

## **TRUSTEE PACKET**

Materials and draft versions of reports and documents the board reviews during open meetings. See the Approved Minutes posted online after each meeting for a record of board decisions.



# **Christian County Library's Board of Trustees - Open Session**

Tuesday, May 26, 2026 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 Monday, April 20, 2026, Open Meeting
  - b. Minutes of Monday, May 18, 2026, Closed Session
2. Report of the Executive Director

## **Public Comment**

## **Old Business**

1. Policy and Bylaw Subcommittee

## **New Business**

1. Financial Report - questions and acknowledge receipt
2. New Trustee Onboarding
3. June Meeting Date

## **Adjournment**

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## **Consent Agenda**



## Tuesday, April 20, 2026: Open Session

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

**Trustee(s) Absent:** None

**Start Time:** 6:00PM

### Consent Agenda

1. Minutes

Kelli Roberts moved to accept the consent agenda. The motion was seconded. The motion passed. Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye; Trustee Roussell: Aye.

2. Report of the Executive Director

No board action was taken.

### Public Comment

### Old Business

1. Collection Development Policy Update

Mary Hernandez de Carl moved to adopt the display of materials into the Christian County Library policy guidebook. The motion was seconded. The motion passed. Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye; Trustee Roussell: Aye.

2. Board of Trustees Subcommittees

a. Budget Subcommittee Report

i. Procurement Policy

John Garrity moved to accept the edits in the procurement policy in yellow into subsection c. The motion was seconded. The motion passed. Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye; Trustee Roussell: Aye.

b. Bylaws

John Garrity moved to table the discussion on establishing bylaws for the subcommittees. The motion was seconded. The motion passed. Trustee Garrity: Aye; Trustee Hernandez de Carl: Nay; Trustee Roberts: Aye; Trustee Roussell: Aye.

c. Reconfiguration

John Garrity moved for Kristin Roussell to join John Garrity in the policy and bylaw subcommittee; for Kelli Roberts to serve as chair for the budget subcommittee and the secretary role to remain vacant. The motion was seconded. The motion passed. Trustee Garrity: Aye; Trustee Hernandez de Carl: Nay; Trustee Roberts: Aye; Trustee Roussell: Aye.

### New Business

1. Financial Report - questions and acknowledge receipt

No board action was taken.

2. Annual MEC Resolution Review and Renewal

Mary Hernandez de Carl moved to accept the MEC as written. The motion was seconded. The motion passed. Trustee Garrity: Aye; Trustee Hernandez de Carl: Nay; Trustee Roberts: Aye; Trustee Roussell: Aye.

**Adjournment:** 6:42PM



## Report of the Executive Director

# May 2026

### May Summary

May 2026 focused heavily on personnel onboarding and improving hiring processes, with four new staff members hired, including new branch managers for Clever (Kyle Evans) and Nixa (Grace Phillips). We are rebuilding an empty communications department with our first hire, Tanner Caselman, as a digital media specialist. Facility projects are progressing, with the Nixa parking lot project completed (sealed and painted), and the Ozark story time room floor update scheduled for early June. The IT department secured the \$12,895 Technology Ladder Grant for 2026 for business continuity and staff mobility infrastructure. Programming highlights included the Ozark Touch a Truck (300+ attendees) and Local Author Festival (127 attendees), with the Summer Reading Kickoff scheduled for June 1st.

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### Personnel

- Kyle Evans is the new branch manager of Clever.
- Grace Phillips is the new branch manager of Nixa.
- Tanner Caselman is our new Digital Media Specialist - Newsletter, Social media, etc.
- Krystie Davis has been hired to Ozark as a new part time library assistant.

### Milestones and Markers

- Highway patrol agreement update
  - Reached out to them with invitation and proposed rate increase

- July/August 2026 Library events due
  - New hire and existing adstaff formed a work group to keep the newsletter going.
- Bird feeder cam launch at Ozark- investigate fundraising
- Paving and seal Nixa parking lot
- Plant native trees @ Sparta, Clever (late March, early April)

## Building and Grounds

- Nixa parking lot has been sealed and painted. This concludes our parking lot project!









- 
- Master Gardeners installed new plants at the Ozark Branch





- Ozark story time room flooring scheduled to be updated second week of June
- We acquired a pressure washer from Nixa Hardware
- We are continuing preexisting work with Sapp Design Architects on finding ways to expand the Nixa Branch and renovate library administration.

## Collections

- Process improvement: I will be reviewing Youth/YA orders monthly.
- Each branch will be receiving approximately 77 books from the SRC grant, mainly children's and a few adult items.

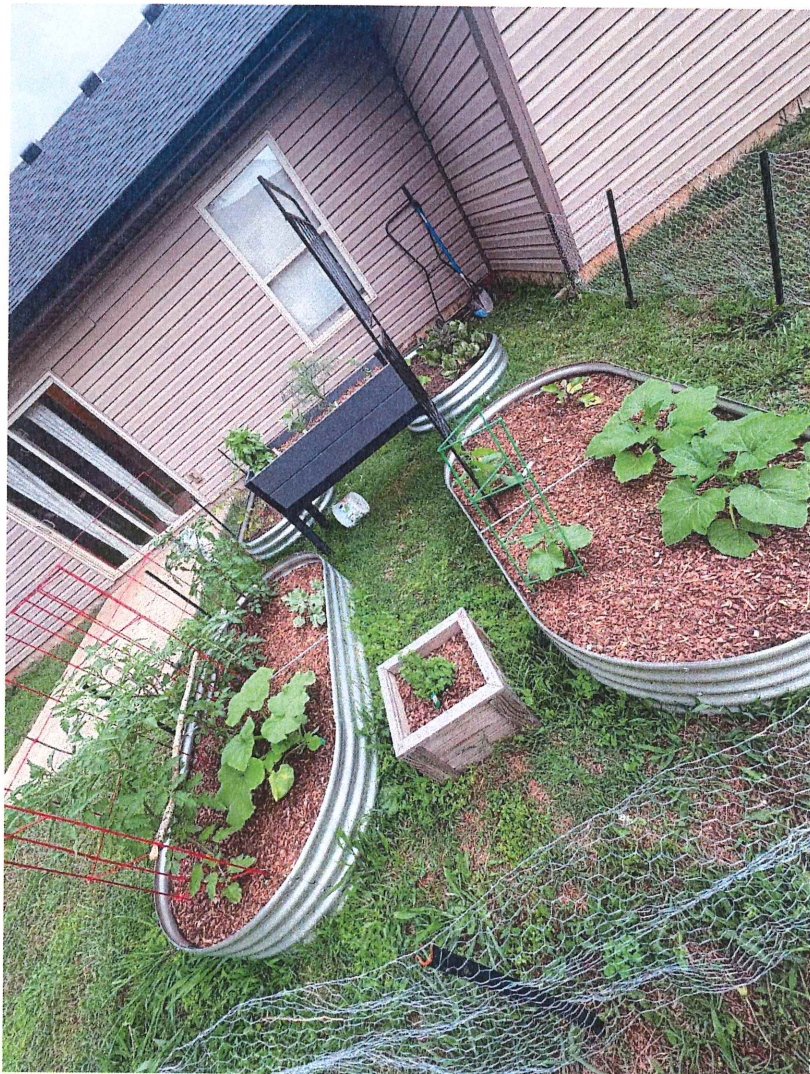
## Technology

- Our Technology Ladder Grant 2026 proposal, CCL Business Continuity & Staff Mobility 2026, has been approved (\$12,895). The proposal includes funding for uninterruptible power supplies for technology infrastructure, an external hard drive, laptops and more.

- Ozark Branch Fax Machine Service was down temporarily but is now restored. All needed internal repairs were completed on 4/7/2026.

## Programming and Services

- Our seed library is going really well and pictures are starting to come in. There are still seeds and sunlight available if you haven't started yet.



- Nixa will be hosting the One Read kickoff event for *The Wild Robot* on May 28 featuring outdoor activities, community partners and hotdogs. This is a partnership with Nixa Public Schools

# One Nixa, One Read KICK OFF

- Food •
- Community Art Project •
- CC Rhythm Performance •
- and more!

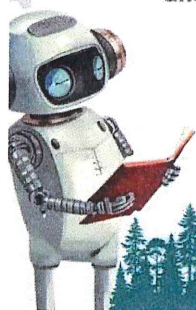
## The Wild Robot By Peter Brown

Free Entry

Nixa Community Branch Library

Thursday, May 28<sup>th</sup> at 5pm

One free copy of  
*The Wild Robot*  
available per  
Family



- Ozark Touch a Truck - 300+ attendees



- Local Author Festival - 127 attended.
- Summer Reading Kickoff at all Branches June 1! Please see the materials on the

table.

OHS Jazz Band @ Nixa



Tykes on Bikes (Nixa Branch)





Embossed Tin Card Class (Sparta Branch)



More upcoming opportunities for Adults

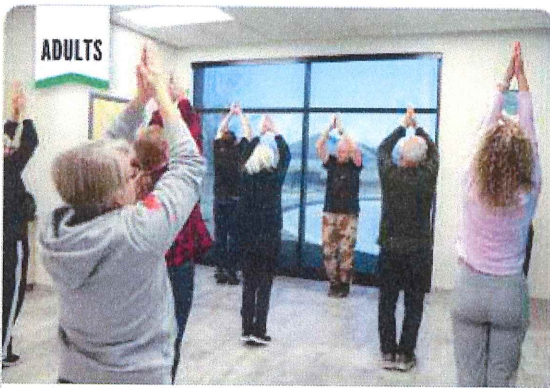


**MAY** Thu, 10:00 AM - 11:00 AM **In-Person**  
**28** Nixa, Large Meeting Room  
[Show more dates »](#)

### Yoga with Debra Tucker

Unwind and recharge with weekly classes from 417 Create Art & Yoga Studio.

■ Adults ■ Wellness



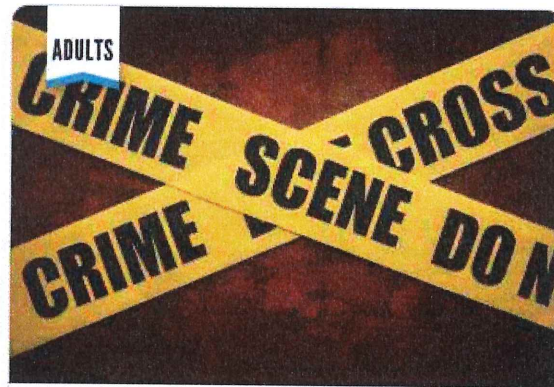
ADULTS

**MAY 28** Thu, 11:00 AM - 12:00 PM **In-Person**  
Clever, Sims Meeting Room  
[Show more dates >>](#)

### Tai Chi with Chuck Mercer

Discover balance, focus and mindful movement each week with Legacy Martial Ways.

Adults Wellness



ADULTS

**MAY 28** Thu, 5:30 PM - 7:00 PM **In-Person**  
Ozark, Netzer Meeting Room

### True Crime Club

Five men disappear after a basketball game. Their car and bodies are later found in bizarre locations. Learn the story of the Yuba County Five.

Adults Entertainment



ADULTS

**MAY 30** Sat, 10:00 AM - 12:00 PM  
Off-site

### Uncovering History: Payne Cemetery

Preserve our local history and help make a difference to an often overlooked part of our community. Cleaning supplies will be provided. Payne Cemetery 2015 Owen Rd, Nixa, MO...

Adults History



ADULTS

**JUN 2** Tue, 10:00 AM - 11:00 AM **In-Person**  
Ozark, Netzer Meeting Room

### Candle Painting

Turn plain candles into works of art with colorful tealights.

Adults Arts & Crafts



## Year to year statistics

April	2026	2025
<b>Total Patron Visits</b>	13122	13377
<b>Total Circulation</b>	17646	17688
<b>New Library Cards</b>	260	273
<b>Public Computer Use (minutes)</b>	64183	70801

Year-to-year statistics for April 2026 showed a minor decrease in patron visits, circulation, new cards, and public computer use compared to April 2025, which is attributed to a staff day closure.

## Director's Tip

Summer Reading Challenge begins June 1, 2026 at all our branches, be there! The Youth Services Department outdid themselves this year and Staff are ready to help you get set for a successful challenge.



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## **Public Comment**



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## **Old Business**

Policy and Bylaw Subcommittee



## **TRUSTEE PACKET**

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### **New Business**

Financial Report



# Christian County Library

## Profit & Loss - Unaudited

April 2026

Cash Basis

	Apr 26
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Tax Rev	
County Taxes	69,163.07
Financial Institution Tax	1,082.84
<b>Total Tax Rev</b>	70,245.91
Copier/Fines/Fees	5,352.77
Interest Income	1,231.95
<b>Total Income</b>	76,830.63
<b>Gross Profit</b>	76,830.63
<b>Expense</b>	
<b>Collection</b>	
Technology (Hotspots)	1,582.24
Audio/Visual	
Youth AV	473.94
Adult AV	2,111.67
<b>Total Audio/Visual</b>	2,585.61
Books	
Youth Services	10,614.95
Electronic Coll. (Hoopla & OD)	15,072.15
Adult Books	10,623.94
<b>Total Books</b>	36,311.04
Databases	8,323.00
Periodicals & Zinio	106.11
<b>Total Collection</b>	48,908.00
<b>Operating Expense</b>	
Bank Service Charges	98.71
Training	1,427.52
IT Discretionary Budget	
Services	1,465.83
Software/Licensing	
Staff Computer Software	8,992.91
<b>Total Software/Licensing</b>	8,992.91
<b>Total IT Discretionary Budget</b>	10,458.74
Building & Grounds	13,063.70
Professional Services	522.75
Marketing	446.98
Outreach	30.00
Postage	1,481.44
Programming	
Adult Programs	25.45
Youth Services Programs	1,197.90
<b>Total Programming</b>	1,223.35
Programming Supplies	
Adult Programming Supplies	727.83
Youth Programming Supplies	950.25
<b>Total Programming Supplies</b>	1,678.08
Staff & Board- Travel	139.98
Supplies	3,759.81
Telephone/Fax/Modem	704.11

**Christian County Library**  
**Profit & Loss - Unaudited**  
April 2026

Cash Basis

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	<u>Apr 26</u>
Utilities	5,982.95
Vehicles	<u>275.00</u>
Total Operating Expense	41,293.12
Personnel	<u>164,256.87</u>
Total Expense	<u>254,457.99</u>
Net Ordinary Income	<u>-177,627.36</u>
Net Income	<u><u>-177,627.36</u></u>

**Christian County Library Adjustment Report for April 2026 (Unaudited)**

	Anticipated	Actual	Adjustment	
Abdo Publishing Company Inc	-	3,161.60	3,161.60	Youth Books, new vendor
Adobe	-	121.96	121.96	
ADT LLC	103.76	146.63	42.87	
Amazon Capital Services, Inc.	3,680.60	4,636.38	955.78	
BambooHR	1,225.99	1,244.05	18.06	
BJ's Trophy	-	67.80	67.80	
Blackstone Publishing	6,440.88	6,514.31	73.43	
Casey's General Store	351.00	204.18	(146.82)	
Cengage Learning	364.00	391.15	27.15	
Chilton's Environmental Services LLC	-	129.00	129.00	
Concur Technologies, Inc.	345.72	362.10	16.38	
Credit Card	3,262.66	995.44	(2,267.22)	Actual Expenses moved to correct vendor name from CC
Dollar Tree	-	7.50	7.50	
Ellis Ellis Hammons & Johnson PC	-	348.00	348.00	
GFI Digital	827.63	908.89	81.26	
GFL Environmental (formerly WCA)	362.04	381.91	19.87	
GoDaddy	-	239.98	239.98	
Google	-	1,159.20	1,159.20	CC
Ingram	10,539.17	12,256.26	1,717.09	Vendor catching up on backlog
Kenco Fire Equipment, Inc.	-	45.00	45.00	
Lakeland Office Systems	283.90	576.31	292.41	
Lowe's	-	49.21	49.21	
Midwest Tape	726.45	1,191.26	464.81	
Nixa Hardware	-	2.04	2.04	
Orange Boy Inc.	-	5,865.62	5,865.62	Annual Savannah Subscription
Ozark Chamber of Commerce	-	20.00	20.00	
Personnel	164,275.07	164,281.07	6.00	
Price Cutter	-	14.11	14.11	
Sam's Club	-	370.52	370.52	
Square, Inc.	75.66	87.85	12.19	
SWMO Services	630.00	936.00	306.00	
The UPS Store	-	16.01	16.01	
UniFirst Corporation	2,196.47	3,644.51	1,448.04	Feb check was lost in mail so had to reissue, made month look high
Unique Management Services	-	174.75	174.75	
USPS	-	10.65	10.65	
Wal*mart Credit Card	-	709.75	709.75	

Original Anticipated Bills	238,877.99
Total Adjustment	15,580.00
<b>Total April 2026 CCL Bills</b>	<b>254,457.99</b>

<b>CDs</b>	
CD#: 37840052 matures August 28, 2027 (int rate 1.6%)	250,000.00
CD#: 197708399 matures September 16, 2026 (int rate 2.5%)	265,954.55
<b>CD Total</b>	<b>515,954.55</b>
<b>Ozark Bank Checking</b>	<b>3,494,362.59</b>
<b>Southern Bank Checking (SONDHI)</b>	<b>143,430.23</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)	180.00

Bond Funds	
CCL Cop 2020 REV	0.00
CCL Cop 2020 PROJ	201,290.23
CCL Cop 2020 COI	0.00
CCL Cop 18 Prj	29.23
CCL Cop 18 Lrf	0.00
CCL Cop 18 Rf	103,306.02
<b>Total Library Funds as of April 30, 2026</b>	<b>4,458,959.85</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** 4,546,757.99

# Christian County Library

## Balance Sheet - Unaudited

As of April 30, 2026

Cash Basis

	Apr 30, 26
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Southern Bank Checking (SONDHI)	143,430.23
CCLFoundation	
CCLFoundation Edward Jones	
CCLFoundation Insured Bank Dep	5.66
CCLFoundation CDs	25,000.00
CCLFoundation Mutual Funds	40,563.79
Total CCLFoundation Edward Jones	65,569.45
CCLFoundation Checking Account	22,228.69
Total CCLFoundation	87,798.14
CD's	515,954.55
Ozark Bank Checking	3,494,362.59
Total Checking/Savings	4,241,545.51
Other Current Assets	
Cash on hand	170.00
Petty Cash	180.00
Printer Change Bag	237.00
Total Other Current Assets	587.00
Total Current Assets	4,242,132.51
Other Assets	
CCL Cop 2020 PROJ	201,290.23
CCL Cop 18 Prj	29.23
CCL Cop 18 Rf	103,306.02
Total Other Assets	304,625.48
<b>TOTAL ASSETS</b>	<b>4,546,757.99</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	19,602.81
Credit Cards	4,241.28
Other Current Liabilities	
A&E Tax Payable	17.00
Direct Deposit Liabilities	453.62
Payroll Liabilities	-14,473.58
Total Other Current Liabilities	-14,002.96
Total Current Liabilities	9,841.13
Total Liabilities	9,841.13
Equity	4,536,916.86
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,546,757.99</b>

**Christian County Library**  
**Anticipated Bills**  
 May 2026

Admiral Express	175.96	
Adobe	121.96	
ADT LLC	146.63	
Adobe	121.96	
Amazon Capital Services, Inc.	2,128.13	
Aroma Design	180.00	Adult Programming
BambooHR	1,244.05	
Blackstone Publishing	111.50	
BOK Financial	1,000.00	
Book Depot	837.96	
Casey's General Store	351.00	
Cengage Learning	626.07	
Central Bank	388,506.76	Nixa Annex Lease to Own
Chuck Mercer	390.00	
City of Clever	47.81	
City of Sparta	90.58	
Collaborative Summer Library Program	706.63	
Concur Technologies, Inc.	362.10	
Credit Card	3,841.07	
Dollar General	6.52	
Ellis Ellis Hammons & Johnson PC	812.00	
GFI Digital	1,290.24	
GFL Environmental (formerly WCA)	381.91	
Google	1,159.20	
Hoopla by Midwest Tape	6,556.06	
Ingram	5,565.80	
Lakeland Office Systems	407.76	
Liberty Utilities	1,808.95	
Lorenz Plumbing Heating and Air Cond	5,015.00	Nixa Plumbing Repairs
Lowe's	117.37	
Mercy Specialized Billing Services	79.50	
Midwest Tape	785.74	
Niche Academy	2,520.00	
Nixa Hardware	950.04	
Nixa Utilities	1,755.51	
OverDrive, Inc.	604.18	
Ozark Chamber of Commerce	20.00	
Ozark Water Department	48.49	
Quadient Finance USA, Inc (Postage)	459.75	
Quadient Leasing USA, Inc.	618.06	
Quality Clean, LLC	2,650.00	
Republic Services	263.94	
Socket	614.84	
Spire (formerly Missouri Gas Energy)	518.86	
Square, Inc.	57.84	

**Christian County Library**  
**Anticipated Bills**  
May 2026

SteamPro	<u>258.00</u>
SWMO Services	936.00
UniFirst Corporation	899.45
Unique Management Services	104.85
Verizon Wireless	1,489.63
Wal-Mart	97.68
Personnel	<u>175,837.04</u>
TOTAL	<u><u>615,680.38</u></u>

## Christian County Library Profit & Loss - Unaudited

	Jan -Apr 26	Total Budget	Remaining Budget	% Remaining
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Tax Rev	3,029,390.09	3,777,426.19	748,036.10	20%
Copier/Fines/Fees	18,062.65	45,000.00	26,937.35	60%
Grants/Donations	50.00	50,000.00	49,950.00	100%
Interest Income	19,804.01	20,000.00	195.99	1%
<b>Total Income</b>	<b>3,067,306.75</b>	<b>3,892,426.19</b>	<b>825,119.44</b>	<b>21%</b>
<b>Gross Profit</b>	<b>3,067,306.75</b>	<b>3,892,426.19</b>	<b>825,119.44</b>	<b>21%</b>
<b>Expense</b>				
<b>Collection</b>				
Technology (Hotspots)	5,456.53	22,701.00	17,244.47	76%
<b>Audio/Visual</b>				
Youth AV	1,426.06	7,250.00	5,823.94	80%
Adult AV	4,155.37	11,000.00	6,844.63	62%
<b>Total Audio/Visual</b>	<b>5,581.43</b>	<b>18,250.00</b>	<b>12,668.57</b>	<b>69%</b>
<b>Books</b>				
Youth Services	17,731.39	29,700.00	11,968.61	40%
Electronic Coll. (Hoopla & OD)	38,831.82	102,500.00	63,668.18	62%
Adult Books	18,593.98	52,000.00	33,406.02	64%
<b>Total Books</b>	<b>75,157.19</b>	<b>184,200.00</b>	<b>109,042.81</b>	<b>59%</b>
Consortia	35,526.43	42,000.00	6,473.57	15%
Databases	16,776.57	52,000.00	35,223.43	68%
Library of Things	1,084.04	2,500.00	1,415.96	57%
Periodicals & Zinio	424.02	4,400.00	3,975.98	90%
<b>Total Collection</b>	<b>140,006.21</b>	<b>326,051.00</b>	<b>186,044.79</b>	<b>57%</b>
<b>Operating Expense</b>				
Bank Service Charges	720.00	0.00	-720.00	0%
Bond Fees	1,000.00	2,000.00	1,000.00	50%
Information Technology	29,146.94	92,706.00	63,559.06	69%
Insurance	0.00	55,000.00	55,000.00	100%
Bond Payments	192,500.00	837,000.00	644,500.00	77%
Marketing	1,622.63	22,050.00	20,427.37	93%
Building & Grounds	32,207.47	134,304.00	102,096.53	76%
Development	0.00	300.00	300.00	100%
Furniture and Equipment	3,404.06	3,000.00	-404.06	-13%
Professional Services	4,133.75	31,400.00	27,266.25	87%
Memberships	478.00	5,000.00	4,522.00	90%
Outreach	30.00	800.00	770.00	96%
Postage	3,986.44	10,000.00	6,013.56	60%
Programming	3,033.35	9,500.00	6,466.65	68%
Programming Supplies	4,073.87	17,870.00	13,796.13	77%
Staff & Board- Travel	513.88	2,500.00	1,986.12	79%
Supplies	7,586.12	26,000.00	18,413.88	71%
Telephone/Fax/Modem	2,817.19	10,000.00	7,182.81	72%
Training	1,602.52	4,800.00	3,197.48	67%
Utilities	27,540.18	75,632.00	48,091.82	64%
Vehicles	1,413.46	9,400.00	7,986.54	85%
<b>Total Operating Expense</b>	<b>317,809.86</b>	<b>1,349,262.00</b>	<b>1,031,452.14</b>	<b>76%</b>
<b>Personnel</b>	<b>678,004.21</b>	<b>2,493,554.71</b>	<b>1,815,550.50</b>	<b>73%</b>
<b>Total Expense</b>	<b>1,135,820.28</b>	<b>4,168,867.71</b>	<b>3,033,047.43</b>	<b>73%</b>
<b>Net Ordinary Income</b>	<b>1,931,486.47</b>	<b>-276,441.52</b>	<b>-2,207,927.99</b>	
<b>Net Income</b>	<b>1,931,486.47</b>	<b>-276,441.52</b>	<b>-2,207,927.99</b>	

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## **New Business**

New Trustee Onboarding



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## **New Business**

June Meeting Date



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## **Adjournment**

