

**Daniel Boone Regional Library
Board of Trustees Meeting**

June 13, 2024

6:00 p.m.

Holts Summit Public Library

*****PLEASE NOTE TIME / LOCATION*****

NOTE TO MEMBERS OF THE PUBLIC AND MEDIA: This meeting will take place in person, however there is a Zoom link available. Please contact the administrative office by calling (573) 443-3161 if you wish to observe the meeting, but cannot attend in person.

AGENDA

1. Call to Order
2. Roll Call and Determination of Quorum
3. Public Comments
4. Approval of Minutes from May 16, 2024 - *enclosed*
5. Monthly Reports
 - a. Directors Report and Comments - *enclosed*
 - b. Financial Reports - *enclosed*
 - c. Service Report - *enclosed*
6. Service Spotlight- Holts Summit Highlights
7. Committee Reports
 - a. Nominating Committee - enclosed
8. District Reports
 - a. Callaway County Library District
 - b. Columbia and Boone County Library District
9. New Business
 - ★ a. Policy 1-251 Dress Code - *enclosed*
 - b. Board Email Communication
10. Other Business
11. Staff Announcements
12. Board Comments/Announcements
13. Closed Session Concerning Matters of Personnel as Authorized Under RSMo 610.021(3)
14. Adjournment

AMERICANS WITH DISABILITIES ACT NOTICE

In compliance with the Americans With Disabilities Act (ADA) of 1990, the Daniel Boone Regional Library will arrange for accommodations such as sign interpretation or alternative audiovisual devices to help you participate in library programs and/or meetings or access services. We ask that you make requests for accommodations with as much lead time as possible prior to the scheduled program, service or meeting. To make arrangements, please call ADA Coordinator Karen Crago at (573) 443-3161 or send email to help@dbrl.org.

POLICY FOR PUBLIC PARTICIPATION AT BOARD MEETINGS

The public is invited to attend all meetings of the Daniel Boone Regional Library Board of Trustees except those designated as a closed meeting per RSMO 610.

Members of the public are welcome to address comments to the Board as set forth below:

1. Members of the public may request that an item be considered for placement on the agenda by contacting the Executive Director of Daniel Boone Regional Library at least ten (10) days in advance of the meeting.
2. Public comment is allowed at every Regional Board, District Board or Board Committee meeting except those designated as a closed meeting.
 - a. The item "Public Comment" is included on the agenda and is an opportunity for members of the public to speak.
 - b. When "Public Comment" is noted under a specific agenda item, comments should be limited to that specific topic.
3. Each person desiring to be heard, when recognized by the Presiding Officer, shall first state his or her name and address before commenting.
4. Public comment is limited to three (3) minutes per person unless otherwise directed by the Presiding Officer. Unused time may not be given to another person for the purpose of extending another's allotted three minutes.
5. The Presiding Officer reserves the right to limit the total public comment time on the agenda to 30 minutes.
6. The Presiding Officer shall rule "out of order" all comments which are irrelevant, repetitious, derogatory of persons, businesses or organizations, or which include inappropriate language or are unlawful. The Presiding Officer may also rule "out of order" inappropriate behavior.

These rules may be suspended by motion and majority vote of the Board.

**Daniel Boone Regional Library
Minutes, Meeting of May 16, 2024**

Call to Order, Roll Call and Quorum Determination

Margrace Buckler, Vice President, called the meeting to order at 6:00 p.m.

Daniel Boone Regional Library (DRBL) Board members present were Margrace Buckler, Dorothy Carner, Tonya Hays-Martin, Cori Miller, Pat Powell, Travis Pringle, Shannon Alvis, Nate Suttentfield, Jennifer Rodewald, Jacqueline Kelly, and Jean Howard. August Nielsen*, Mary Fennel, and Khaki Westerfield were absent.

*August Nielsen joined for closed session

Also in attendance were DBRL Executive Director Margaret Conroy, and DBRL managers Karen Crago, Lauren Williams, Nathan Pauley, Jim Smith, Mitzi St. John, Tyler Davis, Kirk Henley, Mandy McConnell, Sheryl Bucklew, Eric Schmeck, Angela Scott, Erin Magner, Russ Niermeyer and other members of library staff.

Public Comment

None

Minutes

There were no corrections or comments concerning the minutes of the April 11, 2024 Board Meeting. The minutes were approved as written.

Employee focus group report from CPS-HR consultant Judy England-Joseph

Karen Crago introduced Judy England-Joseph to those that had not met her yet, and explained that she would be reviewing the results from the employee focus groups completed as a continuation of the Employee Engagement Survey which was completed last fall. Judy presented a slideshow for the board and walked them through the areas of success she found as well as areas that need improvement. Lastly, Judy shared some next steps and suggestions on how to improve.

Monthly Reports

Director's Report:

Margaret shared, in addition to what was shared in her report, that the state budget passed with no affect to our state aid including our Non-Resident Athletes and Entertainers Funds appropriation which is derived from the income tax revenue from out of state athletes and entertainers when performing in the State of Missouri. Margaret was happy to report that the bills filed early in

Daniel Boone Regional Library Minutes, Meeting of May 16, 2024

the session that would criminalize librarians for the content on the shelves have all gone nowhere. Lastly, Margarets shared that, before she left, Beth McWilliams secured some wonderful grants: \$250,000 from the county to offset the salaries for our social work and safety positions for two years, funds to send librarians to a conference, and a few more!

Financial Report:

Jim presented the recently finalized December 2023 financial report as well as the April 2024 financial report. Jim briefly summarized the December report sharing that 96% of the total budgeted revenue had been collected due to the timing of a \$1.4 million real estate tax payment and that only 91% of the total budgeted expenditures were under budget due to turnover in salaries as well as reappropriating a few projects into the 2024 fiscal year. Seeing no questions, Jim moved onto sharing key points in the April report. Jim reported that the Total Revenue collected is on track to be above what was projected due to collecting more revenue in Columbia and Boone County than usual for this time a year. Jim finished by reporting that we are currently at 37% of the budget expended, which is exactly where he thinks we should be this time of year.

Service Report:

Margaret shared the service report and shared there were no notable changes.

Service Spotlight: CommunityMade Reading Lists

Amanda Showers presented on CommunityMade Reading Lists, making sure to give credit to Librarian Kat Stone Underwood for coming up with this brilliant idea. These lists, which can be accessed via the DBRL website, are comprised of books and resources and are curated by local organizations in Boone and Callaway counties with the goal of increasing patron awareness of the resources available, fostering positive relationships with these organizations, and promoting both the library materials and the local organizations in a new way. Amanda reported that the CommunityMade Reading Lists also fit perfectly into the 2023-2025 Strategic Plan's performance goal of increasing the number of community collaborations and services for under-resourced populations. So far, participants in the CommunityMade Lists include City of Refuge, CoMo Mobile Aid Collective, and Local Motion with future partnerships planned with Missouri River Relief, Burrell Behavioral Health, Coyote Hill, and CoMo Preservation.

Committee Reports

Finance Committee

Jennifer Rodewald shared that the finance committee met on May 1 to receive the report of the 2023 DBRL audit from the auditors. She reported that after reviewing, the committee voted to

Daniel Boone Regional Library Minutes, Meeting of May 16, 2024

recommend the DBRL Board of Trustees approve the 2023 DBRL audit. Jim then introduced Amanda Schultz, a partner from Williams Keepers, and gave her the floor to present the audit report to the entire board. After hearing her report, Nate Sutfenfield called for a motion to approve the 2023 DBRL Audit as recommended by the finance committee. Rodewald also reported that the DBRL Finance Committee approved the CY 2023 Cost Allocation at its meeting.

ACTION: Rodewald moved to approve the 2023 DBRL Audit. The motion passed by unanimous consent.

District Reports

Columbia and Boone County Library District

Pat Powell reported that the Columbia and Boone County Library District board of trustees met immediately prior to this meeting to hear a presentation from REDI regarding a newly proposed Chapter 100 tax incentive called Project Lightyear. The board voted to direct the CBCLD Board representative to the Chapter 100 Taxing District Review Panel (Powell) to vote in favor of the project.

New Business

Policy 2-710 Procurement Policy:

ACTION: Buckler moved and Kelly seconded approving the proposed changes to Policy 1-342 Procurement. The motion passed by unanimous consent.

Other Business

None.

Staff Announcements

Lauren Williams shared that the One Read book title will be announced next week.

Jim Smith thanked everyone involved in us having a clean audit report.

Board Comments/Announcements

None.

**Daniel Boone Regional Library
Minutes, Meeting of May 16, 2024**

Committee Reports, continued

Evaluation Committee

Margrace Buckler shared that the evaluation committee met on April 11, 2024 and that they would share their recommendation in closed session.

Closed Session

ACTION: Miller moved, Rodewald seconded entering Closed Session. Concerning Matters of Hiring, Firing, Disciplining or Promoting of Particular Employees by a Public Governmental Body as Authorized Under RSMo 610.021(3). The vote was taken by roll call: Alvis – yes; Buckler – yes; Carner – yes; Hayes-Martin – yes; Kelly – yes; Howard – yes; Miller – yes; Powell– yes; Rodewald -- yes; Pringle – yes. The motion passed. Entered closed Session at 7:33 p.m.

Open session resumed at 8:31 p.m.

ACTION: Pringle moved, Kelly seconded voting to accept the recommendation of the evaluation committee. Concerning Matters of Hiring, Firing, Disciplining or Promoting of Particular Employees by a Public Governmental Body as Authorized Under RSMo 610.021(3). Vote on the motion was taken by roll call: Alvis – no; Buckler – no; Carner – no; Hayes-Martin – no; Kelly – no; Howard – no; Miller – no; Nielsen – no; Powell– no; Rodewald -- no; Pringle – no. The motion failed.

ACTION: Howard moved, Hays-Martin seconded voting to not extend the contract of Executive Director and to place the Executive Director on paid administrative leave from May 17, 2024 to June 30, 2024. Concerning Matters of Hiring, Firing, Disciplining or Promoting of Particular Employees by a Public Governmental Body as Authorized Under RSMo 610.021(3). Vote on the motion was taken by roll call: Alvis – yes; Buckler – yes; Carner – yes; Hayes-Martin – yes; Kelly – yes; Howard – yes; Miller – yes; Nielsen – yes; Powell– yes; Rodewald -- yes; Pringle – yes. The motion passed.

Adjournment

Hearing no further business, Margrace adjourned the meeting at 8:45 p.m.

Minutes recorded by Emily Camden.

Upcoming Meetings and Events

June 15	Columbia Grown-Up Book Fair
June 19	Juneteenth (Library Closed)
June 20	Leadership Columbia Graduation Luncheon
June 20	Foundation Board Meeting
June 28- July 2	ALA Annual Conference
July 4	Independence Day (Library Closed)
July 11	DBRL Board Meeting - Columbia

Personnel

Judy England-Joseph of CPS-HR presented her organization's focus group findings via Zoom the week of June 3 to managers and staff. Recordings are available for viewing on the DBRL intranet. An addendum was made to the contract with CPS-HR to fund the sessions.

The two associate directors, Erin Magner and Angela Scott, are jointly handling the executive director duties until a new one is in place. A Leadership Team of the executive director's direct reports has been established and are meeting regularly to provide additional support and guidance to Magner and Scott. The Leadership Team consists of Human Resources Director Karen Crago, Chief Financial Officer Jim Smith, Public Relations Director Mitzi St. John, Associate Director Angela Scott and Associate Director Erin Magner.

DBRL's first Community Resource Specialist Tyler Davis accepted the Community Resource Manager position at DBRL and began serving in that role May 10. Part of his duties include the supervision of social worker practicum students. We currently have 2 students under his guidance that allows us to broaden the number of hours we can provide community resource services while giving the students real-life work experience.

Associate Director Angela Scott will be completing her Leadership Columbia 6-month program through the Columbia Chamber of Commerce on June 20. Leadership Columbia cultivates and motivates future community leaders, and introduces them to the opportunities and challenges in our community.

Work with our DEI consultant Hicks-Carter-Hicks kicked off May 17. Adult Services Manager Lauren Williams and HR Director Karen Crago are sharing the project leader role and will oversee the study. This process will entail collecting data from staff via interviews, a survey and focus groups to evaluate the Library's current DEI climate.

The Ad Hoc Committee for the Executive Director search met Thursday, June 6th. The committee discussed options for conducting the Executive Director search and determined what option they would suggest to the Board of Trustees at the June meeting.

Public Services

The Period Product Drive at all locations concluded May 31. Nearly 10,500 items were collected and will be donated to the Center Project, Central Missouri Community Action (CMCA), Helping Hands Free Store, Our House and True North. This is the second year hosting this drive.

By a margin of 21 votes, the community voted to read “Migrations” by Charlotte McConaghy for this year’s *One Read* program. As in past years, the Friends of the Columbia Public Library funded the purchase of numerous copies of the *One Read* title for patrons to check out. The library offers the book as an eBook and in downloadable and streaming audiobook formats as well. The author lives in Australia and has agreed to do a presentation over Zoom, tentatively scheduled for September 24.

DBRL introduced the new online service Fiero Code on May 13. It is a self-guided educational resource for learning how to code in various computer languages and web design for ages 8-adult.

Facilities

DBRL received an estimate of \$63,323 to repaint the interiors of CPL, CCPL, HSPL and SBCPL. Since \$10,000 was budgeted in 2024 for this project, it will be done in stages over a two-year period. Enough Buildings and Grounds funds were available to cover the \$30,000 cost to repaint CPL and areas that needed the most attention.

Foundation

The City of Columbia was awarded a grant to install electronic vehicle (EV) charging stations in some public spaces in the city, and the library was established as a potential site. Angela Scott and Jim Smith have been working with Eric Hempel from the City of Columbia to identify current action items and build an MOU framework.

DBRL received a grant through the United States Holocaust Memorial Museum and the American Library Association to bring the “Americans and the Holocaust: A Traveling Exhibition for Libraries” to the Columbia Public Library in 2026. The Columbia Public Library is one of two Missouri libraries (the other being the Springfield-Greene County Libraries) hosting the Americans and the Holocaust Traveling Exhibition. The display will be CPL’s Quiet Reading Room for 6 weeks between February 5-March 19, 2026. Seth Smith spent three days at the United States Holocaust Memorial Museum in May for an in-depth training on the

presentation of this exhibit, and there are many programming possibilities surrounding themes of historic American immigration policies, topics surrounding diversity and inclusion, in addition to the ongoing efforts to prevent genocide worldwide.

The Missouri Department of Natural Resources' Division of Energy awarded a Missouri Energy Audit Reimbursement Program grant in the amount of \$20,000 to DBRL. The funding was made possible through the American Recovery and Reinvestment Act of 2009. DBRL will use the funds to do the energy audits at CPL and CCPL.

Media Report

Two topics dominated the news coverage of DBRL in May. We announced the winning 2024 *One Read* title, "Migrations," on May 23. As in the past, *One Read* co-chairs revealed the book title first on KFRU during David Gaine's morning program. Several other Mid-Missouri picked up the news release including the Columbia Daily Tribune, the Columbia Missourian and the Office of Cultural Affairs. Mentions were also found on Reddit, X (formerly known as Twitter), aol.com and Ground News. Several outlets covered the DBRL board of trustees search for a new executive director - Columbia Daily Tribune, Columbia Missourian, Fulton Sun, KBIA and KOMU. The Columbia Missourian also covered May's "Missouri Job Center Walk-In Wednesday Hiring Event. Inside Columbia wrote a piece about CPL's "After-Hours Open Mic Night." KRCG previewed SBCPL's "Grow Native! Garden of Excellence Open Hours" on Saturday, June 8.

Recent Community Activities and Meetings

May 21	Ch. 100 Taxing District Voting Meeting
May 22	Foundation Finance Committee
May 27	Memorial Day (library closed)
May 29	Boone County Community Services Department Meeting
May 29	DBRL Nominating Committee Meeting
June 5	CBCLD Nominating Committee
June 5-7	CPS HR Presentations by Judy England-Joseph
June 10	ALA President Emily Drabinski visit to CPL
June 12	CBCLD Board Meeting

DANIEL BOONE REGIONAL LIBRARY

FINANCIAL REPORT

May 31, 2024



Daniel Boone Regional Library
 Operating Fund Balance Sheet
 As of May 31, 2024

	CURRENT YEAR	PRIOR YEAR
Assets		
CURRENT ASSETS		
Checking	1,147,664	992,051
Petty Cash	950	950
Circulation Cash in Safe	500	500
Callaway Savings	298	298
Cash in Custody Boone County	19,396,433	19,248,710
Inventory	3,079	2,023
Accounts Receivable	(2,417)	-
Accrued Interest	15,543	13,258
Due From Foundation	9,996	441
Prepaid Expenditures	20,004	17,659
Total Current Assets	<u>\$ 20,592,050</u>	<u>\$ 20,275,890</u>
 FIXED ASSETS		
Land	1,702,265	1,702,265
Automotive Equipment	669,807	632,272
Furniture and Equipment	3,871,835	3,807,738
SIRSI Circulation Control System	137,960	137,960
Callaway County Building	2,126,968	2,126,968
Columbia Building	24,769,137	24,770,229
Leasehold Improvements	80,067	80,067
Total Fixed Assets	<u>\$ 33,358,039</u>	<u>\$ 33,257,499</u>
 OTHER ASSETS		
To Be Provided for Long-term Debt	556,720	-
Total Other Assets	<u>556,720</u>	<u>-</u>
 Total Assets	<u>\$ 54,506,809</u>	<u>\$ 53,533,389</u>
 Liabilities and Fund Balance		
CURRENT LIABILITIES		
Accounts and Salaries Payable	1,459	1,318
Unreimbursed Medical	823	(2,649)
Dependent Care	3,951	321
Entertainment Tax Withholding	7	114
Liabilities Accrued & Withheld	(79,419)	15,986
Total Current Liabilities	<u>\$ (73,179)</u>	<u>\$ 15,090</u>
 LONG TERM LIABILITIES		
Accrued Vacation (Now PTO)	517,158	-
Accrued FICA	39,562	-
Total Long Term Liabilities	<u>556,720</u>	<u>-</u>

Daniel Boone Regional Library
 Operating Fund Balance Sheet
 As of May 31, 2024

	CURRENT YEAR	PRIOR YEAR
Total Liabilities	\$ 483,541	\$ 15,090
FUND BALANCE		
Fund Balance	14,859,926	14,106,794
Fund Balance, Current Year	5,805,303	6,154,006
Invested in General Fixed Assets	33,358,039	33,257,499
Total Fund Balance	\$ 54,023,268	\$ 53,518,299
Total Liabilities and Fund Balance	\$ 54,506,809	\$ 53,533,389

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended May 31, 2024

	CURRENT MONTH	YEAR TO DATE-ACTUAL	ANNUAL BUDGET	REMAINING BUDGET	YTD AS % OF BUDGET	PRIOR YEAR TO DATE-ACTUAL
REVENUES						
Property Taxes						
Callaway County	\$ 17,522	\$ 2,419,003	\$ 2,683,668	\$ (264,665)	90%	\$ 2,378,881
Columbia and Boone County	71,460	9,565,194	11,172,827	(1,607,633)	86%	7,234,474
Total Tax Revenue	\$ 88,982	\$ 11,984,197	\$ 13,856,495	\$ (1,872,298)	86%	\$ 9,613,355
Investment Interest on Taxes	31,527	155,953	255,305	(99,352)	61%	60,509
Interest on Checking	5,615	47,945	31,500	16,445	152%	10,957
Unrealized Gain or (Loss)	-	746,128	-	746,128	0%	1,234,224
Total Investment Revenues	\$ 37,142	\$ 950,026	\$ 286,805	\$ 663,221	331%	\$ 1,305,690
State Aid	79,801	79,801	158,908	(79,107)	50%	79,108
Athletes and Entertainers Tax	80,000	80,000	160,000	(80,000)	50%	80,000
Contributions	1,227	75,385	124,070	(48,685)	61%	57,191
Copy and Printing Income	2,715	14,352	30,000	(15,648)	48%	13,338
Other Income	16,741	140,842	196,000	(55,158)	72%	107,855
Total Unrestricted Revenues	\$ 306,608	\$ 13,324,603	\$ 14,812,278	\$ (1,407,675)	90%	\$ 11,256,537
CURRENT FUNDS RESTRICTED						
LSTA Grants	-	-	60,000	(60,000)	0%	-
Total Restricted Revenue	-	-	60,000	(60,000)	0%	\$ -
Total Revenue	\$ 306,608	\$ 13,324,603	\$ 14,872,278	\$ (1,467,675)	89.59%	\$ 11,256,537
EXPENDITURES						
Salaries and Benefits						
Regional Administration	150,792	537,740	1,347,124	809,384	40%	358,183
Building and Grounds	37,387	130,661	324,230	193,569	40%	102,927
Patron Services	485,048	1,666,491	4,272,418	2,605,927	39%	1,336,628
Collection Services and IT	115,470	402,981	999,773	596,792	40%	345,366
Total Salaries	\$ 788,697	\$ 2,737,873	\$ 6,943,545	\$ 4,205,672	39%	\$ 2,143,104
FICA & Medicare	59,015	201,259	531,181	329,922	38%	156,352
Health and Dental Insurance	67,377	341,529	1,086,237	744,708	31%	298,499
Life Insurance	384	1,940	6,166	4,226	31%	1,953
Employee Assistance Program	-	767	4,611	3,844	17%	1,917
Retirement Plan	110,375	1,890,250	2,476,591	586,341	76%	298,259
Short-term Disability	1	2,814	29,500	26,686	10%	-
Unemployment Insurance	-	-	6,500	6,500	0%	-
Total Salaries and Benefits	\$ 1,025,849	\$ 5,176,432	\$ 11,084,331	\$ 5,907,899	47%	\$ 2,900,084
Library Materials						
Books, Periodicals and AV	\$ 157,799	\$ 965,146	\$ 2,027,820	\$ 1,062,674	48%	\$ 895,733
General Operating						
Association Dues	609	6,751	10,435	3,684	65%	4,690
Conference/Seminar/Staff Training	5,039	19,254	56,950	37,696	34%	8,309
Employment and Bid Ads	-	-	1,000	1,000	0%	-
Miscellaneous	894	1,004	2,000	996	50%	150
MOREnet	-	7,871	20,000	12,129	39%	7,273
Personal Vehicle Mileage	157	888	1,925	1,037	46%	788
Postage and Mailing	4,637	57,180	105,076	47,896	54%	54,498
Printing	599	13,884	64,100	50,216	22%	16,340
Professional Fees	18,214	77,104	368,025	290,921	21%	74,022
Programming	6,167	26,091	186,150	160,059	14%	55,048

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended May 31, 2024

	CURRENT MONTH	YEAR TO DATE-ACTUAL	ANNUAL BUDGET	REMAINING BUDGET	YTD AS % OF BUDGET	PRIOR YEAR TO DATE-ACTUAL
Supplies and other expenditures	13,024	366,984	675,600	308,616	54%	335,782
Trustee Development	175	1,188	10,790	9,602	11%	2,881
CURRENT FUNDS RESTRICTED						
LSTA Grants	-	-	60,000	60,000	0%	-
Total General Operating Expenditures	\$ 49,515	\$ 578,197	\$ 1,562,051	\$ 983,854	37%	\$ 559,781
Building Operations and Maintenance						
Building Maintenance	60,216	314,684	841,068	526,384	37%	207,709
Electric/Water Utilities	19,915	75,350	313,951	238,601	24%	64,085
Facility Rent	5,700	116,537	175,140	58,603	67%	116,537
Gas/Utilities	4,404	25,002	48,335	23,333	52%	20,654
Insurance Building and Liability	-	139,808	185,455	45,647	75%	126,113
Library Vehicle Maintenance	34	161	50,424	50,263	0%	180
Machine Maintenance	538	20,618	49,802	29,184	41%	15,242
Telephone/Utilities	1,390	20,577	84,359	63,782	24%	25,831
Total Building Operations	\$ 92,197	\$ 712,737	\$ 1,748,534	\$ 1,035,797	41%	\$ 576,351
Total Current Expenditures	\$ 1,325,360	\$ 7,432,512	\$ 16,422,736	\$ 8,990,224	45%	\$ 4,931,949
Revenue Over (Under) Expenditures	\$ (1,018,752)	\$ 5,892,091	\$ (1,550,458)	\$ (10,457,899)		\$ 6,324,588
Capital Outlay						
Furniture, Equipment, Capital Outlay	43,518	86,788	377,850	291,062	23%	170,582
Total Capital Outlay	\$ 43,518	\$ 86,788	\$ 377,850	\$ 291,062	23%	\$ 170,582
Total Expenditures	\$ 1,368,878	\$ 7,519,300	\$ 16,800,586	\$ 9,281,286	45%	\$ 5,102,531
Revenue Over (Under) Expenditures	\$ (1,062,270)	\$ 5,805,303	\$ (1,928,308)	\$ 7,813,611		\$ 6,154,006

DBRL Monthly Report May 2024

Reports

1. The Balance Sheet is presented on page 1-2.
2. The Statement of Revenues and Expenditures reports on pages 3 - 4 illustrate how the actual expenditures compare to the line items, which are grouped to form budget categories. The line item amounts that make up the categories may be over or under as long as the total budgeted expenditures are not exceeded. The Budget Categories are “Total Salaries and Benefits,” “Books, Periodicals and AV,” “Total General Operating,” “Total Building Operations,” and “Total Capital Outlay.”

Assets

1. Checking is more than the previous year because we need to maintain a higher balance in the current year to meet monthly expenditures (page 1).
2. Inventory “Current Year” column is the food and other supplies held on December 31, 2023 by the library staff for sale at the library and kiosk (page 1).
3. Accounts Receivable represents CPL Friends book carts and staff reimbursements that will clear next month when the credit card payment processes to the vendor (page 1).
4. The Accrued Interest line reflects the amount due at December 31, 2023 (page 1).
5. The Fixed Assets section represents the value of fixed assets at December 31, 2023 adjusted for 2024 asset disposals (page 1). Automotive Equipment increased to record the purchase of a Transit van and decreased for the historical cost of the van traded in during CY 2023. Furniture and Equipment (F&E) increased to record the approved capital items purchased and F&E disposed of during CY 2023. Columbia Building decreased for file cabinets disposed of during CY 2023 that were part of the calendar year 2002 renovation.
6. To Be Provided for Long-term Debt is the offset for the compensated leave liability discussed later (page 1).

Liabilities

1. Unreimbursed Medical and Dependent Care have liabilities for the funds that have not been claimed as part of the Cafeteria program (page 1).
2. Entertainment Tax Withholding is a two (2) percent tax that is imposed on all fees greater than \$300 paid to out-of-state performers (page 1). This tax is remitted quarterly to the Missouri Department of Revenue.
3. Liabilities Accrued and Withheld represents the DBRL’s May payment to the vendor for health insurance premiums (page 1). This credit will be offset by Health premium deductions from employee payroll checks next month.
4. Long Term Liabilities represents the compensated leave liability for the PTO and Holiday balances at December 31, 2023 (page 1).

DBRL Monthly Report

May 2024

Revenue

1. The Property Taxes received are more than expected for the month of May because of the timing of tax payments for the Columbia and Boone County Library District (page 3). The Statement of Revenue and Expenditures reflects library tax income through May for the Columbia and Boone County and Callaway County Library Districts.
2. Investment Interest on Taxes is through April 30, 2024 (page 3). May interest income information has not been received from the Boone County Treasurer.
3. Interest on Checking is more than last year because we have a larger balance on-hand this year and we are receiving a better rate of return from the previous year (page 3).
4. Unrealized Gain or (Loss) represents the reversal of the GASB 31 requirement to value our Investments at market value at year-end (page 3). This amount will be netted against the unrealized gain or (loss) at the end of 2024 to determine the total unrealized gain or (loss) for calendar year 2024.

Expenditures

1. The Salaries and Fringe Benefits reports forty-seven (47) percent expended mainly because of LAGERS \$1.5 million payment to move from a L3 to a L7 plan; see the Retirement Plans line (page 3). We expect all lines to be within budget at year-end.
2. The General Operating Budget reports thirty-seven (37) percent expended (pages 3-4). A few line items worth mentioning are Association Dues; MOREnet; and Supplies. We expect all lines to be within budget at year-end.
 - Association Dues “Year to Date-Actual” column is sixty-five (65) percent expended because of the timing of paying the dues.
 - MOREnet represents the semi-annual payment for services.
 - Supplies and other expenditures “Year to Date-Actual” column is fifty-two (52) percent expended due to the timing of supply and other expenditure needs.
3. Building Operations and Maintenance reports thirty-five (35) percent expended (page 4). A few line items worth mentioning are Insurance Building and Liability Insurance; Facility Rent; and Machine Maintenance. We expect all lines to be within budget at year-end.
 - Facility Rent SBCPL is paid through October 15, 2024. HSPL rent is paid through May 31, 2024.
 - Insurance Building and Liability represents a portion of the library’s annual payment for its policies.
 - Machine Maintenance represents a portion of the library’s maintenance agreements.
4. Furniture, Equipment, Capital Outlay includes the purchases of furniture and computer and maintenance equipment approved in the CY 2024 budget (page 4).

SERVICE REPORT - MAY 2024
DANIEL BOONE REGIONAL LIBRARY

<u>MONTH</u>							<u>CUMULATIVE</u>	
<u>2024</u>	<u>2023</u>		<u>CIRCULATION STATISTICS</u>	<u>2024</u>	<u>2023</u>			
110,295	116,826	-5.6%	Columbia Public Library*	557,951	574,145	-2.8%		
8,120	7,988	1.7%	Callaway County Public Library	39,413	39,668	-0.6%		
5,525	6,494	-14.9%	Southern Boone County Public Library	28,295	32,143	-12.0%		
5,905	4,786	23.4%	Holts Summit Public Library	26,403	23,827	10.8%		
100,753	92,432	9.0%	Digital Branch (eBks, downloadable audiobks & magazines)	516,534	451,066	14.5%		
6,923	7,314	-5.3%	Outreach Circulation	32,183	34,344	-6.3%		
997	1,069	-6.7%	Library-To-Go Circulation (Hallsville)	5,266	4,364	20.7%		
238,518	236,909	0.7%	Total Materials Circulated	1,206,045	1,159,557	4.0%		
<u>LIBRARY VISITS</u>								
31,466	29,143	8.0%	Columbia Public Library	168,114	148,605	13.1%		
3,141	3,772	-16.7%	Callaway County Public Library	19,403	17,400	11.5%		
2,824	2,916	-3.2%	Southern Boone County Public Library	14,243	13,040	9.2%		
1,712	2,083	-17.8%	Holts Summit Public Library	8,785	9,391	-6.5%		
1,109	1,282	-13.5%	Bookmobile	5,609	5,855	-4.2%		
250	242	3.3%	Delivery Services	1,142	1,138	0.4%		
<u>ELECTRONIC SERVICES</u>								
90,505	90,442	0.1%	DBRL Page Views (Non-Catalog)	468,673	475,246	-1.4%		
2,449	2,356	3.9%	Database Uses	13,952	12,052	15.8%		
4,502	4,256	5.8%	Internet Computer Sessions	22,994	24,055	-4.4%		
4,468	3,750	19.1%	Wireless Access Point Uses	24,394	18,672	30.6%		
<u>REFERENCE / OTHER NON-CIRCULATION CONTACTS</u>								
9,126	8,733	4.5%	Columbia Public Library	53,852	50,548	6.5%		
1,085	1,071	1.3%	Callaway County Public Library	5,525	5,171	6.8%		
861	787	9.4%	Southern Boone County Public Library	4,692	4,024	16.6%		
731	725	0.8%	Holts Summit Public Library	3,270	3,297	-0.8%		
<u>PROGRAMS / COMMUNITY EVENTS</u>								
118	120	-1.7%	Library Programs	694	582	19.2%		
3,335	2,663	25.2%	Number in Attendance	15,646	12,514	25.0%		
18	8	125.0%	Tours, Booths and Presentations	66	59	11.9%		
3,151	2,143	47.0%	Estimated Number in Attendance	5,029	6,284	-20.0%		

*Includes ILL circulation

<u>MONTH</u>				<u>CUMULATIVE</u>		
<u>2024</u>	<u>2023</u>		<u>MEETING ROOM USES</u>	<u>2024</u>	<u>2023</u>	
68	75	-9.3%	Community Groups Using Rooms (CPL)	364	323	12.7%
86	96	-10.4%	Library-related Uses (CPL)**	424	398	6.5%
10	8	25.0%	Community Groups Using Rooms (CCPL)	27	30	-10.0%
9	17	-47.1%	Library-related Uses (CCPL)**	80	95	-15.8%
14	7	100.0%	Community Groups Using Rooms (SBCPL)	40	42	-4.8%
17	18	-5.6%	Library-related Uses (SBCPL)**	108	97	11.3%
2	4	-50.0%	Community Groups Using Rooms (HSPL)	11	11	0.0%
6	9	-33.3%	Library-related Uses (HSPL)**	39	41	-4.9%
 <u>MATERIALS STATISTICS</u>						
361,030	365,019	-1.1%	Books			
14,049	15,045	-6.6%	Spoken Recordings			
16,423	17,631	-6.9%	Music Recordings			
37,817	37,759	0.2%	Video Recordings			
186	299	-37.8%	Devices			
1,072	907	18.2%	Kits			
100,753	97,360	3.5%	Digital Materials			
531,330	534,020	-0.5%	Total Materials			

** Includes use by the Friends groups, library boards and committees, staff meetings and library programs.

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Dress Code

ADMIN 1-251

BOARD

SECTION: 200 – Employment Policies

- Approved: 05/14/98
- Revised: 12/04/06
- Revised: 09/15/11
- Revised: 10/16/14
- Reviewed: 10/12/17
- Reviewed: 02/11/21
- Revised: 07/06/22
- Revised: **DATE**

POLICY

Staff members represent the Daniel Boone Regional Library (DBRL) to the public. Maintaining a favorable public image consistent with our service environment and taking pride in our appearance conveys respect for the public and elicits confidence from the patrons we serve. It is expected that all staff members will use good judgment in choosing their attire, taking into consideration their position, contact with the public and safety standards.

GUIDELINES

These guidelines serve as a set of standards for all departments and facilities of DBRL. Dependent upon the duties, responsibilities, and level of public contact, allowances or additional standards may be implemented for some positions.

- DBRL provides all employees with a DBRL name tag or shirt (Maintenance) with their preferred name. Nametags shall be worn at all times while at work.
- DBRL shall provide any required pieces of clothing that shall be worn while at work.
- If the essential functions of the job require the employee to spend their time transporting and/or processing materials (e.g. deliveries, shelving, maintenance), then they shall wear appropriate footwear that does not expose any part of the foot below the ankle.
- Clothing and shoes may be casual, and shall be clean, neat and in good repair.
- As DBRL representatives, employees must refrain from wearing attire with written messages including, but not limited to, clothing, buttons, pins or hats. Apparel branded with the DBRL logo or with library-themed messaging is permitted. One union button not to exceed 2 ¼ inches in diameter is allowed.

ADMINISTRATION

Supervisors are sensitive to changes in style, modes of attire, and personal preferences in grooming. Questions regarding appropriate dress and grooming should be answered

Deleted: , respect for ourselves

Deleted: <#>Clothing and shoes should be professional and suitable for a business environment, and should be clean, neat, and in good repair (e.g., hemmed pants, shirts tucked when appropriate, clothing without tears or stains, not faded, wrinkled or excessively worn, etc.).¶

If the essential functions of the job require the employee to spend a significant amount of their time transporting and/or processing materials (e.g. deliveries, shelving, maintenance), then they should wear appropriate footwear. Any shoe that exposes any part of the foot below the ankle is prohibited while employees are conducting these job activities.¶

Deleted: that should

Deleted: DBRL expects staff members to maintain good personal hygiene and grooming habits (e.g., physical cleanliness, combed hair, conservative use of fragrance, etc.).¶

Deleted: Wearing revealing attire is inappropriate (e.g., tank tops, halter tops, crop tops, tight-fitting apparel, low-rise pants, etc.).¶

Deleted: Sweatsuits/windsuits, sweatpants, shorts, exercise wear and flip flops are also examples of inappropriate apparel for the workplace.¶

Deleted: ¶

Allowances may be made for wearing more casual clothing (jeans) on a specific day or event such as:¶ Casual Fridays, Saturdays & Sundays¶ Staff Day¶

Outdoor services, programs or events. Shorts of an appropriate length may be worn for outdoor events during hot weather, include curbside services (see your supervisor)¶

Work days or projects requiring physical exertion such as equipment installation or shifting collections¶ Building temperature-related reasons as determined by the Executive Director¶

Deleted: <#>DBRL does not express an opinion regarding social and political messages. As DBRL representatives, employees must refrain from attire including, but not limited to, clothing, buttons, pins or hats that disrupt this neutral environment.¶

through the regular chain of command. Supervisors have the responsibility for implementing this policy within their departments or work units.

If an employee reports for work dressed in a manner that does not conform to this policy, the supervisor shall instruct the employee to make the changes necessary to conform to the policy. Time taken away from the worksite to make these changes is not paid time, but the employee may choose to use paid time off or to arranged to have it made up with the supervisor's approval. If an employee reports for work and due to scheduling and workload adjustments needs to change their attire, they shall be allowed to make the changes necessary on work time. If, through the course of the workday, an employee's attire becomes unwearable, they shall be allowed to leave to make the changes necessary on work time with prior notice to their manager or the supervisor in charge at the time. Employees who violate this policy may incur disciplinary action in accordance with DBRL's Policy 1-281 Disciplinary Action and with DBRLWU Article 21 Discipline and Discharge.

Deleted: counsel the employee and may

Deleted: may be charged to the employee's

Deleted: be

Deleted: Violations of this policy should be handled