

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, June 24, 2025 at 6:00 p.m. (Doors open at 5:30 p.m.)

Nixa Community Branch, Large Meeting Room

Pledge of Allegiance

Appointment of Secretary Pro Tem

Consent Agenda

1. Minutes
 - A. Minutes of Tuesday, May 27, 2025, Open Meeting
 - B. Minutes of Thursday, June 5, 2025, Special Meeting - Closed Session
 - C. Minutes of Friday, June 13, 2025, Special Meeting - Closed Session
2. Financial Reports
3. Report of the Executive Director

Public Comment

Old Business

- East County Trustee Updates
- Removal of Financial Reports from the Consent Agenda
- Report on Treasurer Orientation

New Business

- Executive Director Updates
- Board Meeting Decorum
- Purchase of Online Quickbooks
- Updates on Policy/Bylaw Subcommittee
- Board of Trustees Email Distribution Creation and Website Posting
- MOBIUS Subscription

Adjournment

Posted: 06/23/2025

Tuesday, May 27, 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, May 27, 2025, in the Large Meeting Room of the Nixa Community Branch.

President Echo Schneider presided.

Start Time: 6:01 p.m.

Consent Agenda

John Garrity moved to approve all items in the consent agenda except financial reports 2.A. *Adjustments to Anticipated Bills for April 2025* and 2.B. *Estimated Bills for May 2025*, pertaining to credit card payments. 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

Local Authors Expo & One Nixa One Read
No board action was taken.

Public Comments

No board action was taken.

Old Business

Resource Sharing Software Update
No board action was taken.

New Business

Open Trustee Position - East County
No board action was taken.

Executive Director Search Update and Next Steps
No board action was taken.

Adjournment

The meeting was adjourned by the Chair at 7:13 p.m.

Christian County Library

Anticipated Bills

June 2025

Jun 25

Admiral Express	175.96
ADT LLC	367.79
Amazon Capital Services, Inc.	3,246.44
Baker & Taylor-Books	2,298.50
BambooHR	1,201.91
Casey's General Store	177.11
Cengage Learning	184.27
City of Clever	29.72
City of Sparta	53.40
Collaborative Summer Library Program	194.40
Credit Card	5,653.52
Demco, Inc.	239.73
Ellis Ellis Hammons & Johnson PC	2,660.22
Google	760.59
Jay & Leslie	425.00
Liberty Utilities	1,965.14
Mad Science of Greater Kansas City	414.00
Marty Hahne	525.00
Midwest Tape	348.36
Miles CPA & Associates, LLC	4,500.00
Missouri Employers Mutual	25.00
Nixa Utilities	2,002.44
Republic Services	203.82
Spire (formerly Missouri Gas Energy)	341.52
Springfield Roofing Systems	485.00
Square, Inc.	33.07
Staples Advantage Business Credit	45.93
SteamPro	874.12
Uke 66	150.00
UniFirst Corporation	1,206.14
Verizon Wireless	2,129.77
Will Stuck	375.00
WT.Cox Information Services	613.39
Personnel	181,174.38
TOTAL	215,080.64

Christian County Library Adjustment Report for May 2025 (Unaudited)

	Anticipated	Actual	Adjustment	
ADT LLC	367.79	694.54	326.75	
Amazon Capital Services, Inc.	2,478.14	5,709.11	3,230.97	
Baker & Taylor-Books	4,848.18	5,729.66	881.48	
BambooHR	1,124.60	1,111.75	(12.85)	
Casey's General Store	177.11	255.86	78.75	
Cengage Learning	855.20	1,103.25	248.05	
Center Point Large Print	-	288.84	288.84	
Chilton's Environmental Services LLC	-	108.00	108.00	
Credit Card	6,714.90	1,224.20	(5,490.70)	Listed Under Actual Vendor
Dollar Tree	-	13.75	13.75	
DRI*UPrinting	-	3,509.80	3,509.80	
Ellis Ellis Hammons & Johnson PC	3,000.00	-	(3,000.00)	Bill not received
GFL Environmental (formerly WCA)	242.09	240.98	(1.11)	
Lakeland Office Systems	567.40	67.40	(500.00)	
Midwest Tape	582.52	932.62	350.10	
OverDrive, Inc.	329.97	354.96	24.99	
Personnel	151,164.00	153,190.44	2,026.44	
Quadient Finance USA, Inc	653.50	1,454.50	801.00	
Scholastic Inc.	-	354.36	354.36	
Springfield News Leader	59.00	-	(59.00)	
Square, Inc.	65.00	70.19	5.19	
SteamPro	-	874.12	874.12	
SWMO Services	630.00	1,117.00	487.00	
Taste Donuts	-	23.45	23.45	
UniFirst Corporation	1,017.92	1,985.23	967.31	

Original Anticipated Bills	207,719.40
Adjustment	5,536.69
Reimbursements	0.00
Total May 2025 CCL Bills	213,256.09

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	2,476,115.87
Southern Bank Checking (SONDHI)	143,273.48
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

<u>Bond Funds</u>	
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 May 31, 2025	3,725,516.03

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	3,813,314.17

Christian County Library Balance Sheet - Unaudited

As of May 31, 2025

Cash Basis

	May 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Southern Bank Checking (SONDHI)	143,273.48
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	2,476,115.87
Total Checking/Savings	3,216,997.29
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	3,217,574.29
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	3,813,314.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	20,560.53
Credit Cards	7,576.67
Other Current Liabilities	
Payroll Liabilities	-25,101.90
Total Other Current Liabilities	-25,101.90
Total Current Liabilities	3,035.30
Total Liabilities	3,035.30
Equity	3,810,278.87
TOTAL LIABILITIES & EQUITY	3,813,314.17

Christian County Library

Profit & Loss - Unaudited

Cash Basis

May 2025

	May 25
Ordinary Income/Expense	
Income	
Tax Rev	
County Taxes	24,883.03
Total Tax Rev	24,883.03
Copier/Fines/Fees	3,370.56
Gifts/Grants/Reimbursements	1,530.00
Interest Income	15,687.53
Total Income	45,471.12
Gross Profit	45,471.12
Expense	
Collection	
Board Games	
Youth Board Games	215.07
Total Board Games	215.07
Library of Things	35.99
Technology (Hotspots)	2,040.51
Audio/Visual	
Youth AV	381.36
Adult AV	644.40
Total Audio/Visual	1,025.76
Books	
Youth Services	2,988.91
Electronic Coll. (Hoopla & OD)	6,792.38
Adult Books	6,365.31
Total Books	16,146.60
Databases	2,400.00
Periodicals & Zinio	69.91
Total Collection	21,933.84
Interest Expense	14.50
Operating Expense	
Bank Service Charges	209.19
Training	41.09
Development	15.00
IT Discretionary Budget	
Services	1,399.32
Software/Licensing	
Staff Computer Software	8,205.64
Total Software/Licensing	8,205.64
Total IT Discretionary Budget	9,604.96
Building & Grounds	7,701.10
Professional Services	104.85
Furniture & Equipment	51.95
Marketing	3,555.14
Postage	1,559.91
Programming	
Adult Programs	543.95
Youth Services Programs	100.00
Total Programming	643.95
Programming Supplies	

Christian County Library
Profit & Loss - Unaudited
May 2025

Cash Basis

	May 25
Adult Programming Supplies	425.37
Youth Programming Supplies	1,530.38
Total Programming Supplies	1,955.75
Staff & Board- Travel	208.90
Supplies	4,104.81
Telephone/Fax/Modem	703.16
Utilities	5,164.26
Vehicles	334.90
Total Operating Expense	35,958.92
Personnel	155,348.83
Total Expense	213,256.09
Net Ordinary Income	-167,784.97
Net Income	-167,784.97