

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, October 28, 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, September 23, 2025, Open Meeting
2. Report of the Executive Director

Public Comment

Old Business

1. Policy and By-Law Draft and Revisions
 - a. Censorship Policy

New Business

1. Financial Report - questions and acknowledge receipt
2. Preliminary Budget Overview
3. Important Dates
4. November meeting

Adjournment

Tuesday, September 23, 2025: Open Session

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

Trustee(s) Absent: None

Start Time: 6:00PM

Consent Agenda

Minutes

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

Public Comments

Old Business

1. Second Reading of Christian County Library Policy Manual and By-Law Draft and Revisions
 - a. Mission Statement
No board action was taken.
 - b. Guiding Principals
John Garrity moved to remove the guiding principles as they are specific to the ALA. The motion was seconded. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye.
 - c. Operational Stewardship Guidelines
 - i. Materials Selection Policy
John Garrity moved for the operational stewardship guidelines under the summary of materials selection policy to remove the second paragraph as discussed. The motion was seconded. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye.
 - d. Conduct Expectations
 - i. Library Code of Conduct
 1. Consequences
Kelli Roberts moved to remove the word *will* and replace with *may* and to add the word *trespass* in the first bullet as discussed. The motion was seconded. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye
 - ii. Social Media Policy
 1. Staff Use of Social Media
Diana Brazeale moved to add language in green (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). The motion was seconded. The motion passed. Roll Call:

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

e. Circulation Policy

i. Library Cards

No board action was taken.

f. Services & Facilities For Public Use

i. Proctoring

John Garrity moved to remove this section entirely. The motion was seconded. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye.

g. Governance & Accountability Standards

i. Procurement Policy

1. Payment of Bills

John Garrity moved to add language for separation of duty spending at approved thresholds and removing title specific wording as discussed. The motion was seconded. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye.

ii. Contracts, Signatures, and Financial Authority

1. Signature on Library Checks

John Garrity moved to add management staff designee and remove title specific role (Director of Development and Strategic Partnerships).

iii. Continuity of Essential Operations

John Garrity moved to revise the continuity of essential operations planning as written in green (add language) and red (remove language) as discussed. The motion was seconded. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye.

h. Article I, Section III

John Garrity moved to remove the text in red and add the text in green (Closed meetings will be conducted according to 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) and to add the words open and remove other language as discussed. The motion was seconded. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hernandez de Carl: Nay; Trustee Roberts: Aye.

i. Article II, Section VI

John Garrity moved to add designee and remove title specific language (Director of Development and Strategic Partnerships). The motion was seconded. The motion passed. Roll Call: Trustee Brazeale: Aye; Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye.

j. Article VI, Section I

John Garrity moved to remove the requirement for two meetings to adopt changes and added language for immediate adoption unless a delay is needed and for the removal of the text in red

and addition of the text in green. The motion was seconded. The motion passed. Roll Call: Trustee Brazeale: Nay; Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Nay; Trustee Schneider: Aye.

New Business

1. Financial Report - questions and acknowledge receipt
No board action taken.
2. Audit
No board action taken.
3. Sunshine Request Page
No board action taken.
4. Major Maintenance Schedule
No board action taken.

Adjournment: 7:54PM

Report of the Executive Director October 2025

**Christian County Library System
Authored by: Will Blydenburgh**

Director's Report

October 2025

We successfully navigated the pending closure of Baker & Taylor, a primary book distributor for public libraries. The collections team divested us from their services. The State library uses a platform from Baker and Taylor to collect statistical data. With the possibility of this statistical collection portal coming down, finishing the annual statistics was made a priority over normal operations such as planning the budget instead of vice versa. Our annual statistics were submitted Thursday, October 23.

I also visited with the Christian County Board of Commissioners October 16, who were gracious and expressed their support of our library system. It was asked to be conveyed to the public that the commissioners are not involved in the operations of the library or the library board of trustees. The recording is available through the Christian County website.

Personnel

- We hired Katie Haynes as our new Nixa Branch Manager. Katie previously served as director of Rogersville Parks and Recreation. Welcome Katie!
- We had our annual staff day on Columbus Day, October 13. We exchanged ideas, developed professionally, and celebrated our top tier staff.

Operational / Process Improvements

- Repairs have been completed on the Ozark Gazebo
- Floodlights at Nixa branch have been repaired.
- Window repaired at Nixa
- Roof Repair made at Clever
- Ozark Carpet Cleaning - Complete on Sunday, Sep 28, 2025.

Programming

- Our outdoor concert series is a wrap until next year, thanks to the friends and staff who made it possible.

- Kaitlyn McConnell wrote a kind article in the Springfield Daily Caller about the gravestone cleaning program run by Sparta Branch Manager Whit Gillenwaters.

More Highlights

- Ozark Branch hosted a special local meeting for Lieutenant Governor of Missouri, David Wasinger on Friday, Sep 26, 2025 in the Netzer Meeting Room. Topic was for an “Elder Abuse Forum Turnout.” Approximately 100 people total attended! Chief of Staff Katie Ashcroft was in attendance and coordinating the event.

Monthly stats

September	2025	2024 (Same Month)
Total Patron Visits	13199	12805
Total Circulation	19092	17974
New Library Cards	487	538
Public Computer Use	69179 (minutes used)	65786

Director’s Tip:

Mark your calendars for Christian County’s upcoming Christmas parades! We will be there! Come join us.

- Ozark: November 22nd
- Highlandville: December 6th
 - Sparta: December 6th
 - Nixa: December 7th
- Clever: December 13th
- Billings: December 13th

CENSORSHIP POLICY

Purpose: To define the Library's role in access to information.

Christian County Library accepts and endorses the American Library Association's Library Bill of Rights, and its various interpretations, including the Statement of Intellectual Freedom, Freedom to Read, Freedom to View, Statements on Labeling, and Policy of Confidentiality of Library Records. If a patron is concerned about a library service such as an item in the collection, event, display, or presentation a [Request for Reconsideration form](#) may be submitted and the Executive Director will respond.

Updated June 2023

Christian County Library Balance Sheet - Unaudited

As of September 30, 2025

Cash Basis

	Sep 30, 25
ASSETS	
Current Assets	
Checking/Savings	
Southern Bank Checking (SONDHI)	143,340.32
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	512,510.62
Ozark Bank Checking	1,679,970.13
Total Checking/Savings	2,423,619.21
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	2,424,196.21
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
TOTAL ASSETS	2,792,595.33
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	-18.67
Credit Cards	6,500.92
Other Current Liabilities	
A&E Tax Payable	17.00
Payroll Liabilities	11,555.64
Total Other Current Liabilities	11,572.64
Total Current Liabilities	18,054.89
Total Liabilities	18,054.89
Equity	2,774,540.44
TOTAL LIABILITIES & EQUITY	2,792,595.33

Christian County Library
Profit & Loss - Unaudited
September 2025

Cash Basis

	Sep 25
Ordinary Income/Expense	
Income	
Tax Rev	
County Taxes	16,883.62
Total Tax Rev	16,883.62
Copier/Fines/Fees	4,534.05
Gifts/Grants/Reimbursements	900.00
Interest Income	806.84
Total Income	23,124.51
Gross Profit	23,124.51
Expense	
Collection	
Library of Things	865.20
Technology (Hotspots)	2,000.50
Audio/Visual	
Youth AV	375.88
Adult AV	1,204.02
Total Audio/Visual	1,579.90
Books	
Youth Services	2,004.48
Electronic Coll. (Hoopla & OD)	9,385.41
Adult Books	4,450.62
Total Books	15,840.51
Periodicals & Zinio	152.89
Total Collection	20,439.00
Interest Expense	182.37
Operating Expense	
Bank Service Charges	101.26
IT Discretionary Budget	
Services	1,913.12
Computer Hardware	88.47
Software/Licensing	2,520.28
Total IT Discretionary Budget	4,521.87
Building & Grounds	4,760.15
Professional Services	5,215.85
Lease Expenses and Bond Payment	3,359.24
Memberships	25.00
Postage	801.00
Programming	
Adult Programs	620.00
Total Programming	620.00
Programming Supplies	
Adult Programming Supplies	394.94
Youth Programming Supplies	517.79
Total Programming Supplies	912.73
Staff & Board- Travel	103.76
Supplies	1,156.39
Telephone/Fax/Modem	703.73

Christian County Library
Profit & Loss - Unaudited
September 2025

Cash Basis

	<u>Sep 25</u>
Utilities	3,988.42
Vehicles	<u>56.08</u>
Total Operating Expense	26,325.48
Personnel	<u>165,242.27</u>
Total Expense	<u>212,189.12</u>
Net Ordinary Income	<u>-189,064.61</u>
Net Income	<u><u>-189,064.61</u></u>

Christian County Library

Anticipated Bills

October 2025

	<u>Oct 25</u>	
ADT LLC	700.33	
Amazon Capital Services, Inc.	4,450.68	
Baker & Taylor-Books	186.07	
BambooHR	1,298.27	
Blackstone Publishing	394.98	
BOK Financial	1,000.00	Bond Fee
Casey's General Store	415.16	
Center Point Large Print	296.04	
Central Bank	28,663.39	Bond Payment
Chilton's Environmental Services LLC	191.00	
Chuck Mercer	150.00	
City of Clever	35.73	
City of Sparta	53.40	
Concur Technologies, Inc.	345.72	
Credit Card	3,878.18	
Dale Flippo	150.00	
Davin Gaskins	400.00	
Demco, Inc.	597.75	
Draper Plumbing	184.00	
Ellis Ellis Hammons & Johnson PC	145.00	
GFI Digital	783.79	
GFL Environmental (formerly WCA)	305.44	
Gold Mechanical, Inc.	202.00	
Hoopla by Midwest Tape	6,887.02	
InfoUSA Marketing, Inc.	3,595.00	
Ingram	2,937.83	
Jennifer Wilson	200.00	
Kenco Fire Equipment, Inc.	91.00	
Lakeland Office Systems	773.18	
Liberty Utilities	5,867.60	Aug & Sep
Lowe's	19.92	
Mercy Specialized Billing Services	82.50	
Midwest Tape	793.99	
Missouri Employers Mutual	25.00	
Nixa Utilities	2,562.56	
OverDrive, Inc.	704.36	
Ozark Water Department	40.58	
Penworthy Company	2,796.65	Books
Quadient Finance USA, Inc	650.00	
Quality Clean, LLC	2,650.00	
Republic Services	203.82	
Socket	615.27	
Spire (formerly Missouri Gas Energy)	278.03	
Springfield Business Journal	119.00	
Square, Inc.	68.88	
SteamPro	874.12	
Swank Movie Licensing USA	2,224.00	
SWMO Services	4,195.00	3rd Qtr
The Hartford	150.00	Fidelity Bond
Uke 66	300.00	
Uline	96.42	
UniFirst Corporation	2,667.64	
Unique Management Services	291.25	
USA Today	47.79	
Verizon Wireless	2,021.79	
Watson Label Products	745.80	
Personnel	159,431.47	
TOTAL	<u><u>249,834.40</u></u>	

Christian County Library Adjustment Report for September 2025 (Unaudited)

	Anticipated	Actual	Adjustment
ADT LLC	700.33	367.79	(332.54)
Amazon Capital Services, Inc.	4,018.69	4,322.48	303.79
Baker & Taylor-Books	4,305.10	3,305.10	(1,000.00)
BambooHR	1,264.23	1,298.27	34.04
Casey's General Store	205.01	112.08	(92.93)
Checkr.com	-	54.99	54.99
Chilton's Environmental Services LLC	216.00	453.00	237.00
Clever Chamber of Commerce	-	5.50	5.50
Credit Card	5,832.54	68.12	(5,764.42)
Demco, Inc.	-	30.94	30.94
Dollar Tree	-	37.12	37.12
GFL Environmental (formerly WCA)	301.30	-	(301.30)
Google	-	769.33	769.33
Liberty Utilities	2,134.35	-	(2,134.35)
Lowe's	175.32	60.78	(114.54)
Nixa Hardware	-	27.42	27.42
Ozark Chamber of Commerce	-	20.00	20.00
Personnel	158,207.84	164,220.70	6,012.86
Springfield News Leader	-	105.10	105.10
Square, Inc.	43.24	95.32	52.08
UniFirst Corporation	901.34	600.45	(300.89)
Unique Management Services	104.85	-	(104.85)
Wal*mart Credit Card	-	211.59	211.59
Walgreens	-	50.00	50.00

Moved to actual vendor

Pd in October

Original Anticipated Bills	214,383.18
Adjustment	(2,194.06)
Reimbursements	0.00
Total September 2025 CCL Bills	212,189.12

CDs	
CD#: 37840052 matures August 28, 2027 (int rate .9%)	250,000.00
CD#: 197708399 matures September 16, 2026 (int rate 2.5%)	262,510.62
CD Total	512,510.62
Ozark Bank Checking	1,679,970.13
Southern Bank Checking (SONDHI)	143,340.32
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	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
Total Library Funds as of September 30, 2025	2,704,797.19

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** **2,792,595.33**

2026 Preliminary Budget Overview (DRAFT)

2025 Budget			
INCOME			
INCOME	Projected	Difference	
Carryover/bond reimbursement	\$400,000.00	n.a	
Estimated Tax Revenue	\$3,473,313.00	\$3,473,311.68	-\$1.32
Estimated Income from Fines & Copier	\$35,000.00	\$48,956.82	\$13,956.82
Estimated State Aid from State Library	\$90,000.00	\$96,942.91	\$6,942.91
Estimated Grants/Donations/Reimbursements	\$60,000.00	\$43,287.71	-\$16,712.29
Estimated Interest Income	\$12,000.00	\$28,841.41	\$16,841.41
TOTAL	\$4,070,313.00	\$3,691,340.53	-\$378,972.47

2026 Budget DRAFT	
INCOME	
	Difference 2025
	n.a
\$3,724,584.19	7%
\$45,000.00	29%
\$95,000.00	6%
\$50,000.00	-17%
\$20,000.00	67%
\$3,934,584.19	-3%

EXPENDITURES			
	Projected	Difference	
Capital Expenses	\$0.00	\$0.00	\$0.00
Personnel	\$2,343,913.00	\$2,117,834.00	-\$226,079.00
Collection	\$351,500.00	\$326,628.46	-\$24,871.54
Operating	\$1,374,900.00	\$1,276,915.15	-\$97,984.85
TOTAL	\$4,070,313.00	\$3,721,377.61	-\$348,935.39

EXPENDITURES	
	Difference 2025
\$65,000.00	n.a
\$2,476,040.50	6%
\$340,955.00	-3%
\$1,300,000.00	-5%
\$4,181,995.50	3%

Important Dates for 2026

Holidays the Library Will Be Closed to the Public

Date	Holiday/Reason
Thursday, January 1, 2026	New Year's Day
Monday, January 19, 2026	Martin Luther King Jr. Day
Monday, February 16, 2026	President's Day
Monday, May 25, 2026	Memorial Day
Friday, June 19, 2026	Juneteenth
Saturday, July 4, 2026	Independence Day
Monday, September 7, 2026	Labor Day
Monday, October 12, 2026*	Staff Training Day
Wednesday, November 11, 2026	Veteran's Day
Thursday, November 26, 2026	Thanksgiving Day
Thursday, December 24, 2026	Christmas Eve
Friday, December 25, 2026	Christmas Day
Thursday, December 31, 2026 - <i>Close at 5:00 p.m.</i>	New Year's Eve

*No Holiday Pay given. Staff will be paid for attendance at Staff Training Day.

Important Dates for 2026

Board of Trustees - Regular Meetings for 2026

Date <i>(Usually Fourth Tuesday)</i>	Key Agenda Items	Location	Start Time
Tuesday, February 24, 2026		Nixa Community Branch	6:00 p.m.
Tuesday, March 24, 2026	MEC Resolution Review & Renewal	Nixa Community Branch	6:00 p.m.
Tuesday, April 28, 2026		Nixa Community Branch	6:00 p.m.
Tuesday, May 26, 2026		Nixa Community Branch	6:00 p.m.
Tuesday, June 23, 2026		Nixa Community Branch	6:00 p.m.
Tuesday, July 28, 2026	Annual Trustee Officer Elections	Nixa Community Branch	6:00 p.m.
Tuesday, August 25, 2026	Tax Levy	Nixa Community Branch	6:00 p.m.
Tuesday, September 22, 2026	Important Dates Approval	Nixa Community Branch	6:00 p.m.
Tuesday, October 27, 2026	Draft Budget Proposal	Nixa Community Branch	6:00 p.m.
Tuesday, November 14, 2026*	Final Budget Approval	Nixa Community Branch	6:00 p.m.
Tuesday, December 15, 2026*		Nixa Community Branch	6:00 p.m.

*Meeting is a week early to avoid holidays or to meet required business deadlines.