

## **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, November 28, 2023 at 6:00 p.m.  
Christian County Library, Nixa Community Branch, Large Meeting Room

**Scheduled Start Time: 6:00 p.m.**

**Consent Agenda**

1. Minutes
  - A. Minutes of the Tuesday, October 24, 2023 Open Meeting
2. Tabled Financial Reports from October
3. November Financial Reports
  - A. Adjustments to Anticipated Bills for November 2023
  - B. Estimated Bills for December 2023
  - C. Balance Sheet
  - D. Monthly Report
4. Report of the Executive Director

**Administrative Highlights**

- Friends of the Library

**Old Business**

- Inclement Weather Procedure Review

**New Business**

- 2024 Budget
- 2024 Foundation Meeting Schedule

**Public Comments**

**Adjournment**

Posted: 11/21/2023

## Tuesday, October 24, 2023: Open Session

**Trustees in Attendance:** Echo Alexzander, Diana Brazeale, Stephanie Sekscinski, and Allyson Tuckness.

**Trustee(s) Absent:** Janis Hagen.

Christian County Library's Board of Trustees met for a regular monthly session on Tuesday, October 24, 2023 in the Netzer Meeting Room of the Ozark Community Branch. 68 members of the community were present.

President Allyson Tuckness presided.

**Start Time:** 6:00 p.m.

### **Consent Agenda**

President Tuckness asked to remove the monthly financial reports from the consent agenda.

Diana Brazeale then moved to table approval of the October financial reports until the November meeting. Stephanie Sekscinski seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Alexzander: Aye; Trustee Brazeale: Aye; and Trustee Sekscinski: Aye.

Stephanie Sekscinski moved to approve all remaining items in the consent agenda. Echo Alexzander seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Alexzander: Aye; Trustee Brazeale: Aye; and Trustee Sekscinski: Aye.

### **Administrative Highlights**

Director of Communications and Community Engagement, Nicholas Holladay, gave an overview of several marketing metrics the library utilizes to track the effectiveness of library services. Second quarter 2023 results show CCL outperforming comparable libraries and surpassing equivalent industry standards.

### **Old Business**

#### Parent Resources

Executive Director Brumett provided a progress report on efforts to develop new finding aids and centralize existing resources designed to help every parent find the materials that are right for their family. Administrators hope to debut a webpage and print materials detailing these readers' advisory tools by the end of the first quarter of next year.

### **New Business**

#### December Board Meeting Schedule

President Tuckness will not be available to attend the December meeting as scheduled so Trustees discussed alternate dates, tentatively settling on Monday, December 18th.

#### Draft 2024 Budget

Executive Director Brumett presented a first draft of the 2024 budget and answered Trustee questions. The final draft will be brought to Trustees in November for a vote.

#### 2024 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 2024 as required by the Executive Director Succession Policy.

### **Public Comments**

This month speakers included: David Rice, Alfred (Fred) Bobe, Gretchen Garrity, Mike Miller, Aileena Keen, Wanetta Bright, and Jamie Ray Gragg.

**Adjournment**

The meeting was adjourned by the presiding Chair at 6:53 p.m.

**Christian County Library Adjustment Report for September 2023 (Unaudited)**

	Anticipated	Actual	Adjustment	
Abigail Waterworth	-	125.00	125.00	
American Red Cross	-	97.20	97.20	
Casey's General Store	476.83	518.56	41.73	
Central Bank	-	45,689.69	45,689.69	Nixa Annex Lease Purchase
Credit Card	5,977.45	4,284.17	(1,693.28)	
Dale Flippo	-	125.00	125.00	
GFI Digital	918.50	993.76	75.26	
Lowe's	85.23	144.98	59.75	
Mercy Specialized Billing Services	85.50	84.00	(1.50)	
Ozark Chamber of Commerce	-	40.00	40.00	
Paychex	185.00	100.00	(85.00)	
Personnel	158,343.60	163,089.59	4,745.99	Pd Out Vacation on Retirement/Resignation
Screencast-o-matic	-	210.00	210.00	Screen capture software
Square, Inc.	17.20	48.13	30.93	
The Hartford	150.00	-	(150.00)	Honesty Bond
The Paper Moons	300.00	-	(300.00)	Pd In Oct

Original Anticipated Bills	442,229.49
Adjustment	49,010.77
Reimbursements	0.00
<b>Total September 2023 CCL Bills</b>	<b>491,240.26</b>

<b>CDs</b>	
CD#: 37840052 matures August 28, 2025 (int rate .35%)	250,000.00
CD#: 197708399 matures September 16, 2024 (int rate .4%)	253,859.74
<b>CD Total</b>	<b>503,859.74</b>
Ozark Bank Checking	1,055,726.94
Southern Bank Checking (SONDHI)	142,915.38
<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

<b>Bond Funds</b>	
CCL Cop 2020 REV	0.00
CCL Cop 2020 PROJ	792,122.32
CCL Cop 2020 COI	0.00
CCL Cop 18 Prj	0.00
CCL Cop 18 Lf	0.00
CCL Cop 18 Rf	109,737.58
<b>Total Library Funds as of September 30, 2023</b>	<b>2,604,938.96</b>

<b>Foundation Funds</b>	
CCLF Checking	88,291.29
Community Foundation of the Ozarks - CCLF Fund Finley (as of 3rd Qtr 2023)	8,706.72
Community Foundation of the Ozarks - CCLF Fund - Nixa (as of 3rd Qtr 2023)	1,053.82
	0.00
<b>Total Foundation Funds</b>	<b>98,051.83</b>
<b>*Total Current CCLF and CCL Assets</b>	<b>2,702,990.79</b>

# Christian County Library Anticipated Bills

October 2023

Oct 23

ADT LLC	599.73	
Amigos Library Services	6,890.00	
Baker & Taylor-Books	6,114.10	
BambooHR	3,008.93	HR & Payroll Software
Blackstone Publishing	771.25	
Casey's General Store	197.11	
Cengage Learning	524.80	
Central Arkansas Library System	30.00	
Chilton's Environmental Services LLC	360.00	
Chuck Mercer	240.00	
City of Clever	26.37	
City of Sparta	50.80	
Concur Technologies, Inc.	345.00	
Credit Card	2,165.80	
Debra Tucker - Yoga instructor	225.00	
Dollar Tree	47.50	
Ebsco Subscription Services	1,500.00	
Friends of the Zoo	70.00	
GFI Digital	685.32	
GFL Environmental (formerly WCA)	417.07	
Hoopla by Midwest Tape	6,599.63	
Lakeland Office Systems	862.10	
Liberty Utilities	2,916.72	
Librarica LLC	4,004.75	Cassie and Mobile Printing
Midwest Pano	2,199.56	Pictures for web site
Midwest Tape	917.80	
Missouri Baptist University	17.89	
Nixa Utilities	2,265.17	
Northstar Digital Literacy	(250.00)	
One More Dollar	375.00	
OverDrive, Inc.	1,162.95	
Ozark Water Department	48.49	
Paychex	80.00	
Phillips Media Group, LLC	500.00	
Plymouth Rocket, Inc.	1,150.00	
Quadient Finance USA, Inc	499.70	
Quadient Leasing USA, Inc.	392.76	
Quality Clean, LLC	2,650.00	
RDJ SPECIALTIES, INC.	1,195.70	
Republic Services	178.03	
Scholastic Inc.	(86.25)	
Showcases	991.28	
Socket	642.64	
Spire (formerly Missouri Gas Energy)	202.25	
Springfield Roofing Systems	245.00	

## Christian County Library

## Anticipated Bills

October 2023

Oct 23

Square, Inc.	45.41	
Swank Movie Licensing USA	2,180.00	
SWMO Services	1,099.00	
The Hartford	150.00	
The Paper Moons	300.00	
Uline	141.22	
UniFirst Corporation	1,940.30	
Unique Management Services	174.75	
University of Missouri - Columbia AR	13,394.15	MoreNet
USA Today	36.93	
Verizon Wireless	3,685.77	
Personnel	159,501.53	
TOTAL	<u>236,679.01</u>	

# Christian County Library Balance Sheet (Unaudited)

As of September 30, 2023

ASSETS	
Current Assets	
Checking/Savings	
Southern Bank Checking (SONDHI)	142,915.38
CCLFoundation -Do not Reconcile	
CCLFoundation Checking Account	88,291.29
Community Foundation of the Oza	
CCLFoundation Fund - Finley	8,706.72
CCLFoundation Fund - Nixa	1,053.82
Total Community Foundation of the Oza	9,760.54
Total CCLFoundation -Do not Reconcile	98,051.83
CD's	503,859.74
Ozark Bank Checking	1,055,726.94
Total Checking/Savings	1,800,553.89
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	1,801,130.89
Other Assets	
CCL Cop 2020 PROJ	792,122.32
CCL Cop 18 Rf	109,737.58
Total Other Assets	901,859.90
<b>TOTAL ASSETS</b>	<b>2,702,990.79</b>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	324.73
Credit Cards	11,203.11
Other Current Liabilities	
Payroll Liabilities	1,711.38
Total Other Current Liabilities	1,711.38
Total Current Liabilities	13,239.22
Total Liabilities	13,239.22
Equity	2,689,751.57
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,702,990.79</b>

**Christian County Library**  
**Monthly Report**  
**(Unaudited)**  
**September 2023**

	Sep 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Tax Rev	
County Taxes	15,133.47
Total Tax Rev	15,133.47
Copier/Fines/Fees	3,503.20
Foundation Funds	263.84
Gifts/Grants/Reimbursements	5,062.12
Interest Income	307.83
<b>Total Income</b>	24,270.46
<b>Gross Profit</b>	24,270.46
<b>Expense</b>	
Bank Service Charges	170.10
<b>Collection</b>	
Board Games	63.15
Technology (Hotspots)	2,240.58
<b>Audio/Visual</b>	
Youth AV	761.55
Adult AV	782.51
Total Audio/Visual	1,544.06
<b>Books</b>	
Youth Services	1,769.77
Electronic Coll. (Hoopla & OD)	13,071.83
Adult Books	4,166.87
Total Books	19,008.47
Micro Film, Bindery, Other	270.00
Periodicals & Zinio	718.00
Total Collection	23,844.26
Foundation Expense	5,097.92
Interest Expense	45,693.13
<b>Operating Expense</b>	
Training	460.90
Development	150.00
<b>IT Discretionary Budget</b>	
Computer Hardware	15.94
Software/Licensing	1,683.96
Total IT Discretionary Budget	1,699.90
Automation	151.45
Building & Grounds	7,460.10
Professional Services	3,733.13
Furniture & Equipment	528.29
Lease Expenses and Bond Payment	230,325.00
Marketing	783.10
Memberships	743.00
Postage	155.00
<b>Programming</b>	
Adult Programs	1,425.00
Youth Services Programs	134.86
Total Programming	1,559.86
Programming Supplies	

11/16/23

Christian County Library  
Monthly Report  
September 2023

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	<u>Sep 23</u>
Adult Programming Supplies	139.81
Youth Programming Supplies	<u>533.87</u>
Total Programming Supplies	673.68
Staff & Board- Travel	1,305.36
Supplies	1,858.88
Telephone/Fax/Modem	722.41
Utilities	6,288.39
Vehicles	<u>563.12</u>
Total Operating Expense	259,161.57
Personnel	<u>157,273.28</u>
Total Expense	<u>491,240.26</u>
Net Ordinary Income	<u>-466,969.80</u>
Net Income	<u><u>-466,969.80</u></u>

	Budget	Actual	Difference
Year To Date Through October Budget vs. Actual			
<b>INCOME</b>			
Carryover/Bond Funds	\$778,989	\$509,313	\$269,677
Tax Revenue	\$2,545,493	\$2,609,328	-\$63,835
Income from Fines & Copier	\$25,000	\$36,176	-\$11,176
State Aid from State Library	\$42,500	\$63,071	-\$20,571
Grants/Donations/Reimbursements	\$68,269	\$67,972	\$297
Interest Income	\$9,450	\$10,304	-\$854
<b>Total</b>	<b>\$3,469,701</b>	<b>\$3,296,163</b>	<b>\$173,538</b>

<b>EXPENDITURES</b>			
Capital	\$60,800	\$57,770	\$3,030
Personnel	\$1,801,702	\$1,721,703	\$79,999
Collection	\$230,517	\$204,752	\$25,765
Operating	\$1,376,683	\$1,311,938	\$64,745
<b>Total</b>	<b>\$3,469,701</b>	<b>\$3,296,163</b>	<b>\$173,538</b>

<b>EXPENDITURES BREAKDOWN</b>			
<b>Capital Expenses</b>			
Major Buildings and Grounds	\$60,800	\$57,770	\$3,030
Major Furniture and Equipment	\$0	\$0	\$0
Major Vehicle	\$0	\$0	\$0
<b>Total Capital Expenses:</b>	<b>\$60,800</b>	<b>\$57,770</b>	<b>\$3,030</b>
<b>Personnel</b>			
Salaries	\$1,355,000	\$1,309,665	\$45,335
FICA 0.0765	\$103,658	\$98,844	\$4,813
MOLAGERS 0.136	\$127,836	\$118,485	\$9,351
Health Insurance	\$158,333	\$150,451	\$7,883
Unemployment Reserve	\$4,167	\$0	\$4,167
Payroll Expenses	\$33,333	\$37,619	-\$4,286
Staff Support	\$2,083	\$2,151	-\$67
Recruiting	\$625	\$865	-\$240
Workers' Compensation	\$16,667	\$3,624	\$13,042
<b>Total Personnel:</b>	<b>\$1,801,702</b>	<b>\$1,721,703</b>	<b>\$79,999</b>
<b>Collection</b>			
Books--Adult	\$42,500	\$41,055	\$1,445
Books--Youth	\$31,667	\$21,950	\$9,717
Electronic Collections	\$70,000	\$85,975	-\$15,975
Periodicals	\$4,350	\$7,182	-\$2,832
AV--Adult	\$19,100	\$10,322	\$8,778
AV--Youth	\$10,000	\$3,723	\$6,277
Library of Things	\$800	\$1,061	-\$261
Databases	\$52,100	\$33,483	\$18,617
<b>Total Collection Expenses:</b>	<b>\$230,517</b>	<b>\$204,752</b>	<b>\$25,764</b>
<b>Operating Expenses</b>			
Automation	\$85,400	\$70,451	\$14,949
Bond Fees	\$3,000	\$2,000	\$1,000
Buildings and Grounds	\$83,334	\$73,128	\$10,206
Development	\$300	\$150	\$150
Furniture and Equipment	\$8,600	\$4,277	\$4,323
Information Technology	\$53,013	\$47,639	\$5,375
Insurance--Library	\$27,500	\$3,216	\$24,284
Lease Expenses and Bond Payments	\$834,257	\$876,027	-\$41,770
Marketing	\$13,000	\$7,272	\$5,728
Memberships	\$2,500	\$2,775	-\$275
Movie Licenses	\$2,300	\$2,180	\$120
Outreach	\$820	\$1,355	-\$535
Postage	\$6,600	\$5,855	\$745
Professional Services	\$42,000	\$38,487	\$3,513
Programming	\$20,615	\$13,215	\$7,400
Programming Supplies	\$12,780	\$12,456	\$324
Staff and Board Travel	\$25,000	\$16,912	\$8,088
Supplies	\$29,167	\$21,228	\$7,939
Technology (Hotspots)	\$25,000	\$23,800	\$1,200
Tel/Fax/Modem	\$8,332	\$7,002	\$1,330
Training	\$10,000	\$7,921	\$2,079
Utilities	\$75,000	\$64,786	\$10,214
Vehicles	\$8,165	\$9,805	-\$1,640
<b>Total General Fund: Operating Expenses:</b>	<b>\$1,376,683</b>	<b>\$1,311,938</b>	<b>\$64,745</b>

**Christian County Library Adjustment Report for October 2023 (Unaudited)**

	Anticipated	Actual	Adjustment
None			

Original Anticipated Bills	236,679.01
Adjustment	0.00
Reimbursements	0.00
<b>Total October 2023 CCL Bills</b>	<b>236,679.01</b>

<b>CDs</b>	
CD#: 37840052 matures August 28, 2025 (int rate .35%)	250,000.00
CD#: 197708399 matures September 16, 2024 (int rate .4%)	253,984.91
<b>CD Total</b>	<b>503,984.91</b>
Ozark Bank Checking	891,148.61
Southern Bank Checking (SONDHI)	142,933.59

<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

<b>Bond Funds</b>	
CCL Cop 2020 REV	0.00
CCL Cop 2020 PROJ	792,122.32
CCL Cop 2020 COI	0.00
CCL Cop 18 Prj	0.00
CCL Cop 18 Lrf	0.00
CCL Cop 18 Rf	109,737.58
<b>Total Library Funds as of October 31, 2023</b>	
	<b>2,440,504.01</b>

<b>Foundation Funds</b>	
CCLF Checking	89,460.78
Community Foundation of the Ozarks - CCLF Fund Finley (as of 3rd Qtr 2023)	8,706.72
Community Foundation of the Ozarks - CCLF Fund - Nixa (as of 3rd Qtr 2023)	1,053.82
	0.00
<b>Total Foundation Funds</b>	
	<b>99,221.32</b>

**\*Total Current CCLF and CCL Assets** **2,539,725.33**

**Christian County Library**  
**Anticipated Bills**  
**November 2023**

	Nov 23	
Ace Hardware	70.80	
Admiral Express	439.89	
ADT LLC	290.11	
Amazon Capital Services, Inc.	5,127.11	
Amigos Library Services	65.00	
Baker & Taylor-Books	3,077.19	
Blackstone Publishing	414.28	
Casey's General Store	429.67	
Cengage Learning	491.81	
Center Point Large Print	280.44	
Central Arkansas Library System	40.00	
Chuck Mercer	240.00	
City of Clever	23.76	
City of Sparta	53.40	
Concur Technologies, Inc.	495.00	
Credit Card	7,201.98	
Debra Tucker - Yoga instructor	237.50	
GFI Digital	792.75	
GFLEnvironmental (formerly WCA)	210.37	
Hoopla by Midwest Tape	7,000.34	
Kenco Fire Equipment, Inc.	91.00	
Lakeland Office Systems	58.08	
Lakeshore Learning Materials	189.00	
Liberty Utilities	1,879.65	
Lowe's	159.61	
Mercy Specialized Billing Services	84.00	
Midwest Tape	582.98	
Nixa Utilities	3,592.15	
OverDrive, Inc.	6.44	
Ozark Water Department	45.10	
Paychex	95.00	
Proquest Information	3,622.50	Ancestry
Quality Clean, LLC	2,650.00	
Ready Access Inc.	2,250.00	Drive Thru Window for Ozark
Republic Services	178.03	
Socket	641.77	
Spire (formerly Missouri Gas Energy)	486.86	
Springfield Area Human Resources Assoc	50.00	
Springfield News Leader	58.38	
Square, Inc.	33.82	
St Louis County Library	28.00	
Styron & Shilling	1,000.00	
SWMO Services	1,319.00	
UniFirst Corporation	620.20	
Unique Management Services	256.30	
USA Today	36.93	
Verizon Wireless	1,927.27	
WT.Cox Information Services	448.85	Magazine Subscriptions
Personnel	157,731.81	
<b>TOTAL</b>	<b>207,104.13</b>	

# Christian County Library Balance Sheet (Unaudited)

As of October 31, 2023

Oct 31, 23

## ASSETS

### Current Assets

#### Checking/Savings

Southern Bank Checking (SONDHI)	142,933.59
CCLFoundation -Do not Reconcile	
CCLFoundation Checking Account	89,460.78
Community Foundation of the Oza	
CCLFoundation Fund - Finley	8,706.72
CCLFoundation Fund - Nixa	1,053.82
Total Community Foundation of the Oza	<u>9,760.54</u>
Total CCLFoundation -Do not Reconcile	99,221.32
CD's	503,984.91
Ozark Bank Checking	891,148.61
Total Checking/Savings	<u>1,637,288.43</u>

#### Other Current Assets

Cash on hand	170.00
Petty Cash	170.00
Printer Change Bag	237.00
Total Other Current Assets	<u>577.00</u>

Total Current Assets 1,637,865.43

### Other Assets

CCL Cop 2020 PROJ	792,122.32
CCL Cop 18 Rf	109,737.58

Total Other Assets 901,859.90

**TOTAL ASSETS 2,539,725.33**

## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

Accounts Payable	-226.86
Credit Cards	2,782.66
Other Current Liabilities	
Payroll Liabilities	21,856.23
Total Other Current Liabilities	<u>21,856.23</u>

Total Current Liabilities 24,412.03

Total Liabilities 24,412.03

Equity 2,515,313.30

**TOTAL LIABILITIES & EQUITY 2,539,725.33**

**Christian County Library  
Profit & Loss  
(Unaudited)**

Cash Basis

October 2023

	Oct 23
Ordinary Income/Expense	
Income	
Tax Rev	
County Taxes	9,140.86
State Aid	31,672.81
Total Tax Rev	40,813.67
Copier/Fines/Fees	2,602.90
Foundation Funds	1,499.49
Gifts/Grants/Reimbursements	17,014.00
Interest Income	310.68
Total Income	62,240.74
Gross Profit	62,240.74
Expense	
Bank Service Charges	84.41
Collection	
Technology (Hotspots)	3,596.56
Audio/Visual	
Youth AV	714.34
Adult AV	1,011.16
Total Audio/Visual	1,725.50
Books	
Youth Services	2,502.65
Electronic Coll. (Hoopla & OD)	14,652.58
Adult Books	4,061.44
Total Books	21,216.67
Databases	-250.00
Periodicals & Zinio	36.93
Total Collection	26,325.66
Foundation Expense	330.00
Interest Expense	115.84
Operating Expense	
Training	1,500.00
IT Discretionary Budget	
Software/Licensing	
Staff Computer Software	4,727.32
Total Software/Licensing	4,727.32
Total IT Discretionary Budget	4,727.32
Automation	18,723.65
Building & Grounds	6,294.30
Professional Services	2,147.15
Insurance-Library	150.00
Marketing	2,860.29
Movie Licenses	2,180.00
Outreach	1,195.70
Postage	892.46
Programming	
Adult Programs	1,145.00
Youth Services Programs	8.00
Total Programming	1,153.00
Programming Supplies	
Adult Programming Supplies	43.30

3:42 PM  
11/17/23  
Cash Basis

Christian County Library  
Profit & Loss  
October 2023

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	<u>Oct 23</u>
Youth Programming Supplies	165.84
Total Programming Supplies	209.14
Staff & Board- Travel	1,478.74
Supplies	1,132.50
Telephone/Fax/Modem	731.85
Utilities	6,104.90
Vehicles	232.12
Total Operating Expense	51,713.12
Personnel	158,109.98
Total Expense	236,679.01
Net Ordinary Income	-174,438.27
Net Income	<u>-174,438.27</u>

## Report of the Executive Director November 2023

### Administration

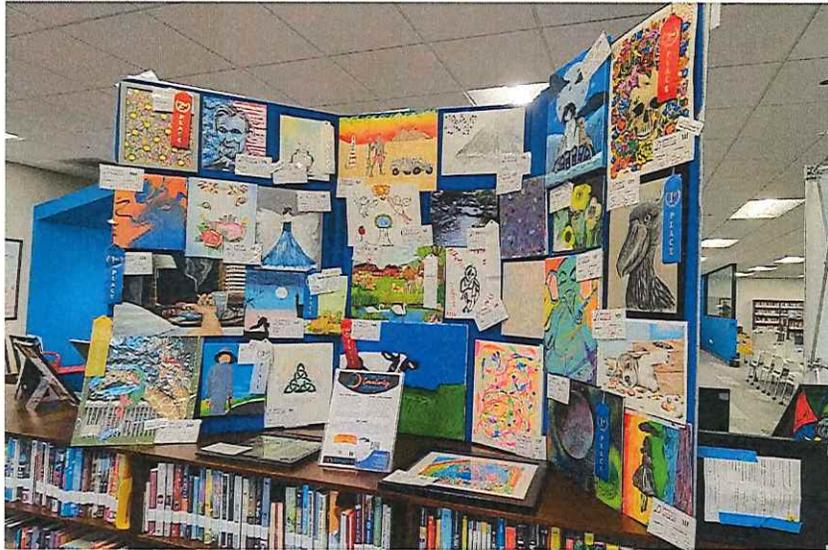
- We are in the process of migrating to a new human resources software, from Paychex to BambooHR. We reviewed a few options in the marketplace and Bamboo had the best features for the price and came highly recommended by several similarly-sized libraries. The new software package will cost less overall and provide better functionality. It includes employee information management, benefits administration, performance management, time tracking, payroll, onboarding, professional development tracking, and more. While the migration itself will take time and resources and mean a few changes, we expect it to be more efficient and robust in the long-term.

### Buildings & Grounds

- Since the purchase of the Nixa building created space to move some administrative staff from Ozark to Nixa, the Ozark branch manager changed offices, creating a vacant room. Staff are working to rearrange furniture and make that room available for the Friends of the Library to store and sort materials instead of using the Netzer meeting room. This will allow for more space available for the public in the Netzer room and provide more storage for tables and chairs within the meeting room itself.

### Community Engagement

- The Nixa Branch once again hosted the Director's Creativity Showcase through the Missouri Mental Health Foundation (MMHF). It featured award-winning art created by Missouri residents who use MMHF services.



- Director of Communications and Community Engagement Nicholas Holladay and I were invited to present at the Nixa Rotary Club. Nicholas presented a wealth of information about the mission of the library and the many resources and services available. We made some great community connections.
- I attended a meeting of the Christian County Nonprofit Roundtable last month and met with other area nonprofits serving the community in different ways. We shared each others' information and discussed potential ways to partner together in the future.

## Friends of the Library/Foundation

- The Friends of the Library held their final book sale of the year at Persimmon Days in Sparta. We appreciate all of the volunteer time and effort to sell books and raise funds to support the library.
- The Library Foundation held their second fundraising event of the year, another poker tournament. We also appreciate their work to support the library through fundraising.

## Programs

- The Outdoor Concert Series was another great success, even though weather prompted a couple of the events to be held indoors. We had well over 100 attendees combined for all 5 events.
- The Sparta branch coordinated a hike at Swan Creek in the Mark Twain National Forest, guided by a Forest Ranger. They saw evidence of black bears on their walk – fortunately, no actual bear encounters.



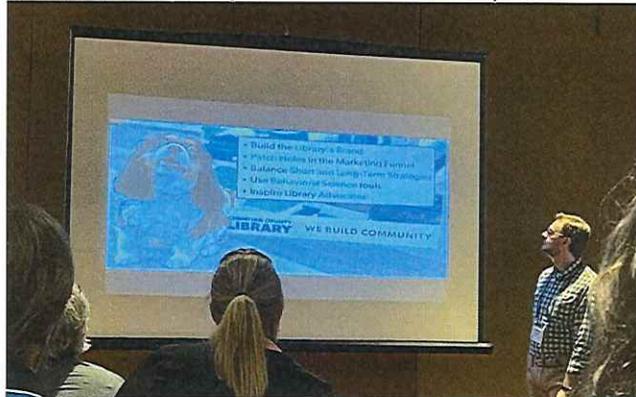
- The highlight of October at the Nixa branch was the Maus Book Discussion with Dr. Denham and Dr. Mann. Five discussions occurred throughout October and free copies of the Maus Series were given to participants. There were engaging discussions throughout and the series saw a total attendance of 109 people.



- Adult Services Librarian Charlee Evans hosted the first of many Tech Talks to come at the Sparta and Clever branches. There were only a few people in attendance but they were very engaged and very appreciative of the hands-on technology assistance they received. This series, along with open lab times will be replacing our former Book a Trainer service.

## Professional Development

- Seven staff and Trustee Echo Alexander attended the annual Missouri Library Association (MLA) conference last month in Columbia, MO. A few of the staff had never been to a library conference before and came back with enthusiasm about what they had learned and ideas for better serving our community. Three staff gave presentations at the conference – Charlee Evans and Sparta Community Branch Manager Whit Gillenwaters on the library's gravestone cleaning programs and Nicholas Holladay on library marketing. I received several compliments from library staff and directors throughout the state on the quality and content of the presentations.



- IT Manager Heath Emerson attended the annual MOREnet (Missouri Research and Education Network) conference. MOREnet is a consortium that provides network and technology solutions for schools and libraries across the state. Heath attended sessions on e-rate, data governance, cybersecurity and infrastructure, and was also able to connect with MOREnet staff and fellow library IT professionals to learn of programs and resources that can help our library.
- We held our annual Staff Day on October 9 and it's always a joy to see almost all of our staff together in one room and get to know each other better. This year's day of training focused on readers' advisory philosophy and tools. We also took some time for wellness initiatives and getting to know the Library of Things or learning about tabletop role playing games.

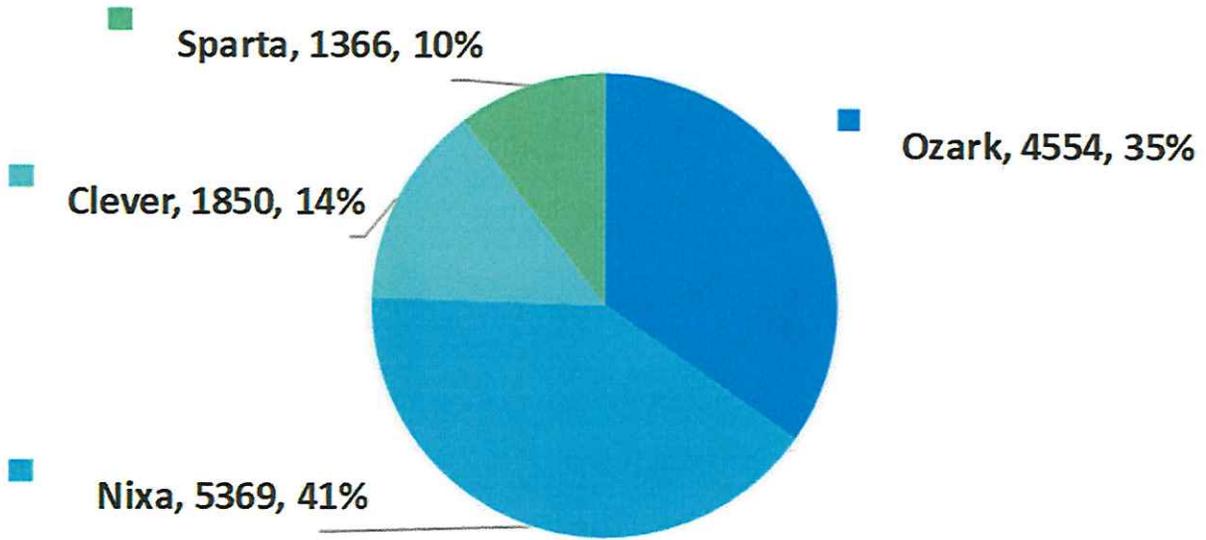
## Patron Praise

- These adorable Girl Scouts stopped by the Ozark branch one evening and dropped off treats for the staff as thanks. They were dressed up and called it "Reverse Trick or Treating."

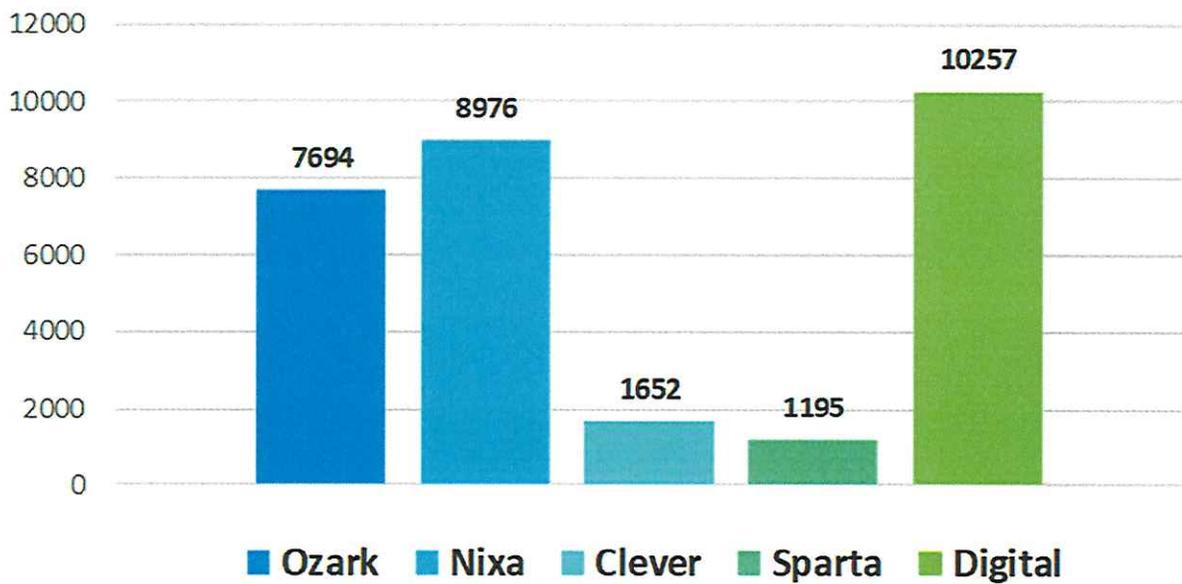


October Statistics

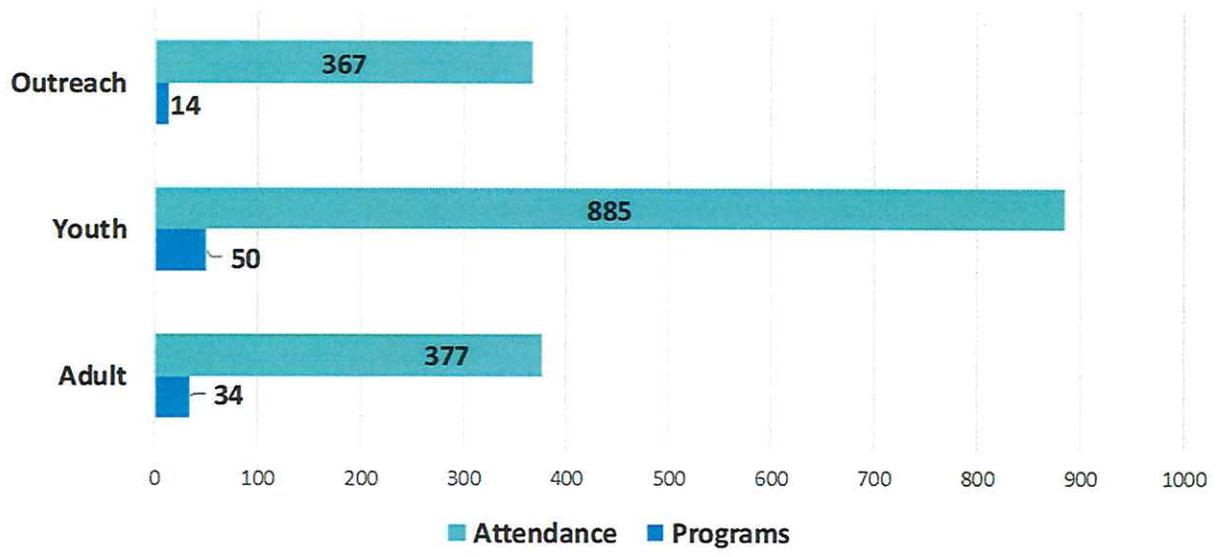
### OCTOBER BRANCH TRAFFIC



### October Circulation by Location



### October Programs/Attendance



## Development Report - November 2023

### Major Gifts & Restricted Donations

- Zoe Hines - \$500
- Latz Family - \$500

### Bequests & Memorials

None.

### Grants Awarded

None.

## **INCLEMENT WEATHER & EMERGENCY CLOSING POLICY**

Though some situations may require altered hours of operation or complete closure of one or more Christian County Library Community Branches, all reasonable attempts will be made to keep the Library open during weather-related or unplanned emergency events.

Library Branches, including drive-up service, will typically delay opening until noon if the corresponding public school district delays the start of their school day or closes due to inclement weather.

If conditions merit, the Executive Director or designated alternate may change the hours of operation as needed to protect the safety of staff and patrons.

If a weather-related or unexpected event occurs on a day school is not in session, the Executive Director or designated alternate will decide whether there will be delayed openings, abbreviated hours, or complete closings.

Unscheduled closings of any form will be announced to the public via the Christian County Library website, social media, physical signage when possible, local news media outlets, and voicemail.

**Christian County Library - 2023 Pay Scale**

<b>Position Categories</b>	<b>Starting Pay Range</b>	<b>Current Job Titles</b>	<b>Minimum Experience</b>	<b>Minimum Education Level</b>	<b>Supervisory Responsibilities</b>
<b>Clerks</b>	\$12.00-\$13.00	Shelver	Dependent upon the position	Student, HS Diploma, or GED	None
<b>Assistants</b>	\$12.35-\$14.50	Business Office Assistant; Collection Services Assistant; Delivery Assistant; ILL/MOBIUS Assistant; Library Assistant	Dependent upon the position	15 college credits	Potentially
<b>Associate</b>	\$12.75-\$15.00	Library Associate, Youth Services Assistant, Maintenance Supervisor	1-2 years of relevant experience	30 college credits	PIC eligible
<b>Specialists</b>	\$14.00-\$16.00	Collection Services Specialist; Library Assistant - Floating; Library and Programming Specialist; Outreach Specialist; IT Support Specialist	2-3 years of relevant experience or see education level	60 college credits	PIC eligible; Potentially supervises other employees
<b>Associate Admin</b>	\$16.00-\$19.00	ILL/MOBIUS Coordinator; IT Help Desk Coordinator; Youth Programming Specialist; Visual Designer; Communications Coordinator	3-4 years library experience; preferably in specific department or see educational level	60 college credits	PIC eligible; Potentially supervises other employees
<b>Administrator I</b>	\$19.00-\$23.00	no current titles	4-5 years of library or relevant experience or see educational level	Bachelors Degree	PIC eligible; Potentially supervises other employees
<b>Administrator II</b>	\$23.00-\$28.00	Adult Services Librarian; Community Branch Manager; Director of Collections Services; Information Technology Manager; Outreach Manager	5-6 years of library or relevant experience or see educational level	Bachelors Degree or higher	PIC eligible; High level management
<b>Administrator III</b>	\$28.00-\$32.00	Director of Communications and Community Engagement; Director of Development and Strategic Partnerships; Director of Finance and Business Operations; Director of Youth Services	7-8 years of library or relevant experience or see educational level	Bachelors Degree or higher	PIC eligible; High level management
<b>Executive Director</b>	\$36.00-\$40.00	Executive Director	10+ years of library or relevant experience or see educational level	Masters Degree	PIC; High level management

## Christian County Library - 2024 Pay Scale

Position Categories	Starting Pay Range	Current Job Titles	Minimum Experience	Minimum Education Level	Supervisory Responsibilities
<b>Clerks</b>	\$12.30-\$12.75	Shelver	entry level	Student, HS Diploma, or GED	None
<b>Assistants</b>	\$12.75-\$14.00	Collection Services Assistant; Delivery Assistant; ILL/MOBIUS Assistant; Library Assistant	Dependent upon the position	15 college credits preferred	none
<b>Associate</b>	\$13.15-\$15.00	Business Office Associate, Library Associate, Youth Services Assistant, Maintenance Associate	1-2 years of relevant experience	30 college credits	PIC eligible
<b>Specialists</b>	\$14.50-\$16.50	Collection Services Specialist; Library and Programming Specialist; Outreach Specialist; IT Support Specialist	2-3 years of relevant experience or see educational level	60 college credits	PIC eligible; Potentially supervises other employees
<b>Associate Admin</b>	\$16.50-\$19.00	ILL/MOBIUS Coordinator; Youth Programming Specialist; Visual Designer; Communications Coordinator	3-4 years library experience; preferably in specific department or see educational level	60 college credits	PIC eligible; Potentially supervises other employees
<b>Administrator I</b>	\$19.00-\$23.00	no current titles	4-5 years of library or relevant experience or see educational level	Bachelors Degree	PIC eligible; Potentially supervises other employees
<b>Administrator II</b>	\$23.00-\$28.00	Adult Services Librarian; Community Branch Manager; Director of Collections Services; Information Technology Manager; Outreach Manager	5-6 years of library or relevant experience or see educational level	Bachelors Degree or higher	PIC eligible; High level management
<b>Administrator III</b>	\$28.00-\$32.00	Dir. of Communications & Community Engagement; Dir. of Development & Strategic Partnerships; Dir. of Finance & Business Operations; Dir. of Youth Services; Dir. of IT & Facilities	7-8 years of library or relevant experience or see educational level	Bachelors Degree or higher	PIC eligible; High level management
<b>Executive Director</b>	\$36.00-\$40.00	Executive Director	10+ years of library or relevant experience or see educational level	Masters Degree	PIC; High level management

2023-2024 Budget Comparison with Projections

Budget categories	2024 Budget	2023 Budget	2023 Projected
<b>INCOME</b>			
Carryover/Bond reimbursement	\$418,916.00	\$716,652.00	\$600,000.00
Estimated Tax Revenue	\$3,374,469.00	\$3,070,493.00	\$3,100,000.00
Estimated Income from Fines & Fees	\$26,000.00	\$30,000.00	\$40,000.00
Estimated State Aid from State Library	\$65,000.00	\$84,934.00	\$96,000.00
Estimated Grants/Donations/Reimbursements	\$80,000.00	\$80,000.00	\$65,000.00
Estimated Interest Income	\$12,000.00	\$10,000.00	\$12,000.00
<b>Total</b>	<b>\$3,976,385.00</b>	\$3,992,079.00	\$3,913,000.00

<b>EXPENDITURES</b>			
Capital	\$0.00	\$60,800.00	\$62,530.00
Personnel	\$2,261,285.00	\$2,162,042.00	\$2,081,786.00
Collection	\$345,500.00	\$276,000.00	\$256,059.00
Operating	\$1,369,600.00	\$1,493,237.00	\$1,439,784.00
<b>Total</b>	<b>\$3,976,385.00</b>	\$3,992,079.00	\$3,840,159.00

<b>EXPENDITURES BREAKDOWN</b>			
<b>Capital Expenses</b>			
Major Buildings and Grounds	\$0.00	\$60,800.00	\$62,530.00
Major Furniture and Equipment	\$0.00	\$0.00	\$0.00
Major Vehicle	\$0.00	\$0.00	\$0.00
<b>Total Capital Expenses:</b>	<b>\$0.00</b>	\$60,800.00	\$62,530.00

<b>Personnel</b>			
Salaries	\$1,690,000.00	\$1,626,000.00	\$1,571,598.00
FICA	\$129,285.00	\$124,389.00	\$120,227.00
MOLAGERS	\$162,000.00	\$153,403.00	\$142,182.00
Health Insurance	\$217,000.00	\$190,000.00	\$180,541.00
Unemployment Reserve	\$5,000.00	\$5,000.00	\$0.00
Payroll Expenses	\$35,000.00	\$40,000.00	\$48,142.00
Staff Support	\$2,500.00	\$2,500.00	\$2,581.00
Recruiting	\$500.00	\$750.00	\$865.00
Workers' Compensation	\$20,000.00	\$20,000.00	\$15,650.00
<b>Total Personnel:</b>	<b>\$2,261,285.00</b>	\$2,162,042.00	\$2,081,786.00

<b>Collection</b>			
Books--Adult	\$51,000.00	\$51,000.00	\$49,266.00
Books--Youth	\$32,000.00	\$38,000.00	\$26,340.00
Electronic Collections	\$95,000.00	\$84,000.00	\$100,000.00
Periodicals	\$6,000.00	\$5,000.00	\$7,500.00
AV--Adult	\$18,000.00	\$24,000.00	\$12,386.00
AV--Youth	\$7,500.00	\$12,000.00	\$4,467.00
Library of Things	\$1,000.00	\$1,000.00	\$1,100.00
Hotspots	\$28,000.00	\$0.00	\$0.00
Consortia	\$47,000.00	\$0.00	\$0.00
Databases	\$60,000.00	\$61,000.00	\$55,000.00
<b>Total Collection Expenses:</b>	<b>\$345,500.00</b>	\$276,000.00	\$256,059.00

2023-2024 Budget Comparison with Projections

Operating Expenses			
Automation	\$0.00	\$100,000.00	\$85,000.00
Bond Fees	\$2,000.00	\$4,000.00	\$2,000.00
Buildings and Grounds	\$88,000.00	\$100,000.00	\$87,800.00
Development	\$500.00	\$300.00	\$200.00
Furniture and Equipment	\$4,500.00	\$10,000.00	\$4,500.00
Information Technology	\$139,000.00	\$75,000.00	\$57,167.00
Insurance (Property, Auto, Liability)	\$46,000.00	\$34,000.00	\$44,089.00
Bond Payments	\$835,000.00	\$834,257.00	\$876,027.00
Marketing	\$21,500.00	\$15,500.00	\$12,000.00
Memberships	\$4,500.00	\$2,500.00	\$2,500.00
Movie Licenses	\$0.00	\$2,300.00	\$2,180.00
Outreach	\$900.00	\$1,000.00	\$1,355.00
Postage	\$5,500.00	\$8,000.00	\$7,000.00
Professional Services	\$19,000.00	\$50,000.00	\$46,184.00
Programming	\$22,200.00	\$25,000.00	\$15,858.00
Programming Supplies	\$11,000.00	\$14,380.00	\$14,947.00
Staff and Board Travel	\$28,500.00	\$30,000.00	\$20,294.00
Supplies	\$26,500.00	\$35,000.00	\$25,473.00
Technology (Hotspots)	\$0.00	\$30,000.00	\$28,560.00
Tel/Fax/Modem	\$9,000.00	\$10,000.00	\$8,402.00
Training	\$11,000.00	\$12,000.00	\$9,505.00
Utilities	\$85,000.00	\$90,000.00	\$77,743.00
Vehicles	\$10,000.00	\$10,000.00	\$11,000.00
<b>Total General Fund: Operating Expenses:</b>	<b>\$1,369,600.00</b>	<b>\$1,493,237.00</b>	<b>\$1,439,784.00</b>

2024 Budget	
INCOME	
Carryover/Bond reimbursement	\$418,916.00
Estimated Tax Revenue	\$3,374,469.00
Estimated Income from Fines & Fees	\$26,000.00
Estimated State Aid from State Library	\$65,000.00
Estimated Grants/Donations	\$80,000.00
Estimated Interest Income	\$12,000.00
<b>Total</b>	<b>\$3,976,385.00</b>

EXPENDITURES	
Capital	\$0.00
Personnel	\$2,261,285.00
Collection	\$345,500.00
Operating	\$1,369,600.00
<b>Total</b>	<b>\$3,976,385.00</b>

<b>EXPENDITURES BREAKDOWN</b>	
<b>Capital Expenses</b>	
Major Buildings and Grounds	<b>\$0.00</b>
Major Furniture and Equipment	\$0.00
Major Vehicle	\$0.00
<b>Total Capital Expenses:</b>	<b>\$0.00</b>
<b>Personnel</b>	
Salaries	\$1,690,000.00
FICA	\$129,285.00
MOLAGERS	\$162,000.00
Health Insurance	\$217,000.00
Unemployment Reserve	\$5,000.00
Payroll Expenses	\$35,000.00
Staff Support	\$2,500.00
Recruiting	\$500.00
Workers' Compensation	\$20,000.00
<b>Total Personnel:</b>	<b>\$2,261,285.00</b>
<b>Collection</b>	
Books--Adult	\$51,000.00
Books--Youth	\$32,000.00
Electronic Collections	\$95,000.00
Periodicals	\$6,000.00
AV--Adult	\$18,000.00
AV--Youth	\$7,500.00
Library of Things	\$1,000.00
Hotspots	\$28,000.00
Consortia	\$47,000.00
Databases	\$60,000.00
<b>Total Collection Expenses:</b>	<b>\$345,500.00</b>
<b>Operating Expenses</b>	
Bond Fees	\$2,000.00
Buildings and Grounds	\$88,000.00
Development	\$500.00
Furniture and Equipment	\$4,500.00
Information Technology	\$139,000.00
Insurance (Property, Auto, Liability)	\$46,000.00
Bond Payments	\$835,000.00
Marketing	\$21,500.00
Memberships	\$4,500.00
Outreach	\$900.00
Postage	\$5,500.00
Professional Services	\$19,000.00
Programming	\$22,200.00
Programming Supplies	\$11,000.00
Staff and Board Travel	\$28,500.00
Supplies	\$26,500.00
Tel/Fax/Modem	\$9,000.00
Training	\$11,000.00
Utilities	\$85,000.00
Vehicles	\$10,000.00
<b>Total General Fund: Operating Expenses:</b>	<b>\$1,369,600.00</b>

# CCLF Monthly Meeting Dates for 2024

<b>Date</b> <i>(Usually Third Wednesday)</i>	<b>Key Agenda Items</b>	<b>Location</b>	<b>Start Time</b>
Wednesday, January 17, 2024		Nixa Community Branch	5:00 p.m.
Wednesday, February 21, 2024	Annual Meeting - Officer Elections	Ozark Community Branch	5:00 p.m.
Wednesday, March 20, 2024		Nixa Community Branch	5:00 p.m.
Wednesday, April 17, 2024		Ozark Community Branch	5:00 p.m.
Wednesday, May 15, 2024		Sparta Community Branch	5:00 p.m.
Wednesday, June 26, 2024		Ozark Community Branch	5:00 p.m.
Wednesday, July 17, 2024		Nixa Community Branch	5:00 p.m.
Wednesday, August 21, 2024		Clever Community Branch	5:00 p.m.
Wednesday, September 18, 2024		Nixa Community Branch	5:00 p.m.
Wednesday, October 16, 2024	Draft Budget Proposal	Ozark Community Branch	5:00 p.m.
Wednesday, November 20, 2024	Final Budget Approval	Nixa Community Branch	5:00 p.m.
Wednesday, December 18, 2024	End of Year Celebration!	Ozark Community Branch	5:00 p.m.