

## **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, April 23, 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, March 26, 2024 Open Meeting
2. Financial Reports
  - A. Adjustments to Anticipated Bills for March 2024
  - B. Estimated Bills for April 2024
  - C. Balance Sheet
  - D. Monthly Report
  - E. YTD Budget Update
3. Report of the Executive Director

### **Administrative Highlights**

- Racing to Read

### **Old Business**

- Non-Resident Patron Fee

### **New Business**

- Employee Health Insurance Plan Renewal

### **Public Comments**

### **Adjournment**

Posted: 4/16/2024

## **Tuesday, March 26, 2024: Open Session**

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

**Trustee(s) Absent:** None.

Christian County Library's Board of Trustees met for a regular monthly session on Tuesday, March 26, 2024 in the Large Meeting Room of the Nixa Community Branch. 70 members of the community were present.

President Allyson Tuckness presided and voted as needed to reach a majority.

**Start Time:** 6:00 p.m.

### **Consent Agenda**

Trustee Sekscinski asked to remove the minutes from the consent agenda, and then moved to approve all remaining items. Janis Hagen 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.

Trustee Sekscinski pointed out that the draft mistakenly reflected that she was present when she was not, and asked that her name be removed from both the attendance list and the roll call vote list in the consent agenda. Echo Alexzander moved to approve the minutes with corrections discussed. Janis Hagen 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**

Though no official presentation was made, Executive Director Brumett took a moment to introduce the new Ozark Community Branch Manager, Nick Hyten, to the Trustees.

### **Old Business**

Parent Resources Webpage

Executive Director Brumett debuted the library's new parent resources webpage, expected to go live in April.

### **New Business**

Christian County Library Foundation Annual Report

The Foundation's President updated Trustees on their fundraising and grantmaking efforts in 2023.

Library Recordings of Board of Trustees Meetings

President Tuckness explained that Trustee Alexzander requested this topic be added to the agenda to provide an opportunity to discuss the idea of posting library video recordings of Trustee meetings on the library website. Trustees explored logistical considerations and talked through various questions and concerns about the proposal.

In order to provide the public with a more complete and contextualized record of meetings, Stephanie Sekscinski moved to post links to library recordings of open Board of Trustees meetings on CCL's website instead of compiled packets of unsolicited print materials from public commenters. Janis Hagen seconded. A majority of Trustees present were in favor. The motion passed. Roll Call: Trustee Alexzander: Nay; Trustee Brazeale: Nay; Trustee Hagen: Aye; Trustee Sekscinski: Aye; and Trustee Tuckness: Aye.

Pre-design Services Proposals

After discussing the two estimates received so far, Trustees requested that, before making a decision, Executive Director Brumett secure a third quote and more detail from the first two firms on the services and scope of work recommended and provided, whether each rate is hourly or fixed, the anticipated timeline, and, if quotes still vary widely, explanations of why and how each estimate differs from those submitted by

competitors. Director Brumett agreed to gather more information and bring it back to the Board for review.

#### **Annual MEC Resolution Review & Renewal**

Diana Brazeale moved to adopt the "Christian County Library Conflict of Interest Policy Resolution" and accompanying "CCL Employee Conflict of Interest Statement" as presented. Janis Hagen 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: Kevin Bright, Wanetta Bright, Elizabeth Dudash-Buskirk, Beth Hultz, Aileena Keen, James McDonald, David Rice, Lucas Underwood, and Emma Yancy.

#### **Adjournment**

The meeting was adjourned by the presiding Chair at 7:07 p.m.

### Christian County Library Adjustment Report for March 2024 (Unaudited)

	Anticipated	Actual	Adjustment
BambooHR	-	1,117.22	1,117.22
Blackstone Publishing	420.15	464.13	43.98
Casey's General Store	276.58	175.37	(101.21)
Central Bank	-	370,531.67	370,531.67
Credit Card	-	6,386.58	6,386.58
GFL Environmental (formerly WCA)	204.85	408.78	203.93
Personnel	157,565.81	159,114.97	1,549.16
Republic Services	190.49	380.98	190.49
Square, Inc.	63.83	48.74	(15.09)
			-

Bond Payment

Original Anticipated Bills	359,881.40
Adjustment	379,906.73
Reimbursements	0.00
<b>Total March 2024 CCL Bills</b>	<b>739,788.13</b>

#### CDs

CD#: 37840052 matures August 28, 2025 (int rate .9%)	250,000.00
CD#: 197708399 matures September 16, 2024 (int rate .4%)	254,772.58
<b>CD Total</b>	<b>504,772.58</b>
Ozark Bank Checking	2,525,063.04
Southern Bank Checking (SONDHI)	143,022.89
<b>Undeposited Funds</b>	
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
<b>Total Library Funds as of March 31, 2024</b>	<b>4,062,699.48</b>

#### Foundation Funds

CCLF Checking	88,681.23
Community Foundation of the Ozarks - CCLF Fund Finley (as of 1st Qtr 2024)	8,914.26
Community Foundation of the Ozarks - CCLF Fund - Nixa (as of 1st Qtr 2024)	1,078.93
	0.00
<b>Total Foundation Funds</b>	<b>98,674.42</b>

**\*Total Current CCLF and CCL Assets** **4,161,373.90**

**Christian County Library**  
**Anticipated Bills**  
 April 2024

	<u>Apr 24</u>	
ADT LLC	1,304.49	
Amazon Capital Services, Inc.	4,066.66	
Baker & Taylor-Books	3,446.25	
BambooHR	1,117.22	
Blackstone Publishing	200.00	
Brickstone Ace Hardware	37.12	
Casey's General Store	213.98	
Cengage Learning	2,578.86	
Center Point Large Print	560.88	
Central Arkansas Library System	20.00	
Chilton's Environmental Services LLC	258.00	
Christian County Headliner News	53.72	
Chuck Mercer	120.00	
City of Clever	23.76	
City of Nixa	100.00	
City of Sparta	53.40	
Concur Technologies, Inc.	345.72	
Creative Product Source Inc.	361.09	
Credit Card	6,588.63	
Debra Tucker - Yoga instructor	270.00	
Discovery Center	459.00	
GFI Digital	676.52	
GFL Environmental (formerly WCA)	408.78	
Hoopla by Midwest Tape	6,500.59	
Infobase Publishing	2,556.39	
Ingram	2,458.74	
Kenco Fire Equipment, Inc.	80.00	
Lakeland Office Systems	726.25	
Liberty Utilities	1,899.10	
Lowe's	14.22	
Mercy Specialized Billing Services	85.50	
Midwest Tape	1,544.37	
Mountain Country Propane	1.00	
Nixa Utilities	1,737.95	
OverDrive, Inc.	2,185.40	
Ozark Water Department	40.58	
Quadient Finance USA, Inc	200.00	
Quality Clean, LLC	2,650.00	
Republic Services	190.49	
Showcases	550.31	
Socket	637.90	
Spire (formerly Missouri Gas Energy)	1,086.05	
Springfield News Leader	652.23	
Square, Inc.	44.67	
StoneLion Puppet Theatre	500.00	
SWMO Services	370.00	
The Wall Street Journal	687.76	
UniFirst Corporation	1,324.81	
Unique Management Services	93.20	
USA Today	34.00	
Verizon Wireless	2,044.55	
WT.Cox Information Services	1,616.98	Periodicals
Personnel	164,774.89	
<b>TOTAL</b>	<u><u>220,552.01</u></u>	

# Christian County Library

## Balance Sheet - Unaudited

Cash Basis

As of March 31, 2024

	Mar 31, 24
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Southern Bank Checking (SONDHI)	143,022.89
CCLFoundation -Do not Reconcile	
CCLFoundation Checking Account	88,681.23
Community Foundation of the Oza	
CCLFoundation Fund - Finley	8,914.26
CCLFoundation Fund - Nixa	1,078.93
Total Community Foundation of the Oza	9,993.19
Total CCLFoundation -Do not Reconcile	98,674.42
CD's	504,772.58
Ozark Bank Checking	2,525,063.04
Total Checking/Savings	3,271,532.93
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	3,272,109.93
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	889,263.97
<b>TOTAL ASSETS</b>	<b>4,161,373.90</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	20,604.43
Credit Cards	6,386.58
Other Current Liabilities	
Payroll Liabilities	6,504.13
Total Other Current Liabilities	6,504.13
Total Current Liabilities	33,495.14
Total Liabilities	33,495.14
Equity	4,127,878.76
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,161,373.90</b>

**Christian County Library**  
**Profit & Loss - Unaudited**  
**March 2024**

Cash Basis

	Mar 24
Ordinary Income/Expense	
Income	
Tax Rev	
County Taxes	77,510.72
Total Tax Rev	77,510.72
Copier/Fines/Fees	5,205.81
Foundation Funds	155.05
Gifts/Grants/Reimbursements	5,059.00
Interest Income	542.01
Total Income	88,472.59
Gross Profit	88,472.59
Expense	
Bank Service Charges	48.74
Collection	
Technology (Hotspots)	1,760.44
Audio/Visual	
Youth AV	364.27
Adult AV	1,015.11
Total Audio/Visual	1,379.38
Books	
Youth Services	3,207.12
Electronic Coll. (Hoopla & OD)	7,520.13
Adult Books	3,290.40
Total Books	14,017.65
Databases	9,013.00
Periodicals & Zinio	70.88
Total Collection	26,241.35
Foundation Expense	28.51
Operating Expense	
Training	288.84
IT Discretionary Budget	
Software/Licensing	4,496.61
Total IT Discretionary Budget	4,496.61
Automation	28,583.16
Building & Grounds	8,549.23
Professional Services	2,227.50
Lease Expenses and Bond Payment	491,999.71
Marketing	1,747.56
Memberships	1,000.00
Postage	202.02
Programming	
Adult Programs	480.00
Youth Services Programs	93.01
Total Programming	573.01
Programming Supplies	
Adult Programming Supplies	87.86
Youth Programming Supplies	1,512.37
Total Programming Supplies	1,600.23
Staff & Board- Travel	1,273.79
Supplies	1,539.91



**Christian County Library**  
**Profit & Loss - Unaudited**  
March 2024

Cash Basis

	Mar 24
Telephone/Fax/Modem	1,012.63
Utilities	8,489.29
Vehicles	1,369.36
Total Operating Expense	554,952.85
Personnel	158,516.68
Total Expense	739,788.13
Net Ordinary Income	-651,315.54
Net Income	-651,315.54

	Budget	Actual	Difference
1st Quarter Budget vs. Actual			
INCOME			
Carryover/Bond Funds	\$104,729	-\$1,393,308	\$1,498,037
Tax Revenue	\$843,617	\$2,689,342	-\$1,845,725
Income from Fines & Copier	\$6,500	\$11,972	-\$5,472
State Aid from State Library	\$16,250	\$0	\$16,250
Grants/Donations/Reimbursements	\$20,000	\$8,778	\$11,222
Interest Income	\$3,000	\$16,496	-\$13,496
<b>Total</b>	<b>\$994,096</b>	<b>\$1,333,280</b>	<b>-\$339,183</b>

EXPENDITURES			
Capital	\$0	\$0	\$0
Personnel	\$565,321	\$556,979	\$8,342
Collection	\$86,375	\$107,001	-\$20,626
Operating	\$342,400	\$669,300	-\$326,900
<b>Total</b>	<b>\$994,096</b>	<b>\$1,333,280</b>	<b>-\$339,183</b>

EXPENDITURES BREAKDOWN			
Capital Expenses			
Major Buildings and Grounds	\$0	\$0	\$0
Major Furniture and Equipment	\$0	\$0	\$0
Major Vehicle	\$0	\$0	\$0
<b>Total Capital Expenses:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Personnel			
Salaries	\$422,500	\$422,428	\$72
FICA 0.0765	\$32,321	\$31,966	\$355
MOLAGERS 0.139	\$40,500	\$38,369	\$2,131
Health Insurance	\$54,250	\$59,184	-\$4,934
Unemployment Reserve	\$1,250	\$0	\$1,250
Payroll Expenses	\$8,750	\$1,418	\$7,332
Staff Support	\$625	\$686	-\$61
Recruiting	\$125	\$614	-\$489
Workers' Compensation	\$5,000	\$2,314	\$2,686
<b>Total Personnel:</b>	<b>\$565,321</b>	<b>\$556,979</b>	<b>\$8,342</b>

Collection			
Books--Adult	\$12,750	\$9,474	\$3,276
Books--Youth	\$8,000	\$7,013	\$987
Electronic Collections	\$23,750	\$32,510	-\$8,760
Technology (Hotspots)	\$7,000	\$6,923	\$77
Periodicals	\$1,500	\$400	\$1,100
AV--Adult	\$4,500	\$2,124	\$2,376
AV--Youth	\$1,875	\$1,632	\$243
Library of Things	\$250	\$356	-\$106
Consortia	\$11,750	\$30,970	-\$19,220
Databases	\$15,000	\$15,599	-\$599
<b>Total Collection Expenses:</b>	<b>\$86,375</b>	<b>\$107,001</b>	<b>-\$20,626</b>

Operating Expenses			
Automation	\$0	\$0	\$0
Bond Fees	\$500	\$1,000	-\$500
Buildings and Grounds	\$22,000	\$26,601	-\$4,601
Development	\$125	\$0	\$125
Furniture and Equipment	\$1,125	\$1,489	-\$364
Information Technology	\$34,750	\$11,707	\$23,043
Insurance--Library	\$11,500	\$0	\$11,500
Lease Expenses and Bond Payments	\$208,750	\$562,857	-\$354,107
Marketing	\$5,375	\$2,367	\$3,008
Memberships	\$1,125	\$2,936	-\$1,811
Movie Licenses	\$0	\$0	\$0
Outreach	\$225	\$43	\$182
Postage	\$1,375	\$1,296	\$79
Professional Services	\$4,750	\$7,658	-\$2,908
Programming	\$5,550	\$1,236	\$4,314
Programming Supplies	\$2,750	\$4,934	-\$2,184
Staff and Board Travel	\$7,125	\$4,875	\$2,250
Supplies	\$6,625	\$5,583	\$1,042
Tel/Fax/Modem	\$2,250	\$3,376	-\$1,126
Training	\$2,750	\$2,866	-\$116
Utilities	\$21,250	\$24,432	-\$3,182
Vehicles	\$2,500	\$4,045	-\$1,545
<b>Total General Fund: Operating Expenses:</b>	<b>\$342,400</b>	<b>\$669,300</b>	<b>-\$326,900</b>

## **Report of the Executive Director April 2024**

### **Administration**

- Another feature of Bamboo HR that we are implementing is an eNPS (employee net promoter score) survey. This survey is designed to measure employee satisfaction and feedback anonymously. We plan to survey staff twice a year and then have administrative staff discussions about how to address the things we need to improve and how to sustain the things we do well.
- Collection Services Manager Sarah Hayter has resigned and will be leaving us at the end of the month. We wish Sarah well on her next adventure and appreciate all of the work she has done to build and maintain a robust collection for a 4-branch district. Adult Services Librarian Charlee Evans will be filling that position and we are having internal discussions about the Adult Services position. We may take the opportunity to make some changes to that role.

### **Buildings & Grounds**

- Director of IT & Facilities Heath Emerson and I, along with our maintenance associate Don Watson, completed walk-throughs of all branches to discuss current and future facility needs, as well as give Heath an opportunity to learn the facilities better.
- We settled on a repair instead of replacement of the offending HVAC unit at the Nixa branch. The total repair was around \$4500.
- I have a meeting scheduled with Dake Wells to discuss our needs for a pre-design proposal, so that will provide the 3rd quote needed before a decision is made.

### **Collection & Services**

- The MOBIUS migration is now underway and we are currently using traditional interlibrary loan to fill requests for materials we do not hold. The expected go live date is at the end of May or early June, but there could be some delays. Development is happening rapidly but not without hiccups. I have been actively participating in forums and conversations around this process, including connecting with other public library members. In my role on the MOBIUS board, I have been active in advocating for the needs of CCL specifically and all member public libraries in general to ensure our voice is heard throughout this process.

### **Community Engagement**

- We had a sudden opportunity arise that allowed us to help Christian County with some temporary storage needs. Due to some changes in space because of office changes and planned construction, the County Assessor and the County Clerk had need of some climate-controlled storage for some materials they access only occasionally. We were able to offer one of our closets that was mostly empty and save them the money of renting a unit. The agreement is planned for a year and if they need it longer we will revisit it at that time.

### **Friends of the Library**

- The Friends of the Library approved a grant of \$4600 at last month's membership meeting. We are so thankful for this money that will help us have a robust set of performers for the Summer Reading Challenge events, provide enticing prizes to encourage participation, acquire materials needed to maintain the Storywalk, and replace some of our well-used early literacy manipulatives in our branch children's play areas.



- The Friends of the Library also approved funding the purchase of 6 family passes to the Discovery Center. This is something I have been interested in doing for a few years and the Discovery Center reached out to us with a discounted option in early March and it seemed good timing. We will be making these available in mid-May. There will be passes at each branch, available on an in-person, first come, first served basis. The pass allows entrance for up to 6 people to the Discovery Center as many times as possible for a week. If a family of 4 were to visit for 1 day, it would be \$50, so this is a great value to the families in our community.

## Outreach

- Outreach staff attended Nixpo last month and saw a huge crowd. The library gave out around 200 branded bags on top of our other giveaways. The department has also added a few new patrons to homebound services.

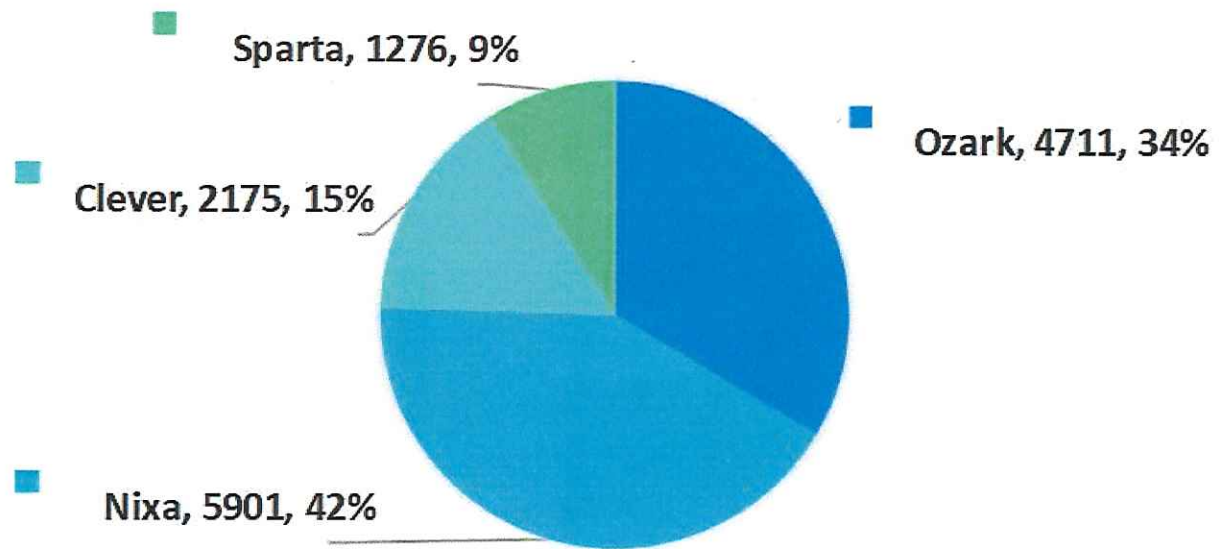
## Programs

- Sparta's Beeswax Sushi Candles program was popular with teens asking staff to host it again sometime soon.
- Clever's Fairy House program was a hit with full attendance. Staff received a friendship bracelet and a card from a grateful little girl who attended.
- Ozark's Dungeons and Dragons Club has split into two groups now. One group of teens play their own D&D game among themselves while staff help new players in a group to learn the rules of D&D. Ozark's teen volunteers have also been assisting.
- Nixa's #Bookclub has had consistent attendance over the past two months, and attendees are very grateful to have an opportunity to talk with other adults about books while their children play.
- The Cardboard Drive-In at the Ozark branch was a big hit! Kids made their own 'box-car' and watched a movie.

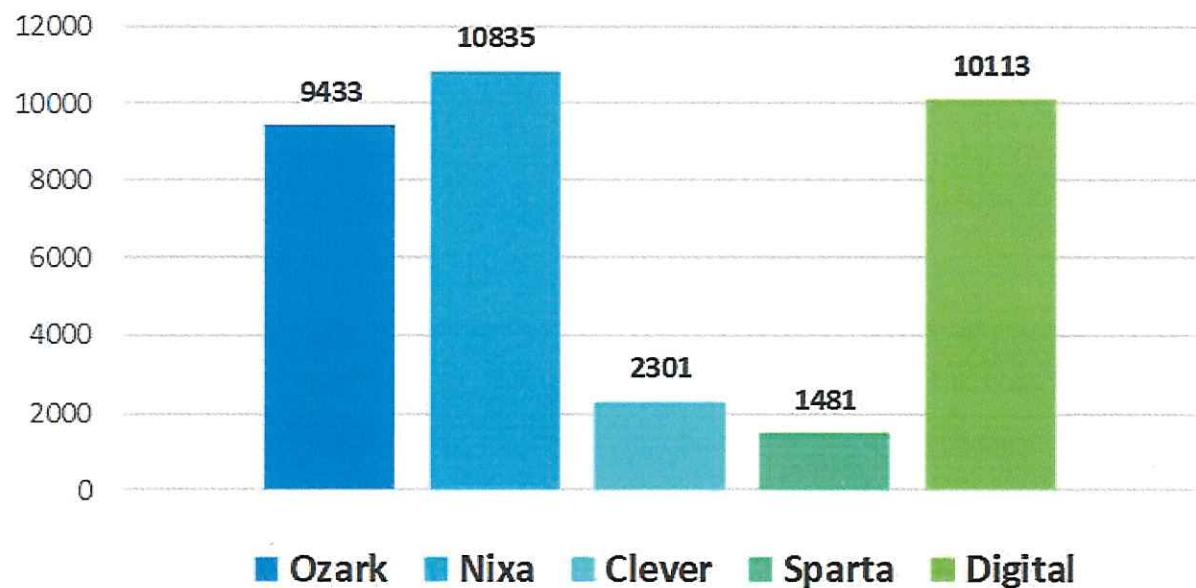


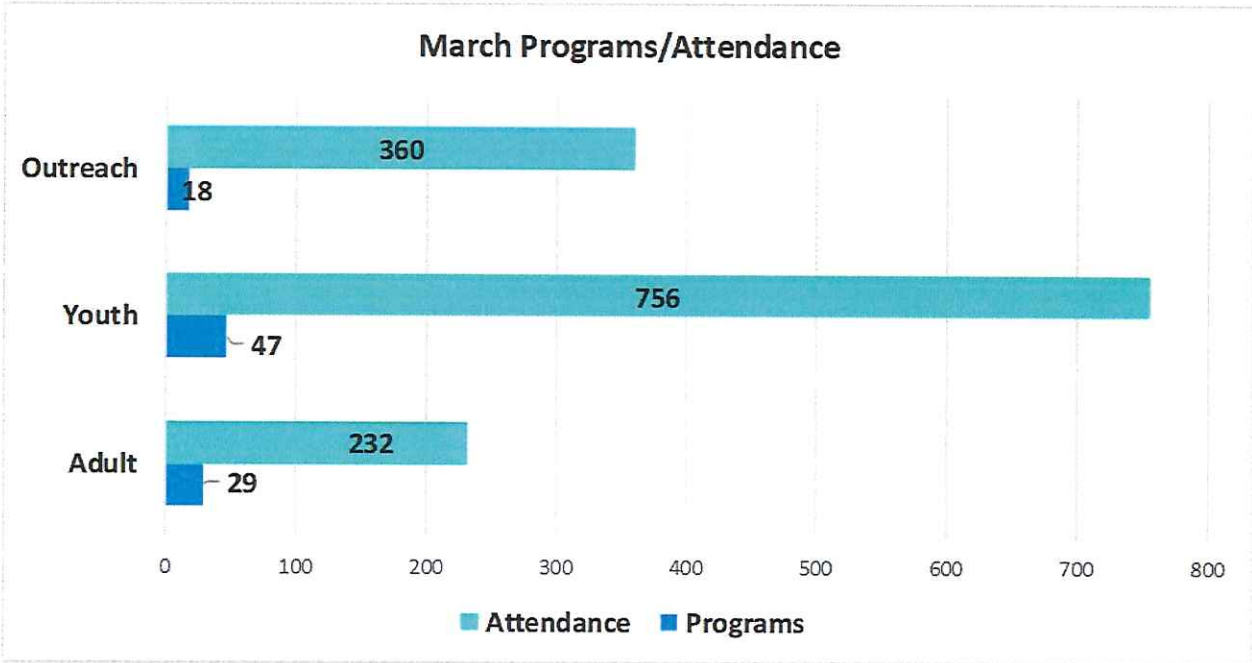
## March Statistics

### MARCH BRANCH TRAFFIC



### March Circulation by Location





## Development Report - April 2024

### Major Gifts & Restricted Donations

None.

### Bequests & Memorials

None.

### Grants Awarded

- **Friends of the Christian County Library - \$4,600 - Youth Services Supplies & Programming:** Provides funding for youth services supplies and programming including summer reading programs and prizes, storywalk materials, and early literacy Racing to Read manipulatives.  
*Submitted February 27th - Awarded March 23th.*
- **Friends of the Christian County Library - \$459 - Discovery Center Passes:** Adds 6 Discovery Center library passes (each allows entry for up to 6 people) to the Library of Things for one year for patron check out.  
*Submitted March 26th - Awarded March 27th.*



# Racing to Read & Early Literacy

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# Early Literacy

What children know about reading and writing before they begin to learn to read and write.

Main skills:

- Letter Knowledge
- Print Awareness
- Phonological Awareness
- Narrative Skills
- Vocabulary
- Print Motivation

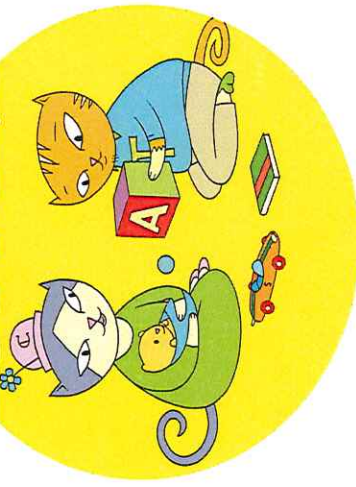


# Storytimes!

- 6 Family Storytimes per week
- 1 Baby Bounce per week
- 1 Toddler Time
- Up to 20 Outreach storytimes per month



# PLAY WITH LETTERS



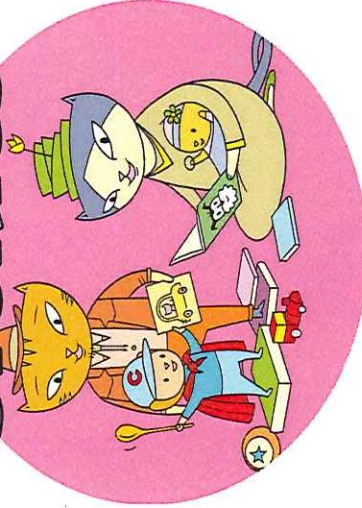
# SING AND RHYME



# TALK AND READ



# TELL STORIES



# LOVE BOOKS



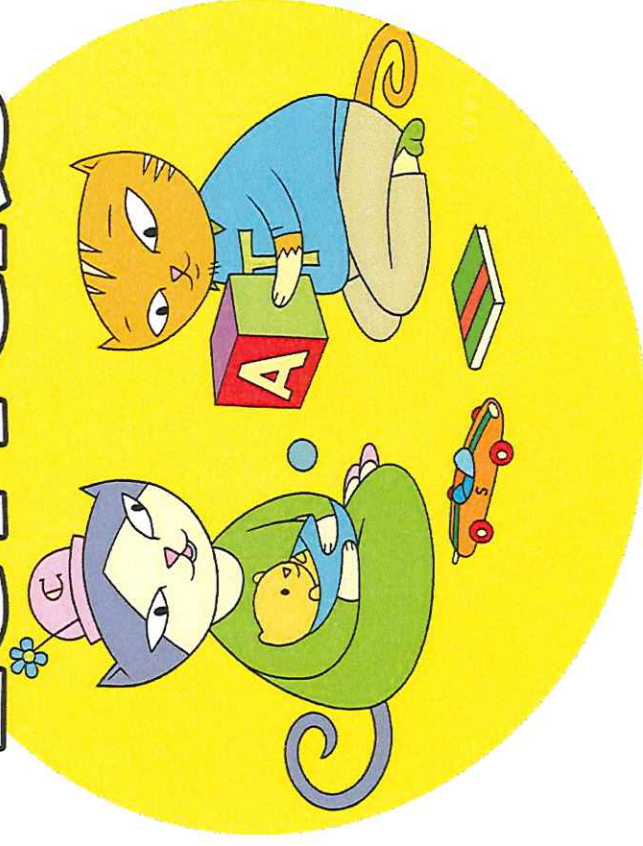




Find print everywhere. Play with words and letters.

- Look at and talk about different shapes
- Point out a few letters and their sounds in signs; start with the first letter of your toddler's name.
- Help your child find the letters in their name in books, ads, signs and other print

# PLAY WITH LETTERS





Play with sounds, songs and rhymes.

- Sing songs! Songs often have different notes for each syllable, which helps babies hear all the sounds in words
- Have fun reading books that rhyme. Then make up your own rhymes!

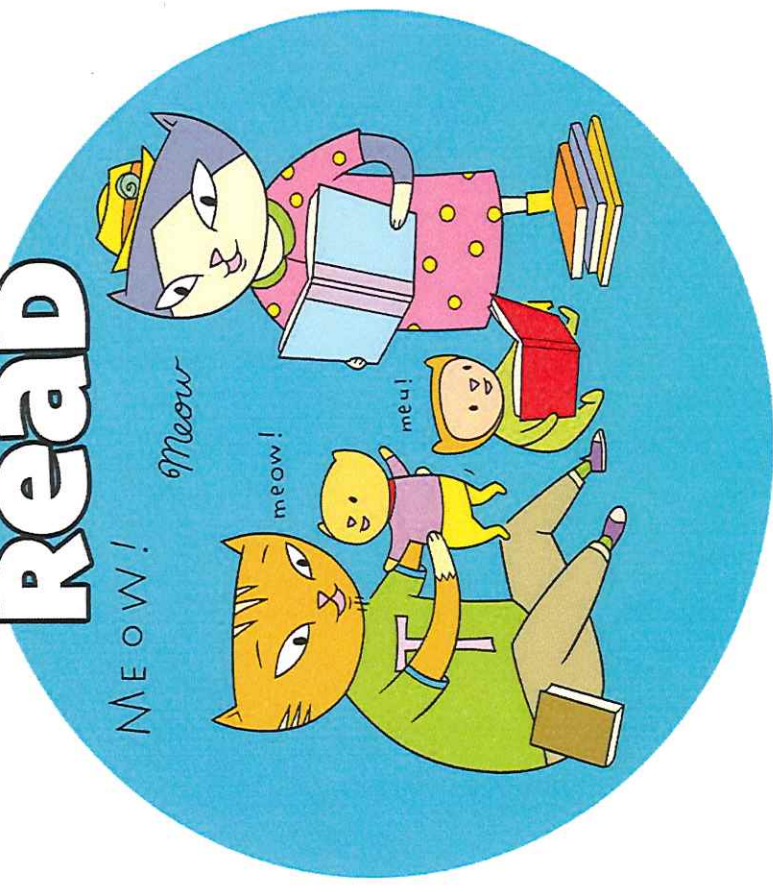
# SING AND RHYME



Explore lots of words with  
your child.

- Read books with interesting words
- Use descriptive words when talking  
with your child
- Ask your child to describe things  
around them
- Keep talking!

# Talk and Read







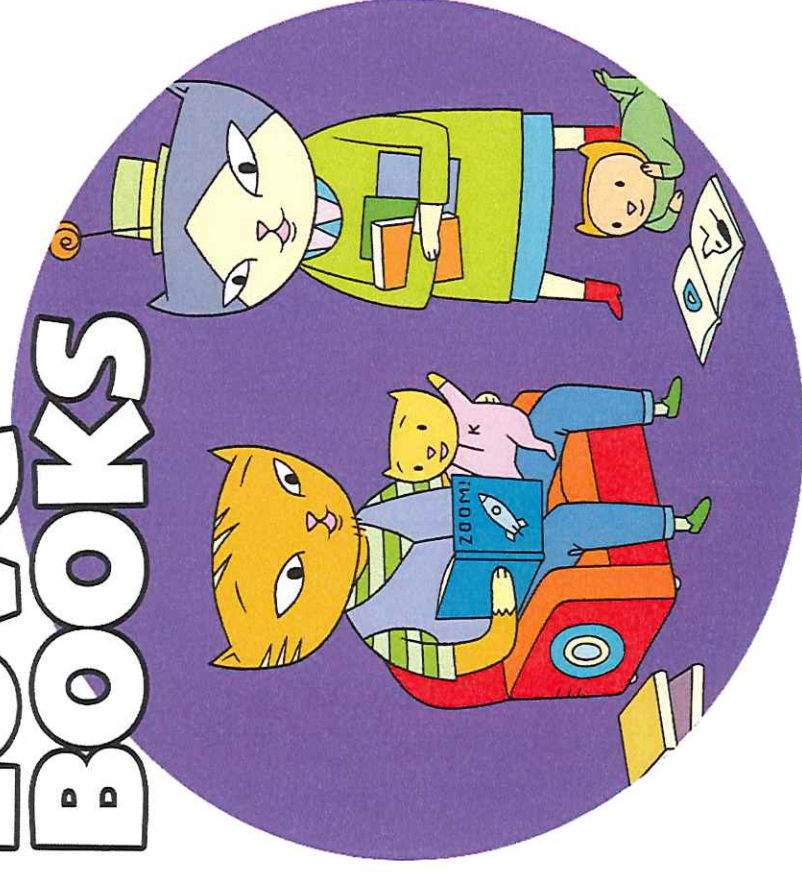
- Narrate your day
- Ask your child to retell a story you just read
- “Read” a wordless story, and make up the story with your child
- Play pretend
- Ask open-ended questions



Have fun reading books you and your child enjoy.

- Let your child control the book, such as letting babies chew on board books
- Use books to set routines, such as bedtime
- Be willing to read the same books multiple times
- Remember length of time is not important, having fun is!

# Love Books





# Racing to Read & Early Literacy

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**Scenario 1 (no change to contribution %):**

CCL pays  
-100% Employee medical, dental  
-100% Dependent dental  
-85% Dependent medical  
  
Employee pays  
-100% employee/dependent vision  
-15% dependent medical  
  
Staff with increases: 10  
*Individual increases: \$17-25/mo.*  
  
~\$27,000 more than projected (\$244k)

**Scenario 2 (Recommendation):**

CCL pays  
-100% Employee medical, dental  
-85% Dependent medical  
  
Employee pays  
-100% employee/dependent vision  
-15% dependent medical  
-100% dependent dental  
  
Staff with increases: 10  
*Individual increases: \$17-25/mo. Medical; \$40-86/mo. dental*  
  
~\$23,000 more than projected (\$240k)

**Scenario 3:**

CCL pays  
-100% Employee medical, dental  
-75% Dependent medical  
  
Employee pays  
-100% employee/dependent vision  
-25% dependent medical  
-100% dependent dental  
  
Staff with increases: 10  
*Individual increases: \$73-142/mo. Medical; \$40-86/mo. dental*  
  
~\$16,000 more than projected (\$233k)

**Scenario 4:**

**Change Plan Tier, increased deductibles**  
\$500 individual deductible increase  
\$1000 family deductible increase  
\$500 max. individual out of pocket  
\$1000 max. family out of pocket  
  
CCL pays  
-100% Employee medical, dental  
-85% Dependent medical  
  
Employee pays  
-100% employee/dependent vision  
-15% dependent medical  
-100% dependent dental  
  
Staff with increases: 10  
*Individual increases: \$9-14/mo. Medical; \$40-86/mo. dental*  
  
~\$20,000 more than projected (\$237k)