

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, April 22, 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
 - C. Minutes of the Tuesday, March 25, 2025 Open Meeting
 - D. Minutes of the Wednesday, April 9, 2025 Special Meeting - Closed Session
 - E. Minutes of the Friday, April 11, 2025 Special Meeting - Closed Session
2. Financial Reports
 - A. Adjustments to Anticipated Bills for February & March 2025
 - B. Estimated Bills for March & April 2025
 - C. Balance Sheet (February & March 2025)
 - D. Monthly Report (February & March 2025)
3. Report of the Interim Director

Administrative Highlights

- How Hoopla Daily Limits Work

Public Comments

Old Business

- Resource Sharing Software Update
- Update on RFQ for Legal Representation of Library District in Ongoing Litigation
- Policy and Bylaw Subcommittee Progress Report
- Budget Subcommittee Progress Report
- Revisiting October 22, 2024 Board Decision to Provide Copies of Legal Memos Prepared by Library Counsel to Public Record and Board Packets
- Labeling Library Materials

New Business

- Employee Health Insurance Plan Renewal
- Phone Services Review
- Library Promotional Strategies
- Library Social Media Moderation Procedures

Adjournment

Posted: 04/15/2025

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.

President Echo Schneider presided.

Start Time: 6:00 p.m.

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. The motion was 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.

Old Business

Resource Sharing Software Update

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. The motion was 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. The motion was 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.

Legal Representation of Library District in 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. The motion was 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

No board action was taken.

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. The motion was 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.

Removal of the Library District from the Lawsuit

John Garrity moved to table this agenda item until counsel is retained. The motion was 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. The motion was 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.

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. The motion was 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. The motion was 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

No board action was taken.

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. The motion was 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.

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. The motion was 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.

The motion was 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.

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. The motion was 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.

Tuesday, March 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, March 25, 2025, in the Large Meeting Room of the Nixa Community Branch.

President Echo Schneider presided.

Start Time: 6:02 p.m.

Consent Agenda

Echo Schneider moved to remove consent agenda items *1.A. Minutes of the Tuesday, February 25, 2025 and Open Meeting* and *1.B. Minutes of the Friday, March 7, 2025 Special Meeting - Closed Session* and table until the April regular meeting for approval. The motion was 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.

Administrative Highlights

Ozark Community Branch Cat Cafe & PAWS for Reading
No board action was taken.

Old Business

Resource Sharing Software Update
No board action was taken.

Microphone Options for Open Meetings of the Board of Trustees

Janis Hagen moved to approve the second option (Pyle 8 Channel Wireless Microphone System). The motion was seconded. 3 Trustees were in favor and 1 opposed. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hagen: Aye; and Trustee Hernandez de Carl: Nay.

Update on RFQ for Legal Representation of Library District in Ongoing Litigation
No board action was taken.

Policy and Bylaw Subcommittee Progress Report
No board action was taken.

Budget Subcommittee Progress Report
No board action was taken.

New Business

Annual MEC Resolution Review & Renewal

Diana Brazeale moved to adopt the existing resolution, and that the Interim Director reach out to the Missouri Ethics Commission for a current template and provide that to the Policy and Bylaw Subcommittee. The motion was 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.

Changing Meeting Minutes Practices

Echo Schnieder moved to more closely follow Robert's Rules of Order for meeting minutes to reflect motions, seconds, and votes that have taken place to serve as a record of the decisions that were made, including minutes not yet approved. Mary Hernandez de Carl added a friendly amendment accepted by President Schneider that the identity of the seconder would no longer be recorded, also per a provision in Robert's Rules. The motion with amendment was 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.

Press Release Process

John Garrity moved to assign the Interim Director and Director of Communications & Community Engagement to provide the library's promotion strategy, press release strategy, and internal documents to process communications to external entities during the next regular meeting. The motion was 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.

Executive Director Interview Process & Timeline

John Garrity moved that Trustees have a closed meeting on April 9, 2025, to discuss each Trustee's top candidates using the provided rating tool. The motion was 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.

Adjournment

The meeting was adjourned by the Chair at 7:47 p.m.

Christian County Library Adjustment Report for Mar 2025 (Unaudited)

	Anticipated	Actual	Adjustment
ADT LLC	1,048.43	680.64	(367.79)
Amazon Capital Services, Inc.	5,102.14	4,689.87	(412.27)
BambooHR	1,132.96	1,155.85	22.89
Casey's General Store	205.03	161.94	(43.09)
Cengage Learning	3,924.80	6,002.84	2,078.04
Central Bank	-	377,084.02	377,084.02
Chilton's Environmental Services LLC	-	108.00	108.00
Chuck Mercer	150.00	-	(150.00)
City of Clever	58.00	29.00	(29.00)
City of Nixa	165.00	-	(165.00)
City of Sparta	53.40	-	(53.40)
Concur Technologies, Inc.	345.72	-	(345.72)
Credit Card	3,730.54	2,379.31	(1,351.23)
Debra Tucker - Yoga Instructor	270.00	210.00	(60.00)
Dollar Tree	-	15.00	15.00
GFI Digital	511.06	-	(511.06)
GFL Environmental (formerly WCA)	240.43	242.09	1.66
Hoopla by Midwest Tape	6,500.00	-	(6,500.00)
Lakeland Office Systems	338.21	338.26	0.05
Liberty Utilities	2,248.30	-	(2,248.30)
Lowe's	-	29.89	29.89
Mango Languages	-	1,477.63	1,477.63
Midwest Tape	313.29	38.98	(274.31)
Mitchem Tire & Wheel	-	185.60	185.60
Nixa Utilities	2,142.96	1,952.96	(190.00)
Ozark Water Department	40.58	73.71	33.13
Personnel	160,509.58	159,733.67	(775.91)
Square, Inc.	70.15	123.29	53.14
UniFirst Corporation	1,325.56	1,012.27	(313.29)
Unique Management Services	570.85	-	(570.85)
Verizon Wireless	1,955.57	2,049.76	94.19

Bond Payment Budgeted in April Pd in March

Paid in April

Not billed until 3/31. Paid in April.

Original Anticipated Bills	347,692.70
Adjustment	366,822.02

Reimbursements	0.00
Total March 2025 CCL Bills	714,514.72

CDs

CD#: 37840052 matures August 28, 2025 (int rate .9%)	250,000.00
CD#: 197708399 matures September 16, 2025 (int rate .75%)	258,764.60

CD Total	508,764.60
Ozark Bank Checking	2,797,643.92
Southern Bank Checking (SONDHI)	143,237.57

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 March 31, 2025	4,045,962.97

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**

4,133,761.11

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
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Christian County Library
Anticipated Bills
April 2025

	<u>Apr 25</u>
Admiral Express	175.96
ADT LLC	680.64
Amazon Capital Services, Inc.	5,110.28
Baker & Taylor-Books	5,633.11
Blackstone Publishing	594.16
Book Depot	715.94
Brittany Russell	25.00
Casey's General Store	375.54
Cengage Learning	423.09
Center Point Large Print	288.84
Chuck Mercer	120.00
Chilton's Environmental Services LLC	129.00
City of Clever	29.12
City of Sparta	53.40
Collaborative Summer Library Program	516.79
Concur Technologies, Inc.	345.72
Credit Card	2,066.30
DearReader.com LLC	3,600.00
Debra Tucker - Yoga instructor	270.00
Demco, Inc.	1,023.57
Ebsco Subscription Services	7,927.00
Ellis Ellis Hammons & Johnson PC	1,218.00
GFI Digital	1,451.79
GFL Environmental (formerly WCA)	242.09
Hoopla by Midwest Tape	6,500.10
Ingram	57.88
Kenco Fire Equipment, Inc.	40.00
Lakeland Office Systems	275.56
Lowe's	322.97
Liberty Utilities	2,510.66
Mercy Specialized Billing Services	85.50
Midwest Tape	1,055.57
Missouri Employers Mutual	1,866.05
Nixa Utilities	1,596.24
OverDrive, Inc.	433.48
Ozark Water Department	26.66
Quadient Finance USA, Inc	600.00
Quality Clean, LLC	2,650.00
Republic Services	208.82
Socket	613.90
Spire (formerly Missouri Gas Energy)	1,141.48
Springfield - Greene Cnty Lib. - ILL/MOBI	25.95
Springfield News Leader	653.04
Square, Inc.	123.29
SWMO Services	630.00
The Library Store, Inc.	171.24
UniFirst Corporation	1,004.63
Unique Management Services	139.80
USA Today	34.00
WT.Cox Information Services	1,038.75
Personnel	163,383.38
TOTAL	<u><u>220,204.29</u></u>

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 March 31, 2025

	Mar 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Southern Bank Checking (SONDHI)	143,237.57
CCLFoundation	
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	87,798.14
CD's	508,764.60
Ozark Bank Checking	2,797,643.92
Total Checking/Savings	3,537,444.23
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	3,538,021.23
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	4,133,761.11
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	-10.70
Credit Cards	1,953.48
Other Current Liabilities	
Payroll Liabilities	35,138.65
Total Other Current Liabilities	35,138.65
Total Current Liabilities	37,081.43
Total Liabilities	37,081.43
Equity	4,096,679.68
TOTAL LIABILITIES & EQUITY	4,133,761.11

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

Cash Basis

March 2025

	Mar 25
Ordinary Income/Expense	
Income	
Library Item for Sale	44.00
Tax Rev	
County Taxes	47,464.45
Total Tax Rev	47,464.45
Copier/Fines/Fees	5,768.06
Gifts/Grants/Reimbursements	260.00
Interest Income	18.25
Total Income	53,554.76
Gross Profit	53,554.76
Expense	
Collection	
Technology (Hotspots)	1,960.49
Audio/Visual	
Youth AV	78.91
Adult AV	551.47
Total Audio/Visual	630.38
Books	
Youth Services	2,368.57
Electronic Coll. (Hoopla & OD)	9,705.29
Adult Books	4,404.03
Total Books	16,477.89
Databases	3,555.66
Periodicals & Zinio	34.00
Total Collection	22,658.42
Interest Expense	13.98
Operating Expense	
Bank Service Charges	180.78
Training	49.46
IT Discretionary Budget	
Services	706.05
Computer Hardware	
Staff Computers	50.00
Total Computer Hardware	50.00
Software/Licensing	
Staff Computer Software	1,916.44
Total Software/Licensing	1,916.44
Total IT Discretionary Budget	2,672.49
Building & Grounds	8,240.63
Professional Services	6,769.81
Lease Expenses and Bond Payment	502,139.29
Marketing	182.24
Postage	328.66
Programming	
Adult Programs	210.00
Total Programming	210.00
Programming Supplies	
Adult Programming Supplies	258.92
Youth Programming Supplies	123.07

Christian County Library
Profit & Loss - Unaudited

Cash Basis

March 2025

	Mar 25
Total Programming Supplies	381.99
Staff & Board- Travel	112.96
Supplies	2,738.65
Telephone/Fax/Modem	703.07
Utilities	4,770.07
Vehicles	396.99
Total Operating Expense	529,877.09
Personnel	161,965.23
Total Expense	714,514.72
Net Ordinary Income	-660,959.96
Net Income	-660,959.96

Christian County Library

Profit & Loss - Unaudited

Cash Basis

February 2025

	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
February 2025

Cash Basis

	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 April 2025

(Updates from March)

Community Engagement

- The library attended NIXPO (March 22) at Nixa High School. We had many positive interactions with those who visited our booth. At the end of the event, we passed out over 150 bookmarks, 500 pens and pencils, and made 3 new library cards.
- The library was invited to participate in Career Day at Sparta Elementary School on March 27. Many different professions and industries were represented. We passed out stickers, pencils, and event calendars.
- We are finalizing a partnership with Riverview Manor Assisted Living (in Ozark). Similar to other assisted living facilities we visit, we will be providing withdrawn and donated books for the residents to enjoy once a month. We're slated to begin at the end of April.

IT & Facilities

- Thanks to our friends at MOREnet (Missouri Research and Education Network), the library's network had a major upgrade the first week of April. New switches, firewall hardware, and internet access points were installed in every branch. The upgrades made both wired and wireless library connections safer, faster, and more reliable. All of the new equipment and the installation were free through the FCC's E-rate program that also provides heavily discounted access to internet services for schools and libraries. For the low cost of a day with spotty phone service and a few hours of intermittent internet connection glitches during the installation, we have been able to greatly increase the quality of one of the most important and heavily used resources we offer for patrons.

HR

- Hannah Spencer has joined the Ozark Branch staff as the new Youth Programming Specialist.
- Brooke Kirby is the new Communications Coordinator for the Communications team.

Programs

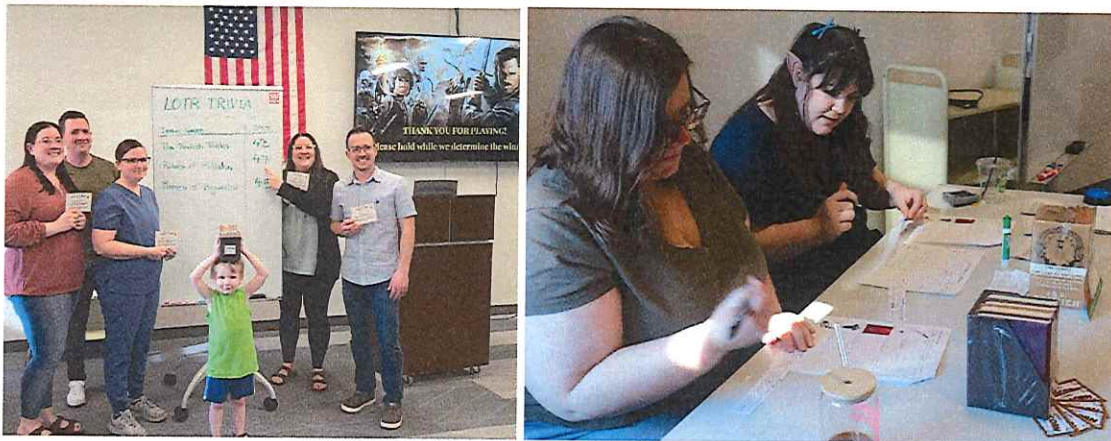
- Sparta's "Floral Suncatchers" program on 3/15/25 had 12 patrons in attendance.



- The Suess Celebration was a big hit at the Sparta Branch with 15 kids and 10 adults taking pictures, creating their own 'Cat in the Hat' signature hat, and other fun activities.



- Lord of the Rings Trivia at the Nixa Branch had 18 attendees in three groups competing to win a book box set, mini funkopops, and a gift certificate to Marco's Pizza.

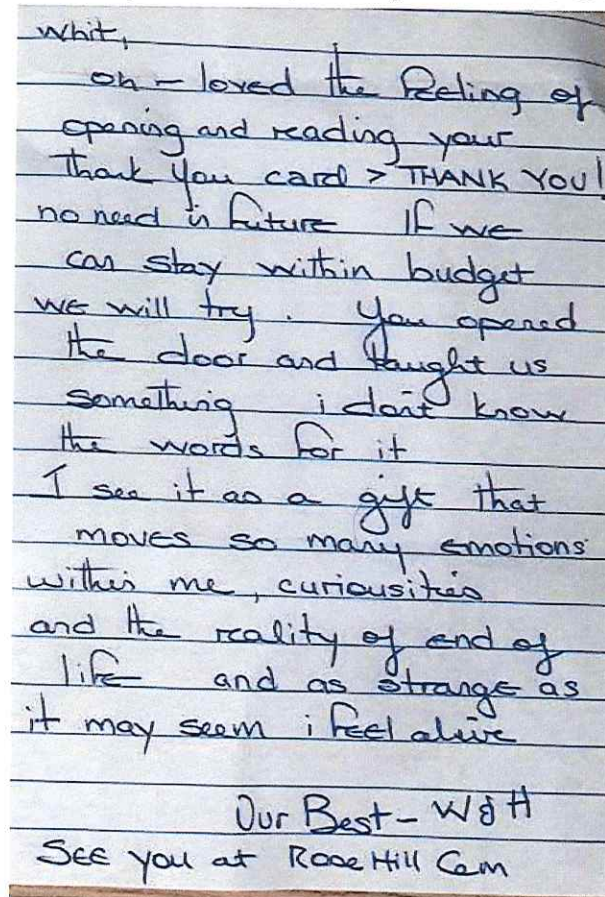


- Pokeball Terrariums were a big hit with the kids! Registration was maxed out, and after patron requests, staff plan to bring the program back later this year for teens and adults.



Patron Praise

- A patron gave this note and a donation for supplies to Sparta Branch Manager Whit Gillenwaters after attending the Gravestone Cleaning program a few times. The patron found the program and experience very moving and wanted to share their appreciation.



Whit,
oh - loved the feeling of
opening and reading your
Thank You card > THANK YOU!
no need in future If we
can stay within budget
we will try. You opened
the door and taught us
something i don't know
the words for it
I see it as a gift that
moves so many emotions
within me, curiosities
and the reality of end of
life and as strange as
it may seem i feel alive

Our Best - W & H
See you at Rose Hill Cem

Development Report - April 2025

Major Gifts & Restricted Donations

- \$260 for a library meeting room microphone system "In honor of Ashley Ash."

Bequests & Memorials

None presented.

Grants Awarded

- **Friends of the Christian County Library - \$5,000 - 2025 Youth Services Summer Reading, Storywalk, and STEM Support:** Provides support for youth services programs including \$2,300 for summer reading challenge performers, \$1,500 for summer reading challenge prizes, \$1000 for Nixa and Ozark Storywalk supplies, and \$200 for prizes for the STEM Egg Drop program in Ozark (\$50 for each category). *Submitted March 22nd - Awarded March 22nd.*
- **Missouri Association of Community Arts Agencies (MACAA) - \$500 - Arts in the Summer:** Funds a five-part art activities series at the Sparta Community Branch in June. Events include: Magnet Painting, DIY Comics with Cody Walker, Color Your Tote Bag, Paper Mosaics with Leslie Berry, and Abstract Embroidery with Leslie Berry. *Submitted March 31st - Awarded April 2nd.*

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 - Missouri Chamber Federation Renewal Comparison - 6/1/25

		Blue Access Network
		<u>Current Plan</u>
Local Network		Cox / Mercy
Ind. Calendar Year Deductible		\$1,000
Fam. Calendar Year Deductible		\$2,000
Coinsurance		0%
Ind. Maximum Out of Pocket		\$2,500
Fam. Maximum Out of Pocket		\$5,000
Primary Copay for children under 19		\$0
Primary Copay		\$15
Specialist Copay		\$45
Virtual Visits		\$15
Urgent Care		\$75
Emergency Room		\$300
Pharmacy Copays		
	Tier 1	\$10
	Tier 2	\$35
	Tier 3	\$70
	Specialty Rx	25% - \$350

	<u>Current</u>	<u>Library Pays</u>	<u>Renewal</u>	<u>Library Pays</u>
Employee Only	\$542.80	\$542.80	\$596.52	\$596.52
Employee / Spouse	\$1,139.88	\$1,050.32	\$1,252.69	\$1,154.26
Employee / Children	\$1,058.46	\$981.11	\$1,163.21	\$1,078.21
Employee / Family	\$1,655.54	\$1,488.56	\$1,819.39	\$1,635.96

Underwriting Factors Base Rate 2.89% Risk Factor 4% Demographics 3% Total increase 9.9%

**Total Increase was budgeted at 19.8%

Vision rates will remain unchanged, Dental rates are up by \$1.53 per employee per month



Terms and Definitions

Promotion	Activities designed to draw attention and stimulate interest.
Public Relations	Establishes and maintains mutually beneficial relationships between organizations and audiences.
Advertising	Paid promotion through various channels to inform and remind.
Media Alert	Notification to generate awareness and sent to specific media outlets, community partners, and/or stakeholders. Typically presented before the event.
Press Release	Sent to established list of contacts and includes critical details, statistics and quotes. Mostly presented after an event or change has happened, but not always.
Statement	Response or declaration from the library to an inquiry. Sent by either the executive director or the director of community engagement.
Media Kit	Pre-packaged collection of promotional materials (print and digital). Incorporated with necessary media alerts and press releases.

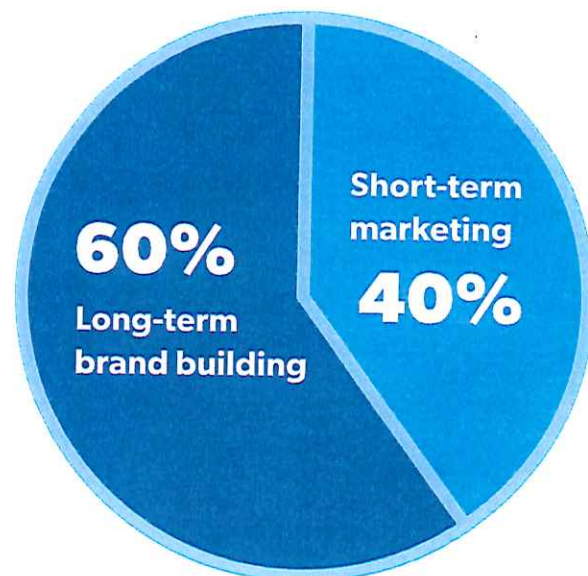
Strategy

Short-term marketing is designed to encourage immediate use.

- Specific Events, New Services and Resources, Celebrations, Reading Challenges

Long-term brand building to solidify library awareness and highlight the mission.

- Key Messaging, Library Staff, Existing Services & Resources, Partnerships



Monthly/Yearly

Key Messaging, Databases, Services, Flagship Events, Seasonal Messaging

Weekly

Library Events, Reminders, Updates, Celebrations, Community Events

Daily

Urgent, Unscheduled, Trending

Promotional Mix

Printed Events Newsletter	LibCal Online Event Calendar	Giveaways & Merch	Press Releases
Monthly Event & News Emails	TV Displays in the Branches	Library's Website	Online Community Calendars
Automated Reminder Emails	Social Media	Library Blogs	Advertisements
Postcard Mailers	Posters, Flyers and Handouts	Media Alerts	Community Presentations and Engagement

Measurement

Savannah by Orangeboy

- Market penetration, new cardholder retention, active cardholders, gain/loss index, NPS score, email open rates

Communication Stats

- Social media engagement and traffic, website visits, print material counts, third-party ratings

Library Stats

- Library visitors, circulation, event attendance, meeting room usage, patron feedback, grants and donations