

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

October 10, 2024

6:00 p.m.

Callaway County Public Library
Friends' 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 September 12, 2024 - *enclosed*
5. Monthly Reports
 - a. Directors Report and Comments - *enclosed*
 - b. Financial Reports - *enclosed*
 - c. Service Report - *enclosed*
6. Committee Reports
 - a. Ad Hoc Committee
 - b. Long-Range Planning Committee
7. New Business
 - ★ a. Policy 2-610 Library Bill of Rights
 - ★ b. Policy 2-611 Freedom to Read
 - ★ c. Policy 2-615 American Library Association Code of Ethics
 - ★ d. EV Charging Grant MOU
8. Other Business
9. Staff Announcements
10. Board Comments/Announcements
11. 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 September 12, 2024

Call to Order, Roll Call and Quorum Determination

Cori Miller, 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, Seth Christensen, Tonya Hays-Martin, Jean Howard, Cori Miller, Pat Powell, Travis Pringle, Shannon Alvis, Jacqueline Kelly, Nate Sutzenfield, and Mary Fennel. Jennifer Rodewald was absent.

Also in attendance was DBRL Interim Executive Co-Director Erin Magner as well as DBRL managers Tyler Davis, Drew Ide, Nathan Pauley, Lauren Williams, Kirk Henley, Mitzi St. John, Sheryl Bucklew, Mandy McConnell, Abbey Rimel, Jim Smith, Karen Crago, and other members of library staff.

Public Comment

None.

Minutes

There were no corrections or comments concerning the minutes of the August 15, 2024 Board Meeting. The minutes were approved as written.

Monthly Reports

Director's Report:

Erin began by introducing Althea Harris and Joe Facticeau to the board as the newest members of the management team. Althea has been with DBRL in varying roles for 26 years and has recently been promoted to the new Assistant Manager of Adult Services position. Erin shared that Althea holds a Masters Degree in Social Work and that we are all so excited for Althea to bring her experience to her new position and the management team. Joe recently joined us as the new Development Manager, relocating here from Massachusetts. Joe holds a Masters Degree in Business Administration and has already proven himself an asset to the team with his experience in grant writing and non-profit organizations. Erin noted that the Director's Report will now feature the names of all new employees that we welcome to our system. Erin further shared that our new staff members include Southern Boone Library Associate Alora Bauer, full-time IT Support Technician James Davis, and IT Support Specialist Paige Lubbering. Paige joined the DBRL Public Relations team in 2018 and is now taking on her additional IT position, further proving what an asset she is.

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Erin was excited to report that the Foundation board met on August 21 where they voted to support the Read to Succeed adult literacy program as the 2024 fall fundraising campaign. This program will fill a gap in Columbia as the only adult literacy program for native English speakers. This program will also be a great fit for DBRL as it will bridge the gap here between our early and youth literacy programs and our online Excel Adult High School program. Lastly Erin shared that on August 19, Boone County Commissioner Kip Kendrick presented us with the APRA Award which granted the library with \$250,000 for our Safety and Security and Community Resource initiatives.

Financial Report:

Jim reported that we are still on track to collect our projected tax revenue by the end of the year. He also shared that our total expenditures are where he expected them to be for this time of year. Jim reported that the City of Columbia has finally caught up on invoices for our vehicle maintenance costs, which can be seen in the report under "Library Vehicle Maintenance" in the Building and Operations Maintenance section. However, Jim shared that we are still waiting on the City to send us the bills for gasoline costs.

Service Report:

Erin shared that we have had a very successful Summer Reading Club with 5700 participants; 500 more people than last year. Jacqueline Kelly noted that she was happy to read that we had reached out to kids in rural areas to participate in the program. She followed by asking if we had targeted kids in Columbia from lower socioeconomic levels. Erin shared that our outreach department certainly does seek out providing programs to daycares in lower socioeconomic communities, but that she would need to speak with our Youth Public Services Manager, Sarah Howard for more information regarding which areas of Columbia were targeted to encourage participation in this specific program.

District Reports

Columbia and Boone County Library District:

Dorothy Carner reported that the Columbia and Boone County Library District met on August 15 and voted to set the 2024 Columbia and Boone County Library District tax levy at \$0.3058 per \$100 of assessed valuation.

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Callaway County Library District:

Tonya Hays-Martin reported that the Callaway County Library District board of trustees met on August 26 and voted to set the 2024 Operating Tax Rate for the Callaway County Library District at \$0.2600 per \$100 of assessed valuation.

Service Spotlight: The State of the Union with Megan Durham and Wendy Rigby

Megan Durham and Wendy Rigby began with short introductions. Megan has been with DBRL for 9 years and is a Youth Services Librarian and a Steward for DBRLWU (DBRL Workers United) and Wendy has been with DBRL for 20 years and is a Lead in Circulation as well as first President and current Vice-President of DBRLWU. The duo shared about their recent trip to the AFSCME (American Federation of State, County, and Municipal Employees) International Convention in Hollywood, CA which saw over 4,000 of AFSCME's 1.4 million members. Megan and Wendy were able to hear speeches from not only the president of AFSCME and the mayor of Los Angeles, but from Vice Presidential Nominee Tim Walz as well. Megan shared that she had the opportunity to speak in front of the convention about winning the DBRLWU contract, and the difference the union has made in the lives of our staff. During the convention, Megan and Wendy were also able to march along with the other 4,000 members at the convention in support of the workers at the University of California who are trying to win their contract right now.

Megan and Wendy shared that a majority of the conference was centered around the upcoming election and the potential effects it could have on libraries and unions in general. Megan shared that she co-facilitated a roundtable with an AFSCME member about the effects of Project 2025 on cultural workers and in libraries where they went through the 900-page Project 2025 roadmap which was authored by the Heritage Foundation. Megan reported that this plan not only poses a threat to eliminate public sector unions, but threatens to classify information regarding transgender identities as pornography, classify librarians that provide information regarding transgender identities as registered sex offenders, and require libraries and their workers to be liable for any content deemed profane by Congress among many other things. Moreover, Megan shared that voting is especially important right now to avoid these threats from becoming a reality.

Megan and Wendy ended their presentation on a lighter note, sharing that (with their raises from the union agreement) they were able to go to Disneyland! They also shared that upon arriving back in Missouri, they received an email from the AFSCME Central

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Region Field Rep telling them that DBRL Workers United was well represented at the convention. The trustees all agreed that they could tell the library was represented well.

New Business

Policy 1-281 Disciplinary Action:

Karen Crago explained that the changes to this policy are being made to reflect the wording of the Union Agreement, but that the way the policy functions has not been altered. The new additions to the policy from the Union Agreement further explain that the purpose of the policy is to help employees return to good standing as well as explain the action steps and progression of disciplinary action.

ACTION: Howard moved and Kelly seconded approving Policy 1-281 Disciplinary Action. The motion passed by unanimous consent.

Policy 2-709 Payroll Processing:

Jim Smith shared that having moved to our new Paycom System, that integrated a few of our HR and Payroll systems, this policy needed to be revised to reflect the new and updated procedures including the defined work week, time clock rounding, and a process for issuing paper checks for emergency situations.

ACTION: Powell moved and Hays-Martin seconded approving Policy 2-709 Payroll Processing. The motion passed by unanimous consent.

Other Business

None.

Staff Announcements

Erin shared that Angela Scott was not in attendance tonight due to her vacation, and that there will be an art exhibit for One Read at the Orr Street Gallery on Friday at 6:00 pm.

Board Comments/Announcements

Jacqueline Kelly shared that Former Columbia Mayor Brian Treece shared with her recently that he adores the library and would love to be associated with DBRL when he retires. She also shared that a group she is a member of will be hosting the president of Negro Leagues Baseball Museum from Kansas City, Bob Kendrick, for a celebration of

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the anniversary of the 1924 Negro Leagues World Series. The event will take place on October 3 from 6-8 p.m. in the chapel of the Missouri United Methodist Church located at 204 S 9th St, Columbia, MO 65201.

Pat Powell shared that she also received unsolicited praise about the library recently from two women that used the outreach services.

Mary Fennel shared that the Friends of the Callaway County Public Library are having a book sale for their members on Friday from 4:30-6:00 pm and on Saturday from 9 am-12 pm.

Lisa Finn shared that the Friends of the Southern Boone Public Library are also having a book sale this Saturday from 9 am-12 pm.

Adjournment

Hearing no further business, Cori Miller adjourned the meeting at 6:42 p.m.

Minutes recorded by Emily Camden.

Jennifer Rodewald, Board Secretary

The Director's Report
Daniel Boone Regional Library
October 10, 2024

Upcoming Meetings and Events

October 8-11	DEI Staff Focus Groups: Hicks-Carter-Hicks
October 14	All Staff Day at CPL
October 16	Foundation Board Meeting
October 21	Ad Hoc Director's Search Committee (Interview)
October 22	Ad Hoc Director's Search Committee (Interview)
October 22	Special DBRL Board Meeting (Executive Director Candidate Presentations and Public Reception)
October 30	Special DBRL Board Meeting (Interviews)
November 7	DBRL Board Meeting

Personnel

New Hires: Terri Herold (Library Assistant CR), Beth Shapiro (Library Associate PS), Skyler Froese (Library Associate PS) and Serj Rieman Johns (12 hr Library Aide-kiosk/shelving - CPL 10/2)

Several employees attended the MLA Annual Conference in Kansas City from September 25-27. This year, four of our own have been recognized by the Missouri Library Association for their extraordinary contributions to libraries and our communities.

- Otter Bowman, one of our Adult Services Librarians, has been awarded the prestigious Ronald G. Bohley Award for their relentless advocacy for intellectual freedom. Otter's leadership as MLA's 2023 President and their work with communities across Missouri have been crucial in promoting the right to read and standing against censorship.
- Pam Stone, Branch Lead at Holts Summit, is known for her boundless enthusiasm and ability to connect with the community. Her unwavering commitment to our patrons, young and old, has helped make Holts Summit Public Library a beloved community resource.
- Sherry McBride Brown passed in January 2024, but her legacy lives on. Sherry dedicated 47 years to DBRL and was a trailblazer, being the first Black librarian at our library. Her work in outreach, particularly with underserved communities, has left a lasting impact.
- For more than 30 years, Pat Powell has been a driving force on our Board of Trustees. Her leadership has helped shape DBRL into the library system it is today. Her decades of service exemplify the spirit of this award, and we are so grateful for her vision and dedication to Boone and Callaway Counties.

Also at the MLA Annual Conference, Tyler Davis, Drew Ide, Erin Magner and Angela Scott presented a session titled, "Safe Space, Open Hearts: The Library's Dual Role in Security and Support" to attendees. They talked about the collaboration between social work and safety

management with the public library. Every seat in the room was full.

DEI Consultants Hicks-Carter-Hicks continue their work on our deep-dive assessment of DBRL. We had a fantastic response of over 70% to the survey we conducted in early August. We are now moving into the data collection process involving employee focus groups throughout the Library between October 8-11.

The search for the Executive Director continues. There were 72 applications from all around the country. Of that pool, 10 had the required education and experience for the role and were invited to complete a CliftonStrengths assessment. First rounds of interviews have been completed via Google Meet, and the Ad Hoc Committee has selected the final candidates for in-person interviews later this month.

Paycom implementation is nearly complete! There will still be work behind the scenes to bring our system to its full potential in the next several months, however the system as a whole is proving to be a great asset in both the HR and Finance departments.

Labor Management Committee

The Committee met on September 24, 2024 where we discussed a variety of items including the proposed changes to the Dress Code article and reviewed the CY 2025-2026 wage schedules. Committee dates for 2025 were selected and the next meeting is scheduled for November 19.

Facilities

The millwork and overlay will be completed on the CCPL parking lot by October 4. Work is also being completed on the renovations to the staff break room.

Jim Smith and Angela Scott have been working with the City of Columbia on a Memorandum of Understanding for installation on the EV charging stations that will be located in the overflow parking lot at CPL.

Public Services

One Read Wrap-Up

We've had an incredible month of programs throughout Boone and Callaway counties related to this year's book: the bestselling novel "Migrations" by Charlotte McConaghy. In addition to lively book discussions, we and our community partners hosted programs including presentations on birds and migratory animals, climate change, mental health education and suicide prevention. We had some unique hands-on experiences like a guided walk of the Prairie Garden Trust and a volunteer opportunity to do habitat restoration with the Missouri Conservation Corps. We had roughly 850 people attend our One Read events this year.

The month was capped off with an online visit with the author. (Charlotte McConaghy lives in Australia, so we couldn't bring her to mid-Missouri.) Retired local radio personality David Lile

interviewed McConaghy, and we enjoyed hearing about her writing process, how her characters evolve, and what project she is working on next. A recording of this talk is available on the library's YouTube channel.

In November, we will begin taking nominations for the 2025 One Read program, at our library branches, on the DBRL bookmobiles and online.

Foundation/Development

Sherry McBride-Brown Memorial Garden:

The Development Manager met with staff at Callaway County and developed a plan and strategy for what they wanted to accomplish with the Sherry McBride Garden located to the right of the Callaway County entrance. Staff of Callaway County shared that the bushes to the right of the entrance allowed individuals to hide and not be seen by staff. Then met with Atkins, our landscape architect and worked with them to develop a plan. Plan was then reviewed by leadership as well as Karen Neely, who made the donation to make this possible, and was approved. The result of this garden should beautify the entrance and improve the overall safety of Callaway County as well as honor Sherry McBride-Brown.

Grants Submitted and Waiting:

- Columbia Rotary Clubs Foundation – \$5000 for our Brave bathroom sensors to improve safety at DBRL. Expected response by end of year.
- Cypher Restoration submitted for \$308,500 through Bank of America.
- DBRL Digital Memory Lab Upgrade Project 2024 - 2025 through LSTA.

In Progress Grants:

- Mid-MO Solid Waste Management District Grant to create a permanent solution to our discarded books.
- Grant to pay for AEDs in Bookmobiles.
- Grant to pay for tablets for Outreach.

Media Report

Every September, the Columbia Daily Tribune and KFRU cover DBRL's annual One Read program. Library staff member Karena Tse wrote a series of weekly One Read articles that ran in the Tribune. The Tribune's Arts and Culture Editor Aarik Danielsen interviewed One Read author Charlotte McConaghy and ran it in the paper. One or more of the One Read co-chairs were guests on David Gaines' morning show.

Since this is a presidential election year, the CPL's Election Forums, co-sponsored with the League of Women Voters, are getting a lot of attention from voters and the media. The Missourian covered the upcoming election forums as well as reporting on what the candidates had to say. KOMU also covered the forums.

Other library-related stories also made the news. KOMU aired a story about the CPL Friends Annual Fall Book Sale. The Missourian ran a piece about CPL's "Project Teen: Swiftie Party."

Recent Meetings and Events

September 13 One Read Art Exhibit

September 24-27 MLA Conference

October 10 Long Range Planning Committee Meeting (Fulton)

DANIEL BOONE REGIONAL LIBRARY

FINANCIAL REPORT

September 30, 2024



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

	CURRENT YEAR	PRIOR YEAR
Assets		
CURRENT ASSETS		
Checking	706,218	500,592
Petty Cash	950	950
Circulation Cash in Safe	500	500
Callaway Savings	298	298
Cash in Custody Boone County	15,701,282	15,849,343
Inventory	3,079	2,024
Accrued Interest	15,543	13,258
Prepaid Expenditures	164,002	209,061
Total Current Assets	\$ 16,591,872	\$ 16,576,026
FIXED ASSETS		
Land	1,702,265	1,702,265
Automotive Equipment	669,807	632,272
Furniture and Equipment	3,807,142	3,728,581
SIRSI Circulation Control System	137,960	137,960
Callaway County Building	2,126,968	2,126,968
Columbia Building	24,754,781	24,769,137
Leasehold Improvements	80,067	80,067
Total Fixed Assets	\$ 33,278,990	\$ 33,177,250
OTHER ASSETS		
To Be Provided for Long-term Debt	556,720	-
Total Other Assets	556,720	-
Total Assets	\$ 50,427,582	\$ 49,753,276
Liabilities and Fund Balance		
CURRENT LIABILITIES		
Accounts and Salaries Payable	2,672	2,466
Unreimbursed Medical	1,850	1,024
Dependent Care	7,118	-
Entertainment Tax Withholding	-	144
Liabilities Accrued & Withheld	(86,481)	17,397
Total Current Liabilities	\$ (74,841)	\$ 21,031
LONG TERM LIABILITIES		
Accrued PTO	517,158	-
Accrued FICA	39,562	-
Total Long Term Liabilities	556,720	-
Total Liabilities	\$ 481,879	\$ 21,031

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

	CURRENT YEAR	PRIOR YEAR
FUND BALANCE		
Fund Balance	14,859,926	14,106,794
Fund Balance, Current Year	1,806,787	2,448,201
Invested in General Fixed Assets	33,278,990	33,177,250
Total Fund Balance	\$ 49,945,703	\$ 49,732,245
Total Liabilities and Fund Balance	\$ 50,427,582	\$ 49,753,276

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended September 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	\$ 11,176	\$ 2,469,650	\$ 2,683,668	\$ (214,018)	92%	\$ 2,424,711
Columbia and Boone County	31,530	9,721,066	11,172,827	(1,451,761)	87%	7,357,769
Total Tax Revenue	\$ 42,706	\$ 12,190,716	\$ 13,856,495	\$ (1,665,779)	88%	\$ 9,782,480
Investment Interest on Taxes	-	264,930	255,305	9,625	104%	187,847
Interest on Checking	3,570	65,971	31,500	34,471	209%	23,768
Unrealized Gain or (Loss)	-	746,128	-	746,128	0%	1,234,224
Total Investment Revenues	\$ 3,570	\$ 1,077,029	\$ 286,805	\$ 790,224	376%	\$ 1,445,839
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	292	118,955	124,070	(5,115)	96%	85,986
Copy and Printing Income	2,534	25,091	30,000	(4,909)	84%	22,378
Other Income	12,712	196,997	196,000	997	101%	169,269
Total Unrestricted Revenues	\$ 61,814	\$ 13,768,589	\$ 14,812,278	\$ (963,689)	93%	\$ 11,665,060
CURRENT FUNDS RESTRICTED						
LSTA Grants	-	3,753	60,000	(56,247)	6%	-
Total Restricted Revenue	-	3,753	60,000	(56,247)	6%	\$ -
Total Revenue	\$ 61,814	\$ 13,772,342	\$ 14,872,278	\$ (1,019,936)	92.60%	\$ 11,665,060
EXPENDITURES						
Salaries and Benefits						
Regional Administration	96,006	943,308	1,347,124	403,816	70%	701,802
Building and Grounds	24,981	230,576	324,230	93,654	71%	200,544
Patron Services	325,100	2,968,221	4,272,418	1,304,197	69%	2,592,658
Collection Services and IT	74,896	705,518	999,773	294,255	71%	662,654
Total Salaries	\$ 520,983	\$ 4,847,622	\$ 6,943,545	\$ 2,095,923	70%	\$ 4,157,658
FICA & Medicare	38,877	357,801	531,181	173,380	67%	305,329
Health and Dental Insurance	67,242	625,436	1,086,237	460,801	58%	535,692
Life Insurance	380	3,478	6,166	2,688	56%	3,436
Employee Assistance Program	-	767	4,611	3,844	17%	3,067
Retirement Plan	72,251	2,190,302	2,476,591	286,289	88%	561,300
Short-term Disability	(1,755)	11,096	29,500	18,404	38%	-
Unemployment Insurance	-	-	6,500	6,500	0%	-
Total Salaries and Benefits	\$ 697,978	\$ 8,036,502	\$ 11,084,331	\$ 3,047,829	73%	\$ 5,566,482
Library Materials						
Books, Periodicals and AV	\$ 140,023	\$ 1,555,081	\$ 2,027,820	\$ 472,739	77%	\$ 1,533,313
General Operating						
Association Dues	359	7,311	10,435	3,124	70%	6,977
Conference/Seminar/Staff Training	1,475	38,091	56,950	18,859	67%	24,325
Employment and Bid Ads	283	283	1,000	717	28%	118
Miscellaneous	-	1,171	2,000	829	59%	271
MOREnet	7,898	15,768	20,000	4,232	79%	19,328
Personal Vehicle Mileage	107	1,654	1,925	271	86%	1,126
Postage and Mailing	12,845	105,052	105,076	24	100%	86,340
Printing	-	32,752	64,100	31,348	51%	38,446
Professional Fees	10,053	151,233	368,025	216,792	41%	156,427
Programming	7,809	89,494	186,150	96,656	48%	101,988

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended September 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	19,528	474,041	675,600	201,559	70%	440,198
Trustee Development	322	2,289	10,790	8,501	21%	7,284
CURRENT FUNDS RESTRICTED						
LSTA Grants	19,300	22,624	60,000	37,376	38%	-
Total General Operating Expenditures	\$ 79,979	\$ 941,763	\$ 1,562,051	\$ 620,288	60%	\$ 882,828
Building Operations and Maintenance						
Building Maintenance	85,853	643,338	841,068	197,730	76%	384,070
Electric/Water Utilities	31,655	186,489	313,951	127,462	59%	183,833
Facility Rent	27,368	161,004	175,140	14,136	92%	161,004
Gas/Utilities	2,321	34,765	48,335	13,570	72%	29,378
Insurance Building and Liability	95	139,903	185,455	45,552	75%	131,068
Library Vehicle Maintenance	40	28,930	50,424	21,494	57%	20,736
Machine Maintenance	2,948	34,253	49,802	15,549	69%	25,378
Telephone/Utilities	3,273	45,362	84,359	38,997	54%	53,157
Total Building Operations	\$ 153,553	\$ 1,274,044	\$ 1,748,534	\$ 474,490	73%	\$ 988,624
Total Current Expenditures	\$ 1,071,533	\$ 11,807,390	\$ 16,422,736	\$ 4,615,346	72%	\$ 8,971,247
Revenue Over (Under) Expenditures	\$ (1,009,719)	\$ 1,964,952	\$ (1,550,458)	\$ (5,635,282)		\$ 2,693,813
Capital Outlay						
Furniture, Equipment, Capital Outlay	7,401	158,165	377,850	219,685	42%	245,612
Total Capital Outlay	\$ 7,401	\$ 158,165	\$ 377,850	\$ 219,685	42%	\$ 245,612
Total Expenditures	\$ 1,078,934	\$ 11,965,555	\$ 16,800,586	\$ 4,835,031	71%	\$ 9,216,859
Revenue Over (Under) Expenditures	\$ (1,017,120)	\$ 1,806,787	\$ (1,928,308)	\$ 3,815,095		\$ 2,448,201

DBRL Monthly Report

August 2024

Reports

1. The Balance Sheet is presented on pages 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. The Accrued Interest line reflects the amount due at December 31, 2023 (page 1).
4. 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.
5. To Be Provided for Long-term Debt is the offset for the compensated leave liability discussed later under “Liabilities” on bullet #5 (page 1).

Liabilities

1. Unreimbursed Medical reports a credit balance for the claims made as part of the Cafeteria Plan program (page 1). We anticipate the credit balance will decrease when funds are deducted from the employees’ checks later in the year.
2. Dependent Care has a liability for the funds that have not been claimed as part of the Cafeteria program (page 1).
3. 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.
4. Liabilities Accrued and Withheld represents the monies due because of the timing differences with our insurance vendor and for member changes the vendor hasn’t processed for the current billing cycle (page 1).
5. Long Term Liabilities represents the compensated leave liability for the PTO and Holiday balances at December 31, 2023 (page 1).

DBRL Monthly Report

August 2024

Revenue

1. The Property Taxes received are as expected for the month of August (page 3). The Statement of Revenue and Expenditures reflects library tax income through August for the Columbia and Boone County and Callaway County Library Districts.
2. Investment Interest on Taxes is through July 31, 2024 (page 3). August 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 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 sixty (66) 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 fifty-five (55) percent expended (pages 3-4). A few line items worth mentioning are MOREnet; and Postage and Mailing. We expect all lines to be within budget at year-end with possible exception of Personal Vehicle Mileage.
 - MOREnet represents the semi-annual payment for services.
 - Personal Vehicle Mileage is eighty (80) percent expended because the IRS increase the per diem mileage rate mid-2024.
 - Postage and Mailing “Year to Date-Actual” is eighty-eight (88) percent expended because of the timing of postage bulk mailing payments.
3. Building Operations and Maintenance reports sixty-four (64) percent expended (page 4). A few line items worth mentioning are Facility Rent and Insurance Building and Liability Insurance. 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 August 31, 2024.
 - Insurance Building and Liability represents a portion of the library’s annual payment for its policies.
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 - SEP 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>	
112,654	114,162	-1.3%	Columbia Public Library*	1,042,769	1,075,814	-3.1%
8,437	7,776	8.5%	Callaway County Public Library	74,581	73,289	1.8%
5,794	5,640	2.7%	Southern Boone County Public Library	53,919	58,154	-7.3%
5,361	5,337	0.4%	Holts Summit Public Library	51,756	45,941	12.7%
98,885	92,773	6.6%	Digital Branch (eBks, downloadable audiobks & magazines)	927,301	828,832	11.9%
6,547	6,672	-1.9%	Outreach Circulation	62,295	63,644	-2.1%
977	1,098	-11.0%	Library-To-Go Circulation (Hallsville)	9,159	8,128	12.7%
238,655	233,458	2.2%	Total Materials Circulated	2,221,780	2,153,802	3.2%
 <u>LIBRARY VISITS</u>						
30,995	30,563	1.4%	Columbia Public Library	299,106	275,565	8.5%
0 [1]	3,580	-100.0%	Callaway County Public Library	31,200	33,635	-7.2%
2,573	2,672	-3.7%	Southern Boone County Public Library	23,505	23,333	0.7%
1,937	1,714	13.0%	Holts Summit Public Library	16,591	17,983	-7.7%
1,182	1,891	-37.5%	Bookmobile	9,257	11,321	-18.2%
355	264	34.5%	Delivery Services	2,167	2,084	4.0%
 <u>ELECTRONIC SERVICES</u>						
82,786	89,679	-7.7%	DBRL Page Views (Non-Catalog)	852,045	850,428	0.2%
2,488	2,539	-2.0%	Database Uses	24,718	22,037	12.2%
4,409	4,346	1.4%	Internet Computer Sessions	41,742	42,675	-2.2%
5,209	4,906	6.2%	Wireless Access Point Uses	43,496	37,302	16.6%
 <u>REFERENCE / OTHER NON-CIRCULATION CONTACTS</u>						
9,222	8,496	8.5%	Columbia Public Library	95,311	90,230	5.6%
1,104	1,027	7.5%	Callaway County Public Library	10,054	9,651	4.2%
741	1,257	-41.1%	Southern Boone County Public Library	8,717	7,797	11.8%
720	629	14.5%	Holts Summit Public Library	6,330	6,271	0.9%
 <u>PROGRAMS / COMMUNITY EVENTS</u>						
125	127	-1.6%	Library Programs	1,195	1,070	11.7%
2,560	3,068	-16.6%	Number in Attendance	28,775	25,224	14.1%
22	14	57.1%	Tours, Booths and Presentations	125	107	16.8%
2,997	2,273	31.9%	Estimated Number in Attendance	10,830	11,162	-3.0%

*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>	
46	58	-20.7%	Community Groups Using Rooms (CPL)	556	564	-1.4%
74	63	17.5%	Library-related Uses (CPL)**	734	667	10.0%
2	4	-50.0%	Community Groups Using Rooms (CCPL)	40	4	900.0%
14	19	-26.3%	Library-related Uses (CCPL)**	158	163	-3.1%
11	11	0.0%	Community Groups Using Rooms (SBCPL)	72	72	0.0%
17	12	41.7%	Library-related Uses (SBCPL)**	193	155	24.5%
1	5	-80.0%	Community Groups Using Rooms (HSPL)	17	23	-26.1%
9	11	-18.2%	Library-related Uses (HSPL)**	80	77	3.9%
<u>MATERIALS STATISTICS</u>						
360,919	368,467	-2.0%	Books			
13,992	17,631	-20.6%	Spoken Recordings			
16,271	18,637	-12.7%	Music Recordings			
38,893	37,769	3.0%	Video Recordings			
178	329	-45.9%	Devices			
1,101	902	22.1%	Kits			
101,441	95,739	6.0%	Digital Materials			
532,795	539,474	-1.2%	Total Materials			

[1] Door counter not working

Service Report: September 2024

Circulation

The total materials circulated increased by 2.2% when compared to September of 2023 with only slight changes at all branches. Library-To-Go saw the largest change with a decrease of 11% in circulated materials. One Read Circulation saw checkouts of 1,834 print materials, 5 discussion kits, 627 e-books, and 589 e-audiobooks for a total of 3,055 materials circulated.

Library Visits

Library visits fluctuated minimally at CPL, HSPL, and SBCPL with HSPL having the greatest change of 13.0% when compared to September 2023. Please note that the library visits at the Callaway County Public Library were not able to be accurately reported due to the door counter not working properly. While Delivery Services saw a large increase of 34.5% in visits, the Bookmobile visits saw a major decrease of -37.5%. A portion of this large decrease was caused due to Bookmobile Senior being in the shop resulting in missing two of its regularly scheduled stops.

Electronic Services

Catalog visits are up significantly from this month last year, but are down 19.4% from last month. Regan Richards shared that we've had a sustained period of much higher catalog visits beginning with a jump in January this year and that, historically, this downward dip for both Page Views and Catalog Visits is expected between August and September.

Reference/ Other Non-Circulation Contacts

Reference and Non-Circulation Contacts have increased slightly in Columbia and Callaway when compared to September 2023, while Holts Summit saw the largest increase of 14.5%. Meanwhile, Contacts have reduced by 41.1% in Southern Boone. The cause of this large decrease is somewhat unknown, however, there was a 31% increase in contacts from 2022 to 2023 meaning the apparent decrease this year may seem large to the abnormal increase seen in 2023.

Programs/Community Events

The number of programs has decreased by 1.6%, or 2 programs, and the program attendance has decreased by 16.6%, or 508 people. Thus, we can assume the decrease in attendance was, at least partially, caused by the 2 less programs. Similarly, Tours, Booths, and Presentations increased by 57.1%, or 8 events, while the attendance increased by 31.9%, or 724 people. Thus, we can conclude that the increase in attendance was caused by the increase in programs. Additionally, the Book Rover recorded very high attendance during both days of the Mid-Missouri PrideFest Street Fair seeing 926 people and 366 people on Saturday and Sunday, respectively.

Meeting Room Uses

Meeting Room usage for community groups decreased or saw no change at all branches when compared to September of 2023 with Callaway and Holts Summit also seeing a decrease in library-related usage. Columbia saw a 17.5% increase in library-related usage, caused by an increase in interviews and committee meetings, while Southern Boone saw a 41.7% increase due to an increase in programs.

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Library Bill of Rights	ADMIN 2-610
BOARD	SECTION: 600 - Library Administration
Approved: 10/07/82	
Revised: 03/14/19	
Reviewed: 09/16/21	
Reviewed: 10/10/24	

POLICY

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 18, 1948. Amended February 2, 1961; June 27, 1967; January 23, 1980; and January 29, 2019 by the American Library Association Council. Inclusion of "age" reaffirmed January 23, 1996.

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Freedom to Read

ADMIN 2-611

BOARD

SECTION: 600 – Library Administration

Approved: 10/07/82

Revised: 07/14/05

Reviewed: 05/16/19

Reviewed: 09/16/21

Reviewed: 10/10/24

POLICY

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

- 1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.**

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- 2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.**

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of

learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

- 3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.**

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

- 4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.**

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated, nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

- 5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.**

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

- 6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.**

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to

determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

- 7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a “bad” book is a good one, the answer to a “bad” idea is a good one.**

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader’s purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953 by the ALA Council and the AAP Freedom to Read Committee; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004.

A Joint Statement by: American Library Association & Association of American Publishers

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: American Library Association Code of Ethics

ADMIN 2-615

BOARD

SECTION: 600 - Library Administration

Approved: 10/07/82

Revised: 12/14/95

Revised: 01/14/10

Reviewed: 11/15/12

Reviewed: 09/10/15

Reviewed: 02/14/19

Revised: 10/10/24

POLICY

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees, and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of the Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.

Agenda #7c

- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
- IX. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council. Amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29 2021.

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MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter “MOU”) between the City of Columbia, Missouri, a municipal corporation (hereinafter “City”) and Daniel Boone Regional Library, a multi-county library political subdivision pursuant to § 70.210, RSMo (hereinafter “DBRL”), is entered into consistent with § 70.220, RSMo, on the date of the last signatory noted below, (the “Effective Date”). City and DBRL are each individually referred to herein as a “Party” and collectively as the “Parties”.

WHEREAS, City and DBRL desire to provide electric vehicle (hereinafter “EV”) charging stations within the local area to include specifically at DBRL’s Columbia location as set forth herein (hereinafter “Project”); and

WHEREAS, City has received a Charging and Fueling Infrastructure Discretionary Grant Program (hereinafter “CFI Grant”) from the U.S. Department of Transportation, Federal Highway Administration, Office of Acquisitions & Grants Management to build new EV charging stations at locations in and around the City of Columbia, including DBRL’s Columbia location. The federal share of the CFI Grant is \$3,610,708 and City’s match is \$902,677; and

WHEREAS, DBRL is location number three of four within the CFI Grant. At the DBRL location, City and DBRL intend to install, and the CFI Grant provides for the installation of, two (2) dual port Level II charging stations at DBRL’s overflow surface parking lot located at Broadway and Garth (1 North Garth, Columbia, Missouri). Project installation activities within the CFI Grant include trenching and repair in the asphalt parking lot, installation of conduit, conductors, chargers, communication equipment, EV signage, striping and bollards; and

WHEREAS, the CFI Grant and the Parties intend for DBRL to own and operate the EV charging stations at their location. DBRL will be responsible for operation and maintenance of their EV charging stations and may satisfy some or all of such responsibilities through contractual arrangement(s) with third-party vendor(s).

NOW THEREFORE, in light of the above-stated recitals, the Parties agree to the following:

1. **Purpose.** The purpose of this Memorandum of Understanding is to acquire, install and provide EV charging stations at DBRL’s parking lot at Broadway and Garth (1 North Garth, Columbia, Missouri) consistent with the CFI Grant awarded to City. These charging stations will be available for public use as required by the CFI Grant. This Project is in the public interest.
2. **Memorandum of Understanding.** This MOU evidences the intention and desire of City and DBRL to commit their time and financial resources to enter into definitive agreements negotiated, authorized, and entered into by City and DBRL to develop, construct and install EV charging stations as set forth in the MOU. Costs for work set

forth in this MOU are projected to be \$224,085. The timeline for the Project will accommodate DBRL's schedule for providing its twenty percent (20%) match.

3. **City Responsibilities.** City agrees to provide the following:

- a. Facilitate the procurement process for contractor(s) to complete the development, construction and installation of the EV charging stations; coordinate and communicate with DBRL in considering potential contractor(s); and City will make the final selection of contractor(s) considering DBRL's feedback.
- b. Facilitate the procurement process for contractor(s) to provide tier one (1) third-party charging management services including the maintenance of the station management features which may include network access, payment processing, record management, power sharing, access controls, and price management; and such contractor(s) will also provide parts and labor warranty service, remote technical support, and on-site repairs over an anticipated five (5) year period.
- c. Facilitate payment to contractor(s) for their services.
- d. Facilitate education and community engagement regarding the EV charging stations in compliance with the CFI Grant.
- e. Facilitate reporting required for CFI Grant compliance.

4. **DBRL Responsibilities.** DBRL agrees to provide the following:

- a. Provide access for ingress and egress, and any authorization or easements necessary, for the development, construction and installation of the EV charging stations at the DBRL location.
- b. Coordinate with contractor(s) and City for development, construction and installation work at the DBRL location.
- c. Provide twenty percent (20%) cash match for development, construction and installation costs at the DBRL location payable to City.
- d. Own and operate EV charging stations including setting customer fees and charging power rates.
- e. Maintain EV charging stations and operating conditions at DBRL's cost in compliance with CFI Grant requirements for the performance period including signage, security, access and availability.
- f. Communicate and coordinate with contractor(s) for resolution of any issues with EV charging stations at DBRL's cost.

- g. Pay the utility provider for EV charging station electric power usage.
 - h. Cooperate with City in its provision of education and community engagement regarding the EV charging stations in compliance with the CFI Grant.
 - i. Provide to City any data and access needed for CFI Grant reporting compliance.
5. **CFI Grant Contingency.** This MOU is contingent upon City receiving CFI Grant funding.
6. **No Waiver of Immunities.** Nothing herein shall be construed as a waiver or limitation of City's or DBRL's rights or defenses with regard to City's and DBRL's statutory, sovereign, governmental, or official immunities provided by federal or state law.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have set their hands of the day and year first written below.

CITY OF COLUMBIA, MISSOURI

De'Carlton Seewood, City Manager

Dated: _____

ATTEST:

Sheela Amin, City Clerk

APPROVED AS TO FORM:

Nancy Thompson, City Counselor / ek

CERTIFICATION: I hereby certify that this MOU is within the purpose of the appropriation to which it is to be charged, account number _____, and that there is an unencumbered balance to the credit of such account sufficient to pay therefor.

Matthew Lue, Director of Finance

DANIEL BOONE REGIONAL LIBRARY

By: Margrace Buckler, Regional Board President

Dated: _____