

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, May 27, 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, April 22, 2025 Open Meeting
 - B. Minutes of the Thursday, April 24, 2025 Special Meeting - Closed Session
 - C. Minutes of the Friday, April 25, 2025 Special Meeting - Closed Session
 - D. Minutes of the Tuesday, April 29, 2025 Special Meeting - Closed Session
 - E. Minutes of the Wednesday, May 7, 2025 Special Meeting - Closed Session
 - F. Minutes of the Friday, May 9, 2025 Special Meeting - Closed Session
 - G. Minutes of the Wednesday, May 21, 2025 Special Meeting - Closed Session
2. Financial Reports
 - A. Adjustments to Anticipated Bills for April 2025
 - B. Estimated Bills for May 2025
 - C. Balance Sheet
 - D. Monthly Report
3. Report of the Interim Director

Administrative Highlights

- Local Authors Expo & One Nixa One Read

Public Comments

Old Business

- Resource Sharing Software Update

New Business

- Open Trustee Position - East County
- Executive Director Search Update and Next Steps

Adjournment

Posted: 05/20/2025

Tuesday, April 22, 2025: Open Session

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

Trustee(s) Absent: Diana Brazeale.

Christian County Library's Board of Trustees met for a regular monthly session on Tuesday, April 22, 2025, in the Large Meeting Room of the Nixa Community Branch.

President Echo Schneider presided.

Start Time: 6:00 p.m.

Consent Agenda

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

Administrative Highlights

How Hoopla Daily Limits Work

No board action was taken.

Old Business

Resource Sharing Software Update

No board action was taken.

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.

Revisiting October 22, 2024 Board Decision to Provide Copies of Legal Memos Prepared by Library Counsel to Public Record and Board Packets

Mary Hernandez de Carl moved to rescind the October 2024 board decision to provide legal memos to public record in board packets and moving forward, all legal memos are to be considered attorney-client privileged unless counsel advises to release, effective retroactively from January 1, 2025. The motion was seconded. 1 Trustee was in favor and 2 opposed. The motion failed. Roll Call: Aye; Trustee Garrity: Nay; Trustee Hagen: Nay; and Trustee Hernandez de Carl: Aye.

John Garrity moved to rescind the October 2024 board decision to provide legal memos to public record and board packets, and moving forward, all legal memos to be considered attorney-client privileged unless counsel advises to release. The motion was seconded. 2 Trustees were in favor and 1 opposed. The motion passed. Roll Call: Aye; Trustee Garrity: Aye; Trustee Hagen: Nay; and Trustee Hernandez de Carl: Aye.

Labeling Library Materials

Janis Hagen moved that at this time, the Board has made a decision that labeling specific books is not an appropriate action to take but that they will be pursuing informed consent, specifically informed consent information for parents and families. The motion was seconded. Echo Schneider then moved to make a friendly amendment, that was accepted by Trustee Hagen, to add an agenda item to next month's regular meeting about informed consent for parents and families instead of including it as a part of the motion. Finally, President Schneider restated the final motion wording as "the Board will take no action on labeling at this time" before moving to a vote. All Trustees present were in favor. The motion passed. Roll Call: Trustee Garrity: Aye; Trustee Hagen: Aye; and Trustee Hernandez de Carl: Aye.

New Business

Employee Health Insurance Plan Renewal

Janis Hagen moved to approve the employee health insurance plan renewal as presented. The motion was seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Garrity: Aye; Trustee Hagen: Aye; and Trustee Hernandez de Carl: Aye.

Phone Services Review

No board action was taken.

Library Promotional Strategies

No board action was taken.

Library Social Media Moderation

No board action was taken.

Adjournment

The meeting was adjourned by the Chair at 8:38 p.m.

Christian County Library Adjustment Report for Apr 2025 (Unaudited)

	Anticipated	Actual	Adjustment
ADT LLC	680.64	1,010.08	329.44
Amazon Capital Services, Inc.	5,110.28	5,084.14	(26.14)
BambooHR	-	1,124.60	1,124.60
Blackstone Publishing	594.16	958.88	364.72
Brodart Co.	-	110.85	110.85
Casey's General Store	375.54	177.11	(198.43)
Center Point Large Print	288.84	577.68	288.84
Chilton's Environmental Services LLC	129.00	258.00	129.00
Chuck Mercer	120.00	240.00	120.00
Concur Technologies, Inc.	345.72	691.44	345.72
Credit Card	2,066.30	4,888.44	2,822.14
Dollar Tree	-	13.75	13.75
Ellis Ellis Hammons & Johnson PC	1,218.00	2,929.00	1,711.00
Hoopla by Midwest Tape	6,500.10	12,564.08	6,063.98
Jay Key Service	-	170.45	170.45
Lakeland Office Systems	275.56	737.95	462.39
Lowe's	322.97	-	(322.97)
Midwest Tape	1,055.57	1,426.91	371.34
Missouri Employers Mutual	1,866.05	-	(1,866.05)
OverDrive, Inc.	433.48	958.16	524.68
Ozark Plumbing Inc.	-	210.00	210.00
Personnel	163,383.38	163,173.84	(209.54)
Quadient Leasing USA, Inc.	-	392.76	392.76
Square, Inc.	123.29	64.95	(58.34)
UniFirst Corporation	1,004.63	1,412.96	408.33
Unique Management Services	139.80	233.00	93.20
Verizon Wireless	-	2,165.89	2,165.89
VoiceConnex	-	1,077.50	1,077.50

Pd March and April

Original Anticipated Bills	220,204.29
Adjustment	16,619.11

Reimbursements	0.00
Total April 2025 CCL Bills	236,823.40

CDs	
CD#: 37840052 matures August 28, 2025 (int rate .9%)	250,000.00
CD#: 197708399 matures September 16, 2025 (int rate .75%)	259,809.80
CD Total	509,809.80
Ozark Bank Checking	2,653,196.71
Southern Bank Checking (SONDHI)	143,255.23
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 April 30, 2025	3,902,578.62

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
Total Foundation Funds	87,798.14

*Total Current CCLF and CCL Assets	3,990,376.76
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Christian County Library
Anticipated Bills

May 2025

May 25

Admiral Express	87.98
ADT LLC	367.79
Amazon Capital Services, Inc.	2,478.14
Baker & Taylor-Books	4,848.18
BambooHR	1,124.60
Brittany Russell	25.00
Casey's General Store	177.11
Cengage Learning	855.20
Chuck Mercer	240.00
City of Clever	29.72
City of Sparta	53.40
Concur Technologies, Inc.	345.72
Credit Card	6,714.90
Debra Tucker - Yoga instructor	240.00
Demco, Inc.	404.85
Ellis Ellis Hammons & Johnson PC	3,000.00
Federal Protection, Inc.	600.00
GFI Digital	964.13
GFL Environmental (formerly WCA)	242.09
Google	760.59
Hoopla by Midwest Tape	6,437.42
Ingram	150.83
Kenco Fire Equipment, Inc.	40.00
Lakeland Office Systems	567.40
Liberty Utilities	1,965.14
Mercy Specialized Billing Services	87.00
Midwest Tape	582.52
Missouri Employers Mutual	1,111.19
Nathaniel Grosshart	100.00
Niche Academy	2,400.00
Nixa Utilities	1,893.94
Orange Boy Inc.	5,865.62
OverDrive, Inc.	329.97
Ozark Water Department	48.49
Playaway Products LLC	105.83
Proserv Business Products, LLC	916.80
Quadient Finance USA, Inc	653.50
Quadient Leasing USA, Inc.	97.11
Quality Clean, LLC	2,650.00
Republic Services	203.82
Socket	613.90
Spire (formerly Missouri Gas Energy)	728.77
Springfield News Leader	59.00
Square, Inc.	65.00
Staples Advantage Business Credit	157.96

Christian County Library
Anticipated Bills

May 2025

May 25

SWMO Services	630.00
The Library Store, Inc.	186.15
UniFirst Corporation	1,017.92
Unique Management Services	104.85
USA Today	69.91
Verizon Wireless	2,129.77
William R Blydenburgh	1,026.19
Personnel	151,164.00
TOTAL	207,719.40

Christian County Library
Balance Sheet - Unaudited
As of April 30, 2025

Cash Basis

	Apr 30, 25
ASSETS	
Current Assets	
Checking/Savings	
Southern Bank Checking (SONDHI)	143,255.23
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	509,809.80
Ozark Bank Checking	2,653,196.71
Total Checking/Savings	3,394,059.88
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	3,394,636.88
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	3,990,376.76
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	18,456.57
Credit Cards	5,969.94
Other Current Liabilities	
Payroll Liabilities	-13,825.49
Total Other Current Liabilities	-13,825.49
Total Current Liabilities	10,601.02
Total Liabilities	10,601.02
Equity	3,979,775.74
TOTAL LIABILITIES & EQUITY	3,990,376.76

Christian County Library
Profit & Loss - Unaudited
April 2025

Cash Basis

	Apr 25
Ordinary Income/Expense	
Income	
Tax Rev	106,339.06
Copier/Fines/Fees	4,416.44
Gifts/Grants/Reimbursements	8,705.54
Interest Income	999.36
Total Income	120,460.40
Gross Profit	120,460.40
Expense	
Collection	
Technology (Hotspots)	2,076.63
Audio/Visual	
Youth AV	725.03
Adult AV	1,737.96
Total Audio/Visual	2,462.99
Books	
Youth Services	3,312.13
Electronic Coll. (Hoopla & OD)	13,522.24
Adult Books	6,516.88
Total Books	23,351.25
Databases	11,527.00
Periodicals & Zinio	1,821.63
Total Collection	41,239.50
Operating Expense	
Bank Service Charges	75.13
IT Discretionary Budget	
Services	2,557.53
Computer Hardware	
Staff Computers	1,323.77
Total Computer Hardware	1,323.77
Software/Licensing	
Staff Computer Software	2,698.59
Total Software/Licensing	2,698.59
Total IT Discretionary Budget	6,579.89
Building & Grounds	6,025.51
Professional Services	3,162.00
Lease Expenses and Bond Payment	-293.16
Marketing	1,430.13
Memberships	175.00
Outreach	30.00
Postage	1,010.08
Programming	
Adult Programs	595.04
Total Programming	595.04
Programming Supplies	
Adult Programming Supplies	372.53
Youth Programming Supplies	1,570.78
Total Programming Supplies	1,943.31
Staff & Board- Travel	136.62

Christian County Library
Profit & Loss - Unaudited
April 2025

Cash Basis

	Apr 25
Supplies	4,278.39
Telephone/Fax/Modem	703.16
Utilities	5,803.47
Vehicles	177.11
Total Operating Expense	31,831.68
Personnel	163,752.22
Total Expense	236,823.40
Net Ordinary Income	-116,363.00
Net Income	-116,363.00

Report of the Interim Director May 2025

Community Engagement

- The Outreach Department participated in the Ozark Showcase on Saturday, April 18th, where they handed out bookmarks, pens, and pencils, as well as renewed library cards, and answered questions from attendees.
- The Books2Go program for some local schools has concluded for the year, and we are now transitioning to support those with summer school programs.
- Outreach storytimes to daycares and preschools has ended for summer break and will start up again in the fall.

Facilities

- Thanks to donations of free wood chips from the Ozark Special Road District and of time and expertise from the Christian County Master Gardeners, we were able to beautify both the front and rear of the Branch.



Program Highlights

- The Spring Reading Challenge prize winners have picked up their prizes! This annual challenge had 336 patrons logging 332,738 minutes, 56 book reviews written, and 331 activities completed!



- In Nixa, the **Unifying Nixa Voices** program is winding down. This partnership has been a great success, with 33 families registered at the beginning and an average of 18 attendees (adults) per session, which occur 3 times per week. We will have a showcase of the initiative at the Wednesday, May 21st class, with representatives from the library, Nixa Public Schools, and MSU English Language Institute in attendance.

Report of the Interim Director May 2025

- This year marks the 3rd **One Nixa, One Read** partnership with the City of Nixa and Nixa Public Schools. We are encouraging the community to read *Charlotte's Web* by E. B. White during the month of June. As in previous years, the initiative kickoff will be at the Nixa library on Thursday, May 22nd from 5:00 - 7:00pm. Free copies of the book will be given out to households, CC Rhythm will be doing a percussive performance, and area leaders will be grilling and handing out food to attendees. On Saturday, June 28th the City of Nixa will host a viewing of the *Charlotte's Web* movie at McCauley Park, with a "farmer's market" of vendors and yard games from CCL's Library of Things.
- **Star Wars STEM Day** took place on Saturday, Apr. 26th. There were 48 patrons in attendance!



- **Come and See: South Korea** on Thursday, Apr. 10th in Ozark had 19 patrons in attendance!

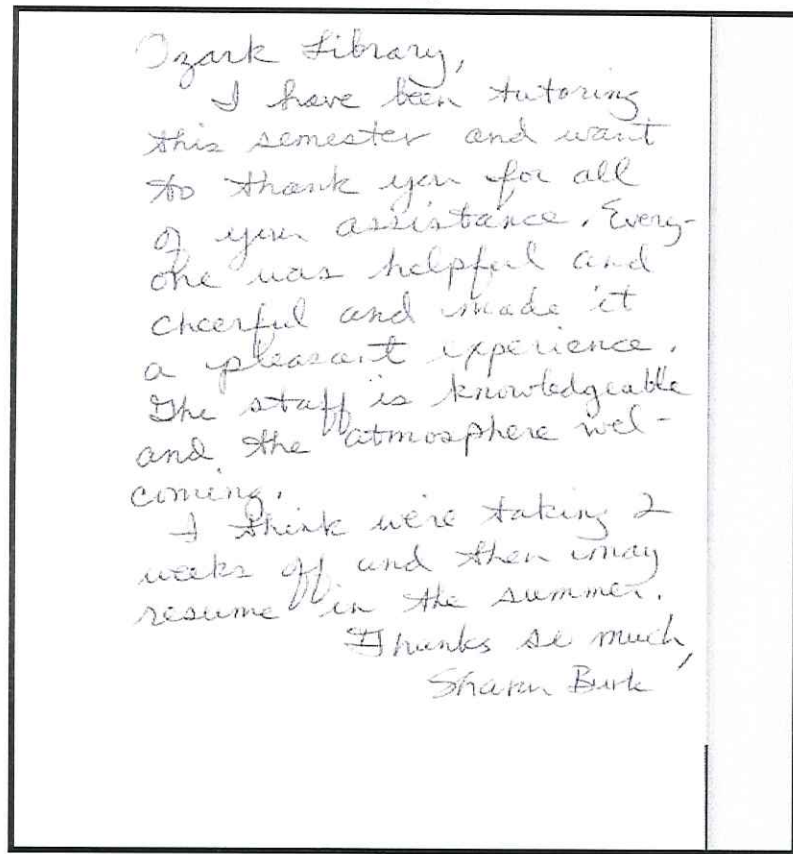


Patron Praise

- A Nixa Community Branch patron has been regularly using the public study rooms for months, studying for his doctoral degree all day at the library. He recently took his exams and passed, earning his PhD!

Report of the Interim Director May 2025

- Ozark staff received the following letter of thanks:



- Ozark High School reached out to Ozark Community Branch Manager Nick Hyten to express their gratitude for CCL's participation in a recent internship for one of their students:

Thanks so much for working with us to build this partnership. I know we are excited to build on it for the future. I asked your intern today what he sees himself doing for a career and he said he wants to continue to pursue a career working at the library. This internship allowed him to reaffirm his passion and I expect him to do everything to pursue it starting with additional schooling at OTC.

*Thanks again,
Special Education Teacher
Ozark High School/ Ozark Innovation Center*

Development Report - May 2025

Major Gifts & Restricted Donations

- **\$1,000** for staff, volunteer, and employee training and appreciation.

Bequests & Memorials

- **\$3,000** in memory of Regina Johns.

Grants Awarded

None presented.

2025 **Local Authors Expo**



Saturday, April 19

33 regional authors attended this year's event. Like last year, they shared their works with the community and connected as a network of writers.

Multiple age groups and genres were represented:

- Children, young adult (teens), and adult
- Fiction (including sci-fi/fantasy, romance, historical, mystery, thriller, and religious), non-fiction, picture books, and bookish merchandise



One set of authors representing Wandering Reads, a new mobile bookshop that carries independent and local authors, as well as bookish gifts, told us they were inspired to go into business based on last year's first Local Authors Expo!

We also gave away a door prize to one lucky attendee, which included donated local authors' books and various book-related merchandise.



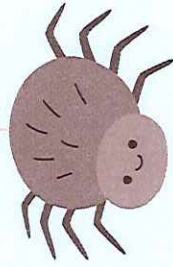
2025

One Nixa, One Read



Charlotte's Web

E. B. White



Events



Kickoff

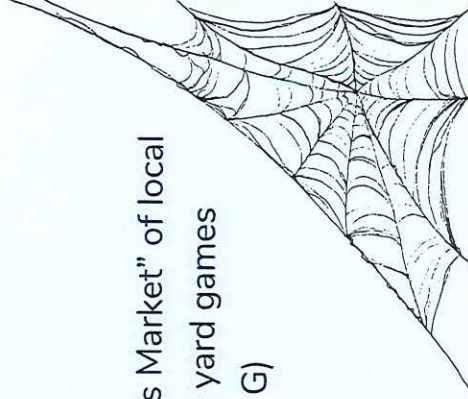
Thursday, May 22 @ Nixa Branch

- 5:00pm - 7:00pm
- Hot dogs, free books, and CC Rhythm performance!



Movie in the Park Saturday, June 28

- 5:00pm - 7:00pm: "Farmer's Market" of local vendors & Library of Things yard games
- Sunset: Film viewing (rated G)



Previous Years



2024
2nd Year

"Charlie and the Chocolate Factory"
by Roald Dahl

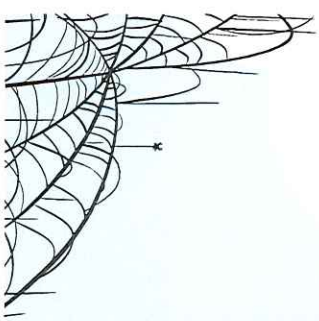


2023
1st Year

"Wonder" by R. J. Palacio



Thank You!





CHRISTIAN COUNTY MISSOURI


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LIBRARY BOARD OF TRUSTEES

The Christian County Commission is looking for qualified citizens to serve on the Library Board of Trustees. The next appointment will be for the Sparta area in June of 2025.

The Christian County Library Board of Trustees is a nonelected board of five registered voters who cannot be elected officials and must reside in Christian County. Trustees are appointed to renewable four-year terms and may not receive compensation. Trustees are appointed by the Christian County Commission in accordance with Missouri State Statute 182.050.

To be considered for the 2025 appointment, print the attached application, and return to the Christian County Commission Office located at 100 W Church St, Room 100, Ozark, MO 65721 in person or by mail no later than 4:30pm on June 2nd, 2025. If you would like to be considered for future planned or unplanned appointments, please fill free to submit your application and the Christian County Commission will keep your application on file. Please Contact the County Commission Office for any question or concerns.

Commissioners will meet with each qualifying candidate the week of June 9 - 13, 2025. Commissioners will vote on the candidates June 19, 2025, during their regular meeting. After being appointed candidate will be available to proceed with onboarding/orientation to be ready to join the Board of Trustees.

- [Application](#)
- [Library Board of Trustees](#)

COMMISSION

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COMMISSIONERS

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