

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, March 25, 2025 at 6:00 p.m. (Doors open at 5:30 p.m.)

Nixa Community Branch, Large Meeting Room

Pledge of Allegiance

Consent Agenda

1. Minutes
 - A. Minutes of the Tuesday, February 25, 2025 Open Meeting
 - B. Minutes of the Friday, March 7, 2025 Special Meeting - Closed Session
2. Financial Reports
 - A. Adjustments to Anticipated Bills for February 2025
 - B. Estimated Bills for March 2025
 - C. Balance Sheet
 - D. Monthly Report
3. Report of the Interim Director

Administrative Highlights

- Ozark Community Branch Cat Cafe & PAWS for Reading

Public Comments

Old Business

- Resource Sharing Software Update
- Microphone Options for Open Meetings of the Board of Trustees
- Update on RFQ for Legal Representation of Library District in Ongoing Litigation
- Policy and Bylaw Subcommittee Progress Report
- Budget Subcommittee Progress Report

New Business

- Annual MEC Resolution Review & Renewal
- Changing Meeting Minutes Practices
- Press Release Process
- Executive Director Interview Process & Timeline

Adjournment

Posted: 03/14/2025

Tuesday, February 25, 2025: Open Session

Trustees in Attendance: Diana Brazeale, John Garrity, Janis Hagen, Mary Hernandez de Carl, and Echo Schneider.

Trustee(s) Absent: None.

Christian County Library's Board of Trustees met for a regular monthly session on Tuesday, February 25, 2025 in the Large Meeting Room of the Nixa Community Branch. 64 members of the community were present.

President Echo Schneider presided.

Start Time: 6:00 p.m.

Pledge of Allegiance

Consent Agenda

Janis Hagen requested to pull out consent agenda item *1.F. Minutes of the Monday, February 3, 2025 Special Meeting - Closed Session* in order to propose changing the phrase "regarding the removal of" to "to remove."

Diana Brazeale moved to approve all items in the consent agenda including the revision proposed by Janis. John Garrity seconded. All Trustees were in favor. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hagen: Aye; and Trustee Hernandez de Carl: Aye.

Administrative Highlights

2024 Annual Report

Interim Director Roberts presented Trustees with copies of the 2024 annual report.

Public Comments

This month speakers included: Tamara Belling, Kevin Bright, Wanetta Bright, Cindy Dickens, Elizabeth Dudash-Buskirk, Dani Lacio, Sherry Leonard, Sheila Michaels, Reggie Micham, Mike Miller, Cindy Mueller, Don Pettigrew, David Rice, and Lucas Underwood.

Old Business

Resource Sharing Software Update

Interim Director Dana Roberts explained that the newly launched self-service interface for WorldCat interlibrary loan requests has been well received since its launch as an additional interim resource offered to patrons until the MOBIUS software migration is complete.

Mary Hernandez de Carl moved to request that the Interim Director email Trustees with a clear timeline for when MOBIUS is expected to go back online. John Garrity seconded. All Trustees were in favor. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hagen: Aye; and Trustee Hernandez de Carl: Aye.

Bylaws Revision - Second Reading

- Article VIII: Scope of Authority

John Garrity moved to adopt the revised *Article VIII: Scope of Authority* of the Trustee Bylaws as presented. 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 (noting she does not see a need to change the original); and Trustee Hernandez de Carl: Aye.

Legal Representation of Library District in Ongoing Litigation

President Schneider notified trustees that Mr. Winders from Reynolds and Gold Law declined to represent the library in the ongoing litigation.

Diana Brazeale moved to issue a wider RFQ (Request for Quote) to be posted on the library website and circulated widely seeking counsel for the library district in its ongoing litigation. John Garrity seconded. All Trustees were in favor. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hagen: Aye; and Trustee Hernandez de Carl: Aye.

New Business

Welcome to New Trustee

President Schneider formally welcomed Mary Hernandez de Carl as the newest Trustee appointed by the Christian County Commission to represent the Nixa area.

2025 Payscale - Revision of Executive Director Starting Pay Range and Minimum Experience & Education Requirements

John Garrity moved to adopt the 2025 Payscale as amended to reflect the new starting pay range and minimum experience and education for the Executive Director position. Mary Hernandez de Carl seconded. 3 Trustees were in favor and 1 opposed. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hagen: Nay (noting she voted against changing the requirements and payscale); and Trustee Hernandez de Carl: Aye.

Removal of the Library District from the Lawsuit

John Garrity moved to table this agenda item until counsel is retained. Diana Brazeale seconded. All Trustees were in favor. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hagen: Aye; and Trustee Hernandez de Carl: Aye.

Fees from John Spurlock in Defense of the Lawsuit from Janis Hagen

John Garrity moved to authorize the Christian County Library District to pay John Spurlock for legal defense of Diana Brazeale, John Garrity, and Echo Schneider as invoices are received. 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 (noting her concerns about using library funds to pay an attorney she understands to be representing three trustees in a personal matter); and Trustee Hernandez de Carl: Aye.

Removal of Memberships in ALA and MLA as Appropriate

John Garrity moved to withdraw Christian County Library District from membership in or association with the American Library Association and the Missouri Library Association, both of which are private trade organizations. Mary Hernandez de Carl 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 Hernandez de Carl: Aye.

Budget Realignment

John Garrity moved to remove this item from the agenda as the budget subcommittee to be formed later on the agenda will address the issue. Mary Hernandez de Carl seconded. All Trustees were in favor. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hagen: Aye; and Trustee Hernandez de Carl: Aye.

Bond Repayment

Interim Director Roberts presented information on the bond repayment as requested and clarified that there is no budget deficit and the library is on schedule to save the funds necessary to pay off all bond and lease-purchase obligations on time.

Formation of Policy and Bylaw Subcommittee

John Garrity moved to form a Subcommittee to review and revise the policies and bylaws of the Christian County Library District. The Subcommittee will consist of two board members (a Chair and a Secretary) to be nominated and voted upon in this meeting, and the Executive Director or a delegate, and will consult with the district lawyer as needed. The Subcommittee will be tasked with reviewing the current policies and bylaws, identifying areas that require updates or revisions, and bringing proposed changes back to the full board for approval. The Subcommittee will meet weekly or as needed to fulfill its responsibilities in meetings open to the public, and shall exist for 60 days or until the work is completed. Mary Hernandez de Carl seconded. 3 Trustees were in favor and 1 opposed. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hagen: Nay (noting she believes this to be the job of the entire board and all Trustees should be involved); and Trustee Hernandez de Carl: Aye.

John Garrity then moved to nominate himself to serve as the Chair and Diana Brazeale to serve as the Secretary of the Subcommittee and to allow the Executive Director seven days to notify the board of their staff member selection. Mary Hernandez de Carl seconded. 3 Trustees were in favor and 1 opposed. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hagen: Abstain (noting she voted "nay" on Subcommittee formation); and Trustee Hernandez de Carl: Aye.

Formation of a Budget Subcommittee

John Garrity moved to establish a Budget Subcommittee with the following objectives, composition, and authority:

- The Budget Subcommittee shall be responsible for reviewing, analyzing, and making recommendations regarding the Library's budget. The Subcommittee shall provide a detailed analysis to help inform the decisions regarding the allocation of financial resources.
- The Subcommittee shall consist of 4 members: a Chairperson, a Secretary, the CCL Executive Director, and the CCL Director of Finance and Business Operations. Members shall be appointed by the Board of Trustees by nomination and vote.
- The Subcommittee shall have the authority to propose budget allocations and will report its findings and recommendations back to the full board. The Subcommittee is not authorized to approve the final budget, but its role will be to provide informed input and recommendations.
- The Subcommittee will meet weekly or as needed to fulfill its responsibilities in meetings open to the public and shall exist for 60 days or until the work is completed.

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 (noting she believes this to be the job of the entire board and all Trustees should be involved); and Trustee Hernandez de Carl: Aye.

John Garrity then moved to nominate himself to serve as the Chair and Mary Hernandez de Carl to serve as the Secretary of the Subcommittee. Diana Brazeale seconded. 3 Trustees were in favor and 1 opposed. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hagen: Abstain (noting she voted "nay" on Subcommittee formation); and Trustee Hernandez de Carl: Aye.

Adjournment

The meeting was adjourned by the Chair at 8:17 p.m.

Christian County Library Adjustment Report for Feb 2025 (Unaudited)

	Anticipated	Actual	Adjustment
ADT LLC	680.64	367.79	(312.85)
Amazon Capital Services, Inc.	5,204.50	2,548.02	(2,656.48)
BambooHR	1,132.96	1,102.57	(30.39)
BOK Financial	-	68,444.73	68,444.73
Brittany Russell	-	25.00	25.00
Casey's General Store	205.03	88.38	(116.65)
Cengage Learning	740.78	1,024.16	283.38
Chilton's Environmental Services LLC	-	108.00	108.00
City of Clever	58.53	-	(58.53)
City of Nixa	165.00	-	(165.00)
Credit Card	7,539.77	1,055.54	(6,484.23)
Debra Tucker - Yoga Instructor	270.00	240.00	(30.00)
Dollar Tree	-	11.25	11.25
GFL Environmental (formerly WCA)	480.86	240.43	(240.43)
Gold Mechanical, Inc.	-	580.75	580.75
Liberty Utilities	2,248.30	2,916.36	668.06
Lowe's	-	21.13	21.13
Midwest Tape	1,677.11	1,874.28	197.17
Mountain Country Propane	-	810.34	810.34
Ozark Water Department	93.59	38.32	(55.27)
Personnel	171,017.50	157,138.99	(13,878.51)
Republic Services	447.64	-	(447.64)
Square, Inc.	70.15	45.60	(24.55)
SteamPro	-	1,074.12	1,074.12
SWMO Services	2,485.00	4,735.00	2,250.00
Unique Management Services	570.85	163.10	(407.75)
Verizon Wireless	1,955.57	2,075.56	119.99
			-
			-

Bond Pmt Anticipated in March Applied in February

Original Anticipated Bills 230,751.93
Adjustment 49,685.64

Reimbursements 0.00
Total February 2025 CCL Bills 280,437.57

CDs
CD#: 37840052 matures August 28, 2025 (int rate .9%) 250,000.00
CD#: 197708399 matures September 16, 2025 (int rate .75%) 258,270.94
CD Total 508,270.94
Ozark Bank Checking 3,481,164.82
Southern Bank Checking (SONDHI) 143,219.32
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	488,090.23
CCL Cop 2020 COI	0.00
CCL Cop 18 Prj	29.23
CCL Cop 18 Lrf	0.00
CCL Cop 18 Rf	107,620.42
Total Library Funds as of February 28, 2025	
	4,728,971.96

Foundation Funds	
CCLF Checking	22,228.69
Edward Jones Insured Bank Deposit	5.66
Edward Jones CDs	25,000.00
Edward Jones Mutual Funds	40,563.79
	0.00
Total Foundation Funds	
	87,798.14

***Total Current CCLF and CCL Assets 4,816,770.10**

Christian County Library

Anticipated Bills

March 2025

	Mar 25	
ADT LLC	1,048.43	
Amazon Capital Services, Inc.	5,102.14	
Baker & Taylor-Books	3,843.09	
BambooHR	1,132.96	
Blackstone Publishing	6,512.49	
BOK Financial	125,055.27	Bond Payments
Casey's General Store	205.03	
Cengage Learning	3,924.80	
Center Point Large Print	288.84	
Chuck Mercer	150.00	
City of Clever	58.00	
City of Nixa	165.00	
City of Sparta	53.40	
Concur Technologies, Inc.	345.72	
Credit Card	3,730.54	
Debra Tucker - Yoga Instructor	270.00	
Development Dynamics	3,000.00	
Ellis Ellis Hammons & Johnson PC	3,769.81	
GFI Digital	511.06	
GFL Environmental (formerly WCA)	240.43	
Hoopla by Midwest Tape	6,500.00	
Lakeland Office Systems	338.21	
Liberty Utilities	2,248.30	
Mercy Specialized Billing Services	85.50	
Midwest Tape	313.29	
Missouri Employers Mutual	1,866.05	Worker's Comp Insurance
Nixa Utilities	2,142.96	
Ozark Bank	55.00	
Ozark Water Department	40.58	
Quadient Finance USA, Inc	333.98	
Quality Clean, LLC	2,650.00	
Republic Services	203.82	
Socket	613.80	
Spire (formerly Missouri Gas Energy)	2,268.49	
Square, Inc.	70.15	
SWMO Services	4,160.00	
UniFirst Corporation	1,325.56	
Unique Management Services	570.85	
USA Today	34.00	
Verizon Wireless	1,955.57	
Personnel	160,509.58	
TOTAL	347,692.70	

Christian County Library

Balance Sheet - Unaudited

Cash Basis

As of February 28, 2025

	Feb 28, 25
ASSETS	
Current Assets	
Checking/Savings	
Southern Bank Checking (SONDHI)	143,219.32
CCLFoundation -Do not Reconcile	
CCLFoundation Edward Jones	
CCLFoundation Insured Bank Dep	5.66
CCLFoundation CDs	25,000.00
CCLFoundation Mutual Funds	40,563.79
Total CCLFoundation Edward Jones	65,569.45
CCLFoundation Checking Account	22,228.69
Total CCLFoundation -Do not Reconcile	87,798.14
CD's	508,270.94
Ozark Bank Checking	3,481,164.82
Total Checking/Savings	4,220,453.22
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	4,221,030.22
Other Assets	
CCL Cop 2020 PROJ	488,090.23
CCL Cop 18 Prj	29.23
CCL Cop 18 Rf	107,620.42
Total Other Assets	595,739.88
TOTAL ASSETS	4,816,770.10
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	16,963.70
Credit Cards	810.78
Other Current Liabilities	
Payroll Liabilities	40,756.96
Total Other Current Liabilities	40,756.96
Total Current Liabilities	58,531.44
Total Liabilities	58,531.44
Equity	4,758,238.66
TOTAL LIABILITIES & EQUITY	4,816,770.10

Christian County Library
Profit & Loss - Unaudited
February 2025

Cash Basis

	Feb 25
Ordinary Income/Expense	
Income	
Tax Rev	
County Taxes	2,759,018.47
Financial Institution Tax	53.19
Total Tax Rev	2,759,071.66
Copier/Fines/Fees	2,506.78
Gifts/Grants/Reimbursements	500.00
Interest Income	1,150.73
Total Income	2,763,229.17
Gross Profit	2,763,229.17
Expense	
Collection	
Technology (Hotspots)	1,986.29
Audio/Visual	
Youth AV	789.94
Adult AV	1,348.27
Total Audio/Visual	2,138.21
Books	
Youth Services	4,184.76
Electronic Coll. (Hoopla & OD)	7,256.49
Adult Books	5,535.80
Total Books	16,977.05
Databases	4,396.75
Periodicals & Zinio	34.00
Total Collection	25,532.30
Interest Expense	13.61
Operating Expense	
Bond Fees	1,000.00
Bank Service Charges	279.75
IT Discretionary Budget	
Services	1,102.85
Computer Hardware	23.90
Software/Licensing	1,499.23
Total IT Discretionary Budget	2,625.98
Building & Grounds	11,127.73
Professional Services	2,863.10
Lease Expenses and Bond Payment	67,444.73
Postage	797.11
Programming	
Adult Programs	385.00
Programming - Other	28.00
Total Programming	413.00
Programming Supplies	
Adult Programming Supplies	112.73
Youth Programming Supplies	111.54
Total Programming Supplies	224.27
Staff & Board- Travel	108.69
Supplies	1,850.47

Christian County Library
Profit & Loss - Unaudited

Cash Basis

February 2025

	Feb 25
Telephone/Fax/Modem	703.07
Utilities	8,248.45
Vehicles	88.38
Total Operating Expense	97,774.73
Personnel	157,116.93
Total Expense	280,437.57
Net Ordinary Income	2,482,791.60
Net Income	2,482,791.60

Report of the Interim Director March 2025

(Updates from February)

Community Engagement

- The annual Seed Library is now available for patrons. We have thousands of packets with varieties of vegetables, herbs, and flowers accessible across all 4 branches. Patrons of all ages can “check out” up to 5 seed packets, although they do not need to return them.
- The Spring into Reading Challenge is live on Beanstack. Participants can log minutes read, complete activities, and write a book review to earn tickets to prizes. Prizes this spring include bundles for Cozy Coloring, Herb Gardening, and Bird Watching.



- Ozark Community Branch Manager Nick Hyten spoke at the Ozark VFW Post 7628 to promote the library's programs and service offerings. This seemed to go incredibly well! Two weeks later, one of their members came by the Ozark Branch and offered a home-made database of all Christian County service members who served in WWI. The database includes info such as burial locations, wounds and other injuries, times and locations served, address and discharge date.
- In a new partnership with Ozark High School, the library has agreed to host a student intern at the Ozark Community Branch for a senior that will prepare him for a future career in libraries.

HR

- We have three new employees that have joined the CCL team, a new Youth Programming Specialist at the Ozark Community Branch, a new Library Assistant at the Nixa Community Branch, and a new Communications Coordinator.
- All open staff positions outside of the Executive Director have been filled at this time.

Programs

- Spring into Reading Challenge on Beanstack
- Nixa
 - Unifying Nixa Voices program (partnered with MU English Language Institute and Nixa Public Schools):
 - The Unifying Nixa Voices Family Night Kickoff on January 22 brought in 61 people

- Total attendance for 6.5 weeks of the program (January 27 - March 10) is 278 (188 adult attendance, 90 child attendance)
- The program is designed for recurring attendance, but there have been fluctuations and a surge in new attendees in March
- The program continues through May 22 (with March 17, 19, and 20 off for Spring Break)
- Most spoken native languages for attendees are (in order) Ukrainian, Spanish, Russian, and Urdu.
- Clever
 - Tai Chi at the Clever Branch Library
 - Tai Chi classes at the Clever Branch Library began in 2019 when Branch Manager DeeDee Brashers invited Chuck Mercer of Legacy Martial Ways to lead sessions. An introductory session on August 21 drew nine participants, leading to biweekly classes starting on September 9, with an average of five attendees per session through the year.
 - In 2020, the pandemic halted in-person programming after March 9, with only five classes held. Tai Chi continued online via the Legacy Martial Ways YouTube channel linked through the library, remaining virtual until April 7, 2022, when in-person sessions resumed. That year, 35 classes were held, averaging five attendees per class.
 - By 2023, participation increased significantly, with 50 classes and an average of nearly six attendees per session. In 2024, attendance surged, with 48 classes totaling 428 attendees—an average of nearly nine per class, hitting an all-time high of 14 participants in December. The trend has continued into 2025, with seven sessions so far and an average of 9.5 attendees.
 - Tai Chi has become a cornerstone adult program at the Clever Branch Library, growing steadily in popularity. With rising attendance, the demand for a larger meeting space is evident, ensuring the program's continued success.



- Ozark
 - LOVE-ly Garlands (12 Patrons - 7 kids)
 - Offered supplies for a Valentine's Day Gardland

- Offered toys and playdoh for kids while parents participated in the craft.
- Cat Cafe (Saturday, Feb. 8) = 117 in total attendance!
 - Rescue One (Springfield) was Sponsor
 - Over \$200 donated to assist in adoption efforts!



Patron Praise

- A patron at the Ozark Community Branch took the time to drop some praise for a helpful staff member in the library's suggestion box!

Joseph was so helpful. knowledgeable, friendly and didn't make me feel stupid! He's a great asset to the Library. Way to go Joseph!!!

- Jennifer Wheeler

Please use back for additional information.

Thank you for your suggestion!

Development Report - March 2025

Major Gifts & Restricted Donations

None presented.

Bequests & Memorials

None presented.

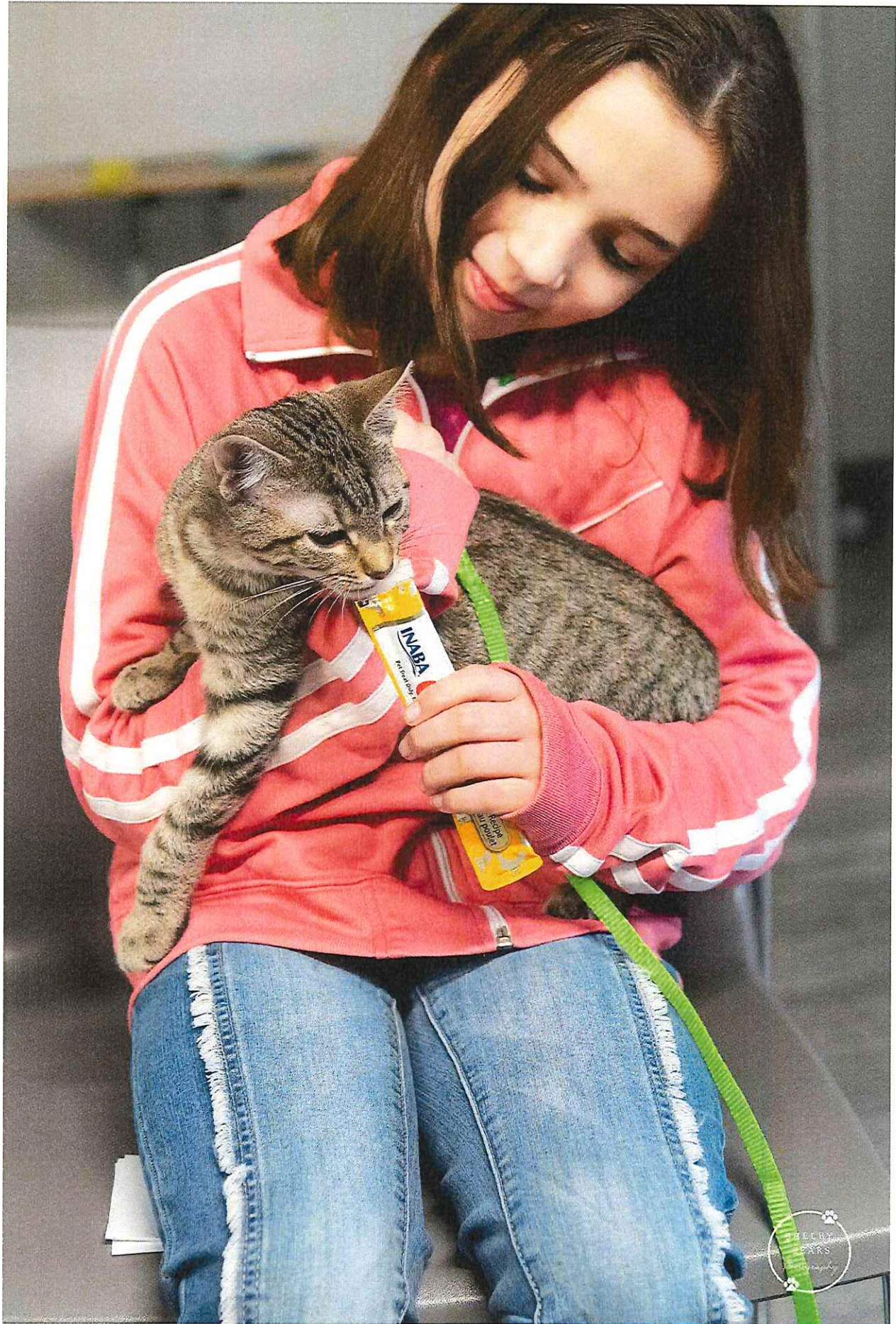
Grants Awarded

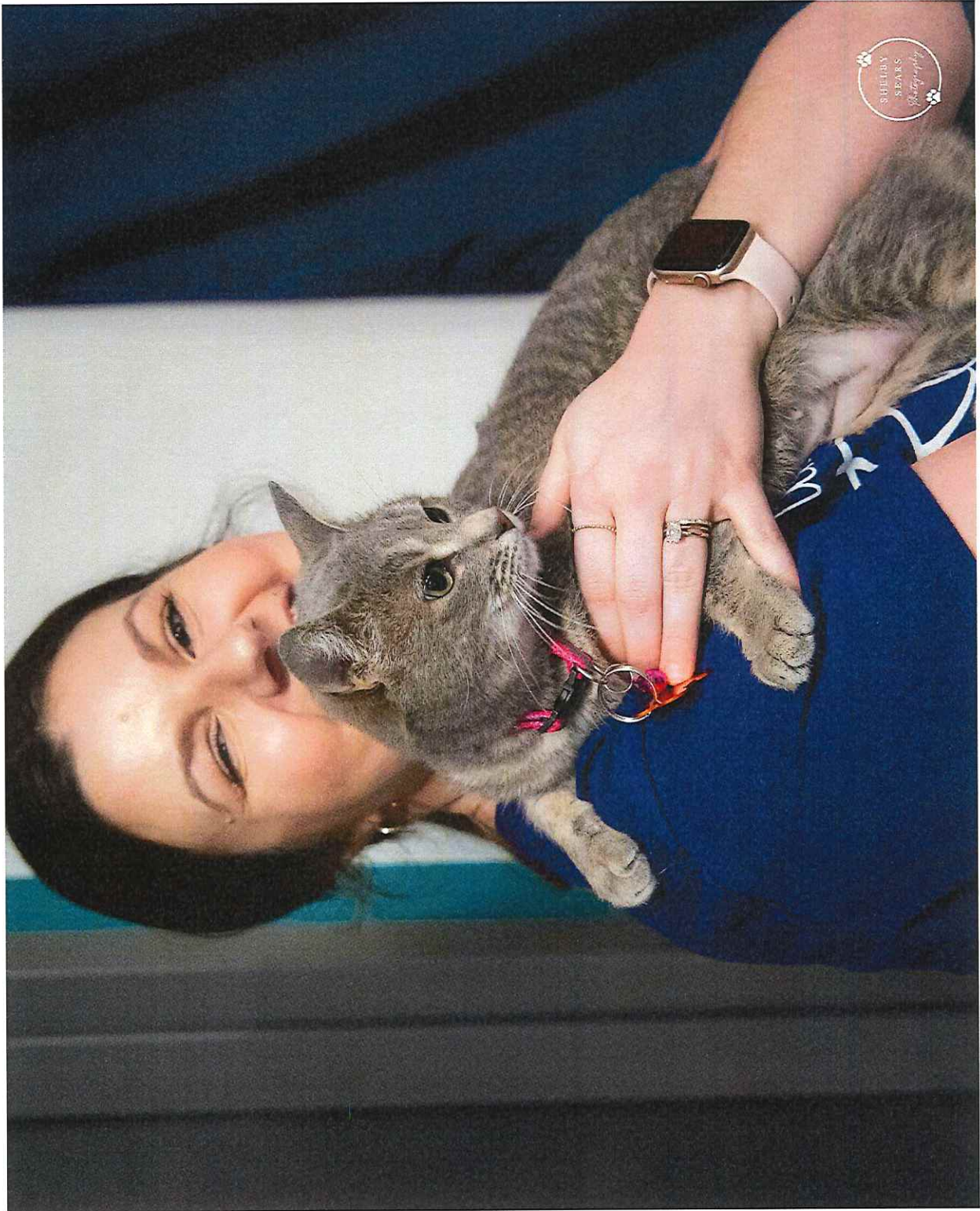
None presented.

Cat Café with Rescue One @ the Ozark Branch!

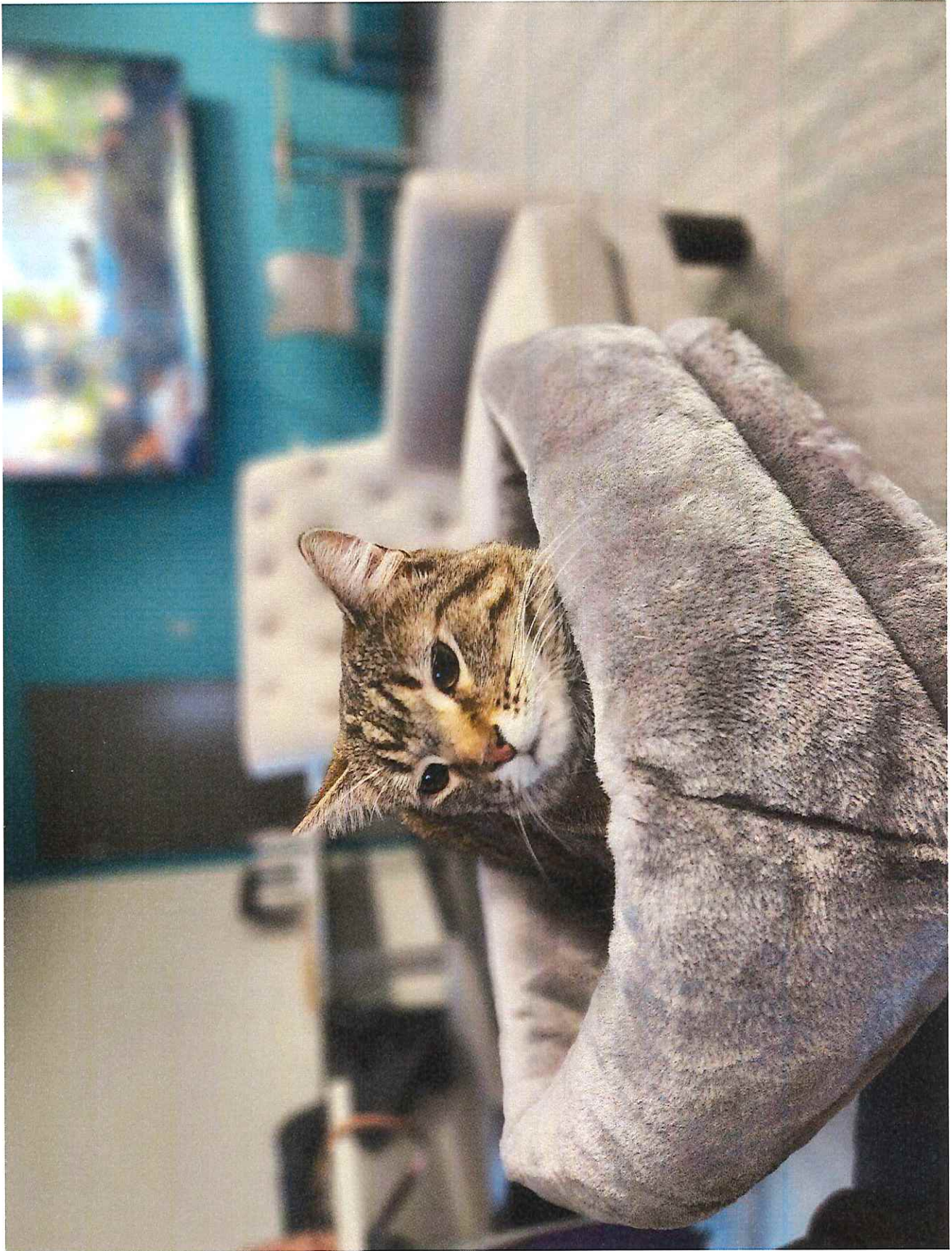
- Saturday, Feb. 8 (10:30 a.m. - 1:30 p.m.)
- "Try not to fall in love with these adorable cats as they find their fur-ever home!"
- Partnership with *Rescue One* in Springfield: (117 in attendance)!
- Rescue One is a state-licensed, 501(c)(3), foster-based rescue located in Springfield, MO. All of the animals in our care live in foster homes until a forever home can be found.
- We rescue without regard to breed, age, or ease of placement. Our mission is not only to rescue animals in need, but to also educate the public on responsible pet ownership and help provide low cost spay/neuter for those in need of assistance.

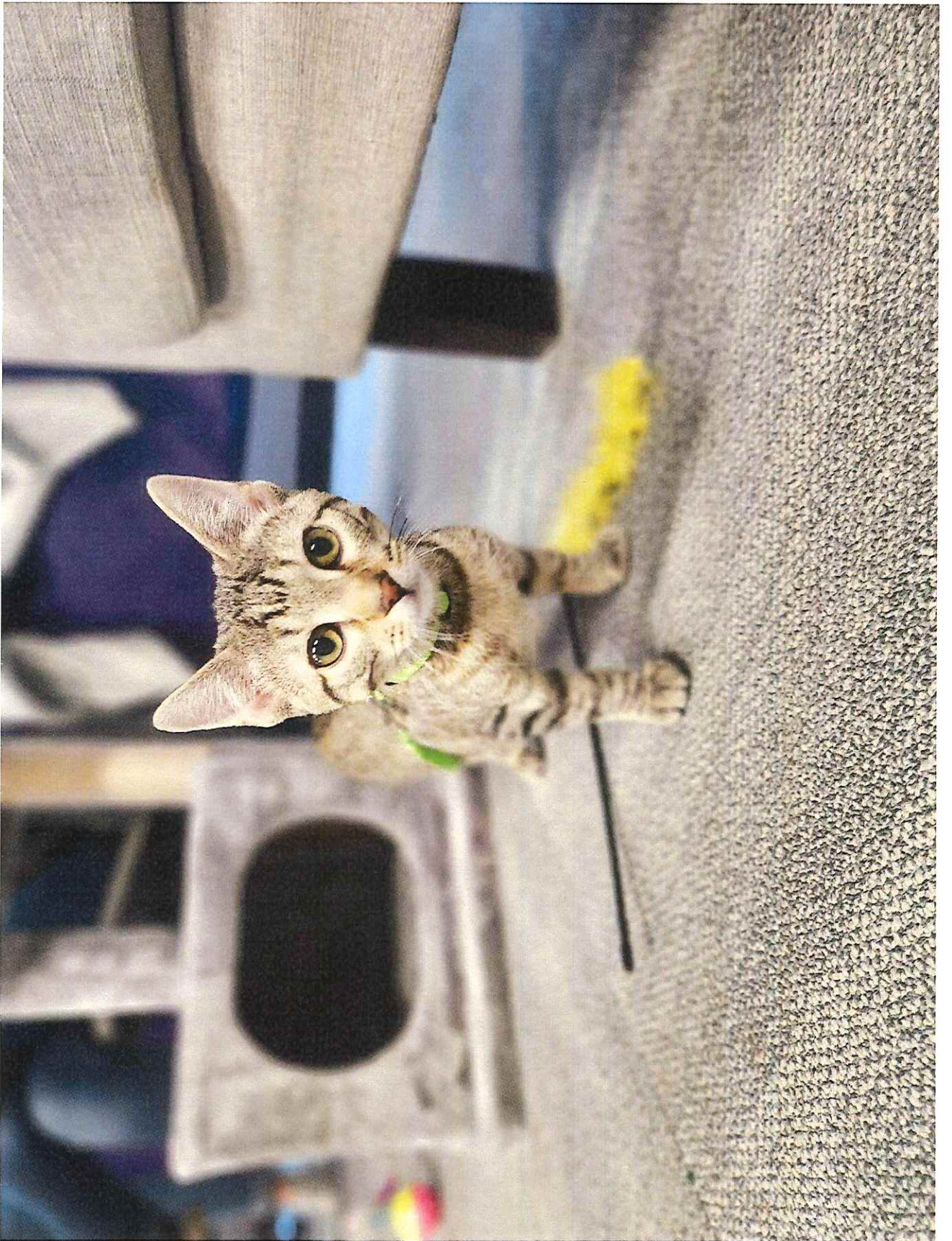












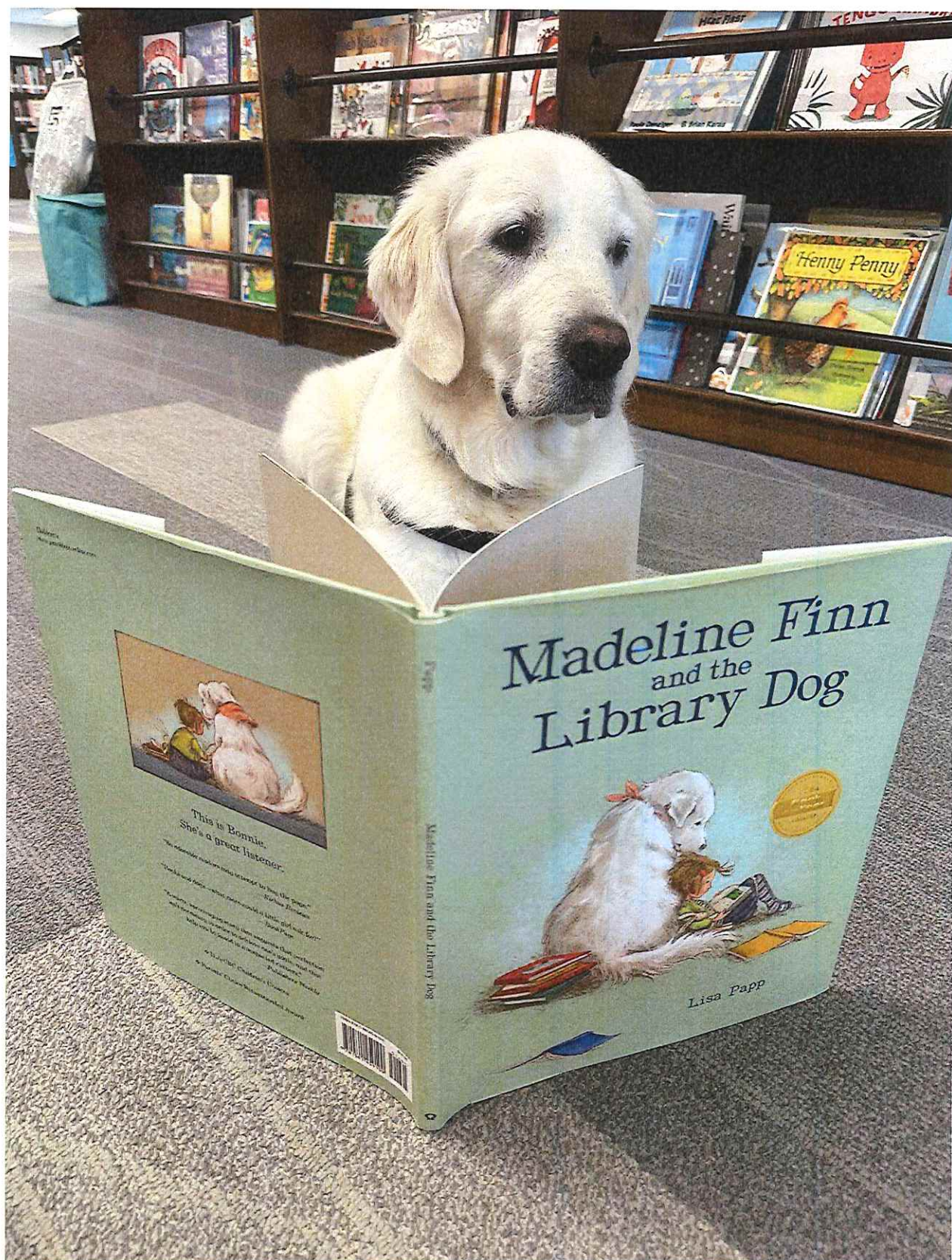
PAWS for Reading @ the Ozark Branch!

- Thursday, March 13 (4:30-5:30 p.m)
- *"Reading to this furry audience improves literacy skills, builds confidence and reduces stress."*
- 13 total in attendance!
- Partnership with *Pet Therapy of the Ozarks* (Springfield, MO)
- Pet Therapy of the Ozarks is a 501(c)3 not-for-profit Missouri Corporation organized in 1991 to provide emotional therapy visits to hospitals, nursing homes, group homes, schools, and other facilities. We are a volunteer organization and no one is ever charged for our services. Our volunteers' pets pass a manners and temperament evaluation test to qualify. These "teams" are then placed in approved facilities to make scheduled visits.









Microphone System Recommendations

The plan is that we can use one of the following microphone systems with our existing bluetooth sound bar in the main conference room.

- 1.) XTUGA YT8 UHF 8 Channel Desktop Gooseneck Microphone System Conference Mics Super-Low Background Noise for Large Conferences, Public Speaking

Link: <https://a.co/d/aDzflJR>

Rating: 4.1 / 5

Price: \$349.99

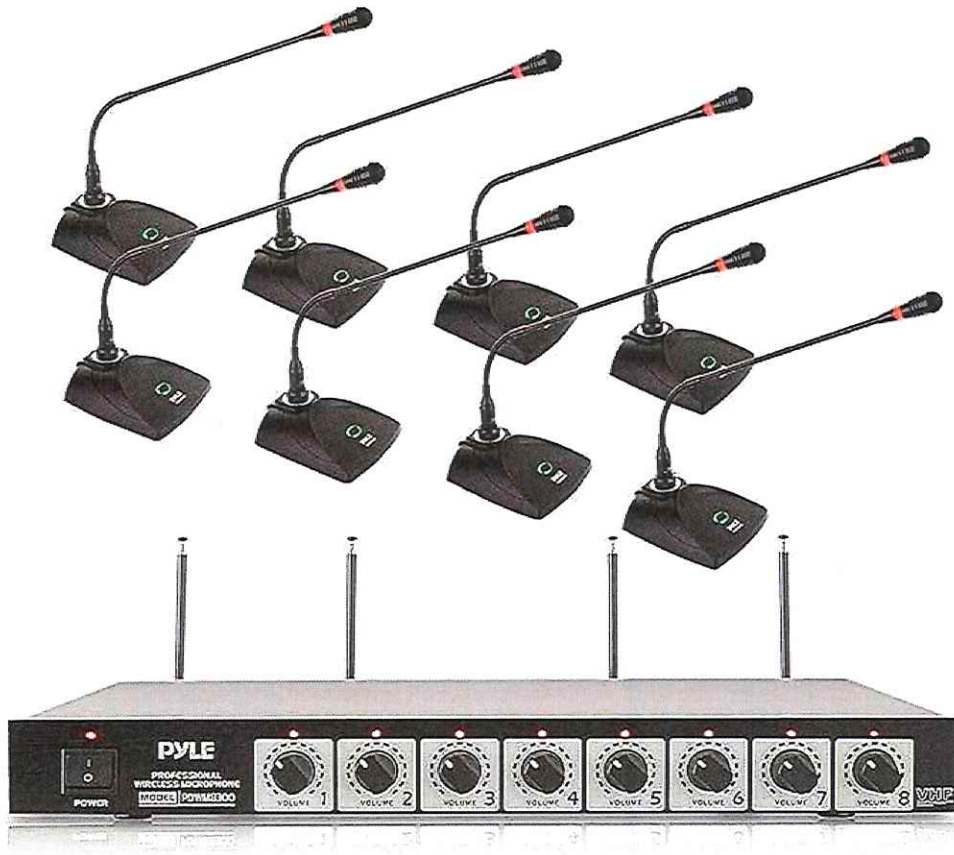


2.) Pyle 8 Channel Wireless Microphone System - Portable VHF Cordless Audio Mic Set with 1/4" and XLR Output, Dual Antenna, - Includes 8 Table Top Mics, Rack Mountable Receiver Base - Pyle PDWM8300, Black

Link: <https://a.co/d/88tj9Vj>

Rating: 3.8 / 5

Price: \$225.39



3.) XTUGA CM280 UHF 8 Channel Professional Gooseneck Microphone System
Conference Mics Fixed Frequency Super-Low Background Noise for Large
conferences(Frequency A)

Link: <https://a.co/d/8CjLx80>

Rating: 3.9 / 5

Price: \$299.99





CONFLICT OF INTEREST POLICY

Section 1: Declaration of Policy

The proper and ethical operation of government requires that public officials and employees be independent, impartial, and responsible to the people; that decisions and public policy be made transparently, in the proper channels of the governmental structure; that public positions not be used for personal gain; and that the public have confidence in the integrity of their government's operation. In recognition of these goals, we hereby establish this policy resolution for disclosure by certain officials and employees of private financial or other interests in matters affecting Christian County Library.

All Christian County Library employees and members of its Board of Trustees must comply with conflict of interest statutes under [Chapter 105](#) of the Missouri Revised Statutes, any other laws governing official conduct, and the following guidelines.

Section 2: Eliminating Potential Conflicts of Interest in Decision Making and When Exercising Authority

Members of the Library Board of Trustees having a substantial personal or private interest in any policy, initiative, issue, or decision considered by the Board shall disclose within the Board minutes the nature of the Trustee's interest and shall be disqualified from voting on any matters relating to this interest.

In addition, any employees of Christian County Library who exercise supervisory authority over the negotiation of contracts or purchasing decisions having a substantial personal or private interest in Library initiatives, purchases, or decisions shall similarly disclose the nature of that interest to the Library's Executive Director and be disqualified from participating in any decision making, contract negotiation, or purchasing involved with it. The Executive Director is then responsible for notifying the Library's Board of Trustees at their next meeting of the interest and internal administrative measures enacted to avoid a conflict.

Substantial personal or private interest for the purposes of this policy is defined as ownership by the individual, their parents, spouse, or dependent children, whether singularly or collectively, directly or indirectly of:

- 10% or more of any business entity; or
- an interest having a value of \$10,000 or more; or
- the receipt of a salary, gratuity, or other compensation or remuneration of \$5,000 or more, per year from any individual, partnership, organization, or association within any calendar year.

All employees of Christian County Library employed at the time this policy is ratified, and all new employees hired thereafter, will be required to sign a [Christian County Library Employee Conflict of Interest Statement](#) to be kept in their personnel file defining what constitutes a



conflict of interest and Christian County Library's internal procedures for reporting any potential conflicts to their supervisor for review.

Finally, any voting interest a Trustee or employee of the Library may hold in the Board or governing body of any other organization, association, non-for-profit, union, corporation, or government entity that conducts any business, financial or otherwise, with Christian County Library (including Recognized Library Support Organizations such as the Christian County Library Foundation and Friends of the Christian County Library) must be disclosed to the Library's Executive Director and its Board of Trustees. Those Trustees or employees holding such an interest shall be disqualified from voting on or participating in any decision making, contract negotiation, or purchasing for or on behalf of Christian County Library related to that organization or entity.

Section 3: Missouri Ethics Commission (MEC) Annual Disclosure Reports

Christian County Library's Executive Director, serving as both the chief administrative officer and the chief purchasing officer for the purposes of such annual reporting, as well as any Library Trustees and members of the Library's Administrative Staff empowered in a given calendar year to sign checks and execute contracts on behalf of the Library either with the Executive Director or in their absence, will all disclose the following information annually to the Missouri Ethics Commission (MEC) by May 1st for the previous calendar year. The Library's Executive Director will be responsible for updating the list of officials who are required to file with the MEC annually in advance of the filing deadline.

If any of the following transactions occurred during the previous calendar year between Christian County Library and any of the annual reporters listed above or their respective parents, spouses, or dependent children; the dates, details, and identities of the parties involved shall be disclosed, compiled, made part of the public record by inclusion in Library Board minutes, and submitted to the MEC in or with their annual report.

- Each transaction in excess of \$500 with any of the above named individuals, other than compensation received as an employee or payment of any fine, tax, fee, or penalty due to the Library.
- Each transaction in excess of \$500 between any business entity in which any of the above named individuals have a substantial or private interest, other than any payment of tax, fee, or penalty due to the Library or transactions involving payment for providing utility service to the Library.
- Each transaction in excess of \$500 between any organization, association, non-for-profit, union, corporation, or government body where any of the above named individuals have a voting interest in the governing or financial structure.
- The name and address of each of the employers (other than the Library) of any of the above named individuals from whom income of \$1,000 or more was received during the year covered by the statement.

- The name and address of each sole proprietorship that is owned; the name, address, and the general nature of the business conducted of each general partnership and joint venture in which any of the above named individuals was a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address, and general nature of the business conducted of any closely held corporation or limited partnership in which any of the above named individuals owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which any of the above named individuals owned two percent or more of any class of outstanding stock, limited partnership units, or other equity interests.
- The name and address of each corporation for which any of the above named individuals served in the capacity of a director, officer, or receiver.

Section 4: Filing of Reports & Effective Dates

Christian County Library officials shall file an updated, certified copy of this resolution at least every two years with the Missouri Ethics Commission (MEC) within ten days of adoption and prior to September 15th of the year it will go into effect.

Annual disclosure reports shall be filed with the MEC and presented to the Christian County Library Board of Trustees for review and inclusion in their minutes no later than May 1st for the calendar year ending the immediately preceding December 31st. The reports shall be available for public inspection and copying during normal business hours.

Newly hired or appointed annual reporters are required to contact the MEC immediately to register and then must file a disclosure report within thirty days of appointment or employment covering the calendar year ending the previous December 31st.

Updated March 2025



CHRISTIAN COUNTY LIBRARY - EMPLOYEE CONFLICT OF INTEREST STATEMENT

No employee shall derive any personal profit or gain, directly or indirectly, for themselves, their parents, spouses, or dependent children by reason of their employment at Christian County Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service that have been fully disclosed to their Supervisor.

Any employees of Christian County Library who exercise supervisory authority over the negotiation of contracts or purchasing decisions having a substantial personal or private interest (as defined in [Section 2](#) of the [Library's Conflict of Interest Policy](#)) in Library initiatives, purchases, or decisions shall disclose the nature of that interest to the Library's Executive Director and be disqualified from participating in any decision making, contract negotiation, or purchasing involved with it.

Any employee who holds a voting interest in the Board or governing body of any other organization, association, non-for-profit, union, corporation, or government entity that conducts any business, financial or otherwise, with Christian County Library (including Recognized Library Support Organizations such as the Christian County Library Foundation and Friends of the Christian County Library) must disclose that relationship to their Supervisor and shall be disqualified from voting on or participating in any decision making, contract negotiation, or purchasing for or on behalf of Christian County Library related to that organization or entity.

Any disclosures made by employees to Supervisors must be investigated by the Executive Director and appropriate internal administrative measures enacted to avoid a conflict. The details of each disclosure, identities of employees involved, and remedies enacted must be compiled and presented to the Board of Trustees for inclusion in their minutes and submitted annually to the Missouri Ethics Commission with any other annual reports that are filed.

Employees of Christian County Library shall strictly protect the confidentiality of patron data as per the Library's [Confidentiality of Library Records and Third Party Privacy Policy](#) to ensure patron data is never used for personal benefit.

No employee shall accept any favor which might affect or appear to affect their judgment on any matter affecting the Library.

No employee shall receive preferential treatment or priority access for reservations, registration, or fees associated with their use or misuse of Library materials or programs as a patron.



No person shall be employed by the Library's Board of Library Trustees or by the Executive Director who is related within the third degree (a third-degree relative is defined as a relative which includes the individual's first-cousins, great-grandparents, or great grandchildren) by blood, marriage, adoption, romantic relationship, or domestic partnership to the Executive Director or any Trustee of the Board. Relatives of other staff members would be considered on an individual basis.

For the purposes of this policy, a "relative" is any person who is related by blood, marriage, adoption, romantic relationship, or domestic partnership; or whose relationship with the employee is similar to that of persons who are related by blood, marriage, adoption, romantic relationship, or domestic partnership.

Relatives of persons currently employed by Christian County Library may be hired only if they will not be working directly for a relative, supervising a relative, or working the same shifts in the same department.

All Christian County Library employees must agree in writing upon hire to comply with conflict of interest statutes under Chapter 105 of the Missouri Revised Statutes, any other laws governing official conduct, and the [Library's Conflict of Interest Policy](#).

Initial Statement of Associations and Disclosures

This is to certify that I have read and understood this Employee Conflict of Interest Statement and Christian County Library's [Conflict of Interest Policy](#).

I understand that if I, or my parents, spouse, or dependent children, have been a participant in or voting member of, directly or indirectly, any arrangement, agreement, investment, or other activity with any vendor, supplier, organization, or other party doing business with Christian County Library that has resulted or could result in personal benefit to me or any of the relations listed above, that I am required to report it as a potential conflict of interest to my Supervisor(s) immediately.

I agree to notify my Supervisor(s) in writing about any such potential conflicts of interest that may have occurred between Jan-Dec of the calendar year previous to today, and/or any future potential conflicts of interest as they arise or come to my attention. I will provide details, dates, and identities of the parties involved as required.

Employee Name (Printed)

Employee Signature

Date

Updated March 2025

Signatures of Document Custodians

"I certify that this is a true, exact, and unaltered photocopy of Christian County Library's Conflict of Interest Policy Resolution, approved and adopted by the Christian County Library's Board of Trustees on March 25th, 2025.

Echo Schneider, President, Christian County Library Board of Trustees

(Date)

Tory Pegram, Interim Director, Christian County Library

(Date)