

Daniel Boone Regional Library

Board of Trustees Meeting

July 11, 2024

6:00 p.m.

Columbia Public Library

Virginia G. Young Room

*****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 June 12, 2024 - *enclosed*
5. Monthly Reports
 - a. Directors Report and Comments - *enclosed*
 - b. Financial Reports - *enclosed*
 - c. Service Report - *enclosed*
6. Service Spotlight- Community Resources - Tyler Davis
7. Committee Reports
 - a. Ad Hoc Director's Search Committee
8. New Business
 - ★ a. Policy 2-617 Public Disclosure - *enclosed*
9. Other Business
10. Staff Announcements
11. Board Comments/Announcements
12. 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 June 13, 2024**

Call to Order, Roll Call and Quorum Determination

Nate Suttentfield, 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, Nate Suttentfield, Jennifer Rodewald, Jacqueline Kelly, Jean Howard, August Nielsen, Mary Fennel, and Khaki Westerfield. Shannon Alvis was absent.

Also in attendance were DBRL Interim Executive Co-Directors Angela Scott and Erin Magner, and DBRL managers Karen Crago, Nathan Pauley, Jim Smith, Mitzi St. John, Sara Henry, Kirk Henley, Lauren Williams, Eric Schmeck, and other members of library staff.

Public Comment

None.

Minutes

There were no corrections or comments concerning the minutes of the May 16, 2024 Board Meeting. The minutes were approved as written.

Monthly Reports

Director's Report:

Erin began by sharing that the Columbia Grown Up Book Fair is this Saturday which donates a portion of the proceeds raised to the DBRL Foundation. Erin reported that the library will be closed next Wednesday for Juneteenth, and that Angela will be graduating from Leadership Columbia next Thursday (Congratulations!!). She also shared that the ALA annual conference is coming up on June 27 through July 2 which she, Lauren Williams, Nathan Pauley, Liz Aleshunas, and Katherine Gale will be attending in San Diego, California. Lastly, Angela reported that Emily Drabinski, the ALA President, visited CPL this week on her documentary film tour and interviewed staff members as well as a few of our community partners.

Financial Report:

Jim reported that the Total Revenue collected is on track with the budget and that we are ahead on earned investment interest and interest on checking. He also shared that receipt of State Aid is as projected, and that the total expenditures are where he expects them to be this time of year.

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Minutes, Meeting of June 13, 2024**

Service Report:

Erin and Angela shared the service report and noted that there were no significant fluctuations in numbers from the previous month. Kirk Henly pointed out that the Digital Branch and Outreach Circulation Statistics were not accurately recorded before the packets were shared. The Digital Branch was at 100,753 while Outreach Circulation was at 6,923. Emily shared that the information has been updated in the packet posted on the website.

Service Spotlight: Holts Summit Highlights

Pam Stone, the branch lead at HSPL, shared how much she loves working for DBRL and how special the organization is. She also spoke about the changes that have happened at DBRL and the Holts Summit branch in the five years it has been in operation. Pam reported some of the usage statistics for the branch in the last 12 months citing 63,000 checkouts, 23,000 visits and over 73,000 items checked out using the Library-to-Go lockers. Some of the recent programs highlighted were “Boop a Baby Animal” and “Trunk or Treat” which saw attendance of 123 people and 1,200 people respectively. Trustee Jacqueline Kelly asked Pam about how connected the branch is with the local schools to which Pam shared that they have schools from all over the area (including some from across the river) that use their services. Pam shared that the schools love coming because they know that they have friendly staff and lots of materials.

Committee Reports

Nominating Committee

Dorothy reported that the Nominating Committee met on May 29 to form a proposed slate of officers for 2024-25. The slate is as follows:

President: Margrace Buckler

Vice President: Cori Miller

Secretary: Jennifer Rodewald

Warrant Officer: Tonya Hays-Martin

ACTION: Dorothy moved to approve the 2024-25 DBRL Slate of Officers as proposed by the committee. The motion passed by unanimous consent.

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District Reports

Callaway County Library District

Tonya reported that the Callaway County Library District board of trustees met immediately prior to this meeting to form the 2024-25 slate of officers. The board voted to approve the following slate of officers:

President: Tonya Hays-Martin
Vice President: Nate Suttentfield
Secretary and Warrant Officer: Mary Fennel

Columbia and Boone County Library District

Khaki reported that the Columbia and Boone County Library District board of trustees met on June 12 to hear the proposed 2024-25 slate of officers from the CBCLD nominating committee. The recommended slate of officers is as follows:

President: Dorothy Carner
Vice President: Jacqueline Kelly
Secretary and Warrant Officer: Shannon Alvis

Khaki reported that the board voted to accept the slate of officers.

New Business

Policy 1-251 Dress Code Policy:

Karen shared that the proposed changes to the policy align with the Dress Code Article within the union agreement.

ACTION: Buckler moved and Westerfield seconded approving the proposed changes to Policy 1-251 Dress Code Policy. The motion passed by unanimous consent.

Board Email Communication

Erin and Angela shared that the trustees@dbrl.org email account routes messages to DBRL's Executive Director and Executive Assistant. Currently the Director(s) and Executive Assistant monitor the account and forward emails pertaining to trustee business to the trustees. Erin and Angela asked the board what email communication procedure they preferred to have in place between themselves, staff and the public. The board expressed a preference to have direct communication with individuals reaching out to them, and asked library staff to set up two new

**Daniel Boone Regional Library
Minutes, Meeting of June 13, 2024**

email addresses for the DBRL Board of Trustee President and Vice President. The Leadership team will work with the IT Manager to create the new email addresses and update the website when ready.

Other Business

None.

Staff Announcements

None.

Public Comment

Former staff member Chriss Jones requested approval to make a public comment as she was not in attendance at the beginning of the meeting. She was granted time to speak and spoke about her concerns regarding her termination and, again, requested a meeting with the Board.

Board Comments/Announcements

Nate Sutenfield shared that trustees August Nielsen and Khaki Westerfield will be finishing their terms at the end of June, making this their last meeting as trustees. Nate thanked them for their service and gifted them with certificates of service signed by staff members. August and Khaki shared some departing wisdom and the trustees thanked that for all they have done.

Mary Fennel shared that the Callaway County Friends of the Library will be having a fantastic book sale on Saturday in which books are 10 for \$1.00! Lastly, Jacqueline Kelly, along with others, thanked the Leadership team for their great work on stepping up to the plate in recent events.

Closed Session

ACTION: Howard moved, Tonya seconded entering Closed Session. Concerning Matters of Personnel as Authorized Under RSMo 610.021(3). The vote was taken by roll call: Buckler – yes; Carner – yes; Hayes-Martin – yes; Kelly – yes; Fennel – yes; Howard – yes; Kelly – yes; Miller – yes; Nielsen – yes; Powell– yes; Pringle – yes; Rodewald -- yes; Sutenfield – yes; and Westerfield – yes. The motion passed.. Entered closed Session at 6:57 p.m.

Open session resumed at 7:30 p.m.

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ACTION: Pringle moved, Miller seconded voting to grant Margaret Conroy COBRA health insurance benefits for July, August, and September. Vote on the motion was taken by roll call: Buckler – yes; Carner – yes; Hayes-Martin – yes; Kelly – yes; Fennel – yes; Howard – yes; Kelly – yes; Miller – yes; Nielsen – yes; Powell– yes; Pringle – yes; Rodewald -- yes; Suttentfield – yes; and Westerfield – yes. The motion passed.

Adjournment

Hearing no further business, Nate Suttentfield adjourned the meeting at 7:33 p.m.

Minutes recorded by Emily Camden.

Cori Miller, Board Secretary

The Director's Report
Daniel Boone Regional Library
July 11, 2024

Upcoming Meetings and Events

August 6	DBRL Finance Committee Meeting
August 6-9	Missouri SHRM Conference
August 15	DBRL Board Meeting - Columbia

Personnel

The Ad Hoc Committee for the Executive Director search met Thursday, June 27. The committee finalized the job description and discussed the best options for promoting the job posting. The position was posted on July 2 through various channels including MLA jobline and ALA joblist. This position is open until filled but preference is given to applications received by 08/02/24. The Ad Hoc Director's Search Committee will provide a further update.

Implementation for the new HR software system Paycom is ongoing, focusing on payroll and HR personnel training. We expect to transition to the new system in August.

The American Library Association's Annual Conference took place in San Diego, CA from June 27-July 2. Several employees and managers were able to attend, including Liz Aleshunas, Katherine Gale, Nathan Pauly, Lauren Williams and Erin Magner.

Public Services

Summer Reading Club is going great and Group Summer Reading has the highest number of participants ever – 347 classrooms at 107 different centers - from in-home child care centers to Columbia Housing Authority's Moving Ahead program to City of Refuge. Patrons can begin finishing summer reading on Monday, July 1 by filling out the form on our webpage Summer Reading 2024.

IT has installed Thunderbird to improve patron printing access to our print@dbrl.org email address. Staff can now access patron print requests conveniently accessible via the program (no need to sign in to anything), improving ease and access.

Southern Boone County Public Library branch announced one job opening in Ashland. This 15 hour per week position is posted both internally and externally.

CPL Public Services announced two job openings for 31-hour Library Associate positions in the Public Services Department: One position is on the Youth Team and one is on the Adult Team. These positions were posted internally.

CPL IT Department is seeking both a full-time, 40 hours per week IT Support Technician, as well as a part-time, 20 hours per week IT Support Technician. These positions are posted both internally and externally.

CPL Circulation Department hired Ash Utter and Nicole Zorzi for the Library Aide/Kiosk positions. Jill Mackey will transition from her 20-hour Library Assistant position to a floater role.

Facilities

Jim Smith and Angela Scott met with the City of Columbia Sustainability Office to work on the details of installing electric vehicle charging stations in the parking lot directly across Broadway. This is part of a \$700 million Department of Transportation and Federal Highway Administration grant. The City of Columbia was selected to receive approximately \$1.1 million dollars for this project. We believe DBRL will be responsible for approximately \$54,000 for matching costs. DBRL and City of Columbia staff are working on a Memorandum of Understanding to define the ownership and operation of the vehicle charging stations that will be installed on library property.

The Native Landscaping Project is being reworked to focus on a smaller footprint because the estimated cost exceeded the grant funds available for the project. We are now considering decreasing the scope of the project to only include a demonstration garden at the corner of Garth and Crestmere.

Until recently, Federal Recycling in Jefferson City collected any discarded or donated materials that could not be utilized. However, they have discontinued their pickup service for the library for unknown reasons. We have been exploring potential options for book recycling but have yet to find a solution. Book donations are not currently being accepted until a solution is found.

This month marks the completion of a 6-month long project to change over CPL to all LED lighting. Work began in mid-January to change out the 3,000+ bulbs in an effort to become a more sustainable facility.

Painting bids were collected last month and work will begin throughout the libraries at CPL, and CCPL & SOBOCO starting in July.

DBRL was approved for a Missouri Department of Natural Resources energy audit grant for CPL and CCPL; audits are tentatively scheduled for August.

The CCPL parking lot millwork bidding process is being finalized. We only received one bid, which was Christensen Construction for \$137,586. Our budget for this project was \$102,800. After reviewing the bid, Engineering Surveys and Services (ESS) was able to identify changes that decreased the bid to approximately \$118,000. Pending verification of the final bid amount from Christensen, DBRL staff are anticipating awarding the bid to Christensen. We believe that the budget overage of approximately \$15,200 can be covered by other F&E projects being under budget.

Foundation

The first round of Interviews for the full-time Foundation Manager have been scheduled for the week of July 8-12. Second round interviews will be scheduled shortly after the completion of the first round at first availability.

Registration for CoMoGives 2024 opened in June, an annual online fundraiser that supports 173 high-impact nonprofits in Columbia and Central Missouri. Mitzi St. John will be the point person for DBRL's participation in preparation for that in December.

The Foundation received a donation of \$3,775 from the proceeds of 755 ticket sales for the CoMo Grown Up Book Fair hosted by The Blue Note. Library employees sold books and raised \$335.32 in book sales on behalf of the Columbia Friends of the Library.

Media Report

Mid-Missouri news outlets covered a number of different library topics this month. Adonica Coleman with KBIA's local talk show "The Daily Blend" interviewed Adult Services Manager Lauren Williams about One Read.

Librarian Seth Smith along with Kathy Kiely of the Reynolds Journalism Institute were Ted Farnen's guests on KFRU's "Columbia Today" to talk about CPL's media literacy seminars.

The Columbia Daily Tribune ran an article about "Make Music Day" that featured CPL's "Mr. Stinky Feet's Rock & Roll Adventure" program as one of that day's events to attend.

Both the Tribune and the Columbia Missourian reported on the Boone County Commission's call for DBRL board applications.

The Missourian also ran a piece about which government offices, including DBRL, would be closed for Juneteenth.

KOMU and KMIZ aired stories about cooling centers that included mention of CPL.

Recent Community Activities and Meetings

June 15	Columbia Grown-Up Book Fair
June 19	Juneteenth (Library Closed)
June 20	Leadership Columbia Graduation Luncheon
June 20	Foundation Board Meeting
June 27	Ad Hoc Committee Meeting
June 28-July 2	ALA Annual Conference
July 4	Independence Day (Library Closed)
July 11	DBRL Board Meeting - Columbia

DANIEL BOONE REGIONAL LIBRARY

FINANCIAL REPORT

June 30, 2024



Daniel Boone Regional Library
 Operating Fund Balance Sheet
 As of June 30, 2024

Agenda #5b

	CURRENT YEAR	PRIOR YEAR
Assets		
CURRENT ASSETS		
Checking	1,043,615	722,280
Petty Cash	950	950
Circulation Cash in Safe	500	500
Callaway Savings	298	298
Cash in Custody Boone County	18,446,330	18,345,342
Inventory	3,079	2,023
Accrued Interest	15,543	13,258
Due From Foundation	8,713	-
Prepaid Expenditures	30,332	27,677
Total Current Assets	<u>\$ 19,549,360</u>	<u>\$ 19,112,328</u>
FIXED ASSETS		
Land	1,702,265	1,702,265
Automotive Equipment	669,807	632,272
Furniture and Equipment	3,852,433	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>\$ 33,338,637</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><u>\$ 53,444,717</u></u>	<u><u>\$ 52,369,827</u></u>
Liabilities and Fund Balance		
CURRENT LIABILITIES		
Accounts and Salaries Payable	3,138	2,090
Unreimbursed Medical	2,164	(2,138)
Dependent Care	4,951	396
Entertainment Tax Withholding	63	122
Liabilities Accrued & Withheld	(82,160)	16,610
Total Current Liabilities	<u>\$ (71,844)</u>	<u>\$ 17,080</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 June 30, 2024

Agenda #5b

	CURRENT YEAR	PRIOR YEAR
Total Liabilities	\$ 484,876	\$ 17,080
FUND BALANCE		
Fund Balance	14,859,926	14,106,794
Fund Balance, Current Year	4,761,278	4,988,454
Invested in General Fixed Assets	33,338,637	33,257,499
Total Fund Balance	<u>\$ 52,959,841</u>	<u>\$ 52,352,747</u>
Total Liabilities and Fund Balance	<u>\$ 53,444,717</u>	<u>\$ 52,369,827</u>

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund

Agenda #5b

Month and Year-To-Date Period Ended June 30, 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	\$ 11,459	\$ 2,430,462	\$ 2,683,668	\$ (253,206)	91%	\$ 2,390,804
Columbia and Boone County	39,897	9,605,090	11,172,827	(1,567,737)	86%	7,268,832
Total Tax Revenue	<u>\$ 51,356</u>	<u>\$ 12,035,552</u>	<u>\$ 13,856,495</u>	<u>\$ (1,820,943)</u>	<u>87%</u>	<u>\$ 9,659,636</u>
Investment Interest on Taxes	-	155,953	255,305	(99,352)	61%	72,784
Interest on Checking	5,337	53,282	31,500	21,782	169%	14,339
Unrealized Gain or (Loss)	-	746,128	-	746,128	0%	1,234,224
Total Investment Revenues	<u>\$ 5,337</u>	<u>\$ 955,363</u>	<u>\$ 286,805</u>	<u>\$ 668,558</u>	<u>333%</u>	<u>\$ 1,321,347</u>
State Aid	-	79,801	158,908	(79,107)	50%	79,108
Athletes and Entertainers Tax	-	80,000	160,000	(80,000)	50%	80,000
Contributions	100	75,485	124,070	(48,585)	61%	69,799
Copy and Printing Income	2,361	16,714	30,000	(13,286)	56%	15,521
Other Income	12,426	153,268	196,000	(42,732)	78%	120,934
Total Unrestricted Revenues	<u>\$ 71,580</u>	<u>\$ 13,396,183</u>	<u>\$ 14,812,278</u>	<u>\$ (1,336,095)</u>	<u>90%</u>	<u>\$ 11,346,345</u>
CURRENT FUNDS RESTRICTED						
LSTA Grants	1,000	1,000	60,000	(59,000)	2%	-
Total Restricted Revenue	<u>1,000</u>	<u>1,000</u>	<u>60,000</u>	<u>(59,000)</u>	<u>2%</u>	<u>\$ -</u>
Total Revenue	<u>\$ 72,580</u>	<u>\$ 13,397,183</u>	<u>\$ 14,872,278</u>	<u>\$ (1,395,095)</u>	<u>90.08%</u>	<u>\$ 11,346,345</u>
EXPENDITURES						
Salaries and Benefits						
Regional Administration	106,444	644,183	1,347,124	702,941	48%	469,427
Building and Grounds	24,949	155,610	324,230	168,620	48%	135,466
Patron Services	326,571	1,993,063	4,272,418	2,279,355	47%	1,757,411
Collection Services and IT	76,723	479,704	999,773	520,069	48%	454,438
Total Salaries	<u>\$ 534,687</u>	<u>\$ 3,272,560</u>	<u>\$ 6,943,545</u>	<u>\$ 3,670,985</u>	<u>47%</u>	<u>\$ 2,816,742</u>
FICA & Medicare	39,612	240,871	531,181	290,310	45%	206,641
Health and Dental Insurance	75,580	417,109	1,086,237	669,128	38%	361,447
Life Insurance	392	2,332	6,166	3,834	38%	2,337
Employee Assistance Program	-	767	4,611	3,844	17%	2,300
Retirement Plan	74,690	1,964,940	2,476,591	511,651	79%	384,362
Short-term Disability	2,812	5,626	29,500	23,874	19%	-
Unemployment Insurance	-	-	6,500	6,500	0%	-
Total Salaries and Benefits	<u>\$ 727,773</u>	<u>\$ 5,904,205</u>	<u>\$ 11,084,331</u>	<u>\$ 5,180,126</u>	<u>53%</u>	<u>\$ 3,773,829</u>
Library Materials						
Books, Periodicals and AV	<u>\$ 149,226</u>	<u>\$ 1,114,372</u>	<u>\$ 2,027,820</u>	<u>\$ 913,448</u>	<u>55%</u>	<u>\$ 1,064,334</u>
General Operating						
Association Dues	(183)	6,568	10,435	3,867	63%	5,228
Conference/Seminar/Staff Training	5,669	24,923	56,950	32,027	44%	10,298
Employment and Bid Ads	-	-	1,000	1,000	0%	-
Miscellaneous	-	1,004	2,000	996	50%	179
MOREnet	-	7,871	20,000	12,129	39%	7,273
Personal Vehicle Mileage	134	1,022	1,925	903	53%	930
Postage and Mailing	12,207	69,387	105,076	35,689	66%	54,569
Printing	9,851	23,735	64,100	40,365	37%	34,210
Professional Fees	30,228	107,332	368,025	260,693	29%	113,830
Programming	14,012	40,102	186,150	146,048	22%	69,367

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund

Agenda #5b

Month and Year-To-Date Period Ended June 30, 2024

	CURRENT MONTH	YEAR TO DATE-ACTUAL	ANNUAL BUDGET	REMAINING BUDGET	YTD AS % OF BUDGET	PRIOR YEAR TO DATE-ACTUAL
Supplies and other expenditures	23,584	390,567	675,600	285,033	58%	354,259
Trustee Development	203	1,391	10,790	9,399	13%	3,088
CURRENT FUNDS RESTRICTED						
LSTA Grants	-	-	60,000	60,000	0%	-
Total General Operating Expenditures	\$ 95,705	\$ 673,902	\$ 1,562,051	\$ 888,149	43%	\$ 653,231
Building Operations and Maintenance						
Building Maintenance	44,759	359,442	841,068	481,626	43%	262,533
Electric/Water Utilities	21,618	96,968	313,951	216,983	31%	85,154
Facility Rent	5,700	122,237	175,140	52,903	70%	122,237
Gas/Utilities	3,116	28,118	48,335	20,217	58%	23,613
Insurance Building and Liability	95	139,903	185,455	45,552	75%	126,113
Library Vehicle Maintenance	16,380	16,541	50,424	33,883	33%	18,772
Machine Maintenance	5,518	26,136	49,802	23,666	52%	18,144
Telephone/Utilities	4,732	25,309	84,359	59,050	30%	33,924
Total Building Operations	\$ 101,917	\$ 814,654	\$ 1,748,534	\$ 933,880	47%	\$ 690,490
Total Current Expenditures	\$ 1,074,621	\$ 8,507,133	\$ 16,422,736	\$ 7,915,603	52%	\$ 6,181,884
Revenue Over (Under) Expenditures	\$ (1,002,041)	\$ 4,890,050	\$ (1,550,458)	\$ (9,310,698)		\$ 5,164,461
Capital Outlay						
Furniture, Equipment, Capital Outlay	41,984	128,772	377,850	249,078	34%	176,007
Total Capital Outlay	\$ 41,984	\$ 128,772	\$ 377,850	\$ 249,078	34%	\$ 176,007
Total Expenditures	\$ 1,116,605	\$ 8,635,905	\$ 16,800,586	\$ 8,164,681	51%	\$ 6,357,891
Revenue Over (Under) Expenditures	\$ (1,044,025)	\$ 4,761,278	\$ (1,928,308)	\$ 6,769,586		\$ 4,988,454

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. Due From Foundation represents amounts due for the Foundation’s operating expenses (page 1).
6. 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.
7. 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
June 2024**

Revenue

1. The Property Taxes received are more than expected for the month of June 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 June for the Columbia and Boone County and Callaway County Library Districts.
2. Investment Interest on Taxes is through April 30, 2024 (page 3). May and June 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 fifty-three (53) 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 forty-three (43) percent expended (pages 3-4). A few line items worth mentioning are Association Dues; MOREnet; Postage and Mailing; and Supplies. We expect all lines to be within budget at year-end.
 - Association Dues “Year to Date-Actual” column is sixty-three (63) percent expended because of the timing of paying the dues.
 - MOREnet represents the semi-annual payment for services.
 - Postage and Mailing “Year to Date-Actual” column is more than the previous year because of the timing of bulk mailing payments.
 - Supplies and other expenditures “Year to Date-Actual” column is fifty-eight (58) percent expended due to the timing of supply and other expenditure needs.
3. Building Operations and Maintenance reports forty-seven (47) 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 June 30, 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.

**DBRL Monthly Report
June 2024**

Agenda #5b

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 - JUNE 2024
DANIEL BOONE REGIONAL LIBRARY**

<u>MONTH</u>			<u>CIRCULATION STATISTICS</u>	<u>CUMULATIVE</u>		
<u>2024</u>	<u>2023</u>			<u>2024</u>	<u>2023</u>	
119,840	125,508	-4.5%	Columbia Public Library*	677,791	699,653	-3.1%
8,485	8,196	3.5%	Callaway County Public Library	47,898	47,864	0.1%
6,023	6,678	-9.8%	Southern Boone County Public Library	34,318	38,821	-11.6%
6,623	5,417	22.3%	Holts Summit Public Library	33,026	29,244	12.9%
100,269	94,349	6.3%	Digital Branch (eBks, downloadable audiobks & magazines)	616,803	545,415	13.1%
9,388	7,975	17.7%	Outreach Circulation	41,571	42,319	-1.8%
925	879	5.2%	Library-To-Go Circulation (Hallsville)	6,191	5,243	18.1%
251,553	249,002	1.0%	Total Materials Circulated	1,457,598	1,408,559	3.5%
<u>LIBRARY VISITS</u>						
31,827	30,769	3.4%	Columbia Public Library	199,941	179,374	11.5%
3,205	4,394	-27.1%	Callaway County Public Library	22,608	21,794	3.7%
965	2,450	-60.6%	Southern Boone County Public Library	15,208	15,490	-1.8%
1,733	2,535	-31.6%	Holts Summit Public Library	10,518	11,926	-11.8%
295	1,184	-75.1%	Bookmobile	5,904	7,039	-16.1%
207	224	-7.6%	Delivery Services	1,349	1,362	-1.0%
<u>ELECTRONIC SERVICES</u>						
104,260	90,766	14.9%	DBRL Page Views (Non-Catalog)	572,933	566,012	1.2%
2,378	2,176	9.3%	Database Uses	16,330	14,228	14.8%
4,774	4,489	6.3%	Internet Computer Sessions	27,768	28,544	-2.7%
4,245	3,740	13.5%	Wireless Access Point Uses	28,639	22,412	27.8%
<u>REFERENCE / OTHER NON-CIRCULATION CONTACTS</u>						
10,393	10,210	1.8%	Columbia Public Library	64,245	60,758	5.7%
1,062	1,117	-4.9%	Callaway County Public Library	6,587	6,288	4.8%
1,003	770	30.3%	Southern Boone County Public Library	5,695	4,794	18.8%
799	817	-2.2%	Holts Summit Public Library	4,069	4,114	-1.1%
<u>PROGRAMS / COMMUNITY EVENTS</u>						
128	128	0.0%	Library Programs	822	710	15.8%
3,264	2,808	16.2%	Number in Attendance	18,910	15,322	23.4%
16	21	-23.8%	Tours, Booths and Presentations	82	80	2.5%
1,634	1,379	18.5%	Estimated Number in Attendance	6,663	7,663	-13.0%

*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>	
49	57	-14.0%	Community Groups Using Rooms (CPL)	413	380	8.7%
84	70	20.0%	Library-related Uses (CPL)**	508	468	8.5%
4	6	-33.3%	Community Groups Using Rooms (CCPL)	31	36	-13.9%
22	17	29.4%	Library-related Uses (CCPL)**	102	112	-8.9%
6	6	0.0%	Community Groups Using Rooms (SBCPL)	46	48	-4.2%
22	16	37.5%	Library-related Uses (SBCPL)**	130	113	15.0%
2	2	0.0%	Community Groups Using Rooms (HSPL)	13	13	0.0%
9	9	0.0%	Library-related Uses (HSPL)**	48	50	-4.0%
 <u>MATERIALS STATISTICS</u>						
362,866	365,375	-0.7%	Books			
14,077	14,814	-5.0%	Spoken Recordings			
16,412	17,390	-5.6%	Music Recordings			
38,013	37,979	0.1%	Video Recordings			
185	211	-12.3%	Devices			
1,067	1,023	4.3%	Kits			
100,816	97,659	3.2%	Digital Materials			
533,436	534,451	-0.2%	Total Materials			

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

Service Report: July 2024**Circulation**

Circulation usage increased in June 2024 compared to last year in all locations with exception to Columbia Public Library and Southern Boone Public Library which saw a slight decrease. The most notable increases were at Holts Summit Public Library and the Outreach department with 22.3% and 17.7% increases respectively.

Library Visits

Library visits have decreased at all locations compared to last year except for Columbia Public Library which increased slightly. The overall increase in Circulation statistics along with the decrease in visits suggests more people may be checking out larger numbers of books and materials at a time rather than coming into the library more often.

Electronic Services

Usage for all electronic services was up this year then compared to June of 2023, but similar to last month. Regan Richards reported that Summer reading was the most viewed page while we saw a significant increase in visits to dbrl.org in general on Monday June 25th with 6,584 page views when it typically averages under 2,000.

Reference/ Other Non-Circulation Contacts

Reference contacts at Southern Boone County Public Library increased a significant amount compared to June of last year with a 30.3% increase. This increase was caused by both reference and directional related contacts suggesting we may have a higher number of new patrons than last year.

Programs/Community Events

Library programs remained the same in number compared to June of 2023, but increased in attendance by 16.2%. Some of the high attendance programs included Celia's Sing-Along Dance Party (200 people), Mr. Stinky Feet's Rock & Roll Adventure (123 people), and the Family Story Time on June 4th (120 people) all of which were children's programs. While the number of Tours, Booths, and Presentations decreased by 5 events compared to June of 2023, the attendance for those events increased by 18.5% thanks to high attendance events like our booth at the CoMo Grown-Up Book Fair (400 people), the Bookmobile's appearance at Fulton Touch-a-Truck (225 people), and Book Rover at Mornings at the River (157 people).

Meeting Room Uses

Community uses decreased or showed no change at all branches, while library-related uses increased or remained the same compared to June 2023. Two fewer groups met at CCPL while eight fewer groups met at CPL equating to a 33.3% and 14% change respectively. The increase in library-related bookings at CPL was primarily due to increased staff bookings (60 uses from 22 last year) which could be attributed to the new leadership team meetings, IT upgrades to the Friends Room, and an increase in staff committee meetings. The increase at CCPL was caused by an increase in staff and Friends of the Library meetings, while the increase at SBCPL was influenced by staff uses (2 uses from 0 last year), Friends of the Library meetings (2 uses from 1 last year), and Program uses (18 uses from 15 last year).

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Code of Ethics, Public Disclosure

ADMIN 2-617

BOARD

SECTION: 600 – Library Administration

- Approved: 09/12/96
- Revised: 08/13/98
- Revised: 08/10/00
- Revised: 08/15/02
- Revised: 08/12/04
- Approved: 08/10/06
- Approved: 08/14/08
- Revised: 07/15/10
- Approved: 08/16/12
- Approved: 07/10/14
- Revised: 08/11/16
- Approved: 07/12/18
- Approved: 08/13/20
- Approved: 06/16/22

POLICY

The proper and ethical operation of the Daniel Boone Regional Library system (System) requires that officials and employees be independent, impartial and responsible to the people; that decisions and public policy be made through 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 the System’s operation. In recognition of these goals, a policy is hereby established for disclosure by certain officials and employees of private financial or other interests in matters affecting the System.

Conflicts of Interest

Members of the Board of Trustees having a substantial personal or private interest, as defined by state law, in any policy or decision made by the Board shall disclose to the recording secretary of the Board of Trustees, for inclusion in the Board minutes, the nature of the member’s interest and shall be disqualified from voting on any matters relating to this interest. Also, all members of the Board of Trustees, the Executive Director, the Chief Financial Officer and all other employees must comply with Section 105.454 of the Revised Missouri Statutes on conflicts of interest as well as any other state law governing official conduct.

Disclosure Reports

- A. Each Trustee, the Executive Director and Chief Financial Officer (CFO) shall disclose in writing by May 1 for the previous calendar year the following information:
 - 1. Each transaction in excess of five hundred dollars (\$500) during the calendar year between the System and such person, including any persons related within the first degree by consanguinity or affinity to such person, excluding

compensation received as an employee, payment of any fine, tax, fee, or penalty due the System, expenses reimbursed in accordance with library policy or charitable gifts to the library or its Foundation. This shall include the dates and identities of the parties in the transactions.

2. Each transaction in excess of five hundred dollars (\$500) during the calendar year between the System and any business entity in which such individual has a substantial interest, excluding any payment of tax, fee or penalty due to the System. This shall include the dates and identities of the parties in the transactions.
- B. The Executive Director and CFO also shall disclose in writing by May 1 for the previous calendar year the following information:
1. The name and address of each of the employers of such person from whom income of one thousand dollars (\$1,000) or more was received during the year covered by the statement, but it shall not be necessary to report any salary or compensation received as a library employee; payment of payroll taxes associated with such salary or compensation; or expenses reimbursed in accordance with library policy.
 2. The name and address of each sole proprietorship that such person owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which the individual 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 the person owned ten percent (10%) 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 (2%) or more of any class of 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.

Filing of Policy and Reports

The recording secretary of the Board of Trustees shall file a certified copy of this policy, adopted prior to September 15, within ten (10) days of adoption with the Missouri Ethics Commission.

Disclosure reports due shall be filed no later than May 1 with the Missouri Ethics Commission and the System and shall cover the preceding calendar year. Such reports will be made available at the System's administrative office for public inspection and copying during normal business hours. Reports shall be retained by the System for five (5) years.

Report forms developed by the state ethics commission shall be used for reporting activities.

A newly hired Executive Director or CFO shall file the statement within thirty (30) days of such appointment or employment.

Officials and Trustees may supplement their financial interest statement to report additional interests acquired after December 31 of the covered year and prior to the date of filing of the financial interest statement.

Definitions

First degree of consanguinity or affinity includes father, mother, spouse, son or daughter.

Substantial interest is ownership by the individual, his or her spouse, or dependent children, either singularly or collectively, of ten percent (10%) or more of any business entity or an interest having a value of ten thousand dollars (\$10,000) or more, or the receipt of a salary, gratuity or other compensation of five thousand dollars (\$5,000) or more from any individual, partnership, organization, or association within any calendar year.

Force and Effect

This policy shall be in full force and effect from and after the date of its passage and approval and shall remain in effect until amended or repealed by the Board of Trustees.