

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

January 16, 2025

6:00 p.m.

Columbia Public Library

Virginia 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 Emily Camden at ecamden@dbrl.org or by calling 573-817-7014 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 November 14, 2024 - *enclosed*
5. Community Survey Presentation from Chris Tatham, ETC Institute
6. Monthly Reports
 - a. Directors Report and Comments - *enclosed*
 - b. Financial Reports - *memo enclosed*
 - c. Service Report (November and December)- *enclosed*
7. Service Spotlight- Holiday Card Kit Program (Carolyn and Stephanie M)
8. District Report
 - a. Columbia and Boone County Library District
9. New Business
 - ★ a. 401(k) Amendment
 - ★ b. Policy 1-251 Dress Code
10. Other Business
11. Staff Announcements
12. Board Comments/Announcements
13. Closed Session Concerning Matters of Personnel as Authorized Under RSMo 610.021(3)
14. Adjournment

AMERICANS WITH DISABILITIES ACT NOTICE

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

POLICY FOR PUBLIC PARTICIPATION AT BOARD MEETINGS

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

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

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

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

**Daniel Boone Regional Library
Minutes, Meeting of November 14, 2024**

Call to Order, Roll Call and Quorum Determination

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

Daniel Boone Regional Library (DRBL) Board members present were Shannon Alvis, Margrace Buckler, Dorothy Carner, Seth Christensen, Lisa Finn, Mary Fennel, Tonya Hays-Martin, Jean Howard, Cori Miller, Pat Powell, Travis Pringle, and Jennifer Rodewald. Jacqueline Kelly and Nate Sutfenfield were absent.

Also in attendance was DBRL Interim Executive Co-Directors Erin Magner and Angela Scott as well as DBRL managers Jim Smith, Karen Crago, Mitzi St. John, Joe Facticeau, Lauren Williams, Sheryl Bucklew, Sara Henry, Althea Harris, Kirk Henley, Eric Schmeck, Nathan Pauley, and other members of library staff.

Public Comment

None.

Minutes

There were no corrections or comments concerning the minutes of the October 10, 2024 or October 30, 2024 Board Meetings. The minutes were approved as written.

Monthly Reports

Director's Report:

Angela Scott began the report by sharing personnel updates including Joyce Nichols joining as a 20 hour Library Associate at HSPL and internal changes/transfers/promotions including Tyler Hert moving from 31 hours a week to 40 hours a week in his Library Courier position, Karena Tse moving from 31 hours a week to 40 hours a week in her Adult Public Services Library Associate position, and Theo McSheehy moving from a 40 hour Outreach Library Associate position to a 40hour Bookmobile Driver/Library Associate position.

Angela shared that the Labor Management Committee met on October 17 to discuss the health insurance plan renewals, potential adjustment of hours at the Callaway County Public Library, and the dress code. The next meeting will be on November 19. She also reported that we moved to a new interlibrary loan system, Tipasa, on October 22. Angela shared that the new interface makes it easier for patrons to find and request and borrow materials from other libraries.

Daniel Boone Regional Library Minutes, Meeting of November 14, 2024

Moving forward, Angela shared that she attended the Columbia City Council meeting on November 4 at which Eric Hempel from Columbia's Office of Sustainability shared a presentation on the EV grant application with the Federal Highway Administration and the council approved the grant agreement.

Angela reported that on November 7, a small fire occurred on the roof of the Columbia Public Library which was caused by a malfunctioning air handler control panel. While the fire was handled swiftly, it did lead to a temporary closure for assessment and remediation. Angela shared that Servpro managed air quality for the smoke smell and additional treatment on November 8 and the library reopened on Saturday, November 9 at 9 a.m. Angela thanked the staff that aided in the emergency response as well as the staff that worked on Saturday and Sunday for handling the aftermath of the temporary closure.

Erin Magner shared that the nominations for the 2025 One Read title are now open. She also shared that the Creative Age Painting classes in Columbia at the Orr Street Studies and in Fulton at the Callaway County Public library, have been well-received, with participants actively creating and forming a community. She added that an art exhibit to showcase all patron art will take place on Saturday, December 14 from 1-3 p.m. in the Friends Room of the Columbia Public Library.

Financial Report:

Jim Smith began sharing the October Finance Report by sharing that the Total Revenue is as expected for October due to having collected the projected amount of property tax revenue for this time of year.

Moving on to the Expenditures section, Jim reported that we are on track to be under budget for expenditures. He pointed out that we are slightly over budget for "Vehicle Mileage", but that this will be covered by being under budget for other lines. This increase in mileage was caused by a mid-year rate increase from the IRS. Jim also shared that under "Vehicle Maintenance" we are still waiting on the city to send us bills for fuel charges and maintenance work that has been completed. Pat Powell asked, regarding the "Vehicle Mileage" line if the trustee mileage reimbursement was included, but Jim shared that those expenses are recorded under the Trustee Development Budget line.

Service Report:

Daniel Boone Regional Library Minutes, Meeting of November 14, 2024

Angela noted that there was a large decrease in Circulation for the Holts Summit Public Library and shared that, after speaking to Sara Henry (Branch Manager) and Julie Murphy (Lead), it seems that the cause of the decrease was the construction of the bridge to Jefferson City. Many patrons that live in Jefferson City have not been coming over to avoid the heavy traffic, however, as the construction is completed, we hope to see more people visiting again.

District Reports

Callaway County Library District:

Tonya Hays-Martin shared that the Callaway County Library District Board of Trustees met on October 28 to discuss the closing hours at CCPL. The library had been closing at 8 pm on Tuesday nights with little to no foot traffic or checkouts as well as low attendance in programming during the last two hours. Tuesday nights were the only night the library closed at 8 PM and so, in order to match the other days and to allow for special programming on any night of the week, the Callaway County Library District Board of Trustees voted to recommend the DBRL Board of Trustees vote to approve changing the closing time of the CCPL on Tuesdays to 6pm with the expectation of additional programming on various nights throughout the week and the expectation that the board revisit after 6 months with any patron with feedback or concerns to reevaluate.

Sara Henry, the Callaway County Public Library Branch Manager, shared that the hours were set in 2021 as we expanded our hours back to where they were pre-pandemic. The thought was that by closing at 8 PM on Tuesdays, we could provide programming to patrons not available before 6 PM, however Sara shared that after three years of this trial run, the low attendance at programs and number of visitors suggest this was not a successful idea. In fact, closing the library at 6 PM every week night would actually increase the number of events they are able to do throughout the week (and on different nights) as well as increase staff numbers during the week which would allow for more outreach events.

ACTION: Miller seconded approving the recommendation from the Callaway County Library District Board of Trustees to approve changing the closing time of the CCPL on Tuesdays to 6pm with the expectation of additional programming on various nights throughout the week and the expectation that the board revisit after 6 months with any patron with feedback or concerns to reevaluate. The vote was taken by roll call: Alvis - yes; Buckler - yes; Carner - yes; Christensen - yes; Finn - yes; Fennel - yes;

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Hays-Martin - yes; Howard - yes; Miller - yes; Powell - yes; Pringle - yes; and Rodewald - yes. The motion passed by unanimous consent.

Committee Reports

Finance Committee:

Tonya Hays-Martin reported that the DBRL Finance Committee met on November 7 to review and discuss the 2025 Operating Budget and that the Committee voted to recommend the DBRL Board of Trustees approve the 2025 Operating Budget.

Margrace then opened the floor to Jim Smith to present the 2025 Operating Budget. Jim began the review of the 2025 budget by reporting on the projected revenue for 2025. Jim shared that with the increase in property taxes, returns from investments, and in grant revenue, he projects a 5.5% increase in total revenue. Jim further shared that the increase in property taxes will be approximately 3.1% and stems from growth in both districts as well as an increase in the 2024 CBCLD tax levy. Lastly, Jim shared that we will see an increase in investment interest due to a greater rate of return on our investments in 2025.

Moving forward to report on the Expenditures section, Jim shared that he projects a decrease under "Salaries and Fringe Benefits" of 6.3% from CY 2024 Budget. This decrease is caused because we will not need to budget for a \$1.5 million payment on the LAGERS unfunded liability like we did in 2024. This large decrease was, however, offset by the increase in salaries including a five (5%) percent across the board raise (as required by the union contract), adding a full-time lead position in the SBCPL branch, adding 20-hours/week for our public relations department, adding 5.25 hours per week for courier services, as well as adding a full-time security officer. The cost of this new security guard position will be partially offset as well by the decrease in professional fees as we will need less contracted officers from CPD. Margrace asked if Jim had a firm number on the average increase expected on health insurance premiums to which Jim shared that the premium costs will increase on average by 7.9% for all the health insurance plans. Moving onto the Library Materials section, Jim shared that there will be an increase due to inflation.

Jim reported that the General Operating CY 2024 budget category is projected to decrease from the CY 2024 budget mainly due to decreasing professional fees and printing. As mentioned above, Professional Fees are expected to decrease from the CY 2024 budget amount because of decreasing the budget for Columbia Police Department security officers at CPL as well as not needing to perform a community survey like we

Daniel Boone Regional Library Minutes, Meeting of November 14, 2024

did in CY 2024. Printing will decrease due to an increase in in-house printing as well as a decrease in the number of printed newsletters from four to three per year. Lastly, Tuition Reimbursement increased for the program that was agreed to in the union contract, if funding is available.

Under the Building Operations and Maintenance section, Jim reported an expected decrease due to repairs completed in 2024 not needing to be done again in 2025, like repairing and the restriping of the CPL parking lot for example. Jim reported that one line worth emphasizing is "Insurance, Building & Workers' Compensation" which will see a sizable increase in 2025 due to climate change (storms, flooding, etc) as well as the recent fire at CPL.

Moving on to the Capital Outlay section, Jim reported a projected increase from the CY 2024 budget due to the cost of the capital items requested including the ongoing replacement of and new pieces of furniture and equipment as well as one time purchases including the new HVAC for CCPL and the grant match for the EV charging stations. These purchases will however, be offset from contributions from the DBRL Foundation including \$60,000 from the Foundation's Keckeley Endowment Fund to support purchasing the new HVAC system for CCPL as well as \$54,000 from the Virginia Young Memorial Fund to support the grant match for the City of Columbia EV charging station grant. After considering the revenue and expenditure projections, Jim estimated a decrease to the fund balance of \$751,041, leaving it at an estimated \$13,203,054 by December 31, 2025. This decrease will be covered by the funds saved in fund balance to cover the replacement of capital items.

Pat Powell shared that when she joined the board, there were no savings and several board members advocated to save this money for emergencies like these. Pat shared that it was not an easy feat to get these funds and that we should appreciate having them for things like this.

ACTION: Rodewald seconded approving the recommendation from the DBRL Finance Committee to approve the 2025 Operating Budget. The vote was taken by roll call: Alvis - yes; Buckler - yes; Carner - yes; Christensen - yes; Finn - yes; Fennel - yes; Hays-Martin - yes; Howard - yes; Miller - yes; Powell - yes; Pringle - yes; and Rodewald - yes. The motion passed by unanimous consent.

Service Spotlight: Staff Day Review with Veronica Everly

Margrace welcomed Veronica Everly, Staff Training Specialist and HR Generalist, to present on Staff Day which took place on October 14. Veronica shared that this was her

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second year planning Staff day and that this was the very first year that we had decorations which are still hung in the lobby for everyone's enjoyment.

Veronica shared that we took a new approach to Staff Day this year placing an emphasis on our strategic goal of fostering a people-first workplace culture by focusing on fostering connection, showing appreciation, and letting staff relax and have fun. Veronica shared that she is currently completing her Master's Degree in Industrial Organizational Psychology and that the research she is focusing on is about building positive and psychologically safe cultures. She further shared that research shows that when you have a lot of change or a lot of turnover, one of the best things you can do is actually establish strong social connections with your staff which, in turn, will lead to increased job satisfaction, less turnover, and a healthier work environment.

Another focus that Veronica had while planning was on being intentional about even the small details that hadn't been focused on in the past. For example, she ensured there were tables for staff to sit together during lunch whereas in the past, everyone just spread out or went to their desks. She also kept the tech needs and table arrangements simple so that the IT and Buildings and Grounds staff members were actually able to attend sessions rather than setting up for sessions all day.

Veronica was happy to report that we saw a 70% decrease in the negative responses, 35% reduction in neutral responses, and a 14% increase in positive comments compared to the responses from the post-Staff Day survey last year. Veronica shared that we also had a staff bonding event at Logboat after staff day which was optional to attend. This event saw over 80 people in attendance, including family members and a few pets. Lastly, Veronica shared that we are looking at planning some events in the future (hopefully this spring), like a family day which she hopes the board will attend.

New Business

December 12, 2024 Board Meeting:

Margrace shared that, while it has not been followed in previous years for various reasons, it is tradition for the board to cancel the December board meeting.

ACTION: Hays-Martin moved and Rodewald seconded approving the cancellation of the board meeting of December 14, 2024. The vote was taken by roll call: Alvis - yes; Buckler - yes; Carner - yes; Christensen - yes; Finn - yes; Fennel - yes; Hays-Martin - yes; Howard - yes; Miller - yes; Powell - yes; Pringle - yes; and Rodewald - yes. The motion passed by unanimous consent.

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Other Business

None.

Staff Announcements

Lauren Williams shared that the One Read website is open for nominations.

Carolyn Cain thanked Angela for coming to her rescue after she was locked inside a parking garage while fueling up one of the outreach vehicles.

Board Comments/Announcements

Tonya Hays-Martin thanked Emily Camden for pulling together promotional supplies for her to bring to her students.

Tonya also shared that she and her granddaughter, Avery, went to CCPL and Avery was thrilled to see the new kitchen set.

Cori Miller shared that the Friends of the Callaway County Public Library will be having a sale over the weekend.

Margrace shared that she and Helen Washburn, Foundation board president, had lunch over the weekend and spoke about having more collaboration between the two boards. Margrace suggested that the boards possibly invite each other to their board meetings for a presentation regarding future goals.

Closed Session Concerning Matters of Personnel as Authorized Under RSMo 610.021(3)

ACTION: Carner moved and Miller seconded entering the Closed Session Concerning Matters of Personnel as Authorized Under RSMo 610.021(3). The vote was taken by roll call: Alvis - yes; Buckler - yes; Carner - yes; Christensen - yes; Finn - yes; Fennel - yes; Hays-Martin - yes; Howard - yes; Miller - yes; Powell - yes; Pringle - yes; and Rodewald - yes. The motion passed by unanimous consent.

Open session resumed at 7:28 p.m.

Buckler announced that during the closed session, the board voted unanimously to approve the final contract between the DBRL Board of Trustees and Robin Westphal regarding the Executive Director position.

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Minutes, Meeting of November 14, 2024**

Adjournment

Hearing no further business, Margrace Buckler adjourned the meeting at 7:35 p.m.

Minutes recorded by Emily Camden.

Jennifer Rodewald, Board Secretary

The Director's Report
Daniel Boone Regional Library
January 16, 2024

Upcoming Meetings and Events

January 23	DOLLS Meeting
February 4	Library Advocacy Day
February 13	DBRL Board Meeting

Personnel

New Hires:

- 11/4/24 - Joyce Nichols joining as 20 hr Library Associate - HSPL
- 11/18/24 - Christina Arbuckle joining as 40 hr Library Associate - CCPL
- 11/18/24 - Jill Hamilton joining as Youth Services Librarian - CCPL
- 11/25/24 - Robin Westphal joining as Executive Director (AD)

Changes/Transfers/Promotions:

- 11/25/24 - Maggie Maginness moved from 20 hr/week Library Associate - Adult Public Services to 31/hr week (PS) - CPL
- 12/7/24 Shannon Evans moved from 26 hr Library Assistant to 40 hr Library Assistant / Backup Courier (CR) - CPL

Leaving:

- 11/01/24 - Whitley Abell leaving - Librarian - 40 hrs - CCPL
- 11/05/24 - Morgan Murphy leaving - Library Associate - 30 hrs - CCPL
- 11/22/24 - Shelby Weathers leaving - Library Associate - 20 hrs - CCPL
- 12/23/2024 Tyler Davis - Community Resources Manager
- 11/24/24 Susan Fessler - Library Associate - Floater (CCPL)
- 12/29/24 Laura Westbrook - Library Associate - Children's Team - 32 hrs (CPL)

Executive Director

Since starting November 25, 2024, Executive Director Westphal has met with all of the Department Managers/Assistant Managers, Union representatives, Friends of the Library members and Foundation Board. Westphal has also sat in on several department meetings, attended the staff holiday lunch and participated in a Family Storytime as well as a reception showcasing the artwork created during the Creative Aging program. Westphal met with Columbia Mobile Aid representatives during their lunch time delivery at CPL and visited both the Holts Summit and Ashland facilities.

It's been a whirlwind of activity and every day is different which is what makes this an incredible opportunity. In December both the DEI audit results and community survey results were presented and both show that DBRL is on the right track in both serving our community and making diversity, equity and inclusion a cornerstone of the library's strategic initiatives. At the January meeting the survey results will be presented and there's a plan to do a presentation of the DEI audit results.

Westphal will be implementing a process that allows department heads to document items that they would like highlighted at upcoming board meetings.

Westphal attended the REDI (Regional Economic Development Inc.) to hear a presentation about a potential project that could impact the library and other taxing entities in Boone County. Westphal also attended a legislative update meeting sponsored by the Columbia Chamber of Commerce and a town hall meeting featuring Rep. Kathy Steinhoff.

Westphal was chosen as Missouri's captain for a Voices for Libraries event to be held in D.C. in March. There is concern that funding to the Institute of Museum and Library Services (IMLS) will be cut which would impact Missouri's and the nation's libraries.

Labor Management Committee

The group met November 26 and discussed the following items. A MOU with the corrected wage chart was signed, bringing the numbers into alignment with the collective bargaining agreement. Also, Karen Crago gave an update on the FLSA guidelines and how a judge's ruling against the changes to the federal guidelines around overtime rules means that DBRL will not have to make changes in 2025 to salaried positions. This announcement furthered a general discussion, that will continue, around issues that have come up regarding salaried vs. hourly positions. The committee decided that using NOAA for weather related decisions would establish consistency since oftentimes local media has varying weather forecasts. Parking lot conditions and bookmobile delivery stops also need to be considered when weather related decisions are made.

Facilities

Inclement weather impacted library service on November 30, 2024 (closed early), January 5 and January 6, 2025 (closed all day) and January 7th, 2025 (delayed opening). Both our snow removal service and staff worked to ensure parking lots and walkways were treated.

An RFP for engineering services related to installation of a new HVAC system for the Fulton branch of CCPL should be out before our next board meeting.

Foundation/Development

Joe Facteau has made great strides thus far in his work as Development Manager. In 2024, just over \$42,600 was raised to support the "Read to Succeed" Program. A total of \$92,943.47 was given by individuals through ComoGives and a total of \$98,985.47 was given to the Foundation in 2024.

Media Report

November, 2024:

The HVAC fire at CPL received the most media coverage in November. KMIZ and KOMU were both on the scene to film the smoke and fire truck at CPL for their newscasts. The event was also covered by the Columbia Daily Tribune, Columbia Missourian and KRCG.

The announcement of DBRL's new executive director was the number two library story for the month with stories in the Columbia Daily Tribune, the Columbia Missourian, the Fulton Sun, KBIA and KOMU.

The library received other mentions during the month as well. A columnist with the Boone County Journal listed SBCPL's paper crafting class as a way to prepare for the upcoming holiday season. The Columbia Daily Tribune, the Columbia Missourian and KBIA covered the partnership between the City of Columbia and CPL to install EV stations in Columbia, including at CPL. The Columbia Daily Tribune listed reading books from local bookstores and CPL as one of the "5 ways to practice election self-care." Black Tea Bookshop owner Candace Hulsizer listed CPL as one of her stops during a perfect day spent in Columbia in an article written for the Columbia Daily Tribune. The library's streaming services and physical DVD collection were listed as options for viewing holiday movies in the Columbia Daily Tribune article entitled "Christmas holdouts, this list is for you: Seasonal streaming fare offers holiday movies and TV specials." The Columbia Missourian, as part of its membership on the One Read task force, printed the 2024 One Read Flash Fiction contest winners. KOMU reported on SBCPL's "Save a Life With Naloxone" program. KBIA aired a feature about CPL's "Medicare Open Enrollment Assistance" sessions held weekly through the first week of December.

December, 2024:

Even though DBRL received less coverage in December than in most months, it was all very positive. Boone County Journal columnist Ernie Wren again included SBCPL's recurring "Paper Crafting" classes in things to do in Ashland in December. KFRU's Ted Farnen interviewed DBRL's executive director Robin Westphal on his afternoon show. DBRL's development manager Joe Facticeau was a guest on KBIA's Daily Blend to talk about DBRL Foundation's 2024 fundraising efforts to raise funds to support a "Read to Succeed" program in Mid-Missouri.

Finance

According to the Daniel Boone Regional Library (DBRL) Mileage Reimbursement Policy 2-708, board members are allowed to request reimbursement for mileage from their home to DBRL meetings at 67 cents per mile, the IRS 2024 standard rate. Emily Camden can get you a travel reimbursement form. Please fill out and submit any mileage reimbursement for Calendar Year 2024 by February 15, 2025. If you have any questions, please contact Jim Smith .

Recent Meetings and Events

January 15	Chamber of Commerce EPIC committee Breakfast
December 18	DBRL Foundation Board Meeting
December 6	DOLLs Meeting
December 5	MPLD Conference

DANIEL BOONE REGIONAL LIBRARY

FINANCIAL REPORT

November 30, 2024



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

	CURRENT YEAR	PRIOR YEAR
Assets		
CURRENT ASSETS		
Checking	735,752	926,184
Petty Cash	950	950
Circulation Cash in Safe	500	500
Callaway Savings	298	298
Cash in Custody Boone County	13,693,186	13,886,708
Inventory	3,079	2,023
Accounts Receivable	-	(27)
Accrued Interest	15,543	13,258
Due From Foundation	60	-
Prepaid Expenditures	196,732	234,592
Total Current Assets	<u>\$ 14,646,100</u>	<u>\$ 15,064,486</u>
FIXED ASSETS		
Land	1,702,265	1,702,265
Automotive Equipment	669,807	632,272
Furniture and Equipment	3,807,142	3,682,476
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	<u>\$ 33,278,990</u>	<u>\$ 33,131,145</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>\$ 48,481,810</u></u>	<u><u>\$ 48,195,631</u></u>
Liabilities and Fund Balance		
CURRENT LIABILITIES		
Accounts and Salaries Payable	3,204	3,089
Unreimbursed Medical	3,672	3,685
Dependent Care	8,701	-
Deferred Revenue	102,920	-
Entertainment Tax Withholding	7	120
Liabilities Accrued & Withheld	(64,673)	16,603
Total Current Liabilities	<u>\$ 53,831</u>	<u>\$ 23,497</u>
LONG TERM LIABILITIES		
Accrued Vacation (Now PTO)	517,158	-
Accrued FICA	39,562	-

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

	CURRENT YEAR	PRIOR YEAR
Total Long Term Liabilities	556,720	-
Total Liabilities	<u>\$ 610,551</u>	<u>\$ 23,497</u>
FUND BALANCE		
Fund Balance	14,859,926	14,106,794
Fund Balance, Current Year	(267,657)	908,196
Invested in General Fixed Assets	33,278,990	33,131,144
Total Fund Balance	<u>\$ 47,871,259</u>	<u>\$ 48,146,134</u>
Total Liabilities and Fund Balance	<u><u>\$ 48,481,810</u></u>	<u><u>\$ 48,169,631</u></u>

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended November 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	\$ 5,259	\$ 2,480,775	\$ 2,683,668	\$ (202,893)	92%	\$ 2,434,946
Columbia and Boone County	21,053	9,767,772	11,172,827	(1,405,055)	87%	7,396,128
Total Tax Revenue	\$ 26,312	\$ 12,248,547	\$ 13,856,495	\$ (1,607,948)	88%	\$ 9,831,074
Investment Interest on Taxes						
Investment Interest on Taxes	-	326,918	255,305	71,613	128%	250,853
Interest on Checking	2,498	71,156	31,500	39,656	226%	29,276
Unrealized Gain or (Loss)	-	746,128	-	746,128	0%	1,234,224
Total Investment Revenues	\$ 2,498	\$ 1,144,202	\$ 286,805	\$ 857,397	399%	\$ 1,514,353
State Aid						
State Aid	-	159,479	158,908	571	100%	158,908
Athletes and Entertainers Tax						
Athletes and Entertainers Tax	-	160,000	160,000	-	100%	160,000
Contributions						
Contributions	1,658	122,715	124,070	(1,355)	99%	86,123
Copy and Printing Income						
Copy and Printing Income	2,037	30,129	30,000	129	100%	26,060
Other Income						
Other Income	18,407	230,281	196,000	34,281	117%	200,767
Total Unrestricted Revenues	\$ 50,912	\$ 14,095,353	\$ 14,812,278	\$ (716,925)	95%	\$ 11,977,285
CURRENT FUNDS RESTRICTED						
LSTA Grants	147,080	150,833	60,000	90,833	251%	-
Total Restricted Revenue	147,080	150,833	60,000	90,833	251%	\$ -
Total Revenue	\$ 197,992	\$ 14,246,186	\$ 14,872,278	\$ (626,092)	95.79%	\$ 11,977,285
EXPENDITURES						
Salaries and Benefits						
Regional Administration	145,838	1,186,048	1,347,124	161,076	88%	865,478
Building and Grounds	37,489	293,074	324,230	31,156	90%	243,942
Patron Services	495,961	3,786,610	4,272,418	485,808	89%	3,158,843
Collection Services and IT	112,128	892,933	999,773	106,840	89%	792,233
Total Salaries	\$ 791,416	\$ 6,158,665	\$ 6,943,545	\$ 784,880	89%	\$ 5,060,496
FICA & Medicare	59,369	455,687	531,181	75,494	86%	371,590
Health and Dental Insurance	72,135	767,810	1,086,237	318,427	71%	649,087
Life Insurance	391	4,252	6,166	1,914	69%	4,196
Employee Assistance Program	-	767	4,611	3,844	17%	4,217
Retirement Plan	109,624	2,374,310	2,476,591	102,281	96%	680,370
Short-term Disability	(13,232)	3,781	29,500	25,719	13%	-
Unemployment Insurance	-	-	6,500	6,500	0%	-
Total Salaries and Benefits	\$ 1,019,703	\$ 9,765,272	\$ 11,084,331	\$ 1,319,059	88%	\$ 6,769,956
Library Materials						
Books, Periodicals and AV	\$ 109,961	\$ 1,839,740	\$ 2,027,820	\$ 188,080	91%	\$ 1,826,752
General Operating						
Association Dues	542	8,314	10,435	-	80%	7,351
Conference/Seminar/Staff Training	5,613	53,753	56,950	3,197	94%	30,843
Employment and Bid Ads	-	427	1,000	-	43%	118
Miscellaneous	80	1,648	2,000	352	82%	293
MOREnet	-	15,768	20,000	4,232	79%	19,328
Personal Vehicle Mileage	336	3,086	1,925	(1,161)	160%	1,771
Postage and Mailing	367	105,436	105,076	(360)	100%	102,419
Printing	15,512	49,492	64,100	14,608	77%	46,776
Professional Fees	88,250	265,574	368,025	102,451	72%	234,201
Programming	2,328	100,704	186,150	85,446	54%	121,692

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended January 31, 2018

	CURRENT MONTH	YEAR TO DATE-ACTUAL	ANNUAL BUDGET	REMAINING BUDGET	YTD AS % OF BUDGET	PRIOR YEAR TO DATE-ACTUAL
Supplies and other expenditures	28,221	547,092	675,600	128,508	81%	469,937
Trustee Development	514	3,007	10,790	7,783	28%	7,718
CURRENT FUNDS RESTRICTED						
LSTA Grants	895	24,144	60,000	35,856	40%	-
Total General Operating Expenditures	\$ 142,658	\$ 1,178,445	\$ 1,562,051	\$ 380,912	75%	\$ 1,042,447
Building Operations and Maintenance						
Building Maintenance	49,226	742,183	841,068	98,885	88%	466,435
Electric/Water Utilities	23,867	231,811	313,951	82,140	74%	232,431
Facility Rent	5,700	172,404	175,140	2,736	98%	172,404
Gas/Utilities	4,143	41,476	48,335	6,859	86%	34,774
Insurance Building and Liability	-	139,903	185,455	45,552	75%	131,068
Library Vehicle Maintenance	103	29,115	50,424	21,309	58%	16,212
Machine Maintenance	873	38,504	49,802	11,298	77%	40,924
Telephone/Utilities	3,486	59,640	84,359	24,719	71%	67,319
Total Building Operations	\$ 87,398	\$ 1,455,036	\$ 1,748,534	\$ 293,498	83%	\$ 1,161,567
Total Current Expenditures	\$ 1,359,720	\$ 14,238,493	\$ 16,422,736	\$ 2,184,243	87%	\$ 10,800,722
Revenue Over (Under) Expenditures	\$ (1,161,728)	\$ 7,693	\$ (1,550,458)	\$ (2,810,335)		\$ 1,176,563
Capital Outlay						
Furniture, Equipment, Capital Outlay	24,315	275,350	377,850	102,500	73%	268,367
Total Capital Outlay	\$ 24,315	\$ 275,350	\$ 377,850	\$ 102,500	73%	\$ 268,367
Total Expenditures	\$ 1,384,035	\$ 14,513,843	\$ 16,800,586	\$ 2,286,743	86%	\$ 11,069,089
Revenue Over (Under) Expenditures	\$ (1,186,043)	\$ (267,657)	\$ (1,928,308)	\$ 1,660,651		\$ 908,196

DBRL Monthly Report

November 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 less than the previous year because we did not need to maintain a higher balance in the current year to meet monthly expenditures (page 1).
2. Cash in Custody Boone County mainly decreased because of moving from an L3 to L7 plan with LAGERS (page 1).
3. 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).
4. The Accrued Interest line reflects the amount due at December 31, 2023 (page 1).
5. The Fixed Assets section represents the value of fixed assets at December 31, 2023 adjusted for 2024 asset disposals (page 1). Automotive Equipment increased to record the purchase of a Transit van and decreased for the historical cost of the van traded in during CY 2023. Furniture and Equipment (F&E) increased to record the approved capital items purchased and F&E disposed of during CY 2023. Columbia Building decreased for file cabinets disposed of during CY 2023 that were part of the calendar year 2002 renovation.
6. To Be Provided for Long-term Debt is the offset for the compensated leave liability discussed later under “Liabilities” on bullet #4 (page 1).

Liabilities

1. Unreimbursed Medical and Dependent Care have a liability for the funds that have not been claimed as part of the Cafeteria program (page 1).
2. Deferred Revenue represents the unspent portion the ACA Grant that we received to support the payroll costs for the Safety and Security Manager and the Community Resources Manager for CY 2025 (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 DBRL’s November 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.

DBRL Monthly Report November 2024

5. Long Term Liabilities represents the compensated leave liability for the PTO and Holiday balances at December 31, 2023 (page 1).

Revenue

1. The Property Taxes received are as expected for the month of November (page 3). The Statement of Revenue and Expenditures reflects library tax income through November for the Columbia and Boone County (CBCLD) and Callaway County Library (CCLD) Districts. CCLD total tax revenue will be under budget because the December tax disbursement was lower than we have received in the past.
2. Investment Interest on Taxes is through October 31, 2024 (page 3). November 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 General Operating Budget reports seventy-five (75) 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 and Postage and Mailing.
 - MOREnet represents the two semi-annual payments for services.
 - Personal Vehicle Mileage exceeded its line item because the IRS increase the per diem mileage rate mid-2024.
 - Postage and Mailing “Year to Date-Actual” is expected to be slightly more than budget.
2. Building Operations and Maintenance reports eighty-three (83) percent expended (page 4). A line item worth mentioning is Facility Rent. We expect all lines to be within budget at year-end.
 - Facility Rent SBCPL is paid through December 31, 2024. HSPL rent is paid through November 30, 2024.
3. Furniture, Equipment, Capital Outlay includes the purchases of furniture, CCPL parking lot repair, CCPL staff breakroom renovation, and computer and maintenance equipment approved in the CY 2024 budget (page 4).

FINANCIAL REPORT

December 31, 2024

Preliminary



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

	CURRENT YEAR	PRIOR YEAR
Assets		
CURRENT ASSETS		
Checking	763,514	867,375
Petty Cash	950	950
Circulation Cash in Safe	500	500
Callaway Savings	298	298
Cash in Custody Boone County	14,156,881	13,879,158
Inventory	3,079	3,079
Accounts Receivable	337	2,884
Accrued Interest	15,543	15,543
Prepaid Expenditures	308,550	410,037
Total Current Assets	\$ 15,249,652	\$ 15,179,824
 FIXED ASSETS		
Land	1,702,265	1,702,265
Automotive Equipment	669,807	669,807
Furniture and Equipment	3,945,102	4,010,932
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	\$ 33,359,176
 OTHER ASSETS		
To Be Provided for Long-term Debt	556,720	556,720
Total Other Assets	556,720	556,720
Total Assets	\$ 49,085,362	\$ 49,095,720
Liabilities and Fund Balance		
CURRENT LIABILITIES		
Accounts and Salaries Payable	298,837	300,988
Unreimbursed Medical	752	2,308
Dependent Care	597	-
Deferred Revenue	102,920	-
Liabilities Accrued & Withheld	(91,821)	16,602
Total Current Liabilities	\$ 311,285	\$ 319,898
 LONG TERM LIABILITIES		
Accrued Vacation (Now PTO)	517,158	517,158
Accrued FICA	39,562	39,562
Total Long Term Liabilities	556,720	556,720
Total Liabilities	\$ 868,005	\$ 876,618

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

	CURRENT YEAR	PRIOR YEAR
FUND BALANCE		
Fund Balance	14,859,926	14,106,794
Fund Balance, Current Year	78,441	753,132
Invested in General Fixed Assets	33,278,990	33,359,176
Total Fund Balance	\$ 48,217,357	\$ 48,219,102
Total Liabilities and Fund Balance	\$ 49,085,362	\$ 49,095,720

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	\$ 53,693	\$ 2,534,468	\$ 2,683,668	\$ (149,200)	94%	\$ 2,649,286
Columbia and Boone County	1,468,478	11,236,250	11,172,827	63,423	101%	9,113,253
Total Tax Revenue	\$ 1,522,171	\$ 13,770,718	\$ 13,856,495	\$ (85,777)	99%	\$ 11,762,539
Investment Interest on Taxes	95,216	422,134	255,305	166,829	165%	290,591
Interest on Checking	4,803	75,959	31,500	44,459	241%	51,417
Unrealized Gain or (Loss)	-	746,128	-	746,128	0%	488,096
Total Investment Revenues	\$ 100,019	\$ 1,244,221	\$ 286,805	\$ 957,416	434%	\$ 830,104
State Aid	-	159,479	158,908	571	100%	158,908
Athletes and Entertainers Tax	-	160,000	160,000	-	100%	160,000
Contributions	31,488	154,203	124,070	30,133	124%	120,400
Copy and Printing Income	2,592	32,721	30,000	2,721	109%	29,038
Other Income	16,280	246,561	196,000	50,561	126%	197,232
Total Unrestricted Revenues	\$ 1,672,550	\$ 15,767,903	\$ 14,812,278	\$ 955,625	106%	\$ 13,258,221
CURRENT FUNDS RESTRICTED						
LSTA Grants	-	150,833	60,000	90,833	251%	1,585
Total Restricted Revenue	-	150,833	60,000	90,833	251%	\$ 1,585
Total Revenue	\$ 1,672,550	\$ 15,918,736	\$ 14,872,278	\$ 1,046,458	107.04%	\$ 13,259,806
EXPENDITURES						
Salaries and Benefits						
Regional Administration	144,253	1,330,301	1,347,124	16,823	99%	1,009,205
Building and Grounds	33,746	326,820	324,230	(2,590)	101%	282,188
Patron Services	442,083	4,228,693	4,272,418	43,725	99%	3,651,577
Collection Services and IT	81,303	998,236	999,773	1,537	100%	905,725
Total Salaries	\$ 701,385	\$ 6,884,050	\$ 6,943,545	\$ 59,495	99%	\$ 5,848,695
FICA & Medicare	55,991	511,678	531,181	19,503	96%	433,380
Health and Dental Insurance	77,582	845,392	1,086,237	240,845	78%	658,530
Life Insurance	381	4,633	6,166	1,533	75%	4,196
Employee Assistance Program	-	767	4,611	3,844	17%	4,601
Retirement Plan	81,666	2,455,976	2,476,591	20,615	99%	768,610
Short-term Disability	4,852	8,633	29,500	20,867	29%	-
Unemployment Insurance	-	-	6,500	6,500	0%	-
Total Salaries and Benefits	\$ 921,857	\$ 10,711,129	\$ 11,084,331	\$ 373,202	97%	\$ 7,718,012
Library Materials						
Books, Periodicals and AV	\$ 177,391	\$ 2,017,131	\$ 2,027,820	\$ 10,689	99%	\$ 2,031,879
General Operating						
Association Dues	1,801	10,115	10,435	320	97%	8,380
Conference/Seminar/Staff Training	2,014	55,767	56,950	1,183	98%	34,772
Employment and Bid Ads	-	427	1,000	573	43%	118
Miscellaneous	145	1,793	2,000	207	90%	248
MOREnet	-	15,768	20,000	4,232	79%	15,144
Personal Vehicle Mileage	215	3,301	1,925	(1,376)	171%	1,964
Postage and Mailing	8,788	114,224	105,076	(9,148)	109%	106,015
Printing	(5,646)	43,846	64,100	20,254	68%	56,595
Professional Fees	16,425	281,999	368,025	86,026	77%	276,035
Programming	29,368	130,072	186,150	56,078	70%	150,271

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

	CURRENT MONTH	YEAR TO DATE-ACTUAL	ANNUAL BUDGET	REMAINING BUDGET	YTD AS % OF BUDGET	PRIOR YEAR TO DATE-ACTUAL
Supplies and other expenditures	29,411	576,503	675,600	99,097	85%	505,302
Trustee Development	1,407	4,414	10,790	6,376	41%	9,135
CURRENT FUNDS RESTRICTED			-			-
LSTA Grants	1,251	25,395	60,000	34,605	42%	1,585
Total General Operating Expenditures	\$ 85,179	\$ 1,263,624	\$ 1,562,051	\$ 298,427	81%	\$ 1,165,564
Building Operations and Maintenance						
Building Maintenance	73,096	815,279	841,068	25,789	97%	522,321
Electric/Water Utilities	15,783	247,594	313,951	66,357	79%	273,508
Facility Rent	-	172,404	175,140	2,736	98%	172,404
Gas/Utilities	7,133	48,609	48,335	(274)	101%	46,975
Insurance Building and Liability	-	139,903	185,455	45,552	75%	135,462
Library Vehicle Maintenance	-	29,115	50,424	21,309	58%	50,566
Machine Maintenance	4,682	43,186	49,802	6,616	87%	43,192
Telephone/Utilities	8,784	68,424	84,359	15,935	81%	73,908
Total Building Operations	\$ 109,478	\$ 1,564,514	\$ 1,748,534	\$ 184,020	89%	\$ 1,318,336
Total Current Expenditures	\$ 1,293,905	\$ 15,556,398	\$ 16,422,736	\$ 866,338	95%	\$ 12,233,791
Revenue Over (Under) Expenditures	\$ 378,645	\$ 362,338	\$ (1,550,458)	\$ 180,120		\$ 1,026,015
Capital Outlay						
Furniture, Equipment, Capital Outlay	8,547	283,897	377,850	93,953	75%	272,883
Total Capital Outlay	\$ 8,547	\$ 283,897	\$ 377,850	\$ 93,953	75%	\$ 272,883
Total Expenditures	\$ 1,302,452	\$ 15,840,295	\$ 16,800,586	\$ 960,291	94%	\$ 12,506,674
Revenue Over (Under) Expenditures	\$ 370,098	\$ 78,441	\$ (1,928,308)	\$ 2,006,749		\$ 753,132

DBRL Monthly Report Preliminary December 2024

This financial report is a preliminary and a final December report will be submitted with the DBRL audit. We have yet to receive all the necessary information such as the final Boone County Treasurer report and all of the 2024 invoices in order to accurately report our position.

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 less than the previous year because we did not 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). This will be updated with the Final December Report.
3. The Accrued Interest line reflects the amount due at December 31, 2023 (page 1). This will be updated with the Final December Report.
4. The Fixed Assets section represents the value of fixed assets at December 31, 2022 adjusted for the 2023 disposals (page 1). This will be updated with the Final December Report.
5. To Be Provided for Long-term Debt is the offset for the compensated leave liability discussed later under “Liabilities” on bullet #4 (page 1).

Liabilities

1. Unreimbursed Medical and Dependent Care have a liability for the funds that have not been claimed as part of the Cafeteria program (page 1).
2. Deferred Revenue represents the unspent portion the ACA Grant that we received to support the payroll costs for the Safety and Security Manager and the Community Resources Manager for CY 2025 (page 1).
3. Liabilities Accrued and Withheld represents the DBRL’s December 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). This will be updated with the Final December Report.

DBRL Monthly Report

Preliminary December 2024

Revenue

1. The Property Taxes received for Callaway County is less than what we expected for CY 2024 and the amount received for Columbia Boone County is slightly more than expected (page 3). Callaway County Collector sent the 2024 tax notices out later than in the past so we will collect more in January 2025 than expected. The Statement of Revenue and Expenditures reflects library tax income through December for the Columbia and Boone County (CBCLD) and Callaway County Library (CCLD) Districts.
2. Investment Interest on Taxes is through October 31, 2024 (page 3). November and December 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. This will be updated with the Final December Report.

Expenditures

1. Salaries and Benefits reports ninety-seven (97%) expended (page 3). Salaries and Benefits is mainly under budget because the Health and Dental Insurance was utilized less than was anticipated as part of the budget and staff found a more cost-effective way to provide an Employee Assistance Program.
2. The General Operating Budget reports eighty-one (81) 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 and Postage and Mailing.
 - MOREnet represents the two semi-annual payments for services.
 - Personal Vehicle Mileage exceeded its line item because the IRS increase the per diem mileage rate mid-2024.
 - Postage and Mailing “Year to Date-Actual” is more than budget mainly due to the increase in postage cost.
3. Building Operations and Maintenance reports eighty-nine (89) percent expended (page 4). A line item worth mentioning is Facility Rent. We expect all lines to be within budget at year-end except for Gas/Utilities.
 - Facility Rent SBCPL is paid through December 31, 2024. HSPL rent is paid through December 31, 2024.
4. Furniture, Equipment, Capital Outlay includes the purchases of furniture, CCPL parking lot repair, CCPL staff breakroom renovation, and computer and maintenance equipment approved in the CY 2024 budget (page 4). Furniture, Equipment, Capital Outlay is under budget because we are re-appropriating the purchase of AWE computers to CY 2025 and we did not purchase TV computer

**DBRL Monthly Report
Preliminary December 2024**

system for the CPL Young Room, a UPS (universal power supply), and Lennel Software. Staff were able to come up with lower cost solutions and did not need these budgeted items.

SERVICE REPORT - NOV 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>	
101,028	106,750	-5.4%	Columbia Public Library*	1,252,928	1,296,404	-3.4%
7,739	8,215	-5.8%	Callaway County Public Library	91,165	89,450	1.9%
5,227	5,560	-6.0%	Southern Boone County Public Library	65,178	69,575	-6.3%
4,731	4,830	-2.0%	Holts Summit Public Library	61,013	56,541	7.9%
100,173	97,021	3.2%	Digital Branch (eBks, downloadable audiobks & magazines)	1,127,185	1,024,626	10.0%
3,834	6,619	-42.1%	Outreach Circulation	72,824	76,944	-5.4%
923	1,045	-11.7%	Library-To-Go Circulation (Hallsville)	11,250	10,290	9.3%
223,655	230,040	-2.8%	Total Materials Circulated	2,681,543	2,623,830	2.2%
<u>LIBRARY VISITS</u>						
27,265	30,611	-10.9%	Columbia Public Library	356,985	337,688	5.7%
1,581	3,846	-58.9%	Callaway County Public Library	32,781	41,159	-20.4%
2,885	3,191	-9.6%	Southern Boone County Public Library	29,276	29,445	-0.6%
1,435	1,599	-10.3%	Holts Summit Public Library	20,185	21,153	-4.6%
1,108	1,146	-3.3%	Bookmobile	11,545	13,542	-14.7%
260	225	15.6%	Delivery Services	2,675	2,550	4.9%
<u>ELECTRONIC SERVICES</u>						
78,499	81,367	-3.5%	DBRL Page Views (Non-Catalog)	1,023,709	1,021,650	0.2%
3,065 [1]	2,466	24.3%	Database Uses	31,589	27,082	16.6%
4,162	3,934	5.8%	Internet Computer Sessions	50,972	51,225	-0.5%
4,645	4,910	-5.4%	Wireless Access Point Uses	53,237	47,118	13.0%
<u>REFERENCE / OTHER NON-CIRCULATION CONTACTS</u>						
8,192	8,190	0.02%	Columbia Public Library	112,957	109,353	3.3%
1,081	1,108	-2.4%	Callaway County Public Library	12,268	11,839	3.6%
781	804	-2.9%	Southern Boone County Public Library	10,460	9,715	7.7%
596	604	-1.3%	Holts Summit Public Library	7,616	7,504	1.5%
<u>PROGRAMS / COMMUNITY EVENTS</u>						
119	145	-17.9%	Library Programs	1,456	1,361	7.0%
1,863	3,093	-39.8%	Number in Attendance	34,036	33,597	1.3%
10	10	0.0%	Tours, Booths and Presentations	149	134	11.2%
172	334	-48.5%	Estimated Number in Attendance	12,630	14,150	-10.7%

*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>	
54	64	-15.6%	Community Groups Using Rooms (CPL)	665	680	-2.2%
59	75	-21.3%	Library-related Uses (CPL)**	898	816	10.0%
6	3	100.0%	Community Groups Using Rooms (CCPL)	47	11	327.3%
19	14	35.7%	Library-related Uses (CCPL)**	194	186	4.3%
12	3	300.0%	Community Groups Using Rooms (SBCPL)	93	83	12.0%
15	20	-25.0%	Library-related Uses (SBCPL)**	229	193	18.7%
1	3	-66.7%	Community Groups Using Rooms (HSPL)	18	28	-35.7%
10	6	66.7%	Library-related Uses (HSPL)**	104	95	9.5%
 <u>MATERIALS STATISTICS</u>						
359,197	363,952	-1.3%	Books			
13,891	14,268	-2.6%	Spoken Recordings			
16,605	17,292	-4.0%	Music Recordings			
38,773	38,452	0.8%	Video Recordings			
178	191	-6.8%	Devices			
1,097	1,062	3.3%	Kits			
101,567	97,021	4.7%	Digital Materials			
531,308	532,238	-0.2%	Total Materials			

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

Service Report: November 2024

Circulation

Circulation statistics decreased at all branches with the exception of the Digital Branch which increased by 3.2%. The most notable decrease was to Outreach Statistics which decreased by 42.1% when compared to November of 2023.

Library Visits

Library Visits decreased for all branches when compared to November of 2023, except for Delivery Services which saw an increase of 15.6% or 35 people. The Callaway County Public Library saw the greatest decrease of 58.9% or 2,265 fewer people.

Electronic Services

Internet Computer Sessions and Database usage both saw increases when compared to November of 2023, with Database usage seeing a large increase of 24.3%. Regan Richards, Web Developer, shared that it is normal for the Database usage to see large fluctuations between years, but that this value is consistent with October of 2024.

Reference/ Other Non-Circulation Contacts

Reference and Non-Circulation Contacts have decreased slightly at all branches when compared to November of 2023, with the exception of the Columbia Public Library which saw a very minor increase of 0.02% or 2 reference and/or non-circulation contacts.

Programs/Community Events

The number of programs decreased by 17.9%, or 26 programs, when compared to November of 2023 while the program attendance decreased by 39.8%, or 1,230 people. This large decrease in attendance was partially caused by seven (7) of the programs being canceled, as well as lower attendance at other programs. While the number of Tours, Booths, and Presentations saw no change when compared to November of 2023, the attendance decreased by 48.5%, or 162 people. The attendance for these events is occasionally estimated rather than a concrete number, so this could explain a portion of the reported decrease.

Meeting Room Uses

Meeting room usage for community groups decreased in Columbia (-15.6%, or 10 fewer uses) and in Holts Summit (166.7%, or 2 fewer uses) when compared to November 2024, while usage increased 100% (3 more uses) in Callaway County and 300% (9 more uses) in Southern Boone. Meeting room usage for Library-related purposes decreased in Columbia (-21.3%, or 16 fewer uses) and Southern Boone (-25%, or 5 fewer uses) , while Callaway (35.7%, or 5 more uses) and Holts Summit (66.7% , or 4 more uses) both saw increases in usage.

SERVICE REPORT - DEC 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>	
97,582	100,879	-3.3%	Columbia Public Library*	1,350,510	1,397,283	-3.3%
7,424	7,404	0.3%	Callaway County Public Library	98,589	96,854	1.8%
5,175	4,992	3.7%	Southern Boone County Public Library	70,353	74,567	-5.7%
4,520	4,426	2.1%	Holts Summit Public Library	65,533	60,967	7.5%
103,040	98,902	4.2%	Digital Branch (eBks, downloadable audiobks & magazines)	1,230,225	1,123,528	9.5%
3,284	5,908	-44.4%	Outreach Circulation	76,108	82,852	-8.1%
911	1,048	-13.1%	Library-To-Go Circulation (Hallsville)	12,161	11,338	7.3%
221,936	223,559	-0.7%	Total Materials Circulated	2,903,479	2,847,389	2.0%
<u>LIBRARY VISITS</u>						
27,705	29,794	-7.0%	Columbia Public Library	384,690	367,482	4.7%
1,753	3,174	-44.8%	Callaway County Public Library	34,534	44,333	-22.1%
3,102	1,618	91.7%	Southern Boone County Public Library	32,378	31,063	4.2%
1,299	2,593	-49.9%	Holts Summit Public Library	21,484	23,746	-9.5%
1,017	1,022	-0.5%	Bookmobile	12,562	14,564	-13.7%
254	239	6.3%	Delivery Services	2,929	2,789	5.0%
<u>ELECTRONIC SERVICES</u>						
76,094	75,988	0.1%	DBRL Page Views (Non-Catalog)	1,099,803	1,097,638	0.2%
3,026 [1]	2,296	31.8%	Database Uses	34,615	29,378	17.8%
4,162	4,205	-1.0%	Internet Computer Sessions	55,134	55,430	-0.5%
4,645	4,790	-3.0%	Wireless Access Point Uses	57,882	51,908	11.5%
<u>REFERENCE / OTHER NON-CIRCULATION CONTACTS</u>						
7,951	8,148	-2.4%	Columbia Public Library	120,908	117,501	2.9%
1,012	1,060	-4.5%	Callaway County Public Library	13,280	12,899	3.0%
757	834	-9.2%	Southern Boone County Public Library	11,217	10,549	6.3%
558	575	-3.0%	Holts Summit Public Library	8,174	8,079	1.2%
<u>PROGRAMS / COMMUNITY EVENTS</u>						
92	57	61.4%	Library Programs	1,548	1,418	9.2%
1,657	1,522	8.9%	Number in Attendance	35,693	35,119	1.6%
2	5	-60.0%	Tours, Booths and Presentations	151	139	8.6%
144	117	23.1%	Estimated Number in Attendance	12,774	14,267	-10.5%

*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>	
52	42	23.8%	Community Groups Using Rooms (CPL)	717	722	-0.7%
46	55	-16.4%	Library-related Uses (CPL)**	944	871	8.4%
4	2	100.0%	Community Groups Using Rooms (CCPL)	51	13	292.3%
10	14	-28.6%	Library-related Uses (CCPL)**	204	200	2.0%
8	4	100.0%	Community Groups Using Rooms (SBCPL)	101	87	16.1%
17	18	-5.6%	Library-related Uses (SBCPL)**	246	211	16.6%
0	3	-100.0%	Community Groups Using Rooms (HSPL)	18	31	-41.9%
7	9	-22.2%	Library-related Uses (HSPL)**	111	104	6.7%
 <u>MATERIALS STATISTICS</u>						
355,510	361,739	-1.7%	Books			
13,855	14,263	-2.9%	Spoken Recordings			
16,452	16,864	-2.4%	Music Recordings			
37,111	38,384	-3.3%	Video Recordings			
169	191	-11.5%	Devices			
1,062	1,070	-0.7%	Kits			
101,848	98,987	2.9%	Digital Materials			
526,007	531,498	-1.0%	Total Materials			

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

Service Report: December 2024

Circulation

Circulation decreased at the Columbia Public Library by 3.3% while Outreach and Library-to-Go circulation decreased by 44.4% and 13.1% respectively when compared to December of 2023. Circulation increased slightly for all other branches.

Library Visits

Library visits increased for Delivery Services and at the Southern Boone Public Library when compared to December 2023, with a large increase of 91.7% for Southern Boone. Looking through previous years, I gathered that the visits this December were actually consistent with other months and that the large increase was caused by the visits in December 2023 being lower than usual. Library visits decrease for all other branches with the largest decreases at the Callaway County Public Library (-44.8%) and the Holts Summit Public Library (-49.9%). It should be noted that the door counter at the Callaway County Public Library was experiencing configuration issues which caused the count to be lower.

Electronic Services

Database Usage saw an increase of 31.8% when compared to December 2023, however Regan Richards, Web Developer, noted that while the usage continues to increase significantly compared to 2023, it has been consistent month to month in 2024.

Reference/ Other Non-Circulation Contacts

Reference and Non-Circulation Contacts have decreased slightly at all branches when compared to December of 2023. The Southern Boone Public Library saw the largest decrease of 9.2% which is interesting considering they also saw the largest increase in Library Visits; staff were not able to provide a reason for this change.

Programs/Community Events

The number of programs increased by 61.4%, or 35 programs, when compared to December of 2023 while the program attendance increased by only 8.9%, or 135 people. The number of Tours, Booths, and Presentations decreased by 60%, or 3 events when compared to December of 2023. Even with 3 less events, the attendance for Tours, Booths, and Presentations increased by 23.1%, or 27 people.

Meeting Room Uses

Meeting room usage for community groups doubled in both Callaway County and Southern Boone and increased by 23.8% in Columbia. Holts Summit saw no meeting room use by community groups for the month. Meeting room usage for Library-related purposes decreased at all branches when compared to December 2023 with the largest decreases in Callaway County (-28.6%) and Holts Summit (-22.2%).

**AMENDMENT NUMBER 2024-1
TO THE
401(K) PLAN FOR DANIEL BOONE REGIONAL LIBRARY EMPLOYEES**

Daniel Boone Regional Library (the "Employer") hereby adopts this Amendment Number 2024-1 to 401(k) Plan for Daniel Boone Regional Library Employees (the "Plan") on the date noted below.

WHEREAS, the Employer previously adopted the Plan; and

WHEREAS, the Employer reserves the right to amend said Plan from time to time; and

WHEREAS, the Employer desires to amend the Plan to allow Part-time Employees who have reached at least 500 Hours of Service to participate in the Plan; and

WHEREAS, the provisions of this amendment are being made retroactively to bring the Plan's terms into compliance with its operation pursuant to the Internal Revenue Service Employee Plans Compliance Resolution System, as provided under Revenue Procedure 2021-30.

NOW, THEREFORE, effective January 1, 2024, the Plan is amended by replacing the Adoption Agreement section(s) as noted below with the following language:

13. ELIGIBLE EMPLOYEES (Plan Section 1.28) means all Employees (including Leased Employees) EXCEPT those Employees who are excluded below or elsewhere in the Plan:
- a. **No excluded Employees.** There are no additional excluded Employees under the Plan (skip to Question 14).
 - b. **Exclusions - same for all contribution types.** The following Employees are not Eligible Employees for all contribution types (select one or more of e. – p. below):
 - c. **Exclusions - different exclusions apply.** The following Employees are not Eligible Employees for the designated contribution types (select one or more of d. – p. below; also select column 1. OR all that apply of columns 2. - 4. for each exclusion selected at d. – n.) (may only be selected with 401(k) Plans):

NOTE: For 401(k) Plans - Unless otherwise specified in this Section, Elective Deferrals include Roth Elective Deferrals, after-tax voluntary Employee contributions, and rollover contributions; Matching includes QMACs; and Nonelective includes QNECs. **"ADP test safe harbor contributions" (SH) (including those made pursuant to a QACA) and SIMPLE 401(k) contributions are subject to the exclusions for Elective Deferrals except as provided in Question 28.**

Exclusions	1. All Contributions		2. Elective Deferrals/SH		3. Matching		4. Nonelective
d. <input type="checkbox"/> No exclusions	N/A		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
e. <input type="checkbox"/> Union Employees (Plan Section 1.28(d))	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
f. <input type="checkbox"/> Nonresident aliens (Plan Section 1.28(e))	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
g. <input type="checkbox"/> Highly Compensated Employees (Plan Section 1.41)	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
h. <input checked="" type="checkbox"/> Leased Employees (Plan Section 1.49)	<input checked="" type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
i. <input type="checkbox"/> Residents of Puerto Rico	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
j. <input type="checkbox"/> Interns (Plan Section 1.28(g))	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
k. <input checked="" type="checkbox"/> Part-time Employees (Plan Section 1.28(f)) A part-time Employee is an Employee whose regularly scheduled service is less than <u>500</u> Hours of Service in the relevant eligibility computation period. See Note below.	<input checked="" type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
l. <input checked="" type="checkbox"/> Temporary Employees (Plan Section 1.28(f)) A temporary Employee is an Employee who is categorized as a temporary Employee on the Employer's payroll records. See Note below.	<input checked="" type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
m. <input checked="" type="checkbox"/> Seasonal Employees (Plan Section 1.28(f)) A seasonal Employee is an Employee who is categorized as a seasonal Employee on the Employer's payroll records. See Note below.	<input checked="" type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
n. <input type="checkbox"/> Other:	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

(must (1) be definitely determinable and may not be based on age or length of service (except in a manner consistent with k., l., and m. above) or level of Compensation, (2) be nondiscriminatory under Code §401(a)(4) and the regulations thereunder and,

(3) if using the average benefits test to satisfy Code §410(b) coverage testing, must be a reasonable classification within the meaning of Regulation §1.410(b)-4(b)).

- o. Other: _____ (must (1) specify contributions to which exclusions apply, (2) be definitely determinable and not based on age or length of service (except in a manner consistent with k., l., and m. above) or level of Compensation, (3) be nondiscriminatory under Code §401(a)(4) and the regulations thereunder, and (4) if using the average benefits test to satisfy Code §410(b) coverage testing, be a reasonable classification within the meaning of Regulation §1.410(b)-4(b)).
- p. **Code §410(b)(6)(C) inclusion.** The Code §410(b)(6)(C) exclusion set forth in Plan Section 1.28 will not apply with respect to the following (such Employees must still satisfy any applicable eligibility conditions) (select one):
 - 1. All Employees.
 - 2. Only the following Employees _____ (e.g., those who became Employees due to the acquisition of the assets of ABC Company)

Except as amended hereinabove, the Plan shall remain unchanged, and as amended herein, shall continue in full force and effect.

IN WITNESS WHEREOF, the Employer has executed this Amendment this _____ day of _____, 2024.

DANIEL BOONE REGIONAL LIBRARY

By: _____

Title: _____

**ADOPTING RESOLUTION
FOR
DANIEL BOONE REGIONAL LIBRARY**

The undersigned authorized representative of Daniel Boone Regional Library (the "Employer") hereby certifies that the following resolutions were duly adopted by the Employer on the date specified below, and that such resolutions have not been modified or rescinded as of the signature date below.

RESOLVED, that 401(k) Plan for Daniel Boone Regional Library Employees ("Plan") be amended as described in Amendment Number 2024-1; and

FURTHER RESOLVED, that the appropriate officers are authorized, empowered and directed to do all acts and things, including adopting a Plan amendment, necessary or desirable to effectuate the actions authorized herein.

DANIEL BOONE REGIONAL LIBRARY

By: _____

Title: _____

Date: _____

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Dress Code

ADMIN 1-251

BOARD

SECTION: 200 – Employment Policies

- Approved: 05/14/98
- Revised: 12/04/06
- Revised: 09/15/11
- Revised: 10/16/14
- Reviewed: 10/12/17
- Reviewed: 02/11/21
- Revised: 07/06/22
- Revised: 06/13/24
- Revised: 01/16/24

POLICY

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

GUIDELINES

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

- DBRL provides all employees with a DBRL name tag or shirt (Maintenance) with their preferred name. Nametags shall be worn at all times while at work.
- DBRL shall provide any required pieces of clothing that shall be worn while at work.
- If the essential functions of the job require the employee to spend their time transporting and/or processing materials (e.g. deliveries, shelving, maintenance), then they shall wear appropriate footwear that does not expose any part of the foot below the ankle.
- Clothing and shoes may be casual, and shall be clean, neat and in good repair.
- As DBRL representatives, employees must refrain from wearing attire with written messages that directly promote, denigrate, or disparage any social, political, or religious beliefs in a manner that is reasonably likely to cause disruption in the workplace or discomfort to patrons.

Deleted: including, but not limited to, clothing, buttons, pins or hats. Apparel branded with the DBRL logo or with library-themed messaging is permitted. One union button not to exceed 2 ¼ inches in diameter is allowed

ADMINISTRATION

Supervisors are sensitive to changes in style, modes of attire, and personal preferences in grooming. Questions regarding appropriate dress and grooming should be answered through the regular chain of command. Supervisors have the responsibility for implementing this policy within their departments or work units.

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