

## **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, September 23, 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 Tuesday, August 26, 2025, Open Meeting
2. Report of the Executive Director

**Public Comment**

**Old Business**

1. Second Reading of Christian County Library Policy Manual and By-Law Draft and Revisions
  - a. Mission Statement
  - b. Guiding Principals
  - c. Operational Stewardship Guidelines
    - i. Materials Selection Policy
  - d. Conduct Expectations
    - i. Library Code of Conduct
      1. Consequences
    - ii. Social Media Policy
      1. Staff Use of Social Media
  - e. Circulation Policy
    - i. Library Cards
  - f. Services & Facilities For Public Use
    - i. Proctoring
  - g. Governance & Accountability Standards
    - i. Procurement Policy
      1. Payment of Bills
    - ii. Contracts, Signatures, and Financial Authority
      1. Signature on Library Checks
    - iii. Continuity of Essential Operations
  - h. Article I, Section III
  - i. Article II, Section VI
  - j. Article VI, Section I

**New Business**

1. Financial Report - questions and acknowledge receipt
2. Audit
3. Sunshine Request Page
4. Major Maintenance Schedule

**Adjournment**

## **Tuesday, August 26, 2025: Open Session**

**Trustees in Attendance:** Diana Brazeale, John Garrity, Mary Hernandez de Carl, Echo Schneider, and Kelli Roberts.

**Trustee(s) Absent:** None

**Start Time:** 6:00PM

### **Consent Agenda**

#### Minutes

John Garrity moved to approve all items in the consent agenda except the financial reports. The motion was seconded. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye.

#### Financial Reports

John Garrity moved that the Board acknowledge receipt and review of the unaudited financial statements for this and previous months and accept them for internal use and informational purposes, subject to adjustment upon completion of the annual audit. The motion was seconded. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye.

#### Report of the Executive Director

No board action was taken.

### **Public Comments**

No board action was taken.

### **Old Business**

#### Policy and By-Law Draft and Revisions

John Garrity moved that proposed policy revisions be given their first reading and to schedule a second reading at our next regular meeting. The motion was seconded. The motion passed.

Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye.

### **New Business**

Welcome CCL Executive Director, Will Blydenburgh

No board action was taken.

Setting the 2025 Tax Levy

Mary Hernandez de Carl moved to approve the levy rate as presented at 0.1823. The motion was seconded. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye.

**Adjournment**

TIME: 7:17PM.

---

# Report of the Executive Director

---

23

---

Christian County Library System

Authored by: Will Blydenburgh

---

# Director's Report

September 2025

I continue to get acquainted with the community as well as our processes and procedures. I greatly appreciate everyone who has offered me feedback, advice, and/or listened to my many questions. If there is anything you would like to see included in this director's report in the future, please let me know. We remain dedicated to transparency and good faith.

The budget season and statistical reporting season is upon us, and we are working diligently to find ways to prioritize the continued revitalization of our facilities. I appreciate everyone's patience and consideration during this period of time.

It has been a pleasure witnessing everyone enjoy the programs the library has on offer. If you have not attended a program lately, visit our event calendar and have a look!

## Personnel

- A new substitute assistant hire will be announced this week.
- Branch manager interviews for the Nixa location have commenced. It is a highly competitive process with many candidates!

## Operational / Process Improvements

- We are changing book distributors for the time being. The hope is to get our orders onto the shelves more quickly.
- We have launched a new section on our website dedicated to Sunshine requests.
- Facilities and maintenance are being prioritized for the FY26 budget. Parking lots are in need of sealing and striping. Flooring is in need of replacement. HVAC units need replacement. The Executive Director and Director of Facilities and Technology is developing a master facility plan / major maintenance schedule.

- 
- A warranty claim has been made for the Clever Library roof to fix a patch that is pulling up.
  - Ozark Gazebo repairs are imminent.

## Patron Praise

Kudos to Ozark and Nick the Manager!



**Claire Sefiane**

6 reviews



★★★★★ a week ago **NEW**

Love everything about this place! The staff, the environment, and the manager. Everyone is so kind and helpful. I always feel happy when I'm there and when I leave.



1



---

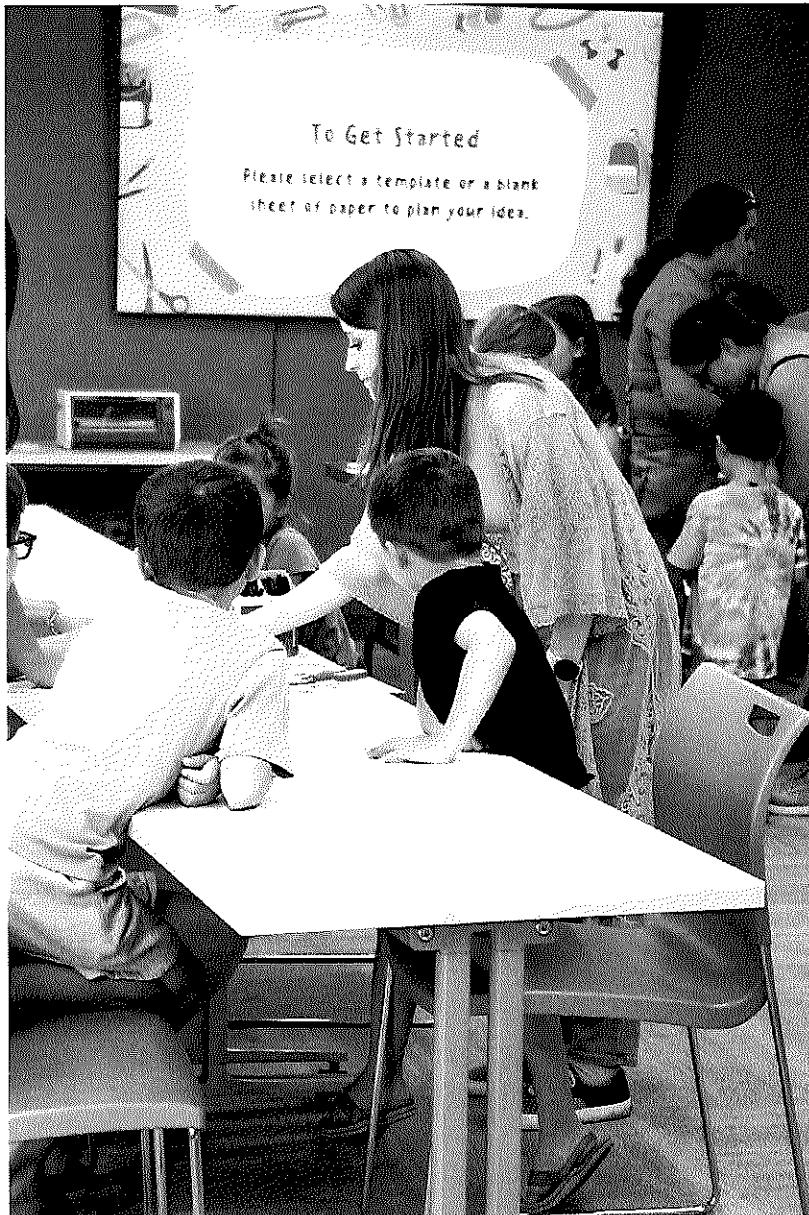
## Programming Highlights

Outdoor Concerts have been a great hit thanks to the Friends of the Library, a wealth of local musical talent, and staff. The Clever branch broke a personal record with 51 attendees! The final concert will be at the Nixa Branch Saturday, Oct. 25, 6:30 p.m.-7:30 p.m. featuring the Lancaster Station Band. Let's turn out!

Gravestone cleaning is coming up Sept 27 – see the event calendar for more details or ask about it at a service desk.

Astronomy Night with Springfield Astronomical Society will happen at the Clever Branch Sept. 29, 7:30 p.m. – 9:00 p.m.

Our Youth Services department and the Ozark Community Library partners with the City of Ozark each summer to serve day campers. The August total OC Group numbers include 590 campers and counselors!



*Figure 1 Backpack Shrinky Dinks @ Ozark (64 attendees)*

## Monthly stats

**+51% computer use increase compared to August 2024 (by minutes).**  
**+17.3% increase in door count compare to August 2024.**  
**-5% Circulation decrease compared to August 2024.**



August	2025	2024 (Same Month)
<b>Total Patron Visits</b>	14527	12215
<b>Total Circulation</b>	19767	20815
<b>New Library Cards</b>	320	352
<b>Computer Use</b>	2083 sessions / 95770 minutes	1551 sessions / 63111 minutes

## Director's Tip:

Hoopla bonus borrows are offered the last week of each month. Select items are available to be checked out without counting towards your monthly limit! Be sure to set a reminder.

Note this copy only has changes proposed for discussion and vote

**Legend:**

Green highlighted are adds

Amber highlighted are removals

Blue highlighted are in progress for further discussion

---

## Change #1 - Removal of ALA language (p. 5-7)

Remove and replace amber highlighted with green highlighted below

### **MISSION STATEMENT**

Building community for all through access, innovation, and engagement.

*Updated November 2022*

### **GUIDING PRINCIPLES**

#### **SUMMARY OF THE FREEDOM TO READ STATEMENTS**

In the Bill of Rights to the United States Constitution, the founders of our nation proclaimed certain fundamental freedoms to be essential to our form of government. Primary among these is the freedom of expression, specifically the right to publish diverse opinions and the right to unrestricted access to those opinions. As citizens committed to full and free use of all communications media and as professional persons responsible for making the content of those media accessible to all without prejudice, we, the undersigned, wish to assert the public interest in the preservation of freedom of expression.

Through continuing judicial interpretations of the First Amendment to the United States Constitution, full freedom of expression has been guaranteed. Every American who aspires to the success of our experiment in democracy--who has faith in the political and social integrity of free men--must stand firm on those Constitutional guarantees of essential rights. Such Americans can be expected to fulfill the responsibilities implicit in those rights.

We, therefore, affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The full documents are available at the [American Library Association](http://www.ala.org) website.

## **THE LIBRARY BILL OF RIGHTS**

The [American Library Association](http://www.ala.org) affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

*Updated March 2019*

# **OPERATIONAL STEWARDSHIP GUIDELINES**

## **MATERIALS SELECTION POLICY**

### **The Role of the Library in the Community**

The role of the Christian County Library is to serve the informational, cultural, educational, and recreational needs of all Christian County residents by selecting, acquiring, organizing, and making available our materials and services.

- We seek to foster an atmosphere of free inquiry and to provide information without bias or discrimination.
- We cooperate with other agencies and institutions in an effort to enhance and expand public awareness and access to information.
- We have the responsibility to uphold the principles of freedom of expression and the public's "right to know."

### **A Summary of Our Materials Selection Policy**

The public Library is the institution in our society which provides diverse viewpoints on a wide range of topics of interest--including political, social and religious--without censorship or bias. Because of this, the Christian County Library chooses materials representing different points of view, limited only by our selection criteria, budget, and the space in our facilities.

We support the Library Bill of Rights and the Freedom to Read Statement in providing free and open access to our materials for all age groups. Children are not restricted to particular areas of the Library. Our staff does not monitor the materials that children choose. The responsibility for the reading or viewing choices of children rests entirely with parents or legal guardians. For more information, see [Youth and the Library](#).

In considering which materials to place in the Library, we will not automatically include or exclude an item based on any of the following criteria:

- Race, religion, nationality, or political views of an author;
- Frankness or coarseness of language;
- Controversial nature of an item; or
- Endorsement or disapproval of an item by any individual or organization in the community.

### **How We Decide What to Buy**

The Library's material selection committee is comprised of staff from both the Collection Services and Youth Services departments and is responsible for the selection of materials using guidelines set by the Director of Collection Services and the Director of Youth Services. Other staff and patrons can make suggestions for purchase. The committee consults various sources and uses the following criteria when making selections:

- Reviews from professional journals, popular magazines, and other media.
- Expressed or anticipated patron demand.
- Timeliness or permanence of the material.

- Quality, accuracy, or authenticity of materials.
- Inclusion of materials in a special bibliography or index.
- Scope and depth of our present collection or the availability of materials at other libraries in the area.
- Reputation or authority of the author or publisher.
- Format and price of material as well as space available to house it.

No single criterion is used to justify a purchase; materials selectors consider all the criteria in reaching a decision. The Director of Collection Services and the Director of Youth Services make all final acquisition decisions.

### **How Items are Placed in the Library**

Placement of print materials in the Library is generally determined by publisher's grade and age reading recommendations. While materials are separated for ease of use, patrons are not limited to these recommendations. All patrons are welcome to browse and check out any materials in the collection. A minor's use of the library is the sole responsibility of their parent or guardian.

The children's areas of the library contain materials recommended for birth to age 11, or birth to grade 6. Teen areas contain materials recommended for age 12 to 17, or grade 7 to 12. All other areas are intended for use by all ages and contain materials recommended for age 18 and up. Areas of the Library such as entryways or service desks are considered common areas and may contain displays of materials for children and adults.

## **MISSION STATEMENT**

Our mission is to enrich our community by providing free access to knowledge, fostering lifelong learning, and creating a space for discovery, connection, and growth.

## **GUIDING PRINCIPLES**

At the Christian County Library, we are dedicated to serving our community by providing access to knowledge, preserving our shared heritage, and maintaining a welcoming environment for all patrons. Our principles reflect a respect for American traditions, local values, and the responsibilities of public service in providing access to information.

### **1. Preservation of Heritage**

We honor and preserve the cultural, historical, and civic heritage of both our nation and our local community. Our collection reflects the stories, contributions, and values that have shaped our shared identity.

### **2. Respect for Constitutional Principles**

In accordance with the First Amendment, we support lawful access to a broad range of

materials. We do so with careful regard to community standards and a commitment to responsible collection development.

**3. Responsiveness to Community Standards**

Our materials and programs are selected with the interests, needs, and values of the community in mind. We aim to reflect the character and culture of the people we serve while maintaining professional standards.

**4. Protection of Children**

We strictly comply with all State and Federal child protection laws. Library policies are designed to support the role of parents and guardians in guiding their children's access to materials, while ensuring a safe environment for all patrons.

## Change #2 - Consequences (p.18)

Remove the word will and replace with may. Also added the word trespass in the first bullet.

### **Use of Facilities**

**Consequences** Vandalism, misuse, theft, or destruction of Library facilities, equipment, or materials **may will** be prosecuted.

- Violation of any of these rules, any Library policy, trespass or any other applicable federal or state laws can result in a temporary ban of one year, permanent expulsion, or arrest.

## Change #3 - Social Media Use (p.24)

Add language in green

### **Staff Use of Social Media**

Social media posts and interactions by Library staff, whether on Library-maintained social media accounts or personal social media accounts, must not compromise data confidentiality, Library integrity, and patron privacy (see Confidentiality of Library Records & Third Party Partners Privacy Policy). The same standards of conduct, principles, and guidelines that apply to Library employees in the performance of their assigned duties, apply to employee social media use. Staff should not be making media posts that purport to be the policy or statements on behalf of the library as a whole on personal media accounts.



## Change #4 - Library Cards (p. 22)

Acknowledgement form added with link below

### **CIRCULATION POLICY**

#### **LIBRARY CARDS**

Christian County Library will issue library cards without charge to Christian County residents and members of households that pay property tax in Christian County. A fee of \$40.00 per household will be charged annually for individuals living outside of Christian County and who do not own property in the county. Individuals who live outside Christian County but meet certain requirements may be classified as exempt from the annual fee by library administrators. The parent/guardian will be notified that their child will have access to the collection-at-large via [acknowledgement form](#).

## **Library Card Acknowledgement Form for Minor Children**

### **Parent/Guardian Acknowledgement**

I, \_\_\_\_\_, the parent or legal guardian of \_\_\_\_\_, born on MM/DD/YYYY \_\_\_\_\_, hereby acknowledge and agree to the following terms and conditions for obtaining a library card for my child from Christian County Library.

#### **Responsibility for Material Selection**

I acknowledge that the library contains a wide variety of materials, including books, videos, and other resources, some of which may not be appropriate for minor children.

By obtaining a library card for my child, I understand they may access the library's resources, including physical and digital materials, subject to the library's policies. I understand that the library does not restrict access to materials based on age unless specified by library policy.

#### **Liability Release**

I understand the library does not act *in loco parentis* and that supervision of my child's library use is my responsibility when present. I understand and agree that the library is not responsible for material that my child accesses that I disagree with or find offensive. The library is not responsible for materials a child accesses.

#### **Library Policies**

I agree to help ensure that my child complies with all library rules and policies, including those related to borrowing, returning materials, and appropriate conduct within the library.

Parent/Guardian Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Child's Name (Printed): \_\_\_\_\_

Library Card Number : \_\_\_\_\_

\_\_\_\_\_

#### Library Use Guidelines for Parents

- Parents are encouraged to discuss appropriate material choices with their children.

Library staff are available to assist with finding age-appropriate resources upon request.

## Change #5 - Proctoring discontinued and removed (p. 26)

### **PROCTORING**

Exam proctoring will be considered with sufficient available space and staff time for a \$10 fee. A mutually acceptable schedule must be set with a Library Administrator prior to requesting the exam from the education institution. Payment must be made prior to beginning the test.

*Updated December 2019*

## Change #6 - Payment of Bills (p. 33)

Adding language for separation of duty spending at approved thresholds and removing title specific wording.

### **Payment of Bills**

As invoices are received they are processed by Administrative Staff, if needed, then given to the Business Office. The Administrator who makes or authorizes the purchase is responsible for assigning the expense to the correct budget category, and then Business Office staff will enter the expense in Quickbooks to generate the check for the invoice. The Director of Finance and Business Operations may pay for bills with electronic payments at their discretion with prior budget approval.. When planning budget categories a threshold will be set for alerts to notify the Board of Trustees.

After the checks are generated, they are reviewed by the Executive Director. Checks are required to have two signatures: one from an authorized member of the Board of Trustees (Treasurer or Vice-President) and the other from an authorized member of the Administrative Staff other than the Director of Finance in order to maintain the separation of duties. of Development and Strategic Partnerships).

## Change #7 - Signatures on checks (p. 33)

Add management staff designee and remove title specific role.

### **Signatures on Library Checks**

As outlined in the Library's Procurement Policy, checks are required to have two signatures: one from an authorized member of the Board of Trustees (Treasurer or Vice-President) and the other from an authorized member of the Administrative Staff (Executive Director or Management staff designee). Director of Development and Strategic Partnerships.

## Change #8 - BoT override removal

This provision is against the statute and staff don't have the authority or the need to do these without the BoT

### **CONTINUITY OF ESSENTIAL OPERATIONS PLANNING**

Budget planning should begin in July for the following fiscal year. It is critical that the Executive Director and Administrative staff submit the proposed budget before the end of September so that the Board of Trustees can review and approve the following.

If a majority vote of the Board of Trustees cannot be reached on the following key annual Library operational duties according to the timeline indicated here, the staff recommended version of each will go into effect to ensure continuity of essential operations.

1. Approval of the Library's annual operating budget for the following year (each October November);
2. Adoption of the Library's Conflict of Interest Policy Resolution (each March); and
3. Setting the Library's tax levy rate (each August one week before the County deadline).

*Adopted May 2023*

## Change #9 - ED presence at meetings

This is already covered in the statute and not necessary only required at open meetings.

Added the word open and removed other language.

### **BOARD OF TRUSTEES BYLAWS**

#### **Article I : Meetings**

##### **Section III.**

The Executive Director or their designee shall be present at all open Board meetings. Closed meetings may be held to discuss the Executive Directors performance in accordance with Chapter 610.021(3) of the Revised Statutes of Missouri.. except at those times when their employment status or salary is to be a matter of business, in which case the action can be taken by just the Board members.

Or

For closed meetings as a separate section - -

Closed meetings will be conducted according to the state statute RSMO Chapter 610.021 and the Board of Trustees will determine who needs to be present based on the purpose of the meeting.

---

Will proposed

The Executive Director or their designee shall be present at all Board meetings with two notable exceptions:

1. Closed meetings may be held to discuss the Executive Directors performance in accordance with Chapter 610.021(3) of the Revised Statutes of Missouri.
2. The board must address a time-sensitive need and the Executive Director, Interim Director, or designee of the library are unavailable.

## Change #10 - Check signatures (p. 40)

Added designee and removed title specific language

### Article II: Elections & Appointments

#### Section VI.

The Treasurer of Christian County Library's Board of Trustees shall be the official custodian of all monies of the Library District. The Treasurer of the Board, Executive Director of the Library, and Director of Finance and Business Operations of the Library shall be bonded by a corporate surety. As outlined in the Library's Procurement Policy, checks are required to have two signatures: one from an authorized member of the Board of Trustees (Treasurer or Vice-President) and the other from an authorized member of the Library's Administrative Staff (Executive Director or Designee-~~Director of Development and Strategic Partnerships~~).



## Change #11 - Amendments (p. 42)

Removed requirement for two meetings to adopt changes and added language for immediate adoption unless a delay is needed.

### **Article VI: Amendment of Bylaws**

#### Section I.

These Bylaws can be amended at any regular or special open meeting of Christian County Library's Board of Trustees by a majority vote of the entire Board, provided that the amendment(s) have been submitted in writing at the previous regular meeting.

Amendments to these Bylaws will be effective immediately upon adoption, unless the motion specifies otherwise.

# Christian County Library Balance Sheet - Unaudited

As of August 31, 2025

Cash Basis

	Aug 31, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Southern Bank Checking (SONDHI)	143,327.65
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	512,018.19
Ozark Bank Checking	1,876,026.04
Total Checking/Savings	2,619,170.02
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	2,619,747.02
Other Assets	
CCL Cop 2020 PROJ	263,090.23
CCL Cop 18 Prj	29.23
CCL Cop 18 Rf	105,279.66
Total Other Assets	368,399.12
<b>TOTAL ASSETS</b>	<b>2,988,146.14</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-18.67
Total Accounts Payable	-18.67
Credit Cards	11,197.78
Other Current Liabilities	
A&E Tax Payable	17.00
Payroll Liabilities	11,850.50
Total Other Current Liabilities	11,867.50
Total Current Liabilities	23,046.61
Total Liabilities	23,046.61
Equity	2,965,099.53
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,988,146.14</b>

**Christian County Library**  
**Profit & Loss - Unaudited**  
August 2025

Cash Basis

	Aug 25
Ordinary Income/Expense	
Income	
Library Item for Sale	26.00
Tax Rev	16,809.58
Copier/Fines/Fees	5,269.20
Gifts/Grants/Reimbursements	25,842.17
Interest Income	2,045.64
Total Income	49,992.59
Gross Profit	49,992.59
Expense	
Collection	
Technology (Hotspots)	4,019.08
Audio/Visual	
Youth AV	475.10
Adult AV	855.98
Total Audio/Visual	1,331.08
Books	
Youth Services	2,780.99
Electronic Coll. (Hoopla & OD)	17,356.20
Adult Books	5,682.81
Total Books	25,820.00
Databases	3,074.00
Periodicals & Zinio	329.75
Total Collection	34,573.91
Interest Expense	48.51
Operating Expense	
Bank Service Charges	140.18
IT Discretionary Budget	
Services	3,792.62
Computer Hardware	
Staff Computers	126.38
Patron Computers	695.00
Total Computer Hardware	821.38
Software/Licensing	
Network Computer Software	14,489.28
Staff Computer Software	2,846.96
Total Software/Licensing	17,336.24
Total IT Discretionary Budget	21,950.24
Building & Grounds	4,798.99
Professional Services	4,396.85
Lease Expenses and Bond Payment	227,340.76
Memberships	349.00
Postage	1,008.52
Programming	
Adult Programs	945.00
Youth Services Programs	167.51
Total Programming	1,112.51
Programming Supplies	
Adult Programming Supplies	144.95
Youth Programming Supplies	1,092.51

**Christian County Library**  
**Profit & Loss - Unaudited**  
**August 2025**

Cash Basis

	Aug 25
Total Programming Supplies	1,237.46
Staff & Board- Travel	145.19
Supplies	1,404.16
Telephone/Fax/Modem	792.97
Utilities	7,408.74
Vehicles	147.41
Total Operating Expense	272,232.98
Personnel	161,991.27
Total Expense	468,846.67
Net Ordinary Income	-418,854.08
Net Income	-418,854.08

**Christian County Library**  
**Anticipated Bills**  
September 2025

	<u>Sep 25</u>	
Adobe	121.96	
Admiral Express	175.96	
ADT LLC	700.33	
Amazon Capital Services, Inc.	4,018.69	
Baker & Taylor-Books	4,305.10	
BambooHR	1,264.23	
Blackstone Publishing	417.37	
BOK Financial	3,359.24	Bonds
Brodart Co.	179.52	Collection Supplies
Casey's General Store	205.01	
Cengage Learning	355.20	
Center Point Large Print	296.04	
Chad Woody	200.00	Print Making Program
Chilton's Environmental Services LLC	216.00	
Chuck Mercer	120.00	
City of Clever	35.73	
City of Sparta	49.21	
Concur Technologies, Inc.	345.72	
Credit Card	5,832.54	
Discovery Center	865.20	
GFI Digital	1,179.23	
GFL Environmental (formerly WCA)	301.30	
Hoopla by Midwest Tape	7,006.27	
Lakeland Office Systems	366.10	
Liberty Utilities	2,134.35	
Long Refrigeration Heating & Cooling	129.00	
Lowe's	175.32	
Mercy Specialized Billing Services	82.50	
Midwest Tape	1,050.34	
Miles CPA & Associates, LLC	4,500.00	Audit
Missouri Employers Mutual	1,111.19	
Nixa Utilities	3,395.19	
OverDrive, Inc.	1,045.70	
Ozark Water Department	47.73	
Quadient Finance USA, Inc	801.00	
Quality Clean, LLC	2,650.00	
Republic Services	203.82	
Socket	614.45	
Spire (formerly Missouri Gas Energy)	257.68	
Square, Inc.	43.24	
SteamPro	874.12	
The Clever Barn	300.00	Outdoor Concert Series
Tumbleweed Press Inc	1,700.00	Tumblebooks
UniFirst Corporation	901.34	
Unique Management Services	104.85	
USA Today	47.79	
Verizon Wireless	2,089.78	
Personnel	158,207.84	
<b>TOTAL</b>	<u><u>214,383.18</u></u>	

**Christian County Library Adjustment Report for August 2025 (Unaudited)**

	Anticipated	Actual	Adjustment
ADT LLC	700.33	697.64	(2.69)
Amazon Capital Services, Inc.	2,950.66	3,895.16	944.50
Baker & Taylor-Books	4,017.33	5,625.77	1,608.44
BambooHR	-	1,264.23	1,264.23
Blackstone Publishing	339.19	459.19	120.00
BOK Financial	-	227,340.76	227,340.76
Casey's General Store	107.89	101.70	(6.19)
Center Point Large Print	296.04	592.08	296.04
City of Sparta	61.71	65.90	4.19
Concur Technologies, Inc.	345.72	691.44	345.72
Credit Card	7,806.34	-	(7,806.34)
Demco, Inc.	-	606.29	606.29
DRI*UPrinting	-	27.96	27.96
Etsy	-	4.00	4.00
GFI Digital	609.36	2,670.72	2,061.36
GFL Environmental (formerly WCA)	301.30	606.05	304.75
Google	-	769.33	769.33
Hy-Vee	-	55.53	55.53
Lowe's	94.50	134.05	39.55
Mercy Specialized Billing Services	85.50	84.00	(1.50)
Midwest Tape	170.19	720.87	550.68
Ozark Chamber of Commerce	-	20.00	20.00
Personnel	166,787.28	162,062.32	(4,724.96)
Springfield Area Human Re	-	25.00	25.00
Springfield Stamp & Engraving	-	21.00	21.00
Square, Inc.	53.74	104.39	50.65
UniFirst Corporation	1,246.32	1,423.47	177.15
Wal*mart Credit Card	-	73.61	73.61

Bond Payment budgeted in Oct

Assigned to actual vendor

Original Anticipated Bills	244,677.61
Adjustment	224,169.06
Reimbursements	0.00
<b>Total August 2025 CCL Bills</b>	<b>468,846.67</b>

**CDs**

CD#: 37840052 matures August 28, 2027 (int rate .9%)	250,000.00
CD#: 197708399 matures September 16, 2026 (int rate 2.5%)	262,018.19
<b>CD Total</b>	<b>512,018.19</b>
Ozark Bank Checking	1,876,026.04
Southern Bank Checking (SONDHI)	143,327.65
<b>Undeposited Funds</b>	
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	263,090.23
CCL Cop 2020 COI	0.00
CCL Cop 18 Prj	29.23
CCL Cop 18 Lrf	0.00
CCL Cop 18 Rf	105,279.66
<b>Total Library Funds as of August 31, 2025</b>	<b>2,900,348.00</b>

**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
<b>Total Foundation Funds</b>	<b>87,798.14</b>

**\*Total Current CCLF and CCL Assets** **2,988,146.14**

## Sunshine Law and Requests

Missouri's Sunshine Laws are a commitment to openness by setting forth expectations for public access to meetings and records of public governmental bodies. RSMo 610.01 states, "It is the public policy of this state that meetings, records, votes, actions, and deliberations of public governmental bodies be open to the public unless otherwise provided by law."

Public meetings, including those conducted by telephone, internet or other electronic means, must be held at reasonably convenient times and be accessible to the public. The law provides guidance for the limited instances when meetings, records and votes may be closed, while stressing that these exceptions are to be strictly interpreted to promote the public policy of openness.

The executive director, Will Blydenburgh, is appointed as the custodian of records of Christian County Library.  
208 N. McCroskey St., Nixa, MO 65714  
wblydenburgh@christiancountylibrary.org

### Creating A Request

If you would like access to district records, please submit a formal request to [sunshine@christiancountylibrary.org](mailto:sunshine@christiancountylibrary.org). Note that many records are publicly available and the information you are looking for may already be posted online.

- [More Info](#)

Requests should be prepared carefully. Avoid vague or overly broad requests, as these can lead to confusion, delays and/or increased costs. Consider the following helpful tips:

- **Contact Information.** Provide your name (and organization name, if applicable) and preferred contact information including email, phone number and mailing address.
- **Construct a Clear and Specific Request.** Describe the record(s) you're seeking, including identifying information such as date ranges, names or addresses. Describe the records as specifically as possible. Generally, best practice is to file separate, specific requests rather than including multiple, unrelated items in a single request.
- **State a Preferred Format.** Indicate whether you would like to inspect the records in person or receive them in an electronic format or receive physical copies.
- **Set a Cost Limit.** In the request, specify the maximum amount you are willing to pay for searching, researching and copying of records. See below for the list of costs involved.
- **Request Example.** The Missouri Attorney General's office has provided a sample request to follow, accessible [here](#).

Public input (such as comments, concerns and/or questions about library procedures, policies and staff) is not the same as Sunshine Law requests. If you would like to provide feedback or voice an opinion, please email or speak with a library staff member. The Sunshine Law request process is for access to existing documents held by the library.

## Cost and Payment

In accordance with the Sunshine Law, a fee may be charged for the average hourly rate of pay for clerical staff to duplicate documents, and the actual cost of the research time for fulfilling the request (using the lowest-salaried employees capable of searching, researching and copying the records).

### • More info

Payment of any fees is required before fulfilling the request. A breakdown of the estimated fee will be provided for review. If the fee is not paid within ninety (90) days, or within one hundred fifty days if the requested fee exceeds one thousand dollars, the request shall be considered withdrawn. Costs are estimated by using the lowest-salaried employees capable.

- A fee of \$13.75 per hour for activities performed by clerical staff, including locating, preparing and/or copying records.
- A fee of \$25.00 per hour for activities performed by Administrative staff, including searching and evaluating records.
- A fee of \$.10 per page (8.5" x 11") for black and white photocopies of documents
- A fee of \$5.00 for documents provided via portable flash drive

For most requests, the first hour of searching and review is waived. Acceptable payments include cash, check, money order or credit card.

If the fulfillment of the request takes less time than estimated, a refund will be issued. If the fulfillment requires additional time, the requester will be notified and provided with an updated time and cost before continuing with retrieval.

Records may be furnished without charge or at a reduced charge if the requested information is likely to contribute to public understanding or benefit the general public and is not primarily for the commercial interest of the requester.

## Fulfillment of Request

Request for records are responded to as soon as possible, and no later than the end of the third business day after receipt of the request. If access cannot be granted immediately, an explanation of the delay and the earliest date and time when the records will be available is provided. Payment of any fees is required before fulfilling

### ► More Info

<https://christiancountylibrary.org/policies/>



	<b>Clever</b> Year Built: 2021 Year Renovated: N/A	<b>Sparta</b> Year Built: 2021 Year Renovated N/A	<b>Nixa</b> Year Built: Year Renovated: 2018 remodel (library half)	<b>Ozark</b> Year Built: June 26, 1972 Year Renovated: 1985 and 2017.
HVAC Systems Life Cycle (15-20 years)	Age: 4 History: Time Frame: 2036-2038	Age: 4 History: Time Frame: 2036-2038	Age: History: Time Frame:	Age: History: Time Frame:
Roofing Life Cycle (15-20 years)	Age: 4 History: Time Frame: 2036-2038	Age: 4 History: Time Frame: 2036-2038	Age: History: Time Frame:	Age: History: 2022, 2024 (fixed) Time Frame:
Parking Lots Sealed - 2-3 years Striped 1-2 years	Age: 4 History: Time Frame: 2025-2026	Age: 4 History: Time Frame: 2025-2026	Age: History: Time Frame:	Age: 2023 (both sealed and striped) History: Time Frame:
Electrical Systems LC: 25-40 Years	Age: 4 History: Time Frame: 2051-2055	Age: 4 History: Time Frame: 2051-2055	Age: History: Time Frame:	Age: 2018 History: Time Frame:

Water Systems / Plumbing LC: unclear, but regular inspections needed	Age: 4 History: Time Frame: Immediate maintenance needed (rising pipe with damage and smell)	Age: 4 History: Time Frame: Inspect 2026-2027	Age: History: Time Frame:	Age: Unknown - 2018? History: Time Frame: Inspect 25-27
Exterior Signage LC: 7-10 years	Age: 4 History: Time Frame: 2031	Age: 4 History: Time Frame: 2031	Age: History: Time Frame:	Age: 2018? - Nicholas? History: Time Frame: 2030
Library Grounds LC: regular maintenance	Age: History: Time Frame: recurring	Age: History: Time Frame: recurring	Age: History: Time Frame: recurring	Age: History: Time Frame: recurring 2025 - Rear Woodchips project and beautification upgrades. Two huge trees removed 2022.
Flooring Carpet LC 5-15 Vinyl LC 10-25	Age: History: Time Frame: 2030 (Vinyl)	Age: History: Time Frame: 2030 (Vinyl)	Age: History: Time Frame: 2025-2027	Age: 2017 History: 2017 Time Frame: 2025-2027
Paint Interior 3 Exterior 10-15	Age: History: Time Frame: Interior 2027-2028 Exterior 2031-2036	Age: History: Time Frame: Interior 2027-2028 Exterior 2031-2036	Age: History: Time Frame:	Age: 2017 (interior) 2017 (exterior) History: Time Frame: Interior: 2026-2028 Exterior: 2027-2029