

Daniel Boone Regional Library

Board of Trustees Meeting

October 12, 2023

6:00 p.m.

Columbia Public Library

Virginia G. Young Room

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

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

AGENDA

1. Call to Order
2. Roll Call and Determination of Quorum
3. Public Comments
4. Approval of Minutes from September 14, 2023 - *enclosed*
5. Monthly Reports
 - a. Directors Report and Comments - *enclosed*
 - b. Financial Reports - *enclosed*
 - c. Service Report - *enclosed*
6. Service Spotlight: Online Author Talks - Lauren Williams
7. New Business
 - ✪ a. 2-711 Disposal of Property
 - ✪ b. 2-750 Real Estate Acquisition
8. Other Business
9. Staff Announcements
10. Board Comments/Announcements
11. Closed Session Concerning Preparation, Including Any Discussions or Work Product, on Behalf of a Public Governmental Body or its Representatives for Negotiations with Employee Groups Under RSMo 610.021(9)
12. Adjournment

AMERICANS WITH DISABILITIES ACT NOTICE

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

POLICY FOR PUBLIC PARTICIPATION AT BOARD MEETINGS

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

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

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

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

Daniel Boone Regional Library
Minutes, Meeting of September 14, 2023

Call to Order, Roll Call and Determination of Quorum

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

Daniel Boone Regional Library (DBRL) Board members in attendance were: Shannon Alvis, Margrace Buckler, Dorothy Carner, Mary Fennel, Jacqueline Kelly, Kate Markie, Tonya Hays-Martin, Cori Miller, August Nielsen, Pat Powell and Khaki Westerfield. Jean Howard, Jennifer Rodewald and Nate Suttentfield were absent.

Also in attendance were DBRL Executive Director Margaret Conroy, and DBRL managers Sheryl Bucklew, Karen Crago, Sara Henry, Erin Magner, Nathan Pauley, Angela Scott, Jim Smith, Mitzi St. John, and other members of library staff.

Public Comment

No public comments were made.

Minutes

Buckler asked for corrections to the closed and open session minutes of August 10, 2023. There were 3 corrections to the open meeting minutes and the minutes were approved as corrected. There were no corrections to the closed session minutes and the minutes were approved as written.

Monthly Reports

Director's Report: Conroy announced the addition of Safety and Security Manager Drew Ide to the staff, as well as the new HR Generalist and Staff Development Specialist Veronica Everly. Drew and newly promoted librarian Otter Bowman will be introduced to staff at the October board meeting.

Conroy added that the library just received word from Ameren UE that both the Fulton and Columbia library facilities were chosen as part of Ameren's Love Your Library program and each will \$2000 in unrestricted funds.

Buckler asked about the staff engagement survey that just launched, and how the consultant is doing. Conroy answered that managers were pleased with the professionalism of the consultants (CPS HR) and are excited to see the survey results, which will take about 8 weeks to receive.

Financial Report: Smith indicated tax revenue is on track to meet or exceed the budgeted amount, partly due to increased property taxes. Interest Income is expected to exceed its budgeted amount because of receiving a higher interest rate in the library's checking account and investments.

Service Report: Conroy indicated that service numbers continued to increase, but noted that outreach circulation was down in August due to canceling some visits due to the extreme heat. The written narrative summary was not included in this month's report due to the open executive assistant position.

Service Spotlight: Callaway County PL Outreach Activities – Julie Murphy

Julie Murphy is a library associate at CCPL and has worked at the library for many years. She described how she provides outreach services in Callaway County and shared slides of Rover

Daniel Boone Regional Library
Minutes, Meeting of September 14, 2023

and Bookmobile Jr. making visits to the day care centers there.

She also talked about using the library's new transit van to deliver materials to senior centers and homebound patrons in the county. The van is convenient to use and is colorfully branded with the DBRL logo and color scheme.

The Board thanked Murphy for her presentation. Several members asked about how childcare centers are chosen and whether there was a focus on serving at-risk populations.

Committee Reports:

Finance Committee: The Finance Committee met on September 6 and voted to recommend Sundvold Financial for the Health Insurance broker to the DBRL Board. The staff committee scored Sundvold the highest on the evaluation criteria and the fees are the most economical.

ACTION: Buckler called for a motion to approve the selection of Sundvold Financial as the Health Insurance Broker. Kelly so moved; no second was necessary as the recommendation came from a committee. Discussion ensued. The motion passed unanimously.

New Business

Policy 2-700 Financial: Smith explained that the draft Financial Policy is a new policy, combining policies 2-703 Receipts, 2-706 Contracts, Invoices and Purchasing and 2-707 Warrants, as well as the bank account language of 2-705 Investments and Bank Accounts. Staff is requesting this change, which is based on new best practice in presenting financial policies to the public.

ACTION: Powell moved, Carner seconded approving the new Policy 2-700 Financial. The motion passed unanimously.

Policy 2-705 Investments and Bank Accounts: Smith explained that since the portion of the policy addressing bank accounts had been approved as part of the new Financial policy, the policy should be revised and renamed to Policy 2-705 Investment.

ACTION: Markie moved, Kelly seconded approving the edits and name change to Policy 2-705 Investment and deleting policies 2-703, 2-706 and 2-707. The motion passed unanimously.

Other Business

There was no other business.

Staff Announcements

There were no staff announcements.

Board Comments/Announcements

Powell expressed concern about the board being provided a meal and eating in front of staff. Conroy explained that managers who regularly attend board meetings have the option to purchase a sandwich when the board's order is placed, but due to IRS rules must pay for their own food.

Hays-Martin mentioned that a friend went to the library for assistance with filling out a form to

Daniel Boone Regional Library
Minutes, Meeting of September 14, 2023

find lost funds, and was helped by Nancy Nelson. Hays-Martin emphasized that this is what library staff do, all day every day, to help patrons in the community.

Markie related how a worker at her house remarked about how much he uses the library's downloadable audio book collection, all for free. He wasn't aware that Markie was a trustee.

Kelly expressed appreciation for the library's leadership open communication.

Closed Session Concerning Preparation, Including Any Discussions or Work Product, on Behalf of a Public Governmental Body or its Representatives for Negotiations with Employee Groups Under RSMo 610.021(9)

ACTION: Hays-Martin moved, Nielsen seconded entering Closed Session Concerning Preparation as Authorized Under RSMo 610.021(9). Vote on the motion was taken by roll call: Alvis – yes; Buckler – yes; Carner – yes; Fennel – yes; Kelly – yes; Markie – yes; Miller – yes; Nielsen – yes; Powell – yes; Westerfield – yes. The motion passed.

Open session resumed at 7:15 p.m.

Adjournment

Hearing no further business, Buckler adjourned the meeting at 7:16 p.m.

Minutes recorded by Erin Magner.

Cori Miller, Secretary

Director's Report
Daniel Boone Regional Library
October 12, 2023

Upcoming Meetings and Events

October 24-25	Union bargaining session
October 18	DBRL Foundation meeting
November TBD	Finance Committee meeting
November 7	Union bargaining session
November 16	Regional board meeting

Union

Bargaining sessions were held on September 12 and 26. On the 12th, articles on Non-Discrimination and Weather and Temperature were negotiated over, as well as a “package” of Union Rights, Management Rights, Dues Checkoff, Bargaining Unit Scope, Vacancies, and Subcontracting and Volunteers. No agreements were reached. Jim Smith presented options for feedback on different salary models so that we could focus on response on the union’s salary demands. The union did not provide feedback. On September 26, the library presented its counters on wages, health insurance and leave benefits, as well as an updated counter on Weather and Temperature. The union presented counters on Non-Discrimination and ADA Accommodations. Progress was made on a few of the articles, but no tentative agreements were reached.

2023 One Read Wrap-Up

This was our twenty-second year coordinating the One Read program, and we spent the month of September with the novel, “When Two Feathers Fell From the Sky” by Margaret Verble.

This year’s One Read book checked out 3,010 times, with slightly more than a third of those check-outs (1,049) being of digital formats.

We planned 26 events this year, all in-person except for one online book discussion. At the time of this writing, we have two of these events yet to come: the Runner-up Book Talk (a discussion of “Why Fish Don’t Exist” by Lulu Miller) and an event presented in partnership with Columbia College on October 9, “Points, Pots, Pipes and Powwows: An Evening With Author and Historian Greg Olson.” In total, 722 people attended September events ranging from musical performances by members of the Cherokee Nation to films and panel discussions. Finally, 140 people attended the live author talk with Margaret Verble on September 28. This is 40 more people than attended last year’s author talk, and we are hopeful that next year’s attendance will come even closer to our pre-pandemic numbers. Verble was interviewed on stage by former KFRU radio personality David Lile, and we were treated to Verble’s sharp wit and good storytelling.

A big thank you to library staff who plan, promote and support the program, including this year’s One Read co-chairs Kirk Henley, Kat Stone Underwood and Lauren Williams.

In November, we will begin taking nominations for the 2024 One Read program, at our library branches, on the DBRL bookmobiles and online.

Missouri Library Association Conference

MLA's Annual Conference was held October 4-6 in Columbia. A number of library staff helped organize the conference, and we were able to send quite a few staff to attend sessions. More detail will be included in the November Director's Report.

Personnel

Emily Camden started as DBRL's new Executive Assistant on October 3. With her hire, the Administrative office is fully staffed!

Facilities

A representative from Bureau Veritas, facilities assessment contractor, inspected all of the branches in September to develop a formal facilities assessment report. The report will guide the facility maintenance schedule for the next few years. The report is due in late October.

Media Report

DBRL's annual reading program One Read attracted the most media coverage for the library during September. The Columbia Daily Tribune printed weekly One Read columns written by DBRL staff member Karena Tse and Tribune reporter Aarik Danielsen interviewed One Read author Margaret Verble for this article "How Verble filled this year's One Read with history, promise." The Columbia Missourian covered the Author Talk. KBIA's Darren Hellwege interviewed Beth Shapiro of Skylark Bookshop about One Read's "An Evening of Ghost Stories" that featured Hellwege. David Gaines of KFRU interviewed author Margaret Verble for his morning radio broadcast. KOPN broadcast the One Read Author Talk live.

A few other topics were covered during the month as well. The Columbia Missourian included CPL's events "Sew a Monster" and "Columbia Cemetery Tour" in its piece "Where and When: Columbia's spooky events to see this fall." The paper mentioned the union efforts at DBRL in its piece "'Empowered to fight': Workers unionize amid window of opportunity for labor." The Maneater covered the CPL Friend's Fall Book Sale.

September Community Activities and Meetings

September 18	Lunch with Lois and Bart Wechsler
September 22	Directors of Large Libraries Meeting

FINANCIAL REPORT

September 30, 2023



Daniel Boone Regional Library
Operating Fund Balance Sheet
As of September 30, 2023

	CURRENT YEAR	PRIOR YEAR
Assets		
CURRENT ASSETS		
Checking	500,592	728,969
Petty Cash	950	950
Circulation Cash in Safe	500	500
Callaway Savings	298	298
Cash in Custody Boone County	15,849,343	14,331,370
Inventory	2,024	3,776
Accrued Interest	13,258	9,902
Due From Foundation	-	68
Prepaid Expenditures	209,061	107,869
Total Current Assets	<u>\$ 16,576,026</u>	<u>\$ 15,183,702</u>
FIXED ASSETS		
Land	1,702,265	1,702,265
Automotive Equipment	632,272	629,928
Furniture and Equipment	3,728,581	3,698,721
SIRSI Circulation Control System	137,960	137,960
Callaway County Building	2,126,968	2,066,458
Columbia Building	24,769,137	24,706,432
Leasehold Improvements	80,067	21,802
Total Fixed Assets	<u>\$ 33,177,250</u>	<u>\$ 32,963,566</u>
Total Assets	<u><u>\$ 49,753,276</u></u>	<u><u>\$ 48,147,268</u></u>
Liabilities and Fund Balance		
CURRENT LIABILITIES		
Accounts and Salaries Payable	2,466	1,561
Unreimbursed Medical	1,024	494
Dependent Care	-	321
Entertainment Tax Withholding	144	144
Liabilities Accrued & Withheld	17,397	8,883
Total Current Liabilities	<u>\$ 21,031</u>	<u>\$ 11,403</u>
FUND BALANCE		
Fund Balance	14,106,794	14,540,493
Fund Balance, Current Year	2,448,201	631,806
Invested in General Fixed Assets	33,177,250	32,963,566
Total Fund Balance	<u>\$ 49,732,245</u>	<u>\$ 48,135,865</u>
Total Liabilities and Fund Balance	<u><u>\$ 49,753,276</u></u>	<u><u>\$ 48,147,268</u></u>

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended September 30, 2023

	CURRENT MONTH	YEAR TO DATE-ACTUAL	ANNUAL BUDGET	REMAINING BUDGET	YTD AS % OF BUDGET	PRIOR YEAR TO DATE-ACTUAL
REVENUES						
Property Taxes						
Callaway County	\$ 12,167	\$ 2,424,711	\$ 2,597,180	\$ (172,469)	93%	\$ 2,301,874
Columbia and Boone County	26,582	7,357,769	10,455,996	(3,098,227)	70%	6,512,210
Total Tax Revenue	\$ 38,749	\$ 9,782,480	\$ 13,053,176	\$ (3,270,696)	75%	\$ 8,814,084
Investment Interest on Taxes	31,257	187,847	135,000	52,847	139%	74,041
Interest on Checking	2,548	23,768	6,010	17,758	395%	4,508
Unrealized Gain or (Loss)	-	1,234,224	-	1,234,224	0%	176,938
Total Investment Revenues	\$ 33,805	\$ 1,445,839	\$ 141,010	\$ 1,304,829	1025%	\$ 255,487
State Aid	-	79,108	160,815	(81,707)	49%	50,797
Athletes and Entertainers Tax	-	80,000	160,000	(80,000)	50%	21,000
Contributions	-	85,986	71,000	14,986	121%	76,147
Copy and Printing Income	1,971	22,378	30,000	(7,622)	75%	20,114
Other Income	14,614	169,269	133,100	36,169	127%	101,905
Total Unrestricted Revenues	\$ 89,139	\$ 11,665,060	\$ 13,749,101	\$ (2,084,041)	85%	\$ 9,339,534
CURRENT FUNDS RESTRICTED						
LSTA Grants	-	-	60,000	(60,000)	0%	60,640
Total Restricted Revenue	-	-	60,000	(60,000)	0%	\$ 60,640
Total Revenue	\$ 89,139	\$ 11,665,060	\$ 13,809,101	\$ (2,144,041)	84.47%	\$ 9,400,174
EXPENDITURES						
Salaries and Benefits						
Regional Administration	80,474	701,802	1,022,445	320,643	69%	622,150
Building and Grounds	21,678	200,544	282,474	81,930	71%	181,119
Patron Services	281,043	2,592,658	3,962,675	1,370,017	65%	2,483,917
Technical Services	67,490	662,654	940,529	277,875	70%	624,837
Total Salaries	\$ 450,685	\$ 4,157,658	\$ 6,208,123	\$ 2,050,465	67%	\$ 3,912,023
FICA & Medicare	33,075	305,329	474,921	169,592	64%	287,578
Health and Dental Insurance	63,187	535,692	869,154	333,462	62%	598,114
Life Insurance	365	3,436	5,550	2,114	62%	3,515
Employee Assistance Program	383	3,067	4,611	1,544	67%	3,451
Retirement Plan	57,378	561,300	889,101	327,801	63%	518,072
Unemployment Insurance	-	-	6,500	6,500	0%	-
Total Salaries and Benefits	\$ 605,073	\$ 5,566,482	\$ 8,457,960	\$ 2,891,478	66%	\$ 5,322,753
Library Materials	153,624	1,533,313	1,998,250	464,937	77%	1,425,118
Books, Periodicals and AV	\$ 153,624	\$ 1,533,313	\$ 1,998,250	\$ 464,937	77%	\$ 1,425,118
General Operating						
Association Dues	667	6,977	13,510	6,533	52%	4,708
Conference/Seminar/Staff Training	6,100	24,325	45,260	20,935	54%	32,658
Employment and Bid Ads	118	118	1,000	882	12%	206
Miscellaneous	91	271	5,000	4,729	5%	1,821
MOREnet	4,184	19,328	20,000	672	97%	5,944
Personal Vehicle Mileage	39	1,126	1,850	724	61%	986
Postage and Mailing	818	86,340	99,386	13,046	87%	54,705
Printing	944	38,446	72,800	34,354	53%	30,796
Professional Fees	20,207	156,427	323,425	166,998	48%	111,887
Programming	12,750	101,988	164,000	62,012	62%	102,084
Supplies and other expenditures	19,266	440,198	607,309	167,111	72%	419,816

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended September 30, 2023

	CURRENT MONTH	YEAR TO DATE-ACTUAL	ANNUAL BUDGET	REMAINING BUDGET	YTD AS % OF BUDGET	PRIOR YEAR TO DATE-ACTUAL
Trustee Development	207	7,284	10,768	3,484	68%	893
CURRENT FUNDS RESTRICTED						
LSTA Grants	-	-	60,000	60,000	0%	108,904
Total General Operating Expenditures	\$ 65,391	\$ 882,828	\$ 1,424,308	\$ 541,480	62%	\$ 875,408
Building Operations and Maintenance						
Building Maintenance	42,462	384,070	651,943	267,873	59%	393,366
Electric/Water Utilities	36,185	183,833	304,806	120,973	60%	177,464
Facility Rent	27,368	161,004	172,404	11,400	93%	144,770
Gas/Utilities	1,854	29,378	46,928	17,550	63%	35,110
Insurance Building and Liability	-	131,068	125,048	(6,020)	105%	112,011
Library Vehicle Maintenance	27	20,736	65,617	44,881	32%	21,708
Machine Maintenance	890	25,378	50,254	24,876	50%	26,447
Telephone/Utilities	4,466	53,157	75,782	22,625	70%	37,639
Total Building Operations	\$ 113,252	\$ 988,624	\$ 1,492,782	\$ 504,158	66%	\$ 948,515
Total Current Expenditures	\$ 937,341	\$ 8,971,247	\$ 13,373,300	\$ 4,402,053	67%	\$ 8,571,794
Revenue Over (Under) Expenditures	\$ (848,202)	\$ 2,693,813	\$ 435,801	\$ (6,546,094)		\$ 828,380
Capital Outlay						
Furniture, Equipment, Capital Outlay	-	245,612	374,180	128,568	66%	196,574
Total Capital Outlay	\$ -	\$ 245,612	\$ 374,180	\$ 128,568	66%	\$ 196,574
Total Expenditures	\$ 937,341	\$ 9,216,859	\$ 13,747,480	\$ 4,530,621	67%	\$ 8,768,368
Revenue Over (Under) Expenditures	\$ (848,202)	\$ 2,448,201	\$ 61,621	\$ 2,386,580		\$ 631,806

DBRL Monthly Report September 2023

Reports

1. The Balance Sheet is presented on page 1.
2. The Statement of Revenues and Expenditures reports on pages 2 - 3 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 "Prior Year" because we are estimating lower expenditures for this fiscal year's yearend (page 1).
2. Inventory "Current Year" column relates to the food and other supplies held on December 31, 2022 by the library staff for sale at the library and kiosk (page 1).
3. The Accrued Interest line reflects the CY 2022 balance (page 1).
4. The Fixed Assets section represents the value of fixed assets at December 31, 2022 adjusted for the 2023 disposals (page 1). Furniture and Equipment (F&E) increased to record the approved capital items purchased. Callaway County Building increased to record the carpet replacement and HVAC controller replacement, and decreased for the historical value of the carpet replacement. Columbia Building increased for HVAC refrigerant unit replacements. Leasehold Improvements increased for the carpet replacement at the Southern Boone County Public Library in CY 2022.

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. Entertainment Tax Withholding is a two (2) percent tax that is imposed on all fees greater than \$300 paid to out-of-state performers (page 1). This tax is remitted quarterly to the Missouri Department of Revenue.
3. Liabilities Accrued and Withheld represents the monies due because of the timing differences with our insurance vendor and for member changes that the vendor has not yet processed for the current billing cycle (page 1).

Revenue

1. The Property Taxes received are as expected for the month of September (page 2). The Statement of Revenue and Expenditures reflects library tax income through September for the Columbia and Boone County and Callaway County Library Districts.

DBRL Monthly Report September 2023

2. Investment Interest on Taxes is through July 31, 2023 (page 2). August and September investment interest income information has not been received from the Boone County Treasurer (page 2). Investment Interest on Taxes is more than its line item budget due to receiving higher interest rates than anticipated.
3. Interest on bank accounts is more than our line item budget due to receiving higher interest rates than anticipated (page 2).
4. Unrealized Gain or (Loss) represents the reversal of the GASB 31 requirement to value our investments at market value at year-end (page 2). This amount will be netted against the unrealized gain or (loss) at the end of 2023 to determine the total unrealized gain or (loss) for calendar year 2023.
5. Contributions are more than the line item budget due to receiving more from the Columbia Friends Group and Foundation than planned as part of the budget (page 2).
6. Other Income is more than the line item budget due to receiving more revenue sharing from the use of our DBRL credit cards and kiosk revenue than expected (page 2).

Expenditures

1. The General Operating Budget reports sixty-two (62) percent expended (pages 2-3). A few line items worth mentioning are MOREnet and Postage and Mailing. We expect all lines to be within budget at year-end.
 - MOREnet represents the semi-annual payment for services.
 - Postage and Mailing "Year to Date-Actual" column is eighty-seven (87) percent expended because of the timing of postage bulk mailing payments.
2. Building Operations and Maintenance reports sixty-six (66) percent expended (page 3). A few line items worth mentioning are Facility Rent; Insurance Building and Liability; and Library Vehicle Maintenance. We expect all lines to be within budget at year-end with the exception of Insurance.
 - Facility Rent SBCPL is paid through December 31, 2023. HSPL rent is paid through September 30, 2023.
 - Insurance Building and Liability represents a portion of the library's annual payment for its policies. Insurance premiums increased more than expected, and we expect this overage to be covered by other lines being under budget at year-end.
 - Library Vehicle Maintenance Year-To-Date-Actual column is less than the Prior Year-To-Date-Actual because the City of Columbia has not billed DBRL for our vehicle maintenance work or gasoline purchases this year. The City of Columbia is having trouble with their billing system and they hope to get this resolved soon.

DBRL Monthly Report
September 2023

3. Furniture, Equipment, Capital Outlay includes purchases of computer equipment, maintenance equipment, shelving and a van approved in the CY 2023 budget.

SERVICE REPORT - SEP 2023

DANIEL BOONE REGIONAL LIBRARY

<u>MONTH</u>			<u>CUMULATIVE</u>			
<u>2023</u>	<u>2022</u>		<u>CIRCULATION STATISTICS</u>	<u>2023</u>	<u>2022</u>	
114,162	112,084	1.9%	Columbia Public Library*	1,075,814	865,538	24.3%
7,776	8,417	-7.6%	Callaway County Public Library	73,289	67,884	8.0%
5,640	6,144	-8.2%	Southern Boone County Public Library	58,154	48,078	21.0%
5,337	4,779	11.7%	Holts Summit Public Library	45,941	41,070	11.9%
92,773	78,959	17.5%	Digital Branch (eBks, downloadable audiobks & magazines)	828,832	725,419	14.3%
6,672	6,887	-3.1%	Outreach Circulation	63,644	46,714	36.2%
1,098	733	49.8%	Library-To-Go Circulation (Hallsville)	8,128	4,767	70.5%
233,458	218,003	7.1%	Total Materials Circulated	2,153,802	1,799,470	19.7%
<u>LIBRARY VISITS</u>						
30,563	26,599	14.9%	Columbia Public Library	275,565	202,927	35.8%
3,580	3,000	19.3%	Callaway County Public Library	33,635	29,163	15.3%
2,672	1,990	34.3%	Southern Boone County Public Library	23,333	17,064	36.7%
1,714	1,495	14.6%	Holts Summit Public Library	17,983	11,482	56.6%
1,891	1,219	55.1%	Bookmobile	11,321	3,544	219.4%
264	253	4.3%	Delivery Services	2,084	1,786	16.7%
<u>ELECTRONIC SERVICES</u>						
89,679	88,296	1.6%	DBRL Page Views (Non-Catalog)	850,428	859,010	-1.0%
2,539	2,144	18.4%	Database Uses	22,037	20,526	7.4%
4,346	3,706	17.3%	Internet Computer Sessions	42,675	30,648	39.2%
4,906	3,900	25.8%	Wireless Access Point Uses	37,302	29,754	25.4%
<u>REFERENCE / OTHER NON-CIRCULATION CONTACTS</u>						
8,496	8,310	2.2%	Columbia Public Library	90,230	81,751	10.4%
1,027	968	6.1%	Callaway County Public Library	9,651	9,316	3.6%
1,257	959	31.1%	Southern Boone County Public Library	7,797	7,864	-0.9%
629	627	0.3%	Holts Summit Public Library	6,271	6,051	3.6%
<u>PROGRAMS / COMMUNITY EVENTS</u>						
127	111	14.4%	Library Programs	1,070	668	60.2%
3,068	2,503	22.6%	Number in Attendance	25,224	22,619	11.5%
14	17	-17.6%	Tours, Booths and Presentations	107	81	32.1%
2,273	1,126	101.9%	Estimated Number in Attendance	11,162	5,959	87.3%

*Includes ILL circulation

<u>MONTH</u>			<u>CUMULATIVE</u>		
<u>2023</u>	<u>2022</u>		<u>MEETING ROOM USES</u>	<u>2023</u>	<u>2022</u>
58	39	48.7%	Community Groups Using Rooms (CPL)	564	189 198.4%
63	35	80.0%	Library-related Uses (CPL)**	667	322 107.1%
4	5	-20.0%	Community Groups Using Rooms (CCPL)	57	5 1040.0%
19	15	26.7%	Library-related Uses (CCPL)**	163	76 114.5%
11	1	1000.0%	Community Groups Using Rooms (SBCPL)	72	17 323.5%
12	9	33.3%	Library-related Uses (SBCPL)**	155	46 237.0%
5	3	66.7%	Community Groups Using Rooms (HSPL)	23	8 187.5%
11	3	266.7%	Library-related Uses (HSPL)**	77	30 156.7%
<u>MATERIALS STATISTICS</u>					
363,405	368,467	-1.4%	Books		
14,389	17,631	-18.4%	Spoken Recordings		
17,181	18,637	-7.8%	Music Recordings		
38,821	37,769	2.8%	Video Recordings		
201	329	-38.9%	Devices		
1,040	902	15.3%	Kits		
98,379	95,739	2.8%	Digital Materials		
533,416	539,474	-1.1%	Total Materials		

This document has been updated to correct a minor error in 2021 cumulative data.

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

Service Report: September 2023

Circulation

While circulation is down slightly since last month for Callaway County Public Library (-7.6%), SOBOCO (-8.2%), and Outreach Circulation (-3.1%), it has shown an increase in all areas since last year as post-Covid reintroduction continues to affect the community. Most notably, Library-To-Go Circulation in Hallsville has grown substantially since last month and last year at 49.8 % and 70.5% respectively.

Visits

Library visits continue to show growth consistent with August 2023 and the 2022 data points, with the Bookmobile continuing to lead with an impressive growth of 55.1% since August and 219.4% since last year as the community hosts an increasing number of events due to post-covid reintroduction.

Electronic Services

DBRL page views are still down slightly from last year, but are continuing to show a trend of growth each month similar to the other services.

Reference

Reference / Other Non-Circulation Contacts were down 0.9% from last year at SOBOCO Public Library, but have increased since last year and since August for all other locations.

Programs

Participation in Programs and Community events has increased since 2022. While involvement with Tours, Booths and Presentations is down this month, Library Programs increased 14.4% thanks to high attendance events such as Laughing Matters: The Alphabet Show, Unearthed: One Read Art Exhibit Reception, and One Read Author Talk: Margaret Verble

Meeting rooms

Meeting room usage has continued to increase at all locations since last year for both public and library use.

Materials

Usage in Total Materials usage is down by 1.1% from last month with a continued decrease in the usage of Devices, Music Recordings, Spoken Recordings, and Books. The change in designation of STEAM kits from a Device to a Kit is still being reflected in the continued decrease in Device usage and increase in Kits usage.

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Real Estate Acquisition**ADMIN 2-750****BOARD****SECTION:****700 – Fiscal Management****Approved: 09/16/04****Revised: 02/10/11****Revised: 03/13/14****Revised: 03/09/17****Revised: 09/12/19****POLICY**

The scope of this policy includes the purchase, sale, leasing, or other acquisition or disposition of real estate or interests therein, or the construction or the making of improvements or alterations.

I. Responsibility

Local library boards in the State of Missouri are charged with the responsibility for selecting library sites. The authority for approval cannot be delegated. The Executive Director shall establish such criteria and procedures as are necessary to assure the Board that the best possible sites are considered and/or acquired for the expenditure of public funds. All real property acquisition proposals shall be directed to the Executive Director for review and response by the Board.

II. Definitions

The term “real estate” shall be understood to include, but not be limited to, land and/or improvements, including affixed structures and any other building space. This definition includes either temporary or permanent structures or improvements.

III. ADA Accessibility

Unless the Executive Director determines that such a requirement is not applicable to the contract in question or the scope of the work, language shall be included in all contracts for the construction/alteration of library facilities to ensure that each facility is readily accessible to and usable by individuals with disabilities and complies in all respects with ADA Title II Accessibility Guidelines.

IV. Acquisition

A. Real estate may be acquired for library administrative and operational purposes, and for strategic planning purposes including, but not limited to:

1. Implementation of the DBRL Strategic Plan; or
2. Improvement of operations or efficiency of library facilities.

The Board may select future real estate for the purpose stated above based on standard or project-specific criteria established by library staff. DBRL may acquire real estate through funding options such as purchase, lease, lease-purchase, exchange, donation, etc. All acquisitions shall comply with the Missouri statutes.

B. The acquisition of real estate by purchase, exchange, donation, lease or other means is not subject to the provisions of Policy 2-710 Procurement.

C. Acquisition of real property by purchase, exchange, donation, or other means will be by general warranty deed unless the Board waives this requirement upon recommendation of the Executive Director.

D. In some circumstances, acquisition of real property by special warranty deed or quitclaim deed is acceptable. Examples of circumstances in which a quitclaim deed may be acceptable include the acquisition of real property by donation, by tax deed, or from another government entity.

E. When acquiring real property, the Executive Director may secure professionally prepared appraisal reports estimating the market value of the real property being considered for acquisition as of a specific date unless the Board waives this requirement upon recommendation of the Executive Director.

1. If secured, a Real Property Appraisal report shall be from a qualified real property appraiser licensed or registered in the State of Missouri. The report shall comply with requirements of State of Missouri statutes and regulations.

2. The Executive Director may secure as many real estate appraisal reports for any real property tract or parcel as is necessary for evaluation and decision-making purposes.

3. Real Property may be purchased or acquired for more or less than appraisal value.

F. Title Insurance and Surveys: It is Board practice to acquire title insurance for real property purchased. In the case of all real estate acquisitions, the Executive Director will also secure a property survey for library records unless the Board waives this requirement upon recommendation of the Executive Director.

G. In the case of most real property acquisitions, the library requires an environmental assessment to be performed and may make closing the transaction contingent upon the findings of the assessment unless the Board waives this requirement upon recommendation of the Executive Director. This may include Phase I through Phase III Standard Environmental Assessment Analysis.

H. In the case of real property donations, the Board and Executive Director reserve the right to accept or reject the donation. A donation is neither final nor binding upon the Board until such time as it is formally accepted by the Board.

I. The Board may pay real estate commissions or similar fees to acquire or dispose of real property.

J. Generally, the Board will require that real property being acquired by the library be free and clear of all debts, stand-by charges, or other financial encumbrances on or prior to closing.

K. Every contract for leasing of real estate, shall incorporate language which:

1. Defines and identifies the lessor and the lessee of the property;

2. Adequately defines the property that is subject to the lease, using legal descriptions and United States Postal Service street address where at all practicable;

3. Defines the condition of the leased property/premises which is to exist at the beginning of the lease term of the lease, and any obligations of either party to the lease to perform any work required to achieve this condition;
 4. Defines the term for which the lease will be in effect, including any options to extend such lease term and the methods of exercising such options, if any exist;
 5. Defines and specifies the rent, any provisions for adjustments in the rent during the lease term, and the time and place for payment of rent;
 6. Defines the planned use for the leased premises;
 7. Defines and specifies the obligations of each of the lessor and the lessee for:
 - a. payment of real estate taxes,
 - b. payment of special tax assessments,
 - c. providing and paying for fire and casualty insurance on the leased premises and on any personal property contained therein, and
 - d. providing and paying for the various items of (and all items of) maintenance, repair and replacements for the various parts and components of all improvements making up the leased premises or serving same.
 8. Defines and specifies those conditions under which the lessee will be in breach and default under the lease and the lease may be terminated;
 9. Defines any right of either the lessor or the lessee to terminate the lease, and the manner in which such right must be exercised;
 10. Defines the manner in which any notice given under the lease is to be given and the location or address to which such notice should be forwarded or at which it should be delivered;
 11. Defines any obligations which either party under the lease may have to indemnify the other party under the lease against any claims or actions; and
 12. Defines the condition of the leased premises which must exist at the conclusion of the lease term or its termination.
- L. It is permissible to secure the temporary use of real property owned by others by license or permit. Generally, licenses or permits are short-term and are revocable by the owner.
- M. The Executive Director will keep and maintain permanent records for all real estate acquisitions as required by statute.

V. Approval Process

The Executive Director or Executive Director's designee will present to the Board information regarding the potential use, benefits and estimated costs of the proposed real estate. The Board may approve a direction to proceed with negotiations for a specific property with a majority vote of the members present. With a quorum of each of the individual library district boards, the Board must approve the acquisition, the estimated

ongoing maintenance, operation and any necessary budget amendments, if applicable, prior to the completion of the contract.

If an individual district board plans to acquire real estate without the use of funds from the DBRL Operating Budget, the Board of Trustees must approve, with a majority vote of the members present, the estimated ongoing maintenance and operation of the property by the regional system prior to the completion of the contract.

VI. Sale or Lease of Property

The Board shall consider disposal of any real estate owned by the regional system but no longer needed for library purposes. Disposal of such property shall be in the manner prescribed by state law and in keeping with other appropriate real estate procedures.

The Board may direct and authorize the sale, lease or transfer of any real estate belonging to the regional system with a majority vote of the members present.

Whenever the Board approves the sale of real estate owned by the library, the Executive Director or Executive Director's designee shall:

- A. Seek the maximum legal financial return from the sale or lease. However, this general objective shall not preclude transactions made on a negotiated basis when permitted by law.
- B. Utilize the assistance of people who have expertise in the sale or lease of such property, including commercial real estate agents, appraisers and marketing professionals.
- C. Reserve the right to reject all bids whenever the Board decides the offer is not acceptable.

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Disposal of Property

ADMIN 2-711

BOARD

SECTION: 700 – Fiscal Management

Approved: 01/15/98

Revised: 06/16/11

Revised: 05/15/14

Reviewed: 04/13/17

Revised: 10/10/19

POLICY

The Daniel Boone Regional Library (DBRL) shall seek fair and reasonable value when disposing of property owned by the library or district libraries.

“Property” includes all capital assets owned by DBRL or its member districts except for land and buildings. This policy does not apply to the sale of property purchased with grant funds, supplies, books or other library materials. Land and buildings will be disposed of in accordance with Policy 2-750 Real Estate. Property purchased with grant funds will be disposed of per the grant requirements. Supplies will be disposed of at the discretion of the appropriate manager. Books or other library materials will be disposed of in accordance with Policy 2-630 Materials Selection and the Collection Development Plan.

PROCEDURES

The Executive Director or ~~Executive Director's~~their designee shall estimate the current market value of the property and will use the following guidelines:

A. Property with a current market value less than \$100 may be disposed of at the discretion of the Executive Director and without public notice. If the asset is determined to have no value, the Executive Director may authorize the Building and Grounds Manager to disperse the item to staff via lottery. If no staff are interested, the Building and Grounds Manager will recycle or throw away the item.

B. Property with a current market value of at least \$100 but less than \$5,000 shall be disposed of through trade-in, public auction, selling for salvage or an open or closed bidding process overseen by the Executive Director or ~~Executive Director's~~their designee. The Executive Director may also authorize the item to be sold by a Friends group on behalf of the library. The Executive Director may authorize the item to be traded in on the replacement.

C. Property with a current market value of at least \$5,000 but less than \$25,000 shall be disposed of through an open or closed bidding process overseen by the Executive Director or ~~Executive Director's~~their designee. Public notices shall be posted in all library buildings, posted on the DBRL website and advertised in at least one (1) local newspaper. The Executive Director may authorize the item to be traded in on the replacement.

D. Property with a current market value equal to or greater than \$25,000 must have the approval of the applicable Board prior to being offered for sale unless it is a replacement

that was approved as part of the budget process. Public notices shall be posted in all library buildings, posted on the DBRL website and advertised in at least one (1) local newspaper and one (1) trade journal, or in two (2) local newspapers. The property shall be disposed of through an open or closed bidding process overseen by the Executive Director or the Executive Director's designee. The bids shall be opened and read at a meeting open to the public. The results of all property sales within this range shall be reported to the applicable Board.

2.—A manager wanting to dispose of tagged property must draft a memo stating the suggested method of disposal (discard, auction, transfer to Friends group to sell, etc.) for the Executive Director's signature. The Chief Financial Officer (CFO) shall be responsible for reviewing disposal memos with the Executive Director. When the Executive Director authorizes the disposal, the CFO will send a copy of the signed memo to the manager making the request. When the manager has received the authorized disposal memo, then the property may be disposed of. The ~~Financial and Administrative~~Accounts Payable Associate will remove the item(s) approved for disposal from the fixed asset records.