



Board of Trustees Agenda
August 20, 2024 | 11-12:30
LCO Tech Room

1. Call meeting to order, Pledge, Invocation, Establishment of Quorum
2. Election of Officers
3. Approval of Minutes Mindy Honey
 - a. July 16, 2024
 - b. August 5, 2024 Budget Workshop
4. **Visitor Comments** (Comments are limited to 3 minutes per person with a limit of 15 minutes.)
5. **Treasurer's Report** Cody Fenton
 - a. August 20, 2024, Treasurer's Report
 - b. July Financial Reports
6. **Invited Guest**
 - a. Joyce Coogan & Dave Dove, Friends of the Library Association
7. Director's Report
 - a. July Library Statistics Essy Day
8. **Old Business***
 - a. 2025 Proposed Budget Cody Fenton
 - b. LAGERS Debbie Redford
 - c. By-Laws (Revisions in red)
9. **New Business**
 - a. Conflict of Interest Statement*
 - b. Formation of Building Site Committee
 - c. Employee Policies for Consideration
 - i. Employee Insurance and Retirement
 - ii. Sick Leave Policy
 - iii. Vacation Leave Policy
 - iv. Repeal of PTO Policy
 - d. Website
 - e. Consideration of meeting time change

- 10. Committee Report - None
- 11. Public Comments
- 12. Comments from Trustees
- 13. Next Meeting – September 17, 2024
- 14. Meeting Adjourned

*attached below

LIBRARY REPORT

Circulation							
	Jan	Feb	March	April	May	June	July
Book	7,089	6,244	6,500	6,937	6,960	7536	8,261
video	1,157	975	1,028	1,065	1,341	1395	1,541
audio	209	172	208	222	212	179	178
Total	8,455	7,391	7,736	8,224	8,513	9110	9,980
ebook-L	1,506	1,321	1,325	1,228	1,350	1400	1,417
audio-L	1,013	986	972	744	864	902	934
eBook-H	176	157	132	138	146	171	157
audio-H	261	295	307	285	358	401	377
video-H	43	44	59	49	54	86	55
Total	2,999	2,803	2,795	2,444	2,772	2,960	2,940
TOTAL CIRC	9,244	8,178	8,558	9,016	11,285	12,070	12,920

Collections - Items Added							
Book	312	763	316	428	680	903	1,885
video	22	2	51	64	48	56	83
audio	5	50	23	9	13	12	11
Total	339	815	390	501	741	971	1,979
ebook-L	11	15	9	12	12	18	47

audio-L	7	9	8	7	12	8	48
Total	18	24	17	19	24	26	95
TOTAL Added	357	839	407	520	765	997	2,074

PATRONS							
New patrons registered	188	170	178	199	193	190	187
Children reg.	42	44	50	59	52	67	60
Adults reg.	146	126	128	140	141	123	127
TOTAL PATRONS			2,250	2,796	3,162	3,494	3,777

2024	January	February	March	April	May	June	July
REFERENCE QUESTIONS ANSWERED							
Adult					243	246	263
Children							
TOTAL					243	246	263
Number of people receiving staff's help on computers					158	205	181
Number of people using the public computers					384	345	327
WI-FI							

MEETING ROOM USE

Tech Room					7	7	4
Study					11	16	19
Conference					1	1	2
Program					0	0	0
Total					19	24	25

VOLUNTEERS							
Circulation							42
Tech Services							51
Children's							
Total Hours					67.5	86.5	93
LIBRARY VISITS (door count)					2,837	5,326	5,927

PROGRAMS							
	January	February	March	April	May	June	July
Early Literacy Programs - total offered			4	4	2	4	4
Total Kids attending			77	70	37	68	50
Total Adults attending			62	46	26	42	29
Total Attendance			143	116	63	110	79
Kids' (6-11) programs - total offered				1	2	5	5
Kids attending				5	16	474	363
Adults attending				2	10	292	213
Total Attendance				7	26	766	576
Total Number of Children's Programs offered			4	5	4	9	9
Total number of kids attending			77	75	53	542	413

Total number of adults attending			62	48	36	334	242
Total number of attendees			143	123	89	876	655

Total Number of Teen Programs Offered			0	0	0	1	1
Number of teens attending						9	10
Number of adults attending							2
Total number of attendees			0	0	0	9	12

Total Number of Adult Programs Offered			5	3	4	6	4
Total number of attendees			73	33	36	40	61

Total Number of GEN INT - all ages Programs Offered			1	0		0	0
Number of kids attending			4				
Number of adults attending			24				
Total number of attendees			28	0		0	0

TOTAL ALL PROGRAMS			10	8	8	16	14
TOTAL ALL ATTENDEES			244	156	125	925	728

BUDGET (FOR APPROVAL)

2025 Budget Summary	
INCOME	
Estimated Tax Revenue	\$2,124,025
Estimated Income from Fines & Fees	\$14,520

Estimated State Aid from State Library	
Estimated Grants & Donations	
Total	\$2,138,545

EXPENDITURES	
Personnel	\$789,292
Operating & Supplies	\$168,683
Professional Services	\$247,097
Collections	\$257,352
Capital Improvement	\$210,000
Reserve Fund	\$466,121
Total	\$2,138,545

LAGERS

MISSOURI LOCAL GOVERNMENT EMPLOYEES' RETIREMENT SYSTEM

RESOLUTION NO: _____

WHEREAS, the Library Board of Trustees of the Library Center of the Ozarks desires to provide retirement benefits for its eligible employees under the Missouri Local Government Employees Retirement System (LAGERS), pursuant to the provisions of Sections 70.600 through 70.755, RSMo; and has complied with the notice and filing requirements of Section 105.675 RSMo; and

WHEREAS, the Library Board of Trustees of the Library Center of the Ozarks understands that, by joining LAGERS, the Library Board of Trustees of the Library Center of the Ozarks is accepting the legal obligation to fully fund the elected benefits now and, in the future, and that it will be financially able to do so.

WHEREAS, employees of the Library Center of the Ozarks do participate in the federal Social Security program; and

WHEREAS, the Library Board of Trustees of the Library Center of the Ozarks agrees not to commence coverage of its current or future employees under another retirement plan similar in purpose to LAGERS as is prohibited by Sections 70.615 and 70.620 RSMo.

NOW, THEREFORE, BE IT RESOLVED that the Library Board of Trustees of the Library Center of the Ozarks, a “political subdivision,” as defined in 70.600(19) RSMo, hereby elects to become a participating employer of the Missouri Local Government Employees Retirement System, as defined in Section 70.600(11) RSMo, and to thereby provide retirement benefits to all its eligible (1) under Benefit Program (2), pursuant to Section 70.655.1 RSMo; and

BE IT FURTHER RESOLVED that the Library Board of Trustees of the Library Center of the Ozarks hereby elects that (3) of prior employment be considered for “prior service,” pursuant to Sections 70.600(20) RSMo and 70.640 RSMo, in calculating benefits and contributions to LAGERS. Such service shall be credited only to employees whom remain in a covered position with this employer for one full year after the effective date of membership and to any employee who becomes permanently disabled or passes away during the first year of membership pursuant to the provisions of Section 70.640 RSMo; and

BE IT FURTHER RESOLVED that the Library Board of Trustees of the Library Center of the Ozarks hereby elects that employees eligible to become members of LAGERS are those employees employed in positions normally requiring (4) hours of work a year, provided such employees are not members of another governmental retirement plan, or are otherwise excluded from membership in LAGERS by state law, pursuant to 16 CSR 20-2.010(B); and

BE IT FURTHER RESOLVED that the Library Board of Trustees of the Library Center of the Ozarks hereby elects to have the “final average salary” of its employee members determined over a (3) consecutive-month period pursuant to the provisions in Sections 70.600(12) and 70.656 RSMo; and

BE IT FURTHER RESOLVED that the Library Board of Trustees of the Library Center of the Ozarks hereby elects to require employees who become members of LAGERS to pay (6) employee contributions to LAGERS, pursuant to Section 70.705 RSMo; and

BE IT FURTHER RESOLVED that the Library Board of Trustees of the Library Center of the Ozarks hereby elects the (7) for all eligible employees in accordance with Sections 70.600(16) or 70.646 RSMo; and

BE IT FURTHER RESOLVED, that the Library Board of Trustees of the Library Center of the Ozarks agrees to hold LAGERS harmless from any liability with respect to this transaction, apart from those obligations imposed on LAGERS by sections 70.600 – 70.755 RSMo, provided the transaction is completed according to the terms contained herein; and

BE IT FURTHER RESOLVED that the Library Board of Trustees Treasurer of the Library Center of the Ozarks is hereby authorized and directed to deduct from the wages or salaries of each employee member, the employee contributions, if any, required by Section 70.705, RSMo, and to promptly remit such contributions to LAGERS, along with the employer contributions required by Sections 70.705, 70.730, and 70.735 RSMo. It is understood there is no statutory provision for a participating political subdivision to terminate its membership under LAGERS; and

BE IT FURTHER RESOLVED that the Library Board of Trustees Treasurer of the Library Center of the Ozarks is hereby authorized and directed to take all actions, sign all documents, and to do any and all things and take any and all actions required to place the foregoing resolutions into effect, including the revision of any relevant ordinances and resolutions of the Library Center of the Ozarks which shall be promptly submitted the Library Board of Trustees of the Library Center of the Ozarks for approval; and

BE IT FURTHER RESOLVED that the Library Center of the Ozarks participation as a LAGERS employer will commence on the first day of _____, 20____.

Signature (Presiding Officer of Governing Body)

CERTIFICATION

I hereby certify that the above Resolution is a true and correct copy of a Resolution that was duly enacted by the Library Board of Trustees of the Library Center of the Ozarks.

Date

Signature (Secretary/Clerk)

THE LIBRARY CENTER OF THE OZARKS

BOARD OF TRUSTEES BYLAWS

ARTICLE I

MEETINGS

Section I. The Branson Hollister Library Subdistrict shall be known as The Library Center of the Ozarks.

Section II The regular monthly meeting of the Library Center of the Ozarks Board of Trustees shall be held the third Tuesday of each month. A change of the regular meeting time shall occur by majority vote of Trustees. Meeting changes, or special meetings, shall have public notice published as soon as practicable at the physical library location and via website posting, as in Section V below.

Section III. Regular meetings will be held in person at 200 South 4th Street, Branson Missouri. Trustees who cannot attend in person may join via an online link and shall remain visible for the length of the meeting, when possible. Special meetings, when necessary, shall include an online attendance option. All such meetings shall remain optional to the public.

Section IV. Regular and special meetings of the Board of Trustees may be held electronically. If a meeting is held electronically, a link to the meeting will be made available to Trustees and the public on the Library Center of the Ozarks' website.

Section V. In accordance with Missouri law, announcements of meetings shall be posted to a public notice board at the Library, 200 South 4th Street, Branson Missouri and the website (www.taneycountylibrary.org) at least 24 hours in advance of each meeting.

Section VI. Special meetings may be called by a Trustee of The Library Center of the Ozarks Board for the transaction of business stated in the call for the meeting. The President or Vice-President shall be requested to issue a 24-hour notice to Trustees and Library Director for special meetings. Notice and agenda for special meetings shall be posted to the public notice board at 200 South 4th Street, Branson Missouri and www.taneycountylibrary.org

Section VII. The Library Director shall be present at all board meetings, except closed sessions of the Board of Trustees, unless the Director's presence is necessary for the topic of discussion regarding personnel issues, legal issues, or real estate needs if qualified for closed session.

Section VIII. Except as otherwise stated by law, The Library Center of the Ozarks Board of Trustees meetings shall be open to the public. All public records of the Board of Trustees shall be open to the public for inspection at all reasonable times and as permitted by Missouri law. The public may request records through the website, in writing via USPS, or in person to the Library Director. All requests will be governed by Chapter 610, et seq. of the Revised Statutes of the State of Missouri.

Regarding meeting notifications, maintenance of public records, etc., the Board of Trustee adheres to the instructions contained in Chapter 610.021 of the Revised Statutes of Missouri.

ARTICLE II

OFFICERS

Section I. Officers of The Library Center of the Ozarks Board of Trustees shall be elected for the following year at the first meeting in July. Such officers shall be President, Vice-President, Secretary and Treasurer.

Section II. The President of The Library Center of the Ozarks Board of Trustees shall preside at meetings, appoint special committees as needed and authorize calls for any special meetings.

Section III. The Vice-President of The Library Center of the Ozarks Board of Trustees shall assume the duties of the President in the latter's absence.

Section IV. In the absence of both the President and the Vice-President, the members present shall select a President Pro-temp.

Section V. The Secretary of The Library Center of the Ozarks Board of Trustees shall keep a true and accurate account of all board meeting proceedings and shall ensure the custody of the minutes of the board. The secretary will ensure minutes and other identified records are maintained to the Library Center of the Ozarks website.

Section VI. The Treasurer of The Library Center of the Ozarks Board of Trustees shall be the official custodian of all monies of the library district.

ARTICLE III

TRUSTEES

Section I. The Library Center of the Ozarks Trustees shall make recommendations to the Taney County Commission, the governing body, for appointment and reappointment of members to the library board to represent all Library sub-district residents. The board shall review names of potential members for interests and area of residence before presentation to the County Commission. The Board will be comprised of two (2) Hollister and three (3) Branson sub-district residents.

Section II. Trustees shall be registered Taney County voters and residents of the library sub-district, none shall be elected county officials, according to RsMO 182.050.

Section III. Trustees who vacate office prior to their term will present notice in writing to the President. Notice shall be made to the Taney County Commission and the Board of Trustees shall present a slate of sub-district residents for consideration.

Section IV. When a Trustee is appointed in the middle of a term, the new appointee shall complete the term of the vacated seat.

ARTICLE IV

QUORUM

Section I. A quorum for the transaction of library board business shall consist of a simple majority of the board.

Section II. Failure to attend three consecutive regularly scheduled meetings may result in that member's removal from the board of Trustees by a vote of all Trustees.

ARTICLE V

COMMITTEES

Section III. Special or ad hoc committees may be appointed to serve until a final report is made by the committee to Trustees, at which time the committee is dissolved. Any committee shall be made up of at least one board member and may include members of the general public at large, or other persons who may be able to provide insight into the committee's task. Committee reports shall be submitted, in writing, and kept as part of the public records of the Library.

Section IV. An annual Budget Committee consisting of the Library Director and two independent members, chaired by the Treasurer, will be appointed by the President. The committee will present a proposed budget no less than four (4) weeks prior to stated deadlines for approval by the Board of Trustees.

ARTICLE VI

ORDER OF BUSINESS

Section I. The President shall be held responsible for preparing an agenda for the Library Center Board of Trustees meetings.

Section II. The agenda of business shall always include the following items:

- Roll Call
- Minutes
- Visitor Comments
- Treasurers Report
- Library Director's Updates
- Old Business
- New Business
- Committee Reports
- For the Good of the Order
- Adjournment

Section III. Visitor comments will be welcomed at regular meetings. The Board of Trustees will reserve 15 minutes at the beginning of all meetings for public comments. Comments will be limited to three (3) minutes per person and cannot be "passed" to others, such that no one person shall be provided greater than a three (3) minute period at any one meeting. Individuals wishing to speak will be required to sign in prior to the start of the meeting and will state their name and home address on opening comments. Threats of violence or harm shall be deemed as out of order. Any person participating in such comments shall adhere to the time limit out of respect for others. Failure to do so, or the making of threats of violence or harm, may result in removal from the meeting.

Section IV. Public comments will be omitted from the agenda when meetings cannot be held in-person.

ARTICLE VI

AMENDMENT OF BY-LAWS

Section I. These By-Laws can be amended at any regular meeting of the Taney County Library Board of Trustees by a majority vote of the Board, provided the amendment has

been submitted in writing at the previous regular meeting.

ARTICLE VII

Section I. Robert's Rules of Order shall apply where they are not inconsistent with By-Laws.

CONFLICT OF INTEREST STATEMENT

An ORDINANCE OF **BRANSON HOLLISTER LIBRARY SUBDISTRICT, TANEY COUNTY** MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN OFFICIALS. BE IT RESOLVED BY **THE BOARD OF TRUSTEES OF THE BRANSON HOLLISTER LIBRARY SUBDISTRICT,** MISSOURI, AS FOLLOWS:

Section 1 - Declaration of Policy: The proper operation of government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the political subdivision.

Section 2 - Conflicts of Interest:

- a. All elected and appointed officials as well as employees of a political subdivision must comply with conflict of interest statutes under Chapter 105 of the Missouri Revised Statutes as well as any other state law governing official conduct.
- b. Any member of the governing body of a political subdivision who has a “substantial personal or private interest” in any measure, bill, order or ordinance proposed or pending before such governing body must disclose that interest to the secretary or clerk of such body and such disclosure shall be recorded in the appropriate journal of the governing body. Substantial personal or private interest is defined as ownership by the individual, his spouse, or his dependent children, whether singularly or collectively, directly or indirectly of: (1) 10% or more of any business entity; or (2) an interest having a value of \$10,000 or

more; or (3) 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.

Section 3 - Disclosure Reports

Each elected official, candidate for elective office, the chief administrative officer, the chief purchasing officer, and the full-time general counsel shall disclose the following information by May 1, or the appropriate deadline as referenced in Section 105.487 RSMo, if any such transactions occurred during the previous calendar year:

a. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars, if any, that such person had with the political subdivision, other than compensation received as an employee or payment of any tax, fee or penalty due to the political subdivision, and other than transfers for no consideration to the political subdivision.

b. The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars, if any, that any business entity in which such person had a substantial interest, had with the political subdivision, other than payment of any tax, fee or penalty due to the political subdivision or transactions involving payment for providing utility service to the political subdivision, and other than transfers for no consideration to the political subdivision.

c. The chief administrative officer, chief purchasing officer, and candidates for either of these positions also shall disclose by May 1, or the appropriate deadline as referenced in Section 105.487, RSMo., the following information for the previous calendar year:

1. The name and address of each of the employers of such person from whom income of one thousand dollars or more was received during the year covered by the statement;

2. The name and address of each sole proprietorship that he owned; the name address and the general nature of the business conducted of each general partnership and joint venture in which he was a partner or participant; the name and address of each partner or coparticipant 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 the person 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 the person owned two percent or more of any class or outstanding stock, limited partnership units or other equity interests;

3. The name and address of each corporation for which such person served in the capacity of a director, officer, or receiver.

Section 4 – Filing of Reports

a. The financial interest statements shall be filed at the following times, but no person is required to file more than one financial interest statement in any calendar year;

1. Every person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the (council/board) may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.

2. Each person appointed to office shall file the statement within thirty days of such appointment or employment covering the calendar year ending the previous December 31;

3. Every candidate required to file a personal financial disclosure statement shall file no later than fourteen days after the close of filing at which the candidate seeks nomination or election or nomination by caucus. The time period of this statement shall cover the twelve months prior to the closing date of filing for candidacy.

b. Financial disclosure reports giving the financial information required in Section 3 shall be filed with the local political subdivision and with the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

Section 5 – Filing of Ordinance

A certified copy of the ordinance, adopted prior to September 15th, shall be sent within ten days of its adoption to the Missouri Ethics Commission.

Section 6 – Effective Date

This ordinance shall be in full force and effect from and after the date of its passage and approval and shall remain in effect for two years from the date of passage.

Anne E McGregor, LOC Board of Trustee, Chair

Date

Nick Plummer, Taney County Presiding Commissioner

Date

Stephanie Spencer, Taney County Clerk

Date
