

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, May 28, 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, April 23, 2024 Open Meeting
2. Financial Reports
 - A. Adjustments to Anticipated Bills for April 2024
 - B. Estimated Bills for May 2024
 - C. Balance Sheet
 - D. Monthly Report
3. Report of the Executive Director

Administrative Highlights

- Local Authors Expo & One Nixa One Read

Old Business

- Pre-Design Services

New Business

- Missouri Evergreen
- Open Trustee Position
- Organization Resolution and Agreement for Credit Card Program

Public Comments

Adjournment

Posted: 5/22/2024

Tuesday, April 23, 2024: Open Session

Trustees in Attendance: Echo Alexzander, Janis Hagen, and Stephanie Sekscinski.

Trustee(s) Absent: Diana Brazeale and Allyson Tuckness.

Christian County Library's Board of Trustees met for a regular monthly session on Tuesday, April 23, 2024 in the Large Meeting Room of the Nixa Community Branch. 44 members of the community were present.

Vice President Stephanie Sekscinski presided and voted as needed to reach a majority.

Start Time: 6:00 p.m.

Consent Agenda

Janis Hagen 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, and Trustee Hagen: Aye.

Administrative Highlights

Racing to Read

Director of Youth Services Dana Roberts introduced Trustees to the philosophy and application of the library's Racing to Read early literacy initiatives.

Old Business

Non-Resident Patron Fee

After reviewing various metrics of the total property taxes contributed to the library annually per household by residents, Trustees agreed to gradually raise the \$20 annual non-resident patron fee in phases to bring it closer to the estimated \$80 per year paid by most county property owners.

Janis Hagen moved to increase the non-resident patron fee to \$40 per year beginning in 2025. Echo Alexzander seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Alexzander: Aye, and Trustee Hagen: Aye.

New Business

Employee Health Insurance Plan Renewal

Echo Alexzander moved to adopt Scenario 2 as presented. Janis Hagen seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Alexzander: Aye, and Trustee Hagen: Aye.

Public Comments

This month speakers included: Kevin Bright, Abigail Hope, Beth Hultz, Aileena Keen, Reggie Micham, David Rice, and Randy Sterner.

Adjournment

The meeting was adjourned by the presiding Chair at 6:55 p.m.

Christian County Library Adjustment Report for April 2024 (Unaudited)

	Anticipated	Actual	Adjustment
Amazon Capital Services, Inc.	4,066.66	2,641.88	(1,424.78)
BambooHR	1,117.22	1,159.69	42.47
Casey's General Store	213.98	124.81	(89.17)
Chilton's Environmental Services LLC	258.00	129.00	(129.00)
Credit Card	6,588.63	6,248.14	(340.49)
GFL Environmental (formerly WCA)	408.78	-	(408.78)
Lakeland Office Systems	726.25	450.03	(276.22)
Lowe's	14.22	-	(14.22)
Ozark Chamber of Commerce	-	40.00	40.00
Ozark Water Department	40.58	-	(40.58)
Personnel	164,774.89	164,952.01	177.12
Republic Services	190.49	-	(190.49)
Square, Inc.	44.67	49.64	4.97
			-

Original Anticipated Bills	220,552.01	
Adjustment	(2,649.17)	

Reimbursements	0.00	
Total April 2024 CCL Bills	217,902.84	

CDs

CD#: 37840052 matures August 28, 2025 (int rate .9%)	250,000.00	
CD#: 197708399 matures September 16, 2024 (int rate .4%)	255,091.00	

CD Total		505,091.00
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Ozark Bank Checking		2,342,492.69
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Southern Bank Checking (SONDHI)		143,040.52
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Undeposited Funds

Cash Drawer (\$40 @ Clever, \$40 @ Nixa, \$80 @ Ozark, \$40 @ Sparta)		170.00
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Printer Change Bag (Clever - \$40; Nixa - \$40; Ozark - \$80, Sparta - \$57)		237.00
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Petty Cash (Nixa - \$120; Ozark - \$50)		170.00
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<u>Bond Funds</u>	
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 April 30, 2024	3,880,465.18
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Foundation Funds

CCLF Checking	88,053.25
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

Total Foundation Funds	98,046.44
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*Total Current CCLF and CCL Assets	3,978,511.62
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Christian County Library

Anticipated Bills

May 2024

	May 24	
Admiral Express	131.97	
ADT LLC	636.19	
Amazon Capital Services, Inc.	2,038.83	
Baker & Taylor-Books	1,832.74	
BambooHR	1,159.69	
Blackstone Publishing	40.00	
BOK Financial	1,000.00	
Brittany Russell	25.00	Genealogy Workshop
Celia Shacklett	375.00	SRC Performer
Cengage Learning	483.57	
Central Arkansas Library System	25.00	
Chilton's Environmental Services LLC	322.00	
Chuck Mercer	150.00	
City of Clever	23.76	
City of Nixa	100.00	
City of Sparta	58.74	
Concur Technologies, Inc.	345.72	
Credit Card	9,035.01	
Davis Electric, Inc.	212.91	
Debra Tucker	270.00	
Demco, Inc.	422.36	
GFI Digital	771.02	
GFL Environmental (formerly WCA)	205.77	
Gold Mechanical, Inc.	3,015.20	HVAC Repair
Hoopla by Midwest Tape	6,500.03	
Ingram	860.96	
Lakeland Office Systems	396.97	
Marty Hahne	350.00	SRC Performer
Mercy Specialized Billing Services	85.50	
Midwest Tape	676.44	
Mike and Nancee	400.00	SRC Performer
Missouri Employers Mutual	2,320.14	
Niche Academy	2,400.00	
Nixa Utilities	1,804.54	
Orange Boy Inc.	5,865.62	
Ozark Water Department	37.19	
Princesses of the 417	969.10	SRC Performer
Quadient Finance USA, Inc	200.00	
Quadient Leasing USA, Inc.	392.76	
Quality Clean, LLC	2,650.00	
Republic Services	190.49	
Socket	640.42	
Spire (formerly Missouri Gas Energy)	743.00	
Square, Inc.	45.33	
Uke 66	600.00	SRC Performer
UniFirst Corporation	954.41	
USA Today	34.00	
Verizon Wireless	2,089.70	
Personnel	164,253.23	
TOTAL	218,140.31	

Christian County Library

Balance Sheet - Unaudited

Cash Basis

As of April 30, 2024

	Apr 30, 24
ASSETS	
Current Assets	
Checking/Savings	
Southern Bank Checking (SONDHI)	143,040.52
CCLFoundation -Do not Reconcile	
CCLFoundation Checking Account	88,053.25
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	98,046.44
CD's	505,091.00
Ozark Bank Checking	2,342,492.69
Total Checking/Savings	3,088,670.65
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	3,089,247.65
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
TOTAL ASSETS	3,978,511.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	22,617.09
Total Accounts Payable	22,617.09
Credit Cards	6,730.31
Other Current Liabilities	
457B - EE Contributions	536.47
Payroll Liabilities	3,516.79
Total Other Current Liabilities	4,053.26
Total Current Liabilities	33,400.66
Total Liabilities	33,400.66
Equity	3,945,110.96
TOTAL LIABILITIES & EQUITY	3,978,511.62

Christian County Library

Profit & Loss

April 2024

	Apr 24
Ordinary Income/Expense	
Income	
Tax Rev	
County Taxes	30,469.25
Total Tax Rev	30,469.25
Copier/Fines/Fees	3,759.97
Foundation Funds	10.90
Gifts/Grants/Reimbursements	665.36
Interest Income	587.22
Total Income	35,492.70
Gross Profit	35,492.70
Expense	
Collection	
Board Games	
Youth Board Games	298.66
Total Board Games	298.66
Library of Things	459.00
Technology (Hotspots)	1,675.28
Audio/Visual	
Youth AV	812.38
Adult AV	992.12
Total Audio/Visual	1,804.50
Books	
Youth Services	2,727.21
Electronic Coll. (Hoopla & OD)	8,685.99
Adult Books	5,034.30
Total Books	16,447.50
Databases	4,535.47
Periodicals & Zinio	3,084.69
Total Collection	28,305.10
Foundation Expense	638.88
Operating Expense	
Bank Service Charges	49.64
IT Discretionary Budget	
Computer Hardware	107.18
Software/Licensing	3,340.36
Total IT Discretionary Budget	3,447.54
Building & Grounds	5,882.30
Professional Services	1,319.75
Furniture & Equipment	115.65
Marketing	379.10
Memberships	175.00
Outreach	180.99
Postage	200.00
Programming	
Adult Programs	390.00
Youth Services Programs	500.00
Total Programming	890.00
Programming Supplies	
Adult Programming Supplies	162.52

2:44 PM

05/23/24

Cash Basis

Christian County Library
Profit & Loss
April 2024

	Apr 24
Youth Programming Supplies	651.25
Total Programming Supplies	813.77
Staff & Board- Travel	3,977.35
Supplies	2,036.82
Telephone/Fax/Modem	1,007.17
Utilities	4,839.95
Vehicles	369.82
Total Operating Expense	25,684.85
Personnel	163,274.01
Total Expense	217,902.84
Net Ordinary Income	-182,410.14
Net Income	-182,410.14

Report of the Executive Director May 2024

Administration/Personnel

- It's graduation season. This year saw Ozark Youth Services Assistant Molly Kamper graduating with a bachelor's degree and Business Office Associate Jenna Carey completing her master's degree. Congratulations!
- Last month a few staff and I attended the Public Library Association conference in Columbus, Ohio. It was a great conference and we attended sessions on crisis preparation and communication, family programming, floating collections, data analysis, accessibility, early literacy, and numerous other topics.
- The state budget has passed the Missouri House and Senate and is awaiting the governor's signature. Barring any last minute changes or line item vetos by the governor, we expect full state funding equal to last year's rate.
- In this year's legislative session, updates were made to the senior property tax credit bill in effect in Christian County. One of the changes was made to the eligibility requirements – everyone age 62 and older is eligible and not just those eligible to draw social security retirement. This expands the pool of those eligible.
- A rule from the Department of Labor will go into effect July 1 related to FLSA exemption from minimum wage and overtime pay requirements. The minimum salary required for an employee to be exempt from overtime will be raised on July 1 and again on January 1. All of our exempt employees meet the July 1 amount, but several do not for the January 1 amount. I will take this into consideration as we plan the 2025 budget and make recommendations about pay scales and/or classification.
- An initiative petition to increase Missouri's minimum wage will likely be on the November ballot. If passed, the minimum wage would increase to \$13.75 January 2025 and to \$15.00 January 2026. While government entities will probably be exempt, I will work to incorporate those increases into the budget. This would have a significant impact and will lead to some wage compression.

Buildings & Grounds

- IT & Facilities Director Heath Emerson is working with the Master Gardeners, along with branch managers, to continue sprucing up our grounds where possible and maintaining the work they've already done at the Ozark branch.
- We continue to have some issues with leaks at the Ozark branch and are investigating the best course of action for repairing or replacing the roof.

Collection & Services

- The Discovery Center passes funded by the Friends of the Library have been a huge hit. Each branch had someone waiting at opening to check out a pass the first day they were available.
- The MOBIUS software migration has run into some delays with finalizing development. We will be without resource sharing through MOBIUS for a little while longer but hope to be back to full service soon. In the interim, we are still lending and borrowing materials through traditional interlibrary loan and ILL staff streamlined some processes to improve efficiency as traditional ILL materials take more staff time to handle than MOBIUS materials.

Community Engagement

- Last month I attended the Ozark Chamber of Commerce meeting since it was their first with their new director, Chris Russell, in leadership. There was a huge turnout and a lot

of energy to make some improvements and see some growth in the organization. We will be looking for opportunities to participate, especially as it aligns with our mission and strategic plan.

- I have been regularly in touch with the interim director for the Library Center of the Ozarks (Taney County) as they get the newly tax-funded library up and going and work through policies, technology, websites, personnel, etc. Unfortunately, they also hired one of our amazing staff, Lia Hitz, to head up their youth services department. She will do a great job and we look forward to some collaborations in the future as we seek to serve our respective communities and the region.

Friends of the Library

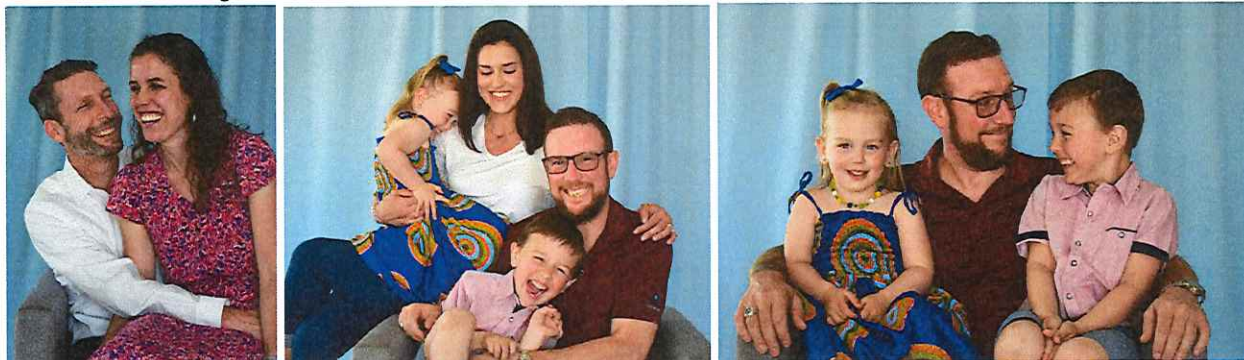
- The Ozark book sale had a great turnout again using the 4-H building at the Finley River Park. The hard-working Friends of the Library brought in around \$5,000 in sales over the course of the week.

Programs

- Our Local Author Expo was a resounding success in attendance, engagement, and learning opportunities. We had over 40 authors with booths with a wide variety of audiences and genres, and more than 150 came through to talk to authors, purchase books, and attend sessions relevant to writing and publishing. Collection Services Manager Charlee Evans, Nixa Branch Manager Brandon Jason, and Sparta Branch Manager Whit Gillenwaters pulled off a great event, and the Communications staff did a great job with the website and visuals. We had great feedback from the authors and plan to do it again next year and make it even better.
- The Clever Branch hosted a program for kids and families to make planters for succulents and had a great turnout and some very enthusiastic participants.



- The Ozark Branch hosted a Family Photo Shoot event to allow families the chance for some family pictures. Over 50 individuals had their photos taken and a few families gave us permission to share them. Staff shared that it was a really heartwarming event and something we would like to repeat.



- More than 50 people attended the program titled The Science and Myths of Solar Eclipses at the Nixa Branch. This engaging program was led by a NASA Ambassador, David Jarkins, and we were able to give out some free eclipse glasses.



- We continue to have great turnouts at game nights, with Family Game Night with Haven Games being no exception. Twelve people came out to the Ozark Branch to get in on the fun.
- Sparta saw several engaged community members at events last month, including one to learn bubble hydrangea painting (12 adults) and an I Spy Jar program (10 kids plus their grownups).

Patron Praise

- We had a lovely patron graduation story recently. This young woman came into the library in her cap and gown and with her kiddos in tow to share with us her gratitude for helping her get through her bachelor's program. She said she appreciated the library so much and had made great use of services like MOBIUS and interlibrary loan to get all the materials she needed to research and write papers and that she couldn't have done it without us.

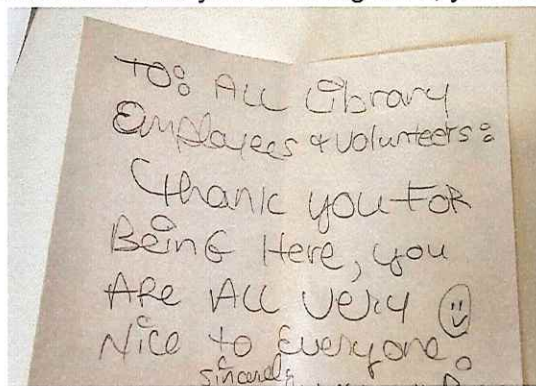


- Clever Branch Manager DeeDee Brashers captured some young patrons enjoying all that the library has to offer. "THIS!...is what's spontaneously happening in our backyard

right now. So cool to see a group of boys hanging out at the library. They started being here on computers this morning & then went out back to play wiffle ball."

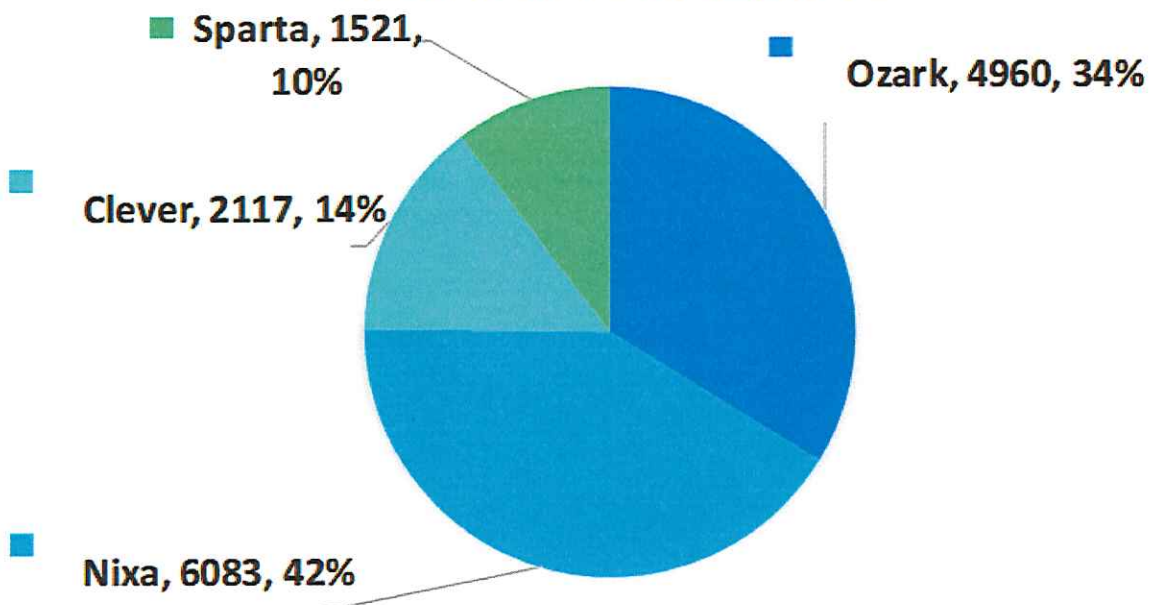


- The Nixa Branch received a card from a patron with some positivity: "To all library employees and volunteers: Thank you for being here, you are all very nice to everyone."

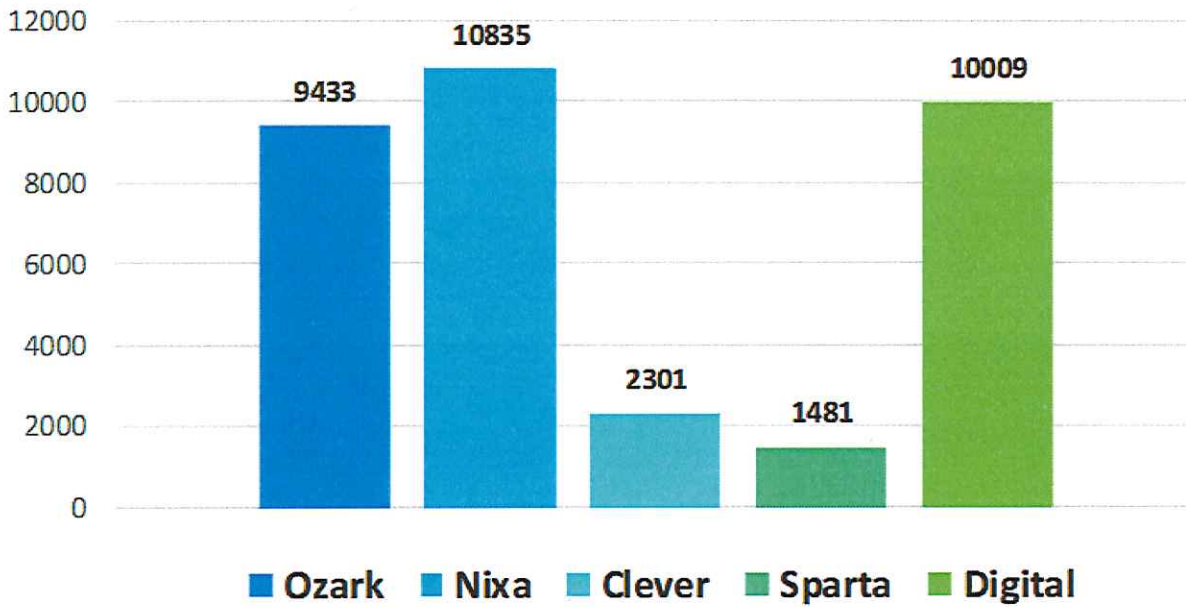


April Statistics

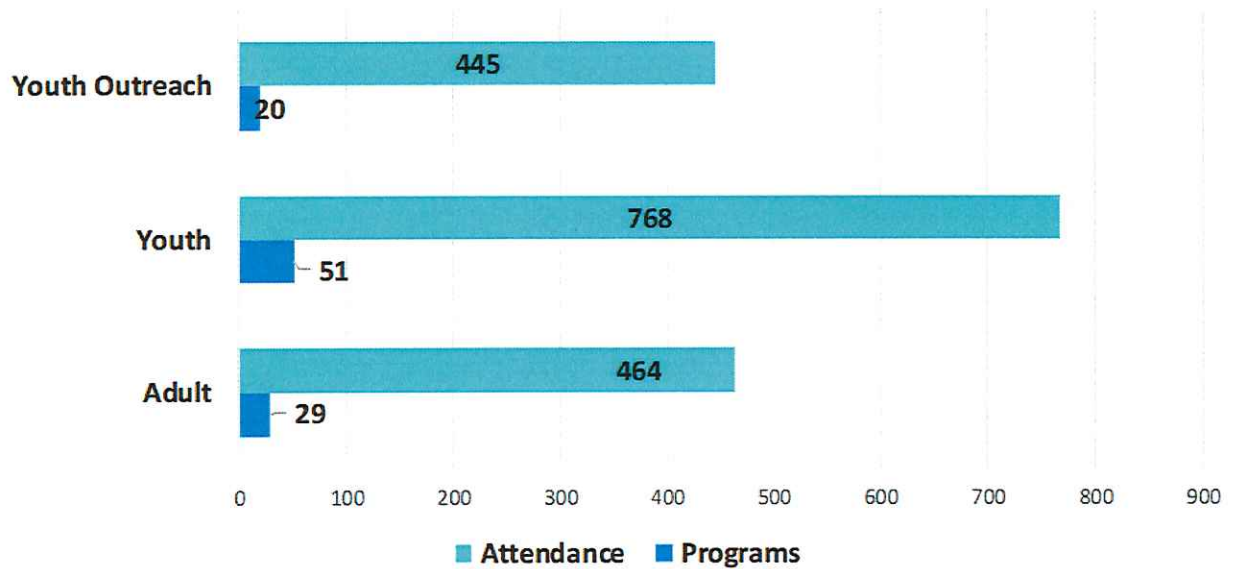
APRIL BRANCH TRAFFIC



April Circulation by Location



April Programs/Attendance



Development Report - May 2024

Major Gifts & Restricted Donations

- Zoe Hines - \$500

Bequests & Memorials

None.

Grants Awarded

None.

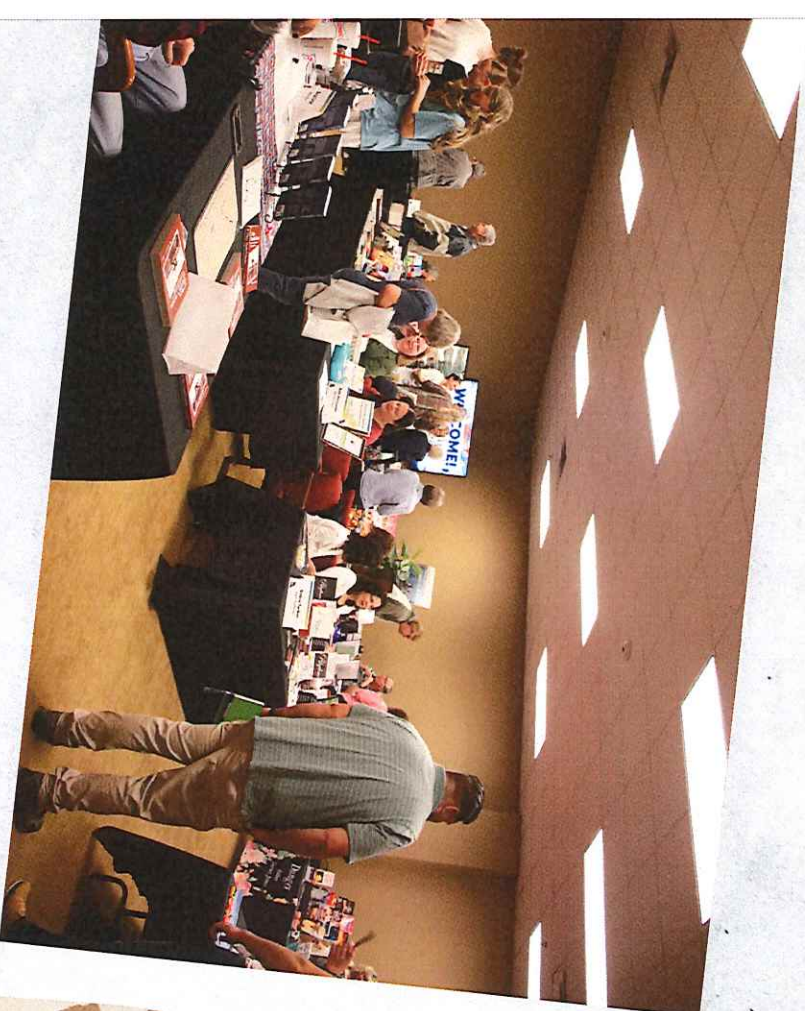
LOCAL AUTHORS

Expo

Saturday, April 20

Local published authors came to share their work with the community, connect with a network of writers, and attend workshops at the first-ever Christian County Library Local Authors Expo.





Authors & Genres

- Dozens of authors representing a diversity of backgrounds
- Books for multiple age groups: children, young adult (teens), and adult
- Fiction (sci-fi/fantasy, romance, historical, mystery, horror, religious), non-fiction, picture books, educational curricula, & poetry

Presentations

6 authors gave TEDtalk-style presentations on various writing-related topics:

- How to Keep Historical Fiction from Sounding Like a History Lesson
- Crafting Relatable Characters
- Leveraging A.I. for Literary Success
- Self vs. Indie Publishing
- The Value of Audiobooks
- What Authors Need to Budget For



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Prizes!

Multiple author participants donated copies of their published works as part of a door prize raffle, which also included a literary-themed tote bag, socks, and drinkware.

One lucky winner was chosen and picked up her winnings at the Nixa Branch!



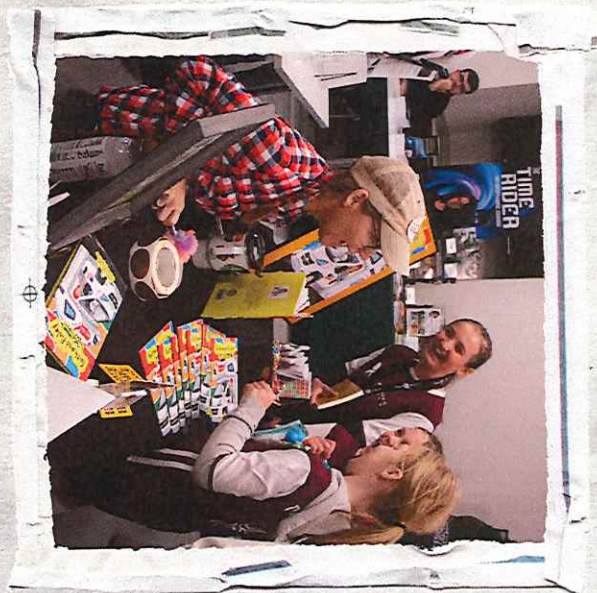


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Stats

- 43 local authors participated!
- Including the authors, just over 200 people attended the 3-hour event.
- Many books were sold, connections were made, and community was promoted!



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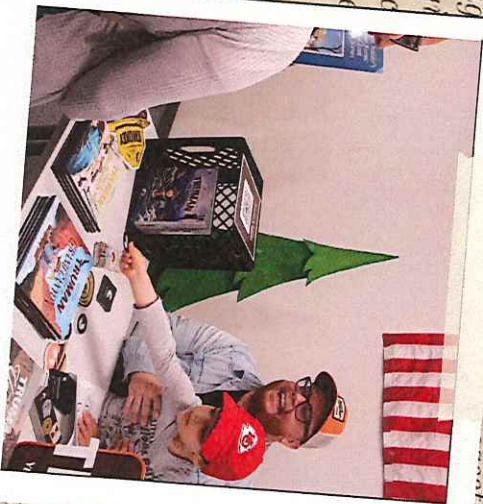
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Feedback

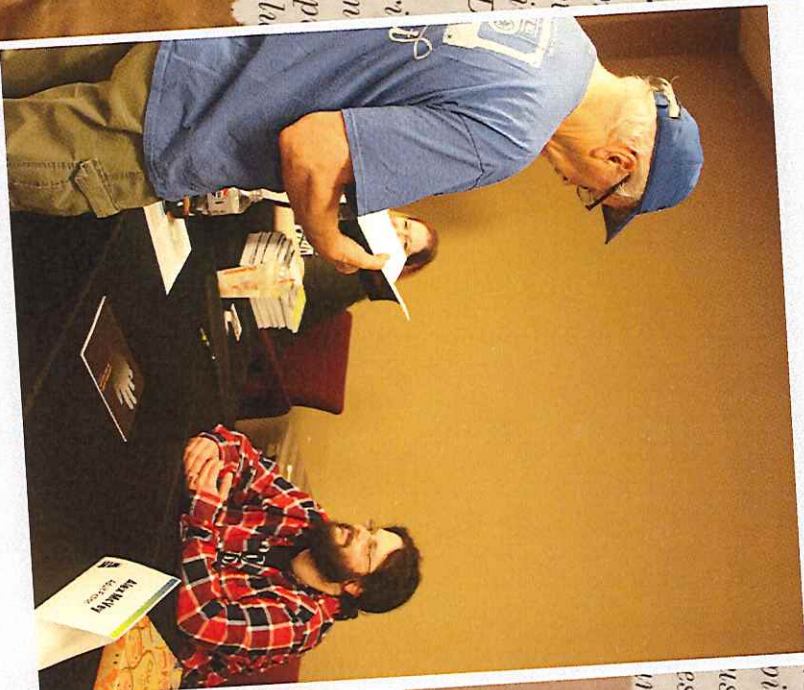
All participating authors who submitted a feedback form indicated a

desire to attend the next Expo! Some comments included:

- "Lots of traffic! Super participation!"
- "This was well-attended and it was great for exposure and networking!"
- "I look forward to connecting more with new friends made today."
- "I loved the set up with the variety of different authors!"
- "I loved the facility & staff"
- "Great facility! Everything flowed so smoothly."
- "Loved the setup! Everything & inspiring event."
- "This was an informative & inspiring event."



Children's author



Adult author



Young Adult author

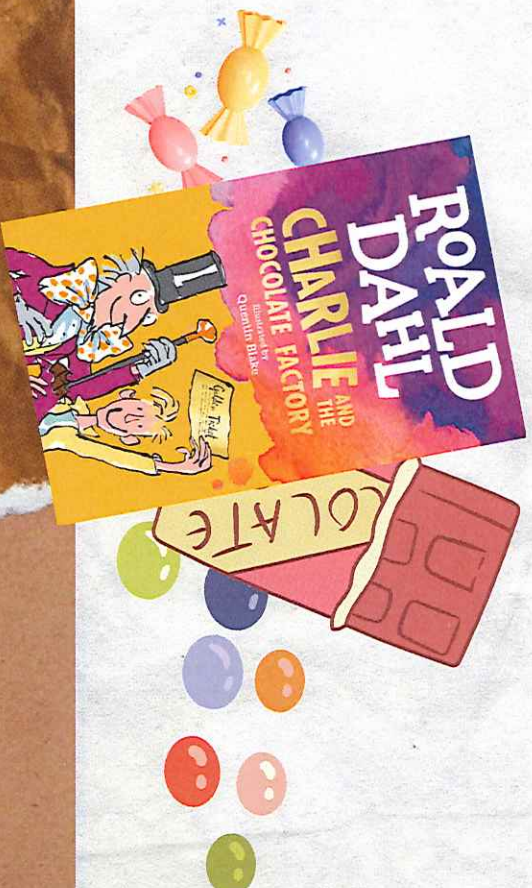
One Nixa One Read

2024

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Charlie and the Chocolate Factory

by Roald Dahl



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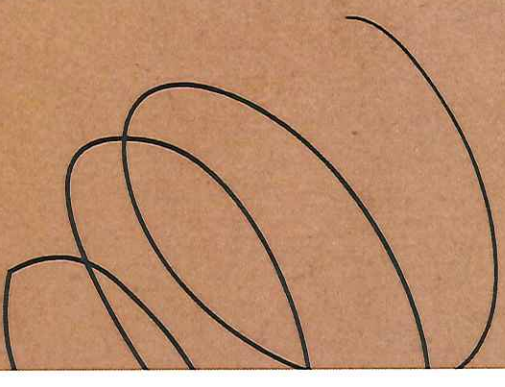
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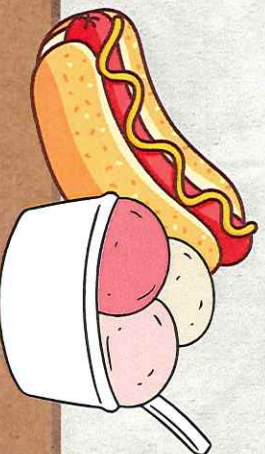
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Events

Kickoff

- Thursday, May 30 @ Nixa Branch
- 5:00pm-7:00pm
- Hot dogs, sponsor booths, free books, & CC Rhythm performance!



Movie in the Park

- Friday, June 28 @ McCauley Park
- Films starts at dusk
- Ice cream & other snack vendors
- Willy Wonka and the Chocolate Factory

Partners & Sponsors



- Alps Pharmacy & Gifts
- 14 Mill Market
- Jenkins CPA
- Children's Smile Center
- Art Zone
- Arvest Bank
- Grammy K's Coffee & Sweets
- Gateway Real Estate
- Nixa Fire Department

- City of Nixa
- Nixa Public Schools
- Christian County Library



NĚF



- Nixa Community Foundation
- Nixa Education Foundation
- MG Cares
- Hart of the Ozarks Ice Cream Delights

Thank you!

DAKE | WELLS
architecture

May 7, 2024

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

RE: Statement of Qualifications
Christian County Library, Nixa Branch

24024 CLD – Nixa Branch Renovations

Renee,

It was great meeting with you the other day and hearing about the opportunities Christian County Library has with the acquisition of your building in Nixa. Jason and I appreciate how much time you spent with us and your transparency in the conversation. Here's our understanding of your situation.

Within the last year or so, Christian County Library has acquired its current building and grounds at the Nixa Branch location. The building is approximately 22,000 square feet and was originally constructed as administrative offices for a local bank. The library has occupied a portion of the building for approximately 6 years, but with the acquisition of the entire building, you're looking for some help from an architect to develop some design drawings to renovate the interior to expand the library's public spaces while making efficient use of the necessary administrative spaces. You explained that your goal at this time is to do just enough design work to determine how much the project would cost to construct.

You noted that you have already received two fee proposals from two other architecture firms to perform these services, and that you've been asked by the Board to get one more proposal from a third firm for comparison.

As we did our best to explain in our meeting with you, we would absolutely love to work with you and the Christian County Library. As you know, we worked with the Springfield Greene County Library on the Schweitzer Brentwood Branch to transform that facility from its 1970's vintage into a more open, welcoming, and efficient neighborhood library. We are also currently working on renovations and addition to the Carnegie Branch Library in Springfield, and recently completed construction on the Merriam Library in Johnson County outside of Kansas City. We're including as an attachment to this letter, a brief booklet that outlines our qualifications for your project for your use.

We know you asked us to also provide a fee for our services; however, we have not included that at this time, because, as we understand it, doing so at this stage would be a violation of Sections 8.285-8.291, RSMo. We did our best to explain this state statute in our discussion; however, we've attached

a public document from the Missouri Attorney General's office that does a good job of explaining the policy. Unfortunately, many public entities and the people that serve on their volunteer boards are often unaware of these state statutes. Our intent is the library's best interests, and we hope you find this information as helpful guidance. We would be happy to discuss considerations for next steps, if that would be helpful. Please feel free to contact us, and we'll be glad to help in any way that we can.

Sincerely,



Jason Hainline, AIA, LEED Fellow
Senior Project Manager
Dake Wells Architecture



Andrew Wells, FAIA
Vice President / Design Director
Dake Wells Architecture

cc Brandon Dake



Library Qualifications

Christian County Library

May 2024

DAKE | WELLS
architecture



Merriam Plaza Branch Library | Johnson County Library
Currently Under Construction

Part I
Team Information



Since our inception, Dake Wells Architecture has been passionate about the work and driven by a purpose of enriching people's lives. We have been humbled and privileged to provide architectural services across the Midwest for both public and private clients. Our goal is to bring order, clarity and unity to each project through a collaborative approach that emphasizes intelligent design. Ultimately, our work is about people. Our desire is that every project is a functional, inspiring, and energy efficient facility that gives more back to our clients and their community than they ever imagined.

Public projects make up 80% of our work. As stewards of public funds, we are committed to designing buildings of enduring quality while being good stewards of our client's finances. Our public clients need durability, maintainability, and energy efficiency in order to ensure a long and useful life for their facilities. And our consistent commitment to continued education in the field of building performance ensures that these values are embedded in all of our work.

Our work always has a purpose. Our passion for the work is only out matched by our passion for people. We see it as more than just a job; we see it as a calling.

DESIGN EXCELLENCE RECOGNITION



National &
International
Design Awards



Local &
Regional
Design Awards



Ranked No. 13
in the Nation
for Design Excellence
by Architect Magazine

INDUSTRY LEADERSHIP RECOGNITION



LEED AP Staff



AIA Fellows



LEED Fellow

LOCATIONS

Springfield, Missouri (HQ)
Kansas City, Missouri
Phone: 833.518.4545
www.dake-wells.com

FIRM INFO

Founded: 2004
Size: 33 Employees
Officers/Owners: 2
Structure & Incorporation: S-Corporation (MO)
Professional Architectural Licenses Held: 17

SERVICES

Architecture
Planning
Interior Design
Sustainable Design / LEED
Environmental + Graphic Design

Our goal is to deliver design solutions that provide:

- Longevity through Durable and Flexible Solutions
- Responsibility for Short and Long-Term Financial Commitments
- Community and Civic Pride
- Delight for Those Who Engage with the Spaces We Design





ANDREW WELLS FAIA, LEED AP

DAKE | WELLS Principal in Charge

Andrew has more than thirty years of architecture and project management experience. As a Principal in Charge for your projects, Andrew would bring three decades of nationally recognized experience designing functional, beautiful buildings.

In 2004, Andrew co-founded Dake Wells Architecture, an ideas-driven practice with an emphasis on innovation through collaboration. Rather than following the trend toward specialization in a particular project type, the practice specializes in design as a discipline, applicable to a variety of architectural challenges, including those of sustainable practices.

Andrew has served as Principal in Charge on dozens of projects for public clients, including the Schweitzer Brentwood Branch Library Addition & Renovation, the Midtown Carnegie Branch Renovation, and the Republic Branch Study for the Springfield-Greene County Library District.

EMAIL + PHONE

awells@dake-wells.com
833.518.4545

YEARS EXPERIENCE

33 years

EDUCATION

Bachelors of Architecture
Drury University (College), 1990

REGISTRATIONS

Architect: MO, AR
LEED Accredited Professional

SELECTED RELEVANT PROJECTS

Springfield-Greene County Library District

Schweitzer- Brentwood Branch Library
Renovation and Addition
Midtown Carnegie Branch Renovation
Republic Branch Study

Johnson County, KS

New Merriam Plaza Branch Library,
Merriam, KS

Missouri River Regional Library

Programming, Master Plan, & Conceptual
Design; Jefferson City, MO

City of Springfield, MO

On-Call Architectural Services Contract
(currently active)

Johnson County, KS

Term & Supply Contract (currently active)

City of Springfield, MO / Springfield-Branson National Airport

General Aviation Terminal Renovation &
Expansion

Missouri Department of Conservation

Shepard of the Hills Fish Hatchery,
Branson, MO

Ozark Technical Community College

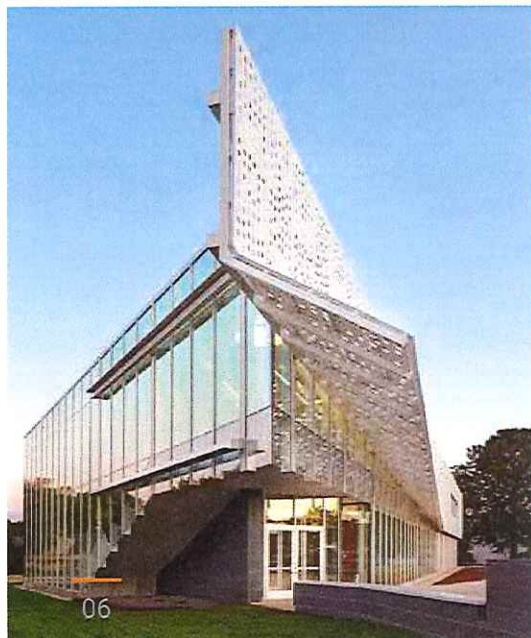
Robert W. Plaster Center for Advanced
Manufacturing

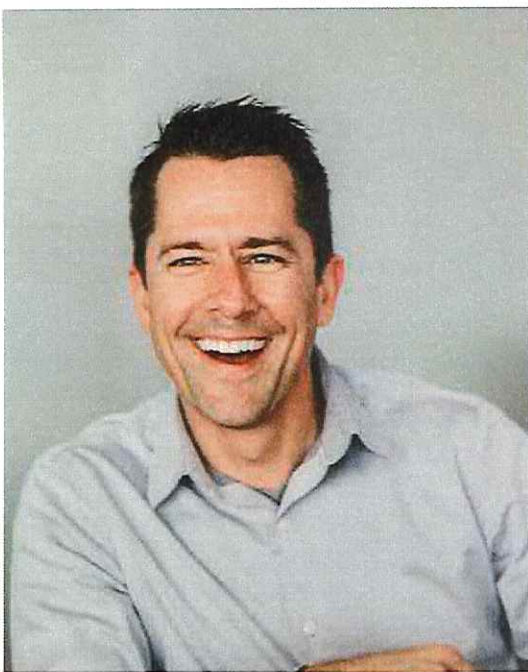
Missouri University of Science & Technology

New Student Experience Center

Missouri State University

Davis-Harrington Welcome Center
Glass Hall Renovation & Addition
Pummill Hall Renovation
Cheek Hall Computer Lab Renovation
McQueary Family Health Science Hall
Renovation and Classroom/Auditorium
Addition
Bookstore Feasibility Study





JASON HAINLINE AIA, LEED FELLOW

DAKE | WELLS Design Advisor + Quality Assurance / Quality Control

Jason has been a force in the Dake Wells studio since 2005, first as a sustainability consultant collaborating with us on projects while providing similar expertise for a number of sustainable design and LEED certified projects locally, nationally, and abroad. In 2012, Jason joined DWa, bringing his sustainability expertise, as well as nearly two decades of project management experience, to the firm and has since been very active in promoting sustainable design and development through professional organizations.

Jason has served as a key team leader for Dake Wells Architectures' previous projects for The Library, including the Schweitzer Brentwood Branch Addition & Renovation, the Midtown Carnegie Branch Renovation, and the Republic Branch Study. He has also been an integral team member for the new Merriam Plaza Branch Library for Johnson County Library (currently under construction), as well as for the Missouri River Regional Library Renovation in Jefferson City, MO.

As Design Advisor and QA/QC for the Republic Branch Library project, Jason will bring his familiarity with The Library, his extensive knowledge, and his professional expertise to the design efforts of your project. In this role, he will assist the team in achieving your goals and vision while ensuring high-quality deliverables throughout the design process. Jason would also contribute his depth of knowledge in sustainable design to help the team meet or exceed your goals for building performance and well-being.

EMAIL + PHONE

jhainline@dake-wells.com | 833.518.4545

YEARS EXPERIENCE

25 years

EDUCATION

Bachelor of Architecture, Drury University, 1997

REGISTRATIONS

Architect: MO
LEED Fellow

SELECTED RELEVANT PROJECTS

Springfield-Greene County Library District

Schweitzer Brentwood Branch Library
Renovation and Addition
Midtown Carnegie Branch Renovation
Republic Branch Study

Johnson County, KS

New Merriam Plaza Branch Library,
Merriam, KS

Missouri River Regional Library

Programming, Master Plan, & Conceptual
Design; Jefferson City, MO

Ozark Technical Community College

Robert W. Plaster Center for Advanced
Manufacturing

Missouri University of Science & Technology

New Student Experience Center

Missouri State University

Davis-Harrington Welcome Center
Pummill Hall Renovation
Cheek Hall Computer Lab Renovation
McQueary Family Health Science Hall
Renovation and Classroom/Auditorium
Addition
Bookstore Feasibility Study

Missouri State University - West Plains

Hass-Darr Addition & Renovation
Hass-Hoover Hall

Reeds Spring R-IV School District

New Middle School (incl. auditorium)

City of Springfield, MO / Springfield-Branson

National Airport

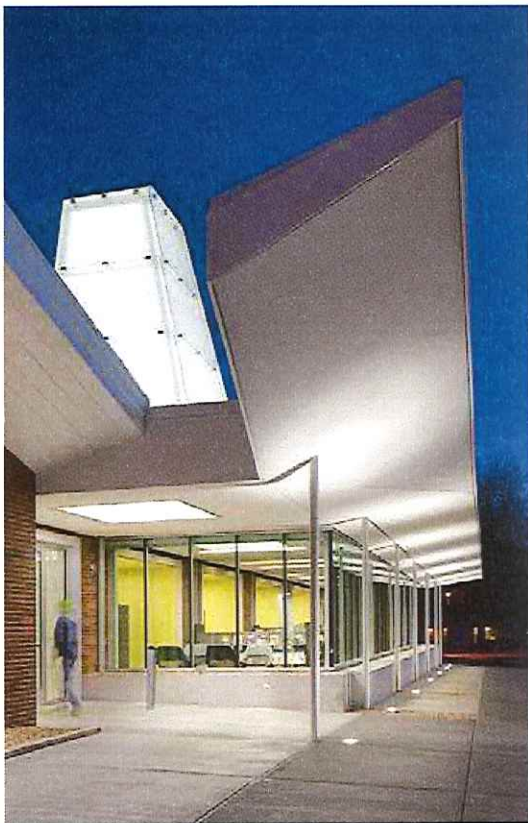
General Aviation Terminal Renovation &
Expansion

Springfield, MO Parks Board

Springfield Botanical Center

Missouri Department of Conservation

Shepard of the Hills Fish Hatchery,
Branson, MO





JOEY HAMM AIA LEED AP
DAKE | WELLS Project Architect

Since joining Dake Wells Architecture in 2014, Joey has spent thousands of hours executing all phases of the design and construction process, from conceptual design through construction administration. His experience includes planning, design, and construction administration for both renovations and new construction.

Joey brings a current familiarity with The Library. He is serving as Project Architect for the Midtown Carnegie Branch renovation, and he was integrally involved with the Republic Branch study that our firm recently developed with you.

As a Project Architect for the Republic Branch project, Joey will lead the development of construction documents and work with the design team and The Library to solve the many macro and micro design challenges involved with transforming design vision into buildable solutions.

EMAIL + PHONE
jhamm@dake-wells.com
833.518.4545

YEARS EXPERIENCE
9 years

EDUCATION
Bachelor of Architecture
University of Arkansas, 2014

REGISTRATIONS
Architect: MO
LEED Accredited Professional

SELECTED RELEVANT PROJECTS

Springfield-Greene County Library District

Midtown Carnegie Branch Renovation
Republic Branch Study

Springfield Public Schools

Jarrett Middle School (Incl. Auditorium)

Missouri State University

Multicultural Resource Center
Office of Student Engagement
Chiller Addition, Springfield, MO
Glass Hall Renovation
Robert Gourley Student Success Center Addition

University Of Arkansas

Kimpel Hall Renovation & Addition,
Fayetteville, AR

Stone County Developmental Disability Board

New Facility Master Plan

Evangel University

Valor Courts

El Dorado Springs R-2 School District

Gymnasium & Classroom Addition

Nevada School District

New Elementary School

Nixa Public Schools

High Pointe & Summit School Additions,
High School Stadium Renovation

St. James R-1 School District

High School Renovation

Springfield Underground

Command Station, Springfield, MO

Neighbor's Mill Bakery & Cafe

New Tenant Infill, Springfield, MO





Part II

Qualifications + Approach

Qualifications & Approach

Our Design Approach

At Dake Wells Architecture, we believe that a focused pursuit of excellence is the secret to great design. For us, design isn't decoration. It's not the surface appearance of a building. It's not about the color or the stylistic details. For us, the design is the way the building works. Design is function AND form. To properly determine how the building works, it must be thoroughly considered in the design process. "Design" is a funny word. Some people think design means how something looks but if you dig deeper, it's really how something works.

We believe that great design and excellent service should not be mutually exclusive. Therefore, we work to give our clients innovative design solutions combined with a high level of service. This has helped us build lasting relationships with our clients. For us, design is a discovery process. We search for the circumstances, for inspiration, for the right diagram, and the right design solution emerges. Sometimes it's almost painful. Especially when your own great idea isn't that great, and you know that someone else's is better. But that's what we're all about – great work.

Experience Designing Library & Public Facilities

Dake Wells Architecture's design experience includes a wide variety of campus and facility master plans, renovations, additions, and new construction projects for both public and private institutions, though more than 80% of our work is for public clients.

Within the past year, we have led three library projects – a master plan, feasibility study, and schematic design for Missouri River Regional Library in Jefferson City; the design of a new Merriam Plaza Branch Library for Johnson County Libraries, which just celebrated its grand opening a few weeks ago; and a building systems, ADA, and site upgrades renovation to the Shawnee Branch Library for Johnson County Libraries. And, we've begun the process to renovate the Midtown Carnegie Branch Library in Springfield, MO. Along with the firm's library projects, however, our portfolio includes a broad range of other project types that include auditoriums, dining facilities, gymnasiums, stadiums, classrooms, offices, vocation educational labs, visual and performing arts facilities, student centers, welcome centers, community centers, public works facilities, administrative offices, and many others. This is by design! While these projects may seem disparate and unrelated on the surface, we recognize the value in a diverse portfolio. What we've found is that the longer we practice, the more we see a powerful cross-pollination between project types that drives ingenuity and innovation in our work. Our public works facility expertise has influenced two recent career

/ tech center designs. Our Multicultural Resource Center design at MSU recently influenced our design of the new Merriam Plaza Library. A middle school we designed informed a new way of thinking about a municipal office environment. We believe strongly in the power of cross-pollination as a means of sharing lessons learned between seemingly disparate project types, of broadening our understanding of each client's unique needs, and of enabling "adjacent possibilities" to emerge.

Interior Design Experience

Dake Wells Architecture brings extensive experience in interior design and renovation work, converting often banal spaces into fresh, lively working, playing, and learning environments. Most of our work in the region includes some level of interior planning and renovation to solve often complex problems that have been developed over decades and/or transforming outdated, underperforming spaces into highly functional, state-of-the art environments. Our work on the Schweitzer Brentwood Branch Library, as well as current work with Missouri River Regional Library's existing facility and the building improvements we are leading at the Shawnee Library are indicative of this expertise.

Commitment Through Bidding, Negotiations, & Construction

As designers, we are compelled to see our work realized, and that necessitates our involvement during construction. Our Basic Services includes assistance during bidding and negotiations with the contractor and construction administration while the building is being built. At a minimum, we make regular bi-weekly site visits during construction, with additional visits as much as necessary to coordinate with the contractor and continual communication via phone, email, and video conferencing to answer any questions or concerns. Bottom line—we are committed to our projects and our clients from start to finish.

Technology as a Design Tool

One size doesn't fit all. Every public library is at a slightly different section of the technology curve and more importantly, each public library patron represents a group that is at a different section of the technology curve. With our design consultants and client resources, we work through a process to identify technology needs and expectations and to navigate how they fit into the budget. Our goal is to take a holistic approach to the entire system to identify priorities and desired outcomes so that all technology purchased and installed is strategically aligned with our client's needs and goals.

Our observation and discussions will be built around uncovering how the Library is used by staff and the community it serves, how it has adapted to meet the demands of technology, and what the organizational and architectural response could and should be in the future.

Our Goal is to Do Better...Every Time.

Dake Wells Architecture is a practice committed to the idea of creating spaces and places that enrich the human experience. Embedded in that commitment is a desire to make the world a better place, leaving it better than we found it, empathetically caring for its people and its resources. This pursuit requires us to think deeply about the millions of decisions we make and the impact those decisions have on people, including our clients, users, contractors, and communities in which our projects reside. We seek to understand our projects at multiple scales and from multiple vantage points, which requires us to continually research decisions and their potential consequences. We are a design-centered practice, believing that good design is responsible design, in its most holistic sense.

To be responsible is to be sustainable. Responsible to our ancestors and to our posterity. Responsible to our clients and to ourselves. Embracing responsibility is one way we measure design excellence.

Our commitment to responsibility is our commitment to Do Better. Do better than before. Do better than the last time. Do better than others expect. Do better environmentally, socially, and financially. Good design is sustainable, socially conscious, and financially viable.

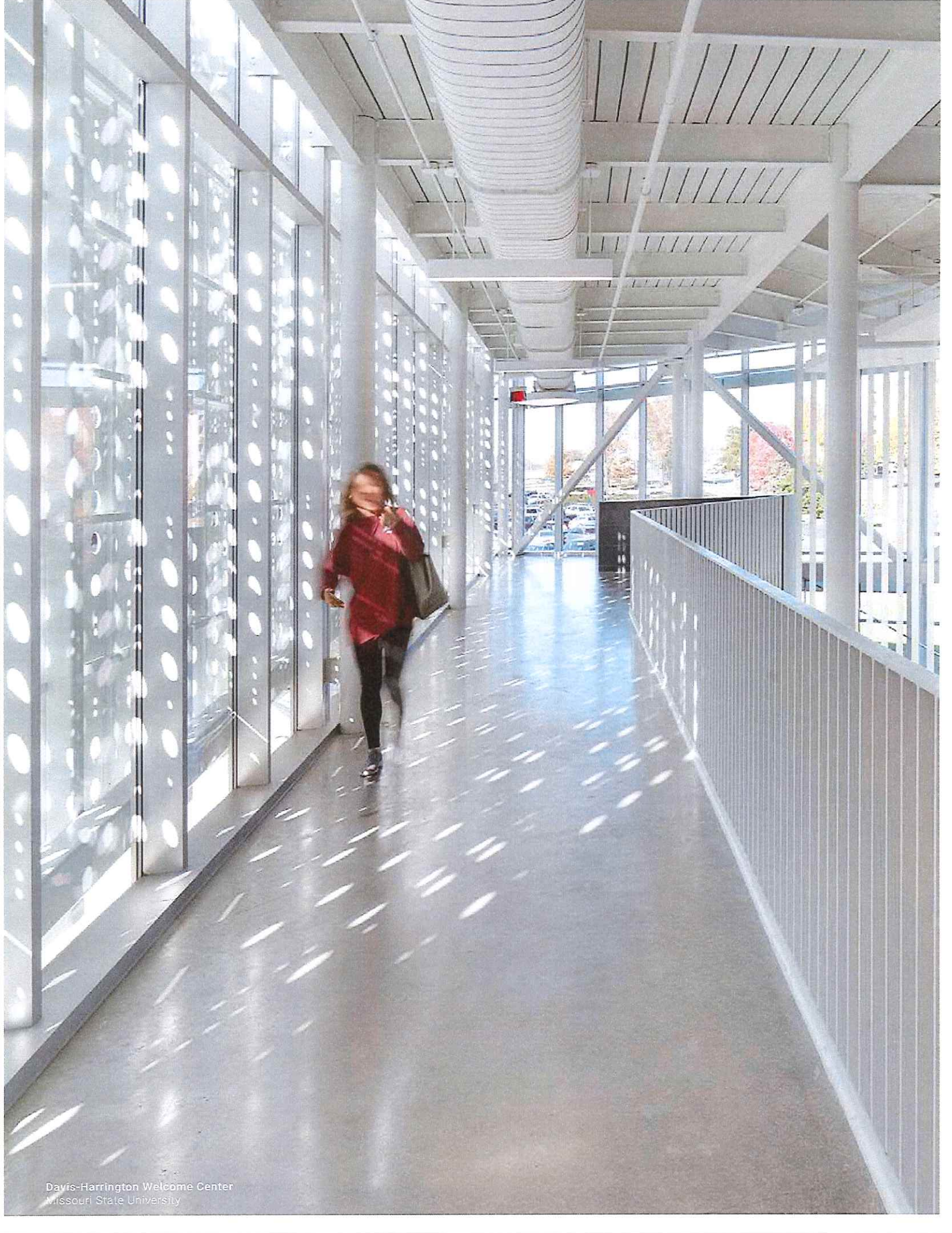
We are committed to lasting performance for our clients. Performance that is measurable through reduced energy consumption, reduced operations and maintenance costs, enhanced occupant comfort, and reduced carbon footprint. We search for the simplest solutions rather than the complex. The affordable option rather than the "bells-and-whistles" approach. Our clients demand solutions that are maintainable, affordable, and effective, and that is the essence of true green building practice. Where LEED certification may be desired, rather than applying LEED requirements to earn points, we integrate green building strategies as part of the design decision, yielding meaningful and measurable outcomes. By designing towards measurable goals, LEED will take care of itself. With Jason's

experience on over 100 LEED certified projects, we're confident that we can meet, even exceed, LEED certification standards. We accomplished this goal with the Schweitzer Brentwood Branch Library's LEED Silver Certification, and we are well on track to achieve the same goal with the Merriam Plaza Library in Merriam, KS, which broke ground in December, 2022. The most sustainable approach is always to do more with less. We aim to reduce demand first, whether energy, water, or materials, and then search for the most appropriately efficient strategies.

Proven Track Record of Cost & Schedule Control

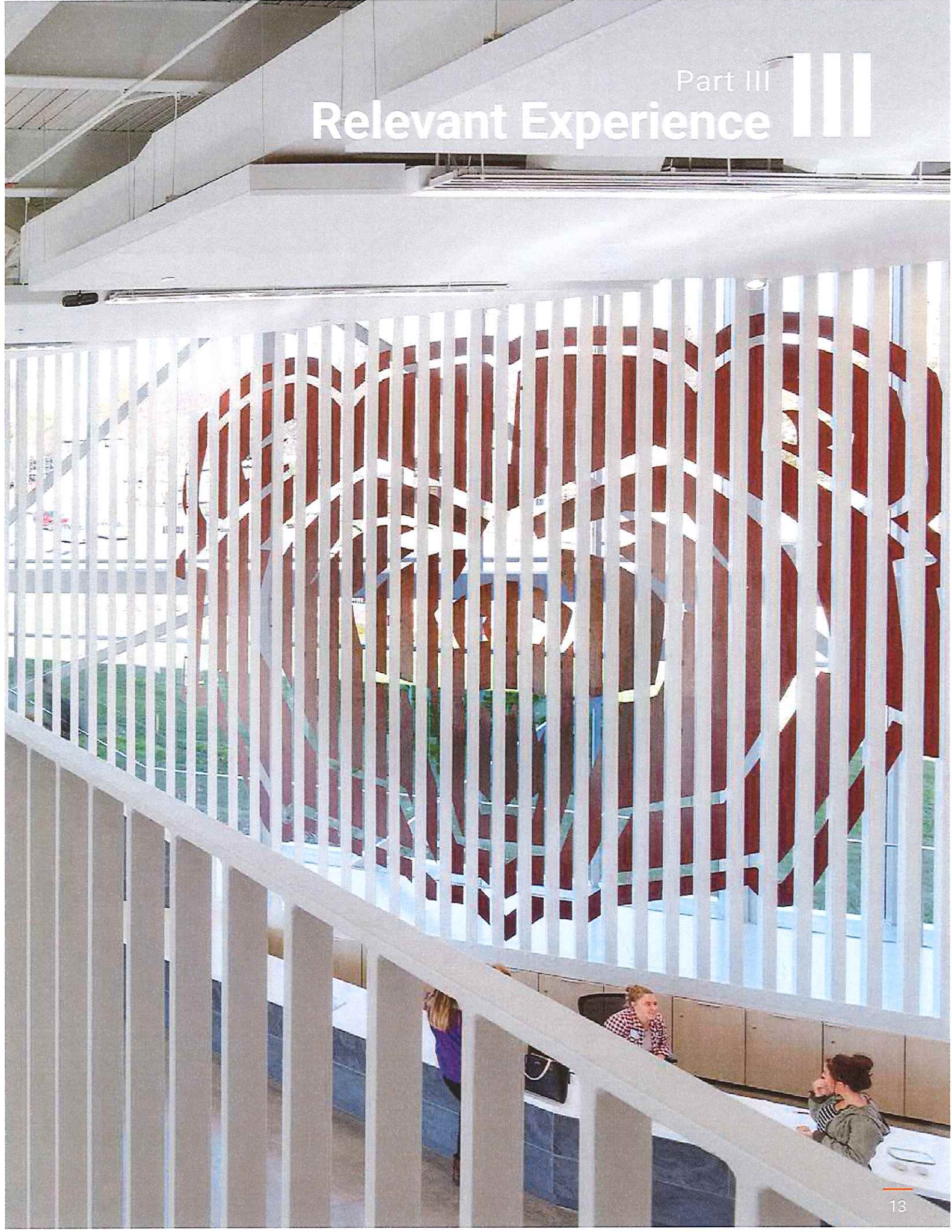
We strongly believe in reconciling the project's cost, quality, and scope early in the design phase. In fact, we consistently lead a discussion with our clients at our first meeting after being selected as their architect that is focused on this very issue. Our goal is to understand our client's priorities and determine which factors will be the ultimate drivers for the project so that the other factors can be adjusted to keep the Project Cost, Project Quality, and the Project Scope (or size) in balance with one another. Once these priorities are established in the abstract, prior to the development of a design scheme, then design decisions can be made in accordance with the established priorities. We have found this to be a very effective way of ensuring that the ultimate project budget is established realistically and then met.

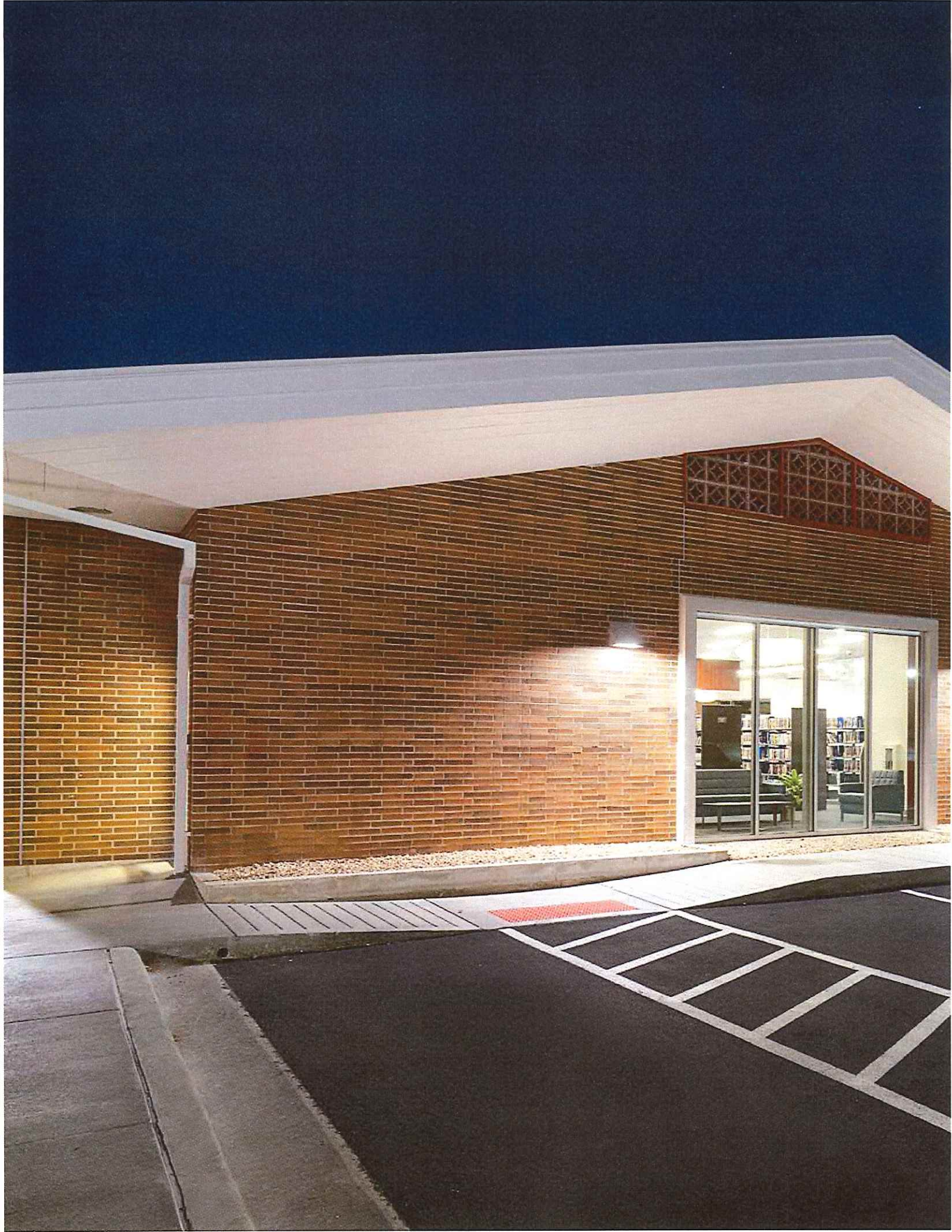
With over three decades of experience practicing in this region, we have considerable experience in developing total project costs for our clients. Resources such as Means Cost Data are helpful; however, experience with contractors, subcontractors, and suppliers in the region has proven for us to be a much more accurate way of estimating. In the rapidly changing construction industry, and one that has been difficult to navigate since the pandemic, having relationships with people that are engaged in estimating on a daily basis is vital to our success in estimating. We are committed to providing projects on time and under budget. We also understand that construction costs are only a portion of the costs associated with a project, and we often assist our clients in budgeting for consulting fees, furnishings, equipment, landscaping, permits, fees, financing costs, and so on. We believe it is important to work with our clients to establish realistic budget numbers for these soft costs as well as the construction costs, and we understand the importance of taking these budgets seriously when it comes time to design.



Davis-Harrington Welcome Center
Missouri State University

Part III Relevant Experience

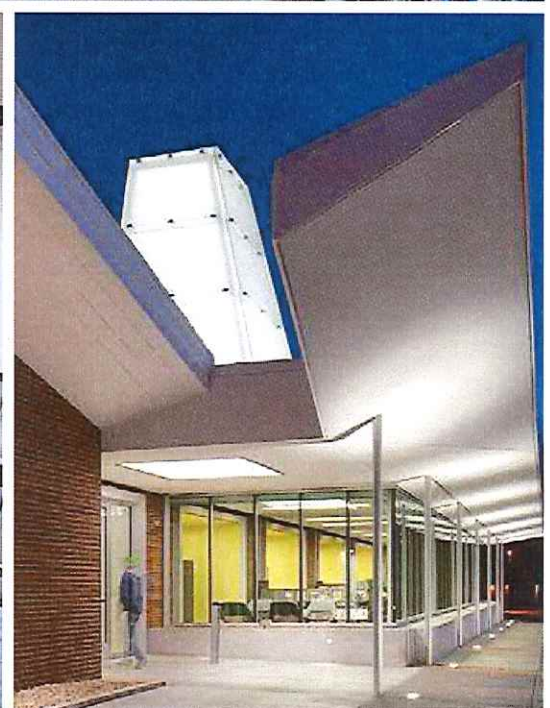
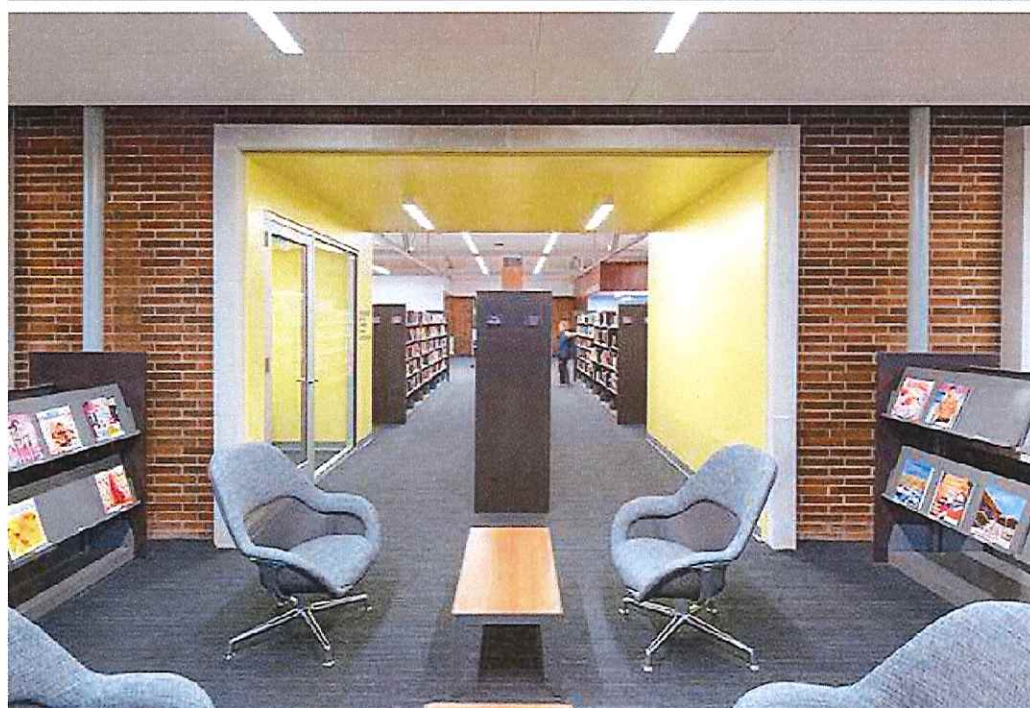




Schweitzer Brentwood Library Renovation & Expansion

Springfield-Greene County Library District | Springfield, MO





Schweitzer Brentwood Branch Library

Springfield-Greene County Library District - Springfield, MO

Completion: March 2018

Construction Cost: \$2.57M

Size: 1,500 SF Addition / 15,600 SF Renovation

Originally constructed in the 1970s as a residentially scaled facility, the original brick and gabled roof building resembles a ranch-style house popular from that time. A truly neighborhood library, the facility not only became known as “my library”, but outgrew it’s original structure and parking lot by 1995. As the strength of the library district grew, Brentwood Library continued to serve its dedicated patrons for another 15 years, evolving beyond the traditional storage of books to provide a central social and informational hub for southeast Springfield.

Working in collaboration with Clark Huesemann, a series of open forum meetings with staff and patrons were organized in order to determine the best approach to ensuring that Brentwood Library remains a relevant resource and neighborhood hub for another 40 years. Although facility needs were extensive, including new mechanical systems, electrical systems, increased parking, a new drive up window, and improved interior layouts, virtually everyone agreed that the original character of Brentwood Library should not be compromised.

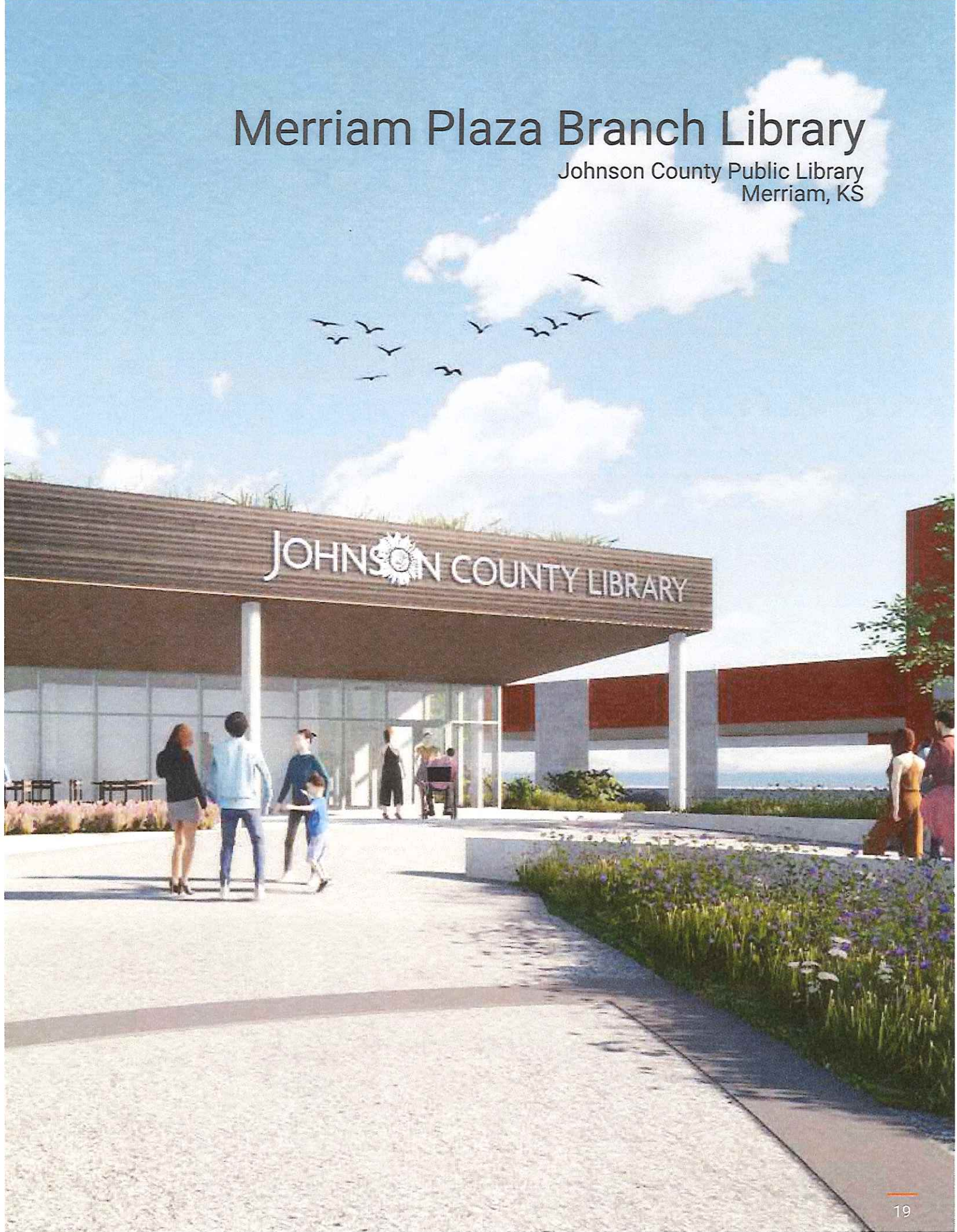
The solution provides a new glass reading room along the entry side of the building, allowing other programmatic functions to shift in the building plan to accommodate updated needs. The reading room increases the building’s transparency and daylight, while a vertical “beacon” marks the entrance with color and light. The interior was transformed by removing the original acoustic ceiling and fluorescent lighting in favor of exposing the building’s original steel trusses and implementing a new direct/indirect lighting scheme. Roof insulation that once resided on top of the ceiling tiles was replaced with spray foam insulation at the roof deck, thereby improving thermal performance. The newly opened plan is organized around three wood boxes, identifying the checkout, information and children’s areas.

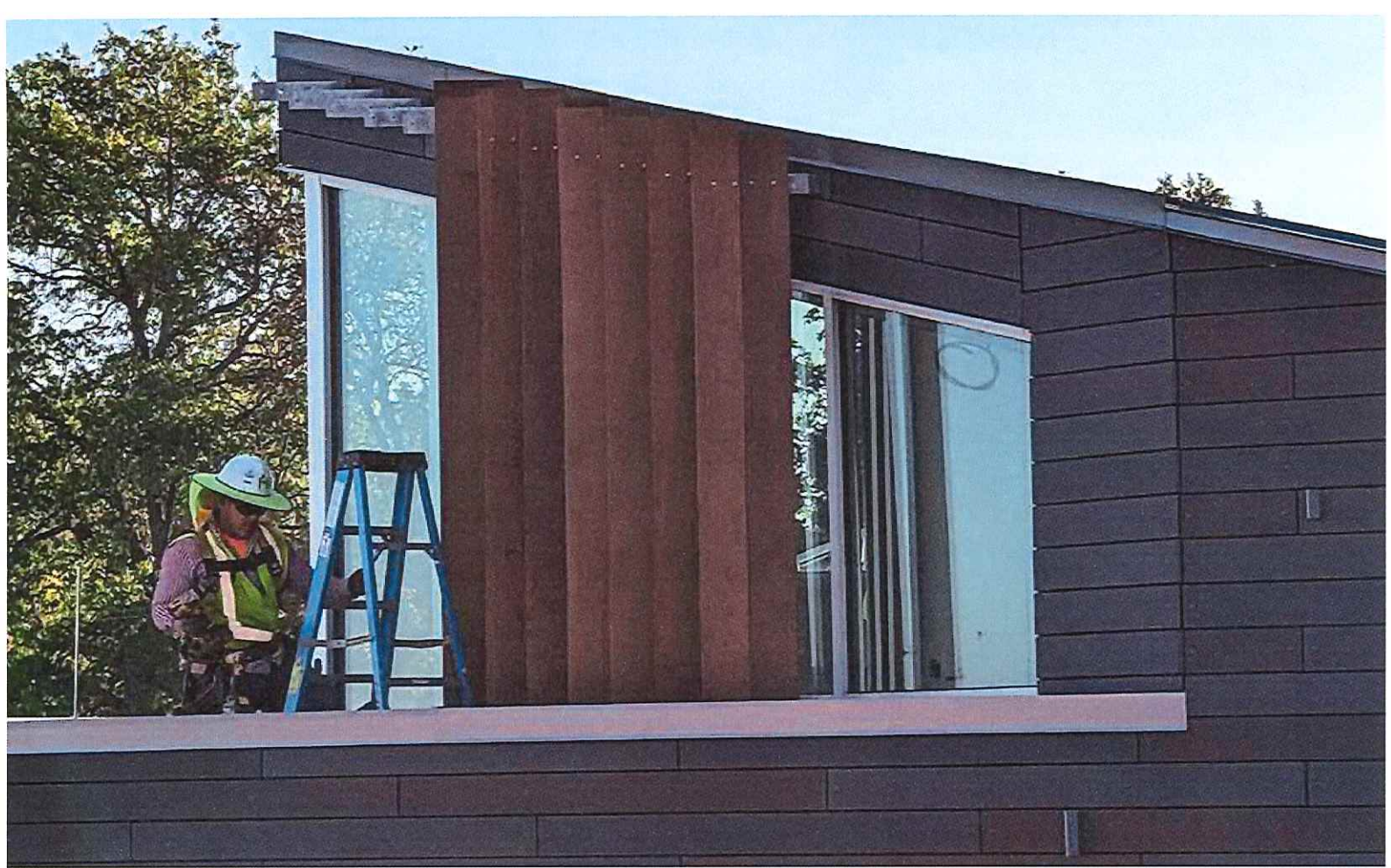
The project achieved LEED Silver certification in 2018.



Merriam Plaza Branch Library

Johnson County Public Library
Merriam, KS





Merriam Plaza Library

Johnson County Public Library - Merriam, KS

Completion: April 2024

Construction Cost: \$10.6 M

Size: 15,000 SF

In 2018, the City of Merriam, KS began construction on a new Merriam Community Center Campus, located adjacent to the city's municipal services campus and two blocks north of the existing Johnson County Library Antioch Branch. As part of their planned development of the Community Center Campus site, the city allocated a portion of the site for a new library facility to replace the outdated Antioch Branch, originally constructed in 1956.

Dake Wells Architecture was hired by Johnson County, Kansas to lead the design of a new 15,000-SF library, officially re-named the Merriam Plaza Library. Envisioned as the final piece to the planned Community Center Campus, the library was sited at the center of the campus, tightly hemmed in on three sides by the recently completed community center to the north, a new parking garage to the west, and a steep grade change to the south. While offering a prominent location, the site presented design challenges that included a very tight site and limited opportunities for views to nature from within the building.

Faced with these and other challenges, the design team found inspiration early in the design process with the notion of a library as "a collection of books/information" and conceived this new library as "a collection of experiences." It was designed to feel truly welcoming to all ages, gender denominations, and ethnicities. Kids have special niches in which to stretch out with a book. Adults have quieter zones for research and study. Teens are located close to breakout rooms to allow for group interaction. A welcoming front porch with a distinctive covered overhang beckons new patrons to enter and explore the space. And a protected drive-through allows for busy patrons to obtain their materials quickly and be on their way.

To address the community's concerns about building on the quadrange that they have come to see as the community center lawn, the new structure features a landscaped green roof that conjures a sense of the building growing out of the site. The green roof and surrounding site will contain a variety of native grasses and perennials that will provide changing color and visual interest throughout the year. This distinctive roof also invited opportunities related to the interior experience.

To address the challenge of a hemmed-in site with no obvious views, the team designed the building's roofscape to feature four light monitors that capture views to the sky and the green roof above, while pulling daylight deep into the interior spaces. These sculptural forms existing amongst the rooftop plantings mark the library as a special place, where curiosity and exploration are celebrated.

The project is expected to achieve LEED Silver certification.



Library Renovation & Expansion Master Plan and Design

Missouri River Regional Library | Jefferson City, MO





Library Renovation & Expansion Master Plan and Design

Missouri River Regional Library | Jefferson City, MO

Completion: Study & Plan completed May 2021
Schematic Design began November 2022

Construction Cost: TBD

The Missouri River Regional Library (MRRL) has served its community since its original dedication as a free public library in 1902. The current building, built in 1974, has posed challenges in recent years for MRRL leadership and staff in meeting the current and future needs of a 21st century library. In 2020 it was determined that a master plan study should be conducted to analyze the needs of the library and propose a plan for renovation and expansion on the current site.

Through a seven-month process, the Design Team, led by Dake Wells Architecture and Polk Stanley Wilcox, worked closely with MRRL leadership and staff to conduct a facility assessment and programming analysis, followed by a conceptual design process that proposed a series of design options for the renovation and expansion.

In collaboration with Polk Stanley Wilcox





Jarrett Middle School Library
Springfield School District

Midtown Carnegie Branch Library Renovation & Addition

Springfield-Greene County Library District | Springfield, MO





Midtown Carnegie Branch Library Renovation & Addition

Springfield-Greene County Library District | Springfield, MO

Completion: Construction Documents May 2024.
Construction ant. March 2025

Construction Cost: \$2.1M

Size: 28,500 sf

Reed & Heckenlively, a prominent architect in the region around the turn of the century, was commissioned to design what would become Springfield's first public library - the Midtown Carnegie Branch Library. Completed in 1905, the new library and eventual Springfield-Greene County Library District (SGCLD) was made possible by the determination of Springfield citizens and a donation of \$50,000 from American philanthropist Andrew Carnegie, on the condition the city would contribute \$5,000 a year for books and maintenance. In 1937, towards the end of the Great Depression the library was enlarged to its current size as part of the Works Progress Administration, aimed at providing paying jobs to the unemployed through federal sponsored public works projects.

Over 100 years later, the building was in need of modifications to modernize the spaces and bring the building into compliance. The design of a new 2,000 square foot entry is guided by the fundamental principles of public service, providing a space where all people are treated with dignity and empathy, regardless of their physical, cognitive, or social-economic circumstances. Going beyond the minimum requirements established by the Americans with Disabilities Act (ADA) the new entry strives to establish an environment where people's experience in the library is not dictated by their abilities.

Organized around two ramps that weave through the addition, the circulation of the new entry is democratized; everyone travels along a common path. Along the ramp, there are areas where people can rest that correspond with breaks in the facade, offering views of the surrounding community. To respect the civic presence of the historic building, the architecture of the addition is kept simple and restrained. The intricate stonework of the existing building is left exposed on the interior of the addition, celebrating the craft of the original stone masons. Full height glass reveals between the new and old lets natural light filter into the addition. On the lower level of the addition space for people to hang out is shaped by the switchback ramp, giving the library additional programmable space.

Relevant Project Experience

Project Name	LIBRARY/MEDIA CENTER	AUDITORIUM / ASSEMBLY SPACE	CHILDREN / TEEN SPACES	BUSINESS CENTER / WORKSPACE	QUIET FOCUS SPACE	OPEN STUDY SPACE	LOBBY / LOUNGE	HELP DESK / INFORMATION	AV / TECHNOLOGY / COMPUTER LAB	CAFE / CAFETERIA / KITCHEN	INTEGRATED SITE DESIGN	PUBLIC PROJECT
Schweitzer Brentwood Library Springfield-Greene County Library District												
Merriam Plaza Branch Library Johnson County Library												
Midtown Carnegie Branch Library Renovation Springfield-Greene County Library District												
Missouri River Regional Library Jefferson City, MO												
McQueary Hall Missouri State University												
Davis-Harrington Welcome Center Missouri State University												
Reynolds Alumni Center University of Missouri - Columbia												
Aetos Center for the Performing Arts Nixa Public Schools												
Ozarks Small Business Incubator West Plains, MO												
Marlin and Alchemedia Project Springfield, MO												
Jarrett Middle School Springfield Public Schools												
Reeds Spring Middle School Reeds Spring R-IV School District												
OTC Plaster Manufacturing Center (w. P+W) Ozarks Technical Community College												
Hass-Darr Hall Missouri State University - West Plains												
Multicultural Resource Center Missouri State University												
Sue Walk Burnett Student Media Center - Kimpel Hall (w. MAHG) University of Arkansas												
Liberty United Methodist Church Liberty, MO												
Spokane Schools Addition & Renovation Spokane, MO School District												
Pummill Hall Missouri State University												
Dallas County Technical Center Dallas County School District												
Robert Gourley Student Success Center at Glass Hall (w. P&W) Missouri State University												
Gohn Hall MSU - West Plains												
Carrington Hall Auditorium Renovation Missouri State University												

A photograph of a modern building at night. The building features a large, multi-story glass facade that is brightly lit from within, revealing interior spaces with yellow and black diagonal stripes. Above the glass section is a metallic, ribbed structure that is also illuminated. The building is set against a dark blue night sky. In the foreground, there is a paved plaza with some low concrete walls and small patches of greenery.

Thank You!

DAKE | WELLS
architecture

www.dake-wells.com | 833.518.4545 | 134 park central sq, ste 300, springfield, mo.



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%)**



SAPP DESIGN ARCHITECTS

4/12/2024

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, 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.

The fee includes the following:

1. Kick-off meeting, plus two client review meetings.
2. 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 \$9,000.

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