

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

November 16, 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 October 12, 2023 - *enclosed*
5. Monthly Reports
 - a. Directors Report and Comments - *enclosed*
 - b. Financial Reports - *enclosed*
 - c. Service Report - *enclosed*
6. New Business
7. Other Business
8. Staff Announcements
9. Board Comments/Announcements
10. 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)
11. Adjournment

AMERICANS WITH DISABILITIES ACT NOTICE

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

POLICY FOR PUBLIC PARTICIPATION AT BOARD MEETINGS

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

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

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

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

**Daniel Boone Regional Library
Minutes, Meeting of October 12, 2023**

Call to Order, Roll Call and Quorum Determination

Nate Suttentfield, President, called the meeting to order at 6:00 p.m.

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

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

Public Comment

Suttentfield welcomed all guests and explained the guidelines for making public comments.

Library employee Chriss Jones spoke about ADA accommodation issues she has experienced at the library.

No additional public comments were made.

Minutes

There were no corrections or comments concerning the closed or open minutes of the September 14, 2023 Board Meeting. Both closed and open minutes for this meeting were approved as written.

Monthly Reports

Director's Report: Margaret introduced the new Executive Assistant, Emily Camden, to the Trustees. She also introduced newer members of the team that had not yet met the board: Drew Ide, Safety and Security Manager, and Veronica Everly, HR and Staff Development Generalist. Lauren Williams also introduced newly promoted librarian Otter Bowman and recognized her for her role as MLA President.

Margaret was pleased to announce that the Staff Engagement Survey, the results of which will be available later this month, was completed by 85% of the staff. She also noted the success of the September One Read programming, including the author interview completed by David Lile.

Financial Report: Jim Smith referenced page 2 of the Financial Report to state that the "total tax revenue" is currently at 75% collected which is as expected at this time and that we are on track

Daniel Boone Regional Library
Minutes, Meeting of October 12, 2023

to meet or be under the projected budget. August Neilsen noted that Columbia and Boone County are only at 70%, but Jim assured him that this is also as expected. Margaret added that a new law passed this summer could have an impact on tax revenue, but that the impact is difficult to estimate at this time. The law would provide a property tax credit for homeowners aged 62 years or older. We do not have adequate demographic information to estimate the effect should the Counties vote to implement the tax credit at this time.

Jim also referenced page 3 of the financial report to point out that we are over budget for “Insurance Building and Liability” however he expects the overage to be covered with other lines being under budget at the end of the year.

Service Report: Angela and Nathan prepared the service report this month as Emily had not yet been hired, however Emily was able to prepare the service narrative. With continued post-COVID service reintroduction, the Bookmobile boasted visit increases of 55.1% since August and 219.4% since last year.

Service Spotlight: Online Author Talks- Lauren Williams

Lauren Williams spoke about Online Author Series, a service of the Library Speakers Consortium. The program has served as a cost effective way for the Library to bring authors to patrons. This service has been funded by donations through the Foundation, while all of the marketing materials are provided by the LSC. The most popular talk thus far has been Frederick Bachman’s talk with 80 live viewers and 130 additional viewers after the fact.

New Business

Policy 2-711 Disposal of Property: Policy was reviewed with no changes. Minor edits were made to the procedures section.

Policy 2-750 Real Estate Acquisition: Policy was reviewed with no changes.

Other Business

Jacqueline spoke about her attendance at the staff picnic at Twin Lakes. She expressed that it was a great opportunity to meet the staff members and she encourages other trustees to attend events like these in the future.

Staff Announcements

Erin spoke about the two current open job postings for Web Developer and Community Resource Specialist, which is a brand new position.

**Daniel Boone Regional Library
Minutes, Meeting of October 12, 2023**

Board Comments/Announcements

No Board Comments or Announcements.

Closed Session

ACTION: Margrace moved, Kate seconded entering Closed Session.

Open session resumed at 6:55 p.m.

Adjournment

Hearing no further business, Sutfenfield adjourned the meeting at 6:57 p.m.

Minutes recorded by Emily Camden.

August Nielsen, Board Secretary

Director's Report
Daniel Boone Regional Library
November 16, 2023

Upcoming Meetings and Events

November 17	MLA Executive Board Meeting
November 17	Korean Scholars Lunch
November 23 and 24	Library Closed for Thanksgiving
November 14, 28, 29	Union Bargaining
December 5	Public Library Forum 2023
December 14	Regional board meeting

Union

Bargaining sessions were held on November 7 and 8 on the health insurance, wages and leave articles. The union indicated verbal agreement with the Bargaining Unit Scope, Management Rights and Dues Check-off articles. We also have agreement on the Duration, Notices and Savings Clause articles.

Public Services

Sarah Howard and the youth services team were honored by Children's Grove with a Kindness To Youth award to DBRL. This much-deserved recognition shines a light on the importance of how we serve children and families every day!

Missouri Library Association Conference

DBRL sent 36 staff to attend all or part of the MLA Conference this year. The Conference was held in Columbia, so in addition to attending, a number of staff assisted in organizing and running the conference: Abbey Rimel, Nathan Pauley and Arturo Arteaga, Beth McWilliams, Otter Bowman and more. Several staff presented programs: Ethan Cordray, Seth Smith, Sarah Howard, Megan Durham, Erin Swearngin, Dana Bocke, Katie Ziegler, and Kat Stone Underwood. Lauren Williams accepted her Ronald G. Bohley Award at the awards ceremony. Finally, our bookmobiles were featured at the Bookmobile Petting Zoo!

Personnel

Staff Development Day was held on October 9. About 75% percent of staff were able to attend the day-long training held at CPL. The keynote address was provided by Robin Westphal, State Librarian and training included Outreach for the Homeless, Sustainability in Libraries, Narcan Training, Being a Secondary Trauma Informed Team Member, outreach vehicle tours and more. Flu shots were made available. Of those who completed the post-event survey, 73% rated the day 4 or 5 out of a satisfaction scale of 5.

The Community Resource Specialist position was posted and interviews are underway.

Facilities

Drew Ide arranged a real-time fire drill at CPL on October 18, just prior to the library opening. Staff cleared the building in 2 minutes and everyone had checked in at the rendezvous spot across Broadway within 7 minutes. Fire drills will be planned at branch locations in the coming months.

Foundation

The Foundation welcomed two new board members, Marsha Sergent and Anthony Stanton, at their October meeting. Marsha is a retired CPS teacher who is a volunteer with the Friends Group and dedicated supporter of the library. Anthony worked for DBRL for 8 years and currently does consulting work with groups like the housing authority and should bring a fresh perspective to the Foundation.

Media Report

The local media covered a number of different library-related stories this month. The Columbia Daily Tribune ran articles about DBRL's Live Online Author Series, CPL's upcoming "Local Authors Open House," and listed CPL's "Kalia Vandever Concert" as one of the "three must-see events" during the Columbia Experimental Music Festival. The Columbia Missourian printed a story about "Points, Pots, Pipes and Powwows: Author and Historian Greg Olson," a co-sponsored event involving CPL and Columbia College; published the *One Read* Flash Fiction Writing Contest 2023 winners and honorable mentions; and covered CPL's "Columbia Cemetery Tour." The Missourian's monthly magazine VOX, included descriptions of CPL's "First Thursday Book Discussion" and "Silent Book Club" in its article "Book club guide: Where readers meet in Columbia." League of Women Voters member Marilyn McLeod talked about the co-sponsored "Lunch & Learn: 50 Years of Missouri's Sunshine Law" event at CPL on KBIA's Radio Friends With Paul Pepper. KFRU afternoon host Brian Freeman interviewed CPL Librarian and *One Read* co-chair Kat Stone Underwood about 2004 *One Read* book suggestions being accepted in November. KOMU covered CPL's "Missouri Job Center Walk-in Wednesday Hiring Event," and included CPL in its piece "City of Columbia to provide shelters, warming centers as temps drop." Cameron Conner with Missouri Net interviewed DBRL Collections manager Kirk Henley about this fall's most popular books.

October Community Activities and Meetings

September 22	Directors of Large Libraries Meeting
October 18	DBRL Foundation Meeting
October 24 and 25	Union Bargaining
October 30	Columbia Center for Urban Agriculture Meeting
November 7 and 8	Union Bargaining

DANIEL BOONE REGIONAL LIBRARY

FINANCIAL REPORT

October 31, 2023



Daniel Boone Regional Library
 Operating Fund Balance Sheet
 As of October 31, 2023

	CURRENT YEAR	PRIOR YEAR
Assets		
CURRENT ASSETS		
Checking	644,126	711,310
Petty Cash	950	950
Circulation Cash in Safe	500	500
Callaway Savings	298	298
Cash in Custody Boone County	14,918,641	13,394,775
Inventory	2,023	3,776
Accounts Receivable	-	(56)
Accrued Interest	13,258	9,902
Due From Foundation	-	869
Prepaid Expenditures	222,401	256,877
Total Current Assets	\$ 15,802,197	\$ 14,379,201
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	\$ 33,177,250	\$ 32,963,566
Total Assets	\$ 48,979,447	\$ 47,342,767
Liabilities and Fund Balance		
CURRENT LIABILITIES		
Accounts and Salaries Payable	2,711	1,770
Unreimbursed Medical	2,560	1,424
Dependent Care	-	321
Entertainment Tax Withholding	114	104
Liabilities Accrued & Withheld	18,597	9,008
Total Current Liabilities	\$ 23,982	\$ 12,627
FUND BALANCE		
Fund Balance	14,106,794	14,540,493
Fund Balance, Current Year	1,671,421	(173,919)
Invested in General Fixed Assets	33,177,250	32,963,566
Total Fund Balance	\$ 48,955,465	\$ 47,330,140
Total Liabilities and Fund Balance	\$ 48,979,447	\$ 47,342,767

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended October 31, 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	\$ 5,718	\$ 2,430,429	\$ 2,597,180	\$ (166,751)	94%	\$ 2,305,872
Columbia and Boone County	21,840	7,379,609	10,455,996	(3,076,387)	71%	6,527,465
Total Tax Revenue	\$ 27,558	\$ 9,810,038	\$ 13,053,176	\$ (3,243,138)	75%	\$ 8,833,337
Investment Interest on Taxes	37,458	225,305	135,000	90,305	167%	112,190
Interest on Checking	2,721	26,489	6,010	20,479	441%	4,646
Unrealized Gain or (Loss)	-	1,234,224	-	1,234,224	0%	176,938
Total Investment Revenues	\$ 40,179	\$ 1,486,018	\$ 141,010	\$ 1,345,008	1054%	\$ 293,774
State Aid	79,800	158,908	160,815	(1,907)	99%	50,798
Athletes and Entertainers Tax	-	80,000	160,000	(80,000)	50%	21,000
Contributions	53	86,039	71,000	15,039	121%	104,929
Copy and Printing Income	2,129	24,507	30,000	(5,493)	82%	22,264
Other Income	18,367	187,636	133,100	54,536	141%	112,066
Total Unrestricted Revenues	\$ 168,086	\$ 11,833,146	\$ 13,749,101	\$ (1,915,955)	86%	\$ 9,438,168
CURRENT FUNDS RESTRICTED						
LSTA Grants	-	-	60,000	(60,000)	0%	111,744
Total Restricted Revenue	-	-	60,000	(60,000)	0%	\$ 111,744
Total Revenue	\$ 168,086	\$ 11,833,146	\$ 13,809,101	\$ (1,975,955)	85.69%	\$ 9,549,912
EXPENDITURES						
Salaries and Benefits						
Regional Administration	81,838	783,640	1,022,445	238,805	77%	695,421
Building and Grounds	21,706	222,250	282,474	60,224	79%	201,741
Patron Services	284,882	2,877,540	3,962,675	1,085,135	73%	2,758,653
Collection Services and IT	66,416	729,070	940,529	211,459	78%	692,611
Total Salaries	\$ 454,842	\$ 4,612,500	\$ 6,208,123	\$ 1,595,623	74%	\$ 4,348,426
FICA & Medicare	33,395	338,724	474,921	136,197	71%	319,565
Health and Dental Insurance	57,167	592,859	869,154	276,295	68%	670,375
Life Insurance	375	3,811	5,550	1,739	69%	3,909
Employee Assistance Program	767	3,834	4,611	777	83%	3,834
Retirement Plan	63,718	625,018	889,101	264,083	70%	573,972
Unemployment Insurance	-	-	6,500	6,500	0%	-
Total Salaries and Benefits	\$ 610,264	\$ 6,176,746	\$ 8,457,960	\$ 2,281,214	73%	\$ 5,920,081
Library Materials	149,346	1,682,659	1,998,250	315,591	84%	1,565,347
Books, Periodicals and AV	\$ 149,346	\$ 1,682,659	\$ 1,998,250	\$ 315,591	84%	\$ 1,565,347
General Operating						
Association Dues	160	7,137	13,510	6,373	53%	5,485
Conference/Seminar/Staff Training	4,849	29,174	45,260	16,086	64%	39,009
Employment and Bid Ads	-	118	1,000	882	12%	206
Miscellaneous	1	272	5,000	4,728	5%	1,888
MOREnet	-	19,328	20,000	672	97%	13,217
Personal Vehicle Mileage	597	1,723	1,850	127	93%	1,450
Postage and Mailing	15,389	101,729	99,386	(2,343)	102%	81,005
Printing	6,906	45,352	72,800	27,448	62%	34,009
Professional Fees	26,406	182,833	323,425	140,592	57%	128,170
Programming	9,666	111,654	164,000	52,346	68%	112,189
Supplies and other expenditures	5,993	446,191	607,309	161,118	73%	439,003

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund

Month and Year-To-Date Period Ended October 31, 2023

	CURRENT MONTH	YEAR TO DATE-ACTUAL	ANNUAL BUDGET	REMAINING BUDGET	YTD AS % OF BUDGET	PRIOR YEAR TO DATE-ACTUAL
Trustee Development	191	7,475	10,768	3,293	69%	1,059
CURRENT FUNDS RESTRICTED	-	-	-			-
LSTA Grants	-	-	60,000	60,000	0%	108,904
Total General Operating Expenditures	\$ 70,158	\$ 952,986	\$ 1,424,308	\$ 471,322	67%	\$ 965,594
Building Operations and Maintenance						
Building Maintenance	59,909	443,979	651,943	207,964	68%	448,533
Electric/Water Utilities	26,833	210,666	304,806	94,140	69%	204,610
Facility Rent	5,700	166,704	172,404	5,700	97%	166,438
Gas/Utilities	2,172	31,550	46,928	15,378	67%	38,646
Insurance Building and Liability	-	131,068	125,048	(6,020)	105%	112,011
Library Vehicle Maintenance	(4,524)	16,212	65,617	49,405	25%	21,783
Machine Maintenance	11,455	36,833	50,254	13,421	73%	26,833
Telephone/Utilities	6,711	59,868	75,782	15,914	79%	42,157
Total Building Operations	\$ 108,256	\$ 1,096,880	\$ 1,492,782	\$ 395,902	73%	\$ 1,061,011
Total Current Expenditures	\$ 938,024	\$ 9,909,271	\$ 13,373,300	\$ 3,464,029	74%	\$ 9,512,033
Revenue Over (Under) Expenditures	\$ (769,938)	\$ 1,923,875	\$ 374,180	\$ (5,439,984)		\$ 37,879
Capital Outlay						
Furniture, Equipment, Capital Outlay	6,842	252,454	374,180	121,726	67%	211,798
Total Capital Outlay	\$ 6,842	\$ 252,454	\$ 374,180	\$ 121,726	67%	\$ 211,798
Total Expenditures	\$ 944,866	\$ 10,161,725	\$ 13,747,480	\$ 3,585,755	74%	\$ 9,723,831
Revenue Over (Under) Expenditures	\$ (776,780)	\$ 1,671,421	\$ 61,621	\$ 1,609,800		\$ (173,919)

DBRL Monthly Report October 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 and HVAC controller replacements, 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 has 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 October (page 2). The Statement of Revenue and Expenditures reflects library tax income through October for the Columbia and Boone County and Callaway County Library Districts.

DBRL Monthly Report October 2023

2. Investment Interest on Taxes is through September 30, 2023 (page 2). October 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-seven (67) 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 more than its line item budget because more envelopes were needed for passports than planned as part of the budget.
2. Building Operations and Maintenance reports seventy-three (73) 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 October 31, 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
October 2023**

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

SERVICE REPORT - OCT 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>	
113,840	108,693	4.7%	Columbia Public Library*	1,189,654	1,184,507	0.4%
7,946	8,176	-2.8%	Callaway County Public Library	81,235	81,465	-0.3%
5,861	5,949	-1.5%	Southern Boone County Public Library	64,015	64,103	-0.1%
5,770	4,760	21.2%	Holts Summit Public Library	51,711	50,701	2.0%
98,773	80,424	22.8%	Digital Branch (eBks, downloadable audiobks & magazines)	927,605	909,256	2.0%
6,681	7,315	-8.7%	Outreach Circulation	70,325	70,959	-0.9%
1,117	1,005	11.1%	Library-To-Go Circulation (Hallsville)	9,245	9,133	1.2%
239,988	216,322	10.9%	Total Materials Circulated	2,393,790	2,370,124	1.0%
<u>LIBRARY VISITS</u>						
31,512	26,002	21.2%	Columbia Public Library	307,077	301,567	1.8%
3,678	3,921	-6.2%	Callaway County Public Library	37,313	37,556	-0.6%
2,921	1,889	54.6%	Southern Boone County Public Library	26,254	25,222	4.1%
1,571	1,358	15.7%	Holts Summit Public Library	19,554	19,341	1.1%
1,075	1,187	-9.4%	Bookmobile	12,396	12,508	-0.9%
241	214	12.6%	Delivery Services	2,325	2,298	1.2%
<u>ELECTRONIC SERVICES</u>						
89,855	82,202	9.3%	DBRL Page Views (Non-Catalog)	940,283	932,630	0.8%
2,579	2,069	24.6%	Database Uses	24,616	24,106	2.1%
4,616	3,577	29.0%	Internet Computer Sessions	47,291	46,252	2.2%
4,906	3,740	31.2%	Wireless Access Point Uses	42,208	41,042	2.8%
<u>REFERENCE / OTHER NON-CIRCULATION CONTACTS</u>						
10,933	7,738	41.3%	Columbia Public Library	101,163	97,968	3.3%
1,080	1,082	-0.2%	Callaway County Public Library	10,731	10,733	0.0%
1,114	929	19.9%	Southern Boone County Public Library	8,911	8,726	2.1%
629	605	4.0%	Holts Summit Public Library	6,900	6,876	0.3%
<u>PROGRAMS / COMMUNITY EVENTS</u>						
146	113	29.2%	Library Programs	1,216	1,183	2.8%
5,280	2,391	120.8%	Number in Attendance	30,504	27,615	10.5%
17	12	41.7%	Tours, Booths and Presentations	124	119	4.2%
2,654	1,970	34.7%	Estimated Number in Attendance	13,816	13,132	5.2%

*Includes Interlibrary Loan circulation

<u>MONTH</u>				<u>CUMULATIVE</u>		
<u>2023</u>	<u>2022</u>		<u>MEETING ROOM USES</u>	<u>2023</u>	<u>2022</u>	
52	38	36.8%	Community Groups Using Rooms (CPL)	616	602	2.3%
74	84	-11.9%	Library-related Uses (CPL)**	741	751	-1.3%
4	5	-20.0%	Community Groups Using Rooms (CCPL)	61	62	-1.6%
9	17	-47.1%	Library-related Uses (CCPL)**	172	180	-4.4%
8	4	100.0%	Community Groups Using Rooms (SBCPL)	80	76	5.3%
18	9	100.0%	Library-related Uses (SBCPL)**	173	164	5.5%
2	2	0.0%	Community Groups Using Rooms (HSPL)	25	25	0.0%
12	7	71.4%	Library-related Uses (HSPL)**	89	84	6.0%
<u>MATERIALS STATISTICS</u>						
363,850	369,134	-1.4%	Books			
14,267	17,518	-18.6%	Spoken Recordings			
17,324	18,626	-7.0%	Music Recordings			
38,531	38,070	1.2%	Video Recordings			
201	328	-38.7%	Devices			
1,039	921	12.8%	Kits			
98,392	93,625	5.1%	Digital Materials			
533,604	538,222	-0.9%	Total Materials			

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

Service Report: October 2023

Circulation

Circulation was down at the Callaway, Southern Boone, and Outreach this month while all other locations saw an increase. The largest increases seen were at Holts Summit and the Digital branch with 21.2% and 22.8% increases respectively.

Visits

Library visits continue to increase amongst all branches, excluding the Bookmobile and Callaway County.

Electronic Services

October saw an increase in all categories for Electronic Services with the highest increase seen was 31.2% in Wireless Access Point Uses.

Reference

Reference / Other Non-Circulation Contacts were up an impressive 41.3% at CPL this month with increases in all locations except Callaway.

Programs

Programs and Community events have increased in number and attendance this month, with an impressive 120.8% increase seen in program attendance. Holts Summit's Trunk or Treat is largely responsible for this increase as it saw 1200 patrons alone as more people celebrate Halloween due to continued post-Covid recovery of events.

Meeting rooms

Meeting room usage decreased at Callaway County for both community and library use, while CPL saw a decrease in only the library use of meeting rooms. All other locations saw increases in both community and library use with Southern Boone County seeing a 100% increase in both.