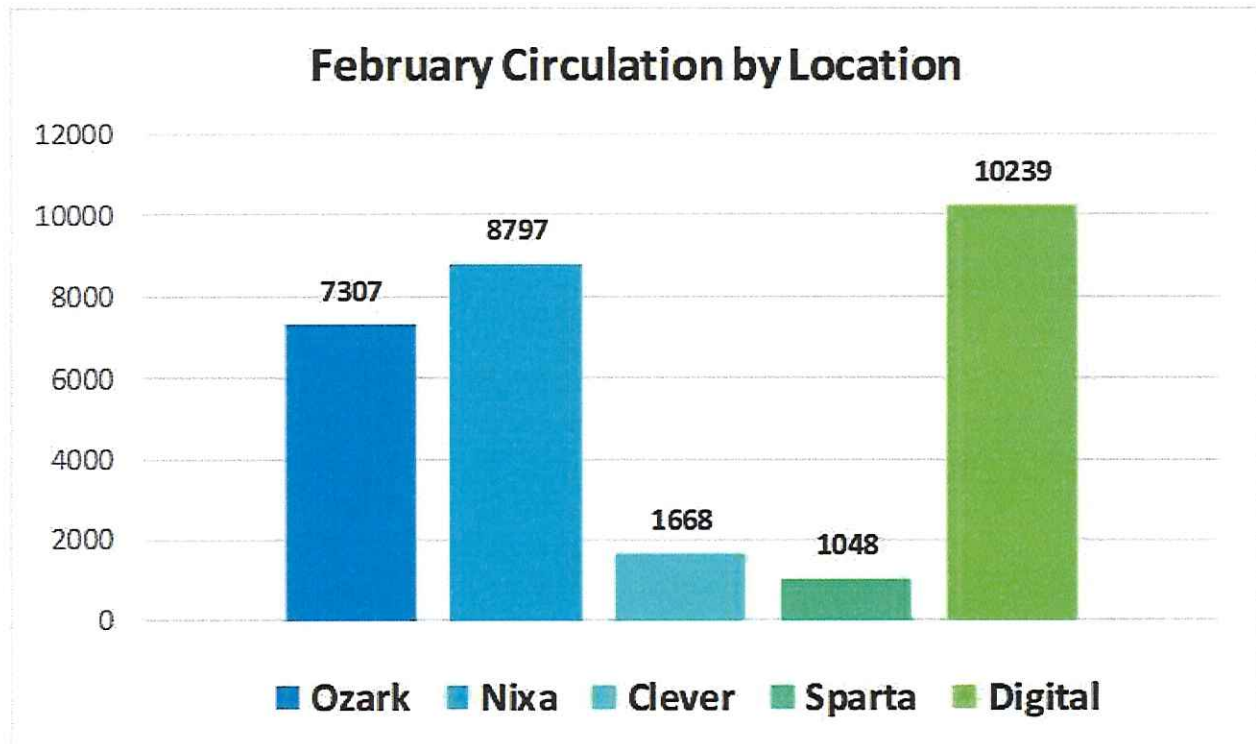
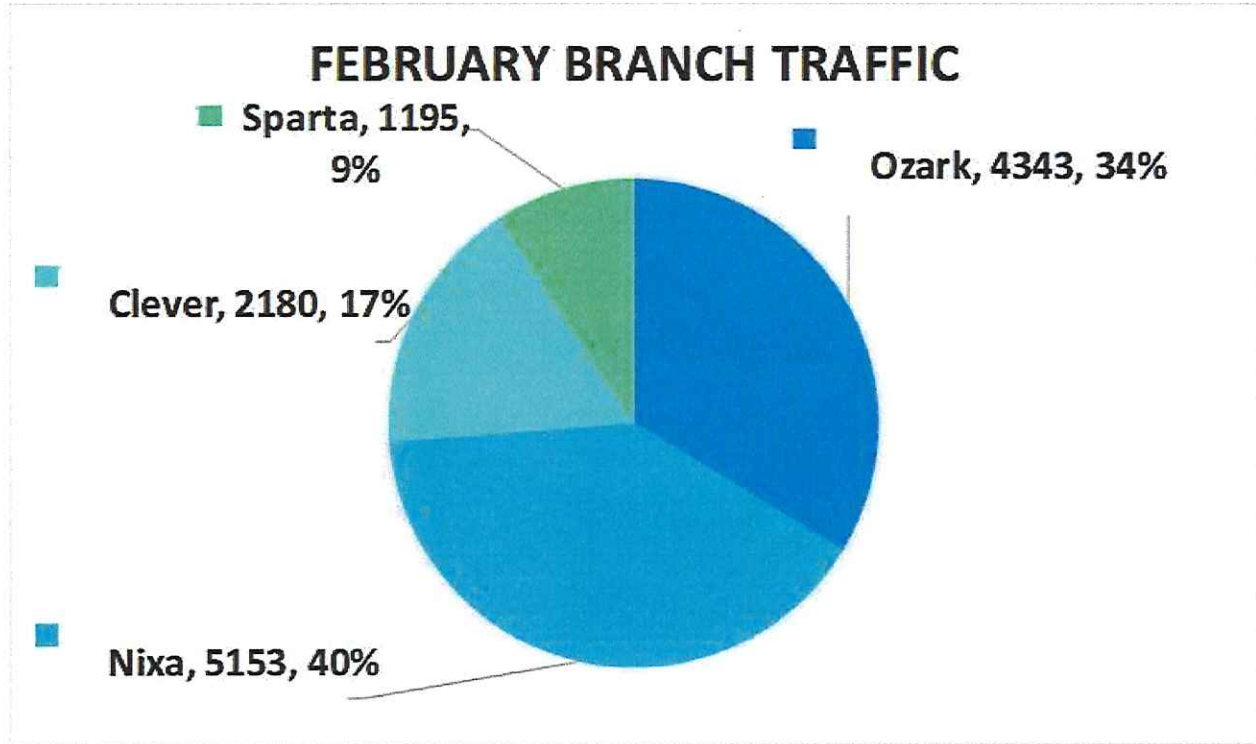
"I've been really happy with the customer service and the selection of reading materials. One of the best things is when my book gets renewed so I don't have to call or travel into the city!"

"Pleasant staff, beautiful locations, so family friendly. My kids look forward to every single visit!"

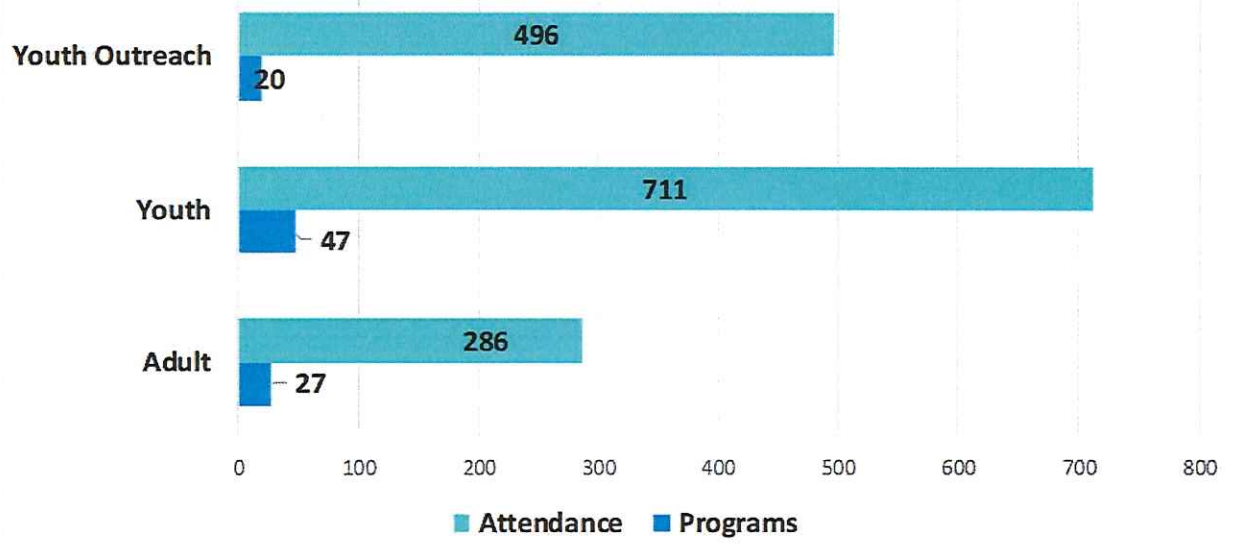
"I am always greeted with a smile. Employees are professional and helpful."

"I enjoy going to the library. I love the selection and the book sales."

February Statistics



February Programs/Attendance



Development Report - March 2024

Major Gifts & Restricted Donations

None.

Bequests & Memorials

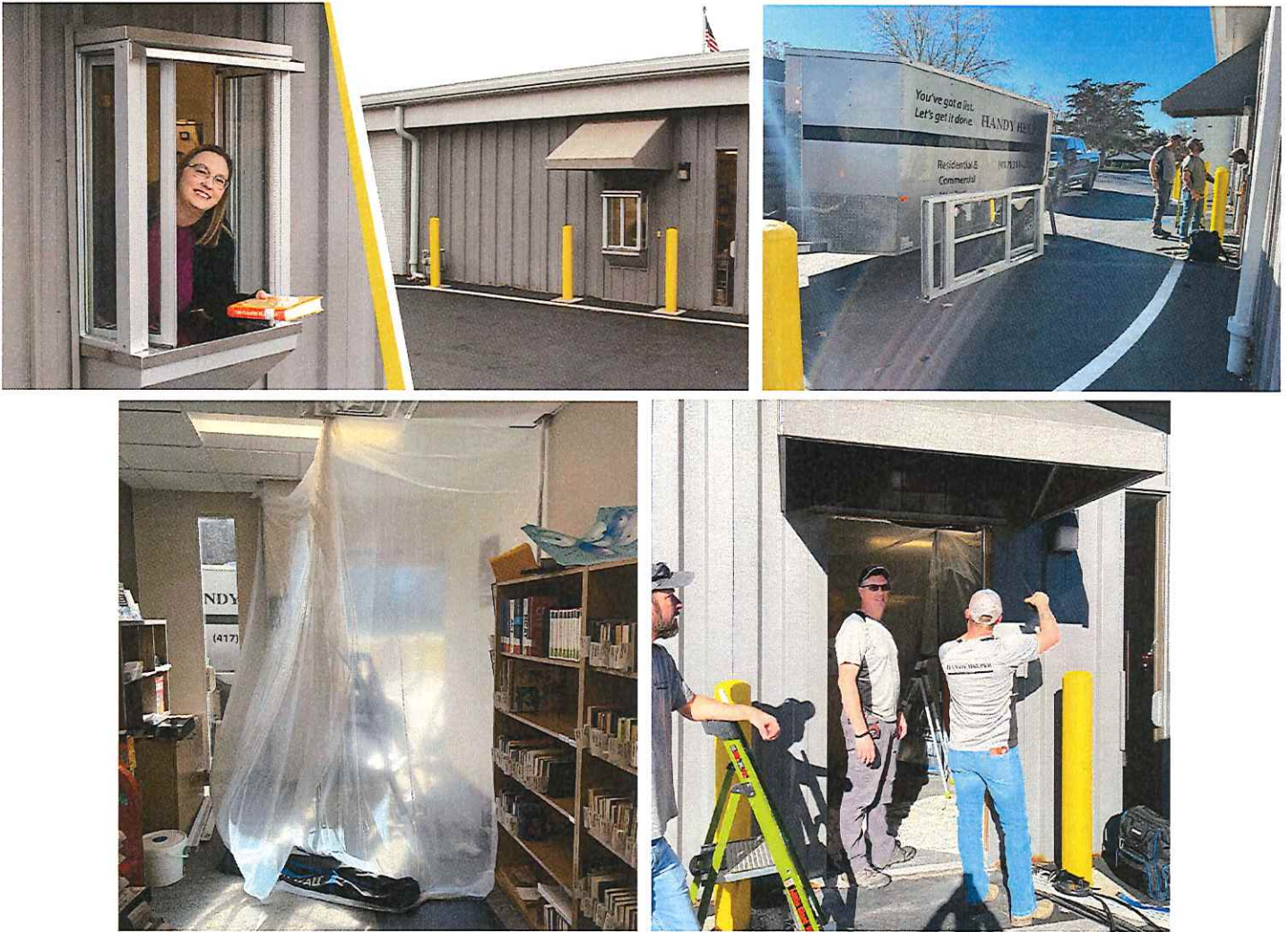
- **\$100** in memory of Judy Gravett from her book club that regularly meets at the Nixa Community Branch.

Grants Awarded

- **Missouri Association of Community Arts Agencies (MACAA) - \$800 - *A Study in Color with Tiffany Collins***: Funds a two-part series at the Nixa Community Branch with talented local artist Tiffany Collins on modern color theory through acrylic painting for adults as a part of this year's summer reading program.
Submitted March 6th - Awarded March 10th.
- **Missouri Association of Community Arts Agencies (MACAA) - \$500 - *Ukulele Adventures & Adventures on the Farm***: Will bring two talented local musician duos to the Sparta Community Branch to perform and provide classes for kids and families as a part of this year's summer reading program. Uke 66 will lead a participatory sing along type concert and a ukulele workshop and Mike and Nancee will perform folksongs, folktales, and funny animal tunes at a children's concert.
Submitted March 6th - Awarded March 10th.
- **Friends of the Christian County Library - \$521.07 - *Eclipse Glasses***: Purchases 500 additional eclipse glasses for upcoming program and patron check out.
Submitted February 16th - Awarded Feb 20th.

| Funded | Description |
|--|--|
| New More Accessible Drive Through Window (Ozark) | Purchased a new "bumped out" drive-through window in Ozark to make the window more usable and accessible. |
| Library of Things - Yard Games Collection (Clever) | Started a new Library of Things collection to be housed in Clever with three sets of 5 popular yard games: Bocce Ball, Cornhole, Croquet, Horseshoes, and Pickleball. |
| Teen Work Table (Sparta) | Purchased a new round work table for the teen section in Sparta to meet the demand branch wide for more tabletop workspace. |
| New Spine Label Printers - Collections | Purchased two new thermal label printers and a case each of labels and wax printer ribbons to replace two ancient, finicky, clunky machines. |
| Additional Disc Cleaner - Collections (Ozark) | Purchased a second disk cleaning machine (complete with all the necessary, specialty cleaning goop and tools) to be used by the entire CCL system, but housed at least initially in Ozark. |
| Clever Accessible Outdoor Programming & Picnic Table | Purchased an ADA compliant rectangular picnic table with 8 foot bench seats (with the tabletop extended on one end for wheelchair access) for patron and staff use in programming and community building. |
| Mobile Printing at All 4 Community Branches | Installed mobile printing software that will allow patrons to print from any Internet-connected device (including from devices at their home) to the public library printer at their preferred Community Branch. |
| Total Awarded in 2023 | \$9,910.88 |

New More Accessible Drive Through Window (Ozark)



Library of Things - Yard Games Collection (Clever)



Teen Work Table (Sparta)



New Spine Label Printers - Collections



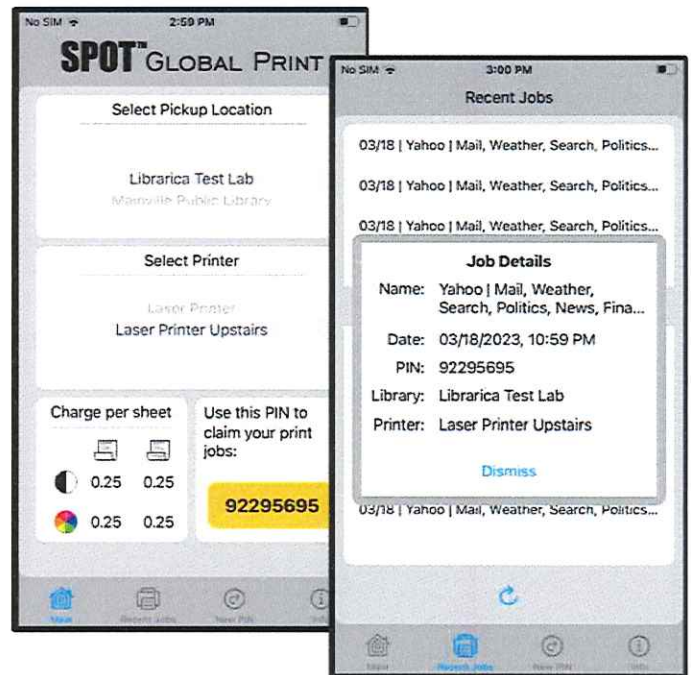
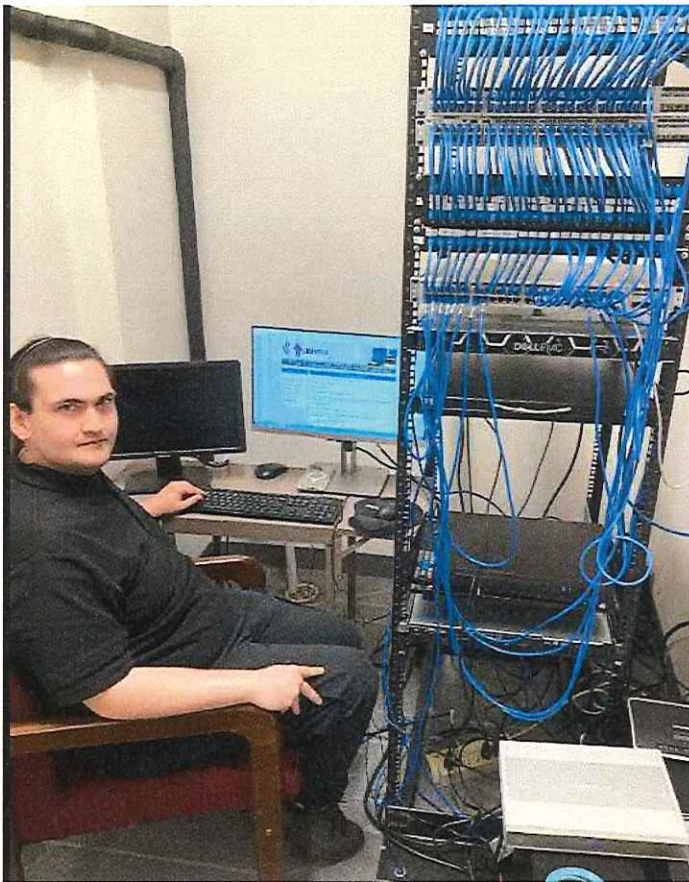
Additional Disc Cleaner - Collections (Ozark)



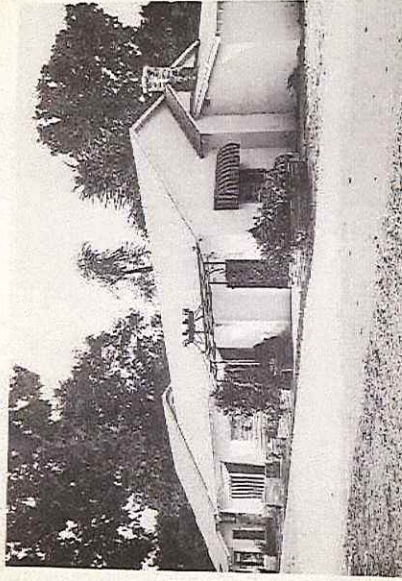
Clever Accessible Outdoor Programming & Picnic Table



Mobile Printing at all 4 Community Branches



THE OZARK MILL

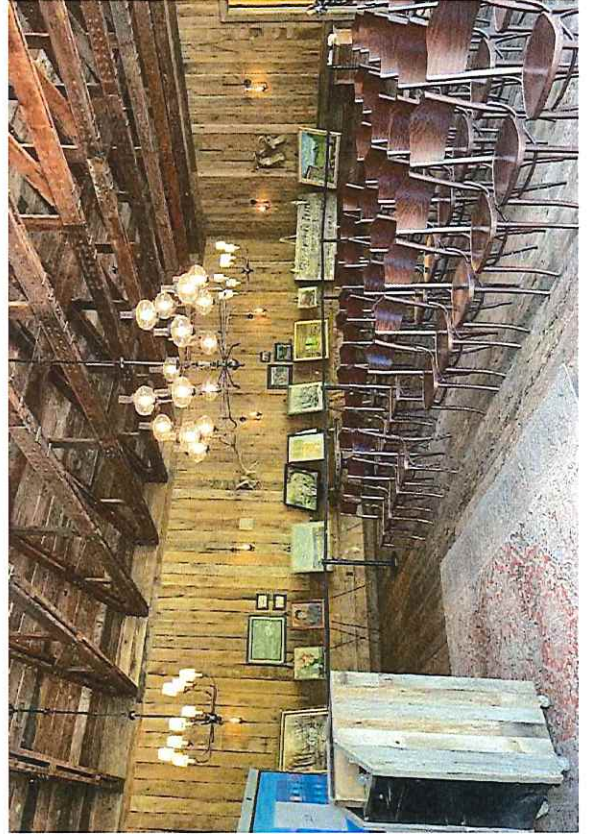
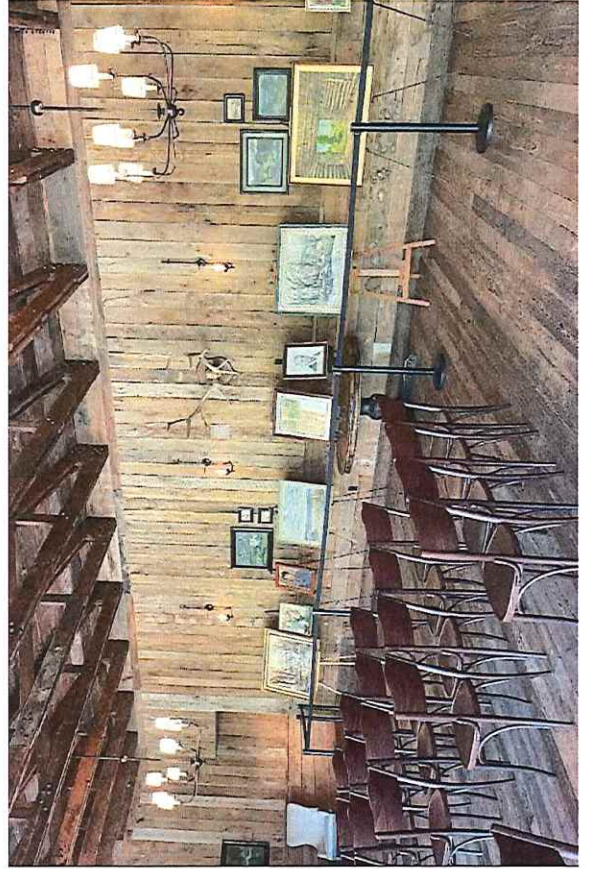


Welcome to Riverside

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





Paragon Architecture
637 W College St
Springfield, MO 65806
 www.paragonarchitecture.com
 417-885-0002

February 22nd, 2024

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

Re: Christian County Library/Admin – Pre-Design Services
 208 N. McCroskey St., Nixa, MO 65714

Thank you for the opportunity to submit a fee proposal for Christian County Library - Pre-Design Services located at 208 N. McCroskey St., Nixa, MO 65714. We look forward to developing a working relationship throughout the process of this project.

Proposed scope of work:

- Analysis of existing facility (high level verification that built environment matches existing drawings)
- Programming:
 - Interview Departments (approximately ½ day in person)
 - Create building Program
 - Review building Program (1 virtual meeting)
- Space Planning:
 - Develop 1-2 space plan options utilizing the building Program
 - Review space plan options (first meeting in person, second/follow up meeting virtual)
- Cost Estimate: (1) Opinion of Probable Costs (utilizing final space plan selected)
- Renderings: two interior renderings (still colored views of (2) key areas). *Note: finishes and furniture utilized for renderings will be for preliminary purposes. No interior finish review will be completed during this phase.*
- Production of final deliverable: we will include the final Space Plan, Renderings and Cost Estimate within the final package. Space Plan and Renderings to be printed on foamcore for presentation purposes.
- Community Engagement: 1 session (two staff from Paragon) to attend a Community Engagement session or board meeting to answer questions about the proposed design.

Proposed project schedule:

- Total duration of Service: approximately 6-8 weeks
 - Programming: 2 weeks
 - Space Planning: 2-3 weeks
 - Cost Estimate and Renderings: 2-3 weeks

We are proposing the following Professional Design Services:

| | |
|--|----------------------|
| Basic Services: | Fixed fee of \$9,990 |
| Mileage and printing invoiced as reimbursable expenses | estimated \$300 |





Paragon Architecture
637 W College St
Springfield, MO 65806

www.paragonarchitecture.com
417-885-0002

We will follow up with a formal contract once this fee proposal is accepted. If you have any concerns, comments, or questions, I can be reached by phone at 417-885-0002 or by email at frans@paragon-architecture.com. Thank you again for this opportunity to assist Christian County Library on this exciting project.

Thank you for the opportunity,

Patrice Frans
Interior Design Project Director
Paragon Architecture

Renee Brumett
Executive Director
Christian County Library





Paragon Architecture
637 W College St
Springfield, MO 65806

www.paragonarchitecture.com
417-885-0002

TERMS AND CONDITIONS

OWNER'S RESPONSIBILITIES

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall be entitled to rely on the accuracy and completeness of the Owner's information.

ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the Project as described in this **Fee Proposal**. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Architect are the Architect's Instruments of Service, and are for the Owner's use solely with respect to constructing the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. The Owner agrees to indemnify the Architect from all costs

and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect.

TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the other party substantially fails to perform in accordance with the terms of this Agreement.

MISCELLANEOUS PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located.

The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

PAYMENTS AND COMPENSATION TO THE ARCHITECT

Payments are due and payable upon receipt of the Architect's monthly invoice. Amounts unpaid **Thirty (30)** days after the invoice date shall bear interest from the date payment is due at the rate of **(1.5%)**



1/12/2024

Renee Brumett, Executive Director
Christian County Libraries
208 N. McCrosky St.
Nixa, MO 65714

Re: Christian County Library – Pre-Planning Study

Ms. Brumett,

We appreciate the opportunity to provide you with our proposal for professional design services.

The scope of Work, Services and Associated Fees for the project is to provide space planning, HVAC assessment, and Opinion of Probable Cost to infill the 14,000sf area adjacent to the Nixa Branch. The scope excludes construction documents and engineering.

Deliverables are an interior design floor plan with phases and HVAC Assessment.

The fee includes the following:

1. Kick-off meeting, plus two client review meetings.
2. Maximum of 90 hours of Architectural Services.
3. Provide MEP Services through an MEP Engineer Consultant.
4. Sapp Design to provide initial designs, plus one round of revisions.

We propose to complete the work and invoice for services for a fixed fee of \$19,500.

OPTIONAL – Additional Deliverables

(2) Interior Perspective Renderings with finishes & (1) Isometric Rendering with finishes. Compensation: \$6,000.

Schedule: The study is to be complete before October 1st, 2024.

Thank you for the opportunity to work with you on this project.

SAPP DESIGN ASSOCIATES ARCHITECTS INC.


John McNabb, AIA, NCARB
Director of Business

3750 South Fremont Avenue
Springfield, Missouri 65804

417.877.9600
info@sdaarchitects.com
sdaarchitects.com

1100 Main Street
Kansas City, Missouri 64105



CONFLICT OF INTEREST POLICY

Section 1: Declaration of Policy

The proper and ethical operation of government requires that public officials and employees be independent, impartial, and responsible to the people; that decisions and public policy be made transparently, in the proper channels of the governmental structure; that public positions not be used for personal gain; and that the public have confidence in the integrity of their government's operation. In recognition of these goals, we hereby establish this policy resolution for disclosure by certain officials and employees of private financial or other interests in matters affecting Christian County Library.

All Christian County Library employees and members of its Board of Trustees must comply with conflict of interest statutes under [Chapter 105](#) of the Missouri Revised Statutes, any other laws governing official conduct, and the following guidelines.

Section 2: Eliminating Potential Conflicts of Interest in Decision Making and When Exercising Authority

Members of the Library Board of Trustees having a substantial personal or private interest in any policy, initiative, issue, or decision considered by the Board shall disclose within the Board minutes the nature of the Trustee's interest and shall be disqualified from voting on any matters relating to this interest.

In addition, any employees of Christian County Library who exercise supervisory authority over the negotiation of contracts or purchasing decisions having a substantial personal or private interest in Library initiatives, purchases, or decisions shall similarly disclose the nature of that interest to the Library's Executive Director and be disqualified from participating in any decision making, contract negotiation, or purchasing involved with it. The Executive Director is then responsible for notifying the Library's Board of Trustees at their next meeting of the interest and internal administrative measures enacted to avoid a conflict.

Substantial personal or private interest for the purposes of this policy is defined as ownership by the individual, their parents, spouse, or dependent children, whether singularly or collectively, directly or indirectly of:

- 10% or more of any business entity; or
- an interest having a value of \$10,000 or more; or
- the receipt of a salary, gratuity, or other compensation or remuneration of \$5,000 or more, per year from any individual, partnership, organization, or association within any calendar year.

All employees of Christian County Library employed at the time this policy is ratified, and all new employees hired thereafter, will be required to sign a [Christian County Library Employee Conflict of Interest Statement](#) to be kept in their personnel file defining what constitutes a



conflict of interest and Christian County Library's internal procedures for reporting any potential conflicts to their supervisor for review.

Finally, any voting interest a Trustee or employee of the Library may hold in the Board or governing body of any other organization, association, non-for-profit, union, corporation, or government entity that conducts any business, financial or otherwise, with Christian County Library (including Recognized Library Support Organizations such as the Christian County Library Foundation and Friends of the Christian County Library) must be disclosed to the Library's Executive Director and its Board of Trustees. Those Trustees or employees holding such an interest shall be disqualified from voting on or participating in any decision making, contract negotiation, or purchasing for or on behalf of Christian County Library related to that organization or entity.

Section 3: Missouri Ethics Commission (MEC) Annual Disclosure Reports

Christian County Library's Executive Director, serving as both the chief administrative officer and the chief purchasing officer for the purposes of such annual reporting, as well as any Library Trustees and members of the Library's Administrative Staff empowered in a given calendar year to sign checks and execute contracts on behalf of the Library either with the Executive Director or in their absence, will all disclose the following information annually to the Missouri Ethics Commission (MEC) by May 1st for the previous calendar year. The Library's Executive Director will be responsible for updating the list of officials who are required to file with the MEC annually in advance of the filing deadline.

If any of the following transactions occurred during the previous calendar year between Christian County Library and any of the annual reporters listed above or their respective parents, spouses, or dependent children; the dates, details, and identities of the parties involved shall be disclosed, compiled, made part of the public record by inclusion in Library Board minutes, and submitted to the MEC in or with their annual report.

- Each transaction in excess of \$500 with any of the above named individuals, other than compensation received as an employee or payment of any fine, tax, fee, or penalty due to the Library.
- Each transaction in excess of \$500 between any business entity in which any of the above named individuals have a substantial or private interest, other than any payment of tax, fee, or penalty due to the Library or transactions involving payment for providing utility service to the Library.
- Each transaction in excess of \$500 between any organization, association, non-for-profit, union, corporation, or government body where any of the above named individuals have a voting interest in the governing or financial structure.
- The name and address of each of the employers (other than the Library) of any of the above named individuals from whom income of \$1,000 or more was received during the year covered by the statement.

- The name and address of each sole proprietorship that is owned; the name, address, and the general nature of the business conducted of each general partnership and joint venture in which any of the above named individuals was a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address, and general nature of the business conducted of any closely held corporation or limited partnership in which any of the above named individuals owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which any of the above named individuals owned two percent or more of any class of outstanding stock, limited partnership units, or other equity interests.
- The name and address of each corporation for which any of the above named individuals served in the capacity of a director, officer, or receiver.

Section 4: Filing of Reports & Effective Dates

Christian County Library officials shall file an updated, certified copy of this resolution at least every two years with the Missouri Ethics Commission (MEC) within ten days of adoption and prior to September 15th of the year it will go into effect.

Annual disclosure reports shall be filed with the MEC and presented to the Christian County Library Board of Trustees for review and inclusion in their minutes no later than May 1st for the calendar year ending the immediately preceding December 31st. The reports shall be available for public inspection and copying during normal business hours.

Newly hired or appointed annual reporters are required to contact the MEC immediately to register and then must file a disclosure report within thirty days of appointment or employment covering the calendar year ending the previous December 31st.

Updated March 2024



CHRISTIAN COUNTY LIBRARY - EMPLOYEE CONFLICT OF INTEREST STATEMENT

No employee shall derive any personal profit or gain, directly or indirectly, for themselves, their parents, spouses, or dependent children by reason of their employment at Christian County Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service that have been fully disclosed to their Supervisor.

Any employees of Christian County Library who exercise supervisory authority over the negotiation of contracts or purchasing decisions having a substantial personal or private interest (as defined in [Section 2](#) of the [Library's Conflict of Interest Policy](#)) in Library initiatives, purchases, or decisions shall disclose the nature of that interest to the Library's Executive Director and be disqualified from participating in any decision making, contract negotiation, or purchasing involved with it.

Any employee who holds a voting interest in the Board or governing body of any other organization, association, non-for-profit, union, corporation, or government entity that conducts any business, financial or otherwise, with Christian County Library (including Recognized Library Support Organizations such as the Christian County Library Foundation and Friends of the Christian County Library) must disclose that relationship to their Supervisor and shall be disqualified from voting on or participating in any decision making, contract negotiation, or purchasing for or on behalf of Christian County Library related to that organization or entity.

Any disclosures made by employees to Supervisors must be investigated by the Executive Director and appropriate internal administrative measures enacted to avoid a conflict. The details of each disclosure, identities of employees involved, and remedies enacted must be compiled and presented to the Board of Trustees for inclusion in their minutes and submitted annually to the Missouri Ethics Commission with any other annual reports that are filed.

Employees of Christian County Library shall strictly protect the confidentiality of patron data as per the Library's [Confidentiality of Library Records and Third Party Privacy Policy](#) to ensure patron data is never used for personal benefit.

No employee shall accept any favor which might affect or appear to affect their judgment on any matter affecting the Library.

No employee shall receive preferential treatment or priority access for reservations, registration, or fees associated with their use or misuse of Library materials or programs as a patron.



No person shall be employed by the Library’s Board of Library Trustees or by the Executive Director who is related within the third degree (a third-degree relative is defined as a relative which includes the individual’s first-cousins, great-grandparents, or great grandchildren) by blood, marriage, adoption, romantic relationship, or domestic partnership to the Executive Director or any Trustee of the Board. Relatives of other staff members would be considered on an individual basis.

For the purposes of this policy, a “relative” is any person who is related by blood, marriage, adoption, romantic relationship, or domestic partnership; or whose relationship with the employee is similar to that of persons who are related by blood, marriage, adoption, romantic relationship, or domestic partnership.

Relatives of persons currently employed by Christian County Library may be hired only if they will not be working directly for a relative, supervising a relative, or working the same shifts in the same department.

All Christian County Library employees must agree in writing upon hire to comply with conflict of interest statutes under Chapter 105 of the Missouri Revised Statutes, any other laws governing official conduct, and the [Library’s Conflict of Interest Policy](#).

Initial Statement of Associations and Disclosures

This is to certify that I have read and understood this Employee Conflict of Interest Statement and Christian County Library’s [Conflict of Interest Policy](#).

I understand that if I, or my parents, spouse, or dependent children, have been a participant in or voting member of, directly or indirectly, any arrangement, agreement, investment, or other activity with any vendor, supplier, organization, or other party doing business with Christian County Library that has resulted or could result in personal benefit to me or any of the relations listed above, that I am required to report it as a potential conflict of interest to my Supervisor(s) immediately.

I agree to notify my Supervisor(s) in writing about any such potential conflicts of interest that may have occurred between Jan-Dec of the calendar year previous to today, and/or any future potential conflicts of interest as they arise or come to my attention. I will provide details, dates, and identities of the parties involved as required.

Employee Name (Printed)

Employee Signature

Date

Updated March 2024

Signatures of Document Custodians

"I certify that this is a true, exact, and unaltered photocopy of Christian County Library's Conflict of Interest Policy Resolution, approved and adopted by the Christian County Library's Board of Trustees on March 26th, 2024.

Allyson Tuckness, President, Christian County Library Board of Trustees

(Date)

Renee Brumett, Executive Director, Christian County Library

(Date)