

## **TRUSTEE PACKET**

Materials and draft versions of reports and documents the board reviews during open meetings. See the Approved Minutes posted online after each meeting for a record of board decisions.



**Christian County Library's Board of Trustees - Open Session**  
Tuesday, September 24, 2024 at 6:00 p.m. (Doors open at 5:30 p.m.)  
Nixa Community Branch, Large Meeting Room

**Consent Agenda**

1. Minutes
  - A. Minutes of the Tuesday, August 27, 2024 Open Meeting
  - B. Minutes of the Wednesday, September 11, 2024 Special Closed Meeting
2. Financial Reports
  - A. Adjustments to Anticipated Bills for August 2024
  - B. Estimated Bills for September 2024
  - C. Balance Sheet
  - D. Monthly Report
3. Report of the Executive Director

**Administrative Highlights**

- Director's Creativity Showcase

**Public Comments**

**Old Business**

- RFP (Request for Proposal) Process for Library Software
- Labeling Library Materials

**New Business**

- Bylaws Revision
  - Article II: Elections & Appointments, Section I.
  - Article II: Elections & Appointments, Section VI.
  - Article II: Elections & Appointments, Section VII.
  - Article II: Elections & Appointments, Section IX.
- 2025 Important Dates
- Review of CCL Counsel

**Adjournment**

Posted: 9/19/2024

## Tuesday, August 27, 2024: Open Session

**Trustees in Attendance:** Echo Alexzander, Diana Brazeale, John Garrity, Janis Hagen, and Allyson Tuckness (until 7:32 p.m.).

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

Christian County Library's Board of Trustees met for a regular monthly session on Tuesday, August 27, 2024 in the Large Meeting Room of the Nixa Community Branch. 56 members of the community were present.

President Tuckness presided until the Board of Trustees Vice President Election agenda item. President Alexzander presided after.

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

### Consent Agenda

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

### Administrative Highlights

Summer Reading Challenge Update

Youth Services Director Dana Roberts shared pictures and statistics from another incredibly successful year of summer reading.

### Old Business

Pre-Design Services

Janis Hagen moved to select Sapp Design Architects for the Nixa Community Branch renovation pre-design process and potentially for the complete renovation project if Trustees and staff are satisfied with their work and if a second selection process is not required by law. She also requested that Director Brumett assign numerical values to her analysis and written recommendations using the KT vendor scoring tool to provide an additional form of supporting documentation for their decision. John Garrity seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Alexzander: Aye; Trustee Brazeale: Aye; Trustee Garrity: Aye; and Trustee Hagen: Aye.

Review of June Conversation with Legal Counsel Regarding Collection Access

President Tuckness presented a summary of a June conversation Trustees had with the library's legal counsel seeking guidance about collection access and the legalities of removing materials, relocating materials, and labeling materials in response to comments heard during the public comments section of board meetings.

Trustee Brazeale presented an idea to apply rainbow spine label stickers to children's and young adult library materials that have LGBTQ content as defined by Library of Congress subject headings.

Janis Hagen moved to request that Director Brumett provide a list of two to three dozen LGBTQ related Library of Congress subject headings and spine labels available from library vendors to choose from at the next regular meeting. Additionally, she moved that Director Brumett review recent requests for reconsideration to ensure subject headings for those previously challenged materials are included in the list. Diana Brazeale seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Alexzander: Aye; Trustee Brazeale: Aye; Trustee Garrity: Aye; and Trustee Hagen: Aye.

John Garrity moved to make the legal memo provided by counsel in the closed session on this matter available to the public. Diana Brazeale seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Alexzander: Aye; Trustee Brazeale: Aye; Trustee Garrity: Aye; and Trustee Hagen: Aye.

## **New Business**

### **Audit**

Mary Miles from Miles CPA & Associates, LLC presented the results of the library's 2023 audit.

### **Board of Trustees Vice President Election**

John Garrity moved to recast all officer positions with the following slate: Echo Alexzander, President; Diana Brazeale, Vice President; Janis Hagen, Secretary; John Garrity, Treasurer; and Allyson Tuckness, Member-at-Large. Echo Alexzander seconded. 3 Trustees were in favor and 1 opposed. The motion passed. Roll Call: Trustee Alexzander: Aye; Trustee Brazeale: Aye; Trustee Garrity: Aye; and Trustee Hagen: Nay.

### **2024 Tax Levy**

Executive Director Brumett presented an explanation of the 2024 tax levy numbers.

President Alexzander then opened the meeting up for public comments about the levy. None were presented.

Diana Brazeale moved to set the 2024 tax levy rate at 0.1861. Janis Hagen seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hagen: Aye; and Trustee Tuckness: Aye.

### **Public Comment Policy**

Echo Alexzander moved to extend the public comment period by 30 minutes, to move its place on the agenda to before the old and new business sections, and to revise the wording of the policy as discussed. John Garrity seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hagen: Aye; and Trustee Tuckness: Aye.

## **Public Comments**

This month speakers included: Kevin Bright, Wanetta Bright, Mary Dyke, Amy Hoogstraet, Abigail Hope, Aileena Keen, Jeanie Lovewell, Sheila Michaels, Reggie Micham, Mike Miller, David Rice, Jennifer Rosebrock, Laura Umphenour, and Kory Wilcox.

## **Adjournment**

The meeting was adjourned by the Chair at 8:11 p.m.

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

	Anticipated	Actual	Adjustment
Amazon Capital Services, Inc.	7,050.28	6,394.62	(655.66)
BambooHR	1,112.16	1,115.88	3.72
BOK Financial	-	226,079.36	226,079.36
Casey's General Store	-	375.10	375.10
Credit Card	5,170.20	10,766.26	5,596.06
Dollar Tree	-	21.25	21.25
GFL Environmental (formerly WCA)	204.85	-	(204.85)
Liberty Utilities	1,957.68	-	(1,957.68)
Mercy Specialized Billing Services	90.00	-	(90.00)
Personnel	230,300.13	232,779.25	2,479.12
Square, Inc.	42.60	64.10	21.50
Wal*mart Credit Card	-	22.92	22.92
			-

Bond PMT Due Sept Pd in Aug

Pd in Sept

Original Anticipated Bills	296,243.03
Adjustment	231,690.84
Reimbursements	0.00
<b>Total August 2024 CCL Bills</b>	<b>527,933.87</b>

<b>CDs</b>	
CD#: 37840052 matures August 28, 2025 (int rate .9%)	250,000.00
CD#: 197708399 matures September 16, 2025 (int rate .75%)	255,744.57
<b>CD Total</b>	<b>505,744.57</b>
<b>Ozark Bank Checking</b>	<b>1,548,772.99</b>
<b>Southern Bank Checking (SONDHI)</b>	<b>143,112.84</b>
<b>Undeposited Funds</b>	
Cash Drawer (\$40 @ Clever, \$40 @ Nixa, \$80 @ Ozark, \$40 @ Sparta)	170.00
Printer Change Bag (Clever - \$40; Nixa - \$40; Ozark - \$80, Sparta - \$57)	237.00
Petty Cash (Nixa - \$120; Ozark - \$50)	170.00

<b>Bond Funds</b>	
CCL Cop 2020 REV	0.00
CCL Cop 2020 PROJ	553,090.23
CCL Cop 2020 COI	0.00
CCL Cop 18 Prj	29.23
CCL Cop 18 Lrf	0.00
CCL Cop 18 Rf	110,065.15
<b>Total Library Funds as of August 31, 2024</b>	<b>2,861,392.01</b>

<b>Foundation Funds</b>	
CCLF Checking	19,601.83
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
Edward Jones Insured Bank Deposit	5.66
Edward Jones CDs	25,000.00
Edward Jones Mutual Funds	40,021.09
	0.00
<b>Total Foundation Funds</b>	<b>94,739.26</b>

**\*Total Current CCLF and CCL Assets** **2,956,131.27**

# Christian County Library Anticipated Bills

September 2024

Sep 24

Admiral Express	57.61
ADT LLC	648.47
Amazon Capital Services, Inc.	2,927.33
Baker & Taylor-Books	2,903.19
BambooHR	1,115.88
Blackstone Publishing	260.67
BOK Financial	4,520.64
Branson Tri-Lakes News	100.00
Brittany Russell	25.00
Casey's General Store	362.58
Cengage Learning	724.07
Center Point Large Print	288.84
Chilton's Environmental Services LLC	207.00
Christian County Headliner News	54.55
Chuck Mercer	120.00
City of Clever	23.76
City of Sparta	53.40
Concur Technologies, Inc.	345.72
Craft & Hobby	2,874.00
Credit Card	6,181.92
Dale Flippo	150.00
Debra Tucker - Yoga instructor	240.00
Demco, Inc.	46.93
Devon E Westpheling	150.00
DPC Cleaning, LLC (Steam Pro)	874.12
GFI Digital	631.60
GFL Environmental (formerly WCA)	242.17
Hoopla by Midwest Tape	6,999.97
James River Basin Partnership	150.00
Lakeland Office Systems	380.26
Language Line Services, Inc	519.07
Lawrence Public Library	7.79
Liberty Utilities	7,187.04
Mercy Specialized Billing Services	178.50
Midwest Tape	786.73
Missouri Employers Mutual	984.89
Mitchem Tire & Wheel	162.70
Nixa Utilities	2,813.63
Orchard Counseling	150.00
OverDrive, Inc.	325.49
Ozark Plumbing Inc.	210.00
Ozark Water Department	46.23
Quadient Finance USA, Inc	1,068.38
Quality Clean, LLC	2,650.00
Republic Services	190.49

Christian County Library

Anticipated Bills

September 2024

Sep 24

Showcases	729.27
Socket	637.16
Spire (formerly Missouri Gas Energy)	229.10
Square, Inc.	31.24
Uke 66	200.00
UniFirst Corporation	1,675.97
Unique Management Services	198.05
USA Today	34.00
Verizon Wireless	4,013.00
World Book Inc	3,115.95
Personnel	157,753.70
TOTAL	<u>219,558.06</u>

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

Cash Basis

	Aug 31, 24
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Southern Bank Checking (SONDHI)	143,112.84
CCLFoundation -Do not Reconcile	
CCLFoundation Edward Jones	
CCLFoundation Insured Bank Dep	5.66
CCLFoundation CDs	25,000.00
CCLFoundation Mutual Funds	40,021.09
Total CCLFoundation Edward Jones	65,026.75
CCLFoundation Checking Account	19,601.83
Community Foundation of the Oza	
CCLFoundation Fund - Finley	9,019.06
CCLFoundation Fund - Nixa	1,091.62
Total Community Foundation of the Oza	10,110.68
Total CCLFoundation -Do not Reconcile	94,739.26
CD's	505,744.57
Ozark Bank Checking	1,548,772.99
Total Checking/Savings	2,292,369.66
Other Current Assets	
Cash on hand	170.00
Petty Cash	170.00
Printer Change Bag	237.00
Total Other Current Assets	577.00
Total Current Assets	2,292,946.66
Other Assets	
CCL Cop 2020 PROJ	553,090.23
CCL Cop 18 Prj	29.23
CCL Cop 18 Rf	110,065.15
Total Other Assets	663,184.61
<b>TOTAL ASSETS</b>	<b>2,956,131.27</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	22,478.23
Credit Cards	11,292.51
Other Current Liabilities	
Payroll Liabilities	2,513.50
Total Other Current Liabilities	2,513.50
Total Current Liabilities	36,284.24
Total Liabilities	36,284.24
Equity	2,919,847.03
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,956,131.27</b>



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

Cash Basis

	Aug 24
Ordinary Income/Expense	
Income	
Tax Rev	
County Taxes	15,739.34
Total Tax Rev	15,739.34
Copier/Fines/Fees	4,080.01
Foundation Funds	2,035.71
Gifts/Grants/Reimbursements	1,466.00
Interest Income	1,599.33
Total Income	24,920.39
Gross Profit	24,920.39
Expense	
Collection	
Board Games	
Youth Board Games	491.26
Total Board Games	491.26
Technology (Hotspots)	-6.63
Audio/Visual	
Youth AV	804.25
Adult AV	1,197.20
Total Audio/Visual	2,001.45
Books	
Youth Services	2,753.08
Electronic Coll. (Hoopla & OD)	7,527.24
Adult Books	4,951.26
Total Books	15,231.58
Databases	3,595.00
Periodicals & Zinio	106.05
Total Collection	21,418.71
Foundation Expense	104.00
Interest Expense	12.11
Operating Expense	
Bank Service Charges	113.44
Training	1,722.96
IT Discretionary Budget	
Computer Hardware	
Staff Computers	3,118.10
Patron Computers	1,320.95
Total Computer Hardware	4,439.05
Software/Licensing	
Network Computer Software	15,134.04
Staff Computer Software	4,633.49
Total Software/Licensing	19,767.53
IT Discretionary Budget - Other	62.31
Total IT Discretionary Budget	24,268.89
Building & Grounds	7,954.59
Professional Services	1,459.59
Furniture & Equipment	99.98
Lease Expenses and Bond Payment	226,079.36

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

Cash Basis

	<u>Aug 24</u>
Marketing	1,002.67
Memberships	326.50
Outreach	602.62
Postage	994.53
Programming	
Adult Programs	904.20
Youth Services Programs	1,180.80
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Total Programming	2,085.00
Programming Supplies	
Adult Programming Supplies	66.15
Youth Programming Supplies	765.11
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Total Programming Supplies	831.26
Staff & Board- Travel	501.68
Supplies	1,556.30
Telephone/Fax/Modem	685.15
Utilities	3,135.87
Vehicles	387.09
	<hr/>
Total Operating Expense	273,807.48
Personnel	232,591.57
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Total Expense	527,933.87
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Net Ordinary Income	-503,013.48
	<hr/>
Net Income	-503,013.48
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## Report of the Executive Director September 2024

### Administration

- We are excited to share that our gravestone cleaning program has won an award from the Missouri Library Association! It is the Excellence in Genealogy and Local History Award. Kudos to all the staff who initiated this program and continue it, along with the Friends of the Library for supporting its inception with start-up supply costs.
- While we didn't win, the One Nixa, One Read program was nominated for the Missouri Municipal League Innovation Award. The collaboration was highlighted at a booth at this year's Missouri Municipal League Conference.

### Buildings & Grounds

- Good news on the facilities front! Director of IT and Facilities Heath Emerson has been working on getting assessments and estimates for the roof of the Ozark branch. Springfield Roofing Systems has proposed a repair (estimated at \$4200) to the ridge cap that should address the leaks, avoiding a new roof at this time. I believe we will still need to plan for a roof replacement in our long-range planning but hopefully this will sustain us through a few more years.

### Collection & Services

- In order to ensure access and provide a welcoming environment, we have added library card applications in 3 new languages – Russian, Ukrainian, and Spanish. This helps the process of signing up for a library card smoother and friendlier for staff and members of our community. The Communications department did the work for this project but it was prompted by direct feedback from staff, especially Ozark Library Associate Tess Langford. The Ozark area has seen an increase in families whose first language is Russian or Ukrainian and we are continually looking for ways to serve them better.
- Ozark Branch Manager Nick Hyten hosted two Tech Lab programs at the Ozark Senior Center. The people in attendance were very appreciative of the individualized hands-on assistance of this service. This initiative also fulfills some goals of our strategic plan and we will continue to explore partnerships with the senior centers to ensure we are serving that population.

### Community Engagement

- The library was invited to present at the Clever Chamber of Commerce meeting last month. Director of Communications Nicholas Holladay and I provided some information to the Clever business community about the past, present, and future of the library. We shared how the Clever community is using the library and the value it brings. There were several really great questions about programs and services and after the meeting several community members approached me about ideas for collaboration.
- Nick Hyten was invited to participate in a special ribbon cutting for Garrison Springs Community Forest with the City of Ozark. This new community forest will include a walking trail, bird-watching area, viewing area, and green spaces. We look forward to seeing its continued development.

- Nixa Branch Manager Brandon Jason attended the “grand reopening” of CC Links after they completed a renovation to expand their space. We have enjoyed many collaborations with CC Links and are excited for them to have some new and improved space.

### **Friends of the Library**

- Congratulations to our Friends of the Library on another successful book sale! The Nixa sale last month brought in \$3,380. We appreciate all of the hard work their volunteers do to make sure those events happen and raise funds to support the library.

### **Outreach**

- Youth Programming Specialists Emily Alexander and Jennifer Adams worked together to provide library resources and free books at Nixa Public Schools’ Back to School Bash. We were excited to partner with Southern Bank in Nixa for this event as they funded the purchase of all of the books needed for giveaways. It was something we would not have been able to provide this year without their help.

### **Professional Development**

- The southwest Missouri library director group worked together to provide a regional training opportunity for staff from all of our libraries. Joplin Public Library hosted and brought in a speaker for a session on customer service. I was able to take 11 of our staff to participate in a group of about 80 total, and we felt it was a very productive day. We plan to share the information with the rest of staff to help us continue to ensure the best customer experience possible.

### **Programs**

- The #BookClub, inspired by books popular on TikTok, has been a great success at the Nixa Branch. One of the attendees also comes to the Books & Baristas book club, and told Brandon Jason she really enjoys getting to connect with other parents at #BookClub without having to worry about finding a babysitter, etc. She really appreciates that the kids are given activities to do and things to play with while the adults discuss that month's book.
- Super Smash Bros Tournament for teens at the Sparta Branch was a big hit with 12 teens battling for first place prizes. Another tournament was requested and staff will consider that for spring programs.
- Castle Siege Day at the Ozark Branch had kids making marshmallow catapults to knock down a rubber ducky castle made of styrofoam cups. A teen volunteer helped set up the castle made out of 250 cups and the kids had a great time knocking it down with the catapults (and eating the extra marshmallows).



- The "Fun With Bubbles" program was a huge success at the Clever Branch. Kids made their own bubble wands and experimented with them outside using some bubble solution. They created art with bubble paint as well and the parents received recipes for bubble solutions and bubble paint.



- Astronomy Night continues to be a highlight of the year for the Clever area. This year saw a record attendance of 68 people outside viewing the stars. It even generated some social media activity with people asking about what was going on at the library. A community member was quick to respond with information about the event as well as share other library programs.

### Patron Praise

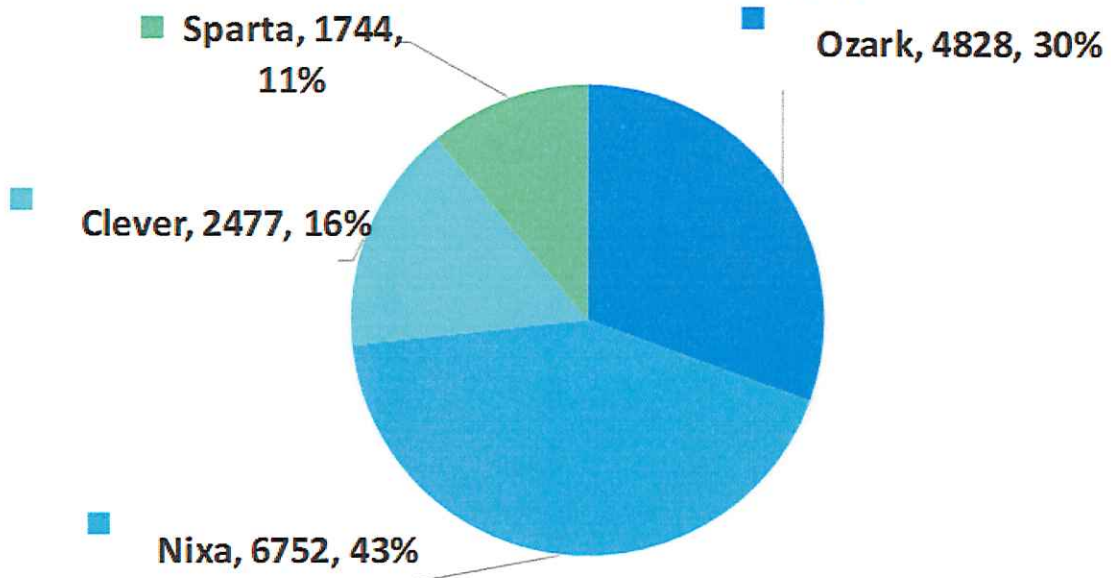
- A recent patron at the Nixa branch shared, *"This library is so nicely organized and everyone here is so nice and helpful. I feel better about the world when I come to the library."*
- Another Nixa patron also commented, *"I love coming to the library because not only are the people who work here nice, but the other people here are equally as friendly. Readers are nice people."*
- An anonymous patron dropped off a lovely flower arrangement and treats "in support" of the library.



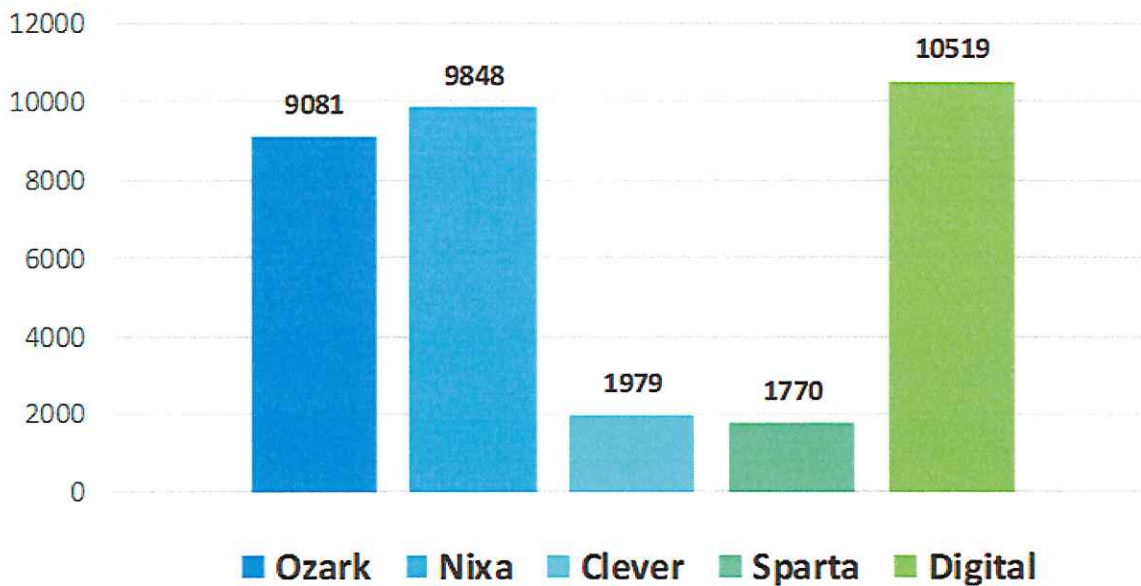
- Another patron dropped off cookies at every library branch with a note that read, "I'm doing the grandma thing and giving you kids cookies. You are all valued and loved."

August Statistics

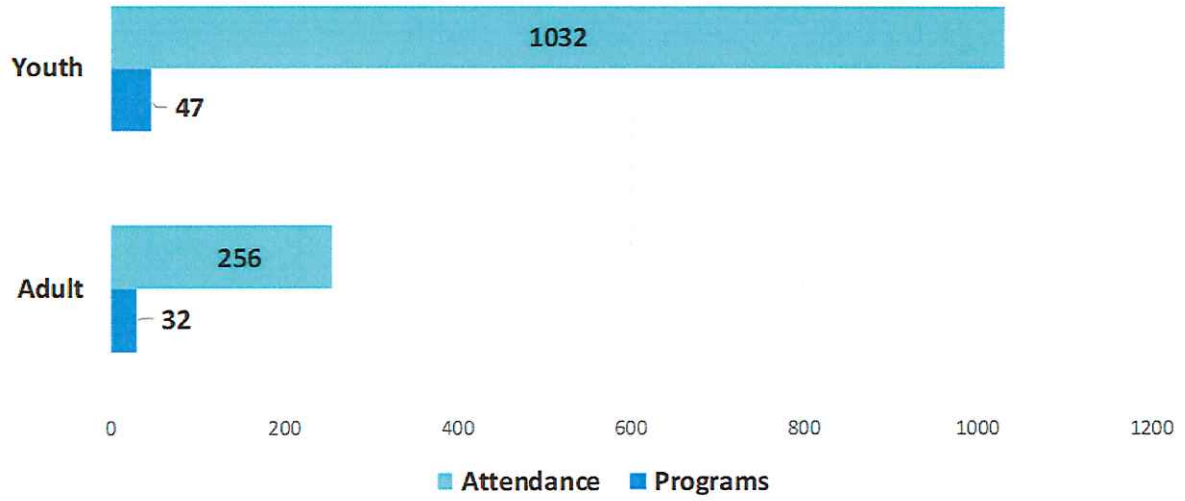
**AUGUST BRANCH TRAFFIC**



**August Circulation by Location**



## August Programs/Attendance



## Development Report - September 2024

### Major Gifts & Restricted Donations

None presented.

### Bequests & Memorials

None presented.

### Grants Awarded

None presented.

### Estimated Value of Summer Reading Coupon Prizes Donated *(If all earned are redeemed.)*

- **City of Ozark Parks and Recreation - \$39,160:** One free week of martial arts classes; one free family day pass to the OC, and one free admission to Neal Grubaugh pool.
- **Chef Daddy Burgers - \$16,643:** Buy one burger and fries and get one free.
- **Where the Wild Things Play - \$12,727:** One free child entry ticket.
- **1984 Arcade - \$9,790:** Buy one paid admission, get one free.
- **Discovery Center - \$9,790:** One free child's admission with adult admission purchase.
- **Liege Love Waffle Company - \$4,895:** One free churro waffle.
- **14 Mill Market - \$3,426.50:** One free soft drink.
- **Sno Biz - \$3,426.50:** Free small shaved ice or single scoop of ice cream.
- **Blue Jay Scoops - \$2,937:** Free single scoop of ice cream in a cup or cone.
- **Papa Murphy's - \$2,937:** Free mini Murph pizza.
- **Lindsay's Kitchen - \$2,447.50:** One free cookie or cake pop.
- **London Calling - \$2,437.71:** Free banoffee pie or english candy bar.
- **Nixa X Center - \$1,468.50:** One free snow cone from the X Center.
- **McDonald's (Nixa) - \$979:** One free vanilla ice cream cone.
- **McDonald's (Ozark) - \$979:** One free vanilla ice cream cone.
- **Mudhouse Coffee Ozark - \$979:** Free mini cookie with any purchase.

**Note:** *A huge thank you to the Youth Services team that solicits and tracks these valuable community partner prize donations every year!*



# DIRECTOR'S CREATIVITY TRAVELING SHOWCASE



# A LASTING PARTNERSHIP

- MISSOURI MENTAL HEALTH FOUNDATION
- CC LINKS
- CHRISTIAN COUNTY LIBRARY



Missouri  
Mental Health  
Foundation  
Changing Attitudes, Building Hope





# Missouri Mental Health Foundation

*Changing Attitudes, Building Hope*

Since 2008, the Foundation has worked with the Missouri Department of Mental Health to provide public education, awareness, and stigma reduction services.

Their Traveling Showcase is an annual art contest for their clients. The Foundation curates art in different categories:

- Mental illness
- Substance use disorder
- Developmental disability
- Crafts
- Photography

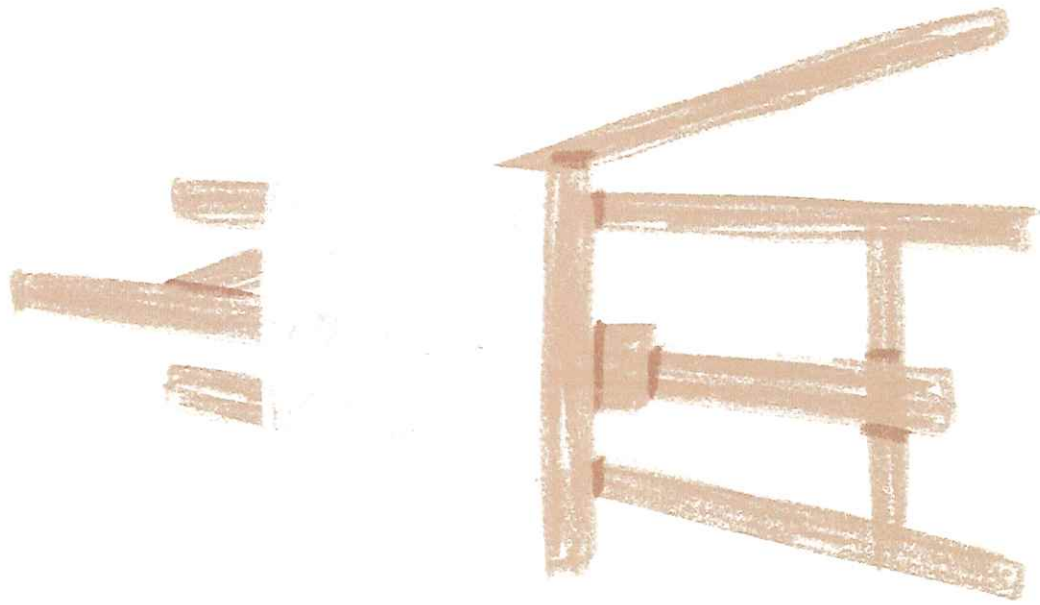




CC Links has helped empower individuals with developmental disabilities in Christian County since 1986. They provide services such as:

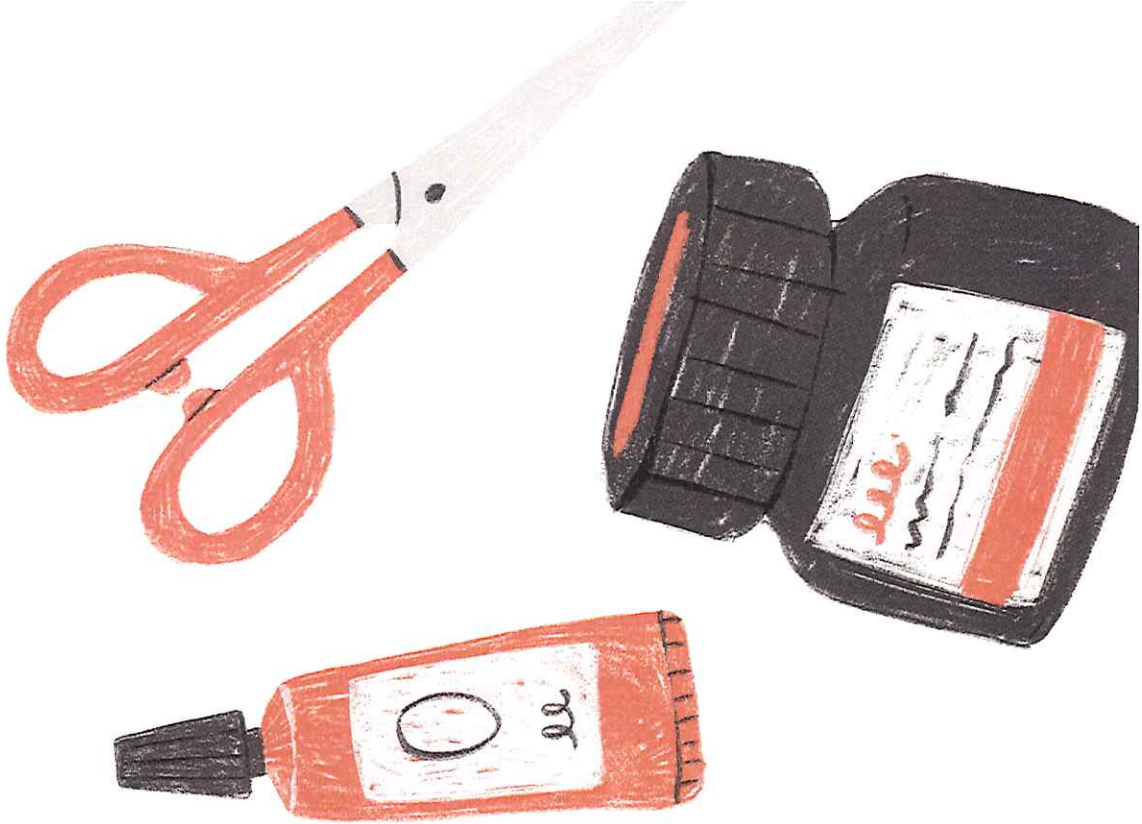
- Personalized plans & referrals
- OATS Bus transportation for employment
- Individualized Education Plans (IEPs) for families

They brought the idea of hosting the Traveling Showcase to the library in 2021.

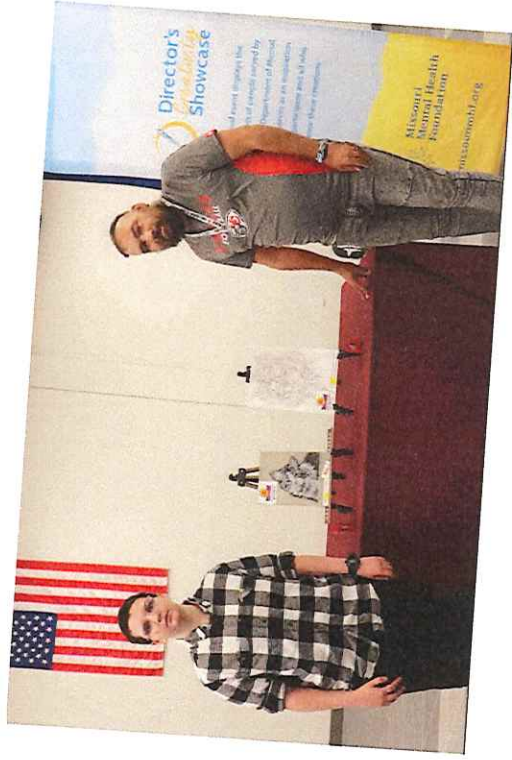


# 4 YEARS OF EXHIBITS

2021 - 2024

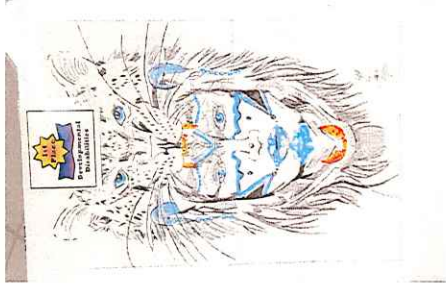


# LOCAL AWARD WINNERS



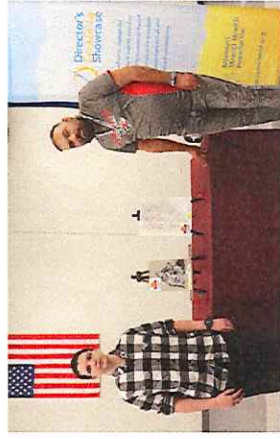
2021

1st Place in the Developmental Disabilities category!

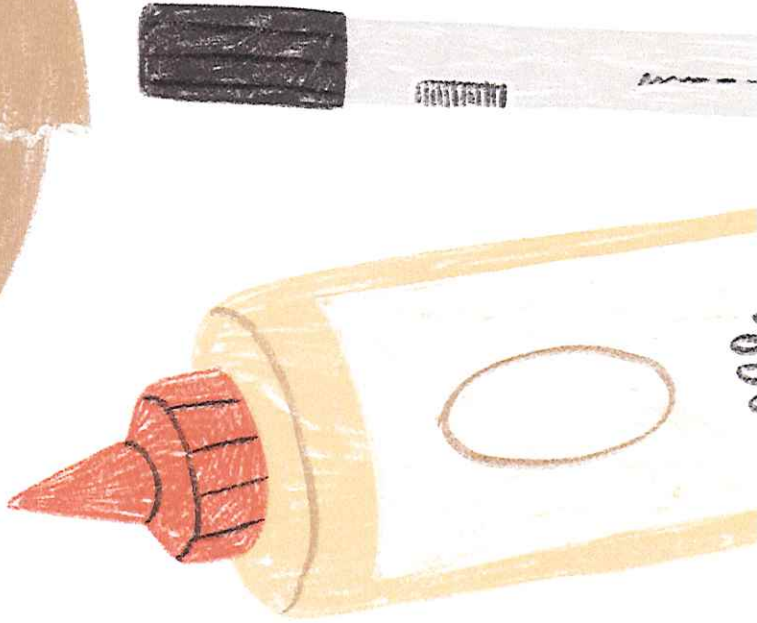
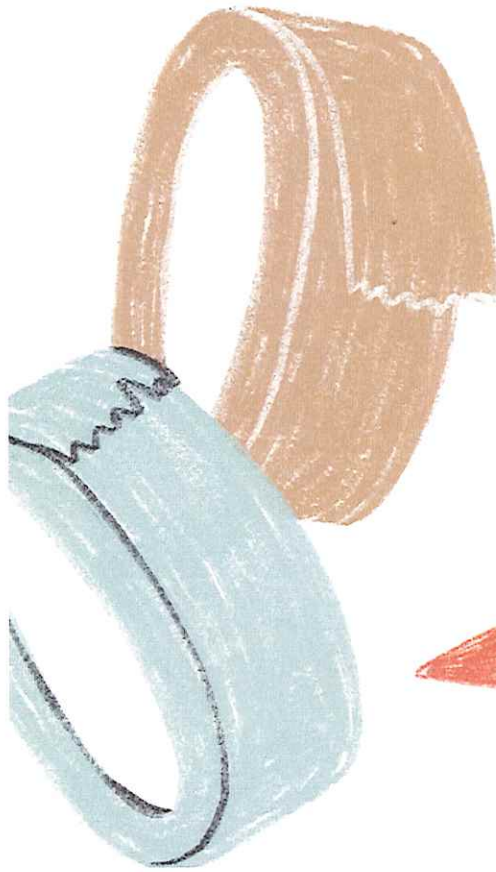


2022

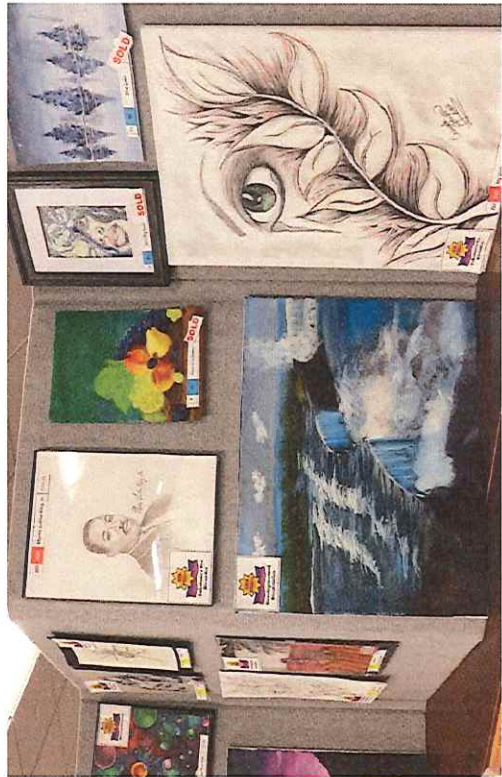
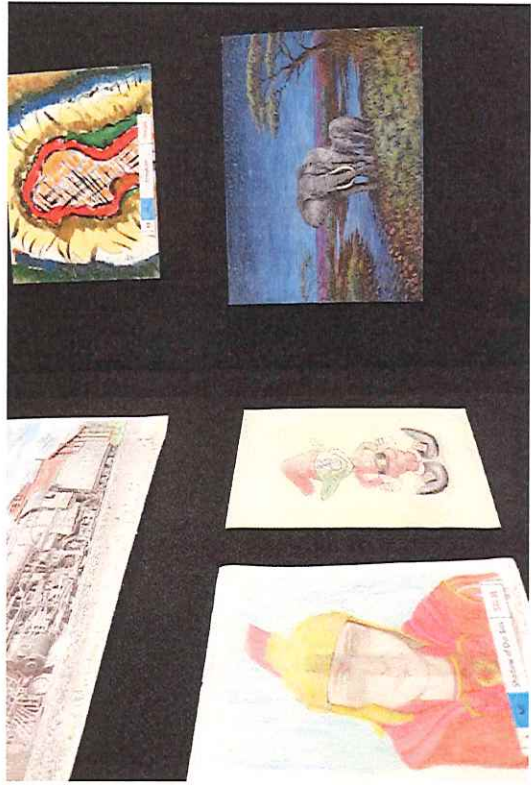
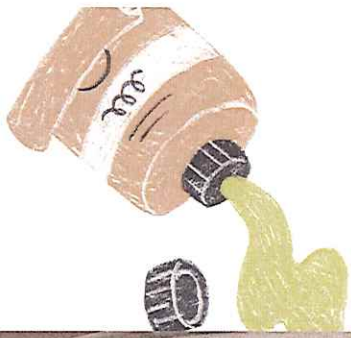
1st & 3rd Place in the Developmental Disabilities category!



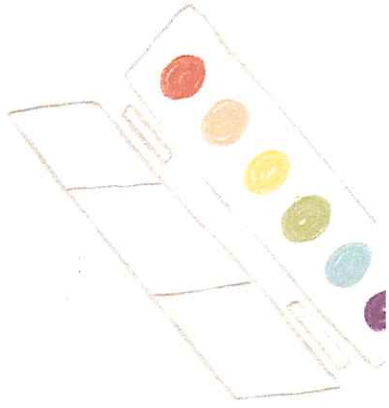
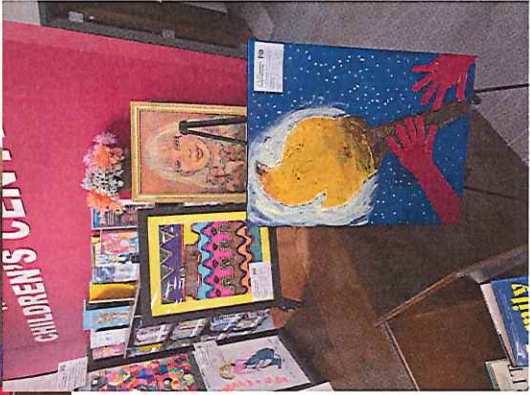
# SHOWCASE AT THE NIXA BRANCH LIBRARY



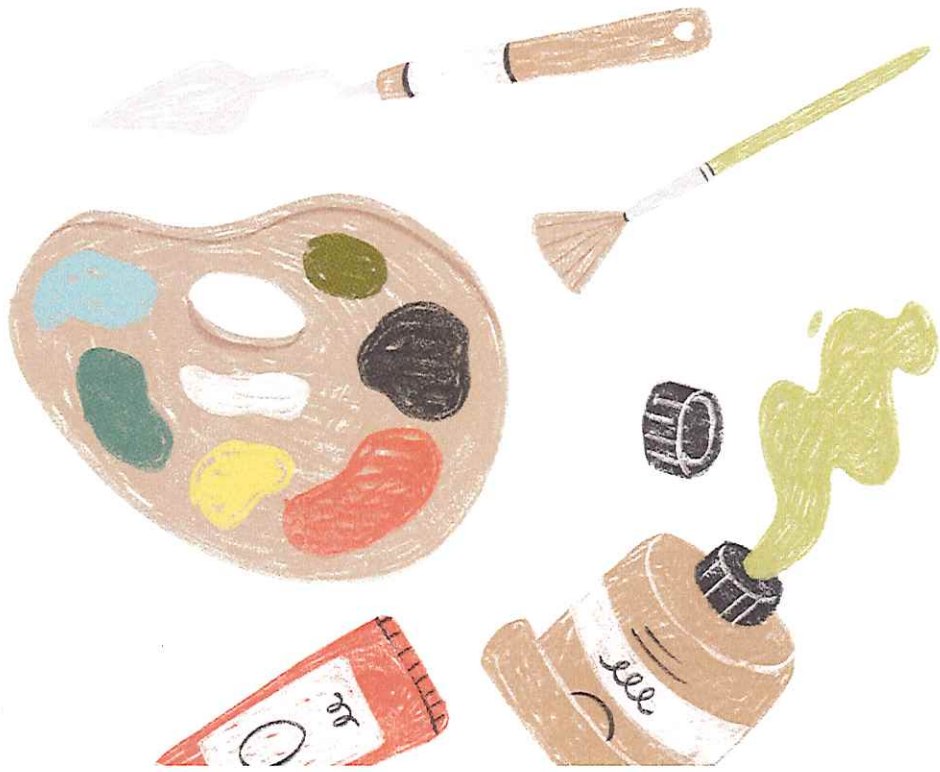




# 2024 EXHIBIT



# THANK YOU!



## Request for Proposal (RFP) Sample Process/Timeline

Proposals would be for an ILS (Integrated Library System) or LSP (Library Services Platform) + Resource Sharing. Some vendors/organizations can provide both (Missouri Evergreen), and some could do one or the other.

Staff involved: Executive Director, Director of Communications & Community Engagement, Director of Development & Strategic Partnerships, Director of IT & Facilities, Director of Youth Services, Collection Services Manager, Branch Managers, Circulation Committee, Interlibrary Loan staff, Outreach Staff, others

### **Fall 2024**

Explore/implement temporary/permanent alternatives to MOBIUS if continued lack of function

### **June 2025**

Give MOBIUS notice of potential departure if applicable

Begin writing RFP – gather staff, patron feedback; compile key functionality requirements, etc.

### **September 2025**

Issue RFP

### **October 2025**

RFP response deadline

Begin reviewing responses

### **November 2025**

Vendor demos

Notify SGCL of potential intent to not renew, negotiate prorated/partial year renewal, exit services, if applicable

### **December 2025**

Make final selection

Negotiate contract

### **January-June 2026**

Grant writing/request (if applicable)

Staff training

Public communication

Migration/Implementation

### **July-December 2026**

Continued training, communication

Migration cleanup

## Labeling Materials

### **Current practice**

We currently use a variety of spine labels to determine location and as finding aids for materials in the collection such as

- Call numbers (Dewey Decimal)
- Genres (based upon publisher categorization)
- “New” for materials added recently
- Format labels or designations that indicate a special format such as Large Print and Graphic Novels
- Awards (Missouri book awards and Caldecott)

Outside of these finding aids, other tools for community members to find desirable and suitable materials are full bibliographic records in the catalog, library databases (NoveList, Book Connections, etc.), review websites, and staff assistance.

### **Use of subject headings to label items**

Labels can be viewed as a means of predisposing people's attitudes toward information. Even well-intentioned labels used to categorize genres of materials are reductive to the complexity of the works since most library materials don't fit easily into just one category. Some labels could be viewed as assigning a value judgment to materials, introducing personal feelings and individual opinions.

- Using subject headings to determine a label may be helpful in avoiding personal opinion, but it will still be a departure from current practice. It will be treating one particular topic (or set of topics) differently than all the other topics.
- Subject headings do not indicate viewpoint. While it may be helpful with bias and discrimination, it may not be as helpful as a finding aid for those looking for a particular viewpoint.
- Subject headings are broad and generic. They may not indicate specific actions and terminology in the materials. For example, a book with a subject heading of “Gay parents” may contain characters who are gay and are parents but may make no references to sex, sexual activity, or mention anything that differentiates them from parents who are not gay.

### **List of Subject Headings and Number of Titles**

Attached is a list of Library of Congress Subject Headings on LGBTQ+ topics. If all of the included are used, approximately 430 titles will have labels, with around 90 being children's materials and the remainder teen. There are also sticker options from some library suppliers we currently use.

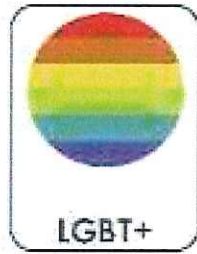
If all of these subject headings were used, all of the titles that we have received requests for reconsideration for that were retained in the children's or teen sections would receive a spine label except *The Big Bath House* and *Thirteen Reasons Why*.

## Library of Congress Subject Headings

African American bisexual men	Genderqueer fiction
African American gay men	Homophobia
Asexual people	Homosexuality
Asexuality (Sexual orientation)	Homosexuality in animals
Bisexual comics	Intersex athletes
Bisexual fiction	Intersex people
Bisexual men	Intersexuality
Bisexual people	Lesbian bars
Bisexual teenagers	Lesbian comics
Bisexual women	Lesbian couples as parents
Bisexuality	Lesbian Fiction
Children of Gay Parents	Lesbian high school students
Coming out (Sexual orientation)	Lesbian Mothers
Cross-dressing	Lesbian Teenagers
Drag queens	Lesbianism
Female impersonators	Lesbians
Female-to-male transsexuals	LGBTQ+ people
Gay activists	LGBTQ+ romance fiction
Gay artists	LGBTQ+ youth
Gay college students	Male-to-female transsexuals
Gay comics	Man-man relationships
Gay fathers	Outing (Sexual orientation)
Gay fiction	Queer comics
Gay high school students	Queer fiction
Gay liberation movement	Queer theory
Gay men	Questioning
Gay parents	Same-sex marriage
Gay people	Sexual minority community
Gay politicians	Sexual minorities
Gay pride celebrations	Sexual orientation
Gay Pride Day	Stonewall riots
Gay pride parades	Transgender children
Gay rights	Transgender fiction
Gay teenagers	Transgender Men
Gay youth	Transgender musicians
Gender dysphoria	Transgender People
Gender expression	Transgender romance fiction.
Gender identity	Transgender women
Gender Identity in Children	Transgender Youth
Gender-nonconforming people	Transsexuals
Gender nonconformity	Transsexualism
Gender reassignment surgery	Transexual youth
Gender transition	Young bisexual men
Genderqueer comics	Young gay men

## Spine Label Options

### Demco



Color-tinted glossy label protectors:

### Brodart



Color-coding dots:



Single-color custom labels:

## Bylaws Up For Revision - Clean Copy With Noted Legal Requirements

### Article II: Elections & Appointments

#### Section I.

Officers of Christian County Library's Board of Trustees shall be elected for the following year at the end of each December meeting. Such officers shall be: President, Vice-President, Secretary, and Treasurer.

#### Section VI.

The Treasurer of Christian County Library's Board of Trustees shall be the official custodian of all monies of the Library District. The Treasurer of the Board, Executive Director of the Library, and Director of Finance and Business Operations of the Library shall be bonded by a corporate surety. As outlined in the Library's [Procurement Policy](#), checks are required to have two signatures: one from an authorized member of the Board of Trustees (Treasurer or Vice-President) and the other from an authorized member of the Library's Administrative Staff (Executive Director or Director of Development and Strategic Partnerships).

**NOTE: 182.075.** Bond requirement for treasurer, librarian and other employees — cost — librarian's duties, accounts and reports. — 1. The treasurer, the librarian and other employees as designated by the board, before entering upon the discharge of their duties as such, shall enter into bond or bonds with a corporate surety to be approved by the board of trustees in such amount as may be fixed by the board, conditioned that they will render a faithful and just account of all money that comes into their hands, and otherwise perform the duties of their office according to law. The county library district shall pay the premium for the bond or bonds from its operating fund.

#### Section VII.

Christian County Library's Board of Trustees shall make recommendations to the Christian County Commission for appointment and re-appointment of members to the Library Board. To fairly represent all county residents, Library Trustees shall review names of potential members for interests and area of residence before presenting names to the County Commission.

#### Section IX.

Newly appointed Trustees will serve four year terms. If a seated Trustee leaves mid-term, their replacement will first serve out the remainder of that previous term and then be eligible for a term renewal.

**NOTE: 182.050. County library boards — appointment, qualification, removal, vacancies — nepotism forbidden. —** For the purpose of carrying into effect sections 182.010 to 182.120, in case a county library district is established and a free county library authorized as provided in section 182.010, within sixty days after the establishment of the county library district, there shall be created a county library board of trustees, of five members, who shall be residents of the library district, none of whom shall be elected county officials. The members shall be appointed by the county commission for terms of four years each, except that as to the members of the first board, two shall be appointed for one year, and one each shall be appointed for two years, three years, and four years, respectively, from the first day of July following their appointment; and annually thereafter before the first day of July the county commission shall appoint successors. Vacancies in the board occasioned by removals, resignations or otherwise shall be reported to the county commission and shall be filled in like manner as original appointments; except that if the vacancy is in an unexpired term, the appointment shall be made for only the unexpired portion of that term. No member of the board shall receive compensation as such. No person shall be employed by the board of library trustees or by the librarian who is related within the third degree by blood or by marriage to any trustee of the board.



## Bylaws Up For Revision - Trustee Alexzander Suggested Edits

### Article II: Elections & Appointments

#### Section I.

Officers of Christian County Library's Board of Trustees shall be elected ~~for the following year~~ at the end of each ~~December~~ **July** meeting. Such officers shall be: President, Vice-President, Secretary, and Treasurer. **In the event of a vacancy in any elected office, an election may be held at any regular or special meeting,**

#### Section VI.

The Treasurer of Christian County Library's Board of Trustees shall be the official custodian of all monies of the Library District. The Treasurer of the Board, Executive Director of the Library, and Director of Finance and Business Operations of the Library shall be bonded by a **fidelity bond**~~corporate surety~~. As outlined in the Library's [Procurement Policy](#), checks are required to have two signatures: one from an authorized member of the Board of Trustees (Treasurer or Vice-President) and the other from an authorized member of the Library's Administrative Staff (Executive Director or Director of Development and Strategic Partnerships).

#### Section VII.

Christian County Library's Board of Trustees shall ~~make recommendations to the~~ **follow** the Christian County Commission **process** for appointment and re-appointment of members to the Library Board **in accordance with Missouri State Statute 182.050**. **Qualified citizens interested in serving should review the Christian County Commission website or contact their office for details.** ~~To fairly represent all county residents, Library Trustees shall review names of potential members for interests and area of residence before presenting names to the County Commission.~~

<https://www.christiancountymo.gov/commissionlibraryboard/>

417-582-4300

#### Section IX.

Newly appointed Trustees will serve four year terms. ~~If a seated Trustee leaves mid term, their replacement will first serve out the remainder of that previous term and then be eligible for a term renewal.~~

**Proposed Amendment to Bylaws of Board of Trustees of Christian County Library District, prepared by Harry Styron, attorney for District, September 17, 2024**

**Amendment Procedure:** Section I of Article VI is as follows:

These Bylaws can be amended at any regular meeting of Christian County Library's Board of Trustees by a majority vote of the entire Board, provided that the amendment(s) have been submitted in writing at the previous regular meeting.

**Reasons for Amendment:** By statute (RSMo § 182.050), the terms of Trustees are four years, with staggered terms, so that in each year the terms of either one or two of the five Trustees will expire. The terms of all Trustees begin in July. Section I of Article II of the Bylaws prescribes that officers of the Board of Trustees "shall be elected for the following year at the end of each December meeting." The result is that the office held by a Trustee who is not reappointed at the time his or her term expires in July creates a vacancy in the middle of the one-year term. Filling a vacant office when the Trustee holding that office drops off the Board is not provided for in the main body of the Bylaws, though filling vacancies in offices is covered by Robert's Rules of Order, which is incorporated into the Bylaws by reference in Section I of Article VII of the Bylaws.<sup>1</sup>

**Mechanism of Proposed Amendment:** To make all the office terms begin and end in July, the terms of those officers elected in December 2024 should run only until July 2025, when Trustees are appointed to fill expired terms and a new election of officers would be held. Also, the Bylaws should specify how vacancies in offices are to be filled when a Trustee holding an office resigns during that Trustee's term or when an officer

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<sup>1</sup> "The power to appoint or elect persons to any office or board carries with it the power to accept their resignations, and also the power to fill any vacancy occurring in it, unless the bylaws expressly provide otherwise." Robert's Rules of Order (12<sup>th</sup> ed.) § 47.58. In addition, § 47.58 states "Notice of filling a vacancy in an office...must always be given to the members of the body that will elect the person to fill it, unless the bylaws or special rules of order clearly provide otherwise."

tenders a resignation from an office but wishes to complete his or her term as Trustee. Electing a Trustee to an office when that Trustee already holds another office means that more than one officer has to be elected, since there are five Trustees and four officers. Typically, the Trustees have been able to work out such shuffling of offices in discussion with the election by acclamation.

**Text of Amendment:**

Existing provision:

**Article II: Elections & Appointments, Section I.**

Officers of Christian County Library's Board of Trustees shall be elected for the following year at the end of each December meeting. Such officers shall be: President, Vice-President, Secretary, and Treasurer.

Proposed new Article II, Section I.

**Article II: Elections & Appointments, Section I.**

Officers of Christian County Library's Board of Trustees shall be elected at the end of the regular meeting in December 2024, for terms that will end with the July 2025 meeting. Such officers shall be President, Vice-President, Secretary, and Treasurer. Thereafter, officers shall be elected at the regular July meeting each year. In the case that one or more offices become vacant for reasons other than expiration of a term, the Board of Trustees shall elect one or more officers to fill any vacancies, with the new officer's terms of office to run until the regular July election.

## ~~Section I~~

~~Officers of the CCL's Board of Trustees may be elected at any regular or special meeting. Such officers shall be President, VP, Secretary, Treasurer +~~

## Section I

Officers of the CCL's Board of Trustees shall be elected at least once a year at the July meeting, but may be elected at any open regular or special meeting. Such officers shall be ~~provided~~ President, Vice President Secretary, and Treasurer.

# Important Dates for 2025

## Holidays the Library Will Be Closed to the Public

<b>Date</b>	<b>Holiday/Reason</b>
Wednesday, January 1, 2025	New Year's Day
Monday, January 20, 2025	Martin Luther King Jr. Day
Monday, February 17, 2025	President's Day
Monday, May 26, 2025	Memorial Day
Thursday, June 19, 2025	Juneteenth
Friday, July 4, 2025	Independence Day
Monday, September 1, 2025	Labor Day
Monday, October 13, 2025*	Staff Training Day
Tuesday, November 11, 2025	Veteran's Day
Thursday, November 27, 2025	Thanksgiving Day
Wednesday, December 24, 2025	Christmas Eve
Thursday, December 25, 2025	Christmas Day
Wednesday, December 31, 2025 - <i>Close at 5:00 p.m.</i>	New Year's Eve

\*No Holiday Pay given. Staff will be paid for attendance at Staff Training Day.

# Important Dates for 2025

## Board of Trustees - Regular Meetings for 2025

<b>Date</b> <i>(Usually Fourth Tuesday)</i>	<b>Key Agenda Items</b>	<b>Location</b>	<b>Start Time</b>
Tuesday, February 25, 2025		Nixa Community Branch	6:00 p.m.
Tuesday, March 25, 2025	MEC Resolution Review & Renewal	Nixa Community Branch	6:00 p.m.
Tuesday, April 22, 2025		Nixa Community Branch	6:00 p.m.
Tuesday, May 27, 2025		Nixa Community Branch	6:00 p.m.
Tuesday, June 24, 2025		Nixa Community Branch	6:00 p.m.
Tuesday, July 22, 2025		Nixa Community Branch	6:00 p.m.
Tuesday, August 26, 2025	Tax Levy	Nixa Community Branch	6:00 p.m.
Tuesday, September 23, 2025	Important Dates Approval	Nixa Community Branch	6:00 p.m.
Tuesday, October 28, 2025	Draft Budget Proposal	Nixa Community Branch	6:00 p.m.
Tuesday, November 18, 2025*	Final Budget Approval	Nixa Community Branch	6:00 p.m.
Tuesday, December 16, 2025*	Trustee Officer Elections	Nixa Community Branch	6:00 p.m.

\*Meeting is a week early to avoid holidays or to meet required business deadlines.

**Agreement for Legal Services**

Effective Date:      October 1, 2017

Parties:                Christian County Library Board of Trustees ("Library")  
                              The Styron Law Firm PC, dba Styron & Shilling

On September 25, 2017, the Christian County Library Board approved a resolution to hire Harry Styron of Styron & Shilling to act as attorney for the Library on terms proposed to the Board by email, as follows:

A legal fee of \$500 per month, which includes attendance, upon request, at no more than two meetings per month by Mr. Styron (or Ms. Shilling or another attorney from Styron & Shilling, if Mr. Styron is unavailable), contract review and preparation and telephone consultation.

Other services will be provided at the firm's usual rates, which are \$250 per hour for Mr. Styron and Ms. Shilling and \$75 per hour for work done by legal assistants.

If Mr. Styron feels that he is being asked to perform services outside the scope of the \$500 flat fee, he will promptly notify the Library Director and work with the Director establish a budget for the additional services.

This agreement may be terminated by either party upon 30 days' written notice.

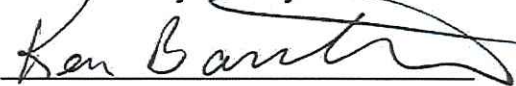
Styron & Shilling maintains client files in electronic storage only for at least five years. Client files are the property of the client and are available to the client at any time.

Styron & Shilling's federal identification number is 20-2104640.

**Styron & Shilling**

By \_\_\_\_\_  
Harry Styron, VP

**Christian County Library Board**

By   
Ken Barthelette, President