

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
Monday, April 20, 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 Tuesday, March 24, 2026, Open Meeting
2. Report of the Executive Director

Public Comment

Old Business

1. Collection Development Policy Update
 - a. Display Policy
2. Board of Trustees Subcommittees
 - a. Budget Subcommittee Report
 - i. Procurement Policy
 - b. Bylaws
 - c. Reconfiguration

New Business

1. Financial Report - questions and acknowledge receipt
2. Annual MEC Resolution Review and Renewal
3. South County Update

Adjournment

Tuesday, March 24, 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 approve the purpose and scope, guiding principles, definitions and community served portions of the collection development policy. The motion was seconded. The motion passed. Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye; Trustee Roussell: Aye.

New Business

1. Financial Report - questions and acknowledge receipt

No board action was taken.

2. Subcommittee Reports

a. Budget Subcommittee Updates

i. Procurement Policy

Kelli Roberts moved to approve the suspension of the procurement requirement of 3 comparative quotes for urgent replacement of a water heater as well as the maintenance or replacement of a second water heater, installation of a carbon filter as it pertains to emergency needs that affect operations of the library. The motion was seconded. The motion passed. Trustee Garrity: Aye; Trustee Hernandez de Carl: Aye; Trustee Roberts: Aye; Trustee Roussell: Aye.

3. Strategic Planning Update - Community Engagement Portal

No board action was taken.

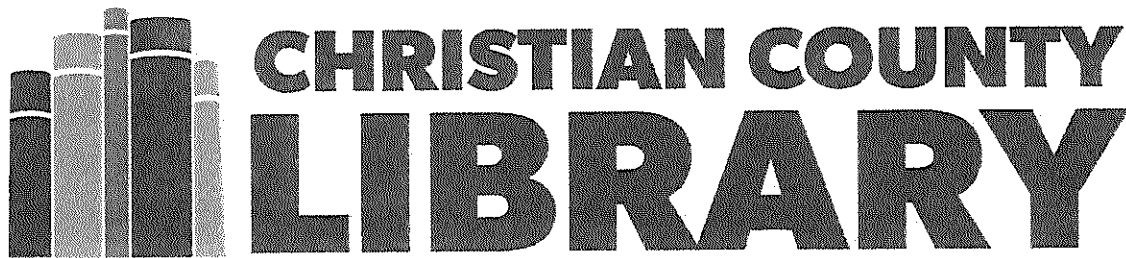
4. Secretary's Report

No board action was taken.

5. Custodian of Records

No board action was taken.

Adjournment: 7:12PM



Report of the Executive Director

April 2026

April Summary

I met with existing partner Ozark City Parks and Recreation Director Hayden Ponsar to discuss interlocal agreement and possible future opportunities. I also met with David Carr with Chateau Charmont to discuss their nonprofit “Castleshire” and a potential partnership in hosting library events on their grounds. This is an area of the county where we could increase our presence. I passed this information to the Friends of the Library and The Library Foundation as well.

On Monday, April 13, 2026, The libraries closed for staff day. Staff welcomed professional keynote speaker Will Stuck who presented on the importance of telling your story. We also piloted a community partner expo, where staff interacted with and learned about some of our many nonprofit community partners. CC Links, Christian County Master Gardeners, The Christian County Library Foundation, The Friends of the Christian County Library System, Least of These, The Victim Center, Women, Infants & Children (WIC), Children’s Smile Center were among the groups who tabled and shared information with staff about their missions. Finally, staff participated in providing input into strategic initiatives. Thank you to the board for giving us this day to close, it was quite bountiful and our patrons will benefit because of it.

This past Saturday, April 18, we hosted the Ozark High School Jazz Band. Over 100 attendees showed up while we closed a portion of the parking lot and set up lawn chairs. CCL Youth Assistant and program planner Elizabeth Gardner treated the public to a solo vocal performance!

Personnel

- We are onboarding a new branch manager at Nixa, a part time assistant at Nixa, and two new part time assistants in the Outreach Department. We are listing a part time position at the Ozark Branch.

Milestones and Markers

- Onboard and train new Trustee
 - Scheduling in progress
- Staff Development Day April 13
- Paving and seal Nixa parking lot
 - Working on establishing a date, possibly near Memorial Day weekend.
- Start booking performers for outdoor music series (Late April, Early May)
- Local Author Expo
 - April 15, 10 am - 1 pm
- New plumbing project at Nixa Branch
- Egg Drop @ Ozark Branch
 - Moved to May 23, 2 pm - 4 pm
- Spring Reading Challenge continues (March 1st - April 30th)
- 2026 Summer Reading Challenge preparation is completed
- Pave and seal Clever parking lot
 - Finished up during staff day
- Highway Patrol invited as Board Guest
 - I will reach out this month
- Increased ADA compliance for website
 - We've been proactive in planning for improvements to the website. Special districts deadline is April 26, 2027

Building and Grounds

- Clever Parking Lot has been paved and sealed
- Monday the 27th Water heaters at Nixa will be repaired/replaced.

Technology

- A Technology Ladder Grant 2026 proposal has been submitted with the project name: CCL Business Continuity & Staff Mobility 2026. The proposal requests funding for uninterruptible power supplies for critical technology infrastructure, laptops and more.

Director's Tip

██████████

Please join us at The Local Authors Expo Saturday, April 25 from 10 a.m. – 1 p.m. at the Nixa community branch.

██ ███

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.

Public Comment



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.

- 1. Old Business - Collection Development Update**
 - a. Display Policy**



Display of Materials

Library displays serve as a vital method for promoting the collection, and in doing so, they must prioritize content of the broadest possible appeal to the general population of Christian County. This commitment ensures that the library's efforts to highlight materials reflect its mission to meet the informational, educational, cultural, and recreational needs of all citizens.

In execution, the display policy is governed by adherence to regulatory standards, including the Missouri Code of State Regulations, 15 CSR 30-200 (Secretary of State). Specifically, under this regulation, the library must ensure that no age-inappropriate materials in any form, as defined in the library's collection development policy, shall be knowingly displayed in the library in areas designated by the library as containing materials predominantly for minors.

Further, library displays shall remain neutral with respect to contested social or political issues. Displays may celebrate national holidays and patriotic themes.

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.

Board of Trustees Subcommittees



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.

- a. Board of Trustees Subcommittees
 - i. Budget Subcommittee Report
 - 1. Procurement Policy
 - ii. Bylaws
 - iii. Reconfiguration



C) PROCUREMENT POLICY

Purpose

Christian County Library establishes this purchasing and procurement policy in order to comply with Chapter 182 of the Missouri Revised Statutes, generally accepted auditing standards, and the principles of responsible fiscal management.

The Library encourages comparative pricing, competitive bidding, or a Request for Proposals (RFP) process in order to ensure that the maximum value is obtained for each public dollar spent. The Library shall solicit and encourage the submission of proposals from local vendors. The Library welcomes bids from minority and women owned businesses and actively solicits bids from such companies where possible.

Comparative Pricing, Bids, and Request for Proposals (RFP)s

The following procedures will govern Christian County Library's purchasing practices:

Purchase Amount	Type of Comparison	Approval Rights
\$6,000 - \$29,999 Within Trustee Pre-Approved Annual Budget	A minimum of three documented responses is required. Written 'no bid' responses from contractors may be counted toward this requirement, provided they are retained in the procurement file.	Executive Director approves; must be reported to the Board of Trustees after purchase with copies of invoices.
\$3,000 - \$29,999 Not Already Approved in Annual Operating Budget	A minimum of three documented responses is required. Written 'no bid' responses from contractors may be counted toward this requirement, provided they are retained in the procurement file.	Board of Trustees Pre-Approval
\$30,000 or Greater Even if Within Approved Annual Operating Budget	Request for Proposals (RFP) is needed. A minimum of three documented responses is required. Written 'no bid' responses from contractors may be counted toward this requirement, provided they are retained in the procurement file.	Board of Trustees Pre-Approval

Comparative Pricing for Purchases Within Approved Annual Budget

Under the overall supervision of the Executive Director, designated members of the Administrative Staff are allowed to make purchases or authorize staff they supervise to make purchases on their behalf within budget categories approved annually by the Library's Board of Trustees for the budget year.

Purchases for items or services under \$6,000 are not subject to this process if they are within the pre-approved annual operating budget, though staff will be expected to search for the best price available for every purchase by doing a comparative price search online before purchase with at least one other vendor wherever possible. Staff who do not regularly compare prices for more routine Library purchases may have purchasing privileges revoked by their Supervisor.

Administrative Staff must secure at least three competitive quotes or comparative prices for any individual item or service contract over \$6,000 but less than \$30,000, even if it is within the approved annual operating budget, and present these comparisons to the Executive Director for approval before purchase. These price comparisons and the reasons for the vendor chosen then must be reported by the Executive Director to the Board of Trustees in their next scheduled meeting so they are aware of the comparisons and purchasing decisions made for large purchases by Administrative Staff on behalf of taxpayers.

Competitive Bidding for Purchases Not Within Approved Annual Budget

At least three quotes or bids must be presented to the Board of Trustees for approval before purchasing any item or service over \$3,000 but less than \$30,000 that exceeds the pre-approved annual operating budget allowance for that year.

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.

- a. Bylaws
- b. Reconfiguration



CCL Policy Manual Current

Article IV: Committees

Section I.

~~Any special committees as may be appointed from time to time shall serve until a final report is made by the committee to Christian County Library's Board of Trustees, at which time the committee passes out of existence, provided that all committees must make a progress report to the Library's Board at each of its meetings.~~

PROPOSED REVISION REPLACEMENT

Article IV: Subcommittees

Section I.

The Board of Trustees may form ad hoc subcommittees to conduct focused work in areas under direct Board authority, including policy and by-laws governance and budget oversight. The purpose of a subcommittee is to engage in research, discussion, and consultation necessary to form motions for the consideration of the board-at-large. Subcommittees support the Board's deliberative process by researching issues, developing draft materials, and preparing recommendations for full Board consideration. Subcommittees hold no independent authority and take no action on behalf of the Board.

Section II.

A subcommittee is established by a majority vote of the full Board at an Open Board Meeting. The motion to form a subcommittee must include a defined purpose or scope of work. Membership consists of exactly two Trustees to ensure that no quorum of the Board is present during subcommittee working sessions.

Trustees are nominated and appointed to a subcommittee by Board vote at the time of formation. The subcommittee members shall designate one member to serve as Chair. The Chair is responsible for scheduling working sessions, facilitating meetings, and delivering the subcommittee's progress reports to the full Board.

Membership continues for the duration of the subcommittee's work unless the Board acts otherwise.

Section III.

Each subcommittee operates within the defined scope to achieve objectives and/or deliverables established at formation.

To this purpose, subcommittees are authorized to:

- Research issues and gather relevant information within their defined scope
- Develop draft documents, recommendations, or proposals for Board review
- Collaborate with the Executive Director and library staff appointed by the Executive Director on research and background materials germane to the subcommittee's work
- Engage district legal counsel for document review or targeted legal questions as needed

The Board President shall be notified by the chair of a subcommittee whenever legal counsel is engaged by a subcommittee. This notification shall include the nature of the inquiry and a summation of the counsel provided.

Subcommittees may not direct or task the Executive Director or library staff with work outside of reasonable research and information-gathering in support of the subcommittee's defined scope. All operational matters remain under the authority of the Executive Director.

All recommendations, draft materials, and proposed actions developed by a subcommittee must be presented to the full Board for deliberation and approval before taking effect. Subcommittees do not have authority to approve, implement, or bind the Board or the library to any course of action. Only items approved unanimously by subcommittee members may be brought to the board-at-large. No items falling within the scope of the subcommittee may be added to the agenda without the consent of both subcommittee members.

Section IV.

If a committee reaches an impasse on an issue and the impasse continues unresolved for more than ninety (90) days, the matter shall be brought to the President of the Board to determine next steps.

Section V.

A committee is dissolved by majority vote of the full Board upon completion of its defined scope of work, or at any time the Board determines the committee's work is no longer necessary.

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.

New Business

1. Financial Report - questions and acknowledge receipt



Christian County Library Adjustment Report for March 2026 (Unaudited)

	Anticipated	Actual	Adjustment	
Adobe	121.96	-	(121.96)	
Aida Wisecup	-	200.00	200.00	
Amazon Capital Services, Inc.	7,570.94	6,413.98	(1,156.96)	Returned shelves.
BambooHR	1,280.37	1,225.99	(54.38)	
Blackstone Publishing	224.05	298.49	74.44	
Casey's General Store	373.52	177.22	(196.30)	
Cengage Learning	512.49	881.30	368.81	
Chilton's Environmental Services LLC	345.00	430.00	85.00	
Chuck Mercer	360.00	-	(360.00)	
City of Clever	47.34	94.68	47.34	
Credit Card	1,304.31	542.95	(761.36)	
GFL Environmental (formerly WCA)	-	362.04	362.04	
Ingram	6,840.01	3,295.50	(3,544.51)	Backlog shipped.
Lakeland Office Systems	528.38	565.80	37.42	
Midwest Tape	489.54	434.06	(55.48)	
Personnel	162,441.80	163,057.67	615.87	
Quadient Finance USA, Inc (Postage)	300.00	-	(300.00)	
Sho-Me Fire Protection	-	400.00	400.00	
Square, Inc.	85.98	84.21	(1.77)	
SWMO Services	4,270.00	-	(4,270.00)	No snow removal or salt needed in March
Verizon Wireless	1,609.67	1,205.33	(404.34)	
Vincent Jansen	14.00	-	(14.00)	

Original Anticipated Bills	252,303.85
Total Adjustment	(9,050.14)
	0.00
Total March 2026 CCL Bills	243,253.71

CDs	
CD#: 37840052 matures August 28, 2027 (int rate 1.6%)	250,000.00
CD#: 197708399 matures September 16, 2026 (int rate 2.5%)	265,464.11
CD Total	515,464.11
Ozark Bank Checking	3,676,032.24
Southern Bank Checking (SONDHI)	143,417.55
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	201,280.23
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
Total Library Funds as of March 31, 2026	4,640,126.38

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** **4,727,924.52**

Christian County Library
Balance Sheet - Unaudited
As of March 31, 2026

Cash Basis

	Mar 31, 26
ASSETS	
Current Assets	
Checking/Savings	
Southern Bank Checking (SONDHI)	143,417.55
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	515,464.11
Ozark Bank Checking	3,676,032.24
Total Checking/Savings	4,422,712.04
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	4,423,299.04
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
TOTAL ASSETS	4,727,924.52
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	-18.67
Credit Cards	2,074.78
Other Current Liabilities	
A&E Tax Payable	17.00
Direct Deposit Liabilities	453.62
Payroll Liabilities	9,923.88
Total Other Current Liabilities	10,394.50
Total Current Liabilities	12,450.61
Total Liabilities	12,450.61
Equity	4,715,473.91
TOTAL LIABILITIES & EQUITY	4,727,924.52

Christian County Library
Profit & Loss - Unaudited
 March 2026

Cash Basis

	Mar 26
Ordinary Income/Expense	
Income	
Tax Rev	
County Taxes	57,048.78
Total Tax Rev	57,048.78
Copier/Fines/Fees	4,693.02
Interest Income	1,155.17
Total Income	62,896.97
Gross Profit	62,896.97
Expense	
Collection	
Consortia	33,014.37
Library of Things	339.87
Technology (Hotspots)	1,116.04
Audio/Visual	
Youth AV	145.36
Adult AV	685.16
Total Audio/Visual	830.52
Books	
Youth Services	3,650.80
Electronic Coll. (Hoopla & OD)	6,878.88
Adult Books	2,529.36
Total Books	13,059.04
Databases	4,440.72
Periodicals & Zinio	106.11
Total Collection	52,906.67
Interest Expense	77.83
Operating Expense	
Bond Fees	1,000.00
Bank Service Charges	147.95
IT Discretionary Budget	
Services	1,293.05
Software/Licensing	
Staff Computer Software	2,730.91
Total Software/Licensing	2,730.91
Total IT Discretionary Budget	4,023.96
Building & Grounds	4,932.19
Professional Services	482.10
Furniture & Equipment	3,214.12
Marketing	556.65
Postage	426.43
Programming	
Adult Programs	740.00
Total Programming	740.00
Programming Supplies	
Adult Programming Supplies	57.89
Youth Programming Supplies	596.85
Total Programming Supplies	654.74
Staff & Board- Travel	191.38

Christian County Library
Profit & Loss - Unaudited
March 2026

Cash Basis

	<u>Mar 26</u>
Supplies	2,013.67
Telephone/Fax/Modem	704.36
Utilities	7,262.13
Vehicles	177.22
Total Operating Expense	26,526.90
Personnel	163,742.31
Total Expense	243,253.71
Net Ordinary Income	-180,356.74
Net Income	-180,356.74

Christian County Library
Anticipated Bills
 April 2026

Apr 26

Admiral Express	175.96	
ADT LLC	103.76	
Advanced Sealing & Striping	5,572.41	
Amazon Capital Services, Inc.	3,680.60	
BambooHR	1,225.99	
Blackstone Publishing	6,440.88	
Casey's General Store	351.00	
Cengage Learning	364.00	
Center Point Large Print	296.04	
Chadwick Community Building	30.00	
City of Clever	4.73	
City of Sparta	58.74	
Concur Technologies, Inc.	345.72	
Credit Card	3,262.66	
Demco, Inc.	329.92	
Ebsco Subscription Services	8,323.00	
Engineers Reprographics	1,197.90	
GFI Digital	827.63	
GFL Environmental (formerly WCA)	362.04	
Hoopla by Midwest Tape	6,683.28	
Ingram	10,539.17	
Lakeland Office Systems	283.90	
Liberty Utilities	1,806.69	
Mercy Specialized Billing Services	79.50	
Midwest Tape	726.45	
Mitchem Tire & Wheel	70.82	
Mountain Country Propane	583.77	
Nixa Utilities	1,651.08	
OverDrive, Inc.	2,388.87	
Ozark Water Department	48.49	
Penworthy Company	2,939.25	Summer Reading Books
Quadient Finance USA, Inc (Postage)	1,053.50	
Quadient Leasing	392.76	
Quality Clean, LLC	2,650.00	
Republic Services	263.94	
Royal Publishing	295.00	
Showcases	1,107.42	
Socket	614.84	
Spire (formerly Missouri Gas Energy)	1,189.46	
Springfield News Leader	106.11	
Square, Inc.	75.66	
SWMO Services	630.00	
The State Historical Society of Missouri	702.00	
UniFirst Corporation	2,196.47	
Verizon Wireless	1,671.51	
Will Stuck	900.00	
Personnel	164,275.07	
TOTAL	<u>238,877.99</u>	

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.

New Business

Annual MEC Resolution Review and Renewal





CONFLICT OF INTEREST POLICY

Section 1: Declaration of Policy

The proper and ethical operation of government requires that public officials and employees be independent, impartial, and responsible to the people; that decisions and public policy be made transparently, in the proper channels of the governmental structure; that public positions not be used for personal gain; and that the public have confidence in the integrity of their government's operation. In recognition of these goals, we hereby establish this policy resolution for disclosure by certain officials and employees of private financial or other interests in matters affecting Christian County Library.

All Christian County Library employees and members of its Board of Trustees must comply with conflict of interest statutes under Chapter 105 of the Missouri Revised Statutes, any other laws governing official conduct, and the following guidelines.

Section 2: Eliminating Potential Conflicts of Interest in Decision Making and When Exercising Authority

Members of the Library Board of Trustees having a substantial personal or private interest in any policy, initiative, issue, or decision considered by the Board shall disclose within the Board minutes the nature of the Trustee's interest and shall be disqualified from voting on any matters relating to this interest.

In addition, any employees of Christian County Library who exercise supervisory authority over the negotiation of contracts or purchasing decisions having a substantial personal or private interest in Library initiatives, purchases, or decisions shall similarly disclose the nature of that interest to the Library's Executive Director and be disqualified from participating in any decision making, contract negotiation, or purchasing involved with it. The Executive Director is then responsible for notifying the Library's Board of Trustees at their next meeting of the interest and internal administrative measures enacted to avoid a conflict.

Substantial personal or private interest for the purposes of this policy is defined as ownership by the individual, their parents, spouse, or dependent children, whether singularly or collectively, directly or indirectly of:

- 10% or more of any business entity; or
- an interest having a value of \$10,000 or more; or
- the receipt of a salary, gratuity, or other compensation or remuneration of \$5,000 or more, per year from any individual, partnership, organization, or association within any calendar year.

All employees of Christian County Library employed at the time this policy is ratified, and all new employees hired thereafter, will be required to sign a Christian County Library Employee Conflict of Interest Statement to be kept in their personnel file defining what constitutes a

conflict of interest and Christian County Library's internal procedures for reporting any potential conflicts to their supervisor for review.

Finally, any voting interest a Trustee or employee of the Library may hold in the Board or governing body of any other organization, association, non-for-profit, union, corporation, or government entity that conducts any business, financial or otherwise, with Christian County Library (including Recognized Library Support Organizations such as the Christian County Library Foundation and Friends of the Christian County Library) must be disclosed to the Library's Executive Director and its Board of Trustees. Those Trustees or employees holding such an interest shall be disqualified from voting on or participating in any decision making, contract negotiation, or purchasing for or on behalf of Christian County Library related to that organization or entity.

Section 3: Missouri Ethics Commission (MEC) Annual Disclosure Reports Christian County Library's Executive Director, serving as both the chief administrative officer and the chief purchasing officer for the purposes of such annual reporting, as well as any Library Trustees and members of the Library's Administrative Staff empowered in a given calendar year to sign checks and execute contracts on behalf of the Library either with the Executive Director or in their absence, will all disclose the following information annually to the Missouri Ethics Commission (MEC) by May 1st for the previous calendar year. The Library's Executive Director will be responsible for updating the list of officials who are required to file with the MEC annually in advance of the filing deadline.

If any of the following transactions occurred during the previous calendar year between Christian County Library and any of the annual reporters listed above or their respective parents, spouses, or dependent children; the dates, details, and identities of the parties involved shall be disclosed, compiled, made part of the public record by inclusion in Library Board minutes, and submitted to the MEC in or with their annual report.

- Each transaction in excess of \$500 with any of the above named individuals, other than compensation received as an employee or payment of any fine, tax, fee, or penalty due to the Library.
- Each transaction in excess of \$500 between any business entity in which any of the above named individuals have a substantial or private interest, other than any payment of tax, fee, or penalty due to the Library or transactions involving payment for providing utility service to the Library.
- Each transaction in excess of \$500 between any organization, association, non-for-profit, union, corporation, or government body where any of the above named individuals have a voting interest in the governing or financial structure.
- The name and address of each of the employers (other than the Library) of any of the above named individuals from whom income of \$1,000 or more was received during the

year covered by the statement.

2



- The name and address of each sole proprietorship that is owned; the name, address, and the general nature of the business conducted of each general partnership and joint venture in which any of the above named individuals was a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address, and general nature of the business conducted of any closely held corporation or limited partnership in which any of the above named individuals owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which any of the above named individuals owned two percent or more of any class of outstanding stock, limited partnership units, or other equity interests.
- The name and address of each corporation for which any of the above named individuals served in the capacity of a director, officer, or receiver.

Section 4: Filing of Reports & Effective Dates

Christian County Library officials shall file an updated, certified copy of this resolution at least every two years with the Missouri Ethics Commission (MEC) within ten days of adoption and prior to September 15th of the year it will go into effect.

Annual disclosure reports shall be filed with the MEC and presented to the Christian County Library Board of Trustees for review and inclusion in their minutes no later than May 1st for the calendar year ending the immediately preceding December 31st. The reports shall be available for public inspection and copying during normal business hours.

Newly hired or appointed annual reporters are required to contact the MEC immediately to register and then must file a disclosure report within thirty days of appointment or employment covering the calendar year ending the previous December 31st. *Updated March 2025*



CHRISTIAN COUNTY LIBRARY - EMPLOYEE CONFLICT OF INTEREST STATEMENT

No employee shall derive any personal profit or gain, directly or indirectly, for themselves, their parents, spouses, or dependent children by reason of their employment at Christian County Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service that have been fully disclosed to their Supervisor.

Any employees of Christian County Library who exercise supervisory authority over the negotiation of contracts or purchasing decisions having a substantial personal or private interest (as defined in Section 2 of the Library's Conflict of Interest Policy) in Library initiatives, purchases, or decisions shall disclose the nature of that interest to the Library's Executive Director and be disqualified from participating in any decision making, contract negotiation, or purchasing involved with it.

Any employee who holds a voting interest in the Board or governing body of any other organization, association, non-for-profit, union, corporation, or government entity that conducts any business, financial or otherwise, with Christian County Library (including Recognized Library Support Organizations such as the Christian County Library Foundation and Friends of the Christian County Library) must disclose that relationship to their Supervisor and shall be disqualified from voting on or participating in any decision making, contract negotiation, or purchasing for or on behalf of Christian County Library related to that organization or entity.

Any disclosures made by employees to Supervisors must be investigated by the Executive Director and appropriate internal administrative measures enacted to avoid a conflict. The details of each disclosure, identities of employees involved, and remedies enacted must be compiled and presented to the Board of Trustees for inclusion in their minutes and submitted annually to the Missouri Ethics Commission with any other annual reports that are filed.

Employees of Christian County Library shall strictly protect the confidentiality of patron data as per the Library's Confidentiality of Library Records and Third Party Privacy Policy to ensure patron data is never used for personal benefit.

No employee shall accept any favor which might affect or appear to affect their judgment on any matter affecting the Library.

No employee shall receive preferential treatment or priority access for reservations, registration, or fees associated with their use or misuse of Library materials or programs as a patron.



4

No person shall be employed by the Library's Board of Library Trustees or by the Executive Director who is related within the third degree (a third-degree relative is defined as a relative which includes the individual's first-cousins, great-grandparents, or great grandchildren) by blood, marriage, adoption, romantic relationship, or domestic partnership to the Executive Director or any Trustee of the Board. Relatives of other staff members would be considered on an individual basis.

For the purposes of this policy, a "relative" is any person who is related by blood, marriage, adoption, romantic relationship, or domestic partnership; or whose relationship with the employee is similar to that of persons who are related by blood, marriage, adoption, romantic relationship, or domestic partnership.

Relatives of persons currently employed by Christian County Library may be hired only if they will not be working directly for a relative, supervising a relative, or working the same shifts in the same department.

All Christian County Library employees must agree in writing upon hire to comply with conflict of interest statutes under Chapter 105 of the Missouri Revised Statutes, any other laws governing official conduct, and the Library's Conflict of Interest Policy.

Initial Statement of Associations and Disclosures

This is to certify that I have read and understood this Employee Conflict of Interest Statement and Christian County Library's Conflict of Interest Policy.

I understand that if I, or my parents, spouse, or dependent children, have been a participant in or voting member of, directly or indirectly, any arrangement, agreement, investment, or other

activity with any vendor, supplier, organization, or other party doing business with Christian County Library that has resulted or could result in personal benefit to me or any of the relations listed above, that I am required to report it as a potential conflict of interest to my Supervisor(s) immediately.

I agree to notify my Supervisor(s) in writing about any such potential conflicts of interest that may have occurred between Jan-Dec of the calendar year previous to today, and/or any future potential conflicts of interest as they arise or come to my attention. I will provide details, dates, and identities of the parties involved as required.

Employee Name (Printed) Employee Signature Date

Updated March 2025



Signatures of Document Custodians

"I certify that this is a true, exact, and unaltered photocopy of Christian County Library's Conflict of Interest Policy Resolution, approved and adopted by the Christian County Library's Board of Trustees on March 25th, 2025.

Echo Schneider, President, Christian County Library Board of Trustees (Date)

William Blydenburgh, Executive Director, Christian County Library (Date)

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.

New Business

South County Update

