

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, November 19, 2024 at 6:00 p.m. (Doors open at 5:30 p.m.)
Nixa Community Branch, Large Meeting Room

Pledge of Allegiance

Officer Elections (May Include President, Vice President, Treasurer, and Secretary)

Consent Agenda

1. Minutes
 - A. Minutes of the Tuesday, October 22, 2024 Special Meeting - Closed Session
 - B. Minutes of the Tuesday, October 22, 2024 Open Meeting
2. Financial Reports
 - A. Adjustments to Anticipated Bills for October 2024
 - B. Estimated Bills for November 2024
 - C. Balance Sheet
 - D. Monthly Report
3. Report of the Executive Director

Administrative Highlights

- None

Public Comments

Old Business

- Resource Sharing Software Update
- Legal Counsel RFP Responses - Review, Discussion, and Selection of New Counsel

New Business

- Bylaws Revision
 - Article V: Order Of Business
 - Article VIII: Scope of Authority
- 2025 Budget (Including Updated Payscale and Organizational Chart)

Adjournment

Posted: 11/13/2024

Tuesday, October 22, 2024: Open Session

Trustees in Attendance: Diana Brazeale, John Garrity, Janis Hagen, Echo Schneider, and Allyson Tuckness (until 6:06 p.m.).

Trustee(s) Absent: None.

Christian County Library's Board of Trustees met for a regular monthly session on Tuesday, October 22, 2024 in the Large Meeting Room of the Nixa Community Branch. 82 members of the community were present.

Allyson Tuckness opened the meeting by reading a personal statement of resignation and promptly leaving.

Per the bylaws, in the absence of both a President and Vice President, John Garrity nominated Echo Schneider to serve as President pro tempore for the remainder of the meeting. Diana Brazeale seconded. 3 Trustees were in favor and 1 opposed. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hagen: Nay; and Trustee Schneider: Aye.

Trustee Schneider then presided and voted as needed to reach a majority.

Start Time: 6:00 p.m.

Consent Agenda

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

Administrative Highlights

Patron Insights Update

Director of Communications and Community Engagement, Nicholas Holladay, gave his annual overview of several marketing metrics the library utilizes to track the effectiveness of library services and measure patron satisfaction, all which continue to show CCL outperforming comparable libraries and surpassing industry standards.

Public Comments

This month speakers included: Chris Barrett, Paula Bishop, Kevin Bright, Wanetta Bright, Cindy Dickens, Gretchen Garrity, Christopher Geier, Amy Hoogstraet, Jeanette Johns, Aileena Keen, Daniel Lord, Reggie Micham, and Laura Umphenour.

Old Business

Bylaws Revision - Second Reading

- Article II: Elections & Appointments, Section I.
John Garrity moved to adopt the revision as presented. Diana Brazeale seconded. 2 Trustees were in favor and 1 opposed. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; and Trustee Hagen: Nay.
- Article II: Elections & Appointments, Section VII.
Diana Brazeale moved to adopt the revision as presented. John Garrity seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; and Trustee Hagen: Aye.

Catalog Tags Update

Executive Director Brumett explained she couldn't obtain a static list but was able to report that there are currently 184 million tags which are continuously user generated through a third party. No additional followup was requested.

Resource Sharing Software Update

Executive Director Brumett reported that MOBIUS has agreed to give a full refund for CCL's 2024-2025 membership fees due to ongoing problems with the software migration functionality. While waiting to see if they can fix the current issues, Director Brumett proposed an interim solution that would temporarily utilize a reconfigured version of OCLC, CCL's current interlibrary loan system. The reconfiguration proposed does not require a new contract or an increased fee but will require at least a month of staff time to set up and get ready for use.

If MOBIUS is not functional by the end of the membership year, Director Brumett will explore alternate resource sharing software options, including an additional OCLC expansion module that could make OCLC more user friendly for patrons.

Finally, Trustee Garrity requested that Director Brumett provide the board with the list of features promised by MOBIUS with the software migration and the proposed timeline for their release. She agreed to do so.

Review of Legal Counsel

Echo Schneider moved to provide 30 days written notice to terminate CCL's "Agreement for Legal Services" with the Styron Law Firm that was dated October 1, 2017. John Garrity seconded. 2 Trustees were in favor and 1 abstained. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; and Trustee Hagen: Abstain.

Echo Schneider moved to proceed with an RFP process to obtain new library legal counsel within the next 30 days with interviews and selection deliberation special meetings to be scheduled during the week of November 18th. Diana Brazeale seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; and Trustee Hagen: Aye.

New Business

December Board Meeting Schedule

Executive Director Brumett will not be available to attend the December meeting as scheduled so Trustees discussed alternate dates, settling on Monday, December 16th, at the same time and place. The Trustees page of the website will be updated to reflect the change.

Opening Meetings with the Pledge of Allegiance

John Garrity moved to open public meetings with the pledge of allegiance. Diana Brazeale seconded. 2 Trustees were in favor and 1 opposed. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; and Trustee Hagen: Nay.

Providing Copies of all Harry Styron's Opinions to Public Record & Board Packets

John Garrity moved that going forward all legal memos prepared by library counsel to provide Trustees with legal advice, with the exception of those concerning pending litigation, will be made available to the public as a part of the board's next regular publicly posted meeting packet. The two prepared by Harry Styron but not yet released, one from December of 2023 and one from October 2024, will be added to the October 2024 packet before it is posted as exhibits for this agenda item. Diana Brazeale seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; and Trustee Hagen: Aye.

Formal Request for Updated Organization Chart and Job Descriptions

John Garrity moved that Executive Director Brumett provide an updated organizational chart to the board by November 15th and a packet of updated job descriptions by December 15th and that the organizational chart

be posted on the website. Diana Brazeale seconded. All Trustees present were in favor. The motion passed.

2025 Preliminary Budget

Executive Director Brumett presented a first draft of the 2025 budget and answered Trustee questions. The final draft will be brought to Trustees in November for a vote.

2025 Interim Director and Understudy Appointments

Executive Director Brumett designated Dana Roberts, Director of Youth Services, as Interim Director and Tory Pegram, Director of Development and Strategic Partnerships, as Understudy to the Interim Director for 2025.

Lawsuit

Trustees Schneider and Garrity requested to table this discussion for a future meeting without any objections.

Adjournment

The meeting was adjourned by the Chair at 7:54 p.m.

Christian County Library Adjustment Report for Oct 2024 (Unaudited)

	Anticipated	Actual	Adjustment
ADT LLC - Clever	648.47	956.38	307.91
Baker & Taylor-Books	3,898.75	5,206.60	1,307.85
BambooHR	1,159.06	1,140.85	(18.21)
Blackstone Publishing	925.89	1,040.88	114.99
Casey's General Store	383.54	110.94	(272.60)
Cengage Learning	718.49	740.84	22.35
Center Point Large Print	-	288.84	288.84
Charles Hart Seed Company	-	34.70	34.70
Chuck Mercer	120.00	150.00	30.00
Credit Card	6,862.92	7,000.44	137.52
Dollar Tree	-	7.50	7.50
GFL Environmental (formerly WCA)	483.78	-	(483.78)
Ingram	-	20.99	20.99
Liberty Utilities	4,535.01	2,923.21	(1,611.80)
Long Refrigeration Heating & Cooling	-	163.00	163.00
Lowe's	28.48	-	(28.48)
Personnel	158,519.61	160,293.59	1,773.98
Square, Inc.	58.64	61.11	2.47
The Library Store, Inc.	-	62.74	62.74
Unique Management Services	151.45	186.40	34.95
			-

Original Anticipated Bills	251,591.55
Adjustment	1,894.92
Reimbursements	0.00
Total October 2024 CCL Bills	253,486.47

CDs	
CD#: 37840052 matures August 28, 2025 (int rate .9%)	250,000.00
CD#: 197708399 matures September 16, 2025 (int rate .75%)	256,618.58
CD Total	506,618.58
Ozark Bank Checking	1,158,277.29
Southern Bank Checking (SONDHI)	143,148.71
Undeposited Funds	
Cash Drawer (\$40 @ Clever, \$40 @ Nixa, \$80 @ Ozark, \$40 @ Sparta)	170.00
Printer Change Bag (Clever - \$40; Nixa - \$40; Ozark - \$80, Sparta - \$57)	237.00
Petty Cash (Nixa - \$120; Ozark - \$50)	170.00

Bond Funds	
CCL Cop 2020 REV	0.00
CCL Cop 2020 PROJ	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
Total Library Funds as of October 31, 2024	2,471,806.19

Foundation Funds		
CCLF Checking		19,444.97
Community Foundation of the Ozarks - CCLF Fund Finley (as of 3rd Qtr 2024)		9,123.69
Community Foundation of the Ozarks - CCLF Fund - Nixa (as of 3rd Qtr 2024)		1,104.28
Edward Jones Insured Bank Deposit		5.66
Edward Jones CDs		25,000.00
Edward Jones Mutual Funds		40,255.04
		0.00
Total Foundation Funds		94,933.64

***Total Current CCLF and CCL Assets** **2,566,739.83**

Christian County Library
Anticipated Bills
November 2024

	Nov 24	
ADT LLC	648.47	
Amazon Capital Services, Inc.	4,468.80	
Amigos Library Services	10,042.00	
Baker & Taylor-Books	4,155.82	
BambooHR	1,140.85	
Blackstone Publishing	536.76	
Brittany Russell	25.00	
Casey's General Store	363.41	
Cengage Learning	572.36	
Chilton's Environmental Services LLC	108.00	
Chuck Mercer	90.00	
City of Clever	26.30	
City of Nixa	165.00	
City of Sparta	58.74	
Concur Technologies, Inc.	345.72	
Credit Card	7,018.61	
Debra Tucker - Yoga instructor	150.00	
GFI Digital	637.89	
GFL Environmental (formerly WCA)	240.51	
Griffin's Keep LLC	100.00	Adult Programming
Hoopla by Midwest Tape	6,500.06	
Kenco Fire Equipment, Inc.	91.00	
Kent State University	15.00	
Lakeland Office Systems	439.95	
Liberty Utilities	2,041.24	
Mercy Specialized Billing Services	88.50	
Midwest Tape	1,142.80	
Missouri Employers Mutual	984.89	
Nixa Utilities	1,922.24	
Ozark Water Department	54.14	
Quadient Finance USA, Inc	915.13	
Quality Clean, LLC	2,650.00	
Republic Services	190.49	
Showcases	506.47	
Socket	613.59	
Southwest Window Inc	200.00	
Spire (formerly Missouri Gas Energy)	330.76	
Springfield - Greene Cnty Lib. - ILL/MOBI	26.95	
Square, Inc.	61.11	
SWMO Services	2,680.00	
The Library Store, Inc.	297.07	
Tumbleweed Press Inc	1,700.00	
UniFirst Corporation	1,151.66	
Unique Management Services	186.40	
USA Today	34.00	
Verizon Wireless	2,049.75	
Personnel	158,850.10	
TOTAL	216,617.54	

Christian County Library

Balance Sheet - Unaudited

Cash Basis

As of October 31, 2024

	Oct 31, 24
ASSETS	
Current Assets	
Checking/Savings	
Southern Bank Checking (SONDHI)	143,148.71
CCLFoundation -Do not Reconcile	
CCLFoundation Edward Jones	
CCLFoundation Insured Bank Dep	5.66
CCLFoundation CDs	25,000.00
CCLFoundation Mutual Funds	40,255.04
Total CCLFoundation Edward Jones	65,260.70
CCLFoundation Checking Account	19,444.97
Community Foundation of the Oza	
CCLFoundation Fund - Finley	9,123.69
CCLFoundation Fund - Nixa	1,104.28
Total Community Foundation of the Oza	10,227.97
Total CCLFoundation -Do not Reconcile	94,933.64
CD's	506,618.58
Ozark Bank Checking	1,158,277.29
Total Checking/Savings	1,902,978.22
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	1,903,555.22
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
TOTAL ASSETS	2,566,739.83
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	22,478.23
Credit Cards	6,759.63
Other Current Liabilities	
457B - EE Contributions	536.47
Payroll Liabilities	-8,503.33
Total Other Current Liabilities	-7,966.86
Total Current Liabilities	21,271.00
Total Liabilities	21,271.00
Equity	2,545,468.83
TOTAL LIABILITIES & EQUITY	2,566,739.83

Christian County Library
Profit & Loss - Unaudited
October 2024

Cash Basis

	Oct 24
Ordinary Income/Expense	
Income	
Tax Rev	
County Taxes	8,595.59
State Aid	31,624.49
Tax Rev - Other	34,506.08
Total Tax Rev	74,726.16
Copier/Fines/Fees	4,042.84
Foundation Funds	159.49
Gifts/Grants/Reimbursements	500.00
Interest Income	774.33
Total Income	80,202.82
Gross Profit	80,202.82
Expense	
Collection	
Library of Things	34.70
Technology (Hotspots)	1,680.42
Audio/Visual	
Youth AV	415.58
Adult AV	1,009.65
Total Audio/Visual	1,425.23
Books	
Youth Services	2,246.58
Electronic Coll. (Hoopla & OD)	6,500.17
Adult Books	5,328.70
Total Books	14,075.45
Periodicals & Zinio	34.00
Total Collection	17,249.80
Foundation Expense	611.08
Operating Expense	
Bank Service Charges	61.11
Training	795.66
IT Discretionary Budget	
Services	2,578.03
Software/Licensing	
Staff Computer Software	3,172.36
Patron Computer Software	1,582.50
Total Software/Licensing	4,754.86
Total IT Discretionary Budget	7,332.89
Building & Grounds	12,023.39
Professional Services	626.40
Furniture & Equipment	177.99
Insurance-Library	150.00
Lease Expenses and Bond Payment	37,422.92
Marketing	3,369.32
Memberships	55.75
Movie Licenses	2,180.00
Programming	
Adult Programs	870.00
Total Programming	870.00
Programming Supplies	
Adult Programming Supplies	254.21

Christian County Library
Profit & Loss - Unaudited
October 2024

Cash Basis

	Oct 24
Youth Programming Supplies	635.27
Total Programming Supplies	889.48
Staff & Board- Travel	429.02
Supplies	2,004.87
Telephone/Fax/Modem	1,008.89
Utilities	6,275.44
Vehicles	110.94
Total Operating Expense	75,784.07
Personnel	159,841.52
Total Expense	253,486.47
Net Ordinary Income	-173,283.65
Net Income	-173,283.65

Report of the Executive Director November 2024

Administration

- We are in the process of configuring new event calendar and meeting room software to replace our defunct products. This product from Springshare is similarly priced yet provides more robust functionality that should be an improved user experience and staff management.

Collection & Services

- Mobile printing is now live and promoted for the public to use. We are eager to see how this benefits our patrons and saves staff time.

Community Engagement

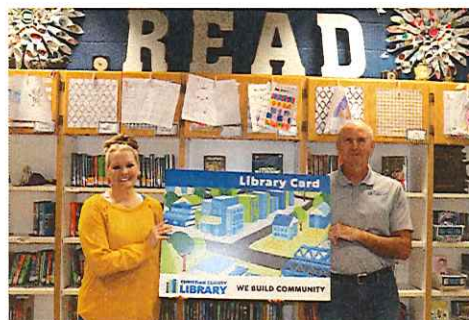
- Ozark Branch Manager Nick Hyten, Director of Communications and Community Engagement Nicholas Holladay, and I were invited to present at an October meeting of the Ozark Rotary. We were able to share about the mission and resources of the library and make some great connections and answer questions.
- Nixa Branch Manager Brandon Jason, Nicholas Holladay, and I all attended the annual Nixa State of the Community event in October. This was another great opportunity to connect with leaders in the community and hear updates from Nixa Public Schools, the County, the City, the Fire District and others. We were also treated to a performance from Nixa High School students with a selection from their Beauty and the Beast play.

IT

- We were excited to hear the news that our grant application for some updated staff computers was approved by the State Library. This grant will allow us to replace 16 staff desktops. Director of IT and Facilities Heath Emerson and Director of Development and Strategic Partnerships Tory Pegram were instrumental in gathering the info needed and writing this application.

Outreach

- In September we held our annual School Library Card Drive which is supported by the Friends of the Library. In October, the Friends presented awards to the winning schools. Participation was up from last year with 13 schools and 3 preschools participating and a total of 279 cards created. Mathews Elementary in Nixa was the winner with 102 new cards.



Professional Development

- We held our annual all staff training day on October 14 at the Nixa branch. Thanks to Director of Finance and Business Operations Mary Miller, HR Associate Yolanda Baldus, Director of Youth Services Dana Roberts, and Brandon Jason, staff had a great day filled with encouragement and celebration, learning and updates, and community engagement.



- I was able to attend the Drury Nonprofit Leadership Conference last month. I attended sessions on fundraising and development, leadership, and communication. It was great to connect with other leaders in the nonprofit sector and there were several people from Christian County represented as well as organizations that serve this county.

Programs

- Our Outdoor Concert Series wrapped up last month with Kicking Jacksie in Nixa and Shaun Munday in Ozark. There were over 40 and around 50 people who came out to enjoy the music, respectively.



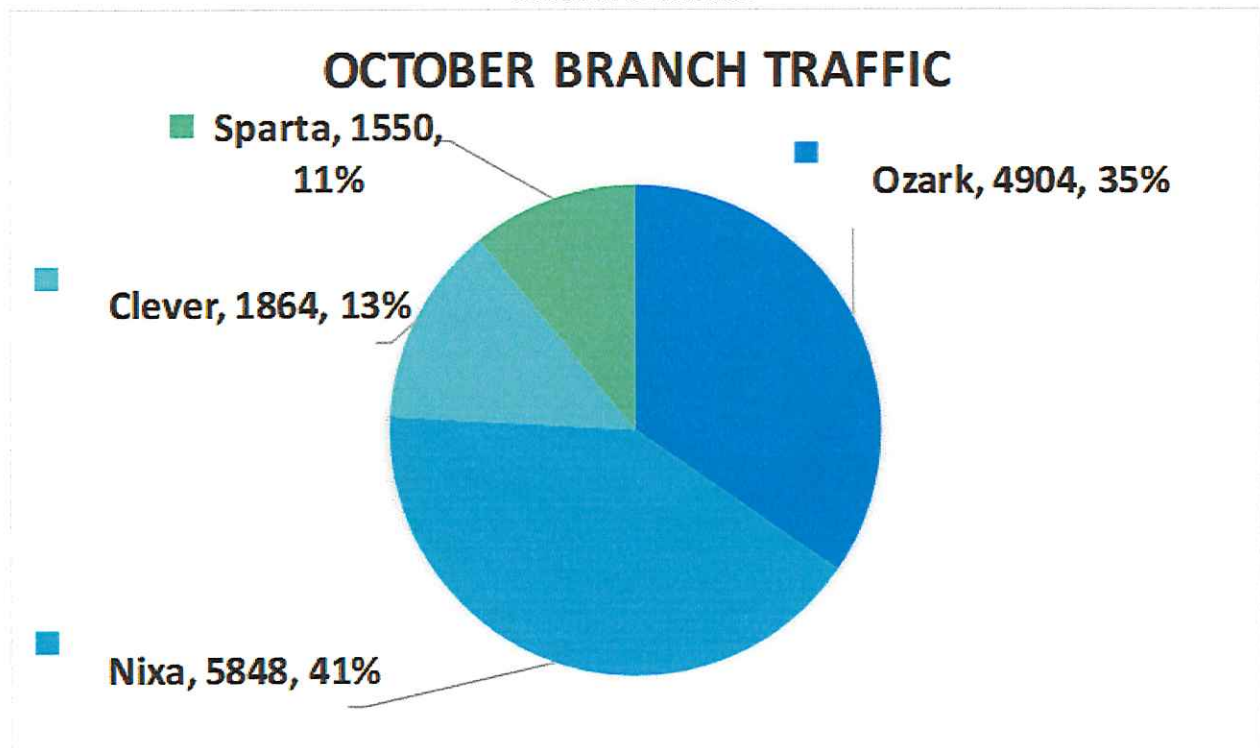
- Painting pumpkins is a great draw in Clever. There were 14 in attendance at this event.



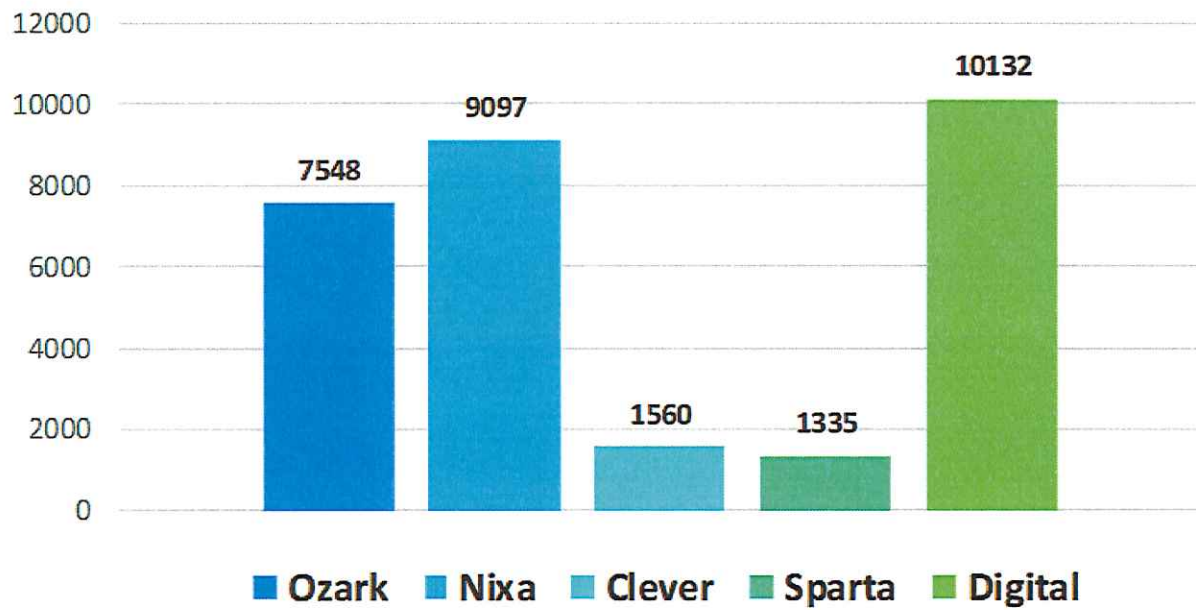
- We had a room full (93!) of little monsters and their grownups for the Monster Mash Storytime on October 31.



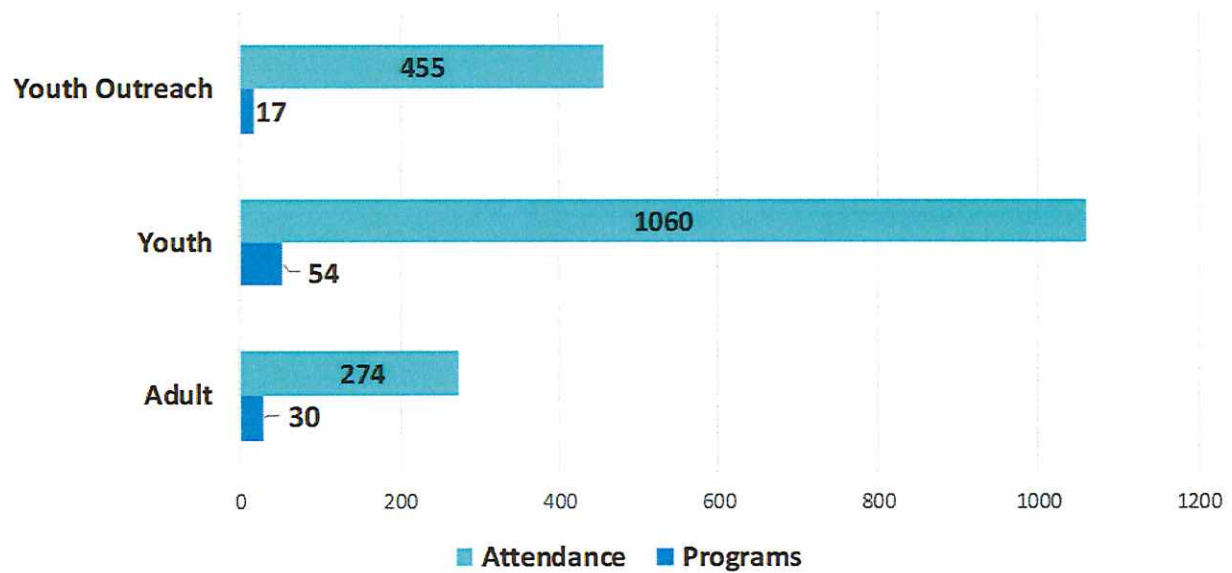
October Statistics



October Circulation by Location



October Programs/Attendance



Development Report - November 2024

Major Gifts & Restricted Donations

None presented.

Bequests & Memorials

None presented.

Grants Awarded

- **LSTA & IMLS (Missouri State Library) - \$17,600 - *Secure Roots*:** Provides \$1,000 per machine toward the replacement of 16 slow, aging staff desktops that are not able to be upgraded to Windows 11 and must be decommissioned before Windows 10 reaches "end of life" in 2025. *Submitted October 1st - Awarded October 28th.*

Legal Counsel Request for Proposal (RFP)

October 25, 2024



Christian County Library District (referred to as the “Library”) hereby gives notice of their intent to engage an attorney or law firm to serve as outside legal counsel for the Library.

SECTION I: GENERAL INFORMATION

Respondents will be responsible for all costs incurred in preparing or responding to this RFP. The Library will select a respondent to provide the required services and enter a routine letter of engagement. The decision will be based upon the respondent's proposal, qualifications, and potential interview.

The Library is a political subdivision of the state of Missouri and any information submitted to the Library is subject to release as provided for by Missouri Public Records Law. The Library will take reasonable efforts to protect any information marked “confidential,” to the extent allowed by Missouri Public Records Law. As part of the RFP processes, any confidential information must be submitted in a separate envelope, sealed, and marked “Confidential Information” and will be returned upon request, after the determination of a list of qualified respondents. It is understood, however, that the Library will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any submittal is subject to potential disclosure. All other materials and documents submitted in response to the RFP become the property of the Library and will not be returned.

SECTION II: BACKGROUND

Christian County Library District is in the southwest part of the state, part of the Springfield metropolitan area, serving over 90,000 people in Christian County. The Library, with approximately 60 staff members, provides service through 4 branches including outreach vehicles and online resources. Christian County Library's mission is building community for all through access, innovation, and engagement. The Library is governed by a board of five appointed trustees.

SECTION III: SCOPE OF WORK

As a not for profit political subdivision, Christian County Library District desires legal advice on the following (not an all-inclusive list):

- Library law
- Employment law
- First Amendment law
- Real estate law
- Municipal law
- Missouri Sunshine law

SECTION IV: TENTATIVE SCHEDULE

Below is a tentative timeline of the process.

1. Post and distribute the RFP: October 25, 2024
2. Receive responses by deadline of noon, Friday, November 8, 2024

3. Review of proposals: November 8-18, 2024
4. Board of Trustees and Executive Director may interview the top respondents based on criteria found below: November 18-20, 2024
5. Execute an agreement based on the desired scope of work: November 21, 2024

If unable to successfully negotiate an engagement for any reason, an attempt will be made to engage the second most qualified respondent, and so on until the Library is able to successfully engage outside counsel.

SECTION V: PROPOSAL FOR SERVICES

Proposal for services should include the following:

1. Method of billing and proposed rate, whether hourly, monthly fee, or retainer, for all services, including phone calls, email, written correspondence, and attendance at meetings
2. Scope of work/number of hours (if billing a monthly fee) and proposed rate for out-of-scope work
3. Preferred communication methods and expected response times
4. Preferred engagement terms, whether month to month, annual contract, etc.
5. Willingness to make legal memos/opinions public records
6. Statement of qualifications, as defined in Section VI

SECTION VI: STATEMENTS OF QUALIFICATION

Statements of qualifications should include the following:

1. General information regarding the respondent, including educational credentials and where licensed
2. The respondent's experience as outside counsel for political subdivisions of the State of Missouri
3. Availability of the respondent to attend Library Board meetings and to review meeting agendas
4. If responding as a firm, indication of the individual(s) primarily responsible for the engagement along with the name, credentials, and rates of those responsible for assisting with the engagement
5. Include a list of current clients and engagements focusing on any potential conflicts of interest
6. Past performance as reflected in evaluations of previous and current clients with respect to factors such as quality of work and meeting deadlines. The respondent should include a list of three relevant clients involving similar work. Descriptions should include the following:
 1. Description of client (if unable to provide name) and location
 2. Brief description of the scope of engagement
 3. Other relevant information about the project and the firm's services
 4. Any noteworthy activities associated with the engagement
 5. Reference contact person and phone number (if possible)
7. Any notable awards or certifications

SECTION VII: SUBMISSION REQUIREMENTS

The deadline for receipt of proposals is **Friday, November 8, at noon.**

Please submit an electronic copy of the proposal in either DOCX or PDF file format to legalrfp@christiancountylibrary.org with the Subject line "Proposal for Legal Counsel." Submissions may be mailed to the address below but will be converted to an electronic format. Mark the envelope in which the submissions are enclosed as "Proposal for Legal Counsel" and deliver to:

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

Upon receipt, responses will be shared electronically with all individual trustees via library file sharing software or email. Any information marked confidential and submitted as directed in Section I will be viewed in person by trustees during the review process.

It is the intent of this RFP to describe the required services in sufficient detail to secure comparable qualifications. Appropriate questions from firms that are intended to clarify the contents of this RFP must be submitted in writing and directed to Renee Brumett, at the address listed above or rbrumett@christiancountylibrary.org

SECTION VIII: EVALUATION & SELECTION

The Library Board of Trustees and Executive Director will review and evaluate the proposals in accordance with the evaluation criteria identified in Section IX and rank the respondents in order of their qualifications. Factors to be considered relative to the qualifications of the respondent will include, but not be limited to: credentials, experience, and perceived capability to perform the work.

The Library Board of Trustees and Executive Director may conduct in person or virtual interviews of some or all of the candidates in a public special meeting of the board during the week of November 18, 2024.

If the Library is unable to negotiate an engagement with any of the selected respondents, the library shall reevaluate and compile a list of qualified respondents and proceed in accordance with the Library's selection process.

The Library reserves the right to reject any and all submissions, to waive any irregularities in the qualifications received, and to accept the submission deemed most advantageous to the best interest of the Library.

As a political subdivision of the State of Missouri, any contract or engagement developing from this RFP is subject to the laws and regulations of the State governing its contracts, choice of law, venue, and other similar parameters for political subdivisions including RSMO Sec. 285.530.2. Pursuant to that section, any subsequent engagement or contract is contingent on providing the Library with an affidavit affirming enrollment and participation in a federal work authorization program respective to the employees working in connection with the services to be provided to Christian County Library District.

SECTION IX: SELECTION CRITERIA

The Library will consider the following selection criteria to determine the most qualified consultant:

1. The specialized experience and technical competence of the respondent with respect to the described work.
2. The capacity and capability of the respondent to provide legal advice in one or all areas.
3. The past record of performance of the respondent with respect to such factors as quality of work and timeliness of response.
4. Proximity to and familiarity with the Library service area.
5. The Library will take the best qualified bid. The "best bid" will be determined by the selection criteria and may not necessarily be the "low bid."

Interview Questions

1	Can you describe your experience working with libraries or similar public entities in Missouri?
2	How familiar are you with the Missouri Sunshine law, and can you provide examples of how you've helped clients comply with it?
3	What experience do you have with laws related to protecting children, and how would you apply this knowledge to support the library? How can
4	Can you discuss your experience handling employment law matters, particularly in the context of public entities?
5	How familiar are you with First Amendment law, and how have you applied this knowledge in your practice?
6	Have you assisted clients with real estate transactions or property-related legal issues? If so, can you provide an example?
7	What experience do you have with municipal law, and how might this knowledge be relevant to the library?
8	How do you ensure timely responses to client inquiries and requests?
9	In the event of an urgent legal matter, what is your availability and response time?
10	How do you approach explaining complex legal issues to clients who may not have a legal background?
11	What steps do you take to ensure clear and effective communication with your clients?
12	How do you see your role in supporting the library's mission and values?
13	Can you describe your billing structure and how you ensure transparency in your fees?
14	Do you have any experience working with public boards or committees? If so, how do you facilitate effective decision-making processes?
15	Can you provide an example of a challenging legal situation you faced with a client and how you resolved it?
16	Do you have any questions for us about the library or the legal counsel role?

Scoring Criteria Tool**Candidate:** _____

Criteria	Weight	Candidate Score (1-5)
Experience with library law and Missouri Sunshine law	15%	
Experience with laws protecting children	20%	
Experience with employment law	10%	
Experience with First Amendment law	10%	
Experience with real estate law	5%	
Experience with municipal law	5%	
Responsiveness and availability	15%	
Communication skills and clarity	10%	
Understanding of the library's mission and values	5%	
Cost and billing structure	5%	
Total Score	100%	0

To use this spreadsheet:

1. For each candidate, the interviewer will assign a score from 1 to 5 (1 being the lowest and 5 being the highest) for each criterion based on the candidate's responses during the interview.
2. The assigned score will be entered in the "Candidate Score" column.
3. To calculate the total score for each candidate, multiply the weight by the candidate's score for each criterion, and then sum up the resulting values.
4. The total score will provide a quantitative basis for comparing candidates, alongside the qualitative information gathered during the interviews.

Create a copy of this spreadsheet for each candidate to facilitate a side-by-side comparison and ensure a fair, unbiased evaluation process.

Proposal for Legal Counsel

Renee Brumett <rbrumett@christiancountylibrary.org>
o: Robert Petrowsky <rpetrowsky@eehjfirm.com>
cc: tpeggram@christiancountylibrary.org

Fri, Nov 8, 2024 at 1:19 PM

Thank you for your submission! We will be reviewing proposals next week and will be in touch as soon as possible for next steps.

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



christiancountylibrary.org

On Fri, Nov 8, 2024 at 1:24 PM Robert Petrowsky <rpetrowsky@eehjfirm.com> wrote:

Dear Ms. Brumett,

Please find attached my proposal in response to the Proposal for Legal Counsel for the Christian County Library. Thank you for your consideration.

Regards,

Robert E. Petrowsky

Ellis, Ellis, Hammons & Johnson, P.C.

2808 South Ingram Mill Road A 104

Springfield MO 65804

(417) 866-5091 office

(417) 866-1064 fax

rpetrowsky@eehjfirm.com

NOTE: The information contained in this e-mail, including any attachments, is legally privileged and confidential. If you are not the intended recipient, you are hereby notified that any reading, use or dissemination of this message is strictly prohibited. If you have received this message in error, please notify us immediately by telephone at 417-866-5091 and delete this message from your system.



Ellis, Ellis, Hammons & Johnson P.C.

RANSOM A. ELLIS, III*
JOHN D. HAMMONS, JR.**
TODD A. JOHNSON
TRAVIS A. ELLIOTT
TINA G. FOWLER***
RACHEL A. RISO****
PAIGE PARRACK
ROBERT E. PETROWSKY*****
CAMERON CASAD*****
DARYNNE L. O'NEAL

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RANSOM A. ELLIS, JR. (1920-2012)

ALSO LICENSED IN:
*TEXAS
**ARKANSAS
***OKLAHOMA
****KANSAS
*****COLORADO
*****MARYLAND

OF COUNSEL:
FRANK M. EVANS, III

November 8, 2024

Christian County Library District
Renee Brummett
208 N. McCroskey St.
Nixa, MO 65714

legalrfp@christiancountylibrary.org

Re: Christian County Library – Legal Counsel Request for Proposal

Dear Ladies and Gentlemen:

We are pleased to respond with a proposal to Christian County Library's Legal Counsel Request for Proposal. Pursuant to the Request for Proposal, we respectfully submit the following information for consideration in selecting Legal Counsel for Christian County Library.

Ellis, Ellis, Hammons & Johnson, P.C.

I am an attorney at the law firm of Ellis, Ellis, Hammons & Johnson, P.C., an AV rated law firm based in Springfield, Missouri. Founded in 1977, this locally owned and operated firm regularly represents public entity clients in a plethora of practice areas, including transactional, litigation, and municipal law throughout the State of Missouri. The firm has eleven attorneys with well over 225 years of combined legal experience that practice in a variety of areas, including labor and employment, civil litigation and appeals, public entity law, business and corporate law, education law, hospital law, real estate law, and commercial litigation. A firm summary and biographies are also attached. Additional information may be obtained on the firm's website at www.eehjfirm.com.

While Mr. Petrowsky would serve as the primary contact if this firm were selected as Christian County Library's Legal Counsel, the benefit of selecting Ellis, Ellis, Hammons & Johnson extends to the collective experience and knowledge of the firm's other attorneys. The firm's attorneys practice in a wide variety of areas, including labor and employment, civil litigation and appeals, public entity law, business and corporate law, education law, hospital law, real estate law, and commercial litigation.

Legal Services

We are prepared and qualified to provide each of the deliverables outlined in Christian County Library's Request for Proposal, including:

- A. library law;
- B. employment law;
- C. First Amendment law;



Ellis, Ellis, Hammons & Johnson P.C.

- D. real estate law;
- E. municipal law;
- F. Missouri sunshine law;
- G. attend Library Board meetings and review agendas;
- H. all other legal needs that may arise from time to time, whether litigation, transactional, or advisory in nature.

Each of these services are ones that this firm regularly provides to its existing clients.

Mr. Petrowsky and the firm represent a number of public entities, and, as a result, we have a thorough understanding and knowledge of federal and state statutes and regulations that relate to and affect local governments and political subdivisions, including libraries, and regularly provide legal advice regarding contracting, employment, the First Amendment and freedom of speech, real estate transactions and disputes, municipal law, sunshine requests, and the governance of local governmental entities. On a daily basis we are called on to provide contemporaneous legal advice by telephone and e-mail. The firm is familiar with the issues related to public records when representing government and political subdivision clients.

We routinely draft and review ordinances, resolutions, and contracts, and we are committed to doing so in a timely and efficient manner while ensuring that the interests of our clients are represented. We are also asked to attend the meetings of governing boards to provide guidance and legal advice, and to provide updates on the status of pending legal issues. Furthermore, we have demonstrated experience in research and legal writing for purposes of providing advice and guidance to governing boards as well as in legal proceedings on their behalf.

The primary attorneys expected to perform legal services on behalf of Christian County Library are Mr. Petrowsky and Mr. Elliott. Mr. Petrowsky has a J.D. from the University of Denver Sturm College of Law and an Executive LL.M. in Taxation from the Georgetown University Law Center. He is licensed in Colorado and Missouri. Mr. Elliott has a J.D. from the University of Missouri School of Law and is licensed in Missouri. Mr. Elliott is a partner at the firm.

The firm has demonstrated ability and experience to advise Christian County Library on all legal matters necessary to the operation and business of Christian County Library. Due to our experience representing public entities as well as private businesses, we are well-situated to provide superior legal services that are budget conscious.

Representative Clients

The firm represents a significant number of public entities in Missouri, including municipalities, counties, school districts, hospitals, fire protection districts, ambulance districts, and others as general counsel as well as in state and federal courts, and before administrative agencies throughout Missouri. In particular, Mr. Elliott is General Counsel of the Missouri Association of Counties, a non-profit organization representing the interest of Missouri's 114 counties.



Ellis, Ellis, Hammons & Johnson P.C.

References

City of Buffalo, Missouri, (417) 345-2701
Martha Swearingin, Administrative Assistant to the Mayor

Taney County, Missouri, (417) 546-7204
Nick Plummer, Presiding Commissioner

Stone County, Missouri, (417) 357-8141
Hank Smythe, Associate Commissioner

We are happy to provide additional references upon request.

Rate Proposal

Fee for all legal services requested by and provided to Christian County Library, shall be based on the following regular hourly rates:

Partners:	\$300.00
Associates:	\$290.00
Paralegals:	\$100.00

Time will be billed in one-tenth of an hour increments.

In addition, all costs and expenses will be billed to Christian County Library, including postage, photocopies, preparation of documents, long-distance telephone charges, and travel expenses incurred in the furtherance of providing legal services to Christian County Library. Mileage for automobile usage will be charged at the current rate approved by the IRS. Photocopy costs will be charged at the rate of 20 cents per page.

Contract

We are prepared to execute an Engagement Agreement containing the information contained in this proposal as well as any additional provisions necessary for an agreement with Christian County Library. This proposal shall be an attachment to, and incorporated by reference to the agreement with Christian County Library. The Engagement Agreement would be a perpetual agreement with Christian County Library, continuing until terminated by either party.

Thank you for your consideration in selecting Legal Counsel for Christian County Library. I would welcome the opportunity to meet with you and the Board of Trustees and Executive Director.



Ellis, Ellis, Hammons & Johnson P.C.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert E. Petrowsky", with a stylized flourish at the end.

Robert E. Petrowsky

Sender=s E-mail Address: rpetrowsky@eehjfirm.com
Sender=s After Hours Extension: 218

ELLIS, ELLIS, HAMMONS & JOHNSON P.C.



Ellis, Ellis, Hammons & Johnson, P.C., is an AV rated law firm based in Springfield, Missouri. Founded in 1977, this locally owned and operated firm regularly represents clients in both state and federal court and before administrative agencies throughout Missouri.

The firm's attorneys practice in a wide variety of civil practice areas including Labor and Employment Law, Education Law, Hospital Law, Business and Corporate Law, Public Entity Law, Commercial Litigation, Civil Litigation and Appeals and Workers' Compensation Defense.

The attorneys of Ellis, Ellis, Hammons & Johnson, P.C. have the legal knowledge, experience and commitment to provide advice to their clients and represent their interests using their first-rate advocacy skills. The firm prides itself in providing superior client service with positive results in a cost-effective way.

Ellis, Ellis, Hammons & Johnson, P.C.

2808 S. Ingram Mill Rd., A104

Springfield, MO 65804

417-866-5091

www.eehjfirm.com

[Facebook: Ellis Ellis Hammons & Johnson PC](#)

PRACTICE AREAS

Labor Law *(Representing Employers Only)*

- Public and Private Sector Employers
- Union Representational Campaigns
- Collective Bargaining
- Contract Maintenance
- Arbitration and Litigation
- Practice Before the NLRB
- Employee Benefits

Employment Law *(Representing Employers Only)*

- Administrative Investigation and Proceedings – EEOC and State FEP agencies
- Trials and Appeals
- Practice Before the DOL, OSHA and Other Administrative Agencies

Education Law *(Representing Educational Entities Only)*

- Public/Private Schools – K-12, Colleges and Universities
- Special Education – SPED Compliance, Due Process Proceedings, Section 504
- Personnel, Student Discipline
- Real Estate
- Practice Before Administrative Agencies –OCR, DESE
- Civil Rights Defense
- Collective Bargaining

Health/Hospital Law *(Representing Hospitals, Nursing Homes and Clinics)*

- General Counsel Activities
- Physician Contracting
- Transactions: Mergers, Acquisitions and Affiliations
- Contract Review and Negotiation
- Medicare and Medicaid Compliance
- Fraud and Abuse Guidance
- Anti-Kickback Advice
- State Licensure Issues
- Practitioner Credentialing and Privileging Issues

Public Entity Law

- General Counsel and Advice
- Public Works Bidding and Contracting
- Resolution, Ordinance and Contract drafting
- Sunshine Law
- Employment Law – Policy Review, Employee Discipline and Termination, Discrimination and Sexual Harassment Claims

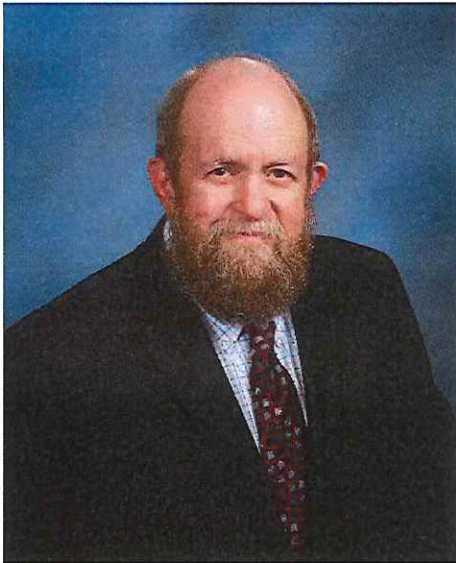
- Labor law - Policy Development, Union Representation Campaigns, Collective Bargaining

Business and Corporate Law

- Construction Law
- Commercial Litigation
- Workers' Compensation (*Representing Employers Only*)
- Eminent Domain
- Real Estate

Civil Trial and Appellate Practice

- Insurance Defense Litigation
- Trial and Appeals – Federal and State



Ransom A Ellis, III

Ellis, Ellis, Hammons & Johnson, P.C.

2808 S. Ingram Mill Rd., A104

Springfield, MO 65804

417-866-5091

rellis3@eehjfirm.com

Ransom A Ellis, III was born in Springfield, Missouri. He received a Bachelor of Fine Arts Degree (Speech) from Texas Christian University in Fort Worth, Texas in 1971. In 1975, he received a Juris Doctor from Southern Methodist University School of Law in Dallas, Texas. In 1972, Ransom served as a law clerk to the Honorable Ralph Kennedy, a Member of the National Labor Relations Board. After graduation from law school, from 1975 to 1980, Ransom worked as a Field Attorney in the National Labor Relations Board's Regional Office in Fort Worth, Texas.

In 1980, he joined his father in this firm expecting to principally practice labor and employment law. Shortly after joining this firm, Ransom's practice expanded to include the representation of public school districts, private schools and universities in Missouri. Ransom's practice continues in these two principal areas of practice.

Ransom is licensed to practice law in the states of Missouri and Texas; the United States Supreme Court, the United States Courts of Appeal for the 8th, 4th and 5th Circuits; and, the United States District Court for the Western District of Missouri.

Professional Affiliations: The Missouri Bar Association (Member: Labor Law Committee and Education Law Committee); the State Bar of Texas; Springfield Metropolitan Bar Association; Missouri School Boards Association (Associate Member) and, the Council of School Attorneys.

Practice Areas: Labor and Employment Law (Management Only); Employment Litigation; Education Law; Business and Corporate Law; Employee Benefit Litigation; Commercial Litigation.

Representative Cases – Federal Courts:

Clayton by Clayton v. Place, 690 F. Supp. 850 (W.D. Mo. 1988), rev. 884 F.2d 376 (8th Cir. 1989), *cert. denied* 494 U.S. 1081, 110 S. Ct. 1811 (1989) (Section 1983 action alleging violation of the Establishment Clause of the United States Constitution)

Vicki Easley v. Empire, Inc., 757 F.2d 923 (8th Cir. 1985) (Title VII sex discrimination action)

David Glass v. Kirkland, 29 F.3d 1266 (8th Cir. 1994) (Litigation involving the sale of real property)

Grace Blackmon, et al. v. The School District of Springfield, R-12, 198 F.3d 648, (8th Cir. 1999) (Appeal from decision of state due process hearing panel pursuant to the Individuals With Disabilities Education Act)

Missouri Department of Elementary and Secondary Education et al. v. Springfield R-12 School District et al., 358 F.3d 992, (8th Cir. 2004) (Appeal from decision of state due process hearing panel pursuant to the Individuals With Disabilities Education Act)

Patrice M. Cross v. Monett R-I Board of Education, 431 F.3d 606, (8th Cir. 2005) (Appeal from decision of District Court regarding termination of tenured teacher)

David McNary v. Schreiber Cheese Company, Inc., 535 F.3d 765, (8th Cir. 2008) (Appeal from decision of District Court regarding employee's claim of disability discrimination)

Rebecca Adams v. O'Reilly Automotive, Inc., 538 F.3d 926, (8th Cir. 2008) (Appeal from decision of District Court regarding employee's claim of sexual harassment)

Representative Cases – State Courts:

Kathleen O'Connell v. School District of Springfield R-12, 830 S.W.2d 410 (1992) (Action arising from administrative decision of Board of Education to remove tenure from a teacher)

Nancy Remington v. Wal-Mart Stores, Inc., 817 S.W.2d 571 (Mo. App. S.D. 1991) (Action alleging tortious interference with a business expectancy)

Mary Newcomb v. Humansville R-4 School District, 908 S.W. 2d 821, (Mo. App. S.D. 1995) (Appeal from the decision of the Board of Education to terminate tenure of a teacher)

Nancy Howard v. The State Board of Education and the School District of Springfield, R-12, 913 S.W. 2d (Mo. App. S.D. 1995) (Appeal from the decision of the State Board of Education to revoke the a teacher's teaching certificate)

Representative Cases – Administrative:

Daniel Construction Company, A Division of Daniel International Corporation, 241 NLRB 336 (1979)

Sullivan Transfer Company, 247 NLRB 772 (1980)

Tracker Marine, LLC, 337 NLRB No. 94, 171 LRRM 1295 (2002)



John D. Hammons, Jr.

Ellis, Ellis, Hammons & Johnson, P.C.

2808 S. Ingram Mill Rd., A104

Springfield, MO 65804

417-866-5091

jhammons@eehjfirm.com

John has more than 30 years of helping business clients, public entities, hospitals, and nursing homes with their day-to-day needs from simple to complex transactions and litigation. John was born in Sedalia, Missouri. He received his undergraduate education at the University of Missouri–Columbia and earned a Bachelor of Science in Business Administration in Finance & Banking in 1986. Following his bachelor's degree, John immediately began his legal education at Washington University in St. Louis, Missouri, earning his Juris Doctorate in 1989. While at Washington University he was a member of the honors fraternity and served as Editor of the Journal of Urban and Contemporary Law.

John is licensed to practice in Missouri and Arkansas; the United States Court of Appeals, 8th Circuit; the United States District Court, Western District of Missouri; and the United States District Court, Northwestern District of Arkansas.

Professional Affiliations: Springfield Metropolitan Bar Association; The Missouri Bar (Member: Labor Law Committee and Healthcare Committee); and the Arkansas Bar Association. Member: Missouri Society of Hospital Attorneys (Board Member, 1999-2003, Chairman, 2001); Associate Member: Missouri Hospital Association.

Practice Areas: Business and Corporate Law; Labor and Employment Law; Employment Litigation; Employee Benefit Litigation; Hospital and Healthcare Law; and Commercial Litigation.



Todd A. Johnson

Ellis, Ellis, Hammons & Johnson, P.C.

2808 S. Ingram Mill Rd., A104

Springfield, MO 65804

417-866-5091

tjohnson@eehjfirm.com

Todd A. Johnson was born on July 21, 1963 in Detroit, Michigan. He received his Bachelor of Science in Finance from Indiana University in 1985. In 1988, Todd received his Juris Doctor degree from Southern Methodist University School of Law. While in law school, he was a member of the Journal of Air Law and Commerce, and participated in Moot Court. He also co-authored "Damages and Other Remedies in Franchise Disputes," 13th Annual National Franchise Institute, 1991.

Todd is licensed to practice in Missouri; the United States Court of Appeals, 8th Circuit; the United States District Court, Western District of Missouri; and the United States District Court, Eastern District of Missouri.

Professional Affiliations: Springfield Metropolitan Bar Association; The Missouri Bar (Member: Labor Law Committee and Eminent Domain Committee).

Civic Involvement: Rotary Club of Springfield; James River Basin Partnership-Member of the Board and Executive Committee; Life Point Church— Member of Board of Trustees and Building Committee; Least of These Food Pantry-Board of Directors; Christian County Ambulance District-Elected Member of the Board of Directors.

Practice Areas: Labor and Employment Law; Employment Litigation; Eminent Domain; Real Estate Law; Business and Corporate Law; Commercial Litigation.



Travis A. Elliott

Ellis, Ellis, Hammons & Johnson, P.C.

2808 S. Ingram Mill Rd., A104

Springfield, MO 65804

417-866-5091

telliott@eehjfirm.com

Travis A. Elliott was born in Springfield, Missouri. He received Bachelor of Arts degrees in Political Science, with honors, and Philosophy from the University of Missouri-Columbia in 2004. In 2007, he received his Juris Doctor from the University of Missouri School of Law. While in law school, Travis received the Roscoe Anderson Award for Excellence in Advocacy and was inducted into the Order of the Barristers.

Travis was a member, and later, Editor-in-Chief, of the Missouri Environmental Law & Policy Review. He authored "Consideration of Cumulative Impacts and a Properly Tiered EA & EIS: A Guarantee for Eighth Circuit Deference to Agency Decision-Making," 13 Missouri Environmental Law & Policy Review 280 (2006); and "Wuebker v. Wilbur-Ellis Co.," 13 Missouri Environmental Law & Policy Review (2005). He was also a member of the Regional Mock Trial Team, Regional Negotiation Team, Regional Mediation Team, and worked for the Boone County Prosecutor's Office as a Rule 13 attorney in the Criminal Prosecution Clinic.

Travis is licensed to practice in Missouri, the U.S. District Court, Western District of Missouri, the Eighth Circuit Court of Appeals and the United States Supreme Court. He has practiced with the firm since graduating from law school and is a shareholder with the firm.

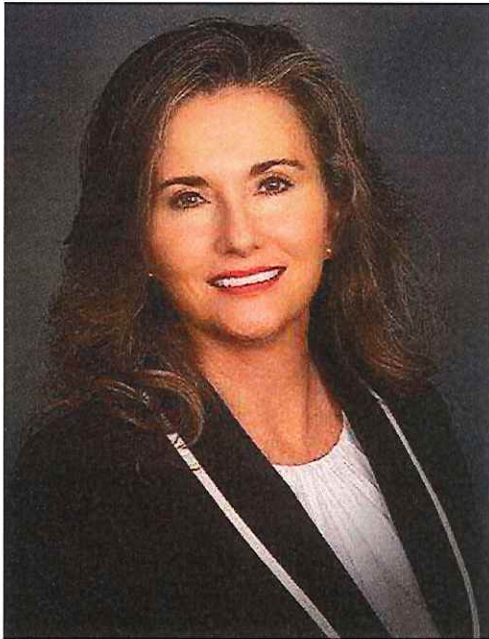
His practice is focused on the representation of public entities and businesses. He practices primarily in the areas of Labor and Employment, Local Government, Business and Corporate Law, and Commercial Litigation. He has also taught Agricultural Law at Missouri State University.

Travis lives in Dallas County with his wife and four children. They raise registered Herefords and operate a commercial cow-calf operation.

Professional Affiliations: Missouri Bar Association; Springfield Metropolitan Bar Association

Civic Involvement: Instructor, Agricultural Law, Missouri State University.

Practice Areas: Labor and Employment Law; Local Government; Business and Corporate Law; Hospital Law; Education Law; Employment Litigation; Commercial Litigation.



Tina G. Fowler

Ellis, Ellis, Hammons & Johnson, P.C.

2808 S. Ingram Mill Rd., A104

Springfield, MO 65804

417-866-5091

tfowler@eehjfirm.com

Tina G. Fowler was born in Springfield, Missouri. She graduated from Willard High School and then received a Bachelor of Science in Biology and Chemistry, *cum laude*, from Drury College, as well as a Master's Degree in Business Administration. Tina received her Juris Doctorate, *with distinction*, from the University of Oklahoma in 1997. While at OU, Tina served as Editor-in-Chief and Associate Editor of the American Indian Law Review and was a member of the National Trial Team and the National Moot Court Team. She was also inducted into the Order of Barristers and Luther Bohanon American Inn of Court. Tina is licensed to practice in Missouri and Oklahoma; the United States Court of Appeals, 8th Circuit; and the United States District Court, Western District of Missouri.

Tina has successfully defended, from charge to jury verdict, a wide array of employment discrimination actions before the EEOC and the MCHR, and in federal and state court. She has successfully argued before federal and state appellate courts. She defends and counsels clients regarding discrimination claims based on any class protected by law, and against claims of harassment, retaliation, and wrongful discharge. Her experience includes collective bargaining, reductions in force, discipline and discharge, pay practices, affirmative action, OSHA, FMLA, GINA, NLRA, governmental compliance, hiring and reference procedures, employee discipline and termination, personnel relations, unemployment compensation, drug and alcohol testing policies, and FLSA collective actions. Tina conducts confidential investigations involving allegations of harassment or other alleged improper employee conduct, including improper use of company equipment, property, technology systems, or managerial authority. She routinely reviews and drafts comprehensive contracts to include employment terms and conditions and prepares and enforces separation agreements and noncompetition agreements.

Tina has specialized in employment matters for employers for over 25 years. She previously worked for a national firm and in 2012, she served as general counsel for a state-wide home healthcare company providing counsel to management and assisting governmental regulatory compliance and OFCCP compliance. Tina also assisted the City of Springfield,

Missouri with collective bargaining in the public sector, including development and passage of the City's first collective bargaining framework ordinance and collective bargaining agreements with its unions including SPOA, IAFF and IBEW.

Tina is licensed to practice in Missouri and Oklahoma, the United States Court of Appeals, 8th Circuit; and the United States District Court, Western District of Missouri.

Professional Affiliations: Springfield Metropolitan Bar Association; The Missouri Bar; The Oklahoma Bar; Federal Practice Committee Member, U.S. District Court for the Western District of Missouri; Missouri Bar Task Force Committee Member; Chamber of Commerce Leadership Springfield Class XVIII; Chairperson of Merit Selection Panel, Reappointment of Federal Magistrate Judge David Rush.



Rachel A. Riso

Ellis, Ellis, Hammons & Johnson, P.C.

2808 S. Ingram Mill Rd., A104

Springfield, MO 65804

417-866-5091

rriso@eehjfirm.com

Rachel A. Riso was born in Iowa. She received her Bachelor of Arts degree in Communication, summa cum laude, from the University of Northern Iowa in 2000. In 2004, she received her Juris Doctorate from the University of Kansas School of Law. While in law school, Rachel was a member of the National Moot Court Team.

Rachel is licensed to practice in Missouri and Kansas and the United States District Court, Western District of Missouri.

Professional Affiliations: Springfield Metropolitan Bar Association (Board Member: 2022-present); Missouri Disciplinary Hearing Officer; The Missouri Bar; Missouri Organization of Defense Lawyers (Board Member: 2014-2021).

Community Affiliations: Missouri Safe & Sober

Practice Areas: Labor and Employment Law; Employment Litigation; and Insurance Defense.



Paige J. Parrack

Ellis, Ellis, Hammons & Johnson, P.C.

2808 S. Ingram Mill Rd., A104

Springfield, MO 65804

417-866-5091

pparrack@eehjfirm.com

Paige J. Parrack is a Polk County, Missouri native, where her parents operate a large beef cattle farm. She received her Bachelor of Science in Environmental Plant Science and her Master of Plant Science from Missouri State University, in Springfield, Missouri. While at Missouri State University she served as the Student Governor on the Missouri State University Board of Governors.

Paige attended law school at the University of Missouri-Kansas City School of Law, in Kansas City, Missouri., earning her Juris Doctorate, in 2017. While in law school, Paige was a member of UMKC's Mock Trial Team, received the Terry L. Thomas Trial Practice Achievement Award, was inducted into the Order of the Barrister, and served as Chief Justice of the UMKC Board of Barristers. Upon receiving her Juris Doctorate, Paige joined Ellis, Ellis, Hammons and Johnson.

Paige is licensed to practice in Missouri.

Professional Affiliations: The Missouri Bar Association; Springfield Metropolitan Bar Association, Southern Missouri Women Lawyers Association.

Practice Areas: Labor and Employment Law; Hospital Law; Business and Corporate Law; Commercial Litigation; Real Estate Law; and Local Government Law.



Robert E. Petrowsky

Ellis, Ellis, Hammons & Johnson, P.C.

2808 S. Ingram Mill Rd., A104

Springfield, MO 65804

417-866-5091

rpetrowsky@eehjfirm.com

Robert E. Petrowsky was born in Greensburg, Kansas. He received a Bachelor of Science degree in Business Management from Colorado State University Global Campus in 2015. In 2018, he received his Juris Doctor from the University of Denver, Sturm College of Law. Robert also has an Executive Master of Laws degree in Taxation from Georgetown University Law Center.

Robert is licensed to practice in Missouri and Colorado.

Professional Affiliations: Springfield Metropolitan Bar Association; President of the local Christian Legal Society; and executive board member of Borrow My Angel Foundation.

Practice Areas: Business and Corporate Law; Employment Law and Litigation; Hospital and Healthcare Law; and Commercial Litigation.



Cameron Casad

Ellis, Ellis, Hammons & Johnson, P.C.

2808 S. Ingram Mill Rd., A104

Springfield, MO 65804

417-866-5091

ccasad@eehjfirm.com

Cameron Casad was born in Amarillo, Texas. He received a Bachelor of Arts in History from the University of Florida and his Juris Doctorate from Barry University School of Law. While in law school, Cameron was a member of the mock trial team, competing in multiple national competitions. Cameron graduated law school with litigation honors.

Cameron is licensed to practice in Missouri and Maryland.

Professional Affiliations: Springfield Metropolitan Bar Association; The Network Leadership Council; and Leadership Springfield Class 43.

Practice Areas: Business and Corporate Law; Employment Law and Litigation; Hospital and Healthcare Law; and Commercial Litigation.



Darynne L. O'Neal

Ellis, Ellis, Hammons & Johnson, P.C.

2808 S. Ingram Mill Rd., A104

Springfield, MO 65804

417-866-5091

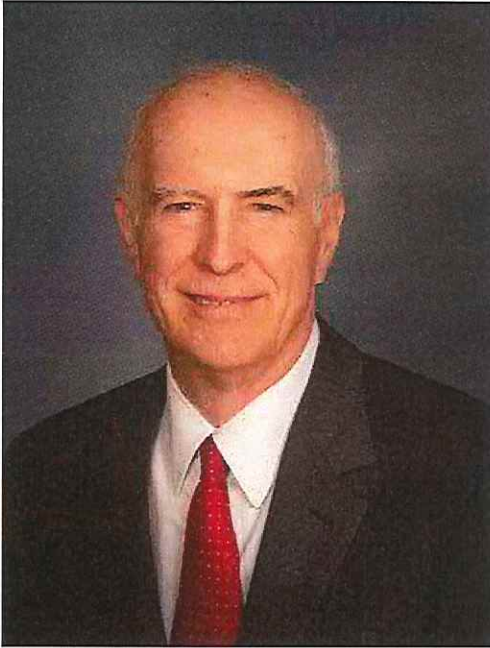
doneal@eehjfirm.com

Darynne L. O'Neal was born in Springfield, Missouri. She received her Bachelor's of Science degree in Psychology, Suma Cum Laude, from Missouri State University in 1999. In 2002, she received her Juris Doctorate from the University of Missouri-Columbia. While in law school, Darynne served as a note and comment editor for the Journal of Dispute Resolution, where she was also published.

Darynne is licensed to practice law in Missouri and in the United States District Court, Western District of Missouri. Darynne has practiced in Springfield, Missouri since 2002, following her graduation from law school.

Professional Affiliations: She is a member of the Springfield Metropolitan Bar Association, the Missouri Bar, and the Missouri Organization of Defense Lawyers. She is a previous member of the Southeast Rotary Club of Springfield, Missouri and is a Paul Harris Fellow. She has also served on the Board of the Marshfield Optimist Club.

Practice Areas: Darynne's practice focuses on a wide variety of defense work. Darynne has defended individual healthcare providers, physicians, nurses, medical clinics, and hospitals in medical malpractice cases, premises liability, contractual disputes, and employment matters. She has defended insurance companies, municipalities and individuals in a variety of circumstances including construction disputes, premises liability, products liability, and motor vehicle accidents.



Frank M. Evans, III

Of Counsel

Ellis, Ellis, Hammons & Johnson, P.C.

2808 S. Ingram Mill Rd., A104

Springfield, MO 65804

417-866-5091

fevans@eehjfirm.com

Frank M. Evans, III received his Bachelor of Arts degree in 1971 from Washington and Lee University. He attended law school at University of Missouri-Columbia, earning his Juris Doctorate, in 1974. While in law school, Frank obtained the honor of the Order of the Coif and was Note and Comment Editor of the Missouri Law Review.

Frank is licensed to practice in Missouri, the United States District Court, Western District of Missouri and the United States Court of Appeals, 8th Circuit.

Frank has served business clients in the Springfield area for more than forty-six years. Over that time he has handled over two-hundred trials in State and Federal courts as well as business acquisitions and other contract matters. Mr. Evans has been granted the distinction of an AVTM Preeminent rating by the Martindale Hubbell Association[®] Peer and Judicial Review, its highest rating, since 1991. In 2020 Frank was rated as a 417 Magazine – Top Lawyers and in 2021 he was rated as one of the Best Lawyers in America.

Professional Affiliations: The Missouri Bar Association; Springfield Metropolitan Bar Association, Springfield Area Chamber of Commerce (Chairman of the Board 1992-1993) and the Board of Public Utilities (1994-2000).

Practice Areas: Labor and Employment Law; Business and Corporate Law; Commercial Litigation.

Proposal for Legal Counsel

Renee Brumett <rbrumett@christiancountylibrary.org>
To: Richard Winders <richard@reynoldsandgoldlaw.com>
Cc: Jon Gold <jon@reynoldsandgoldlaw.com>
cc: tpeggram@christiancountylibrary.org

Wed, Nov 6, 2024 at 7:31 PM

Thank you for your submission! We will be reviewing proposals next week and will be in touch as soon as possible for next steps.

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



christiancountylibrary.org

On Wed, Nov 6, 2024 at 4:44 PM Richard Winders <richard@reynoldsandgoldlaw.com> wrote:

Ms. Brumett, please find attached our proposal to serve as outside legal counsel for the Christian County Library District. Thank you for your attention to this matter.

Richard D. Winders, Attorney



1650 E. Battlefield St., Suite 200
Springfield, Missouri 65804
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REYNOLDS ^{AND} GOLD

ATTORNEYS AT LAW

Jon M. Gold
Richard D. Winders

1650 E. Battlefield, Suite 200
Springfield, Missouri 65804
Telephone: 417-883-7800
Fax: 417-883-7802

November 6, 2024

Christian County Library District
Renee Brumett
Christian County Library
208 N. McCroskey St.
Nixa, MO 65714
Legalrfp@christiancountnylibrary.org

Re: Proposal for Outside Legal Counsel

Dear Ms. Brumett,

Please accept this proposal in response to the Christian County Library District's ("Library District") Legal Counsel Request for Proposal ("RFP") dated October 25, 2024. Reynolds and Gold, LLC presently serves as attorney for the Lawrence County Council of Aging and Lawrence County Emergency Services Board and City Attorney for the following municipalities:

- | | |
|------------|-------------------------|
| - Carthage | - Village of Arcola |
| - Galena | - Village of Diggins |
| - Norwood | - Village of Taneyville |
| - Sparta | - Walnut Grove |
| - Verona | |

Attorneys Richard D. Winders and Jon M. Gold have over fifteen combined years of experience in representing governments and boards, and over fifty years of combined legal experience. Our approach and goal has always been being responsive and providing timely work when the needs of a board or municipality arises. Mr. Winders will serve as lead attorney with Mr. Gold assisting in the proposed engagement. Our paralegals consist of Jennifer Ingle and Nicki Lieber who have over forty years of combined experience. They work closely with the City Clerks, Mayors, and members of the municipalities and the boards we represent.

Specifically in response to the RFP, please find as follows:

Section V: Proposal for Services

1. We propose to provide all legal services at the attorney rate of Two Hundred Twenty Dollars (\$220) per hour and at the paralegal rate of One Hundred Ten Dollars (\$110) per hour, plus mileage for travel for Library Board



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meetings and any other travel which become necessary to fulfill our duties to the Library District.

2. The Scope of Work would be as provided in Section III of the Request for Proposal. Mr. Winders has extensive experience as former in-house corporate counsel encompassing the areas of practice outlined in Section III. Mr. Gold has extensive experience as city attorney and Board attorney, which encompasses the areas of law outlined in Section III.
3. Either email or telephone, as preferred by the Library District, and response not later than the following business day. In general, however, electronic communication, for most matters, is more efficient and timely.
4. Preferred engagement terms would be an annual contract, but other terms are negotiable as requested by the Library District.
5. No objection to legal memorandum or opinions prepared for the Library District being a public record, to the extent the matter is not confidential or protected by the attorney-client privilege, as provided under Missouri law.
6. Statement of Qualifications

(1) General Information, including educational credential and where licensed:

Richard D. Winders

University of Missouri-Kansas City, BA, Administration of Justice, 1999;
Creighton University School of Law, JD, *cum laude*, 2002; and
Missouri Bar, United States District Court, Western and Eastern Districts

Jon M. Gold

University of Iowa, BA, Business Administration 1986
University of Missouri-Columbia School of Law, JD 1990
Missouri Bar, United States District Court, Western and Eastern Districts

(2) Experience as Outside Counsel for Political Subdivisions of the State of Missouri:

- a. Reynolds and Gold, LLC presently represents nine municipalities in a wide range of matters as city attorney and city prosecutor.

(3) Availability to Attend Library Board Meetings and to Review Agendas

- a. Mr. Winders, as lead attorney, and Mr. Gold, as alternate, have the schedule availability to attend Library Board meetings and review meeting agendas.



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(4) Indication of the Individuals Primarily Responsible for the Engagement with Name and Credentials of those Responsible for Assisting with the Engagement

- a. Richard D. Winders of Reynolds and Gold, LLC would be primarily responsible for the engagement and Jon M. Gold assisting with the engagement. Please also see Section V (1) above.

(5) List of Current Clients and Engagements Focusing on any Potential Conflict of Interest

- a. No attorney of Reynolds and Gold, LLC would have any potential conflicts of interest with any current or former client or engagement.

(6) Past Performance as Reflected in Evaluations of Previous and Current Clients with Respect to Factors Such as Quality of work and Meeting Deadlines

- a. Typically, we have not received evaluations from our clients. However, we are pleased to present the attached list of references from our clients.

(7) Any Notable Awards or Certifications

- a. Mr. Winders: *Published*, Building on the Establishment Clause: Government Conduit Financing of Construction Projects at Religiously Affiliated Schools in Johnson v. Economic Development Corp., 35 Creighton L. Rev. 1151
- b. Mr. Gold: Martindale-Hubbell AV Preeminent Peer Rating
<https://www.martindale.com/attorney/jon-m-gold-1050242/>;
2019 Missouri Lawyers' Weekly Top Legal Innovation Award

Attached, please find our attorneys' profiles located at <https://reynoldsandgoldlaw.com/>. Thank you for the opportunity to present this proposal and to be considered to serve as outside legal counsel to the Christian County Library District.

Sincerely,

Richard Winders

Richard D. Winders

Enclosure



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List of Client References

1. Bonnie Witt-Schulte – Executive Director Lawrence County Emergency Services Board bwittschulte@lawrencecountymo911.gov; (417) 316-6006, Ext. 100.
2. Traci Cox – City Administrator, City of Carthage, Missouri; t.cox@carthagemo.gov; (417) 237-7000.
3. Laura Hazelwood – City Clerk, City of Verona, Missouri; cityclerk@veronamo.gov; (417) 498-6725.

BOARD OF TRUSTEES BYLAWS

Article V: Order Of Business

Section I.

The Library's Executive Director or designee shall be held responsible for preparing an agenda of business for each meeting of the Library Board and include it with the notice of meeting sent to each member and posted publicly prior to each meeting. In preparing the agenda, the Executive Director shall have the consultation of the President of the Board of Trustees as needed.

Section II.

The agenda of business shall always include, but not be limited to, the following items:

- Attendance
- Minutes of Last Meeting for Approval
- Public Comments
- Financial Report
- Report of the Executive Director
- Adjournment

Article VIII: Scope of Authority

Section I.

The Board delegates all Library services and Library personnel management responsibility to the Executive Director. The Trustees' job is hiring and managing an Executive Director; setting the Library's annual operating budget and overseeing the responsible use of taxpayer monies; and working with the Director to set the Library's public policies and strategic plans.

Section II.

Just as the Executive Director regularly evaluates the staff, it is the responsibility of the Board of Trustees to regularly evaluate the Library's Director's effectiveness in providing library services to the Community.

Section III.

The Executive Director is responsible to the Board of Trustees as a whole, but not responsible to each Trustee individually. Individual Trustees, including the Board President, have no power to make demands or give orders unilaterally to the Director. This does not rule out individual Trustees asking the Director for clarification about issues facing the Board or discussing with the Director individual concerns. However, the Board of Trustees must speak with one voice when delegating to the Director, when giving direction to the Director, or when requesting information.

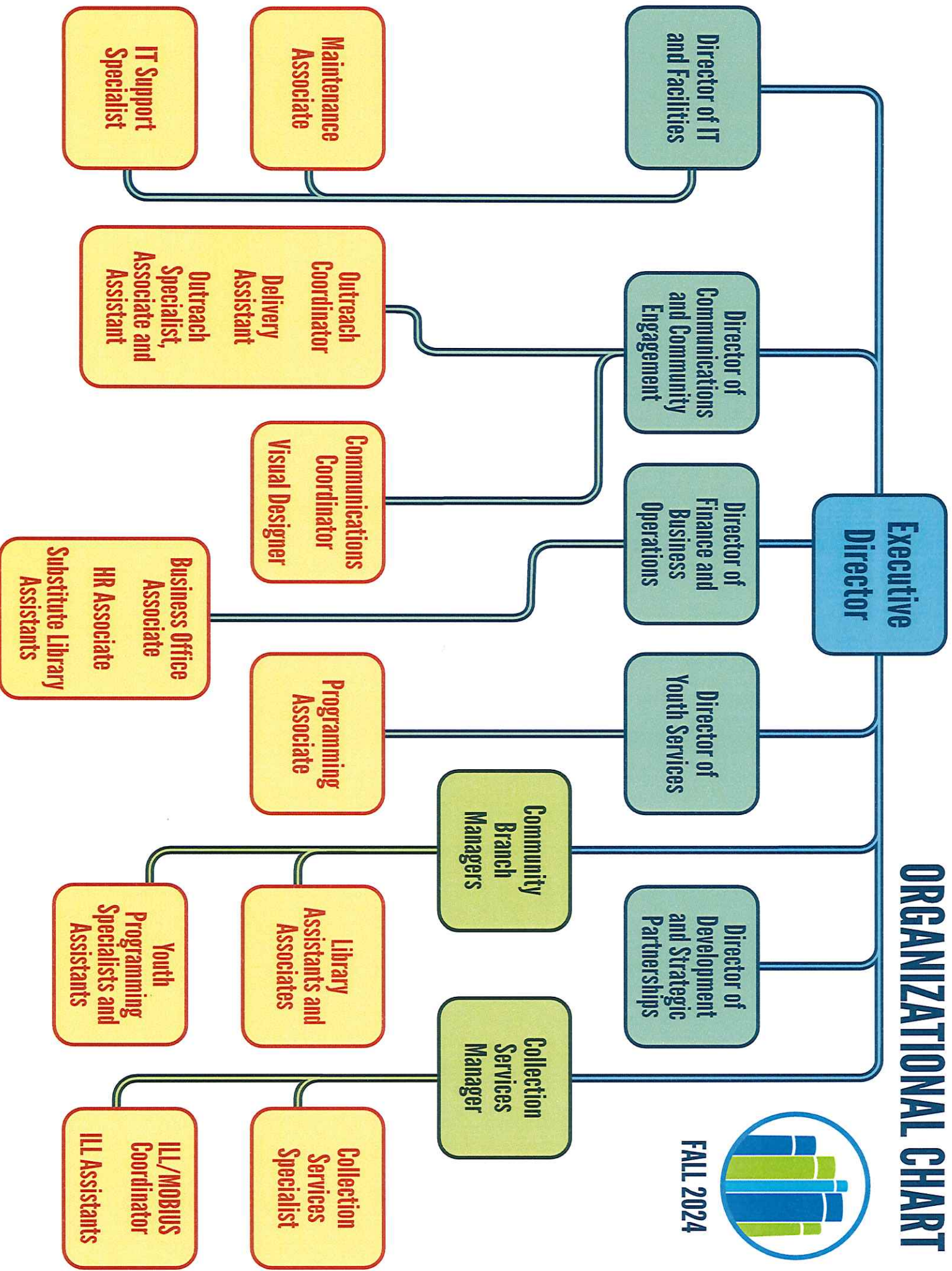
Section IV.

Since the Trustees collectively serve as the direct Supervisor of the Executive Director, but not of other Library personnel, all requests from Trustees of other Library staff must first be made to or approved by the Executive Director. Any assignments Trustees have should be given to the Executive Director who can then delegate to other staff as they see fit. If the Executive Director authorizes a member of their staff to work with the Trustees on a project or issue directly, the Executive Director must still be copied on, included in, or fully briefed about all direct communications or collaborative work between Trustees and Library personnel.

ORGANIZATIONAL CHART



FALL 2024



Christian County Library - 2024 Pay Scale

Position Categories	Starting Pay Range	Current Job Titles	Minimum Experience	Minimum Education Level	Supervisory Responsibilities
Clerks	\$12.30-\$12.75	Shelver	entry level	Student, HS Diploma, or GED	None
Assistants	\$12.75-\$14.00	Collection Services Assistant; Delivery Assistant; ILL/MOBIOUS Assistant; Library Assistant	Dependent upon the position	15 college credits preferred	none
Associate	\$13.15-\$15.00	Business Office Associate, Library Associate, Youth Services Assistant, Maintenance Associate	1-2 years of relevant experience	30 college credits	PIC eligible
Specialists	\$14.50-\$16.50	Collection Services Specialist; Library and Programming Specialist; Outreach Specialist; IT Support Specialist	2-3 years of relevant experience or see educational level	60 college credits	PIC eligible; Potentially supervises other employees
Associate Admin	\$16.50-\$19.00	ILL/MOBIOUS Coordinator; Youth Programming Specialist; Visual Designer; Communications Coordinator	3-4 years library experience; preferably in specific department or see educational level	60 college credits	PIC eligible; Potentially supervises other employees
Administrator I	\$19.00-\$23.00	no current titles	4-5 years of library or relevant experience or see educational level	Bachelors Degree	PIC eligible; Potentially supervises other employees
Administrator II	\$23.00-\$28.00	Adult Services Librarian; Community Branch Manager; Director of Collections Services; Information Technology Manager; Outreach Manager	5-6 years of library or relevant experience or see educational level	Bachelors Degree or higher	PIC eligible; High level management
Administrator III	\$28.00-\$32.00	Dir. of Communications & Community Engagement; Dir. of Development & Strategic Partnerships; Dir. of Finance & Business Operations; Dir. of Youth Services; Dir. of IT & Facilities	7-8 years of library or relevant experience or see educational level	Bachelors Degree or higher	PIC eligible; High level management
Executive Director	\$36.00-\$40.00	Executive Director	10+ years of library or relevant experience or see educational level	Masters Degree	PIC; High level management

Christian County Library - 2025 Pay Scale

Position Categories	Starting Pay Range	Current Job Titles	Minimum Experience	Minimum Education Level	Supervisory Responsibilities
Assistants	\$13.75-\$14.75	Shelver; Collection Services Assistant; Outreach/Delivery Assistant; ILL/MOBILUS Assistant; Library Assistant	Dependent upon the position	15 college credits preferred	none
Associate	\$15.00-\$16.00	Bus. Office Associate, Library Associate, Youth Services Assistant, Maintenance Associate, Programming Associate	1-2 years of relevant exp.	30 college credits	PIC eligible
Assoc. Admin	\$17.00-\$18.00	Collection Services Specialist; Youth Programming Specialist; Outreach Specialist; IT Support Specialist; ILL/MOBILUS Coordinator; Visual Designer; Communications Coordinator; Outreach Coordinator	3 years of relevant exp. or see ed. level	60 college credits, Bachelors preferred	PIC eligible; may supervise other employees
Administrator I	\$19.00-\$23.00	no current titles	4-5 years of library or relevant exp. or see ed. level	Bachelors Degree	Mid-level management
Administrator II	\$25.00-\$28.00	Community Branch Manager; Collections Services Manager; Outreach Manager	5-6 years of library or relevant exp. or see ed. level	Bachelors Degree or higher	High level management
Administrator III	\$29.00-\$33.00	Dir. of Communications & Community Engagement; Dir. of Development & Strategic Partnerships; Dir. of Finance & Business Operations; Dir. of Youth Services; Dir. of IT & Facilities	7-8 years of library or relevant exp. or see ed. level	Bachelors Degree or higher	High level management
Executive Director	\$38.00-\$42.00	Executive Director	10+ years of library or relevant exp. or see ed. level	Masters Degree	High level management

Budget categories	2025 Budget	2024 Budget	2024 Budget Projected
INCOME			
Carryover/Bond reimbursement	\$400,000	\$418,916	\$300,000
Estimated Tax Revenue	\$3,473,313	\$3,374,469	\$3,380,000
Estimated Income from Fines & Fees	\$35,000	\$26,000	\$44,000
Estimated State Aid from State Library	\$90,000	\$65,000	\$132,800
Estimated Grants/Donations/Reimbursements	\$60,000	\$80,000	\$35,000
Estimated Interest Income	\$12,000	\$12,000	\$23,000
Total	\$4,070,313	\$3,976,385	\$3,914,800
EXPENDITURES			
Capital	\$0	\$0	\$0
Personnel	\$2,343,913	\$2,261,285	\$2,126,300
Collection	\$351,500	\$345,500	\$352,200
Operating	\$1,374,900	\$1,369,600	\$1,436,300
Total	\$4,070,313	\$3,976,385	\$3,914,800
EXPENDITURES BREAKDOWN			
Capital Expenses			
Major Buildings and Grounds	\$0	\$0	\$0
Major Furniture and Equipment	\$0	\$0	\$0
Major Vehicle	\$0	\$0	\$0
Total Capital Expenses:	\$0	\$0	\$0
Personnel			
Salaries	\$1,754,980	\$1,690,000	\$1,600,000
FICA	\$134,257	\$129,285	\$122,400
MOLAGERS	\$168,476	\$162,000	\$137,200
Health Insurance	\$260,000	\$217,000	\$240,000
Unemployment Reserve	\$4,000	\$5,000	\$5,000
Payroll Expenses	\$6,000	\$35,000	\$7,000
Staff Support	\$2,500	\$2,500	\$2,500
Recruiting	\$700	\$500	\$1,200
Workers' Compensation	\$13,000	\$20,000	\$11,000
Total Personnel:	\$2,343,913	\$2,261,285	\$2,126,300
Collection			
Books--Adult	\$52,000	\$51,000	\$51,000
Books--Youth	\$30,700	\$32,000	\$32,000
Electronic Collections	\$109,800	\$95,000	\$110,000
Periodicals	\$5,000	\$6,000	\$5,500
AV--Adult	\$15,000	\$18,000	\$12,500
AV--Youth	\$7,000	\$7,500	\$7,300
Library of Things	\$1,000	\$1,000	\$2,400
Hotspots	\$25,000	\$28,000	\$27,500
Consortia	\$48,000	\$47,000	\$47,000
Databases	\$58,000	\$60,000	\$57,000
Total Collection Expenses:	\$351,500	\$345,500	\$352,200

Operating Expenses			
Bond Fees	\$2,000	\$2,000	\$2,000
Buildings and Grounds	\$120,000	\$88,000	\$90,000
Development	\$500	\$500	\$0
Furniture and Equipment	\$3,000	\$4,500	\$4,000
Information Technology	\$104,000	\$139,000	\$137,000
Insurance (Property, Auto, Liability)	\$50,000	\$46,000	\$51,000
Bond Payments	\$830,000	\$835,000	\$835,000
Marketing	\$23,000	\$21,500	\$21,000
Memberships	\$2,500	\$4,500	\$5,500
Outreach	\$400	\$900	\$900
Postage	\$12,000	\$5,500	\$10,500
Professional Services	\$45,000	\$19,000	\$67,000
Programming	\$20,000	\$22,200	\$22,000
Programming Supplies	\$18,000	\$11,000	\$20,000
Staff and Board Travel	\$12,000	\$28,500	\$27,500
Supplies	\$27,000	\$26,500	\$26,500
Tel/Fax/Modem	\$10,000	\$9,000	\$13,000
Training	\$8,000	\$11,000	\$9,500
Utilities	\$78,000	\$85,000	\$84,000
Vehicles	\$9,500	\$10,000	\$9,900
Total General Fund: Operating Expenses:	\$1,374,900	\$1,369,600	\$1,436,300

Budget categories	2025 Budget
INCOME	
Carryover/Bond reimbursement	\$400,000
Estimated Tax Revenue	\$3,473,313
Estimated Income from Fines & Fees	\$35,000
Estimated State Aid from State Library	\$90,000
Estimated Grants/Donations/Reimbursements	\$60,000
Estimated Interest Income	\$12,000
Total	\$4,070,313
EXPENDITURES	
Capital	\$0
Personnel	\$2,343,913
Collection	\$351,500
Operating	\$1,374,900
Total	\$4,070,313

EXPENDITURES BREAKDOWN	
Capital Expenses	
Major Buildings and Grounds	\$0
Major Furniture and Equipment	\$0
Major Vehicle	\$0
Total Capital Expenses:	\$0
Personnel	
Salaries	\$1,754,980
FICA	\$134,257
MOLAGERS	\$168,476
Health Insurance	\$260,000
Unemployment Reserve	\$4,000
Payroll Expenses	\$6,000
Staff Support	\$2,500
Recruiting	\$700
Workers' Compensation	\$13,000
Total Personnel:	\$2,343,913
Collection	
Books--Adult	\$52,000
Books--Youth	\$30,700
Electronic Collections	\$109,800
Periodicals	\$5,000
AV--Adult	\$15,000
AV--Youth	\$7,000
Library of Things	\$1,000
Hotspots	\$25,000
Consortia	\$48,000
Databases	\$58,000
Total Collection Expenses:	\$351,500
Operating Expenses	
Bond Fees	\$2,000
Buildings and Grounds	\$120,000
Development	\$500
Furniture and Equipment	\$3,000
Information Technology	\$104,000
Insurance (Property, Auto, Liability)	\$50,000
Bond Payments	\$830,000
Marketing	\$23,000
Memberships	\$2,500
Outreach	\$400
Postage	\$12,000
Professional Services	\$45,000
Programming	\$20,000
Programming Supplies	\$18,000
Staff and Board Travel	\$12,000
Supplies	\$27,000
Tel/Fax/Modem	\$10,000
Training	\$8,000
Utilities	\$78,000
Vehicles	\$9,500
Total Operating Expenses:	\$1,374,900

2025 Budget Notes

Revenue

Carryover/bond reimbursement: unspent funds from 2020 COP used to make payments on 2020 COP and funds carried over from previous budget year due to timing of tax receipts

- 2024 projected to incorporate significantly less carryover than budgeted (builds reserves)
- 2025 budgeting similar to 2024

State Aid: State Aid and A&E funds required to be appropriated by legislature

- 2024 budgeted for remaining appropriated funds, no new funds; received full funding
- 2025 budgeting for remaining appropriated funds, 25% of new funds

Grants

- 2025 budgeting less due to capacity to implement and eligibility for state grants

Expenditures

Personnel

Salaries

- 2024 projected 5% under budget due to positions unfilled for periods of time and 2 structural changes (Adult Services, Outreach Manager)
- 2025 budgeting for 4% increase
 - Includes incorporation of minimum wage increase to \$13.75
 - Cost of living increases for all staff, merit raises for those eligible, lower percentages for higher wage positions

Health insurance

- 2024 projected at 11% over budget as expected from May
- 2025 budgeting for 10% increase in premiums

Payroll expenses

- With change to Bamboo HR, reclassified some expenses to IT-staff software

Collection

- 2025 budgeting to maintain physical and increase digital

Operating Expenses

Buildings and Grounds

- Budgeting increase to address outstanding issues, improve ongoing maintenance
 - Services: annual inspections/testing for systems in Nixa branch; HVAC maintenance plan for Nixa branch (includes discounted services)
 - Repairs: Ozark wall rust repairs; Ozark tree removal/trimming; Ozark façade improvements; other minor repairs at Ozark and Nixa
- Plan for capital improvements in 2026-2028 for Nixa parking lot, Ozark roof, Nixa HVAC

Information Technology

- 2024 On track, with purchase of computers for grant in November/December; likely reimbursed in 2025
- Budgeting less in 2025 due to no expected large grants, small projects
 - Possible upgrade to Ozark camera/security system; website accessibility improvements
- Plan for upgrade to badge access management system in 2026-2027 (consistent system across branches needed)

Memberships

- Includes Chamber, SMCC, professional organization memberships for conference discounts; budgeting less in 2025 for less conference attendance

Professional Services

- Projected over budget in 2024 due to reclassifying several things last year, will balance between IT and Buildings & Grounds categories
- Budgeting an increase for increased attorney fees, pre-design costs for Sapp

Programming/Programming Supplies

- 2024 increased costs offset by grants from FOL, Southern Bank
- 2025 budgeting increase in supplies category and similar programming

Staff and Board Travel

- Decreased 2025 budget due to no longer providing mileage for former remote worker; reduced conference attendance

Training

- Includes conference registration, Staff Day costs, local and online training; decreased for fewer conferences