

## **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, July 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, May 28, 2024 Open Meeting
  - B. Minutes of the Friday, June 14th Special Closed Meeting
  - C. Minutes of the Monday, June 17th Special Closed Meeting
  - D. Minutes of the Thursday, June 20th Special Closed Meeting
2. Financial Reports
  - A. Adjustments to Anticipated Bills for May & June 2024
  - B. Estimated Bills for July 2024
  - C. Balance Sheet
  - D. Monthly Report
  - E. YTD Budget Update
3. Report of the Executive Director

**Administrative Highlights**

- Strategic Plan Update

**Old Business**

- Pre-Design Services
- Missouri Evergreen Discussion

**New Business**

- Welcome to New Trustee
- City of Nixa Utilities Payment Kiosk

**Public Comments**

**Adjournment**

Posted: 7/18/2024

## Tuesday, May 28, 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, May 28, 2024 in the Large Meeting Room of the Nixa Community Branch. 37 members of the community were present.

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

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

### **Consent Agenda**

President Tuckness informed fellow Trustees that the last item on the agenda, "Organization Resolution and Agreement for Credit Card Program," was able to be resolved administratively and could be removed.

Stephanie Sekscinski moved to approve all remaining items in the consent agenda. 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**

Local Authors Expo & One Nixa One Read

Nixa Community Branch Manager Brandon Jason reported on the success of CCL's first Local Authors Expo and previewed the exciting lineup of events and activities for this summer's One Nixa One Read collaboration with Nixa Public Schools and the City of Nixa.

### **Old Business**

Pre-Design Services

Executive Director Brumett presented the options provided by three architectural firms who submitted bids for the initial pre-design visioning phase of the Nixa Community Branch renovation project. Trustees requested another month to research the companies more thoroughly before making a decision on how to move forward.

### **New Business**

Missouri Evergreen

Trustees asked questions and requested that some librarians actually using Missouri Evergreen be invited to an upcoming meeting to share their experiences with the resource sharing consortium.

Open Trustee Position

President Tuckness announced that applications are now being accepted by the County for the soon to be open Trustee position in the western part of the county since Stephanie Sekscinski has decided not to seek a term renewal. She thanked Trustee Sekscinski for her invaluable contribution to the library.

Organization Resolution and Agreement for Credit Card Program

Removed from the agenda at the start of the meeting. No Board action needed.

### **Public Comments**

This month speakers included: Wanetta Bright, Gretchen Garrity, Mary Hernandez de Carl, Mike Miller, David Rice, and Laura Umphenour.

### **Adjournment**

The meeting was adjourned by the Chair at 7:13 p.m.

**Christian County Library Adjustment Report for May 2024 (Unaudited)**

	Anticipated	Actual	Adjustment
ADT LLC	636.19	313.78	(322.41)
Amazon Capital Services, Inc.	2,038.83	2,061.96	23.13
BambooHR	1,159.69	1,147.92	(11.77)
Casey's General Store	-	430.44	430.44
Credit Card	9,035.01	6,009.79	(3,025.22)
DearReader.com LLC	-	3,600.00	3,600.00
Debra Tucker	270.00	-	(270.00)
EZregister	-	105.00	105.00
Liberty Utilities	-	2,044.26	2,044.26
Lowe's	-	100.55	100.55
Ozark Chamber of Commerce	-	40.00	40.00
Personnel	164,253.23	164,244.68	(8.55)
Square, Inc.	45.33	61.40	16.07
Unique Management Services	-	116.50	116.50
			-
			-

Select Reads Database  
Conference Registration

Original Anticipated Bills	218,140.31
Adjustment	2,838.00
Reimbursements	0.00
<b>Total May 2024 CCL Bills</b>	<b>220,978.31</b>

<b>CDs</b>	
CD#: 37840052 matures August 28, 2025 (int rate .8%)	250,000.00
CD#: 197708399 matures September 16, 2024 (int rate .4%)	255,263.34
<b>CD Total</b>	<b>505,263.34</b>
<b>Ozark Bank Checking</b>	<b>2,167,194.42</b>
<b>Southern Bank Checking (SONDHI)</b>	<b>143,058.74</b>
<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

<b>Bond Funds</b>	
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 May 31, 2024</b>	<b>3,705,357.47</b>

<b>Foundation Funds</b>	
CCLF Checking	88,064.47
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>98,057.66</b>

**\*Total Current CCLF and CCL Assets** **3,803,415.13**



**Christian County Library Adjustment Report for June 2024 (Unaudited)**

	Anticipated	Actual	Adjustment
American Association of Notaries	-	159.86	159.86
Personnel	161,383.57	161,412.43	28.86
Square, Inc.	56.42	56.89	0.47
			-

Original Anticipated Bills	215,698.26
Adjustment	189.19
Reimbursements	0.00
<b>Total June 2024 CCL Bills</b>	<b>215,887.45</b>

<b>CDs</b>		
CD#: 37840052 matures August 28, 2025 (int rate .9%)	250,000.00	
CD#: 197708399 matures September 16, 2024 (int rate .4%)	255,409.71	
<b>CD Total</b>		505,409.71
<b>Ozark Bank Checking</b>		2,029,025.33
<b>Southern Bank Checking (SONDHI)</b>		143,076.38
<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

<b>Bond Funds</b>	
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 June 30, 2024</b>	<b>3,567,352.39</b>

<b>Foundation Funds</b>	
CCLF Checking	88,075.33
Community Foundation of the Ozarks - CCLF Fund Finley (as of 1st Qtr 2024)	9,019.06
Community Foundation of the Ozarks - CCLF Fund - Nixa (as of 1st Qtr 2024)	1,091.62
	0.00
<b>Total Foundation Funds</b>	<b>98,186.01</b>
<b>*Total Current CCLF and CCL Assets</b>	<b>3,665,538.40</b>

**Christian County Library**  
**Anticipated Bills**  
 June 2024

	<u>Jun 24</u>	
Adobe	29.99	
ADT LLC	340.56	
Amazon Capital Services, Inc.	3,597.82	
Baker & Taylor-Books	3,933.82	
BambooHR	1,161.25	
Blackstone Publishing	520.00	
Brittany Russell	50.00	Genealogy Workshop
Casey's General Store	176.81	
Cengage Learning	583.97	
Center Point Large Print	560.88	
Chilton's Environmental Services LLC	108.00	
Chuck Mercer	120.00	
City of Clever	26.13	
City of Nixa	100.00	
City of Sparta	59.27	
Concur Technologies, Inc.	345.72	
Creative Product Source Inc.	1,058.74	Outreach Supplies
Credit Card	3,512.84	
David M Allen	400.00	Adult Program - Game Master 101
Debra Tucker - Yoga instructor	510.00	
Demco, Inc.	93.45	
Dollar Tree	11.75	
English Apparel & Promotional Materials	1,006.44	
GFI Digital	918.08	
GFL Environmental (formerly WCA)	204.85	
Gold Mechanical, Inc.	1,200.81	
Hoopla by Midwest Tape	7,000.18	
Ingram	885.35	
Lakeland Office Systems	860.76	
Lowe's	99.80	
Lucid TLC Arts	800.00	Adult Program
Midwest Tape	895.90	
Miles CPA & Associates, LLC	4,500.00	Audit
Mitchem Tire & Wheel	100.24	
MLA	80.00	
Modern Litho	1,069.36	SRC Coupon Book
Nixa Utilities	1,939.34	
OverDrive, Inc.	457.92	
Ozark Water Department	67.70	
Quadient Finance USA, Inc	444.66	
Quality Clean, LLC	5,300.00	
Republic Services	190.49	
Rubber Stamp Champ	67.00	
Showcases	519.91	
Socket	639.76	
Spire (formerly Missouri Gas Energy)	326.17	
Square, Inc.	56.42	
SWMO Services	2,686.00	
UniFirst Corporation	1,660.60	
Unique Management Services	174.75	
USA Today	34.00	
Verizon Wireless	2,089.70	
Watson Label Products	737.50	
Personnel	161,383.57	
<b>TOTAL</b>	<u><u>215,698.26</u></u>	

# Christian County Library Anticipated Bills

July 2024

Jul 24

Adobe	29.99	
ADT LLC	645.98	
Amazon Capital Services, Inc.	2,389.67	
Baker & Taylor-Books	4,182.65	
BambooHR	1,161.25	
Blackstone Publishing	440.00	
Book Depot	2,393.32	
Brittany Russell	25.00	
Casey's General Store	239.06	
Cengage Learning	664.99	
Center Point Large Print	288.84	
Cherokee Tree Care	180.25	
Chilton's Environmental Services LLC	129.00	
Chuck Mercer	60.00	
City of Clever	23.76	
City of Sparta	53.40	
Concur Technologies, Inc.	345.72	
Credit Card	2,923.56	
Debra Tucker - Yoga instructor	240.00	
Demco, Inc.	224.70	
GFI Digital	1,190.98	
GFL Environmental (formerly WCA)	205.31	
Hoopla by Midwest Tape	7,472.56	
Ingram	25.08	
Lakeland Office Systems	582.12	
Liberty Utilities	3,915.96	
Long Refrigeration Heating & Cooling	373.50	
Lowe's	6.14	
Mercy Specialized Billing Services	90.00	
Midwest Tape	1,102.12	
Miles CPA & Associates, LLC	4,500.00	
Missouri Employers Mutual	984.89	
Nixa Utilities	3,399.92	
OCLC, Inc.	1,758.30	
OverDrive, Inc.	34.45	
Ozark Chamber of Commerce	650.00	Ozark Comm Expo
Ozark Water Department	79.36	
Playaway Products LLC	33.89	
Plymouth Rocket, Inc.	1,150.00	EventKeeper
Quadient Leasing USA, Inc.	634.20	
Quality Clean	5,300.00	
Republic Services	190.49	
Scholastic Inc.	2,309.33	
Sho-Ma Fire Protection	130.00	
Showcases	78.89	

## Christian County Library

## Anticipated Bills

July 2024

Jul 24

Socket	637.48
Spire (formerly Missouri Gas Energy)	230.73
Springfield Business Journal	238.00
Square, Inc.	52.60
Staples Advantage Business Credit	78.84
Styron & Shilling	1,000.00
SWMO Services	1,064.00
The Library Store, Inc.	62.74
UniFirst Corporation	1,232.03
Unique Management Services	198.05
USA Today	34.00
Verizon Wireless	2,164.39
Personnel	<u>159,585.95</u>
TOTAL	<u><u>219,387.45</u></u>

**Christian County Library**  
**Balance Sheet - Unaudited**  
As of May 31, 2024

Cash Basis

	May 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Southern Bank Checking (SONDHI)	143,058.74
CCLFoundation -Do not Reconcile	
CCLFoundation Checking Account	88,064.47
Community Foundation of the Oza	
CCLFoundation Fund - Finley	8,914.26
CCLFoundation Fund - Nixa	1,078.93
<b>Total Community Foundation of the Oza</b>	9,993.19
<b>Total CCLFoundation -Do not Reconcile</b>	98,057.66
CD's	505,263.34
Ozark Bank Checking	2,167,194.42
<b>Total Checking/Savings</b>	2,913,574.16
<b>Other Current Assets</b>	
Cash on hand	170.00
Petty Cash	170.00
Printer Change Bag	237.00
<b>Total Other Current Assets</b>	577.00
<b>Total Current Assets</b>	2,914,151.16
<b>Other Assets</b>	
CCL Cop 2020 PROJ	776,190.23
CCL Cop 18 Prj	29.23
CCL Cop 18 Rf	113,044.51
<b>Total Other Assets</b>	889,263.97
<b>TOTAL ASSETS</b>	<b>3,803,415.13</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	21,870.54
Credit Cards	6,580.17
<b>Other Current Liabilities</b>	
Payroll Liabilities	-10,578.29
<b>Total Other Current Liabilities</b>	-10,578.29
<b>Total Current Liabilities</b>	17,872.42
<b>Total Liabilities</b>	17,872.42
Equity	3,785,542.71
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,803,415.13</b>

# Christian County Library Balance Sheet - Unaudited

As of June 30, 2024

Cash Basis

	Jun 30, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Southern Bank Checking (SONDHI)	143,076.38
CCLFoundation -Do not Reconcile	
CCLFoundation Checking Account	88,075.33
Community Foundation of the Oza	
CCLFoundation Fund - Finley	9,019.06
CCLFoundation Fund - Nixa	1,091.62
<b>Total Community Foundation of the Oza</b>	10,110.68
<b>Total CCLFoundation -Do not Reconcile</b>	98,186.01
CD's	505,409.71
Ozark Bank Checking	2,029,025.33
<b>Total Checking/Savings</b>	2,775,697.43
<b>Other Current Assets</b>	
Cash on hand	170.00
Petty Cash	170.00
Printer Change Bag	237.00
<b>Total Other Current Assets</b>	577.00
<b>Total Current Assets</b>	2,776,274.43
<b>Other Assets</b>	
CCL Cop 2020 PROJ	776,190.23
CCL Cop 18 Prj	29.23
CCL Cop 18 Rf	113,044.51
<b>Total Other Assets</b>	889,263.97
<b>TOTAL ASSETS</b>	3,665,538.40
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	24,304.53
Credit Cards	2,215.29
<b>Other Current Liabilities</b>	
Payroll Liabilities	-4,544.19
<b>Total Other Current Liabilities</b>	-4,544.19
<b>Total Current Liabilities</b>	21,975.63
<b>Total Liabilities</b>	21,975.63
Equity	3,643,562.77
<b>TOTAL LIABILITIES &amp; EQUITY</b>	3,665,538.40



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

Cash Basis

	May 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Tax Rev	
County Taxes	28,566.48
State Aid	31,672.81
	60,239.29
<b>Total Tax Rev</b>	60,239.29
Copier/Fines/Fees	3,061.70
Foundation Funds	11.22
Gifts/Grants/Reimbursements	500.00
Interest Income	573.16
	64,385.37
<b>Total Income</b>	64,385.37
<b>Gross Profit</b>	64,385.37
<b>Expense</b>	
<b>Collection</b>	
Technology (Hotspots)	1,720.43
Audio/Visual	
Youth AV	375.40
Adult AV	380.57
	755.97
<b>Total Audio/Visual</b>	755.97
Books	
Youth Services	1,050.09
Electronic Coll. (Hoopla & OD)	6,500.03
Adult Books	2,747.56
	10,297.68
<b>Total Books</b>	10,297.68
Databases	6,000.00
Periodicals & Zinio	92.00
	18,866.08
<b>Total Collection</b>	18,866.08
<b>Operating Expense</b>	
Bond Fees	1,000.00
Bank Service Charges	61.40
Training	299.10
IT Discretionary Budget	
Computer Hardware	27.29
Software/Licensing	3,159.81
	3,187.10
<b>Total IT Discretionary Budget</b>	3,187.10
Building & Grounds	7,570.44
Professional Services	7,250.11
Furniture & Equipment	52.98
Marketing	3,106.53
Memberships	147.25
Outreach	10.65
Postage	611.07
Programming	
Adult Programs	175.00
Youth Services Programs	2,797.15
	2,972.15
<b>Total Programming</b>	2,972.15
Programming Supplies	
Adult Programming Supplies	685.95
Youth Programming Supplies	342.92
	1,028.87
<b>Total Programming Supplies</b>	1,028.87

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

May 2024

Cash Basis

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	<u>May 24</u>
Staff & Board- Travel	773.69
Supplies	1,376.20
Telephone/Fax/Modem	1,009.69
Utilities	5,107.75
Vehicles	552.24
Total Operating Expense	<u>36,117.22</u>
Personnel	165,895.01
Total Expense	<u>220,976.31</u>
Net Ordinary Income	<u>-156,592.94</u>
Net Income	<u><u>-156,592.94</u></u>

# Christian County Library Profit & Loss - Unaudited

June 2024

Cash Basis

	Jun 24
<b>Ordinary Income/Expense</b>	
Income	
Tax Rev	53,992.34
Copier/Fines/Fees	4,063.04
Foundation Funds	157.21
Gifts/Grants/Reimbursements	15,184.35
Interest Income	510.57
Total Income	73,907.51
<b>Gross Profit</b>	73,907.51
Expense	
Collection	
Technology (Hotspots)	1,720.43
Audio/Visual	
Youth AV	521.80
Adult AV	1,081.83
Total Audio/Visual	1,603.63
Books	
Youth Services	1,899.87
Electronic Coll. (Hoopla & OD)	7,458.10
Adult Books	4,808.57
Total Books	14,166.54
Periodicals & Zinio	121.74
Total Collection	17,612.34
Foundation Expense	28.86
Interest Expense	5.66
Operating Expense	
Bank Service Charges	95.89
IT Discretionary Budget	
Software/Licensing	3,237.92
Total IT Discretionary Budget	3,237.92
Building & Grounds	11,961.67
Professional Services	6,553.59
Marketing	1,348.06
Memberships	254.86
Postage	400.00
Programming	
Adult Programs	1,911.22
Youth Services Programs	121.65
Total Programming	2,032.87
Programming Supplies	
Adult Programming Supplies	367.60
Youth Programming Supplies	1,589.76
Total Programming Supplies	1,957.36
Staff & Board- Travel	485.29
Supplies	3,376.38
Telephone/Fax/Modem	1,009.03
Utilities	2,813.95
Vehicles	310.99

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

Cash Basis

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	Jun 24
Total Operating Expense	35,837.86
Personnel	162,402.73
Total Expense	215,887.45
Net Ordinary Income	-141,979.94
Net Income	-141,979.94

	Budget	Actual	Difference
<b>2nd Quarter Budget vs. Actual</b>			
<b>INCOME</b>			
Carryover/Bond Funds	\$209,458	-\$909,480	\$1,118,938
Tax Revenue	\$1,687,235	\$2,802,370	-\$1,115,136
Income from Fines & Copier	\$13,000	\$22,856	-\$9,856
State Aid from State Library	\$32,500	\$31,573	\$827
Grants/Donations/Reimbursements	\$40,000	\$25,127	\$14,873
Interest Income	\$6,000	\$18,323	-\$12,323
<b>Total</b>	<b>\$1,988,193</b>	<b>\$1,990,870</b>	<b>-\$2,677</b>

<b>EXPENDITURES</b>			
Capital	\$0	\$0	\$0
Personnel	\$1,130,643	\$1,048,651	\$81,992
Collection	\$172,750	\$169,211	\$3,539
Operating	\$684,800	\$773,008	-\$88,208
<b>Total</b>	<b>\$1,988,193</b>	<b>\$1,990,870</b>	<b>-\$2,677</b>

<b>EXPENDITURES BREAKDOWN</b>			
<b>Capital Expenses</b>			
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>

<b>Personnel</b>			
Salaries	\$845,000	\$794,183	\$50,817
FICA 0.0765	\$64,643	\$60,046	\$4,597
MOLAGERS 0.139	\$81,000	\$70,551	\$10,449
Health Insurance	\$108,500	\$114,163	-\$5,663
Unemployment Reserve	\$2,500	\$0	\$2,500
Payroll Expenses	\$17,500	\$2,501	\$14,999
Staff Support	\$1,250	\$1,785	-\$535
Recruiting	\$250	\$786	-\$536
Workers' Compensation	\$10,000	\$4,634	\$5,366
<b>Total Personnel:</b>	<b>\$1,130,643</b>	<b>\$1,048,651</b>	<b>\$81,992</b>

<b>Collection</b>			
Books--Adult	\$25,500	\$22,064	\$3,436
Books--Youth	\$15,000	\$12,690	\$3,310
Electronic Collections	\$47,500	\$55,154	-\$7,654
Technology (Hotspots)	\$14,000	\$12,039	\$1,961
Periodicals	\$3,000	\$3,698	-\$698
AV--Adult	\$9,000	\$4,579	\$4,421
AV--Youth	\$3,750	\$3,341	\$409
Library of Things	\$500	\$1,113	-\$613
Consortia	\$23,500	\$28,397	-\$4,897
Databases	\$30,000	\$26,135	\$3,865
<b>Total Collection Expenses:</b>	<b>\$172,750</b>	<b>\$169,211</b>	<b>\$3,539</b>

<b>Operating Expenses</b>			
Automation	\$0	\$0	\$0
Bond Fees	\$1,000	\$2,000	-\$1,000
Buildings and Grounds	\$44,000	\$52,015	-\$8,015
Development	\$250	\$0	\$250
Furniture and Equipment	\$2,250	\$1,657	\$593
Information Technology	\$69,500	\$23,827	\$45,673
Insurance--Library	\$23,000	\$0	\$23,000
Lease Expenses and Bond Payments	\$417,500	\$562,857	-\$145,357
Marketing	\$10,750	\$7,201	\$3,549
Memberships	\$2,250	\$3,513	-\$1,263
Movie Licenses	\$0	\$0	\$0
Outreach	\$450	\$235	\$215
Postage	\$2,750	\$2,507	\$243
Professional Services	\$9,500	\$23,396	-\$13,896
Programming	\$11,100	\$7,128	\$3,972
Programming Supplies	\$5,500	\$8,938	-\$3,438
Staff and Board Travel	\$14,250	\$12,598	\$1,652
Supplies	\$13,250	\$12,390	\$860
Tel/Fax/Modem	\$4,500	\$6,402	-\$1,902
Training	\$5,500	\$3,190	\$2,310
Utilities	\$42,500	\$37,193	\$5,307
Vehicles	\$5,000	\$5,961	-\$961
<b>Total General Fund: Operating Expenses:</b>	<b>\$684,800</b>	<b>\$773,008</b>	<b>-\$88,208</b>



## Report of the Executive Director June/July 2024

### Administration/Personnel

- Great news! Since the governor signed the budget, all proposed library funding is intact for 2024-25. State aid, Athletes & Entertainers, and REAL program were all funded at the level equal to last year. This is approximately \$100,000 of our budget.
- Because of her years of experience as an organizational liaison between Community Foundation of the Ozarks and both the Nixa Arts Council and the Library Foundation, Director of Development and Strategic Partnerships Tory Pegram was asked by CFO to work with a small group of other fund advisors to help restructure their fiscal sponsorship program and training for new funds.
- We will have several open positions in the coming weeks. As is typical for this time of year, we have had a few staff making changes and taking new opportunities. We are posting several positions internally first to allow staff advancement when applicable and that can create a rolling impact as we fill one position and another vacancy is created. Two of the positions are new part-time positions that will provide support to staff that have taken on new responsibilities as we restructured the Adult Services Librarian duties.

### Collection & Services

- Communications and IT staff have made updates to our digital collection page to provide better information for our patrons. You can view the page at <https://christiancountylibrary.org/digital-collection/>.
- Print parent resources card have been in use since the end of May. This resource provides a summary and a link to the new parent resources page and they are given to all parents signing up for children's library cards. They are also available with other library print materials.
- The Foundation provided a grant to implement mobile printing last year and we are in the final stages. It required some server updates to our public computer time management system and extensive configuration and planning. We are testing with staff and a few select patrons now and plan to make an official announcement this fall.

### Facilities & IT

- Recent storms added to an already apparent need for some maintenance to mature landscaping at the Ozark branch. Director of IT and Facilities Heath Emerson is working to address the issues with an outside service and evaluate whether we continue to use a vendor or invest in equipment internally and maintain it in the future internally.
- We are still working to have conversations with a few roofing companies about options for the Ozark roof. It is likely we may need to have a conversation about a replacement. We have leaks each time there are significant rains. Fortunately, we haven't had any damage to materials or furniture yet.
- A section of windows at the Clever branch have been allowing water inside occasionally when it rains. After much investigation by Heath, it seems like it may have been an installation issue. We are working with Sapp and the contractor used in building Clever to explore solutions.
- Both Nixa and Ozark branches have needed minor repairs to AC units in the past two months.
- We are in the process of a couple of internet service provider changes and updates. MOREnet serves as our ISP and they contract with companies to provide connectivity. The previous provider for Sparta, Lumen, no longer serves the area. MOREnet awarded



the bid to Sho Me Technologies, and they will run new fiber. We do not expect connectivity to be impacted and it does not change our costs at this time. At the Nixa branch, MOREnet is working with AT&T to update ethernet circuits that provide better management and control for MOREnet. This also is not expected to impact service or have any downtime.

### **Friends of the Library/Foundation**

- We are so appreciative of the Foundation providing another round of grants for needs across the district. These items will help improve staff efficiency and patron experience. Some of them were included in the budget already but a few we would have been unable to do this year if not for the help of the Foundation.
- The Friends of the Library held their one-day book sale at the Clever branch on June 22. They brought in almost \$300 and were able to engage with people who had never visited the branch before. They shared that they heard several compliments on the library.

### **Outreach**

- Outreach and youth services staff worked to provide a "kid zone" on the Saturday of Sucker Days in Nixa in May. The Chamber of Commerce and Show Me Christian County reached out to us to request our participation.
- Staff were also involved in various Independence Day events across the county as they were able.
- The Christian County Ambulance District held a birthday bash in celebration of their 40th birthday and invited area nonprofit organizations to participate. Outreach staff provided a booth and information about the library and joined in the festivities.

### **Professional Development**

- I attended the MOBIUS annual conference in June. At the MOBIUS conference I was able to meet with software vendors that are working on the software migration for MOBIUS. We were able to share specific development needs and use cases that will help guide developers as they complete the final software configurations. We also discussed ideas for future development that could serve public libraries well in the future. The MOBIUS Board met at the end of the conference and officer elections were held. I was nominated and voted into a one-year position of Treasurer.
- I also attended the mid-year Missouri Public Library Directors Conference and as usual found it incredibly helpful. I was asked to speak on a panel this year on the topic of community engagement and share some of our successes in Christian County. The conference also hosted a forum for the candidates for Secretary of State to visit and answer questions about their vision for the office.

### **Programs**

- Governor Parson visited the Nixa branch in May as part of his book tour to a crowd of 30. He and his wife spoke and signed copies of his biography. We received a note from his office with thanks for the event.  
*"Dear Nixa Library Leadership Team, Thank you for hosting our book tour across Southwest Missouri. We appreciate the invitation you extended to visit your library and the work you invested to help make our visit a success."*



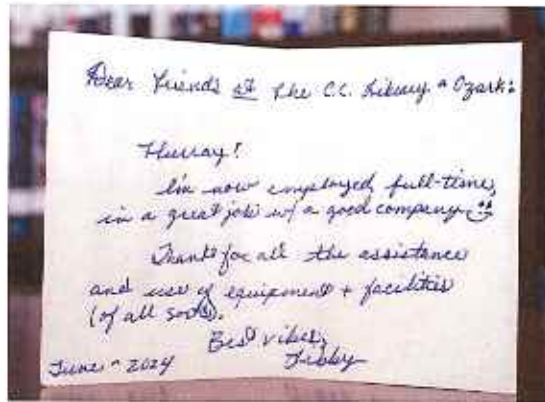
- The One Nixa, One Read program for June was a phenomenal success. The kickoff event at the end of May saw around 4-500 people in our parking lot – so glad we had good weather! There were no leftover copies of *Charlie and the Chocolate Factory* this year. And the finale with the movie at the city park had great numbers as well. We appreciate the partnership with the City of Nixa and Nixa Public Schools and look forward to more collaborations in the future.
- The annual Egg Drop to kick off our summer activities was held in May again. Several children and families were eager to participate and show off their creative containers. Ozark Branch Manager Nick Hyten agreed to ride the scissor lift and test the eggs, and former Youth Programming Specialist Lia Hitz emceed the event. A couple of staff from the Discovery Center volunteered to be judges along with Director of Youth Services Dana Roberts.



- The Summer Reading Challenge kicked off on June 1 and we have seen incredible participation in all aspects. Our special events have been so well attended that we're having space issues. Zoo programs are definitely a favorite, with Sparta attendance at 34 and Ozark up to 150! We are close to our goal of 2 million minutes read as well.

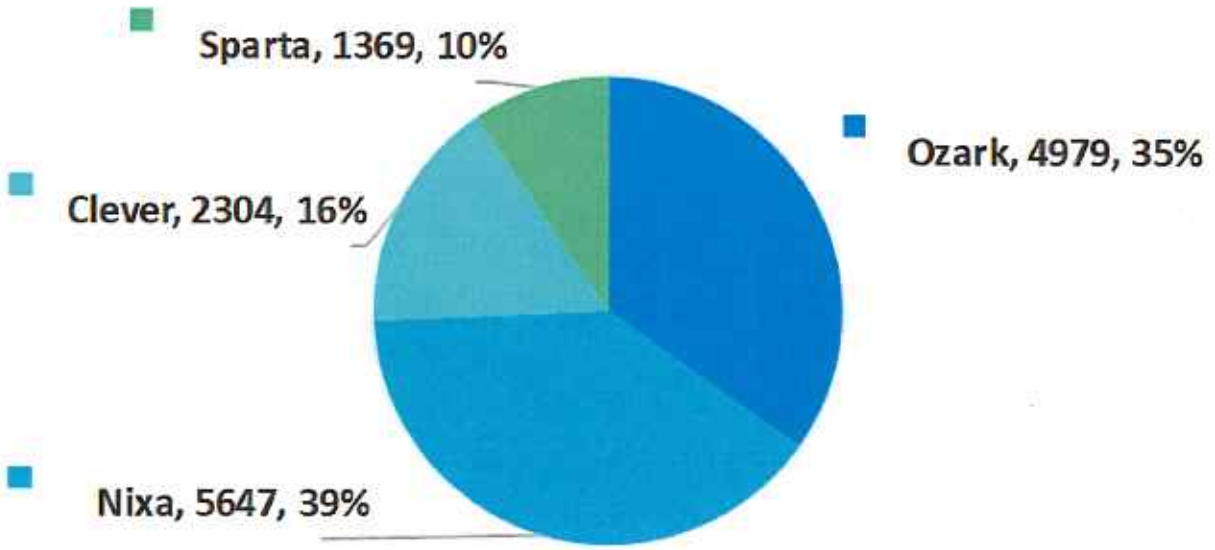
### Patron Praise

- A comment from our most recent NPS (net promoter score) surveys:  
*"We are new to the state. The Ozark library is a very nice place. There is a wide variety of rental opportunities. I already referred my adult son and my adult daughter will be moving to Ozark next month along with her husband and two sons. So I will be referring them too."*
- A sweet patron sent this card in recently:  
*"Dear friends at the C.C. Library in Ozark: Hurray! I'm now employed, full-time, in a great job with a good company. Thanks for all the assistance and use of equipment and facilities (of all sorts). Best vibes, Libby."*

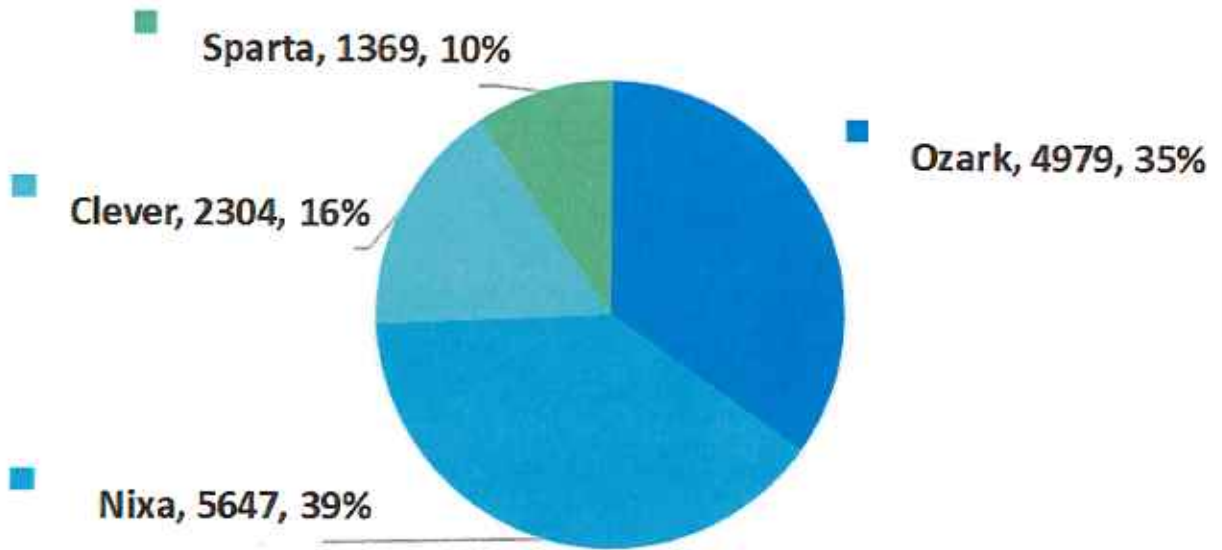


### May Statistics

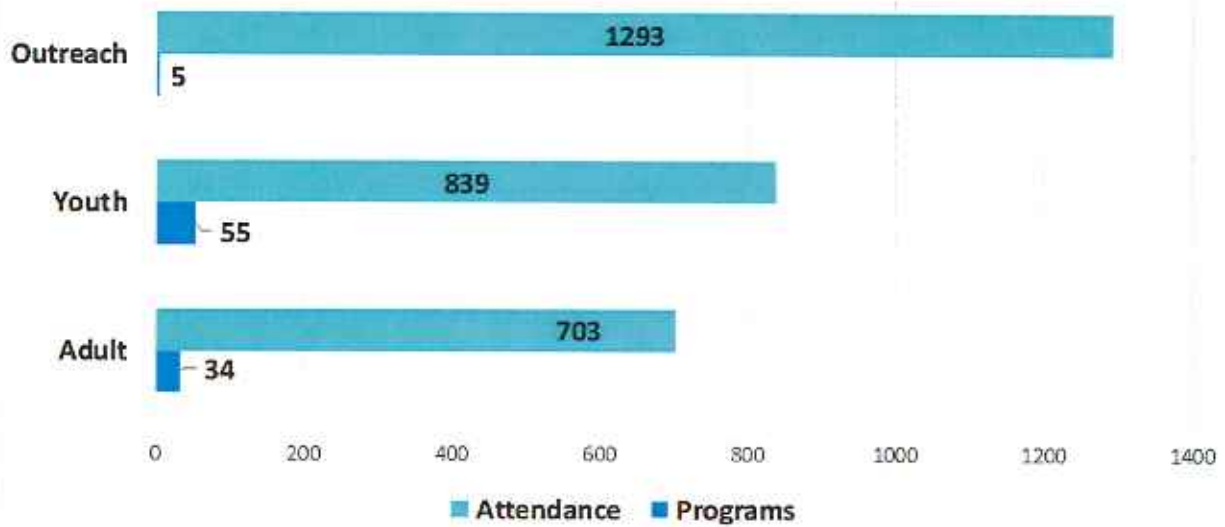
## MAY BRANCH TRAFFIC



## MAY BRANCH TRAFFIC



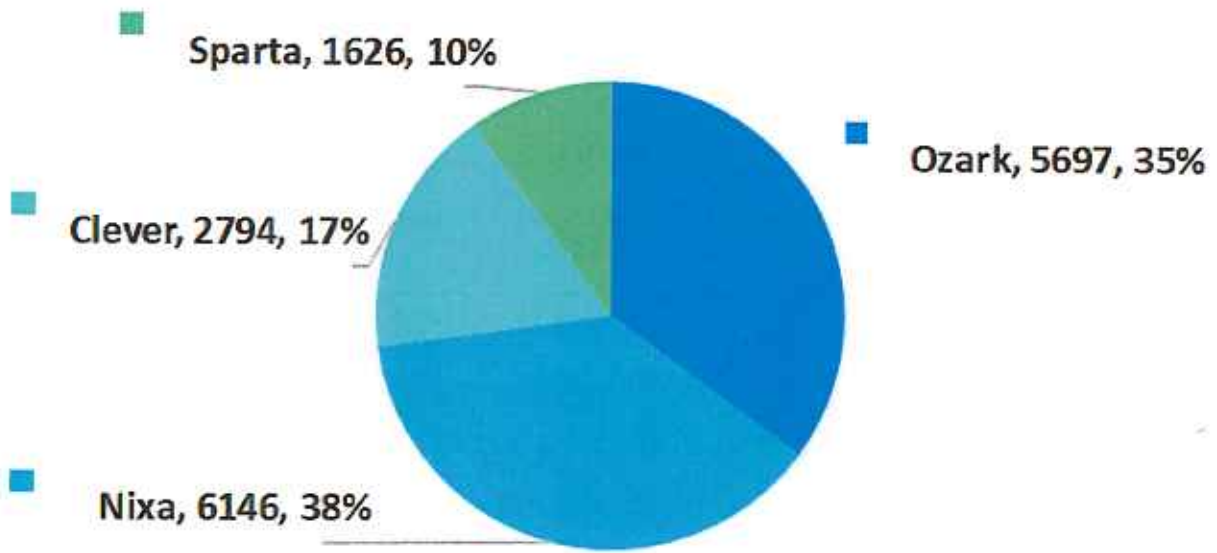
## May Programs/Attendance



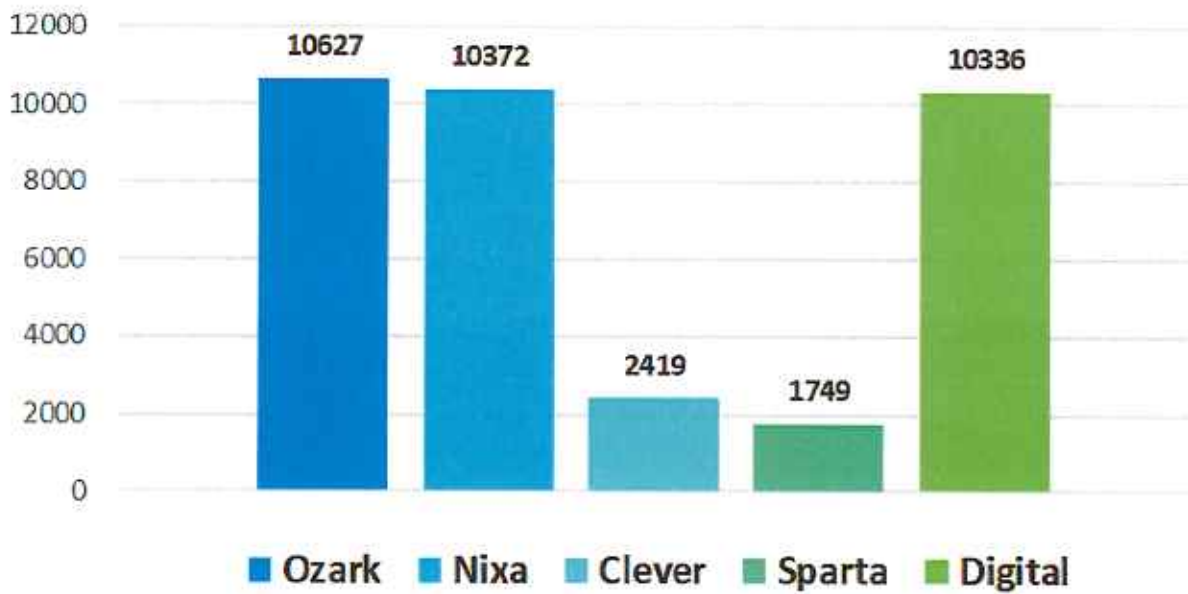


June Statistics

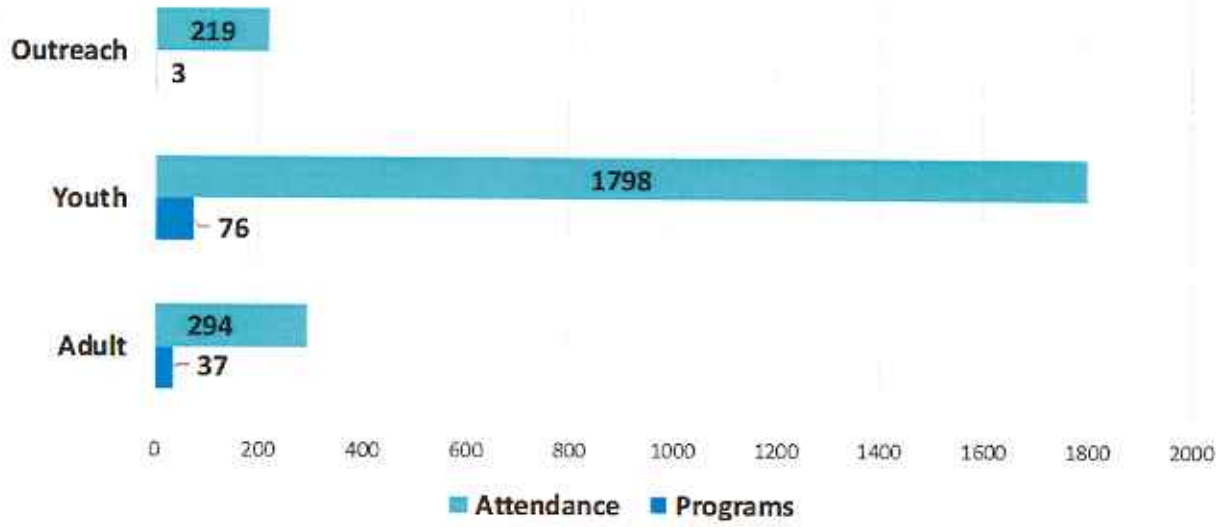
### JUNE BRANCH TRAFFIC



### June Circulation by Location



### June Programs/Attendance





## Development Report - June & July 2024

### Major Gifts & Restricted Donations

- **\$2,000** from **Southern Bank, Nixa Branch** for books for the library to give away at the Nixa Back to School Bash.

### Bequests & Memorials

- **\$135** from library staff in memory of **Ms. Rosemary Imogene Bruton**, a longtime employee of Christian County Library who retired at age 80 and recently passed away.

### Grants Awarded

- **Christian County Library Foundation - \$2,021 - Video Camera and Visual Media Processing Upgrades:** Provides funding for a video camera and visual media processing upgrades for two of the library's communications department computers. *Submitted June 11th - Awarded June 26th.*
- **Christian County Library Foundation - \$730 - Library of Things - Two Telescopes:** Purchases two telescopes with accompanying kits of constellation spotting and skywatching instructional guides to make available for use in branch programming and for patron check out. *Submitted June 11th - Awarded June 26th.*
- **Christian County Library Foundation - \$345 - Spotbots for Branch Carpet Cleaning:** Will purchase 3 Spotbots to clean smaller messes in between professional branch-wide cleanings. *Submitted June 11th - Awarded June 26th.*
- **Christian County Library Foundation - \$600 - ADA Privacy Bathroom Door Locks:** Purchases ADA compliant privacy locks for patron bathrooms in Sparta and Clever. *Submitted June 11th - Awarded June 26th.*
- **Christian County Library Foundation - \$129 - Indoor Safety & Visibility Mirrors:** Will install 3 blind spot mirrors so that employees walking around the Nixa Annex administrative maze will be able to see each other coming and avoid collisions. *Submitted June 11th - Awarded June 26th.*
- **Christian County Library Foundation - \$200 - Ergonomic Circulation Chair & Programming Fire Circle & Smores Sticks:** Will purchase two small but unrelated upgrades to the Sparta Community Branch's equipment and supplies - an ergonomic circulation chair for check out staff to use in place of the very uncomfortable stool they have now, and a metal fire circle and smores sticks for outdoor programming. *Submitted June 11th - Awarded June 26th.*
- **Christian County Library Foundation - \$450 - Nesting Rectangular Welcome Display Tables:** Will purchase a set of nesting rectangular display tables to welcome patrons into the Nixa Community Branch with an attractive display featuring a selection of new items available for checkout. *Submitted June 11th - Awarded June 26th.*
- **Christian County Library Foundation - \$755 - Staff Lockers:** Will purchase a set of metal lockers similar to those at the more recently constructed community branches for staff belongings at the Ozark Community Branch. *Submitted June 11th - Awarded June 26th.*



### BUILDING COMMUNITY FOR ALL THROUGH

Libraries are welcoming spaces offering access to informational, cultural, educational and recreational experiences through physical and digital services.

### INNOVATION

Planning for the future involves embracing new technologies to expand services and provide personalized library experiences.

### ENGAGEMENT

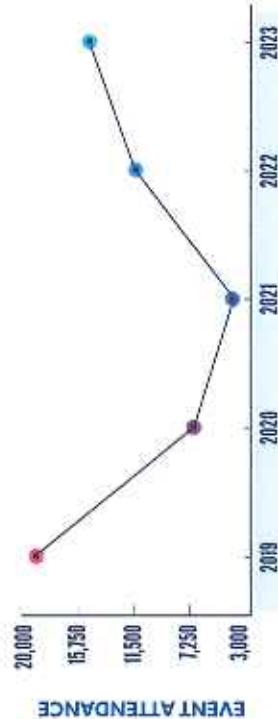
Our most important resource is people. Connecting and sharing ideas with others helps the community work together to improve everyone's quality of life.



## LOOKING BACK ON 2019 - 2022

The past three years were anything but ordinary. Utilizing additional funds provided by the 2017 tax levy increase, the Christian County Library began expansion efforts during a global crisis, adding two new library branches in addition to facility improvements to existing locations.

Library visits, attendance at library events and the number of active library cardholders reflect a time when everyone had to adjust. The bounce back we've experienced is proof of our efforts to respond to the evolving needs of staff and the community.



[christiancountylibrary.org](http://christiancountylibrary.org)

**CLEVER** 7428 W. Veterans Blvd. (417) 743-2277

**NIXA** 208 N. McCroskey St. (417) 724-6100

**OZARK** 1005 N. 4th Ave. (417) 581-2432

**SPARTA** 147 Library Ln. (417) 441-1400

# STRATEGIC PLAN

## 2023-2025



## ACCESS

## INNOVATION

## ENGAGEMENT







## **Pre-Design Services**

### **Background**

In December of 2022, the Library purchased the entire building housing the Nixa Branch. Just under 9,000 square feet had been leased for 5 years. The lease had a provision for the library to purchase at a discount before the end of the 5-year lease. The board authorized the purchase and discussed eventually renovating the public space by raising private funds and grants to cover costs.

In order to begin any planning, the library needed to have an idea of costs of renovation so we could plan a capital campaign. We also needed to know limitations of the building, considering some of the unique features (placement of bathrooms, concrete-walled server room, etc.)

I reached out to Sapp Design Architects to ask what are the first steps. I asked them because of our previous history. We met and they provided their initial proposal with costs associated. A second firm offered their services. We met and they provided a proposal which was less, but different in scope (did not include an HVAC engineering study). The board asked for a 3rd proposal and for clarification.

When meeting with the 3rd firm and following up with the others, the nature of the RFQ process came up. For architectural services, state statute requires public entities make decisions based upon qualifications and not upon price. I confirmed with our attorney that we had followed proper procedures for this type of pre-design service, considering the scope and nature of the project.

The 3rd firm provided their qualifications and said they did not feel they could offer an official estimate but they felt confident they could work within our budget. Sapp provided an updated estimate to more closely match the scope of the other estimate received and confirmed they could work within whatever our budget is to provide something to meet our needs.

At the May 2024 board meeting, the trustees discussed all submissions and wanted more time to review materials and consider each company. All of the companies have reached out for updates and each has provided additional materials for considering their qualifications.

I believe our target budget for this should be around \$10,000. We have a little more wiggle room to spend, but this aligns with our current budget and state of the project. The Library Foundation may be willing to cover the cost of this project, as they are eager to contribute to future growth plans.

### **Sapp Design Architects**

Fixed fee: \$9,000

Scope of work: space planning, opinion of probable cost, interior design floor plan  
Includes kickoff meeting, 2 review meetings; initial designs, 1 round of revisions

Sapp worked on the Nixa and Ozark Branch renovations and Clever and Sparta Branch new construction

**Paragon Architecture**

Fixed fee: \$9,990 + mileage/printing/other estimated \$300

Scope of work: space planning and analysis, opinion of probable costs, renderings

Includes initial meetings, review meeting, 2 interior renderings, 1 community/board session

Paragon has not worked on any CCL projects but has completed other local library projects

**Dake Wells Architecture**

No fee provided

Scope of work: Preferred approach is to be selected for the end-to-end design and renovation but are willing to work within our budget for space planning, opinion of probable costs, and renderings

Dake Wells has not worked on any CCL projects but has completed other local library projects



# 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.

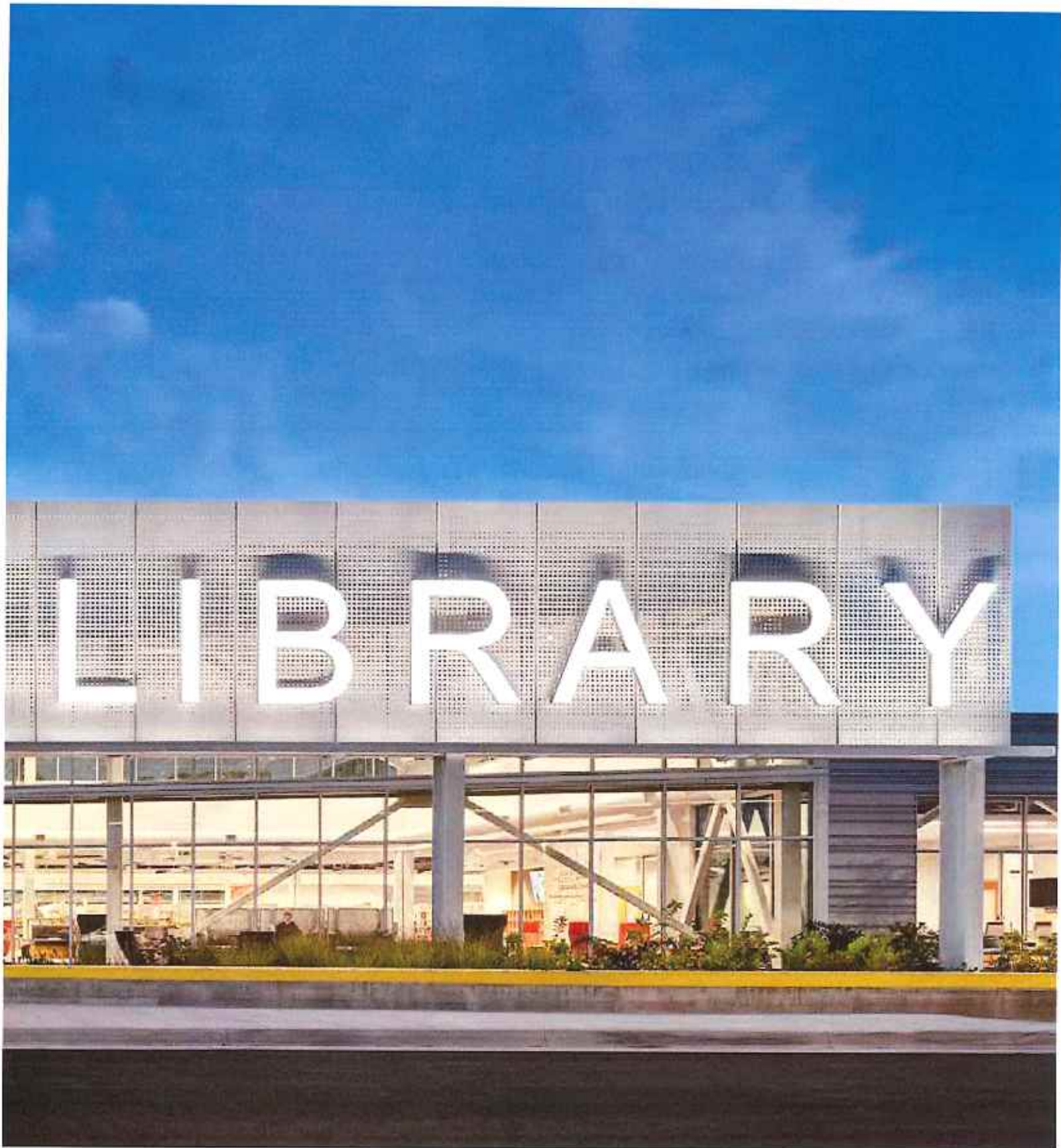
Schedule: The study is to be complete before October 1<sup>st</sup>, 2024.

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

SAPP DESIGN ASSOCIATES ARCHITECTS INC.

  
John McNabb, AIA, NCARB  
Director of Business









Agave Public Library - City of Austin, 2016 - New Construction



# SAPP DESIGN

## General Information

Founded 1986  
 Home Office  
 3750 S. Fremont  
 Springfield, Mo 65804

Contact  
 Day Gapp  
 dsapp@sappdesign.com  
 417.877.9530

## Our Services

- Architecture
- Interior Design
- Strategic Master Planning
- Facilities Assessments
- Facilities Master Planning
- Feasibility Study
- Furniture Coordination
- Adaptive Reuse
- Visualization

## Architecture + Interior Design

### Firm History

Founded in Springfield, Missouri in 1986, Sapp Design Architects is a full service architecture and interior design firm. Our mission is to enrich the lives of our clients through thoughtful design and projects tailored to each community we serve. We've developed a reputation for being easy to work with and exceeding client expectations while maintaining budgets of all sizes. In early 2023 five of our leaders became partners in the firm, expanding our leadership team and continuing to bring projects to life as they have for the last few decades.

### Design with the Future in Mind

Our focus lies in the creation of libraries, educational environments, lab rooms, and recreational spaces that leave a positive impact on the community. Our designs exemplify a timeless pursuit of excellence, immersing themselves in research and innovation to ensure they remain at the forefront of education and technology as our world rapidly changes. Public spaces have an impact on many lives and we understand the importance of design in a spaces in which people can thrive, learn, and become inspired for generations.

## Our Landings

Our leadership team has a combined 100+ years of experience in the design industry. With over 150 years of experience, we have a wealth of knowledge in education, libraries, and civic design. We are proud to work with public projects.



**STEPHEN TELSCHER | PARTNER**  
 Director of Projects | AIA  
 NCARB, LEED US v. 4



**KRISTI BEATTIE | PARTNER**  
 Director of Talent & Client Relations | AIA



**JOHN MCQUAID | PARTNER**  
 Director of Business Dev.



**BRAD MCKENZIE | PARTNER**  
 Kansas City Office Director | AIA



**BEN SAPP | PARTNER**  
 Managing Director



## Architectural Team

**Bonnie Crawford | AIA**  
 Project Manager

**Bryan Stockton | AIA**  
 Project Architect

**Ash Clark | NCARB**  
 Project Architect

**Jacob Molino | AIA**  
 Project Architect

**Jade Johnson | AIA**  
 Architectural Designer

**Nehemia Lindley | AIA**  
 Architectural Designer

**Ashley Everett | AIA**  
 Architectural Designer

**Emily Zahner | AIA**  
 Architectural Designer

**Joe Bogowith | AIA**  
 Architectural Designer

**Jerry Lewis**  
 Print Specialist

## Interior Designers

**Kathie Kiskewic | NCIDQ**  
 Interior Designer

**Jennifer Frick | NCIDQ**  
 Interior Designer

**Hope Ash**  
 Interior Designer

**Addison Meek**  
 Interior Designer

## Administrative Support

**Sandra Fox**  
 Business Manager

**Tara Keene**  
 Executive Assistant

**Laura Schwick**  
 Marketing

**Awley Brown**  
 Executive Secretary

## Full Team Break Down

Licensed Architects	8
Architectural Designers	6
Interior Designers	4
Interior Technicians	1
Administrators	5



## Library Project Experience

### Mid-Continent Public Library | 2008-2024

New | Woodruff Library Center  
New | Midwest Genealogy Center

### Mayor Plan for \$120 Million Capital Improvement Projects

New | JACS Community Center  
New | East Loop Summit Branch (2024)  
New | Wilshire Branch (2024)  
New | Woodruff Auditorium  
New | Colburn Library Center  
New | Green Hills Library Center  
New | North Oak Branch  
New | East Independence Branch  
New | Phoenix Branch (2024)  
Renovation | Loop Summit  
Renovation | Antioch Branch  
Renovation | Blue Ridge Branch  
Renovation | Elk Springs North Branch  
Renovation | Elk Springs South Branch  
Renovation | Lupton Branch  
Renovation | Oak Hill Branch  
Renovation | Oak Hill Branch  
Renovation | Oak Grove Branch  
Renovation | Parkville Branch  
Renovation | Plaza City Branch  
Renovation | Springtown Branch  
Renovation | Stewart Branch  
Renovation | Woodbridge Branch  
Renovation | South Independence  
Renovation | North Independence Branch

### Polk County Library | 2024

Honoraria

### Christian County Libraries | 2021

New Main Facility - Ozark, Missouri  
Two Branch Facilities - Clever & Sparta

### Tanganicobia Public Library | 2020

New | Public Library

### Stenoic Regional Libraries | 2017-2018

Design Architect of Record  
New | New Haven Branch  
New | Overdale Branch  
New | Pacific Branch  
New | St. Clair Branch  
New | Sullivan Branch  
New | Warrenton Branch  
New | Wright City Branch

### Joplin Public Library

New | \$6,000 of Main Library

### Witte County Library

New Main Library, 40,000 sq ft  
Spartan, MO (Concept)

### West Plains Library District

Master Plan  
New | Main Facility 30,000 sq ft

### Rolling Hills Library District

New Library, St. Joseph, Missouri (in process)

### Republic Library Branch

Springfield-Cass County Library  
Design Architect, Republic, Missouri

### Willard Library Branch

Springfield-Cass County Library  
(Conceptual Design) Willard, Missouri

### Springfield-Streene County Library

Adaptive Re-Use | Library Station  
Auxiliary (Reuse) | Library Station

### Downstream Destination Library

Renovation | US Home Garage Branch  
Renovation | US Home Garage Branch

### Texas County Library

New Facility (Concept Design in process)  
Houston, Missouri

### Trails Regional Library

Capital Improvements - Kirby-Miller, MO  
Loretta Branch - Warrensburg, Missouri  
Feasibility Study & New Facility

### Donald W. Reynolds Library

New | \$6,000 of Main Facility  
Marionville Home, Arkansas

### Jefferson County Library District

New | \$3,000 of Northwest Branch  
4-Elroy-Paris, High Ridge, Missouri

## Christian County Project Experience

### City of Wilton, MO

Public Department Expenses / Renovation  
City Administration & Offices  
Public Utility Office Building  
Police & Fire Station Master Plan  
Community Center & Apartment Park  
New Indoor Sports Center  
New Community Center

### Missouri Public Schools 1995-2024

New | New Facilities MET (in process)  
New | High School  
New | Foxfield School  
New | Cancer Opportunity Center  
New | High Prairie K-1 Elementary  
New | Century Elementary K-6  
New | Lebanon Middle Elementary  
New | Summit Intermediate  
New | 20 Year Master Plan  
New | Todd Middle Plan  
Bond Issue 2016  
Bond Issue 2014  
Bond Issue 2019  
Renovations | Central Administration Facility  
Renovations | Technology Center | LLLU Silver  
Para. & Add. | Junior High School  
Para. & Add. | High School  
Para. & Add. | Wash Street Oak Hills  
Para. & Add. | Lutz Library Addition  
Para. & Add. | Min. Thomas Elementary  
Para. & Add. | Main Street Campus  
PRMA Sale Room | High School  
PRMA Sale Room | Junior High  
PRMA Sale Room | Matthews Elementary  
PRMA Sale Room | Franklin Elementary  
PRMA Sale Room | John Thomas Elementary  
High School & Sale Room  
High School Sports | Art, Track, Pool & Weight  
High School Auditorium

### Christian County Libraries | 2021

Clever Community Branch Library  
Clever Community Branch Library  
Spartan Community Branch Library

### City of Ozark, MO

Fire Station  
Parks & Recreation Master Plan  
Community Center, Indoor Aquatics & Sports  
PRMA Sale  
Sports Complex  
Trail Head  
Library Renovation



**Ozark Technical Community College**  
Hemlock Campus  
FCMA Sale Room | Classroom Building

### Cleaver R-V School District

New | 10 Year District Master Plan  
New | High School - \$50 Million  
New | Vocational Building  
New | High School Auditorium/Board Room  
New | Tennis Courts  
FCMA Sale Room | High School  
PRMA Sale Room | Middle School  
Para. & Add. | Physical Activity

### Spartan Schools

PRMA Sale Room | RCM Center  
Fwy. Classroom Center  
New | JAC Building

### Spokane Schools

PRMA Sale Room  
Master The (in process)  
New | AG Building  
New | Old House  
Para. & Add. | High School  
PRMA Sale Room  
Master The (in process)  
New | AG Building  
New | Old House

### Awards

2022: AIA Design Award - Children's Ward  
2018: AIA Design Award - John Public Library  
2014: AIA Design Award - Woodruff Library  
2014: AIA Design Award - David W. Heyward Library  
2016: AIA Design Award - Midwest Community Center  
2018: AIA Design Award - First Energy Station  
2020: AIA Design Award - The Library Center

### Publications

Minimal Architecture - Project Library  
USA Today  
-The Midwest Genealogy Center  
Library Journal  
Year in Architecture - Woodruff Library Center  
Twinkl 66 Magazine  
The Library Journal  
The Library Station  
Missouri Architect  
American Library/Foundations of Knowledge  
-The Library Center

### Presentations

2022: Public Library Association Conference  
Abstracts to Traditional Construction Contracts  
2022: National Library Association Conference  
Abstracts to Traditional Construction Contracts  
2022: Midwest Library Association Conference  
Abstracts to Traditional Construction Contracts  
2016: Midwest Library Association Conference  
Topic: Facility Planning  
2016: Library Journal Design Institute - St. Louis, MO  
2011: Current Trends in Library Design  
2010: Sustainable Design in Libraries  
2008: Dustification Librarians

### Systemable Design Projects

Woodruff Library LEED Silver  
Beverly Hills Library, Los Angeles  
St. Paul Public Library, St. Paul, Minnesota  
Estimote 3rd Building 5 | PPP Eyer  
Associated Architects Collaborative - LLLU L&L  
Springfield Clean Water - PPP Eyer



## Approach to Library Planning



### Next Generation Libraries:

Public libraries are transforming into community centers and cultural hubs, able to provide a wide variety of services and programs, and to meet broad scope needs within the local community. They have the ability to engage every segment of a community, unlike other Public Buildings (such as City Halls, Police & Fire, Public Works) which are used by a more limited segment of the public. Libraries can reach across divisions of age, race, ethnicity, careers, and economic status.

### Technology and Mobile Services

- Try out on services and operations;
- Hire up staff to do more outreach and more accessible;
- Increase staff interaction and collaboration with patrons;
- Central desk can be diminished or omitted; Patrons and Staff are able to locate, access, check out materials, at numerous book locations;
- Patron-to-Patron: Physical barriers between staff and patrons can be reduced or eliminated. Staff become facilitators rather than guardians;
- Digital Displays, Video Walls: when can be a bulletin board, trending news or events, or even Activity; assistive images, videos, and audio, all managed from a staff computer, tablet, or smartphone;
- 24-7 access, via web, mobile, or of selected areas within the Library system;
- Self Check stations and access to reserved materials via 24-7 kiosk system;
- Self Check stations and access to reserved materials via 24-7 kiosk system;
- Books on Demand dispensers, within the Library or remote locations (e.g. Library to Go systems);
- Automated material handling systems increase staff efficiency;
- Connectivity with patrons' own devices, such as technology domains;
- Integrated/W services, media production, "Creation Station", "Maker Spaces", Publishing and printing services; all made possible by new Technology options for libraries.

### Universal Access Design

- Greater scope than minimum requirements for ADA;
- Equitable use, equal opportunity, flexible use, multiple adaptability;
- User-friendly systems; simple intuitive use; clarity of information and signage; low-cognitive ability;
- Feasibility to people with limited physical strength/highly, or with low-vision, such as the elderly;

### Flexibility and Adaptability

- "Future Proof" Design Process;
- Strategically located hard spaces and utility spaces;
- Locable storage (hours to allow for internal expansion);
- Mission-critical space needs for flexible to live and reconfiguring;
- More and more locations are installing raised access flooring in open areas;

### Community, Civic, and Cultural Centers

- "Third Space" for people to gather, learn, relax, and create; collaborative, walkable;
- Food & Drink bring people together: Caffe, Coffee Shop, Deli, Restaurant;
- Meeting Rooms: various sizes; flexible, connected, AV options;
- Un-Conference Rooms: lounge type seating of various types;
- Think-tank seating; multiple media display options;
- Storm Shelter;
- On-floor meeting spaces; various sizes and venues;
- Space for festivals;



### Youth Zones and Content Creation

- Children and Young Adult are key to a library's success;
- Identify zones, yet open-flexible, easy to supervise;
- Age-friendly design elements and furniture;
- Art and Graphic creation and expression zones;
- Special Programming Events;
- Outdoor Space;
- Maker Spaces, Creation Stations, Hacker Spaces; Digital Zones, Music and Video Production zones, 3D printing, Innovation Zones, etc.;
- These facilities enhance the education and learning process; and can be developed and operated in partnership with various educational and community groups;

### Partnerships and Collaborations

- Collaborate and Engage community groups at all levels;
- Corporations, Universities, Community College, Technical Schools, Private and Public Schools, Non Profits, etc.;
- Allow for set-aside parking and parking of collaborative partnerships near core program area;
- Think beyond the typical "meeting room";
- Workshops, Incubators, Seminars, Labs, etc.;
- Library programs, Family Support, Workforce Training, Technology Training, SLU and College Credit Courses, etc.;
- YMCA, Health Clinic, Support Groups, etc. of all types, no limits;
- Co-Location: shared space or adjacent to a partner group such as (Public, Health Services, Newsstand, Community College, School, Food Service, Civic Campus, Movie Theater, Film Studio Center, the potential is unlimited;

### Connections

- Public Transportation: Trolley, Bus, Light Rail, etc.;
- Auto Charging Stations;
- Bicycle and Stroller parking and/or storage;
- Trails and Walkways;

### Brain Friendly Spaces

- Natural Light: control, balance, and integrate with interior lighting;
- Indoor Outdoor connectivity;
- Colors to fit the venue and age group; and to attract, stimulate or to calm;
- Acoustics: control, enhance, or limit;
- Materials: pattern, texture, mood, messages to fit the age and venue; hard and soft wall cover, ideally purpose based;
- Balance use needs with durability, maintenance, and cost;

### Conservation and Sustainable Design

- Modern Libraries huge community investment, and should be designed and operated to be as sustainable, responsible, and economical as possible;
- New designs and innovative systems can lower operating costs, allowing more resources for programs and services;
- LEED, Green-Globes, Energy Star and other programs offer achievable standards and efficiencies, if desired;
- We provide a range of strategies for smart and sustainable design solutions; including high performance envelopes, HVAC systems, lighting, water management, storm water, etc.;

### Models and Themes

- Real models are leading: Innovative family spaces with intuitive way-finding (The "James & Noble" model);
- Models managed by Tech, rather than a strict technical system;
- Patrons are already familiar with local systems from retail and digital venues;
- Low-to-light shelving and displays provide a more open and friendly environment, and more easily supported for safety and security);
- "Open" Walls" use witty comments to display seasonal and lending materials;
- Many new Libraries are focused on a theme; controlling other a local character or history (Poudre RR, river, sports, etc.)
- Themes and focus topics: Culinary Arts, Graphic Art, Museum, History, Manufacturing, Business (Ivy, Technical Education, Community College, etc.;





## Christian County Branch Clever and Sparta Branch, Missouri

The Clever & Sparta Branches are the true definition of a modern library because the library of the future will be judged more by the resources it provides a community rather than the number of books on its shelves. By design, these libraries offer programming for all genres to learn new skills or try new activities through community rooms, private breakout spaces, and multiple computer stations. Even if you need help starting a business, want to research a topic, or are simply looking for new ways to have some fun, you can find the resources at this library. These libraries also have several meeting rooms and breakout spaces with technology to host community meetings or even off-site business meetings.

**Completion:** 2021  
**Owner:** Christian County Library  
**Size:** 51,000 sq ft  
**Construction Cost:** \$2,922,810  
**Construction Type:** New Construction

**Contact:**  
 Nicholas Holiday, Director of Communications  
 417.724.6100 | nicholas.holiday@ccslibrary.org  
 Tawes Drinnell, Executive Director  
 tdrinnell@christiancountylib.org

**Services Provided:**  
 Architectural Design  
 Interior Design  
 Programming  
 Community Engagement  
 Construction Admin







## Riverside Branch Library Riverside, Missouri

The Mid-Continent Public Library Riverside Branch sought to become more than just the building itself. The experience began immediately as library users approach the site, entering into an extension of the existing park. The site is accessible to the front of the building is provided with trees as to create a sense of a library in the park. In addition to tree coverage, podiums rise further accentuated with a continuous vista that wraps the front of the building, creating a sense of omniview enclosure as people approach the entrance or sit outside.

The light, open north wall of the building brings in ample daylight into the library and provides constant views toward the park. Interior elements, such as the flowing ceiling baffles, mimic the pattern of the burlins of the walls seen through the north glass wall. Public spaces include open stack space, a children collection, study spaces, two collaboration rooms, a community room, and an outdoor back patio.

Completion: 2024 (Opening June 14, 2024)

Type: New Construction

Owner: Mid-Continent Public Library

Size: 17,500 sq

Cost: \$11 Million

Client:

Alexson Mason

Library Director & CEO

[alexson@mpl.org](mailto:alexson@mpl.org)

(816) 300-0300

Steven V. Fuller | Past Director

Library Director & CEO

(816) 300-4279

Services Provided:

Architecture

Interior Design

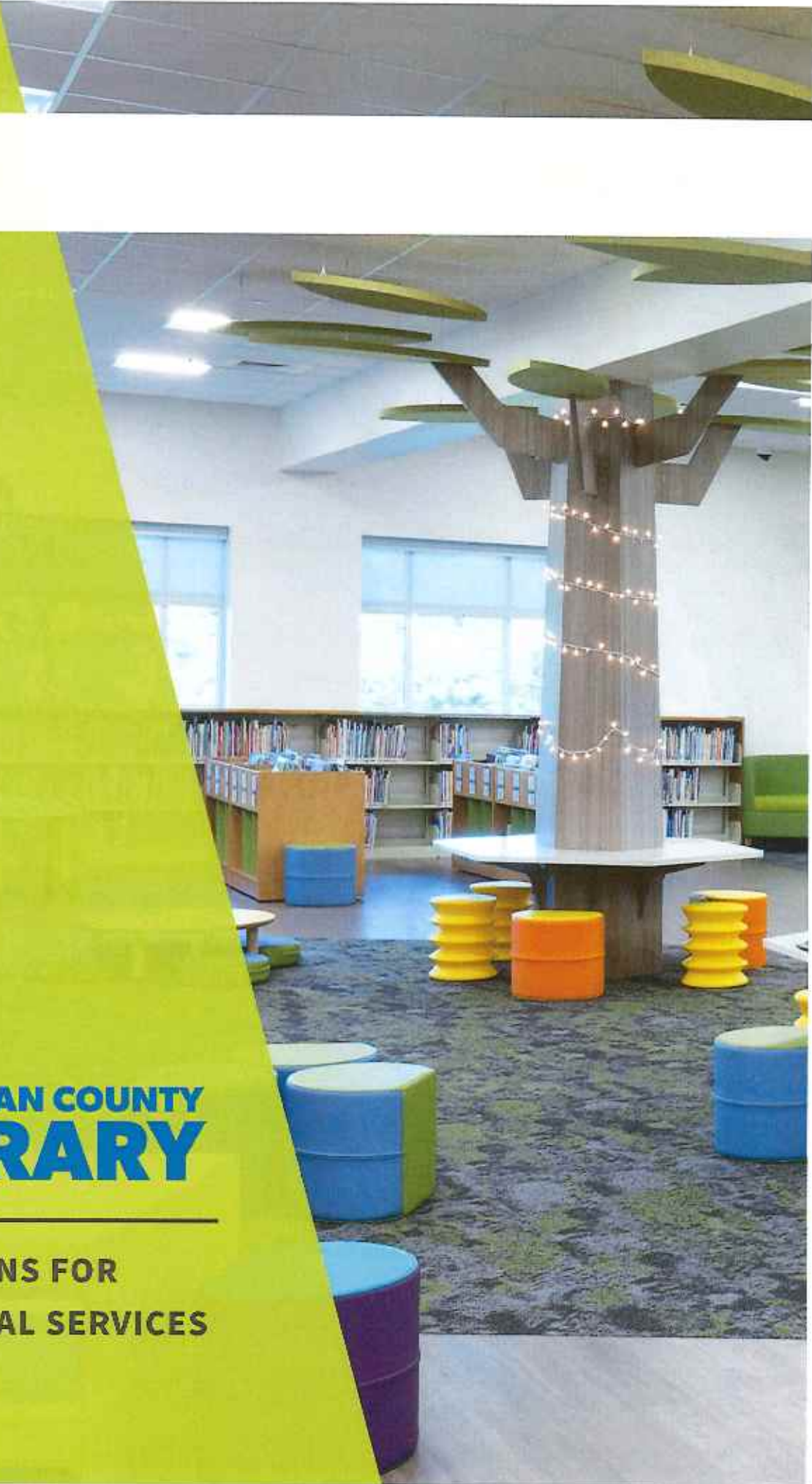
Programming

Construction Administration

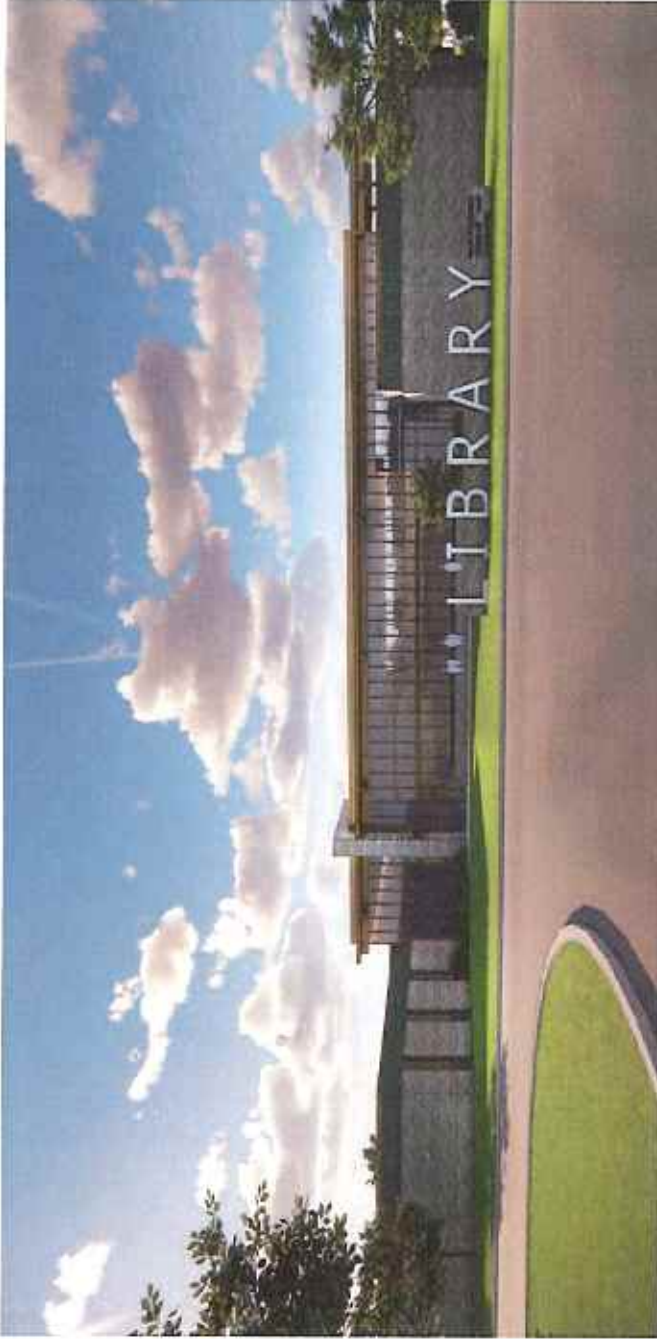




**QUALIFICATIONS FOR  
ARCHITECTURAL SERVICES**







## Rolling Hills Library St. Joseph, Missouri

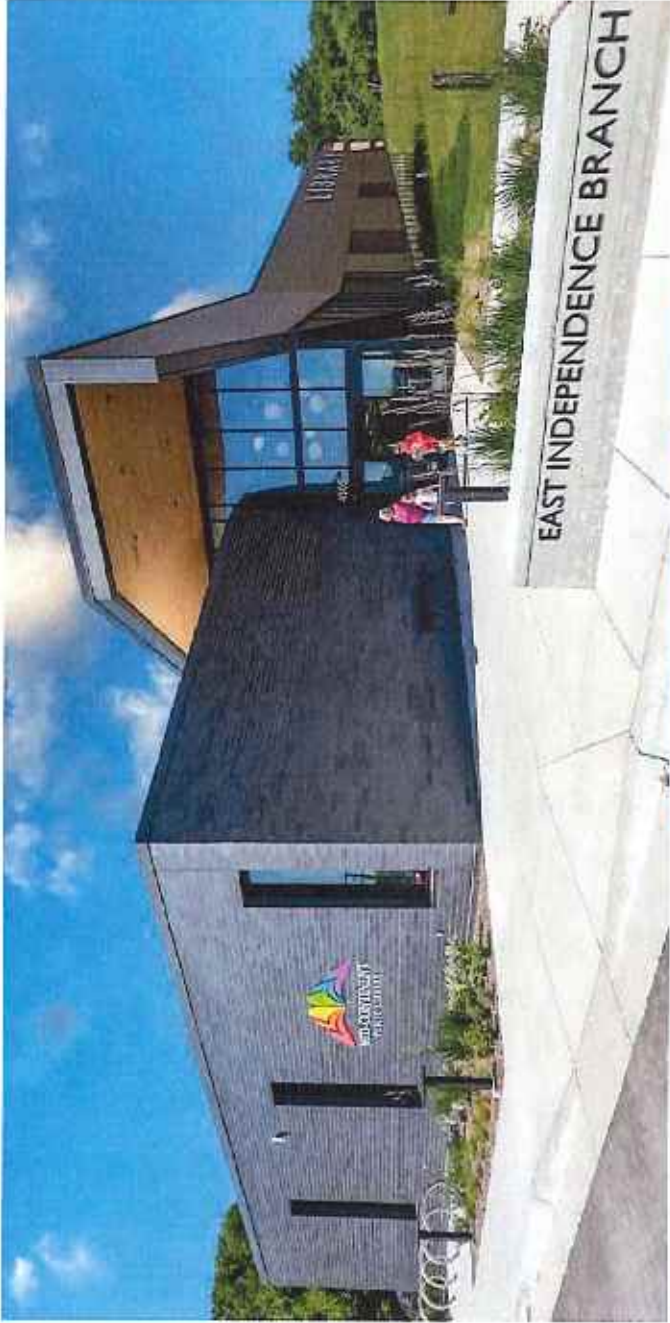
The current library facility in St. Joseph was initially completed in the 1970s as a self-funded and supported by the library in 2003. While the facility has served the community well for many years, it falls short of adequately meeting the demands of modern library services. Through efforts to adapt the space, its limitations hinder the ability to deliver optimal services to the community's needs. To fulfill the library's commitment to excellence both now and in the future, the Rolling Hills Library is planning a new building that can better accommodate the evolving needs of patrons and provide a superior library experience.

The new 35,000 square foot Rolling Hills Library is planned to be a beacon of innovation and accessibility, boasting an array of features designed to enhance the patron experience. At the forefront is the Drive-Up book drop and pick-up service, offering convenience for busy individuals on the go. In addition to the reading needs of our community, the library now offers an expanded selection of study rooms, providing quiet and conducive environments for focused learning. Moreover, the addition of more flexible meeting spaces attracts visibility in accommodating various group sizes and activities. The inclusion of a dedicated program "nozzle" space, outdoor program areas and interpretation gardens further extend the library's reach beyond its walls, offering opportunities for hands-on engagement with nature and sustainable practices. A key environmental lie in the redesigned customer service approach, with a single service desk and an open concept shelving area facilitating seamless navigation and personalized assistance. In particular, all these features are seamlessly integrated on a single level, ensuring equitable access for all and streamlines supervision, reaffirming the Rolling Hills Library's dedication to serving its community with excellence.

Completion: in process 2024  
 Owner: Rolling Hills Library  
 Size: 35,000 sq ft  
 Construction Type: New Construction

Services Provided:  
 Architectural Design  
 Interior Design  
 Programming  
 Space Planning  
 Construction Admin





## East Independence Branch Independence, Missouri

MOET East Independence Branch is located on a landscaped site, two sides with heavy traffic flow and the other a lush base of trees and greenery. The library starts with a concept focused on a lantern, an opportunity to play with glowing and control light between the interior and exterior - day or night. As this concept idea progressed, it was important that the inspiration did not impose on the "local life" flavor, but rather optimes and enhances it through site layout, building approach, direct entrance, and community experience.

As one approaches the building, the pattern is defined with a dual-height glass facade that allows views from within. The North wall is designed with a lower screen and business glass with skylow definitions for added depth and view around the entry forming a canopy. The North facade peaks away from the bottom towards the West to allow natural light to specific programs such as a children's area. High-walled glass and sun shades assist in book preservation as well as thermal comfort. The natural warm wood is used to enhance the space and forest beyond, with its double height simultaneously functions as a root system for energy, mechanical equipment.

Given the nature of the property and relationship to the adjacent intersection, the NE corner of the building needed to remain prominent while addressing the entrance business facade. The entry is faced to a central spine defined organically within the building, leading the patrons to the center of the floor plan. From the ball vestibule, the eye is led directly through the building to a west facing glass facade showcasing the woodwork. The circulation spine gives the patron the opportunity to see the entirety of the floor plan in order to decide which area of the library best suits their needs.

**Completion:** 2024  
**Owner:** East Community Public Library  
**Size:** 12,770 sf  
**Construction Type:** New Construction  
**Project Manager:** Brad McKeive

**Contact:**  
 Aaron Watson  
 Library Director & CEO  
 awatson@mpl.org  
 (816) 888-5200

**Steven V. Koller | Lead Director**  
 Library Director & CEO  
 816-346-8274

**Services Provided:**  
 Architectural Design  
 Interior Design  
 Programming  
 Space Planning  
 Construction Admin





## Polk County Library

Redwood, Wisconsin

Exciting news is on the horizon for the Polk County Library. After several challenging years of pandemic-related closures, library officials are eagerly looking towards the future with the goal of reactivating beloved programs and introducing new ones to better serve the community.

To bring these plans to fruition, the renovation of the library is in the works. The newly reimagined space will be multi-functional and offers previously unused square footage to create flexible spaces for various programs. Visitors can look forward to a vibrant, all-in-one area, complete with engaging activities and books to spark the imaginations of young readers.

But the renovation doesn't stop there! The new space will also feature a cozy health and comfortable seating, a community room for events and gatherings, and an outdoor patio to enjoy the beautiful surroundings. Additionally, the library will have open office spaces and private offices to provide more resources for those who need them.

One of the most exciting aspects of the renovation is the new entryway, which will be flooded with natural light to create a warm and welcoming atmosphere.

While the renovation will take some time, completion is expected by 2024. The Polk County Library cannot wait to invite visitors back into its doors and provide an even better experience for all.

Completion: 2024

Owner: Polk County Library

Size: 12,200 sq

Construction Type:

Two stories

Contact:

Caitlin Knight, Library Director

[cknight@polkcounty.org](mailto:cknight@polkcounty.org)

Services Provided:

Architecture

Interior Design

Programming

Space Planning





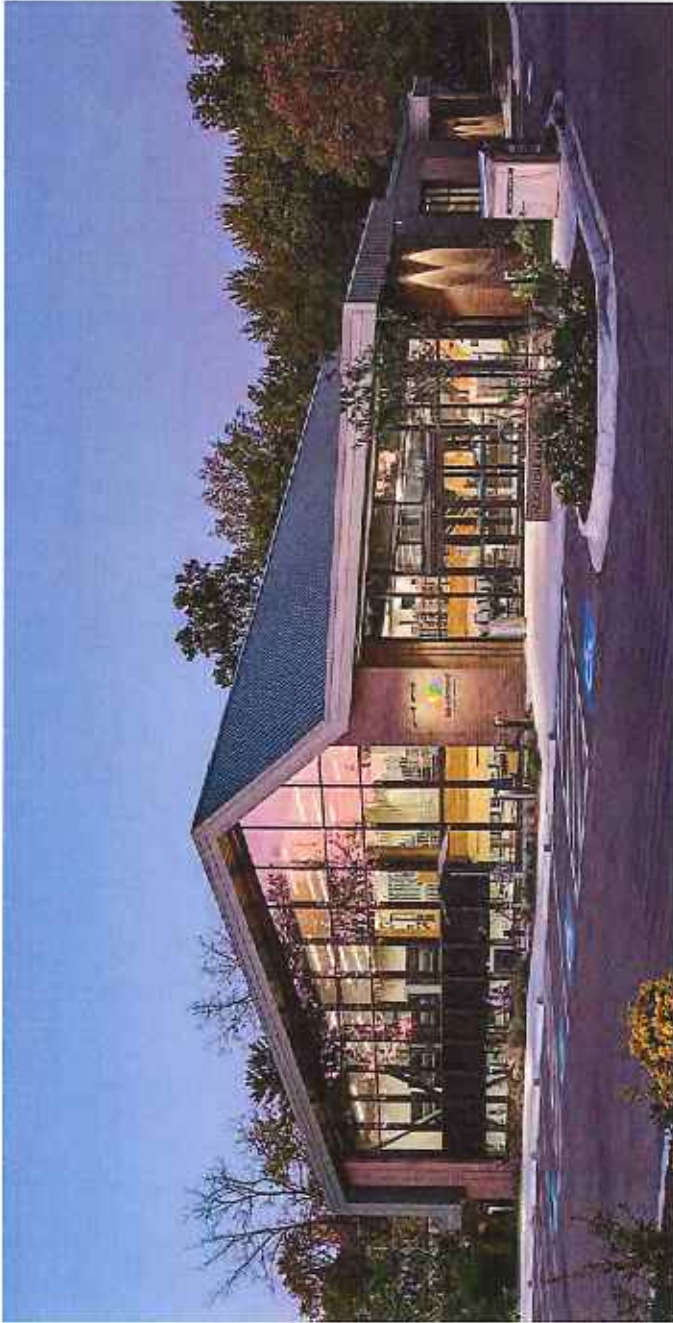
## North Oak Branch Kansas City, Missouri

The North Oak Branch is a 17,000 sq ft new construction facility in North Kansas City. This new Branch Library needed to be designed to accommodate several challenges. The site presented a number of obstacles, including steep grades, and a limited amount of space for library's program. Secondly, the property is narrow and located between a busy street and a major neighborhood drive. The solution creates a split-level building that optimizes building footprint and minimizes exterior wall surface, creating a visually striking and impression appropriate for both site conditions as well as the city.

The overall design concept represents an experience of reading in a hillside. This concept creates patios under a main canopy providing a calm and serene environment while providing shade and protection from above. The library design concept is achieved through a welcoming and community-oriented space, with a split-level plan and an angled roofline that mimics a canopy of a tree. The exterior facade is clad in natural red concrete finish surrounding trees, and the entry is set back from the street to create a sense of refuge and privacy. The use of green standing seam metal used and natural color of the brick mimics the foliage and look of a tree, providing a natural but modern feel while blending in with the natural surroundings. Additionally, the white wall elevation is placed to provide an abundance of natural light.

In addition, the library's floor plan is split allowing access to the upper and lower floors from the main level. The interior is designed to be a flexible space that can be used for a variety of events and activities. It is equipped with the latest technology to ensure that everyone has access to the resources they need. There is a large reading area, a children's area, large community room, two small collaboration rooms, all of which are connected by a central atrium. This space also contains a large community room that can be used for library programs and events. Finally, the main level is dedicated to a children's area that has smaller reading nooks adjacent to the reading area that leads to the center atrium space, providing a secluded space ideal for quiet or patrons to read and relax.

This project is part of the city's Capital Improvement Plan made possible by funds from Proposition L. The architect is Sapp Design Architects (Springfield & Kansas City, MO) and Hill Architecture and Design, Inc. (Kansas City, MO), and the construction firm for all projects is JF Dunn.



**Completion:** 2023  
**Owner:** Mid-Continent Public Library  
**Size:** 17,000 sq ft  
**Construction Type:** New Construction  
**Project Manager:** Urad McKenzie

**Contact:**  
 Aaron Mason  
 Library Director & CEO  
 amason@midcontinent.org  
 (816) 508-6800

**Steven V. Pflieger** | First Director  
 Library Director & CEO  
 (816) 508-4978

**Services Provided:**  
 Architectural Design  
 Interior Design  
 Programming  
 Space Planning  
 Construction Admin







## Grain Valley Branch Kansas City, Missouri

MCPR Grain Valley Branch views heavily from rural farm topology, and fell in a better type to the local community. The building form borrows the pitched roof shape common in many seek by local and mirrors the old wood look of those structures. Through its materiality, the building, in part, addresses the imperfections often seen in barns by using a wood composite with a dulled color and uneven pattern. The orientation and position of the library were carefully planned in order to create the most optimal views toward the site while also allowing it natural daylight in the interiors.

Future expansion was another driving consideration in the placement of the building. Site features, such as native plants and the entry plaza, do in a final trial in order to fail as strength both physical and social connections to the community. The interior experience is designed to feel warm and inviting through materiality and include permeable views to the surrounding nature. Programmatic elements include adult, children, and teens book sections, numerous open seating areas, small public meeting rooms, a community room, and staff areas.

This project is part of the Library's Capital Improvement Plan made possible by funds from Proposition L. The architect was Gapp Design Architects (Springfield & Kansas City, MO) and the construction firm for all projects is JF Dunn (Kansas City, MO).



**Completion:** 2020  
**Type:** New Construction  
**Owner:** 694 Combined Public Library  
**Size:** 12,500 sf  
**Project Manager:** Brad McKeone

**Contact:**  
 Aaron Hazon  
 Library Director & CFO  
 ahazon@mcpraz.org  
 (816) 300-2800

Steven V. Polzer | Past Director  
 Library Director & CFO  
 (816) 309-4279

**Services Provided:**  
 Architectural Design  
 Interior Design  
 Programming  
 Space Planning  
 Construction Admin



## Green Hills Library Center Kansas City, Missouri

This new library will replace the underused and outdated Pleasantview branch. It includes a Community Library Center and three full-service commercial kitchen facilities. The Community Library Program will be focused on teaching the public basic cooking skills, how to cook and eat healthy, how to live in a cooking, and how cooking can provide learning opportunities by reading recipes and using math for measurements. The Community Kitchens will be available to helping small businesses who are ready to leave their home kitchen, but not quite ready to commit financially to their own full-time commercial kitchen.

Support One Small Business Services, headquartered in the new Community Library Center, will assist those aspiring cooks with business planning for their new venture. The Volunteer Kitchens will also provide a home base for Food Trucks in the City of KC to use for food prep and storage in a kitchen.



Completion: 2019  
 Owner: Mid-Continent Public Library  
 Size: 33,000 sq ft  
 Cost: \$10.0 million  
 Construction Type: New Construction  
 Project Manager: Brad McKeate

Contact:  
 Aaron Mason  
 Library Director & CFO  
 amason@mympcl.org  
 (816) 336-0300

Steven V. Polver | Past Director  
 Library Director & CFO  
 (816) 308-4219

Services Provided:  
 Architectural Design  
 Interior Design  
 Programming  
 Space Planning  
 Construction Admin







## Woodneath Branch Library Kansas City, Missouri

The Woodneath Branch Library is the newest addition to the Mid-Continent Library District's collection of library facilities that cover the surrounding metropolitan areas of Kansas City, spanning three counties.

The new \$5,000,000 "destination" library will partially incorporate the existing historic Lobbie/Conrad "Woodneath" House located at 1930 NE Franks Road in Kansas City, Clay County, Missouri. The original house, which is currently situated on a 63-acre site, was constructed circa 1880-1886 and is recorded with the local and federal historic registers.

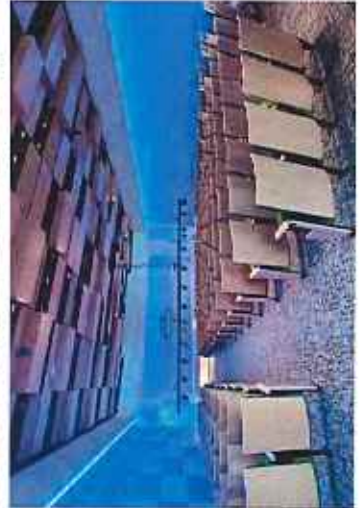
The new library features many amenities such as public meeting areas, an advanced collection sorting system, a drive-thru window, considerable computer resources, private study areas, and an area dedicated to food service. The collection areas are divided into spaces that serve appropriate age groups, with the maternal areas supported by seating and reading areas. The children's library is themed in an agricultural setting to pay homage to the rich history of the homestead's past. The new facility is constructed using high efficiency mechanical and lighting systems, along with a high performance building envelope, and will receive a LEED Silver Certification.

A new 250-seat, state-of-the-art auditorium with overflow seating for 200 additional attendees will accommodate large presentations and events, with nearby seating options and exceptional audiovisual capabilities. The auditorium, adjacent to the historic home, will have a separate entrance.

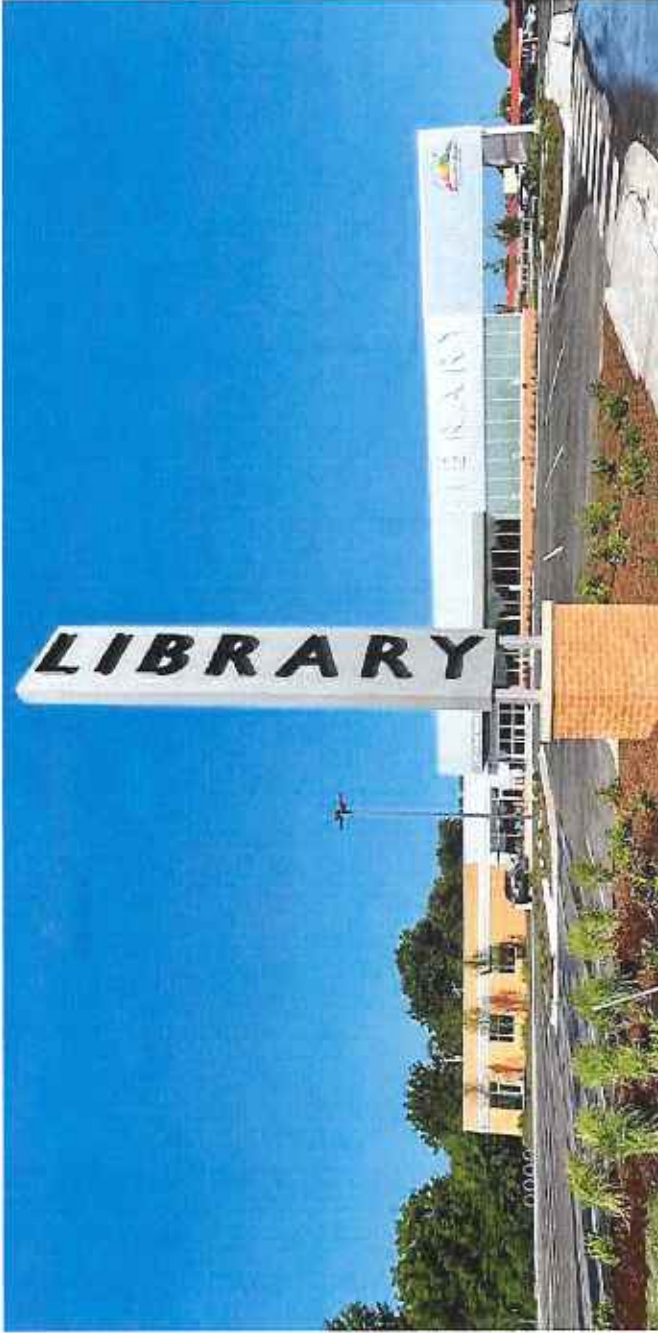
In addition to the auditorium, the project will connect the Woodneath Mission/Jen including the construction of several other new features nearby on the grounds, including an outdoor amphitheater for smaller events as well as:

- A stepped outdoor plaza connecting the existing library to the new auditorium, cultural facility near the site of the old barn and also tying the history of the property
- Additional meeting rooms with educational mezzes
- Outdoor meeting space or "courtyard" adjacent to the hall
- Enjoyable parking for the existing library and new auditorium

Completion: 2013 & 2012  
 Owner: Mid-Continent Public Library  
 Size: 35,000 sq ft Phase I, 14,745 sq ft Phase II  
 Construction Cost: \$9.6 Million Phase I \$3.8 Million Phase II  
 Construction Type: New Construction, Addition & Historical Preservation  
 Sustainability: LEED Silver Certified  
 Awards: AA Eye Field Design Award  
 Publications: The Library Journal  
 History Links: with Modern Times  
 Project Manager: URS McCorrle  
 Contact: Aaron Mason  
 Email: amason@umcpl.org  
 Tel: 816.835.6200  
 Services Provided: Architectural Design  
 Interior Design  
 Programming  
 Space Planning  
 Construction Admin







## Lee's Summit Branch Lee's Summit, Missouri

With a budget of \$6 million for 17,000 sq ft major remodel and 3,000 sq ft addition will provide a fresh look, new space, up-to-date services, and more visibility to the Lee's Summit Branch library. This is the number one ranked branch in the MCLP district, and is the last renovation project planned. With additional space a top center owners to come out enough property for the building expansion, while creating additional shared parking. The major renovation includes an enlarged divisible community room, three small collaboration rooms, a drive-up window, expanded children's area, space for teens, upgraded technology, and repurposed work space for the busy staff. A top priority was to increase visibility of the branch, which led to the thousand like faced.

### Completion: 2022

Owner: Mid-Continent Public Library  
 Size: 22,700 sq ft  
 Construction Cost: \$1.7 million  
 Construction Types: Renovations

### Contact:

Aaron Magan  
 Library Director & CEO  
 amagan@cityofsummit.org  
 (816) 336-5233

Shawn W. Fuller | Project Director  
 Library Director & CEO  
 (816) 300-4273

### Service Provider:

Architectural Design  
 Interior Design  
 Programming  
 Space Planning  
 Community Engagement  
 Construction Admin







## Colbern Library Center East Lee's Summit, Missouri

Originally opened in 1980, the Colbern Road Branch was slated for a significant addition and remodel to accommodate new programs and technology. As the project kicked off, the design team re-imagined what the new library could be if we were able to start from scratch. The idea of transforming knowledge at a basic level led us to think about passing roles to children, the idea of taking paper, and ultimately the paper airplane. This simple theme resonated with the center and played well with the planned programs for the new Library Center. Ultimately, the idea of starting from scratch opened more opportunities to solve more needs for the library and community with minimal additional cost.

The design of the library includes a link to the folded paper with the large screen wall facade that greets patrons as they make their way into the modern and spacious atrium. From there the multi-colored airplanes offer eye-catching clues to various spaces in the library, including a large children's area and dedicated story time decoration, a hot service coffee shop, and a quiet community room that can be used for large events. There is a dedicated space for youth, semi-adjacent collections, comfortable seating for reading or hanging out, and plenty of natural light.

The Library Center also offers single overworking space, including comfortable work desks, small meeting rooms, and free access to Wi-Fi throughout. From 10 Square One Business Services, service here and small business owners can get free assistance with starting a business, branding, economic empowerment, and many other personalized courses designed to help businesses succeed. The all new Colbern Road Library Center offers a great museum experience for all users including non-traditional services to benefit the community at large.

This project is part of the library's Capital Improvement Plan made possible by funds from Proposition L. The architects are Sapp Design Architects (Springfield & Kansas City, MO) and Hill Architecture and Design, Inc. (Kansas City, MO), and the construction firm for all projects is J.E. Dunn.

**Completion:** 2021  
**Type:** New Construction  
**Owner:** Mt. Carmel Public Library  
**Size:** 35,500 sq ft  
**Cost:** \$13.6 million  
**Awards:** IMAA Architecture Design Award  
**AN, Springfield Professional Merit Award**  
**Project Manager:** Brent McKinzie

**Contact:**  
 Aashim Masani  
 Library Director & CEO  
 amasani@mtcpl.org  
 (618) 338-5200

Steven V. Pflizer | Post Director  
 Library Director & CEO  
 (816) 329-4273

**Services Provided:**  
 Architectural Design  
 Interior Design  
 Programming  
 Space Planning  
 Construction Admin







## Withers Branch library

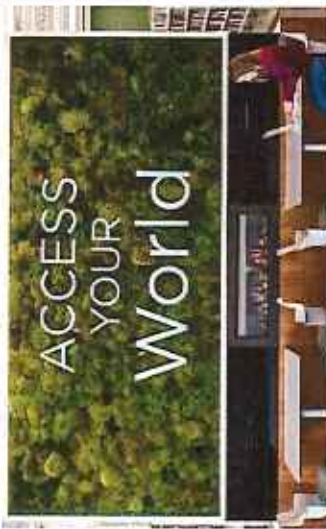
Liberty, Missouri

The Liberty Branch Library is 16,000 square feet, around 1,000 square feet larger than the original building. One of the design goals of the Liberty Branch was to create a natural feel to the building through the use of color schemes and interior design. The library even features a wall made from reusing glass salvaged from the United States in North, South Carolina, and Florida. The wall serves as the centerpiece as you enter the new building. Exposed brickwork allows natural light to flood the space and large concrete seating areas invite patrons to read outside. The interactive children's area contains an accord wall where children can place and remove different sized pages. The sleek acoustic cloud-shaped ceiling provides optimal sound insulation, giving users a comfortable library experience.

Liberty Branch Library uses all LED lighting, high efficiency mechanical systems, dual flow water, low flow toilet fixtures, and water bottles filling fountain installations in order to optimize the efficiency of the building.

This project is part of the Library's Capital Improvements Plan made possible by funds from Proposition L. The architect is Sapp Design Architects (Springfield & Kansas City, MO) and the construction firm for all projects is J.L. Dunn, (Kansas City, MO), and the construction firm for all projects is J.L. Dunn.

"We are creating a better space...One that people want to spend time in."  
Jim Shewey, Community Relations and Planning Director



Completion: 2020  
Type: New Construction  
Owner: Mid-Continent Public Library  
Size: 16,000 sq ft  
Cost: \$6.5 Million  
Project Manager: Chad McIngrah

Contact:  
Ashwin Messeri  
Library Director & CEO  
amesseri@myml.org  
(816) 336-8000

Steven V. Poirier | Past Director  
Library Director & CEO  
(816) 336-4279

Services Provided:  
Architectural Design  
Interior Design  
Programming  
Space Planning  
Community Engagement  
Construction Admin



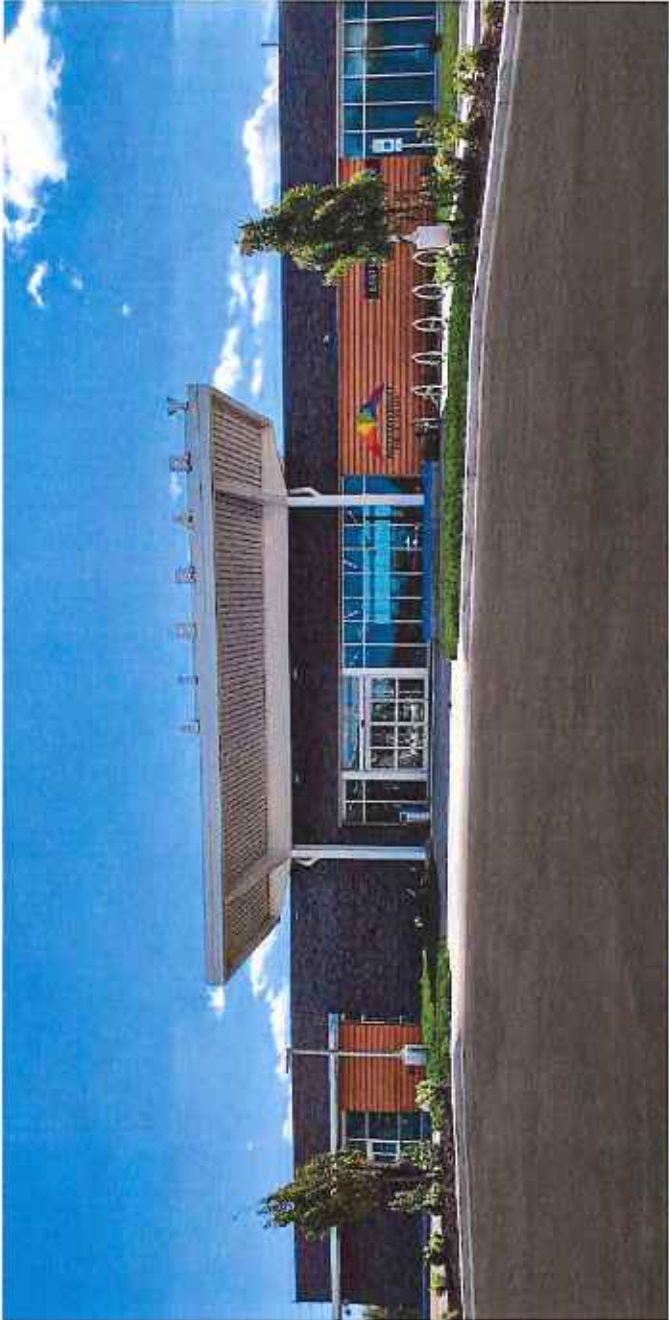
## East Lee's Summit Branch Lee's Summit, Missouri

The new East Lee's Summit Branch was the last new facility of the Prop L campaign for Mid-County Public Library, and is located in a community where library utilization is a way of life. This new existing Lee's Summit branches were the #1 and #2 most used libraries in the MCLC district. To provide better service to the growing east side of town, the new East Lee's Summit Branch was strategically located with great visibility and easy access from Highway 50.

The location and position of the building presented an opportunity to create a large grassy space to give prominence to the highway side of the building, and a larger, more prominent south facade on the parking or entrance side of the building. These two high and low "cores" helped drive the overall form and layout of the building design. The higher, main two-story bar contains the children's area, teen area, collections, and library reading area. The lower bar has the entry area and contains the meeting rooms, community room, staff, and utility areas.

With new legislation the district had the opportunity to take advantage of more energy efficient options, including a thermally efficient building shell, high efficiency glass, energy efficient LED lighting, high efficiency heat and air conditioning, and advanced technology to monitor the problems. Technology is also expected for use by the community, including two high-speed Wi-Fi areas in the parking lot.

This new branch was strategically planned to provide continued community service when the other local branches were being renovated. It is easily recognizable from Highway 50 with its 16' LED LIGHTS above the south facade, which are local with color-changing LEDs. Since opening, this new library has been well received and well utilized by the community.



**Completion:** 2019  
**Owner:** Mid-County Public Library  
**Size:** 10,500 sq ft  
**Construction Cost:** \$5.1 Million  
**Construction Type:** New Construction  
**Project Manager:** Urad McKenzie  
**Contact:**  
 Aaron Macon  
 Library Director & CEO  
 amacon@myung.org  
 (816) 336-8200  
 Steven V. Dwyer | Fiscal Director  
 Library Director & CEO  
 816-336-4078

**Services Provided:**  
 Architectural Design  
 Interior Design  
 Programming  
 Space Planning  
 Construction Admin







## Redbridge Branch Kansas City, Missouri

Sometimes a building is like a good book, its story may have twists and turns and end completely different than how it began.

The Redbridge Library Branch is precisely that, a story of a building that was once a lovely story, then a hardware store and more, through creative design, became a new modern library that will serve the community in new and imaginative ways.

Libraries are different than those built in the 1950s if at all were warehouses for books. Nowadays, people's expectations have evolved, and libraries have to adjust as well. With 14,202 sq ft of newly renovated space, the new building is 2,300 square feet larger than the previous library. It features a larger programming room, several meeting rooms, a children's area, movable furniture, free Wi-Fi, tables, and outdoor seating. While the library is all-new, the design pays homage to the building's history every part by retaining the old building's steel into an existing steel who's use is up to the imagination of the users.

The new Redbridge Library has the feel of any modern library, which is to know it's a place where you would want to spend time by creating common spaces that encourage exploration, creation, and collaboration with the community & users.

This project is part of the Library's Capital Improvement Plan made possible by funds from Proposition 1. The architects are Sapp Design Architects (Springfield & Kansas City, MO) and Lense Architecture and Design, Inc. (Kansas City, MO), and the construction firm for all trades is J.E. Dunn.

**Completion:** 2013  
**Owner:** MOI Community Public Library  
**Size:** 14,202 sq ft  
**Construction Cost:** \$2.1 Million  
**Construction Types:** New Construction  
**Project Manager:** Paul Mulvaney  
**Contact:**  
 Allison Messeri  
 Library Director & CEO  
[amesseri@moilibrary.org](mailto:amesseri@moilibrary.org)  
 (816) 539-6000  
 Steven V. Pober | Past Director  
 Library Director & CEO  
 (816) 503-4279  
**Services Provided:**  
 Architectural Design  
 Interior Design  
 Programming  
 Space Planning  
 Construction Admin







## Midwest Genealogy Center Independence, Missouri

The goal of Mid-Missouri Public Library's Midwest Genealogy Center was to provide a fitting and appropriate facility to house the library's nationally recognized, world class collection. It includes a wide, open, expanded research facilities, locker space and private meeting areas.

The Midwest Genealogy Center is the largest free-standing public Genealogy Center in the United States providing the nation's most resources for genealogy history.

The 100+ seat auditorium is designed without fixed seats to allow for multiple configurations and uses. The wood slat suspension for the main wall aids in heating the speaker and viewing the space, as well as providing a contemporary feel within a traditional designed facility. The structural panels break up the ceiling in a dynamic pattern to assist with auditory purposes and visual enhancements.

This auditorium maximizes flexibility by using a ceiling-mounted operable wall system that can divide the space into four smaller configurations with the touch of a button.

This project is part of the Library's Capital Improvement Plan made possible by funds from Proposition L. The architects are Sapp Design Architects (Springfield & Kansas City, MO) and H&K Architecture and Design, Inc. (Kansas City, MO), and the construction firm for all projects is J.E. Dunn.

**Completion:** 2008 & 2013  
**Owner:** Mid-Missouri Public Library  
**Type:** New Construction  
**Size:** 62,000 sq. ft. Phase I, 25,000 sq. ft. Community Hall  
**Construction Costs:**  
 \$10 Million - Phase I  
 \$5.6 Million - Phase II  
**Awards:**  
 AIA Springfield | Professional Recognition Special Honor Award  
 Project Manager: Bina McKee

**Contact:**  
 Aaron Mason  
 Library Director & CEO  
 amason@mpl.org  
 (816) 536-5000

**Steven V. Potter | Past Director**  
 Library Director & CEO  
 (816) 505-4219

**Services Provided:**  
 Architecture  
 Interior Design  
 Space Planning  
 Programming  
 Construction Administration







## Blue Springs South Branch

Blue Springs, Missouri

The Blue Springs South Branch library originally opened in 1988, when Highway 7 was less developed and less busy than it is today. A wider street, heavier traffic, and more development led to the Blue Springs branch almost disappearing between the strip malls, restaurants, and retail outlets. The removal of this branch challenged the design team to give the library new identity while bringing it into the 21st century with technology and services the community needs. As one of the first projects in the AECF, Prop L campaign, it serves updates and amenities helped set a standard for the other branch remodels to come.

A new entrance relocated to the corner of the building created better access from the parking and helped give the building the update it needed. Update to all materials, colors, and new windows revealed a fresh and more contemporary look and feel, and a complete new remodel helped make the library feel larger and more inviting without adding additional square footage. For those that recall the original library, walking into the remodeled Blue Springs South Branch felt like a new library.

The design of the library included a new staircase with a glass case, a new welcoming entrance with comfortable seating, a dedicated teen space, expanded children's area, meeting rooms, an enclosed community room, and upgraded accessible restrooms. New LED lighting and ceiling, in addition to the new windows, created a brighter and more inviting library for the community to use.

Completion: 2018  
 Owner: Mid-Continent Public Library  
 Size: 17,000 sf  
 Construction Cost: \$1.5 million  
 Construction Type: Remodeling  
 Project Manager: Brad McSwain

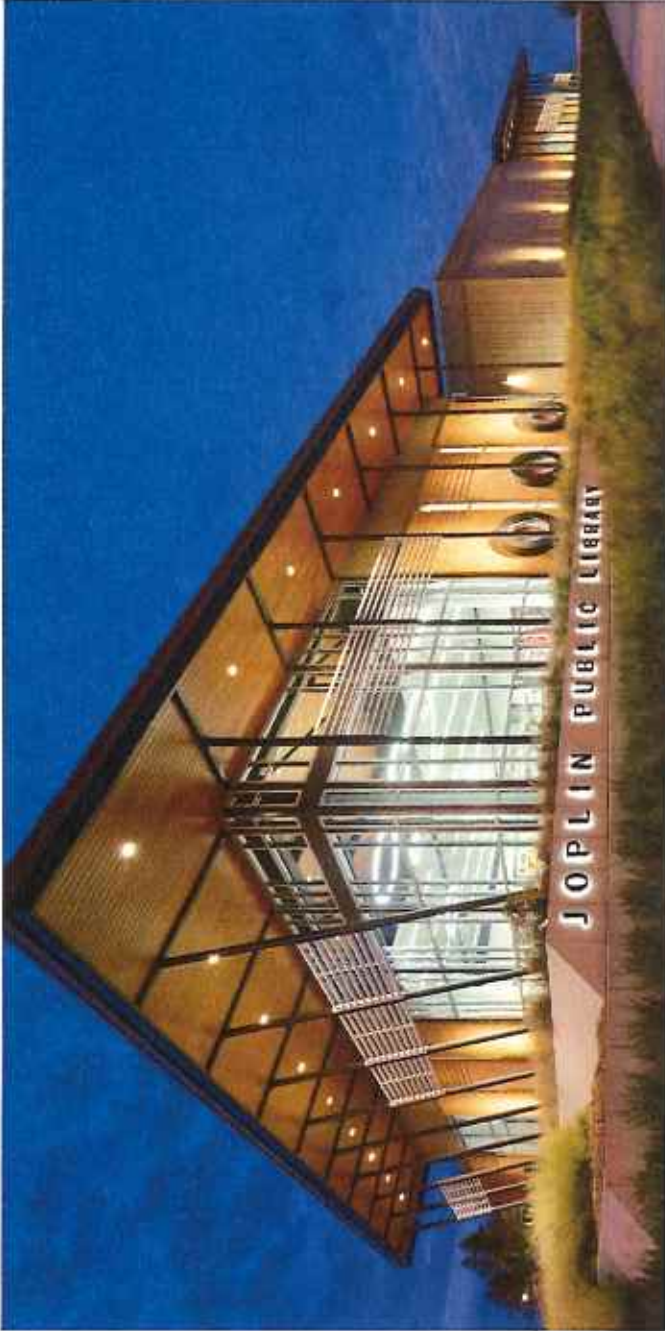
Contact:  
 Aaron Marsh  
 Library Director & CEO  
 ammarsh@midcont.org  
 (816) 331-5700

Steven V. Potter | Past Director  
 Library Director & CEO  
 (816) 302-4275

Services Provided:  
 Architectural Design  
 Interior Design  
 Programming  
 Space Planning  
 Construction Admin







## Joplin Public Branch Joplin, Missouri

As a testament to Joplin's unyielding resiliency after the community was devastated by an L13 tornado in 2011, residents will celebrate the grand opening of Joplin's new public library with a celebration on June 13. The new library is not just a symbol for the city's resiliency, it's also a cultural center and catalyst for economic development at the "center of it all" with spaces indoors and out to gather, imagine, explore, learn, and be entertained. Scapp Design Architects of Springfield, Missouri and CH2M Architects of Chicago Heights have collaborated on the design of the new library.

The Architectural planners collaborated extensively with an array of 23 different Joplin user groups by leading community focus sessions, surveys and panel discussions from leading library directors across the United States to develop a design that fulfilled its goal for the library to be used in new and unimagined ways. This result was a size increase from 25,000 sq ft to 47,000 sq ft to provide room for expanded services and community tax space that promotes the concept of a Next Generation Library.

The Joplin Public Library was honored for excellence in architectural design with a Public Design Award at the biennial Springfield MA reception and design awards program in May 2016. Projects are judged by a jury of architectural professionals and a separate public jury consisting of a group of community leaders, arts professionals, and local academics.

**Completion:** 2016  
**Owner:** City of Joplin  
**Size:** 47,000 sq ft  
**Construction Cost:** \$14.5M  
**Construction Type:** New Construction  
**Awards:** AIA Springfield Design Award  
**Contact:**  
 Jeanne Goodley, Library Director  
 jgoodley@joplinpubliclibrary.org  
 (417) 683-1850  
**Services Provided:**  
 Architectural Design  
 Interior Design  
 Programming  
 Community Engagement  
 Construction Admin







**Completion:** 2017  
**Client:** St. Louis Regional Library  
**Size:** 4500 sf to 12,000 sf  
**Construction Type:** New Construction & Renovations  
**Construction Cost:** \$15 Million  
**Contact:**  
 Steven Campbell, Library Director  
 scamp@stlr.org  
 636-830-4562 ext. 101  
**Services Provided:**  
 Design Architect of Record,  
 Programming



## Scenic Regional Libraries St. Louis, Missouri

St. Louis Regional Library approved a two-year, \$12.8 million plan to replace and/or upgrade seven branch libraries, covering three rural counties just west of St. Louis. JGMV Architects, a local St. Louis architecture firm, teamed with Smith Design Architects for our extensive library planning and design expertise. As the Design Architect of Record, our team worked with the various communities and with the Library Director, Steve Campbell, to create new landmark facilities, each one being unique to their community while at the same time having a consistent "brand" or design throughout the library district.

Phase 1 of this plan has been seven of the nine branch locations. All of the new and upgraded branches will have study area spaces for Teens and Children, and quiet Adult reading areas, new study rooms, meeting room space, exhibit space, and a drop up book drop. The goal is to provide improved services and amenities, and opportunities. The Libraries of this new century are as much a Community Center as they are Media and Information Centers.

Coverdale will have a new branch built on a 1.0 acre site that is a portion of the former Downs in Elmview Elementary School property. This new branch will replace the current 2,000 square foot school site space; the new facility will be approximately 8,100 square feet.

New Haven's new 4,500 sf branch will be built on a 1.5 acre site donated to the library by a long time resident and library supporter. One unique feature will be a "buzzy garden" terrace.

Pacific's new 10,000 sf facility will replace the current 4,100 branch and will be built on the corner of Power Lane and Lamar Parkway.

Sullivan's new 9800 sf branch will be built on Cumberland Way.

Wentzville is an existing 9800 sf building which will be updated and expanded to 12,000 sf, and which will include enhanced meeting room space, and expanded parking.





"This library is where place and possibility meet." - Stuart L.

SELF-DEVELOPMENT

**SAPP DESIGN**

Enrich Life. For Generations.

SDAarchitects.com  
417.877.9600

HQ | SPRINGFIELD | 3750 S. Fremont, Springfield, MO 65804  
KANSAS CITY | 1100 Main Street, Kansas City, MO 64105



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

February 22<sup>nd</sup>, 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







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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](mailto: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%)**







SPRINGFIELD  
JOPLIN  
ST. LOUIS  
NORTHWEST ARKANSAS

# PROJECT PHASES

WHAT TO EXPECT DURING:

**SCHEMATIC DESIGN (SD)**  
**DESIGN DEVELOPMENT (DD)**  
**CONSTRUCTION DOCUMENTS (CD)**  
**BIDDING PHASE**  
**CONSTRUCTION ADMINISTRATION (CA)**

# 01 | WHAT TO EXPECT | SCHEMATIC DESIGN (SD)

## OXYGEN CHECK: WHERE ARE WE?

Schematic Design | Design Development | Construction Documents | Bidding | Construction Administration

### LEVEL OF CLIENT INVOLVEMENT :

**HIGH**

### WHAT IS SCHEMATIC DESIGN??

In this phase we establish the general scope, conceptual design, scale, and relationships among components of the project.

### OBJECTIVES:

- 1. The Big Idea**  
Arrive at a clearly defined, feasible concept
- 2. Explore Design Solutions**  
Clarify the project program (i.e. how many rooms, the size of the spaces, types of spaces etc.).
- 3. 3D Design**  
We begin analyzing the relationship between the floor plan and 3D elements for the interior and exterior.
- 4. Cost Analysis**  
Options of Probable cost is created with assistance of cost estimating software and local trades/resources.
- 5. Site Study**  
Explore the relationship between building and site, including access (pedestrian and vehicular), utilities, views, and solar angles, if applicable.
- 6. Develop Building Form**  
We develop a simple building form from the floor plan design and begin to have conversations about materiality inside and outside of the building.

### WHAT WE NEED FROM YOU:

- ✓ **Know your Program**  
How much space do you need? How is this space divided up? What are the relationships between these spaces?
- ✓ **Know your Priorities**  
What are your top priorities? (ex: move in date, wants and needs list, etc.)
- ✓ **Know your Budget**  
What is the total amount of funding for this project? What are the funding sources and is funding secured?
- ✓ **Know your Primary Goals**  
We know that this facility and project means more to you than just four painted walls filled with furniture. What do you need this space to do for you and your stakeholders? What are the Goals that we are working together to accomplish through the design of this building?

### PROGRAM

Room Name	Area (sq ft)	Notes
RECEPTION	100	
OFFICE	1200	
CONFERENCE	200	
MEETING	150	
TRAINING	300	
RESTROOM	50	
STORAGE	100	
LOBBY	500	
RECEPTION	100	
OFFICE	1200	
CONFERENCE	200	
MEETING	150	
TRAINING	300	
RESTROOM	50	
STORAGE	100	
LOBBY	500	



**FLOOR PLAN**



**SITE ANALYSIS**



# 02 | WHAT TO EXPECT | DESIGN DEVELOPMENT (DD)

## OXYGEN CHECK: WHERE ARE WE?



Schematic Design | **Design Development** | Construction Documents | Bidding | Construction Administration

**LEVEL OF CLIENT INVOLVEMENT:**  
**HIGH**

### WHAT IS DESIGN DEVELOPMENT?

In this phase the design becomes more polished through refinement and coordination. The decisions made in design development are worked out at a scale that minimizes the possibility of major modifications during the construction document phase.

### OBJECTIVES:

Design Development is all about what the building is going to look and feel like, all while determining how it works itself. Based on the preliminary information learned from SD, we dive deeper into the design and begin to make material selections (interior finishes and exterior materials), we begin to make selections of:

1. **Exterior Materials**
2. **Select Interior Finishes**  
We work with the end users, decision makers, and facility managers to determine interior finish selections in conjunction with the interior architectural design. This process may also include 3d renders or walk-throughs of the space.
3. **Equipment and Products**

### WHAT WE NEED FROM YOU:

- ✓ **A set program and plan**  
To ensure that the project makes efficient use of time and budget, it is imperative that we have a set program and building design by the conclusion of Design Development. There are added costs and schedule delays whenever large changes are made past the Design Development Phase.
- ✓ **Existing versus New Building Systems**  
What existing building systems would you like to continue to utilize? What new building systems need to be implemented? Building systems are the nuts and bolts of a facility; such as the HVAC, access control, etc.
- ✓ **What do you want the building to look and feel like?**  
We will assist in providing inspirational images and material pallets for you to chose from, and research products selected by you. We work with your facilities team on building standards that are to be followed.

### DIGITAL INTERIOR FINISH BOARD:



### COST ESTIMATE SUMMARY PAGE:



↑  
**SCAN THIS QR CODE TO VIEW A RENDERED WALK-THROUGH OF THE FACILITY WHILE IN DESIGN DEVELOPMENT.**



# 03 | WHAT TO EXPECT | CONSTRUCTION DOCUMENTS (CD)

## OXYGEN CHECK: WHERE ARE WE?

Schematic Design | Design Development | **Construction Documents** | Bidding | Construction Administration

### LEVEL OF CLIENT INVOLVEMENT:

**LOW/MED**

### WHAT IS THE CONSTRUCTION DOCUMENT PHASE??

Once a design has been developed and approved, the team prepares the drawings and specifications that establish the requirements for construction of the project. The many fine design details of construction documentation occur during this phase. The design team begins to translate the design into a physical reality. The team assists the owner in preparing the necessary bidding and contractual documentation to move the project into the next phase.

### WHAT WE NEED FROM YOU:

#### ✓ Coordination of Owner Provided Items

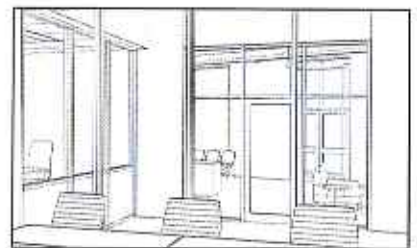
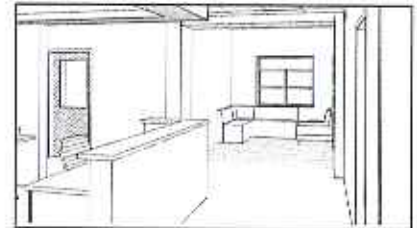
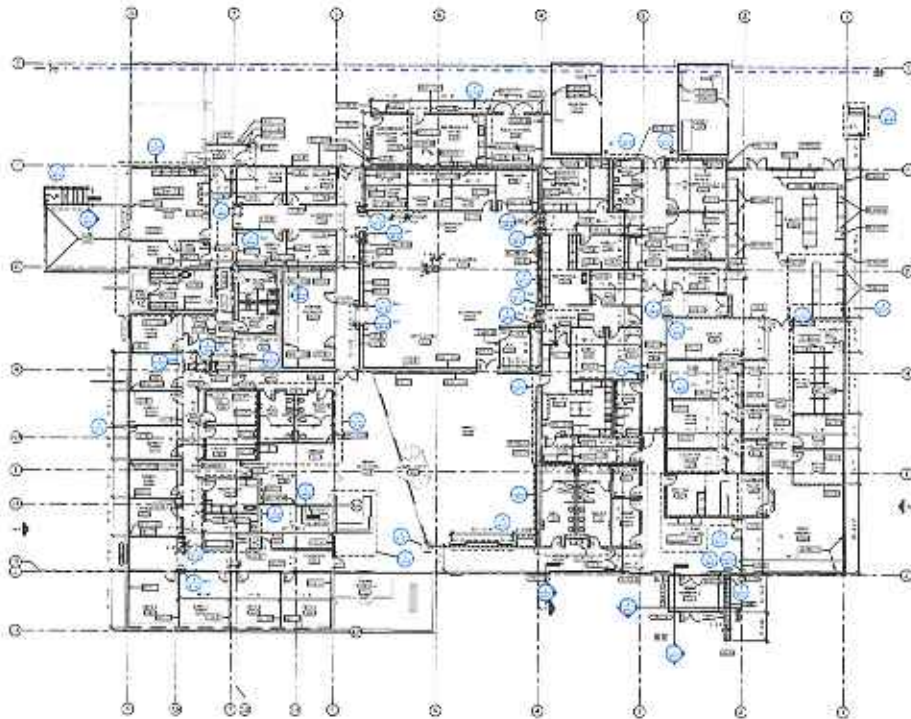
What items do you anticipate on providing? These items could include things such as your network services, security, equipment (i.e. markerboards, furnishings, appliances) and more. We coordinate work provided by the contractor, as well as from your current vendors to ensure that our design supports your unique systems and equipment.

#### ✓ Coordination with Your Legal Counsel

Depending on your project, we will work with your legal counsel to prepare draft owner/contractor contract documents in anticipation of bidding and contractor selection.

#### ✓ Coordinating Bidding Schedule

We work with you to determine a bidding schedule that works with your team, as well as optimizes the current bidding market.





# 04 | WHAT TO EXPECT | BIDDING PHASE

## OXYGEN CHECK: WHERE ARE WE?



Schematic Design | Design Development | Construction Documents | **Bidding** | Construction Administration

**LEVEL OF CLIENT INVOLVEMENT :**  
**LOW/MED**

### WHAT IS THE BIDDING PHASE?

During bidding, the building industry provides its response — its statement of what it can do, how much time it will take to do it, what price it will charge, as well as long lead items. We monitor the bidding climate to determine the best time to release drawings. A bid opening difference of two or three days can have a huge impact on pricing.

The services provided by the architect during bidding and negotiations are very important. The team personally notifies general contractors to increase interest, responds to questions, and releases timely addenda. This thorough process is essential in attracting the best contractors to the project, obtaining reasonable prices, and starting off the construction process on the best possible terms.

### WHAT WE NEED FROM YOU:

- ✓ **Attendance at a Pre-Bid Meeting**  
A Pre-Bid Meeting gives Subcontractors and General Contractors the ability to walk the site and ask questions about the project.
- ✓ **Attendance at the Bid Opening**  
Bids are received and opened, publicly or privately, depending on the project type and owner requirements. Bids that meet all requirements are evaluated and a contractor is chosen.

### BIDDING TAB



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# 05 | WHAT TO EXPECT | CONSTRUCTION ADMINISTRATION (CA)

## OXYGEN CHECK: WHERE ARE WE?

Schematic Design | Design Development | Construction Documents | Bidding | **Construction Administration**

### LEVEL OF CLIENT INVOLVEMENT :

**MED**

### WHAT HAPPENS DURING CONSTRUCTION ADMINISTRATION?

Administration of the Contract for Construction (CA) is an important component of the process, ensuring construction is consistent with the construction documents. Contractors respect our expertise in the realm of construction, and it fosters a common framework which we use to communicate your needs.

The Project Manager during the design phase will remain the Project Manager throughout construction. The same team you work with and trust during design will be the same team you continue to work with during construction. Your project will not be handed off to someone else after bidding while the design team moves on to another project. This is just one additional step we take in ensuring quality control.

### OUR RESPONSIBILITIES:

- On-site regularly for job coordination meetings and to observe the work in progress
- Review project schedule to ensure project is tracking towards its completion date
- Attend critical and special meetings along the way to ensure project quality
- Photograph construction progress
- Prepare Field Observation Reports for work not in compliance with the documents to document on-site observations
- Project engineers and consultants will make site visits as required
- Coordinate with AHJ on changes made/inspections
- Promptly address Requests for Information, and issue Supplemental Instructions
- Timely review of product submittals, shop drawings and samples
- Thoroughly review and process General Contractor's Payment Applications
- Specify and review third party special inspections
- Perform punch-list noting imperfections prior to conclusion of construction
- Log prevailing wage reports and lien waivers
- Track project changes to maintain clear understanding of budget

### WHAT WE NEED FROM YOU:

- ✓ **Decide if/when you would like to do a Ground Breaking Ceremony**  
If you decide that a Ground Breaking Ceremony is right for you, we are here to support you however you would like.
- ✓ **Input on Change Order Requests**  
Sometimes things come up during the construction process and we need your input on how you would like the construction team to proceed.
- ✓ **Attend Construction Meetings on-site and be present at a portion of the Punch List Day**
- ✓ **Decide if/when you would like to do a Ribbon Cutting Ceremony**  
Whether you need us to bring the actual ribbon and scissors, bring light refreshments for the community to enjoy, or just be there to support and help show off the facility— we are here to support you however you need us. After all, this is arguably the most exciting part!





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- 38** | **SECTION 03 // PROJECT APPROACH**
  - Design Process
  - Approach to Cost Control
  - Approach to Scheduling
  - Approach to Quality Control



# 01

## FIRM DESCRIPTION

“Other architects that our team has worked with have been attached to their own designs, and that has kept them from listening to our needs. I don't feel that way at all with Paragon. The team at Paragon Architecture was the dream team - collaborative and good at listening to our needs.”

— Gina Milburn  
*Executive Director, Barry Lawrence Regional Library*

Barry Lawrence Regional Library  
Monett Branch



# ABOUT PARAGON ARCHITECTURE, LLC

Paragon Architecture is a limited liability company that got its humble start in 2010, and has been in business for 13 years now. Our team of 31 passionate architects, interior designers, and administrative staff, spans four locations and provide flexible design solutions and project management services for a variety of clients across the state of Missouri.

As a firm, Paragon Architecture has continued to grow since its inception in 2010 and our reach continues to increase year after year. We provide architectural services to an array of clients throughout Missouri and the surrounding area. We have offices in Springfield, Joplin (2012), St. Louis (2017), and Northwest Arkansas (2023) with our headquarters in Springfield, MO.

With a focus on building relationships, many of our partnerships result in long-term relationships. In fact, from 2018-2023 80% of our work came from repeat clients!

**Paragon Architecture has project experience in the counties highlighted in green on the map to the right.**

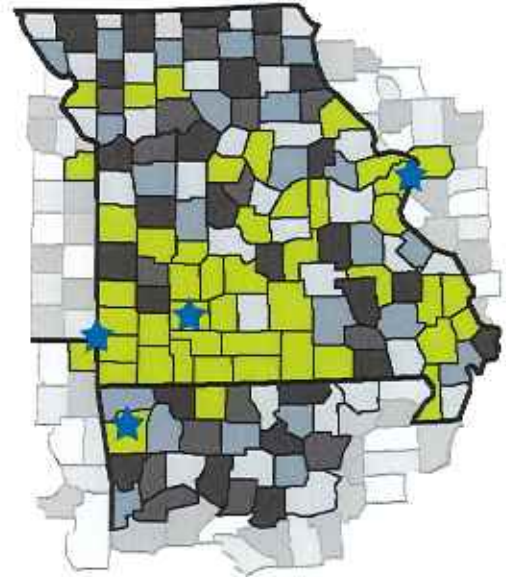
## Office Locations:

637 W College St. • **Springfield, MO** 65806

1310 S Main St. • **Joplin, MO** 64801

4660 Maryland Ave Ste. 250 • **St. Louis, MO** 63108

100 W Center St Ste. 302 • **Fayetteville, MO** 72701



## CORE VALUES:

**RELATIONSHIPS. FAMILY. COMMUNITY. INTEGRITY. SERVICE.**

### NATURE OF WORK

Paragon Architecture provides architectural services for municipal governments, counties, healthcare providers, school districts, higher education facilities, park boards, and corporate clients throughout the region. We have experience in new buildings as well as renovation design, including LEED certified design and FEMA 361 safe room facilities. The Paragon Approach™ brings the whole team to the drafting table, fusing the client's needs with the firm's architectural knowledge and our consultant's wisdom. United by creative thinking and a focused expertise in design, our cohesive team provides a collaborative approach based upon proactive project management, which guides each client from concept to programming, through to design, construction, and post occupancy.



# FIRM PHILOSOPHY // BE THE SHERPA



## CORE VALUES: RELATIONSHIPS | FAMILY | COMMUNITY | INTEGRITY | SERVICE

Paragon Architecture, LLC has a simple, but profound mission: **IMPACT OUR COMMUNITIES THROUGH SERVICE LEADERSHIP WITH THE PUREST INTENT.** We strive every day to #BeTheSherpa for our clients. In fact, it's our in-house motto. Those three words evoke the idea and image of what applying the Paragon Approach™ correctly looks like. It's who we are and why we partner with public entities again and again on projects.

### WHAT IS A SHERPA?

A Sherpa is a person who helps others climb seemingly impossible mountains. They are highly skilled and experienced climbers, paid to prepare the route for foreign climbers to follow, fix ropes in place, check oxygen levels and carry the necessary climbing kit up the mountain. More than that, they fully understand the challenges ahead and humbly work alongside their climbers to ensure a successful journey.

### WHAT IT MEANS FOR PARAGON

We feel that Sherpa work is a great model for how we work in our office and with our clients, from project start beyond completion.

Our mountains are our projects, our climbers are our clients, and we are the Sherpa. #BeTheSherpa reminds us to think and serve selflessly, to keep our client's goals in mind and, ultimately, that it's not our mountain — it's yours.

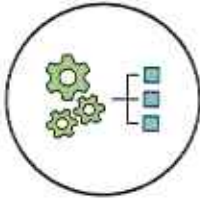
### LET US BELAY FOR YOU

We'll coordinate oxygen checks throughout your projects. We'll teach you about effective programming and empower you to make decisions that make sense for the Christian County Library District. We'll help you reach your architectural summit and guide you safely back down again. It's our job to make sure your projects are as successful and enjoyable as possible. We're ready to climb. **Are you?**





# OUR SERVICES



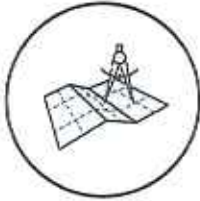
## PROJECT MANAGEMENT:

We have the internal resources to ensure your project stays on task and on budget during the entire process through keeping communication channels open with regular reviews, updated reports and design scheduling.



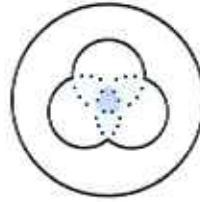
## WORKPLACE:

We strive to fully understand an organization's culture so we can design a workspace that will both inspire and enhance productivity while meeting their functional and physical needs. The workplace for your faculty and staff matters to us like your students matter to us.



## STRATEGIC MASTER PLANNING:

Considering your resources available and your growth trends and goals, we use our expertise to develop plans that will complement your long-term priorities and available resources strategically.



## BRANDING:

We work with you to create a connection between your space and your community. Your branding should be intertwined and you should see your school pride reflected throughout the design of your campus.



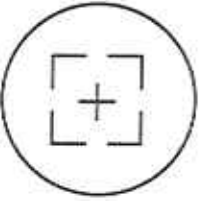
## SUSTAINABLE DESIGN:

Sustainability is woven into every project we take on. Utilizing resources that will enhance energy efficiency results in improving the bottom line for you and also reduces your carbon footprint.



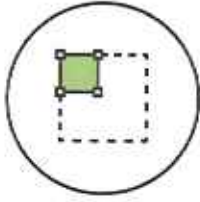
## MODERN LEARNING ENVIRONMENTS:

Our K-12 and higher education projects promote achievement through the thoughtful integration of furnishings and educational technology to provide adaptable, student-centered settings.



## INTERIOR DESIGN:

We believe that successful interior settings are flexible, adaptable and durable—but also beautiful and appealing. Community pride should be reflected throughout the design of your facilities and furnishings should adapt and take you beyond your immediate needs.



## PROGRAMMING:

We develop solutions based on the unique goals and objectives of each client. There is no one-size-fits-all scenario and we believe in a collaborative approach that will deliver the most effective and innovative solutions for our partners.



## ADAPTIVE REUSE:

Breathing life back into unused or dated buildings is a welcomed project for our team that poses many exciting challenges. While renovating spaces to meet new requirements, we preserve the integrity of the original space within design.



## CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN:

Security and safety for human life is at the forefront of all we do. By implementing CPTED principals into our designs and conducting assessments of your current facilities, we can naturally reduce crime and create spaces that are safer for all.

*It may be difficult for your organization to conduct an accurate life-cycle cost analysis on your own. Let Paragon assist you in the process of deciding whether a restoration, renovation, or remodel is the best choice for you, given the state of your current facilities and your future goals for each space.*



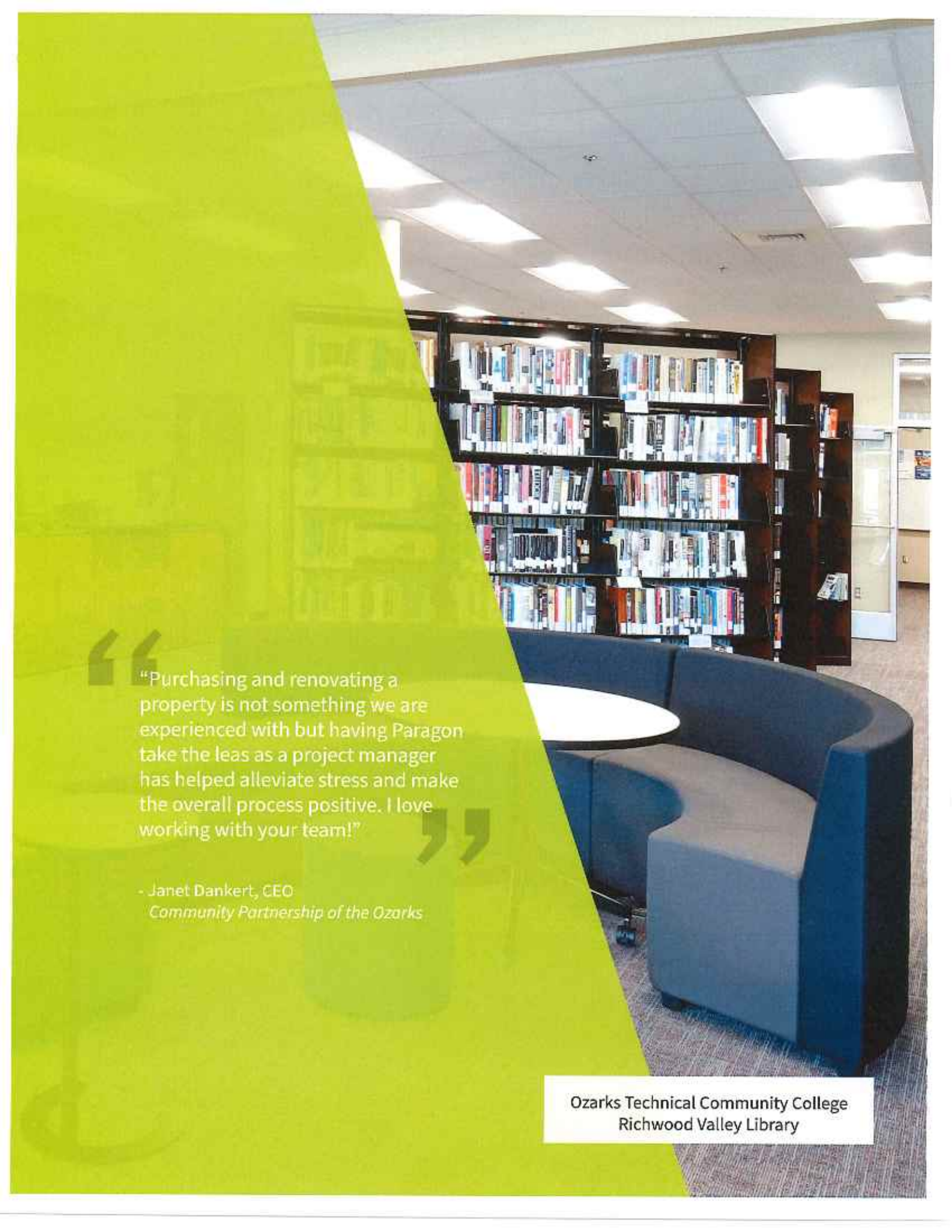






02

**PROJECT  
EXPERIENCE**



“Purchasing and renovating a property is not something we are experienced with but having Paragon take the lead as a project manager has helped alleviate stress and make the overall process positive. I love working with your team!”

- Janet Dankert, CEO  
*Community Partnership of the Ozarks*

Ozarks Technical Community College  
Richwood Valley Library





# EXPERIENCE // LIBRARY & MUNICIPAL DESIGN

## LIBRARY EXPERIENCE

### Barry-Lawrence Regional Library District

- Master Plan
- Monett Branch
- Shell Knob Branch (DESIGN ONLY)
- Administrative Building Renovation (IN PROCESS)

### Neosho-Newton County Library

- Seneca Branch (Preliminary Design)

### Springfield Greene County Library

- Republic Branch (IN PROCESS)

### Stone County Library

- Crane Branch Renovation & Restoration
- Galena Branch Renovation

### Ozarks Technical Community College

- Library Master Plan
- Richwood Valley Library Renovation

### Missouri Southern State University

- Spiva Library (DESIGN)

### Cassville School District //

- Library Renovation (PRELIMINARY DESIGN)

### Kelso School District //

- Elementary School Library

### Springfield Public Schools

- Williams Elementary School New Library
- York Elementary School New Library

### Webb City School District

- Junior High School Library Safe Room
- Madge T. James Kindergarten Center Library

### Willard School District

- South Intermediate New Library

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## OTHER PUBLIC & MUNICIPAL PROJECTS

### City of Buffalo

- Public Safety Center (PRELIMINARY DESIGN)

### City of Cassville

- Public Works Facility (IN PROGRESS)

### City of Joplin

- Fire Station No. 2
- Fire Station No. 7
- Route 66 Visitor Center (DESIGN ONLY)

### City of Lebanon

- Cowan Civic Center Renovation
- Public Safety Center
- Emergency Medical Services Renovation
- Farmers' Market

### City of Monett

- Community Building & FEMA Safe Room
- Justice Center Repairs & Building Envelope Repairs

### City of Springfield

- PD/FD Training Center
- Fire Station No. 6 Re-Roofing
- Yardwaste Recycling Center
- Health Department Clinic Renovation
- Art Museum Lobby Renovation

### Christian County

- Circuit Court Building
- Historic Courthouse Remodel
- Resource Management Building Renovation
- Extension Building Renovation
- Juvenile Building Renovation

### Dallas County

- Health Department (IN PROGRESS)

### Gasconage Electric Cooperative

- Facility Renovation

### Greene County

- Family Justice Center

### Jasper County

- Highway Department Offices & Garage

### Laclede County

- 911 Emergency Call Center (IN PROGRESS)
- Laclede County 2nd Street Entry Renovation (IN PROGRESS)

### Missouri National Guard

- AVCRAD Expansion & Renovation

### Springfield/Branson National Airport

- Customs & Border Patrol
- TSA Renovations
- Expedia Collaboration Stair

### Springfield Greene County Park Board

- Lake Country Press Box
- Westport Park Pavilion
- Tom Watkins Park Restroom

### State of Missouri

- Highway Patrol Crime Lab
- Geology Survey Roof, Facade & Draining Repairs

### Webster Electric Cooperative

- Office & Garage Facility

### Western Taney County Fire Department

- Fire Station (PRELIMINARY DESIGN)

### White River Valley Electric Cooperative

- Branson Headquarters
- Branson Office Renovation
- Ozark Facility Renovations





## SPRINGFIELD GREENE COUNTY LIBRARY // REPUBLIC BRANCH (PRELIMINARY DESIGN)

Paragon completed preliminary design and imagery for the new Springfield-Greene County Library District Republic branch for the purpose of raising funds to bring this project to fruition. The client wants this to be a library branch that serves as a large and broad community resource center. The program includes a children's area, teens area, periodicals section, and reference section. A large community room, and small meeting rooms were requested within the design so that can be utilized in multiple ways to serve a variety of needs for organizations and individuals. "Maker studios" were integrated into the program for individuals to come in to create recordings, music, and videos. Office collaboration spaces were created to help foster the needs of the community and small businesses. The design element the library is most excited about is the outdoor "Exploratorium". This outdoor space includes reading areas, nature garden, and some interactive learning spaces that are geared towards youth. There is also a drive through that provides a convenient pick-up and drop-off options for the students. Once a site has been selected, the library would also like to create nature trails that flow from the library to outside to encourage nature experiences for the community.

**SIZE:**

40,000 SF

**CONSTRUCTION BUDGET:**

\$11,000,000

**LOCATION:**

Republic, MO

**CONTACT:**

Jim Schmidt, 417-616-0587

**PROJECT MANAGER:**

Jim Stearman





**DEPARTMENT LEGEND**

- AUDITORIUM
- CIRCULATION
- COWORKING SPACE
- FOOD & RETAIL
- LIBRARY
- MAKER'S SPACE
- MEETING ROOMS
- STAFF
- RESTROOM





## SPRINGFIELD GREENE COUNTY LIBRARY // REPUBLIC BRANCH

Following our preliminary design efforts, the Springfield Greene County Library District has chosen Paragon to advance with the full design of their new Republic Branch. After considering options to renovate the existing facility, renovate with an addition, or construct a completely new facility, the district decided to build an entirely new facility on the existing site.

The new library will feature a traditional library/stacks area, an administrative suite for staff, a dedicated teens area, and a children's area that can accommodate up to 60 guests for story time. Additionally, the children's room will have direct access to a patio, supporting the library's nature/Exploratorium program.

On the north side of the facility, a shared vestibule will provide access to both the library and a community/business area. The community side will include a large meeting room with a capacity of 150 people, open to the public, as well as a business center with computer stations and open desks for daily use. The business center will offer various-sized meeting rooms and a makerspace equipped with several types of equipment and direct patio access. The "back yard" of the facility will feature a patio, walking track, and play structures for patrons to enjoy.

**PROJECT SIZE:**

20,000 SF

**COMPLETION DATE:**

In Progress

**EST. CONSTRUCTION COST:**

\$7.9 million

**LOCATION:**

921 Lindsey Ave.  
Republic, MO 65738

**CONTACT:**

Jim Schmidt, 417-616-0587

**PROJECT MANAGER:**

Jared Younglove









## NEOSHO-NEWTON COUNTY LIBRARY // SENECA BRANCH

Paragon has been working with the Neosho-Newton County Library District to develop preliminary imagery as well as programming to aid with fundraising efforts for the new Seneca branch. An important design factor for the library was to create an environment that is flexible so that they have the ability to move and grow areas as needed. We accomplished this by placing flexible and light furniture fixtures in the spaces. There is also a small outdoor reading garden and patio area. When designing the exterior, the Library District wanted the new branch to be inviting which is why large windows are present. They also wanted to reflect the character of main street which is why masonry finishes are present.

**PROJECT SIZE:**

6,100 SF

**COMPLETION DATE:**

In Progress

**CONSTRUCTION COST:**

To Be Determined

**LOCATION:**

Seneca, MO

**CONTACT:**

Carrie Cline, 417-451-3433

**PROJECT MANAGER:**

Jim Stearman

SCAN THIS QR CODE TO VIEW A WALK-THROUGH OF THE PROPOSED DESIGN!











## BARRY LAWRENCE REGIONAL LIBRARY // NEW MONETT BRANCH

Paragon performed preliminary design of a combination library branch, district main office, and maintenance facility for Barry-Lawrence Regional Library in preparation for a tax levy campaign in early 2020. The campaign was successful and voters ultimately supported the tax levy. The new Monett Library Branch is the flagship for the Barry-Lawrence Regional Library meant to reflect the district's commitment to serve the public. The design incorporates concepts focusing on flexibility of the interior spaces over time, easy monitoring of the collections from the circulation desk, seating at areas of natural light, and maximizing the use of spaces for public programming services. In addition to expanded collection space, increased and updated technology, and better space for patrons, the facility will include a community room that is available for rent, with the capability to serve more than 100 guests at a time. The community room includes an "Inspiration Kitchen" that will support culinary programming for the public that was not previously feasible for the library.

**PROJECT SIZE:**

19,335 SF

**COMPLETION DATE:**

October 2022

**CONSTRUCTION COST:**

\$6 million

**LOCATION:**

2200 Park Street, Monett, MO 65708

**CONTACT:**

Gina Milburn, 417-235-6646

**PROJECT MANAGER:**

Alex Mosby









## **WILLARD SCHOOL DISTRICT // INTERMEDIATE SCHOOL & LIBRARY**

The Paragon team worked side-by-side with Willard District teachers, staff and administration to design the new 70,000 square foot 5th and 6th grade intermediate school facility, including a gymnasium safe room. The team focused on flexibility and adaptability to design a space suitable for student needs and teaching models today and well into the future. The team also worked to weave the District's values of student-focused design, collaboration, fitness and community throughout the project. The building consists of two major sections, the academic wing and the administrative and specials wing. The project also includes major site improvements including parking, outdoor learning parks and playground spaces.

**PROJECT SIZE:**

70,000 SF

**COMPLETION DATE:**

July 2019

**CONSTRUCTION COST:**

\$16 million

**LOCATION:**

630 Miller Ave, Springfield, MO 65802

**CONTACT:**

Dr. Eric Wilken, 417-742-2584

**PROJECT MANAGER:**

Lindsay Reichert









## WEBB CITY SCHOOL DISTRICT // JUNIOR HIGH SCHOOL LIBRARY

A uniquely designed two story safe room, the Webb City Junior High School Library is vibrant and colorful. The safe room houses private meeting space as well as open book shelving. The spaces are further defined with flexible furniture which can easily be rearranged to accommodate large or small group settings. The dynamic use of color adds energy and excitement to the library experience.

**PROJECT SIZE:**

7,800 SF

**COMPLETION DATE:**

December 2014

**CONSTRUCTION COST:**

\$2 million

**LOCATION:**

807 West 1st St, Webb City, MO 64870

**CONTACT:**

Dr. Kevin Cooper, 417-825-0005

**PROJECT MANAGER:**

Jessica Struckhoff









## KELSO SCHOOL DISTRICT // ELEMENTARY SCHOOL & LIBRARY

Paragon has worked with Kelso School District on building a new 21,000 square foot elementary school. This project provides the district with 21st Century Learning Environments that include academic houses each with teacher's resource rooms and collaboration rooms all centered around the main library space. Additional spaces include the cafeteria, multipurpose room, restrooms, and administration support space. The furniture selection in the library is especially notable, as every piece is mobile, allowing the space to be easily transformed and utilized for multiple activities.

**PROJECT SIZE:**

21,000 SF

**COMPLETION DATE:**

February 2018

**CONSTRUCTION COST:**

\$3.4 million

**LOCATION:**

1016 State Hwy A, New Hamburg, MO

**CONTACT:**

Kimberly Burger, 573-545-3357,

**PROJECT MANAGER:**

Michael Younglove









## SPRINGFIELD PUBLIC SCHOOLS // WILLIAMS ELEMENTARY LIBRARY

The new Williams Elementary School project consists of major renovations including selective demolition of existing library building on site, as well as additions. The existing library will be repurposed into a space for a new on-site Boys and Girls Club center for after school programs. A new safe room doubles as a gymnasium with integrated stage for music classes and performances. New Pre-K classrooms can be found in the Early Childhood Center hub.

*\*An architectural collaboration between Paragon Architecture and Sapp Design Associates.*

**PROJECT SIZE:**

66,100 SF

**COMPLETION DATE:**

August 2021

**CONSTRUCTION COST:**

\$15.7 million

**LOCATION:**

2205 W Kearney St.  
Springfield MO, 65803

**CONTACT:**

Dr. Travis Shaw, 417.523.0051

**PROJECT DIRECTOR:**

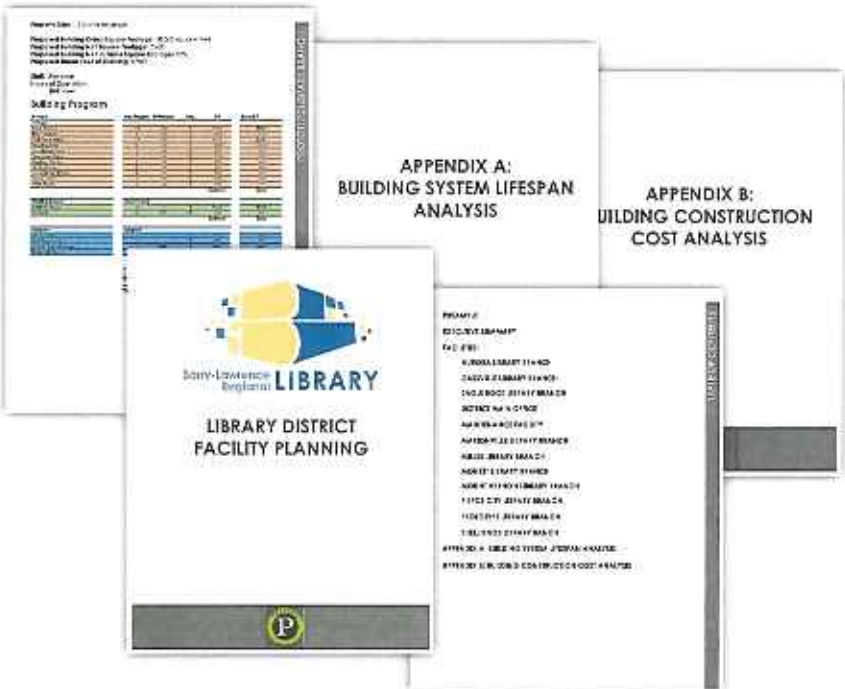
Brad Erwin







# BARRY-LAWRENCE REGIONAL LIBRARY // FACILITIES MASTER PLAN



**PROJECT MANAGERS:**  
Jessica Struckhoff & Alex Mosby

**COMPLETION DATE:**  
May 2021

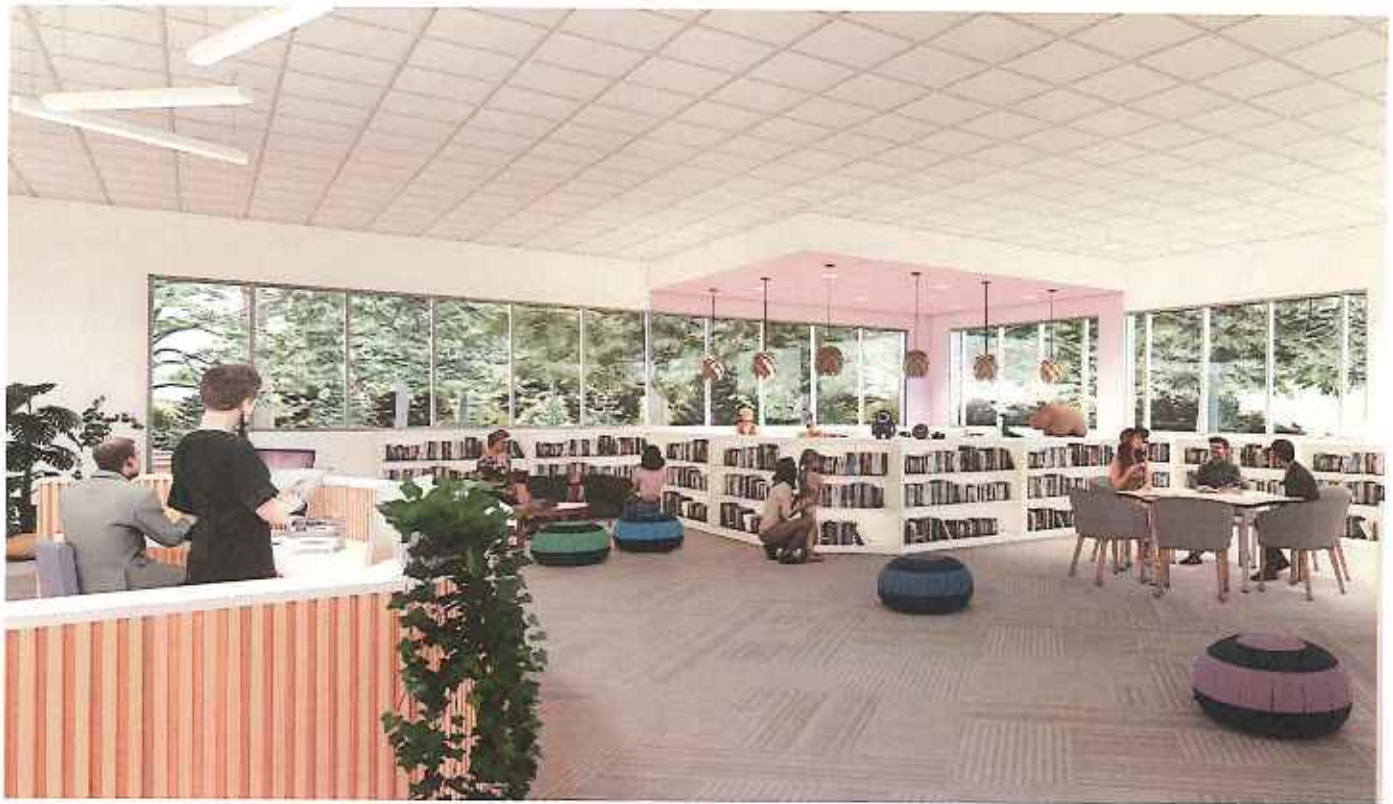
**CONTACT:**  
Gina Milburn, 417.235.6546, ginamilburn@blrlibrary.org

Paragon performed master plan services for the Barry-Lawrence Regional Library in order to address the long term planning of maintenance and improvements to each library branch, including some design and estimate of probable costs for those improvements. The master plan was meant to collect, coordinate, and set the vision for Barry-Lawrence Regional Library to proactively improve and maintain the branches.

Master planning services were performed for all existing and a few new facilities for the Barry-Lawrence Regional Library. This included 9 existing branch facilities, the existing main offices, a new maintenance facility, and a new prototype library facility. Each existing facility was visited, assessed, and analyzed. Improvements and changes to each facility were identified and preliminary design performed for the significant scope of work. A high level building system analysis was completed to identify the expected lifespan and replacement schedule for each facility. Cost estimates were created at each facility covering the scope resulting from the master plan analysis. Lastly, the final document was provided to Barry-Lawrence Regional Library in digital form to give them the ability to update and change the master plan after the project was completed. This allows Barry-Lawrence Regional Library to update the master plan as needed as new information arises.



# BARRY LAWRENCE REGIONAL LIBRARY // SHELL KNOB LIBRARY (DESIGN ONLY)



**PROJECT SIZE:**

5,371 SF

**CONSTRUCTION COST:**

\$1,074,000

**LOCATION:**

24931 MO-39

Shell Knob, MO 65747

**CONTACT:**

Gina Milburn

417-235-6646

**PROJECT MANAGER:**

Jessica Struckhoff

Outgrowing its current Shell Knob location, the Barry-Lawrence Regional Library saw the need to increase the size of the facility. With a generous land donation, the Library commissioned Paragon Architecture to design a modern library that integrated with the unique lake culture that exists in Shell Knob. Situated on the banks of Table Rock Lake, the library branch sees an abundance of vacationing visitors as well as community residents. The design of the new library mimics the vernacular lake architecture from the natural exterior materials grounding it to the wooded surroundings to the metal panel and open entry structure hankering the nearby boat slips and marinas. The interior boasts a meeting room capable of seating approximately 35 for community and after-hours events and a 2,300 square foot book floor. In addition to traditional book shelves, the book floor provides nooks of comfortable seating space to relax and enjoy the lake views out of the large windows. The library also has 830 square feet of outdoor patio space for staff and visitors to get outside and read books, eat lunch or work in the community raised garden beds on the library lawn.



# STONE COUNTY LIBRARY // CRANE RENOVATION & REMODEL



**PROJECT SIZE:**

3,300 SF

**COMPLETION DATE:**

October 2012.

**CONSTRUCTION COST:**

\$380,000

**LOCATION:**

201 North Main St  
Crane, MO 65633

**CONTACT:**

Rebecca Payne  
417-357-6410

**PROJECT MANAGER:**

Jared Younglove

Paragon worked with Stone County on a 3,300 square foot renovation and remodel of a 100 year old two story brick structure on historic Main Street. The interior of the building was gutted to its bones and built back with new construction and brought up to code. We exposed the lobby to the second floor and provided a monument stair to reading spaces above. The second floor includes a community room, while the first floor houses the library. The exterior of the building received some structural maintenance in new tuck pointing, structural facade support structure and new windows.



# STONE COUNTY // GALENA LIBRARY RENOVATION & REMODEL



**PROJECT SIZE:**

9,800 SF

**COMPLETION DATE:**

June 2008

**CONSTRUCTION COST:**

\$1.4 million

**LOCATION:**

332 State Highway 248  
Galena, MO

**CONTACT:**

David Doennig, Former Director  
No contact information available

**PROJECT MANAGER:**

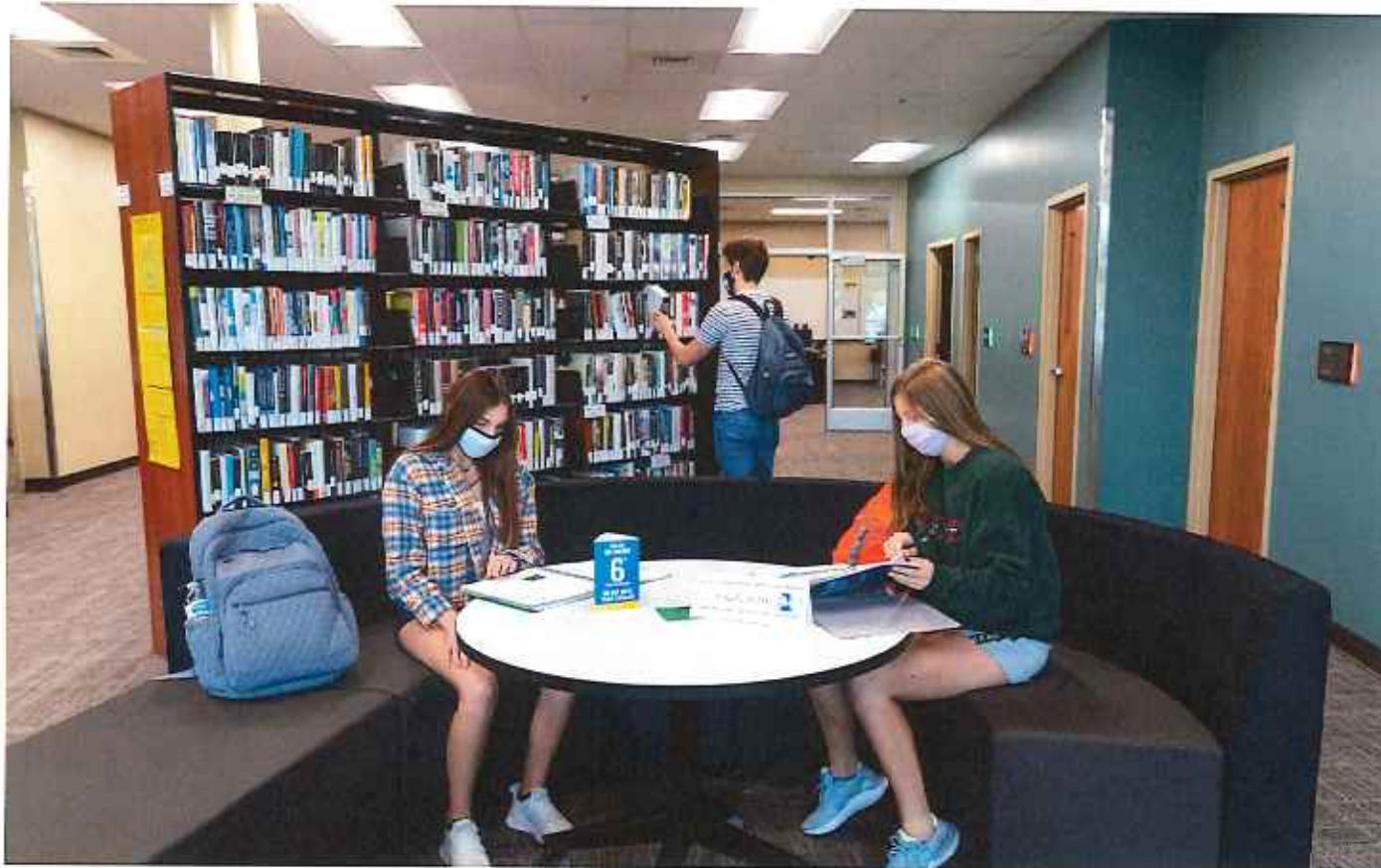
Brad Erwin\*

Located at the corner of Main Street and State Highway 248, the new Stone County Library provides a new gateway to the Galena Square. A challenging 'L' shaped lot provided unique constraints to the project, but allowed our solution to incorporate the Circulation Desk as a hinge of the two legs of the building for control and observation of all key areas. Natural daylight floods the entire facility through the north facing two story windows. The Prairie Style architecture achieves a timeless look that provides a renewed civic pride in the community.

\* Denotes personal experience prior to Paragon Architecture



# OZARKS TECHNICAL COMMUNITY COLLEGE // RICHWOOD VALLEY LIBRARY RENOVATION



**PROJECT SIZE:**  
4,800 SF

**COMPLETION DATE:**  
July 2020

**CONSTRUCTION COST:**  
\$160,000

**LOCATION:**  
3369 W Jackson Street  
Nixa, MO 65714

**CONTACT:**  
Blayne Radford  
417-447-4810

**PROJECT MANAGER:**  
Jared Younglove

After conducting a campus Library Masterplan, renovations to the Ozarks Technical Community College Richwood Valley Campus Library began. Their current resources were assessed and the design team created a plan to maximize the space based on their needs. Once the first floor was opened to the floor above and additional daylight permeated into the library, the space became more inviting right away. Adjacent classrooms were renovated into a computer lab, testing room, and private study and tutoring areas. Contemporary lounge seating adds a modern aesthetic to the library while providing a necessary place for students to settle in conduct their studies.



# CASSVILLE SCHOOL DISTRICT // LIBRARY RENOVATION



**PROJECT SIZE:**

2,800 SF

**LOCATION:**

1501 Main St. Cassville, MO

**CONTACT:**

Former Superintendent

Richard Asbill

417-326-5291

**PROJECT MANAGER:**

Kirsten Whitehead

Paragon Architecture worked closely with the Cassville School District on multiple bond projects, one of which was the Cassville Library Renovation. The project consisted of renovating the existing high school library to be more conducive to a one-to-one learning atmosphere. The space was proposed to be modified to accommodate flexible learning spaces along with a collaborative technology lab.



# KUTAK ROCK // SPRINGFIELD OFFICE RENOVATION



**COMPLETION DATE:**

May 2019

**LOCATION:**

300 S John Q Hammons Pkwy 65806

**PROJECT CONTACT:**

Madeline McCubbin, 417.755.7288

**CONSTRUCTION COST:**

\$1,190,400

**SIZE:**

12,000 SF

**PROJECT MANAGER:**

Patrice Frans

The Kutak Rock Office Renovation project is located on the 8th and 9th floors of the John Q Hammons Building. The renovation consists of 12,000 square feet of reconfiguration of commercial office space to include conference areas, break rooms, a community room as well as a combination of open and private office spaces. The 9th floor previously housed John Q Hammons private office which had maintained its original character throughout the years. Several elements from his office was incorporated into the new design to honor his legacy.



# COUNCIL OF CHURCHES OF THE OZARKS // RENOVATION FOR NEW OFFICE HEADQUARTERS



**PROJECT SIZE:**

61,031 SF

**COMPLETION DATE:**

December 2022

**CONSTRUCTION COST:**

\$4.2 million

**LOCATION:**

3055 E Division Street  
Springfield, MO 65802

**CONTACT:**

Jamie Trussell, Chief Executive Officer  
417-862-3586

**PROJECT MANAGER:**

Emily Biagioni-Paulette

Our goal when designing the new Council of Churches headquarters was to highlight the invaluable work being done for the community. Too often, non-profits do amazing work in not-so-amazing spaces — often dark, cramped, inefficient, and dated — as their focus is on serving others. Our challenge as their design partner was to go beyond creating just a beautiful new space and bring their organizational needs to the forefront so their space would truly work for them. Now, CCO is able to consolidate 10 lines of services (and counting) under one roof, allowing them to provide comprehensive support for the community, in an atmosphere that inspires volunteers and staff and reinforces their very mission.

Approximately half of the existing facility was previously warehouse space, while the remaining areas within were dark, with low ceilings and narrow corridors. The original lobby remains largely untouched; a new reception desk highlights the original terrazzo floors, marble panels, and vaulted ceiling. Because most of the new office spaces are interior with no windows, our focus was on maximizing open spaces, with light and bright finishes to keep even the innermost corridor feeling open and inviting. At the perimeter, more windows were added where possible.

One distinctive design feature is a series of colorful architectural accents that help reinforce the council's mission and vision — INSPIRE, EMPOWER, LEAD, SUPPORT, ADVOCATE, IMPACT, SERVE, HOPE, and LOVE. The bold features also help with wayfinding amongst service areas. In the admin area, a wallpapered lounge provides an affordable but high-impact statement. The paneling feature in the Chapel provides both an altar for worship, and a backdrop for meetings and presentations. In the breakroom and warming kitchen, wood laminate and solid surface counters provide beautiful and durable surfaces for staff and volunteers to prepare and share meals for themselves and the community.



# EMPLOYER ADVANTAGE // OFFICE BUILDING RENOVATION



**COMPLETION DATE:**

November 2020

**LOCATION:**

3131 Ten Pin Lane, Joplin, MO

**PROJECT CONTACT:**

Jared Young, 417.782.3909

**CONSTRUCTION COST:**

\$3,272,500

**SIZE:**

30,000 SF

**PROJECT MANAGER:**

Jessica Struckhoff

This 30,000 square foot renovation transforms Joplin's former, 1985 bowling alley into a mix of flexible, open and traditional office space for HR and payroll partner, Employer Advantage. The drastic change of use in this building created both structural/maintenance challenges and design opportunities, like its mezzanine-style, differentiating flooring heights. The original light fixtures and wood flooring were repurposed whenever possible and add unique design features in the new building. The interior colors are intentionally reminiscent of yesteryear's bowling alleys.

# WHITE RIVER VALLEY COOPERATIVE // BRANSON OFFICE RENOVATION



**COMPLETION DATE:**

June 2023

**SIZE:**

4,200 SF

**CONSTRUCTION COST:**

\$358,000 SF

**LOCATION:**

2449 State Highway 76  
Branson, MO 65616

**CONTACT:**

Ross Allen  
417-335-9215

**PROJECT MANAGER:**

Patrice Frans

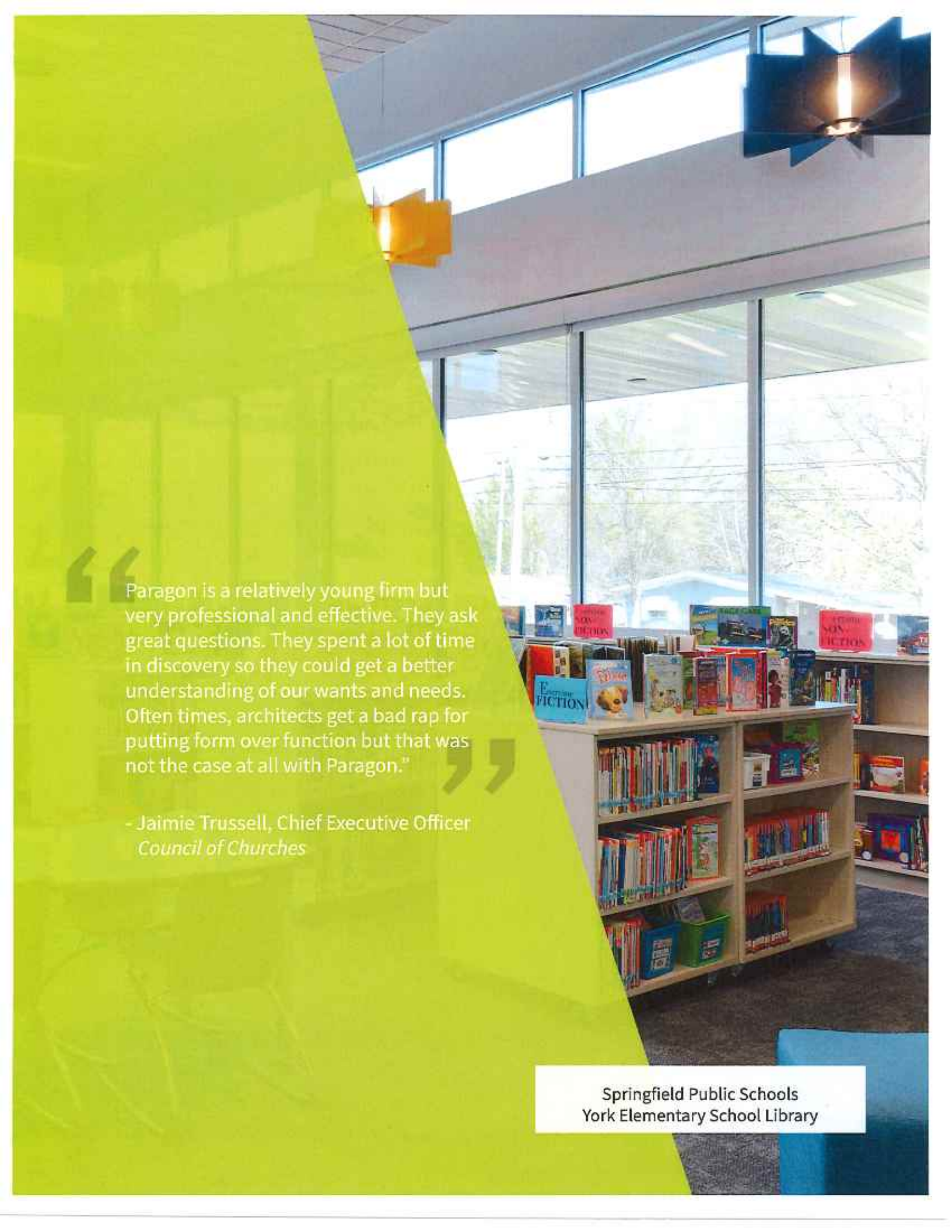
This project encompassed an extensive interior renovation aimed at elevating the building's client-oriented programs. The revamped layout effectively centralized transaction counters at the entrance, introduced four secluded private offices, and seamlessly integrated 2,200 square feet of open office space. Within the redesigned lobby, dedicated customer service stations were established for both the electric and fiber divisions. Noteworthy is the diligent effort invested in repurposing existing storefront elements, leveraging their impeccable condition to enhance the overall aesthetic and functionality of the space.





03

**PROJECT APPROACH**



“ Paragon is a relatively young firm but very professional and effective. They ask great questions. They spent a lot of time in discovery so they could get a better understanding of our wants and needs. Often times, architects get a bad rap for putting form over function but that was not the case at all with Paragon.”

- Jaimie Trussell, Chief Executive Officer  
*Council of Churches*

Springfield Public Schools  
York Elementary School Library



# PLANNING & DESIGN PROCESS // PHASES

## 01 SD Schematic Design

In this phase we establish the general scope, conceptual design, scale, and relationships among components of the project. There are three objectives to complete during this phase:

1. Arrive at a clearly defined, feasible concept and present it in a form that achieves client understanding and acceptance.
2. Clarify the project program, explore the most promising alternative design solutions, and provide a reasonable basis for analyzing the cost of the project.
3. Explore the relationship of the building to the site such as access, utilities, view and solar angles.

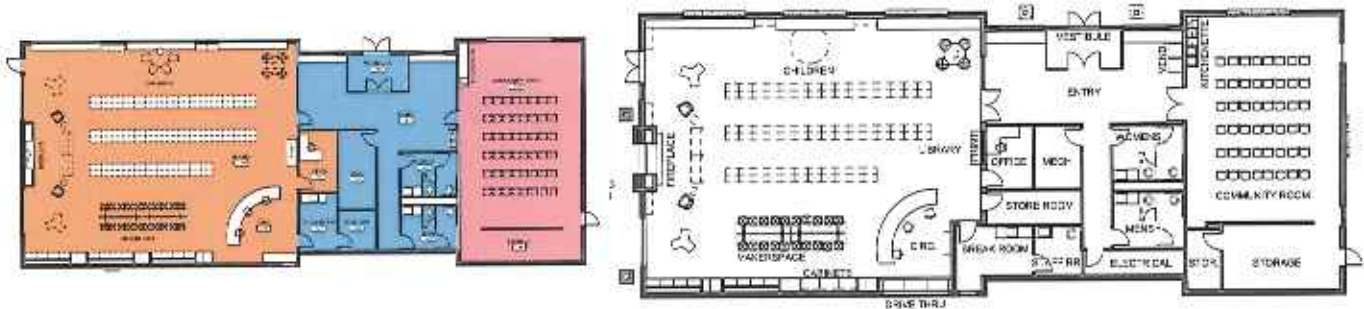
## 02 DD Design Development

In this phase the design becomes more polished through refinement and coordination. The decisions made in design development are worked out at a scale that minimizes the possibility of major modifications during the construction document phase.

1. Further define and describe all important aspects of the project so that what remains is the formal documentation step of construction contract documents.
2. The building information model begins to take shape in Revit as engineering systems are introduced.

## 03 CD Construction Documents

Once a design has been developed and approved, the team prepares the drawings and specifications that establish the requirements for construction of the project. Design detailing, material choices, product selections, finish selections, and the many fine details of construction documentation occur during this phase. They begin to translate the design into a physical reality. The team then assists the owner in preparing the necessary bidding and contractual documentation to move the project into the next phase.



## 04 QC Quality Control

The goal of the construction documents phase is a fully developed and "coordinated" set of documents. The coordination task is complicated by the reality that more than one person will work on the construction documents. At a minimum, progress sets are issued upon the completion of Schematic Design (SD) and Design Development (DD), and at 40%, 70%, and 95% Construction Documents (CD). The progress sets are then reviewed by staff as part of our regular quality assurance and quality control process. Coordination meetings are held regularly throughout the project to comprehensively coordinate the documents with the team.

## 05 BP Bidding Phase

During bidding, the building industry provides its response — its statement of what it can do, how much time it will take to do it and what price it will charge. We monitor the bidding climate to determine the best time to release drawings. A bid opening difference of two or three days can have a huge impact on pricing.

The services provided by the architect during bidding and negotiations are very important. The team personally calls subcontractors to increase interest, responds to questions within 24 hours, and releases timely addenda. This thorough process is essential in attracting the best builders to the project, obtaining reasonable prices, and starting off the construction process on the best possible terms.



## 06 CA Construction Administration

Administration of the Contract for Construction (CA) is an important component of the process, ensuring construction is consistent with the construction documents. Contractors respect our expertise in the realm of construction, and it fosters a common framework which we use to communicate your needs.

The Project Manager during the design phase will remain Project Manager throughout construction. Also, the same team you work with and trust during design will be the same team you continue to work with during construction. Your project will not be handed off to someone else after bidding while the design team moves on to another project. This is just one additional step we take in ensuring quality control.

### OUR RESPONSIBILITIES

- On-site bi-weekly for job coordination meetings and to observe the work in progress
- Review project schedule to ensure project is tracking towards its completion date
- Attend critical and special meetings along the way to ensure project quality
- Photograph construction progress
- Prepare Field Observation Reports for work not in compliance with the documents to document on-site observations
- Structural and Mechanical, Electrical, Plumbing engineers will make site visits as required
- Promptly address Requests for Information, and issue Supplemental Instructions
- Timely review and process contractor product submittals, shop drawings and samples
- Thoroughly review and process General Contractor's Payment Applications
- Specify and review third party special inspections
- Perform punch-list noting imperfections prior to conclusion of construction
- Log prevailing wage reports and lien waivers
- Track project changes to maintain clear understanding of budget

### MAINTAINING CONSTRUCTION SCHEDULE

We are available for any critical or special job site meetings to ensure the project quality and adherence to the schedule. Being on site frequently allows us to identify potential issues resulting in a quick and collaborative resolution.

We work with the contractor as a cohesive team. As part of our construction administration services we utilize a collaborative online system for exchanging, reviewing, and archiving construction submittals, RFIs, and other construction communications. This software allows for integrated project collaboration by the entire team. It has automatic workflows and streamlined document logging and tracking, creating a clear accountability with schedules and reminders.

### POST CONSTRUCTION OF THE PROJECT

Upon issue of Substantial Completion we continue to make ourselves available to you to ensure things run smoothly as you transition into your new facility. We also review the contractor's as-built documents and record drawings prior to submission, operation and maintenance manuals, warranties and ensure building commissioning (if requested) goes as outlined. We will ensure your staff is educated and trained on the new building system's operation and maintenance. Our role does not end at Substantial Completion or even at the conclusion of the warranty period — we are your architect and advocate for the life of the building.





## APPROACH TO SCHEDULING

Proper scheduling is critical to the success of any project. Unlike many firms, Paragon Architecture estimates design hours for each project phase for every project. By constantly referencing a complete project schedule, all parties are able to understand the implications that decisions have upon the project. We schedule ample owner review time into the construction document phase, and allow for time to meet and incorporate client feedback into the construction documents. While these methods may seem trivial, they encourage proactive thinking and allow everyone to identify issues and opportunities that might otherwise go undiscovered or unresolved.



*"I know there are a lot of people that contribute to this drawing set, from licensed professionals to draftsmen and others, but when our Project Manager says this is the schedule, they aren't kidding! We've seen the schedule set and adhered to, and that is nice to rely on.*

— **David Brock, Public Works Director**  
City of Cassville, MO



During the Pre-Design phase we establish milestones for completing Schematic Design (SD), Design Development (DD), Construction Document (CD) and Bidding/Permit phases. We do not arbitrarily select these milestone dates, but choreograph and balance the milestones with city council meetings, holidays, as well as the available resources of our team. Once milestone dates are set for each phase, they do not change. This prevents long hours or adding additional project staff late in the project which causes a greater likelihood of coordination issues and errors.

We work with the General Contractor or construction manager to develop the construction schedule during the pre-construction phase of the project, and we work to implement the construction schedule during the construction phase. In addition, we constantly refine the schedule during the course of the project allowing our clients ample time, upon completion, to occupy the building.

We closely monitor the progress of construction and act quickly should a contractor fall behind schedule or not perform adequately. We take the corrective measures necessary to bring schedule deficiencies to light and to assist the construction team to the best of our ability with schedule adherence during construction.

## ABILITY TO CONTROL QUALITY

We organize and manage a team of proactive people capable of anticipating and forecasting critical milestones and requirements of a project. Successful project delivery involving multidisciplinary, multi-agency, and community participation that does not happen without active and planned efforts. The project team must stay ahead of the development of a project from development, to refinement and through to project closeout. Not all project managers possess these skills. At Paragon we pride ourselves on our proficiency with assembling, processing, analyzing, and disseminating information critical to the project to keep a project efficient from inception to final deliverables.

The goal of the documentation phase is a fully developed and "coordinated" set of documents. The coordination task is complicated by the reality that more than one person will work on the final master plan deliverables. To eliminate some of this confusion, each of our progress sets are reviewed by staff as part of our regular quality assurance and quality control process. Coordination meetings are held regularly throughout the project to comprehensively coordinate the documents with the team.





## APPROACH TO PROJECT ESTIMATING & COST CONTROL

Paragon is committed to solving architectural and engineering challenges without compromise to the District's budget. By reviewing the basis of the budget with the owner and project team at the outset of every project, we develop an understanding of the Owner's intent with respect to the products and systems to be incorporated into the project. Our Project Managers then review the budget considerations with the District, so they can define our collective expectations prior to starting design.

Our team's proven cost control process necessitates the entire design team be involved and responsible for continuous cost monitoring, control, and corrective action. Value engineering is emphasized early and continuously

in the design process, so that important cost decisions can be made relative to project goals. Quality reviews at each milestone level are performed to review cost versus the established budget.

### OUR COST ESTIMATE TRACK RECORD FOR DESIGN & CONSTRUCTION PROJECTS:

**Prior to June 2021, our cost estimates were 95% in line with the project budgets. Since June 2021, as a result of market volatility and cost escalations caused by the COVID-19 pandemic, our cost estimating performance is closer to 85%.**



*"With price escalations due to COVID, the project team kept in constant communication about pricing changes and why. As a publicly funded, taxpayer supported entity, meeting the budget is imperative. One example of how Paragon led budget and cost control efforts was when they proactively purchased steel decking - [a product experiencing a longer than usual lead time] - in advance which allowed us to keep on the projected timeline. Another public project in town had the same contractor but a different architect, and that project suffered many delays because they were waiting for similar building materials. It was obvious that Paragon made extra efforts in their planning.*

— **Gina Milburn, Director** | Barry Lawrence Regional Library District



We work closely with our clients in education to identify and confirm a reasonable budget at the outset of a project. Once the budget is established, we check design decisions against that budget and compare it to the estimate of probable costs. Depending on the scope and scale of a project, third-party professional cost estimators, contractors and material suppliers are contacted to identify more timely cost data than historical costs or national cost indexes can provide. Proactive project management and cost control should begin in the conceptual design phase and continue throughout the course of the project. It is in our nature to anticipate issues and opportunities with construction costs rather than to react to a discovery late in the project. We call it proactive cost monitoring. At the end of each major phase of a project, we review both the project design and the most recent estimate of probable cost with you. We

advocate against progressing to the next phase of a project without your clear understanding and approval of the latest anticipated project costs. With our proactive cost monitoring process, you're equipped with the data required to make the most informed decisions possible, in turn, maximizing your funds in an efficient and intentional way. We have enjoyed long standing relationships with many public institutions. Over the years we have not only helped our educational clients maintain their existing standards for design & construction, but have helped others establish and refine their standards. We identify these items early in the process, build a basis of design for the project, verify them with the entire project team and then create a checklist. The table below includes a few projects that our team has successfully provided cost estimating services for and designed within budget.

### COST ESTIMATE PERFORMANCE

#### CLIENT & PROJECT

BARRY LAWRENCE REGIONAL LIBRARY | MONETT BRANCH  
 SPRINGFIELD PUBLIC SCHOOLS | YORK ELEMENTARY SCHOOL  
 JASPER COUNTY | HIGHWAY MAINTENANCE FACILITY  
 WHITE RIVER VALLEY ELECTRIC CO-OP | OZARK FACILITY RENO  
 CITY OF LEBANON | FIRE STATION NO. 3  
 SPRINGFIELD PUBLIC SCHOOLS | ADAH FULBRIGHT ECC

#### CONSTRUCTION COST ESTIMATE

\$5.7 million  
 \$16 million  
 \$4 million  
 \$3.4 million  
 \$3 million  
 \$10 million

#### FINAL CONSTRUCTION COST

**\$5.4 million**  
**\$16.2 million**  
**\$3.5 million**  
**\$3.5 million**  
**\$2.7 million**  
**\$9.3 million**





## **PARAGON ARCHITECTURE**

637 W College Street  
Springfield, MO 65806

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[www.paragonarchitecture.com](http://www.paragonarchitecture.com)  
(417) 885-0002

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,

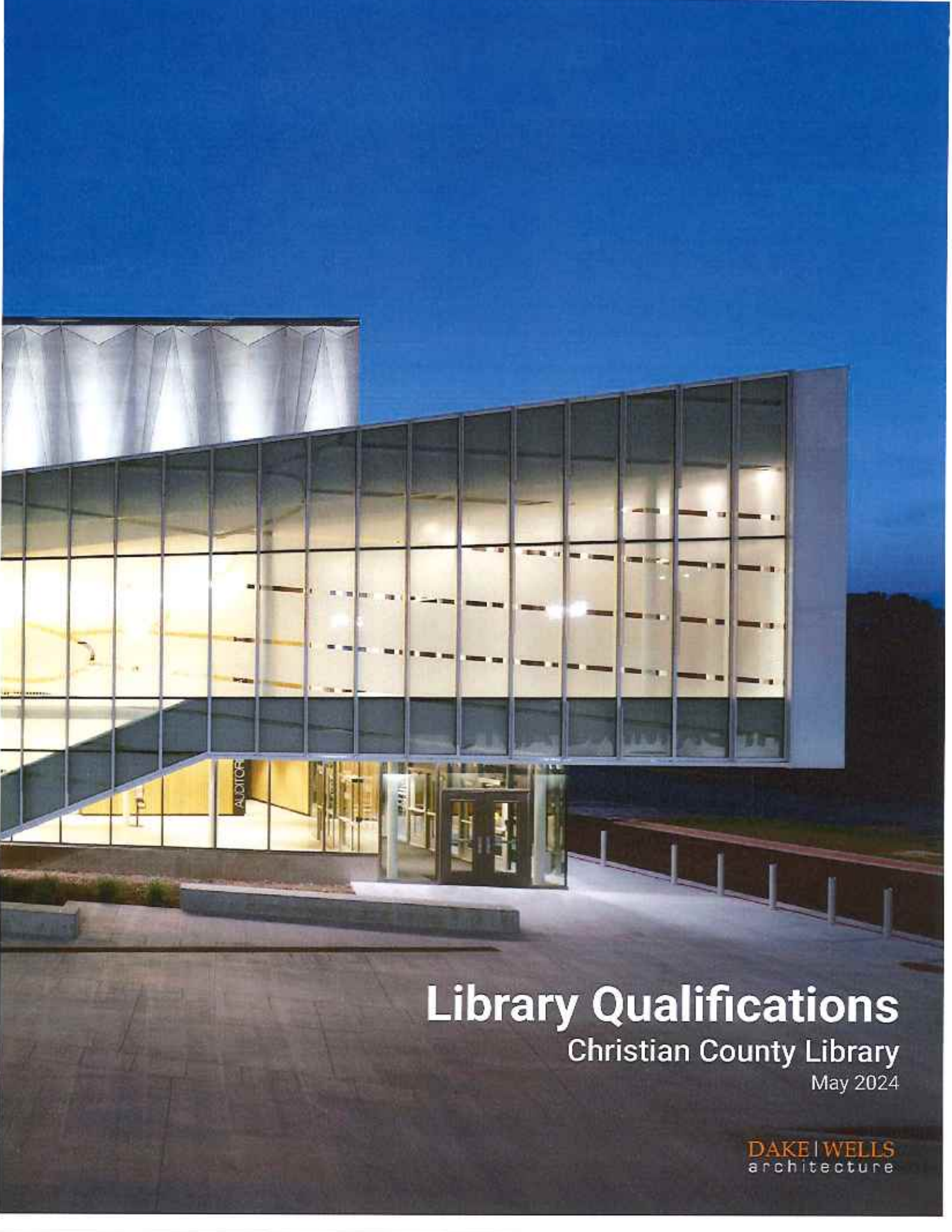


Jason Hainline, AIA, LEED Fellow  
Senior Project Manager  
Dake Wells Architecture



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

cc Brandon Dake



# Library Qualifications

Christian County Library

May 2024

DAKE | WELLS  
architecture





Merriam-Poisey Branch Library | Johnson County Library  
Courtesy: Green Collaborative

Part I  
**Team Information**

JOHNSON CO





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](http://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

Hess-Darr Addition & Renovation  
Hess-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

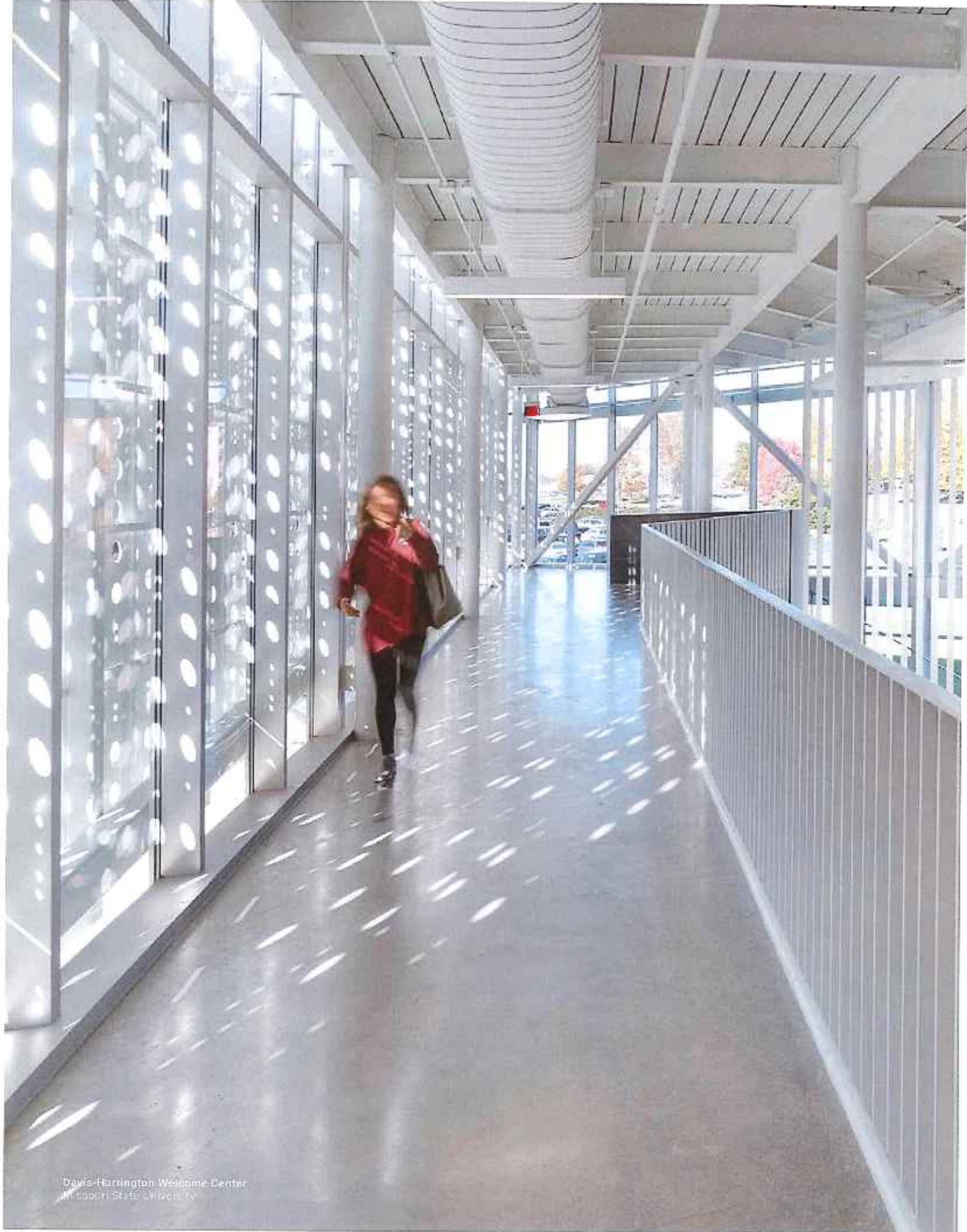
experience on over 100 LEED certified projects, we're confident that we can meet, even exceed, LEED certification standards. We accomplished this goal with the Schweitzer Brentwood Branch Library's LEED Silver Certification, and we are well on track to achieve the same goal with the Merriam Plaza Library 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.

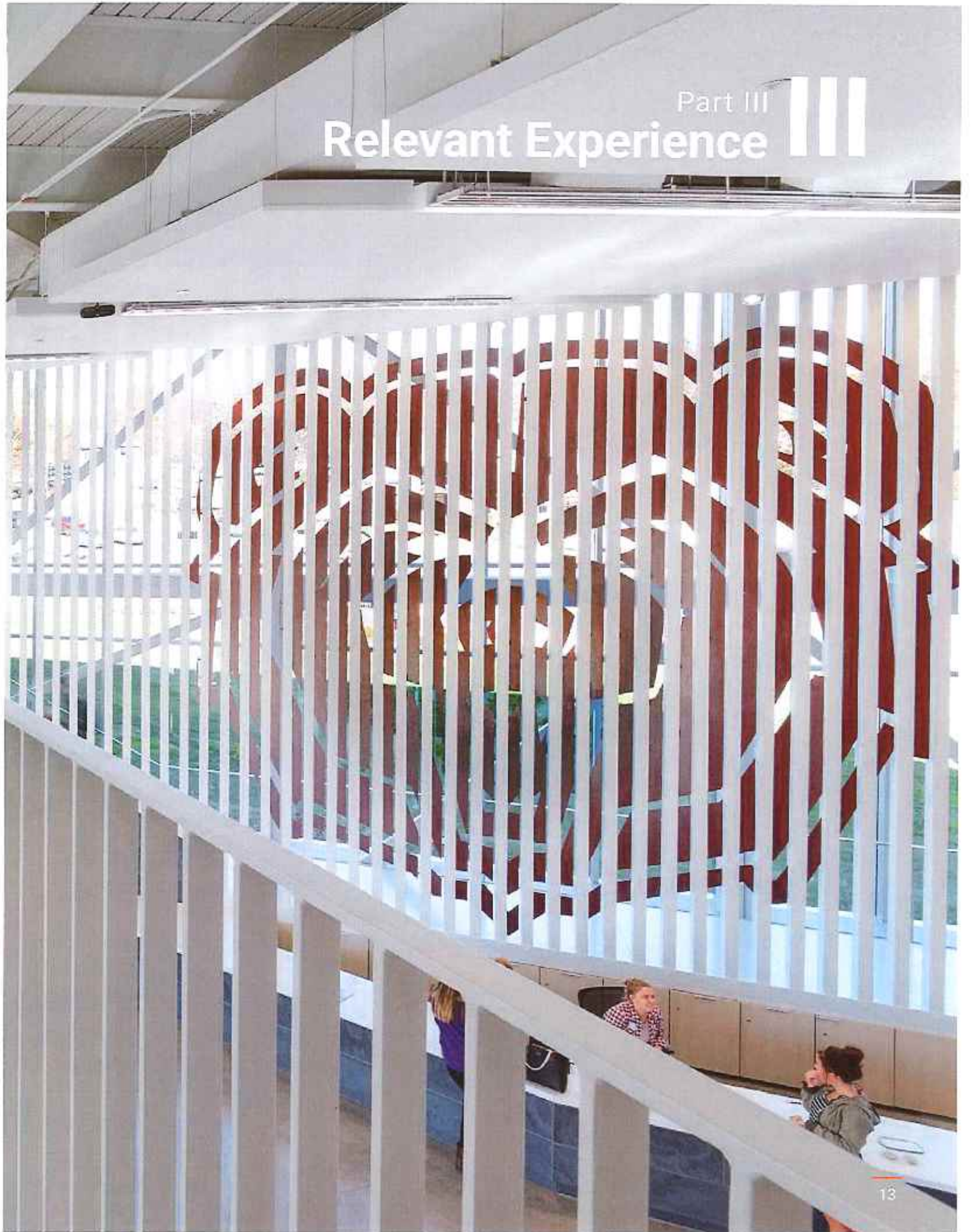




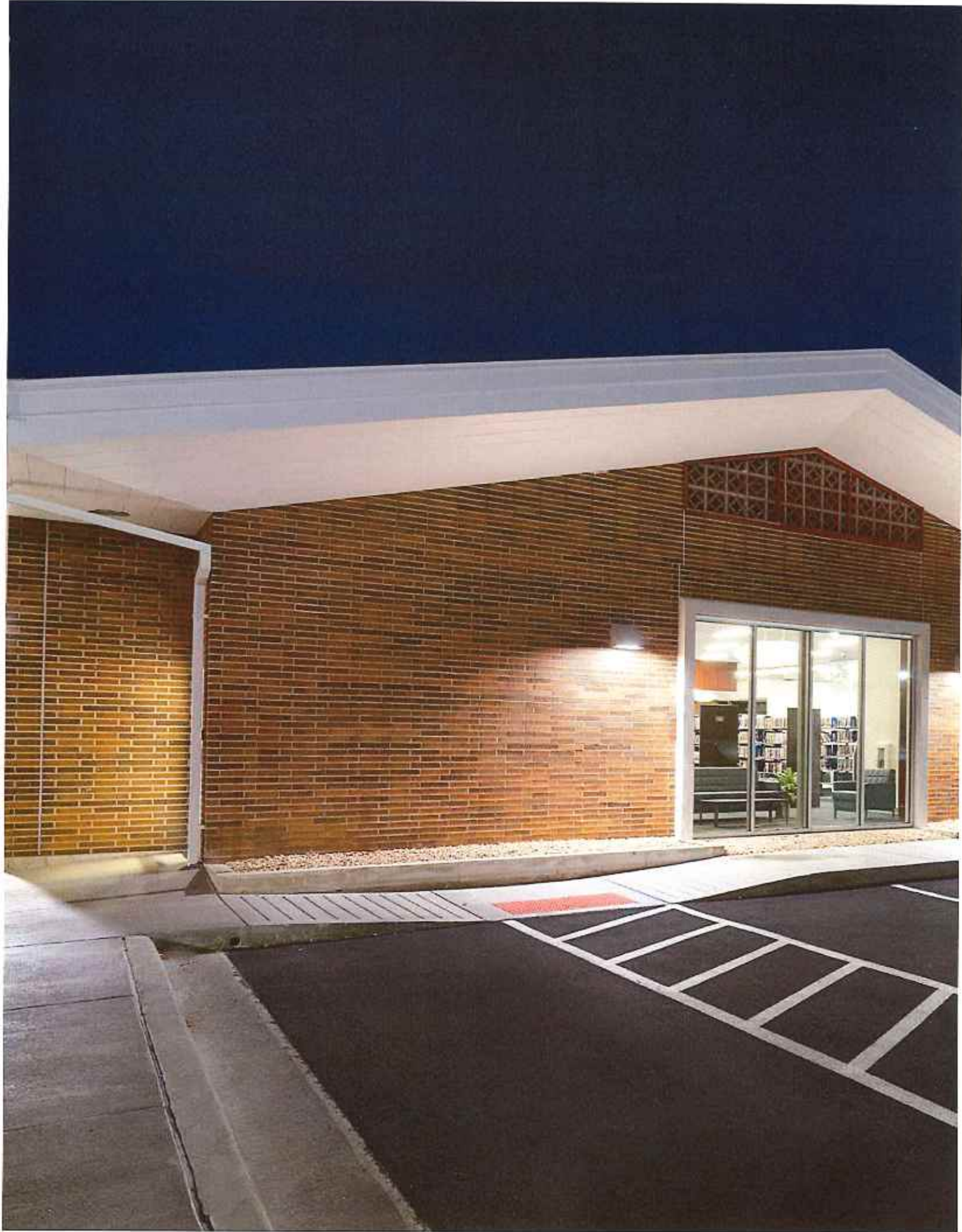
Davis-Harrington Welcome Center  
Missouri State University



Part III  
**Relevant Experience**







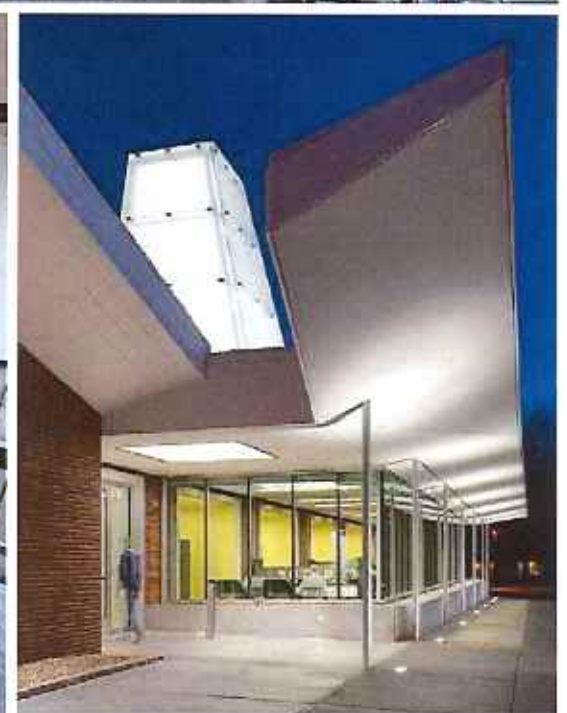


# Schweitzer Brentwood Library Renovation & Expansion

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.

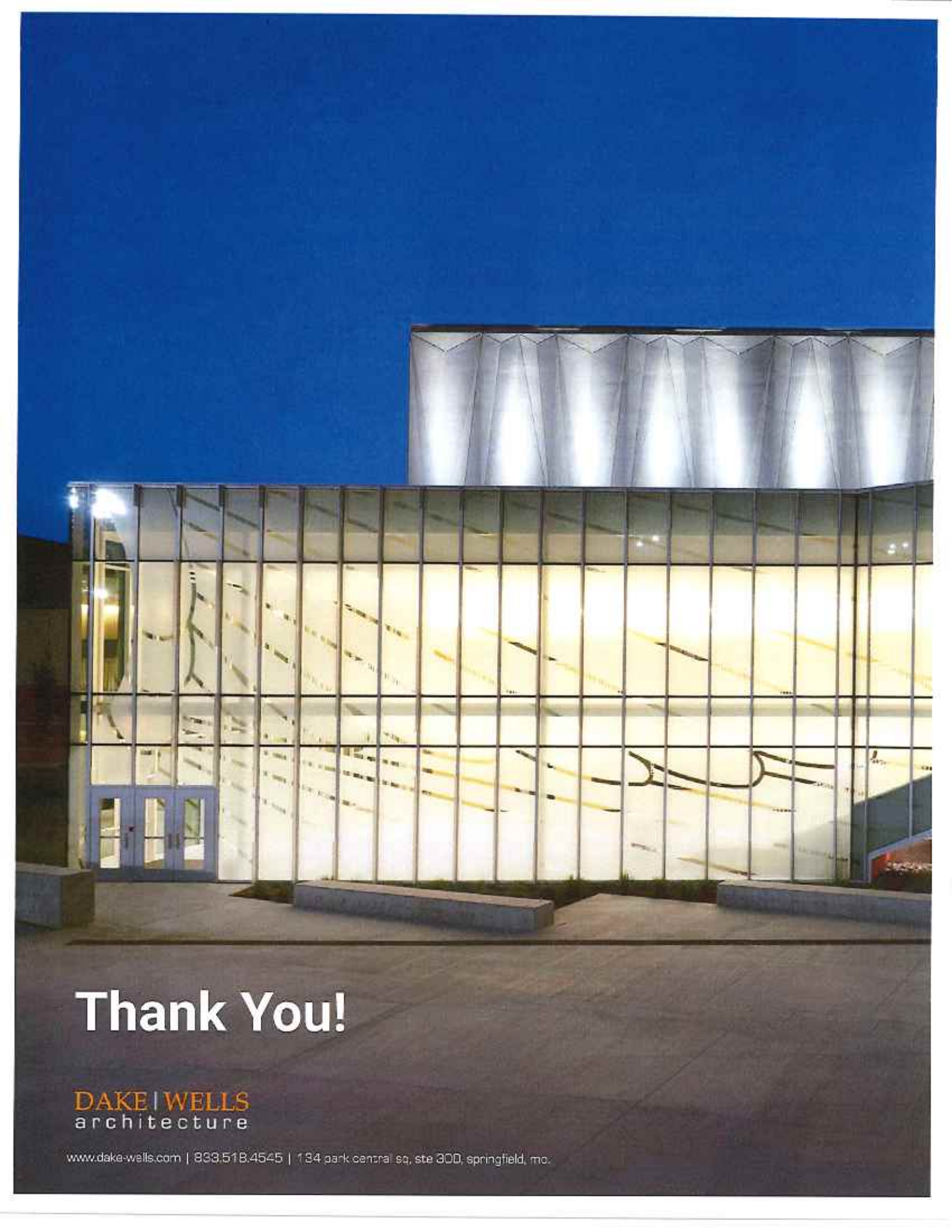


# Relevant Project Experience

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
<b>Schweitzer Brentwood Library</b> Springfield-Greene County Library District												
<b>Merriam Plaza Branch Library</b> Johnson County Library												
<b>Midtown Carnegie Branch Library Renovation</b> Springfield-Greene County Library District												
<b>Missouri River Regional Library</b> Jefferson City, MO												
<b>McQueary Hall</b> Missouri State University												
<b>Davis-Harrington Welcome Center</b> Missouri State University												
<b>Reynolds Alumni Center</b> University of Missouri - Columbia												
<b>Aetos Center for the Performing Arts</b> Nixa Public Schools												
<b>Ozarks Small Business Incubator</b> West Plains, MO												
<b>Marlin and Alchemedia Project</b> Springfield, MO												
<b>Jarrett Middle School</b> Springfield Public Schools												
<b>Reeds Spring Middle School</b> Reeds Spring R-IV School District												
<b>OTC Plaster Manufacturing Center (w. P+W)</b> Ozarks Technical Community College												
<b>Hass-Darr Hall</b> Missouri State University - West Plains												
<b>Multicultural Resource Center</b> Missouri State University												
<b>Sue Walk Burnett Student Media Center - Kimpel Hall (w. MAHG)</b> University of Arkansas												
<b>Liberty United Methodist Church</b> Liberty, MO												
<b>Spokane Schools Addition &amp; Renovation</b> Spokane, MO School District												
<b>Pummill Hall</b> Missouri State University												
<b>Dallas County Technical Center</b> Dallas County School District												
<b>Robert Gourley Student Success Center at Glass Hall (w. P&amp;W)</b> Missouri State University												
<b>Gohn Hall</b> MSU - West Plains												
<b>Carrington Hall Auditorium Renovation</b> Missouri State University												







# Thank You!

**DAKE | WELLS**  
architecture

[www.dake-wells.com](http://www.dake-wells.com) | 833.518.4545 | 134 park central sq, ste 300, springfield, mo.

## Missouri Evergreen Discussion

Below is a summary of information shared in May's board meeting about the differences and similarities between MOBIUS and Missouri Evergreen.

### MOBIUS + Current ILS

- History & Nature
  - began 1998
  - CCL member since 2011
  - governed by elected board from member libraries
  - resource sharing, supports multiple ILS (integrated library system) platforms
  - software was proprietary, migrating to an open source system
  - seeking multi-type libraries in Missouri and nationally
- Membership & Collection
  - 78 libraries (9 public)
  - ~29 million items (~13 million bibliographic records)
  - CCL one of smallest public libraries
  - Unique local catalog with control of bibliographic and item records; shared union catalog
- Cost: ~\$42,000 (no state subsidization; includes ILS platform, support, training)

### Missouri Evergreen

- History & Nature
  - began in 2012
  - governed by elected board from member libraries
  - resource sharing and required shared ILS
  - open source software
  - seeking public libraries in Missouri
- Membership & Collection
  - 65 public libraries
  - ~4 million items (~1.4 million bibliographic records)
  - CCL would be one of largest libraries
  - No unique local catalog, consortium catalog with shared bibliographic records and item record customization
- Cost: ~\$15k (costs could increase without state funding subsidization)

### Migration considerations for Missouri Evergreen

- Staff time: RFP process, grant writing, IT configuration, training, communications, etc.
- Additional costs
  - Migration system overlap: unknown costs
  - New part-time staff member likely needed for cataloging, system administration
- Customer service/user experience
  - System disruptions



- ILS limitations
- Loss of access to approximately 85% of current shared collection
- Future concerns/potential
  - State funding is never guaranteed; if lost, potentially increase costs by up to 50%
  - Increase traditional interlibrary loan (staff time, postage, etc.)
  - Increased collection wait times or acquisition costs

### Camden County Library

As requested, I reached out to Camden County. I asked about their experience switching from MOBIUS to Missouri Evergreen and their use of the software in handling challenged materials. Their responses are below and they offered to answer additional questions we send them. responses:

- Director: "I have only been here since January, so I am afraid I can't be much help to your board. I did however, pass your note on to our catalogue department and my Assistant Director who were here at the time we made the transition. I have included their responses below."
- Assistant Director: "There were several reasons why we went with Missouri Evergreen, price, resource sharing, and more control. Migrating to another system is a huge project and there is always the possibility of losing records. The training we received left a lot to be desired; however, the current training staff is much better."
- Cataloging department: "I was at the front desk at Osage Beach during the time we switched over, so I don't know a lot about the particulars of why we changed. I do believe it was significantly cheaper, and I think the fact that it was web based was appealing to Mike because the other system was pretty glitchy. Karen M. always told me the whole process was a real pain for the cataloging department and some information was lost during the switch over that we are still working to put back into records, but I do believe there have been a lot of upgrades to software and training since that time period. As I understand it, when a library switches over their records to Missouri Evergreen, they go through a de-duplication process in an effort to not repeat records that are already part of the consortium. During this process, we lost important information like some prices of items and the part of the call number where it indicates the genre and location. Our training wasn't great when we switched, but I think Evergreen does better at this now than they did then. For cataloging, there is now a wonderful consortium cataloger named Liz Rudolph to converse with and learn from, and they also now have a good cataloging training program that all Evergreen libraries have to have at least one person complete in order to get certified."

EFFECTIVE DATE:	TERMINATION DATE:	CONTRACT NUMBER:
(X) NEW CONTRACT		( ) ADDENDUM NO. ____
LESSEE		LESSOR
Name: City of Nixa, Missouri Address: 715 W. Mt. Vernon St., PO Box 395 Nixa, MO 65714 Phone: 417.725.3785 Attn: Jimmy Liles      Dept: Administration Email: jliles@nixa.com		Name: Christian County Library District Address: 208 N. McCroskey St., Nixa, MO 65714 Phone: 417-724-6100 Attn: Renee Brumett Email: rbrumett@christiancountylibrary.org

**LEASE AGREEMENT FOR PLACEMENT OF A PAYMENT KIOSK**

**THIS LEASE AGREEMENT** is made and entered into upon its execution by the parties identified above.

**WHEREAS** Lessor owns real property located at 208 N. McCroskey St., Nixa, MO. and

**WHEREAS** Lessee operates a public utility and has acquired payment kiosks to allow utility users to complete payments of their utility bills; and

**WHEREAS** Lessee desires to utilize a portion of Lessor's property to place a payment kiosk; and

**WHEREAS** Lessor agrees to lease a portion of their property for the placement of a payment kiosk.

**NOW, THEREFORE**, for the considerations herein expressed, it is mutually agreed by and between the Lessee and the Lessor as follows:

1. **PREMISES.** The Lessor hereby leases to the Lessee, and the Lessee hereby leases from Lessor the following:

An area of land at the Christian County Library – Nixa Branch at 208 N. McCroskey St., Nixa, MO. Starting from a point where the east side of the sidewalk west of the building meets the south side of the driveway on the north side of the building (as this building, sidewalk and driveway are located on the date of execution of this lease and shown in the photos of Exhibit 1, attached) and proceeding east along the south side of said driveway five (5) feet to a new point of beginning. Thence south four (4) feet, east seven (7) feet and parallel with the south side of said driveway, north four (4) feet and west seven (7) feet along the south side of said driveway to the point of beginning, a plot of land approximately seven (7) feet by four (4) feet also shown in attached Exhibit 1 and hereinafter referred to as the "Property". It is also understood there will be a signage overhanging the driveway on the north side of the building no more than five (5) feet at a height of not less than eight (8) feet and not more than twelve (12) feet.

2. **TERM.** The term of this Lease is for a period of 1 Year beginning on the date this Lease is



executed by both parties. The Lease is subject to termination by either party upon **30 days'** written notice to the other party. This Lease shall automatically renew for additional **1 Year** terms unless terminated as provided herein. Lessee shall remove the payment kiosk prior to the termination of this Lease at Lessee's expense.

**3. RENT.** Lessee shall pay Lessor annual rent of **\$1.00**, which shall be paid in advance of Lessee's execution of this Lease and in advance of the anniversary of the date of this Lease for subsequent terms.

**4. INFRASTRUCTURE USES**

**4.1.** Lessor agrees that Lessee may install a line, at Lessee's expense, to provide electricity from the existing structure and its electrical hookup to the kiosk across a path generally shown on Exhibit 2, attached hereto and incorporated herein by reference.

**4.2.** Lessee agrees to reimburse Lessor for the electricity used to power the kiosk in advance on the anniversary date of this Lease. For the first year of this lease, Lessee shall pay \$100 to Lessor along with the annual rent as an estimate of the first year's electricity use. This amount may be adjusted up or down by agreement after reviewing the usage data 60 days prior to the anniversary date of this lease.

**4.3.** Lessor agrees that Lessee may install up to two (2) security cameras to monitor the kiosk and be linked to any security system Lessor may have. Lessee agrees to reimburse Lessor the cost of the cameras and installation, up to a total of \$1,100, and one-half the cost of necessary upgrades to the security system software to accommodate the additional cameras, up to a total of \$310.00. Lessee shall be responsible for maintenance, upkeep and replacement of these two (2) cameras and the link to Lessor's security system. Upon termination or ending of the contract, Lessor will retain ownership of the security cameras. Lessor agrees to allow Lessee access to their security system to view and/or download video taken from the two (2) cameras installed by Lessee.

**5. USE OF PROPERTY.** Lessee shall use the Property solely for placing and maintaining a payment kiosk. Lessor grants Lessee the right to enter upon the premises at 208 S. McCroskey, Nixa, MO, from time to time as necessary for maintenance, upkeep, and repair of the kiosk and the lines supplying it with electricity at Lessee's expense.

**6. ASSIGNMENT AND SUBLETTING.** This Lease shall not be assigned, nor shall any part of the Property be subleased.

**7. BREACH.**

**7.1.** In the event of a breach by Lessee of any of the terms of this Lease, then the Lessee shall remedy said breach within 10 calendar days after written notice by the Lessor. If said breach is not corrected within said 10 calendar days, then the Lessee shall vacate and relinquish possession of the Property immediately upon the expiration of said 10-day period. Nothing herein shall be taken to excuse the Lessee from any damages occasioned by the Lessee's breach and Lessee agrees to reimburse the Lessor for its actual costs in repairing or mitigating such damage.

**7.2.** In the event of a breach by Lessor of any of the terms of this lease, then Lessor shall remedy said breach within 10 calendar days after written notice by the Lessee. If said breach is not corrected within said 10 calendar days, then the Lessee may vacate and relinquish

possession of the Property immediately upon the expiration of said 10-day period. Nothing herein shall be taken to excuse the Lessor from any damages occasioned by the Lessor's breach and Lessor agrees to reimburse the Lessee for its actual costs of mitigating such damage. Notwithstanding the foregoing, Lessee shall have 30 days after the 10-calendar day notice period to remove the payment kiosk.

8. **CONDITION OF PROPERTY AT TERMINATION.** Upon the termination of this Lease, whether by breach or expiration, the Lessee shall immediately deliver to the Lessor complete possession of the Property in as good repair and condition as they are at the time the Lessee took possession of the Property, except for a concrete pad to be placed on the Property, normal wear and tear expected.

9. **LIABILITY.** Lessor and Lessee mutually agree as follows:

9.1. In no event shall Lessor, its agents and employees, be liable to Lessee for any special, indirect, or consequential damages, as Lessor, except for those caused by the Lessor's gross negligence or Lessor's willful or wanton misconduct.

9.2. In no event shall Lessee, its agents and employees, be liable to Lessor for any special indirect, or consequential damages, as Lessee, except for those caused by the Lessee's gross negligence or Lessee's willful or wanton misconduct.

10. **NOTICES.** All notices required or permitted hereinunder and required to be in writing may be given by Electronic Mail or by first class mail addressed to the addresses shown above. The date of delivery of any notice given by mail shall be the date falling on the second full day after the day of its mailing. The date of delivery of notice by Electronic Mail transmission shall be deemed to be the date transmission occurs, except where the transmission is not completed by 5:00 p.m. on a regular business day at the terminal of the receiving party, in which case the date of delivery shall be deemed to fall on the next regular business day for the receiving party. Either party may change the notice information provided above by providing written notice of such change to the other party.

11. **LESSEE'S REPRESENTATIVE.** For purposes of this Lease, the City Administrator of Lessee is designated by Lessee as Lessee's authorized representative. Said representative is authorized to administer the terms of this Lease on behalf of the Lessee and to perform whatever actions deemed necessary by said representative to carry out the terms of this Lease.

12. **JURISDICTION.** This Lease and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this Lease be litigated, venue shall be proper only in the Circuit Court of Christian County, Missouri.

13. **LEASE DOCUMENTS.** The entire agreement and understanding of the parties shall consist of the following documents:

13.1. This Lease.

13.2. Exhibit 1 – Photos showing the Property subject to this Lease.

13.3. Exhibit 2 – Path of underground electrical lines to the kiosk

The above listed documents are attached hereto and incorporated by their reference as though fully set forth herein. No modification, amendment, or waiver of any of the provisions of this Lease shall be effective unless in writing specifically referring hereto and signed by both parties. In the event of a conflict between the terms of the Lease and the attached Exhibits, the terms of the Lease shall control.



**14. CONFLICT OF INTEREST.** Lessor certifies that no member or officer of its organization is an officer or employee of the City of Nixa, Missouri, or any of its boards or agencies, and further that no officer or employee of the City has any financial interest in this contract which would violate any applicable federal regulations or the provisions of R.S.Mo. Section 105.450 et seq or the provisions of Nixa City Charter Section 13.1.

**15. NONDISCRIMINATION.** The Lessor agrees that during the performance of this contract not to discriminate on the ground or because of race, creed, color, national origin or ancestry, sex, religion, handicap, age, status as a protected veteran or status as a qualified individual with a disability, or political opinion or affiliation, against any employee of Lessor. The parties hereby incorporate the requirements of 41 C.F.R. §§ 60-1.4(a)(7), 29 C.F.R. Part 471, Appendix A to Subpart A, 41 C.F.R. § 60-300.5(a) and 41 C.F.R. § 60-741.5(a), if applicable.

**15.1.** The Lessor shall abide by the requirements of 41 C.F.R. § 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.

**15.2.** The Lessor shall abide by the requirements of 41 C.F.R. § 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

**[Remainder of this page purposely left blank]**

IN WITNESS WHEREOF, the parties have set their hands on the day and year herein stated.

THE CITY OF NIXA, MISSOURI

Christian County Library District

[Signature]  
Jimmy Eiles, City Administrator

[Signature]  
Renee Brumett, Executive Director

Date: 6-28-24

Date: 6-28-24

ATTEST:

[Signature]  
Rebekka Coffey, City Clerk

Approved as to form:

[Signature]  
Nick Woodman, City Attorney

LESSOR VERIFICATION

STATE OF MISSOURI    )  
  ) ss  
COUNTY OF CHRISTIAN )

On this 28 day of June, 2024, before me personally appeared Renee Brumett, for Christian County Library District, known to me to be the person described in and who executed the above agreement and acknowledged to me that they executed the same as their free act and deed and has the authority to do so for the Christian County Library District.

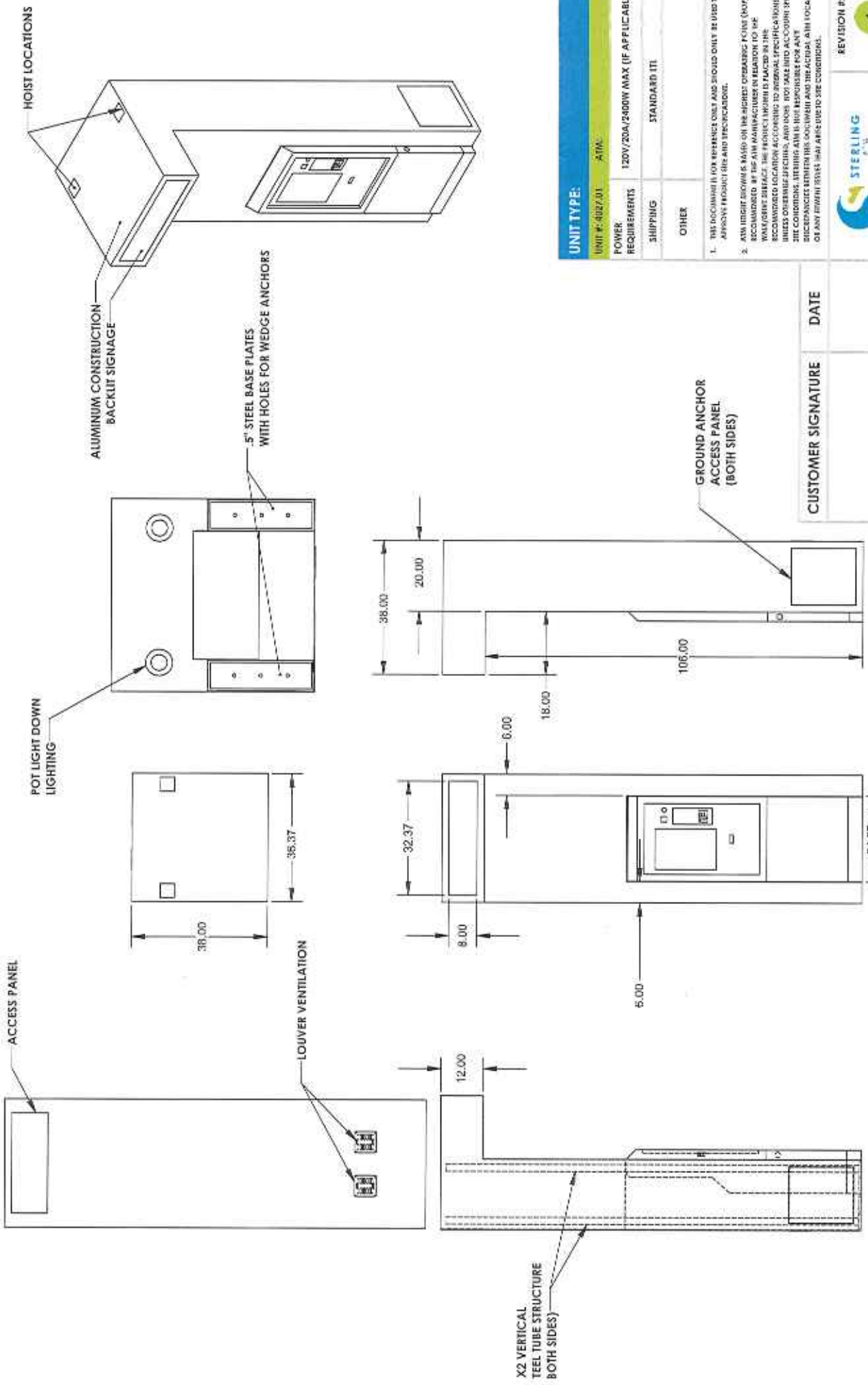
IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in the county and state aforesaid, the day and year first above written.

[Signature]  
Notary Public

My commission expires: 07/05/24







<b>UNIT TYPE:</b>	
UNIT #:	ATM
<b>POWER REQUIREMENTS</b>	120V/20A/2400W MAX (IF APPLICABLE)
<b>SHIPPING</b>	STANDARD ITI
<b>OTHER</b>	
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REVISION #:

**STERLING**

DATE: 5/20/202

CUSTOMER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

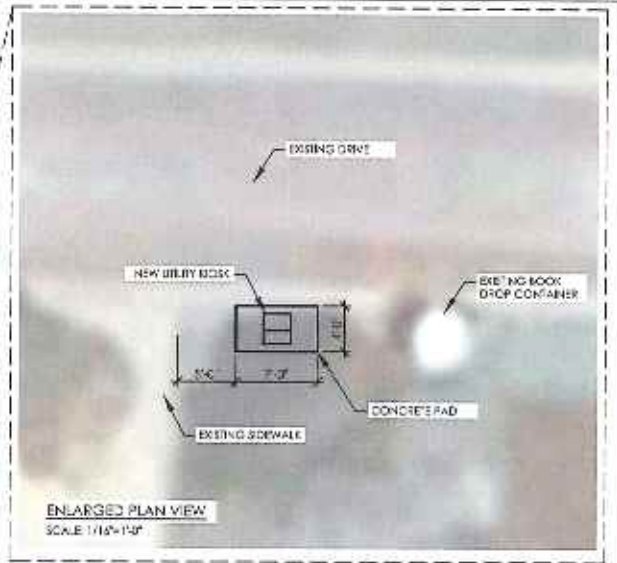
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PHOTOS OF AREA  
SCALE: NTS





# Nixa Utilities Customers Can Now Pay Bills at Kiosks

Nixa Utilities now offers a new convenient way for customers to make payment on their utility bills! Our first kiosk location is open in The X Center and three more are in the process of being placed around town. You may pay by credit card, check, or cash. You just need to know your account number to get started, and it's a very similar experience to using an ATM.

