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.
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.
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<th>Adjustment</th>
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<td>1,147.92</td>
<td>(11.77)</td>
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<td>EzRegister</td>
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<td>Lowe's</td>
<td>-</td>
<td>100.55</td>
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<tr>
<td>Ozark Chamber of Commerce</td>
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<td>Unique Management Services</td>
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Original Anticipated Bills: 218,140.31
Adjustment: 2,638.30
Reimbursements: 0.00
Total May 2024 CCL Bills: 220,578.31

**CDs**

CD#: 37840352 matures August 28, 2023 (Int rate: .3%): 250,000.00
CD#: 39703590 matures September 16, 2024 (Int rate: .4%): 255,263.34
**CD Total**: 505,263.34

**Ozark Bank Checking**: 2,167,194.42
**Southern Bank Checking (SONGB)**: 145,036.74

**Undeposited Funds**:
- Cash Drawer (40 @ Clever, 40 @ Nixa, 400 @ Ozark, 40 @ Sparta): 170.30
- Printer Change Bag (Clever - 40; Nixa - 40; Ozark - 80; Sparta - 57): 257.30
- Petty Cash (Nixa - 120; Ozark - 53): 170.30

**Bond Funds**
- CCL Cop 2020 2 REV: 0.00
- CCL Cop 2020 PROJ: 770,100.23
- CCL Cop 2020 CDI: 0.00
- CCL Cop 16 PR: 29.23
- CCL Cop 16 LF: 0.00
- CCL Cop 16 RF: 113,044.51

Total Library Funds as of May 31, 2024: 3,765,397.47

**Foundation Funds**
- CCLF Checking: 88,064.47
- Community Foundation of the Ozarks - CCLF Fund - Finey (as of 1st Qt.: 2024): 6,914.29
- Community Foundation of the Ozarks - CCLF Fund - Nixa (as of 1st Qt.: 2024): 1,078.59
- *Total Foundation Funds*: 95,057.68

*Total Current CCLF and CCL Assets: 3,803,415.13*
## Christian County Library Adjustment Report for June 2024 (Unaudited)

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Original Anticipated Bills: 215,896.25
Adjustment: 189.19

Reimbursements: 0.00

Total June 2024 CCL Bills: 215,887.45

### CDs
- CD#: 37840052 matures August 28, 2025 (int rate .9%): 250,000.00
- CD#: 197708399 matures September 16, 2024 (int rate .4%): 266,499.71
**CD Total**: 505,499.71

### Undeposited Funds
- Cash Drawer ($40 @ Clever, $40 @ Nixa, $30 @ Ozark, $40 @ Sparta): 170.00
- Printer Change Bag (Clever - $40; Nixa - $40; Ozark - $80; Sparta - $57): 237.00
- Petty Cash (Nixa - $120; Ozark - $50): 176.00

### Bond Funds
- CCL Cop 2020 REV: 0.00
- CCL Cop 2020 PROJ: 776,190.23
- CCL Cop 2020 CCI: 0.00
- CCL Cop 18 Prj: 25.23
- CCL Cop 18 Lrf: 0.00
- CCL Cop 18 RT: 113,344.51
**Total Library Funds as of June 30, 2024**: 3,567,352.39

### Foundation Funds
- 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
**Total Foundation Funds**: 98,186.01

*Total Current CCLF and CCL Assets: 3,665,538.40
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| 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
<p>| Quadrant 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    |</p>
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# Balance Sheet - Unaudited

## As of May 31, 2024

**ASSETS**

### Current Assets

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<td>CCL Foundation Fund - Finley</td>
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<td>CCL Foundation Fund - Nixa</td>
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<td><strong>Total Community Foundation of the Oza</strong></td>
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<td><strong>Total CCL Foundation - Do not Reconcile</strong></td>
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<td><strong>Total Current Assets</strong></td>
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### Other Assets

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<td><strong>Total Other Assets</strong></td>
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### TOTAL ASSETS

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**LIABILITIES & EQUITY**

### Liabilities

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### Equity

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<tr>
<th>Description</th>
<th>Amount</th>
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### TOTAL LIABILITIES & EQUITY

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| Gross Profit            | 64,386.37 |

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<td>Collection</td>
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| Operating Expense        |        |
| Bond Fees                | 1,000.00 |
| Bank Service Charges     | 61.40 |
| Training                 | 293.10 |
| IT Discretionary Budget  |        |
| Computer Hardware        | 27.29 |
| Software/Licensing       | 3,169.61 |
| Total IT Discretionary Budget | 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                  | 011.07 |
| Programming              |        |
| Adult Programs           | 175.00 |
| Youth Services Programs  | 2,797.15 |
| Total Programming        | 2,972.15 |

<p>| Programming Supplies     |        |
| Adult Programming Supplies | 685.55 |
| Youth Programming Supplies | 342.92 |
| Total Programming Supplies | 1,028.87 |</p>
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<td><strong>Net Income</strong></td>
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Christian County Library
Profit & Loss - Unaudited
June 2024

Ordinary Income/Expense
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
Gross Profit 73,907.51

Expense
Collection
Technology (Hotspots) 1,720.43
Audio/Visual
Youth AV 521.60
Adult AV 1,081.83
Total Audio/Visual 1,603.63
Books
Youth Services 1,899.87
Electronic Coll. (Hocpla & 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 3,237.92
Software/Licensing
Total IT Discretionary Budget 3,237.92
Building & Grounds 11,861.67
Professional Services 6,553.59
Marketing 1,348.06
Memberships 294.86
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 1,588.76
Total Programming Supplies 1,956.36
Staff & Board - Travel 485.29
Supplies 3,376.38
Telephone/Fax/Modem 1,009.03
Utilities 2,813.95
Vehicles 310.99
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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 Sho 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

- Sparta, 1369, 10%
- Clever, 2304, 16%
- Nixa, 5647, 39%
- Ozark, 4979, 35%

Dear Friends of the CC Library in Ozark,

Thank you for your continued support and use of our library facilities. We are grateful for your patronage.

Sincerely,

June 2019
MAY BRANCH TRAFFIC

- Sparta, 1369, 10%
- Clever, 2304, 16%
- Nixa, 5647, 39%
- Ozark, 4979, 35%

May Programs/Attendance

- Outreach: 1293
- Youth: 839, 55
- Adult: 703, 34
June Programs/Attendance

<table>
<thead>
<tr>
<th>Category</th>
<th>Attendance</th>
<th>Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outreach</td>
<td>219</td>
<td>3</td>
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<tr>
<td>Youth</td>
<td>1798</td>
<td>76</td>
</tr>
<tr>
<td>Adult</td>
<td>294</td>
<td>37</td>
</tr>
</tbody>
</table>
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 - $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 & S'mores Sticks: Will purchase two small but unrelated upgrades to the Sparta Community Branch’s equipment and supplies - an ergonomic circulation chair for checking 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.
## 2023 At A Glance

- **Library Staff**: 56
- **Library Visitors**: 144,225+
- **Total Circulation**: 361,186
- **Minutes Logged on Public Computers**: 668,502
- **Library Events Offered**: 800+
- **Budget**: $3.9 million
- **Open Hours per Week**: 58

## Access

1. **Create welcoming spaces**
   - Evaluate current and proposed library services to identify new opportunities
   - Produce long-term facilities management and expansion plan

2. **Build collections to reflect the community**
   - Invest in sustainable solutions for increased use of digital collection
   - Investigate gaps in collections
   - Continue to develop and manage methods of community input

3. **Fulfill informational, cultural, educational, and recreational needs**
   - Identify community needs and interests for events
   - Increase awareness of nontraditional resources and services

## Innovation

1. **Embrace technology to expand services and resources**
   - Document current systems and ensure maintenance and training schedule
   - Build on current methods to assess needed changes and additions

2. **Adopt data-driven and forward-thinking strategies**
   - Refine and expand data-gathering processes
   - Design techniques to disseminate Information

3. **Provide personalized library experiences**
   - Enhance reference and local history assistance
   - Extend home delivery's reach
   - Assemble parent and guardian resources

## Engagement

1. **Strengthen collaborations and partnerships to improve quality of life**
   - Expand relationships with schools and educational organizations
   - Participate in area economic development efforts
   - Collaborate with local social services organizations

2. **Invest in a workplace of growth and service**
   - Grow the opportunities for staff development and training
   - Continually evaluate wages and benefits
   - Enrich communication strategies to boost staff efficiency and teamwork

3. **Connect people and exchange ideas**
   - Create resources for library advocacy
   - Add to existing community feedback channels

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## Objective Timeline

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<thead>
<tr>
<th>2023</th>
<th>2024</th>
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<tbody>
<tr>
<td><strong>Spring</strong></td>
<td><strong>Summer</strong></td>
<td><strong>Fall</strong></td>
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<tr>
<td><strong>Spring</strong></td>
<td><strong>Summer</strong></td>
<td><strong>Fall</strong></td>
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<tr>
<td>Virtual branch mapping</td>
<td>Review Homebound program procedures</td>
<td>Create library advocacy toolkit</td>
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<tr>
<td>Staff technology assessment</td>
<td>Explore programming gaps via patron feedback/surveys</td>
<td>Provide solutions &amp; tweaks to collection input gathering</td>
</tr>
<tr>
<td>Branch improvements in Ozark</td>
<td>Staff satisfaction survey</td>
<td>Survey community about library usage</td>
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<tr>
<td>Additional technology for Outreach</td>
<td>Parent and guardian resources</td>
<td>Measure impact of training</td>
</tr>
<tr>
<td>Community One Read collaboration</td>
<td>HR platform migration</td>
<td>Develop Homebound promotional plan</td>
</tr>
<tr>
<td>Investigate suggest-a-purchase &amp; requests for reconsideration</td>
<td>Develop reference training for all staff</td>
<td>Form data and planning committees</td>
</tr>
</tbody>
</table>

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**Christian County, MO**

- **Total Population**: 88,842
- **Households**: 35,652
- **65 years and older**: 17%
- **Under 18 years old**: 25%
- **Employment Rate**: 60%
- **Median Household Income**: $73,047
- **91% of households have an internet subscription**

According to 2020 Census
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.
4/12/2024

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

Re: Christian County Library – Pre-Planning Study

Ms. Brumett,

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

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

Deliverables are an interior design floor plan with phases.

The fee includes the following:
   1. Kick-off meeting, plus two client review meetings.
   2. Sapp Design to provide initial designs, plus one round of revisions.

We propose to complete the work and invoice for services for a fixed fee of $9,000.

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

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

SAPP DESIGN ASSOCIATES ARCHITECTS INC.

John McNabb, AIA, NCARB
Director of Business
Architecture + Interior Design

Firm History

Located in Springfield, Missouri in 1980, Sapp Design Architects is a full-service architecture and interior design firm. Our mission is to create design solutions through thoughtful design that addresses projects tailored to each community we serve. We have developed a reputation for being easy to work with and exceeding client expectations with real-time budgets at all scales. In early 2022, we joined with a boutique partner in the firm, expanding our leadership team and offering design services in new locations.

Design with the Future in Mind

Our focus lies in the creation of libraries, educational environments, offices, and recreational spaces that enhance community life. Our designers emphasize a hands-on role in delivering services, earning themselves through research and innovation to ensure that they remain at the forefront of education and technology as our world rapidly changes. Public spaces have a significant impact on people's lives, and we design spaces that can be enjoyed by people of all ages, ensuring safety, accessibility, and comfort for everyone.
Library Project Experience

Mid-Continent Public Library 1/2008-2014
Joplin Public Library

White County Library

Jefferson County Library District

Boone County Library

Volunteer Public Library

Central Library

Tonganoxie Public Library 1/2017-2018

Sustainable Design Projects

Woodlands Library, United States

Christian County Project Experience

City of Ozark, MO

Transparency & Accessibility

Ozark Technical Community College

Hollywood Campus

FTMA Sales Office / Classroom Building

Livermore R-8 School District

New Horizons School, Gilroy, CA

City Schools, St. Louis, MO

Hiawatha Schools

Hiawatha, KS

Galena, IL

Lonegro Academy

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Community Programs, Inc.
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 local library 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 issued by a more limited segment of the public. Libraries can reach across divides of age, race, ethnicity, income, and economic status.

Technology and Mobile Services:
- Internet access at terminals and computers
- Free or low-cost computers for patrons
- Increase staff interaction and collaboration with patrons
- Central desk area
- Increased seating
- Food & drink area
- Meeting rooms
- Reference area
- Community center
- Leasing area
- Special events
- Audio/visual area
- Library card
- Outdoor reading space
- Space for festivals

Universal Access Design:
- Building codes and interior design for all
- Building code and interior design for all
- Ergonomics in workstations
- User-friendly systems
- Easy to use
- Adaptive equipment
- Accessibility to people with limited physical strength/ability, or with disabilities, such as the elderly

Community, Civic, and Cultural Centers:
- "true spaces" for people to gather, learn, grow, and create
- Educational programs
- Food & drink
- Meeting rooms
- Reference area
- Special events
- Audio/visual area
- Library card
- Outdoor reading space
- Space for festivals

Youth Zones and Content Creation:
- Children's and Young Adult areas keep to a different schedule
- Teen areas, yet accessible, easy to supervise
- Age-appropriate design elements and furniture
- Art and craft materials and expression area
- Special programs and services
- Outdoor space
- Maker spaces
- Creative spaces
- Technology
- Production zones
- A printing, audiovisual, etc.
- Three features enhance the educational and learning process, and can be developed in a partnership with various educational and community groups.

Brain Friendly Spaces:
- Natural light and color
- Comfortable seating
- Indoor/outdoor connectivity
- Cool colors
- Acoustic: quiet, or lively
- Materials: natural, warm

Conservation and Sustainable Design:
- Modern libraries have community investment, and should be designed to be sustainable, responsible, and economically viable
- New designs and innovative systems can lower operating costs
- Energy efficient systems are recommended
- Indoor and outdoor lighting
- Building wall materials
- Building sound insulation

Partnerships and Collaborations:
- Collaborate with local community groups
- Organizations: Universities, Community Colleges, Technical Schools, Libraries, and Public Schools
- Non-profits
- Allow for experimentation and monitoring of collaborative spaces
- New spaces can be shared
- Think beyond the physical "building" of space
- Workshops, readings, seminars, conferences
- Library programs, Family Support, Workforce Training, Technology Training, SSL and College Credit Courses
- YWCA, Health Clinic, Food Pantry, etc.
- Co-locating shared spaces or associations with a partner group in a building

Models and Themes:
- Reflective and meditative environment
- Ingram Library, Lexington, KY
- Materials: natural fiber
- Wood, stone, and glass
- Outdoor spaces
- Books as a key element
- Library as a center for community activities

Connections:
- Public transportation
- Metro, bus, rail
- Auto parking
- Bicycles and parking space
- Trails and bike lanes
- Local communities
- City, state, national
- Libraries, museums, art centers, science centers
- Education
- Community colleges
- Libraries
- Museums
- Art centers
- Science centers
- Trees
Christian County Branch
Clioer and Sparta Branch, Missouri

The Closer A Sparta Branches are the true definition of a modern library because the library of the future will be judged not by the size of its building, but by the number of good books it contains. By design, the library offers a range of features, including reading and study areas, a children’s area, and a technology center. These areas are designed to encourage users to explore and engage with the library's resources. The library also offers a variety of services, including reference assistance, computer access, and internet connectivity. The library’s mission is to provide a welcoming and supportive environment for all visitors, whether they are searching for information, looking for relaxation, or simply seeking a quiet place to work or study. The library is open to the public, and visitors are encouraged to come in and explore the many resources and services that are available. Whether you are a student, a researcher, or a casual browser, the library offers something for everyone.
Riverside Branch Library
Riverside, Missouri

The Mid-Continent Public Library Riverside Branch sought to become more than just a building block. The purpose of the library is to lead and enhance the community by providing a comfortable, welcoming environment for people of all ages to learn, grow, and thrive. The library is designed to be an extension of the surrounding neighborhood, offering a rich array of resources and services.

Architect: DakeCollins

The architectural design emphasizes the integration of the library with the surrounding park and community. The building's footprint is compact, allowing for maximum use of outdoor space. The library features a multi-functional interior with ample natural light, promoting a sense of openness and connection to the outdoors. The design includes a variety of seating options, from traditional bookshelves to flexible areas for group study or individual work.

Services Provided:
- Architecture
- Interior Design
- Programming
- Construction Administration

Complications:
- Project Duration: 2004 (Opening June 2024)
- Type: New Construction
- Ownership: Mid-Continent Public Library
- Site: 15,000 sf

Contacts:
- Aaron M. Waser
  - Library Director & CEO
  - aaron@rcpl.org
  - (913) 306-3000

- Ronald J. Pivit
  - President Director
  - Library Director & CEO
  - (888) 706-8778

- Services Provided:
  - Architecture
  - Interior Design
  - Programming
  - Construction Administration
CHRISTIAN COUNTY LIBRARY

QUALIFICATIONS FOR ARCHITECTURAL SERVICES
The current library facility in St. Joseph was initially built in 1952 and renovated by the Library in 2005. While the facility has served the library well for many years, it falls short of adequately meeting the demands of modern library services. Library leaders felt the space’s limitations hindered its ability to deliver optimal services to the community. 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 28,000-square-foot Rolling Hills Library is planned to be a beacon of innovation and excellence, offering an array of facilities tailored to enhance the patron experience. The design includes a drive-up book drop and parking to cater to patrons who wish to use the library on-the-go. In addition to the existing spaces, the library also offers an expanded selection of study areas, providing quiet and conducive environments for focused learning. Moreover, the addition of new flexible meeting spaces caters to visibility in programming and group classes and activities. This inclusion of a dedicated program “huddle” space, outdoor program area, and demonstration garden further extends the library’s reach beyond its walls, offering opportunities for hands-on engagement with nature and sustainable practices. A dedicated children’s area in the expanded customer service approaches, with a child-friendly design and an open concept shelving, enhances the library’s educational mission by fostering a community with inclusivity.
East Independence Branch
Independence, Missouri

The East Independence Branch, located on a landscaped site in a valley with heavy traffic flow, is the second project in a series of new branches and renovations. The library, with a space-oriented design, offers a welcoming, user-friendly facility with visible and accessible areas throughout the building. As the entrance, it is a focal point of the neighborhood with strong visual impact. It is important to note that the design considers and integrates features such as the "facade" of the building, fostering a sense of community and a welcoming environment.

An entrygateway to the building, the patrons are welcomed into a double-height glass facade that allows visibility within the building. The North facade is designed with a frame system that balances glass with the cues of the front entrance for added depth and brings the natural light into the building. High-quality glass and metal materials enhance the building's appearance as well as thermal comfort. The natural light floods the interior, creating a comfortable environment for patrons and beyond, with its double-height ceiling and skylights as a natural source for light and natural light equipment.

Given the nature of the program and restrictions in the adjacent neighborhood, the library's functions must remain prominent while balancing the exterior facade. The library is designed to be visible from the street, offering a sense of openness and inviting visitors to explore the library's offerings. From the front facade, the glass is featured through the windows, allowing for natural light and visibility into the interior. The design philosophy is to create an inviting environment for all patrons, encouraging them to take advantage of the resources available.

Completion: 2024
Owner: Mid-Continent Public Library
Size: 19,735 sf
Construction Type: New Construction
Project Manager: Rob Halvorson

Contact:
Rob Halvorson
Library Director & CFO
sharrison@mcpl.org
(816) 226-2000

Gerry W. Holtz, Paul Holzinger
Library Director & CFO
(816) 226-2000

Program: Expansion
Architectural Design
Interior Design
Programming
Scheduling
Construction Admin

Farris Design Architects
Exciting news is on the horizon for the Polk County Library! After several challenging years of pandemic-related closures, library officials are eagerly looking forward to the future with the goal of reinvigorating library programs and providing a vibrant new space to better serve the community.

To bring these plans to fruition, a renovation of the library is in the works. The newly-renovated space will be multi-functional and utilize previously unused square footage to create flexible spaces for various programs, while also tasking itself with a vibrant children's area complete with engaging activities and books to spark the imaginations of young patrons.

As for the renovation's scope and impact, the new space will also feature a new design with comfortable seating, community areas for small- and large-groups, and an outdoor patio to enjoy the beautiful surroundings. Additionally, the library will have open office spaces and private offices to provide 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 schedule is firm, completion is expected by 2024. The Polk County Library is eager to welcome visitors back into its doors and provide an even better experience for all.

**Polk County Library**

Bolivar, Missouri

**Completion:** 2024
- Owners: Polk County Library
- Area: 52,000 sq ft
- Construction Type: Renovation
- Contact:
  - Chris Knight, Library Director
  - knight@polklib.org

**Services Provided:**
- Architecture
- Interior Design
- Programming
- Space Planning
Green Hills Library Center
Kansas City, Missouri

This new library will replace the outdated and overcrowded original library. It includes a Culinary & Arts Center with three full-service commercial kitchens. The Culinary Library Program will focus on teaching the public both cooking skills and how to have fun cooking, and how cooking can provide learning opportunities around recipes and using math for measurements. The Culinary Kitchen will be available to small businesses who are ready to leave their home kitchen but not quite ready to commit to a full-time commercial kitchen.

Sustainable Small Business Services, headquartered in the new Oakham
Head Library Center, will assist those starting small with business planning
for their new ventures. The Innovation Kitchen will provide a home base for
Food Trucks in the City of KC to use for food prep and storage facilities.

Completion: 2022
Owner: Mid-Continent Public Library
Cost: $10.0 million
Construction Type: New Construction
Project Manager: Jeff McDonald

Credit:
Architect: Sapp Design Architects

Services Provided:
Architectural Design
Interior Design
Programming
Space Planning
Construction Administration
Woodneath Branch Library
Kansas City, Missouri

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

This new 55,000 square foot "destination" library will actively engage with the existing library building. Library users will be welcomed at a new flexible space that will be a focal point of Woodneath Branch, a neighborhood library, which has been in service since 1955 and is recorded as the local and federal historic registers.

The new library includes many amenities such as a public meeting area, an automated collection setting system, a data line with a considerable computer resources, private study areas, and an area dedicated to local music. Thus, the collection areas are designed to accommodate a diverse age group, with the intended seats provided by waiting areas. Among them, the children's library is located in an appropriately sized room for the children's library. The library also includes a children's study area and a large meeting space.

The library's design includes high-efficiency mechanical and lighting systems, along with a high-performance building envelope, and adhered to ASME Silver Certification.

A new 5,000 square foot addition to the auditorium with a meeting area and a greenroom for 200 will accommodate live presentations and events, with modern meeting rooms and exceptional event amenities. The addition is adjacent to the existing library, with a separate entrance.

In addition to the auditorium, the project includes a community center on the second floor. The center includes a new seating area, a gymnasium, a cafe, and a community room.

Construction: 2015 & 2020
Owner: Mid-Continent Public Library
Size: 55,000 sq. ft.

Sustainability: LEED Silver Certified

Awards: ASLA Springfield Design Award

Architects: The Library Journal

Historical Advisor: Missouriana Foundation

Project Manager: Woodneath Branch

Consultants:
- Architectural Design
- Interior Design
- Engineering
- Geotechnical
- Construction

Services Provided:
- Architectural Design
- Interior Design
- Engineering
- Geotechnical
- Construction

Contact:
- Aaron Mason
  Library Director & CEO
  amason@kcpubliclibrary.org
  816.303.9600

References:
- Kansas City Public Library
- Missouri State University
- University of Missouri

This project is designed to provide a comfortable and welcoming space for the community, with a focus on sustainability and accessibility. The library will be an important hub for learning, community events, and social activities.
Lee's Summit Branch
Lee's Summit, Missouri

With a budget of $6 million, the 17,000 sq. ft. renovation and $500,000 addition will provide a fresh look, more space, quicker service, and more visibility to the Lee's Summit Branch Library. This is the number one attended branch in the MOPLS system, and it is the first renovation project planned. With additional space a top priority, the team worked with the surrounding shopping center owners to carve out more space for the building's patrons, while creating additional shared parking. The major renovations included an enclosed community room, five small collaboration rooms, serene up window, expanded children's area, space for teens, expanded technology, and increased work space for the staff. A top-secret pocket was covered during the renovation, which led to the billboard like band.

Contact:
Aaron Mason
Library Director & CEO
www.lib.org
816-336-5000

Devin V. Fuller, FPLT
Deputy Director
Library Director & CEO
816-336-5000

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

Flepp Design Architecture | 29
Colbern Library Center
East Lee's Summit, Missouri

Originally opened in 2003, the Colbern Road Library was selected for a significant addition and renovation to accommodate new programs and technology. As the project moved forward, the design team re-imagined what the new library could be. The team started by deciding what the library could be. The design team re-imagined what the new library could be and wanted to start from scratch. The idea of transforming the building into a building that serves the needs of the community means replacing the old library with a new building. The design team re-imagined what the new library could be and wanted to start from scratch. The idea of transforming the building into a building that serves the needs of the community means replacing the old library with a new building.

The design of the library includes a floor to the future phase with the high ceiling interior walls that provide a sense of openness. From these, the colorful and welcoming colors of the library, including large volumes of natural light, are used to create spaces for the library. The library also includes a floor to the future phase with the high ceiling interior walls that provide a sense of openness. From these, the colorful and welcoming colors of the library, including large volumes of natural light, are used to create spaces for the library. The library also includes a floor to the future phase with the high ceiling interior walls that provide a sense of openness. From these, the colorful and welcoming colors of the library, including large volumes of natural light, are used to create spaces for the library.

This library center offers a single sprawling space, including comfortable workspaces, small meeting rooms, and free access to Wi-Fi throughout. I come to Colbern to visit the Cafe Business Center, available for use, and include small business workshops designed to support the growth of community businesses. The new Colbern Road Library Center offers great modern experiences for all users including new and traditional services to benefit the entire community.

This project is part of the library’s capital improvement plan made possible by funds from Proposition L. The architects are Rapp Design Architects (Springfield, Missouri) and Rapp Design Architects, Inc. (Kansas City, Missouri) and the construction firm of projects is J. F. O’Donnell.

Competition: 2001
Type: New Construction
Owner: Mid-Columbia Public Library
Architect: Stahl Architects
AWARDS
Southwest Missouri Professional Merit Award

Project Manager: Rapp Architects

Contractor: Rapp Architects

Services Provided:
Architectural Design
Interior Design
Programming
Space Planning
Construction Administration
Withers Branch Library
Liberty, Missouri

The Liberty Branch Library is 18,300 square feet, around 3,000 square feet larger than the original building. One of the design goals of the Liberty Branch was to create a natural extension of the building through the use of color schemes and interior design. The entry area features a wall made from masonry clay blocks sourced from the United States in North, South Dakota, and Indiana. The wall serves as the canvas on which the building becomes an extension of its surroundings, allowing natural light to flood the space and large indoor and outdoor spaces to interact with the outside. The interior design features an acoustic ceiling panel that provides sustainable sound reduction, making it a comfortable library environment.

Liberty Public Library is also LEED certified, with efficient mechanical systems, dual flow water, low flow fixtures, and energy-efficient lighting. The building has multiple water fountain installations in order to reduce the efficiency of the building.

The project is one of the Library's largest and most significant. The project is being managed by Blue Rippled Architects (Springfield & Kansas City, MO) and Fox Architecture and Design, Inc. (Kansas City, MO), and the construction firm for all projects is J.L. Dunn.

"We are creating a better space. Our goal is to create a space where people want to spend time. We want it to be a space where people want to be." - Jim Shaw, Community Relations and Planning Manager

Contact:
Steven V. Price, Project Manager
Library Director & CEO
(913) 326-5000

Architectural Design:
Interiors Design
Programming
Sustainability
Community Engagement
Construction Administration
East Lee's Summit Branch
Lee's Summit, Missouri

The new East Lee’s Summit Branch is the first new library of the Poplar Hill project for Mid-Continent Public Library, and it is located in a community whose library utilization is high. The new facility was designed to be a landmark for the community, providing a welcoming and accessible space for all residents.

The site selection and orientation of the building presented an opportunity to create a large glass facade, which is a prominent feature of the building, and to integrate a sustainable design into the parking area and landscaping of the building. These two elements were chosen to enhance the overall form and layout of the building design. The design includes numerous natural and sustainable features, such as the use of recycled materials and energy-efficient systems.

The new library was designed to provide a warm and welcoming environment for the community. The design includes a large, open space that can be used for a variety of programs and activities. The building also includes a children’s area, youth area, and a reading area. The library is designed to be accessible to all residents, with ample seating and a variety of spaces for quiet study and reading.

The new library was opened in 2019, and it has since become a valuable resource for the community. The library has been well-received by the community, and it has become a hub for learning and community engagement.
Redbridge Branch
Kansas City, Missouri

Sometimes a building is like a good book. Its story may have twists and turns and not completely different, but it has begun.

The Redbridge Branch is precisely that; a story of a building that has a beginning. It's a story of a new building and a new, though creative design, became a new modern library that will serve its community in new and imaginative ways.

Libraries are different than those built in the '90s that were considered for books. Nowadays, people's expectations have changed, and libraries have to rethink as well. With 14,400 square feet of renovation space, the new building is twice as large as the previous library. It includes a larger programming space, more reading areas, a children's area, a music workstation, and outdoor seating. While the interior is modern, the design pays homage to the building's history as well by transforming the old benches into a new library that's up to the imagination of the space.

The new Redbridge Branch is the goal of any modern library, which is to become a place where you would want to spend time by creating common spaces that encourage exploration, collaboration, and community within the community it serves.

This project is part of the Library's Capital Improvement Plan made possible by funds from Missouri's. The architects are Sauer Design Architects (Kansas City, MO) and the construction firm is AEP, Hyman, and Associates.

Compliance: 2019
Owner: Mid-Continent Public Library
Area: 14,400 ft²
Construction Cost: $2.1 Million
Construction Type: New Construction
Project Manager: Fred McFadden

Contact:
Sauer Design Architects
Library Director & COO
amanzo@sauredesign.com
(503) 526-3699

Steven V. Peters | Paul Eldred
Library Director & COO
(913) 202-4370

Services Provided:
Architectural Design
Interior Design
Programming
Space Planning
Construction Administration
Midwest Genealogy Center
Independence, Missouri

The goal of Midwest Genealogy Center's Midwest Genealogy Center was to provide a king and appropriate facility to house the library's valuable records, expert genealogy research facilities, joint space, and private meeting areas.

The Midwest Genealogy Center is the largest free-standing public genealogy center in the United States promoting the nation's vast resources for family history.

The 400-seat auditorium is designed without fixed seats to allow by multiple configurations and ideas. The 3,500-seat capacity is the next wall above the auditorium and cleaning the eye in, as well as providing a contemporary feel with a traditional-designed facility. The auditorium panels break up the ceiling. In a dynamic pattern to assist with auditory perception and visual enhancement.

The auditorium maintains flexibility by being a self-contained operable with system that can utilize the space for larger smaller functions with the touch of a button.

This project is part of the Library Center Improvement Plan made possible by a Public Library Improvement Grant awarded to the University of Missouri (Springfield & Kansas City, MO), and the construction firm for all projects is BBB, Inc.

Competition: 2005 & 2015
 Owners: Midwest Genealogy Center
 Type: New Construction
 Size: 28,000 sf of Phase I, 26,000 sf of Community Hall
 Construction Firm: $12 Million - Phase I
 $15 Million - Phase II
 Amenities: AIA Springfield | Professional Recognition Special Honor Award
 Project Manager: Bill McPherson

Contact:
 Asst. Librarian
 Library Director & CFO
 omahanka@mgcc.org
 (402) 296-8000

Stevie R. Roper | Post Director
 Library Director & COO
 (618) 322-4879

Services Provided:
 Architecture
 Interior Design
 Space Planning
 Programming
 Construction Administration
Blue Springs South Branch
Blue Springs, Missouri

The Blue Springs South Branch library recently opened in 1993 when high traffic near the library and a busy place was located. A wide, wide, and information desk led to the blue South Branch showing accessibility between the shops. A new branch with traditional architecture plans to give the library new identity with bringing it into the 21st century with technology and serving the community needs. As one of the first projects in the MPO, plans, campaign, reviews, updates, and aesthetics helped set a standard for the other branch requirements.

A new entrance relocated to the corner of the building created better access from the parking lot and helped give the building the updated feel. Updated finish elements, colors, and new window systems allowed and made the library feel larger and more inviting without adding additional square footage. For those who enjoy the original library, walking into the renovated Blue Springs branch felt like a new library.

The design of the library included a new vestibule with display cases. A new entrance includes a comfortable seating area, a dedicated teen space, expanded children's area, reading rooms, an enhanced community room, and upgraded computer workstations. New LED lighting was added, in addition to the new windows, creating a bright and welcoming library for the community to use.

Completion: 2016
Owners: Mid-Continent Public Library
Size: 17,000 sf
Construction Costs: $1.5 million
Construction Type: New Construction

Contact:
Architect: Archbold
1 Library Avenue 8 COO
oneocall.com 314.700.0000

Librarian Consultant: Libby Mars
Office: 314.700.0000

Service Provided:
Architectural Design
Interior Design
Programming
Space Planning
Construction Administration
Scenic Regional Libraries

St. Louis, Missouri

St. Louis, Missouri Library approved a 10-year $79.8 million plan to replace and/or upgrade seven branch libraries, covering three rural counties east of St. Louis. JEMA Architects, a local firm, along with AIA Architecture Firm, worked with JEMA Design Architects for our engagement. Library planning and design expertise. By the design of a new library, our team worked with the various communities and with the library director, Marie Gunst, to create new branch libraries, which will serve the residents of our community with the same high level of service. The libraries of this new building are set as a Community Center and a Library and Information Center.

Completion: 2017

- Green Scenic Regional Library
- Size: $900 to 1,200 sq ft
- Construction Type: New Construction
- Contact: JEMA Architects
- Services Provided: Design, Architectural Record, Programming

Chewelah will have a new branch built on a 1.5-acre site that is a part of the former District Park. Chewelah, a city of approximately 1,600, will expand the current 2,500-square foot building by approximately 7,000 square feet.

Poulsbo will have a new library branch located on a 1.5-acre site that is divided by the library by a parking lot. The library has a new branch and will be located behind the new library.

Selma’s new 3,000 square foot branch will be located on Cumberland Way.

The new branch is an existing 500 square foot building, which will be expanded and increased to 12,000 square feet, which will include expanded reading room space, an expanded parking lot.
February 22nd, 2024

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

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

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

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

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

We are proposing the following Professional Design Services:

<table>
<thead>
<tr>
<th>Basic Services</th>
<th>Fixed fee of $9,990</th>
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<tr>
<td>Mileage and printing invoiced as reimbursable expenses</td>
<td>estimated $300</td>
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We will follow up with a formal contract once this fee proposal is accepted. If you have any concerns, comments, or questions, I can be reached by phone at 417-885-0002 or by email at frans@paragon-architecture.com. Thank you again for this opportunity to assist Christian County Library on this exciting project.

Thank you for the opportunity,

Patrice Frans  
Interior Design Project Director  
Paragon Architecture

Renee Brumett  
Executive Director  
Christian County Library
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 and 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%)
PROJECT PHASES
WHAT TO EXPECT DURING:

SCHEMATIC DESIGN (SD)
DESIGN DEVELOPMENT (DD)
CONSTRUCTION DOCUMENTS (CD)
BIDDING PHASE
CONSTRUCTION ADMINISTRATION (CA)
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 place 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?
OXYGEN CHECK: WHERE ARE WE?

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 choose 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.
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.
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.
OXYGEN CHECK: WHERE ARE WE?

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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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
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 DELAY 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.

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.

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.

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.

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.

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.

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.

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.

PROGRAMMING:
We develop solutions based on the unique goals and objectives of each client. There’s 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.

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

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

Gasconade 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

Dallas County
Health Department (IN PROGRESS)
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
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
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.

**NEOSHO-NEWTON COUNTY LIBRARY //**

**SENeca BRANCH**

**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
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.
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.

**Springfield Public Schools // Williams Elementary Library**

**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
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.
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 harkening 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.
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.
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.

**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*
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 to conduct their studies.
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.
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.
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, CCD 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.
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.
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.
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, RFLs, 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.
APPRAOCH 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 multiple 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 continually 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 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.
APPRAOCH 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.

<table>
<thead>
<tr>
<th>COST ESTIMATE PERFORMANCE</th>
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<tr>
<td>CLIENT &amp; PROJECT</td>
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<tr>
<td>BARRY LAWRENCE REGIONAL LIBRARY</td>
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<td>SPRINGFIELD PUBLIC SCHOOLS</td>
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<td>YORK ELEMENTARY SCHOOL</td>
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<td>JASPER COUNTY</td>
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<td>WHITE RIVER VALLEY ELECTRIC CO-OP</td>
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<td>OZARK FACILITY RENO</td>
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<td>CITY OF LEBANON</td>
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<td>SPRINGFIELD PUBLIC SCHOOLS</td>
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43
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

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 Hairline, 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
Part 1
Team Information
Since our inception, Dake Wells Architecture has been passionate about the work and driven by a purpose of enriching people's lives. We have been humbled and privileged to provide architectural services across the Midwest for both public and private clients. Our goal is to bring order, clarity and unity to each project through a collaborative approach that emphasizes intelligent design. Ultimately, our work is about people. Our desire is that every project is a functional, inspiring, and energy efficient facility that gives more back to our clients and their community than they ever imagined.

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

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

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**DESIGN EXCELLENCE RECOGNITION**

- **34** National & International Design Awards
- **85** Local & Regional Design Awards
- **A 50** Ranked No. 13 in the Nation for Design Excellence by Architect Magazine

**INDUSTRY LEADERSHIP RECOGNITION**

- **9** LEED AP Staff
- **3** AIA Fellows
- **1** LEED Fellow

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**LOCATIONS**

Springfield, Missouri (HQ)
Kansas City, Missouri
Phone: 833.516.4545
www.dake-wells.com

**FIRM INFO**

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

**SERVICES**

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

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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
385.518.4545

YEARS EXPERIENCE
33 years

EDUCATION
Bachelors of Architecture
Craney 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
Designs 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

Czark 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 Brewood 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.

SELECTED RELEVANT PROJECTS

Springfield-Greene County Library District
- Schweitzer Brewood 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

Czark 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
- Fummill Hall Renovation
- Cheek Hall Computer Lab Renovation
- McQuarry Family Health Science Hall
- Renovation and Classroom/Auditorium Addition
- Bookstore Feasibility Study

Missouri State University - West Plains
- Hass-Darr Addition & Renovation
- Hass-Hoover Hall

Reeds Spring R-IV School District
- New Middle School (incl. auditorium)

City of Springfield, MO / Springfield-Branson National Airport
- General Aviation Terminal Renovation & Expansion

Springfield, MO Parks Board
- Springfield Botanical Center

Missouri Department of Conservation
- Shephard of the Hills Fish Hatchery, Branson, MO

EMAIL + PHONE
jainline@dake-wells.com  |  833.518.4545

YEARS EXPERIENCE
25 years

EDUCATION
Bachelor of Architecture, Drury University, 1997

REGISTRATIONS
Architect: MO
LEED Fellow
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.

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 Courley Student Success Center Addition
University of Arkansas
Kimpel Hall Renovation & Addition, Fayetteville, AR
Stone County Developmental Disability Board
New Facility Master Plan
Evangel University
Vaize 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
Neighbors Mill Bakery & Cafe
New Tenant Infill, Springfield, MO

EMAIL + PHONE
jhamm@dake-wells.com
833.518.4455

YEARS EXPERIENCE
9 years

EDUCATION
Bachelor of Architecture
University of Arkansas, 2014

REGISTRATIONS
Architect, MO
LEED Accredited Professional
Part II

Qualifications + Approach

II
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 Merrimack 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, vocational 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 Marriam 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 clients’ 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.
Part III

Relevant Experience
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 its 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-Huysement, 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 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 outmoded 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 renamed 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

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
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: 23,500 sf

Reed & Hickenlively, 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.
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Thank You!

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www.dake-wells.com | 833.51B.4545 | 134 park central sq, ste 3000, springfield, mo.
Missouri Evergreen Discussion

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

MOBIUS + Current ILS
- History & Nature
  o began 1998
  o CCL member since 2011
  o governed by elected board from member libraries
  o resource sharing, supports multiple ILS (integrated library system) platforms
  o software was proprietary, migrating to an open source system
  o seeking multi-type libraries in Missouri and nationally
- Membership & Collection
  o 78 libraries (9 public)
  o ~29 million items (~13 million bibliographic records)
  o CCL one of smallest public libraries
  o 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
  o began in 2012
  o governed by elected board from member libraries
  o resource sharing and required shared ILS
  o open source software
  o seeking public libraries in Missouri
- Membership & Collection
  o 65 public libraries
  o ~4 million items (~1.4 million bibliographic records)
  o CCL would be one of largest libraries
  o 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
  o Migration system overlap: unknown costs
  o New part-time staff member likely needed for cataloging, system administration
- Customer service/user experience
  o 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."
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 204 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 hereunder 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

Jimmy Engles, City Administrator
Date: 6-28-24

Christian County Library District

Renee Brumett, Executive Director
Date: 6-28-24

ATTEST:

Rebekka Coffey
Rebekka Coffey, City Clerk

Approved as to form:

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.

Notary Public

My commission expires: 07/03/24.
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.