

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

January 11, 2024

6:00 p.m.

Columbia Public Library

Virginia G. Young Room

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

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

AGENDA

1. Call to Order
2. Roll Call and Determination of Quorum
3. Public Comments
4. Approval of Minutes from December 14 and December 19 - *enclosed*
5. Monthly Reports
 - a. Directors Report and Comments - *enclosed*
 - b. Financial Reports - *enclosed*
 - c. Service Report - *enclosed*
6. New Business - *enclosed*
 - ★ a. Policy 1-323 Paid Time Off (PTO)
 - ★ b. Policy 1-326 Paid Holidays
 - ★ c. Policy 1-328 Paid Family Leave
 - ★ d. Policy 1-329 Personal Leave
 - ★ e. Policy 1-325 Shared Leave - *repeal*
 - ★ f. LAGERS Valuation: Adoption of Statement Initiating 45-Day Public Information Period
7. Other Business
8. Staff Announcements
9. Board Comments/Announcements
10. 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 December 14, 2023

Call to Order, Roll Call and Determination

Margrace Buckler, Vice President, called the meeting to order at 6:00 p.m. A quorum of members was present.

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

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

Public Comment

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

Former staff member Chriss Jones, spoke about her termination and requested a meeting with the Board to discuss her firing.

Minutes

There were no corrections or comments concerning the closed or open minutes of the November 16, 2023 or December 6, 2023 Board Meetings. Both closed and open minutes for these meetings were approved as written.

Monthly Reports

Director's Report:

Margaret reported that the library, once again, has purchased a table for the upcoming Columbia Values Diversity breakfast hosted by the City of Columbia. She stated that the table will be for the board members that can attend as well as some staff members. She also reported that along with Kee Groshong, Bill Bondeson has announced that he is stepping down from the foundation.

Financial Report:

Jim presented the November financial report. He highlighted that when looking at total tax revenue for Callaway County we will have collected 102% of the budget and for Columbia and Boone County we will only collect 86% of the budget by the end of December. The remaining

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

portion for Columbia and Boone County will be distributed in 2024 which will put us ahead of budget for next year.

Service Report:

Margaret discussed the service report and there were no questions.

New Business

Jim presented the entire 2024 budget to the board, as they were not able to have a finance committee meeting before this board meeting.

Jim requested approval of the 2024 budget. Tonya asked if they needed to discuss in closed session before voting to which Margaret responded that it is not required but the board can decide to meet in closed session before voting if they wish. Kate asked for clarification that this is a projected budget assuming that the board will agree to the economic pieces of the union agreement, which they have not yet voted on. Margrace and Margaret answered that approving the budget gives permission to allocate funds assuming the board will pass the contract but does not commit them to spending the money in that way. Kate further clarified that if the budget is approved but the contract is not approved the funds can be reallocated.

ACTION: Jennifer moved, Jacqueline seconded voting to approve the proposed 2024 Budget. Vote on the motion was taken by roll call: Alvis – yes; Buckler – yes; Fennel – yes; Hayes-Martin -- yes; Kelly – yes; Markie – yes; Miller – yes; Nielsen – yes; Powell– yes; Rodewald -- yes; Westerfield – yes. The motion passed.

Other Business

None

Staff Announcements

None

Board Comments/Announcements

None

Closed Session

ACTION: Miller moved, Rodewald seconded entering Closed Session. Concerning Preparation as Authorized Under RSMo 610.021(9). Vote on the motion was taken by roll call:

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Alvis – yes; Buckler – yes; Fennel – yes; Hayes-Martin -- yes; Kelly – yes; Markie – yes; Miller – yes; Nielsen – yes; Powell– yes; Rodewald -- yes; Westerfield – yes. The motion passed.

Entered closed Session at 6:55 p.m.

Open session resumed at 7:27 p.m.

ACTION: Miller moved, Kelly seconded voting to approve the union contract with an amendment to Article 24: Wages. Concerning Preparation as Authorized Under RSMo 610.021(9). Vote on the motion was taken by roll call: Alvis – yes; Buckler – yes; Fennel – yes; Hayes-Martin -- no; Kelly – yes; Markie – yes; Miller – yes; Nielsen – yes; Powell– yes; Rodewald -- yes; Westerfield – yes. The motion passed.

Adjournment

Hearing no further business, Buckler Adjourned the meeting at 7:31 p.m.

Minutes recorded by Emily Camden.

Cori Miller, Board Secretary

Daniel Boone Regional Library
Minutes, Meeting of December 19, 2023

Call to Order, Roll Call and Determination

Nate Suttentfield, President, called the meeting to order at 4:30 p.m. A quorum of members was present.

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

Also in attendance were DBRL Executive Director Margaret Conroy, and DBRL managers Karen Crago, Drew Ide, Erin Magner, Jim Smith, Mitzi St. John, Abbey Rimel, Sheryl Bucklew, Sara Henry, Angela Scott.

Public Comment

Wendy Rigby, DBRL employee, spoke about the bargaining process and urged the board to revote on the tentative agreements as they stood on November 29.

Crystal Buffaloe, DBRL employee, spoke about her time working at the library and expressed what the impact of approving the contract would be for her and the rest of the staff.

Megan Durham, DBRL employee, urged the board that they should trust the budget prepared by Jim Smith adding that in times of economic struggle, the burden should not solely be placed on the staff.

Robin Duple, former DBRL employee, spoke about how much the library staff contribute to the organization and emphasized the importance in giving them better pay and benefits.

A member of the public spoke about how much the library staff means to the community and asked the board to approve the contract.

Staff Announcements

None.

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: Kelly moved, Howard seconded entering Closed Session concerning Preparation as Authorized Under RSMo 610.021(9). Vote on the motion was taken by roll call:

Daniel Boone Regional Library
Minutes, Meeting of December 19, 2023

Alvis – yes; Buckler – yes; Carner – yes; Fennel – yes; Kelly -- yes; Howard -- yes; Markie – yes; Miller – yes; Nielsen – yes; Powell– yes; Rodewald -- yes; Suttentfield – yes; Westerfield – yes. The motion passed.

Closed Session entered at 5:00 p.m.

Open session resumed at 5:47 p.m.

ACTION: Rodewald moved, Miller seconded voting to approve the union contract. Vote on the motion was taken by roll call: Alvis – yes; Buckler – yes; Carner – yes; Fennel – yes; Kelly -- yes; Howard -- no; Markie – no; Miller – yes; Nielsen – yes; Powell– yes; Rodewald -- yes; Suttentfield – yes; Westerfield – yes. The motion passed.

Adjournment

Hearing no further business, Suttentfield Adjourned the meeting at 5:50 p.m.

Minutes recorded by Emily Camden.

Cori Miller, Board Secretary

Director's Report
Daniel Boone Regional Library
January 11, 2024

Upcoming Meetings and Events

January 24, 2024	Columbia Values Diversity Celebration
February 6, 2024	Missouri Library Association Library Advocacy Day
February 15, 2024	DBRL Regional Board Meeting

Union

Union bargaining concluded at the end of November with a tentative agreement reached. The union held a ratification vote on December 12, which passed. Trustees voted on December 14 to amend the wages proposal, effectively voting down the contract as proposed. The union met with library administration on December 17 to discuss the results of the trustee's initial vote, and requested another vote, which the board held on December 19. The collective bargaining agreement was passed and became effective January 1, 2024 through December 31, 2026.

Public Services

Passport application services brought in \$100,000 in revenue in 2023, as post-pandemic travel plans came back in full force. The library continues to get kudos from patrons about the quality of the service and ease of process at the library.

Facilities

A routine inspection of CPL by the Columbia Fire Department resulted in findings that the Friends' storage in the basement hallway needs to be removed. The stored shelving in the basement also needs to be reduced (and that space can be given over to the Friends). Margaret posted a notice to other libraries of shelving for sale, and several libraries expressed interest. Much of that shelving will be removed in January. Other small findings such as personal heaters and extension cords have been corrected.

A squirrel caused a power outage at Southern Boone County PL at the end of December, resulting in partial lighting and heating failure; Ameren repaired the line and no downtime of library service resulted.

Foundation

The annual CoMo Gives fundraiser was held in December with a Foundation goal of \$15,000. The goal was exceeded and \$16,445 was raised. Of 175 participating charities, the DBRL Foundation ranked 35th in the total raised. Gifts from loyal annual donors and the Foundation's annual fundraising campaign netted another \$72,553 in donations, bringing targeted fundraising to a total of \$88,998 in 2023. Add to that the unexpected bequest from Callaway patron Helen Forsee makes 2023 the Foundation's most successful year in its 35 year history.

After 14 years of service, Foundation Treasurer Kee Groshong stepped off the board in December.

Media Report

The DBRL Board of Trustees' discussion and vote on the proposed contract with the library union attracted the most library-related media coverage for the month. Several outlets ran more than one story during the process - Columbia Daily Tribune, Columbia Missourian, KBIA, KMIZ and KOMU. Eagle 93.9 and KRCG aired stories after board approval of the contract. A few other library-related stories also appeared in the media. The "Vaccination Clinic: COVID-19 Booster & Flu" held at CPL was covered by the Columbia Daily Tribune, KBIA, KOMU, KRCG and Express Healthcare Management website. Aarik Danielson with the Columbia Daily Tribune wrote a short piece about CPL's upcoming "An Introduction to Visible Mending: Part One" session. The Columbia Missourian interviewed library associate Darin Fugit and printed a nice story about DBRL Outreach services. Another Missourian story included DBRL's computer and internet connectivity stats in the article "Broadband gains traction in Boone County."

December Community Activities and Meetings

December 7-8, 2024 Missouri Public Library Directors meeting
December 13, 2024 Civic Appreciation Breakfast
December 13, 2024 Foundation Board Meeting

FINANCIAL REPORT

December 31, 2023

Preliminary



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

	CURRENT YEAR	PRIOR YEAR
Assets		
CURRENT ASSETS		
Checking	857,639	615,783
Petty Cash	950	950
Circulation Cash in Safe	500	500
Callaway Savings	298	298
Cash in Custody Boone County	14,580,078	13,469,503
Inventory	2,023	2,023
Accounts Receivable	(57)	970
Accrued Interest	13,258	13,259
Prepaid Expenditures	410,037	407,010
Total Current Assets	<u>\$ 15,864,726</u>	<u>\$ 14,510,296</u>
FIXED ASSETS		
Land	1,702,265	1,702,265
Automotive Equipment	632,272	655,230
Furniture and Equipment	3,682,475	3,838,737
SIRSI Circulation Control System	137,960	137,960
Callaway County Building	2,126,968	2,126,968
Columbia Building	24,769,137	24,770,229
Leasehold Improvements	80,067	80,067
Total Fixed Assets	<u>\$ 33,131,144</u>	<u>\$ 33,311,456</u>
Total Assets	<u><u>\$ 48,995,870</u></u>	<u><u>\$ 47,821,752</u></u>
Liabilities and Fund Balance		
CURRENT LIABILITIES		
Accounts and Salaries Payable	16,062	304,637
Retainage Payable	-	16,579
Unreimbursed Medical	2,256	262
Dependent Care	-	321
Liabilities Accrued & Withheld	16,602	81,702
Total Current Liabilities	<u>\$ 34,920</u>	<u>\$ 403,501</u>
Fund Balance	14,106,794	14,540,493
Fund Balance, Current Year	1,723,012	(433,698)
Invested in General Fixed Assets	33,131,144	33,311,456
Total Fund Balance	<u>\$ 48,960,950</u>	<u>\$ 47,418,251</u>
Total Liabilities and Fund Balance	<u><u>\$ 48,995,870</u></u>	<u><u>\$ 47,821,752</u></u>

Daniel Boone Regional Library
Preliminary Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended December 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	\$ 214,340	\$ 2,649,286	\$ 2,597,180	\$ 52,106	102%	\$ 2,493,870
Columbia and Boone County	1,664,518	9,086,647	10,455,996	(1,369,349)	87%	9,786,301
Total Tax Revenue	<u>\$ 1,878,858</u>	<u>\$ 11,735,933</u>	<u>\$ 13,053,176</u>	<u>\$ (1,317,243)</u>	<u>90%</u>	<u>\$ 12,280,171</u>
Investment Interest on Taxes	18,850	269,704	135,000	134,704	200%	150,663
Interest on Checking	4,058	33,334	6,010	27,324	555%	4,958
Unrealized Gain or (Loss)	-	1,234,224	-	1,234,224	0%	(1,057,286)
Total Investment Revenues	<u>\$ 22,908</u>	<u>\$ 1,537,262</u>	<u>\$ 141,010</u>	<u>\$ 1,396,252</u>	<u>1090%</u>	<u>\$ (901,665)</u>
State Aid	-	158,908	160,815	(1,907)	99%	129,905
Athletes and Entertainer's Tax	-	160,000	160,000	-	100%	101,000
Contributions	23,692	109,815	71,000	38,815	155%	111,886
Copy and Printing Income	2,637	28,697	30,000	(1,303)	96%	26,172
Other Income	13,479	214,245	133,100	81,145	161%	134,420
Total Unrestricted Revenues	<u>\$ 1,941,574</u>	<u>\$ 13,944,860</u>	<u>\$ 13,749,101</u>	<u>\$ 195,759</u>	<u>101%</u>	<u>\$ 11,881,889</u>
CURRENT FUNDS RESTRICTED						
LSTA Grants	-	-	60,000	(60,000)	0%	111,744
Total Restricted Revenue	<u>-</u>	<u>-</u>	<u>60,000</u>	<u>(60,000)</u>	<u>0%</u>	<u>\$ 111,744</u>
Total Revenue	<u><u>\$ 1,941,574</u></u>	<u><u>\$ 13,944,860</u></u>	<u><u>\$ 13,809,101</u></u>	<u><u>\$ 135,759</u></u>	<u><u>100.98%</u></u>	<u><u>\$ 11,993,633</u></u>
EXPENDITURES						
Salaries and Benefits						
Regional Administration	123,213	988,691	1,022,445	33,754	97%	896,960
Building and Grounds	32,569	276,511	282,474	5,963	98%	258,712
Patron Services	420,210	3,579,053	3,962,675	383,622	90%	3,494,572
Collection Services and IT	96,719	888,953	940,529	51,576	95%	882,351
Total Salaries	<u>\$ 672,711</u>	<u>\$ 5,733,208</u>	<u>\$ 6,208,123</u>	<u>\$ 474,915</u>	<u>92%</u>	<u>\$ 5,532,595</u>
FICA & Medicare	51,143	422,732	474,921	52,189	89%	408,850
Health and Dental Insurance	7,338	656,424	869,154	212,730	76%	796,278
Life Insurance	-	4,196	5,550	1,354	76%	4,695
Employee Assistance Program	383	4,601	4,611	10	100%	4,601
Retirement Plan	83,129	763,499	889,101	125,602	86%	718,431
Unemployment Insurance	-	-	6,500	6,500	0%	-
Total Salaries and Benefits	<u>\$ 814,704</u>	<u>\$ 7,584,660</u>	<u>\$ 8,457,960</u>	<u>\$ 873,300</u>	<u>90%</u>	<u>\$ 7,465,450</u>
Library Materials						
Books, Periodicals and AV	<u>\$ 141,567</u>	<u>\$ 1,968,319</u>	<u>\$ 1,998,250</u>	<u>\$ 29,931</u>	<u>99%</u>	<u>\$ 1,938,317</u>
General Operating						
Association Dues	497	7,848	13,510	5,662	58%	7,378
Conference/Seminar/Staff Training	1,983	32,826	45,260	12,434	73%	47,641
Employment and Bid Ads	-	118	1,000	882	12%	199
Miscellaneous	2	295	5,000	4,705	6%	2,054
MOREnet	-	19,328	20,000	672	97%	13,217
Personal Vehicle Mileage	193	1,964	1,850	(114)	106%	1,815
Postage and Mailing	311	102,730	99,386	(3,344)	103%	95,488
Printing	8,958	55,735	72,800	17,065	77%	52,957
Professional Fees	38,338	272,539	323,425	50,886	84%	182,955
Programming	22,576	144,268	164,000	19,732	88%	149,822
Supplies and other expenditures	21,497	491,431	607,309	115,878	81%	489,519

Daniel Boone Regional Library
Preliminary Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended December 31, 2023

	CURRENT MONTH	YEAR TO DATE-ACTUAL	ANNUAL BUDGET	REMAINING BUDGET	YTD AS % OF BUDGET	PRIOR YEAR TO DATE-ACTUAL
Trustee Development	1,150	8,868	10,768	1,900	82%	1,787
CURRENT FUNDS RESTRICTED	-	-	-			-
LSTA Grants	1,585	1,585	60,000	58,415	0%	111,744
Total General Operating Expenditures	\$ 97,090	\$ 1,139,535	\$ 1,424,308	\$ 284,773	80%	\$ 1,156,576
Building Operations and Maintenance						
Building Maintenance	45,412	511,846	651,943	140,097	79%	738,203
Electric/Water Utilities	19,929	252,360	304,806	52,446	83%	256,137
Facility Rent	-	172,404	172,404	-	100%	166,438
Gas/Utilities	4,636	39,410	46,928	7,518	84%	53,120
Insurance Building and Liability	-	131,068	125,048	(6,020)	105%	118,975
Library Vehicle Maintenance	21,750	37,962	65,617	27,655	58%	30,502
Machine Maintenance	1,453	42,378	50,254	7,876	84%	43,845
Telephone/Utilities	3,204	70,523	75,782	5,259	93%	56,205
Total Building Operations	\$ 96,384	\$ 1,257,951	\$ 1,492,782	\$ 234,831	84%	\$ 1,463,425
Total Current Expenditures	\$ 1,149,745	\$ 11,950,465	\$ 13,373,300	\$ 1,422,835	89%	\$ 12,023,768
Revenue Over (Under) Expenditures	\$ 791,829	\$ 1,994,395	\$ 435,801	\$ (1,287,076)		\$ (30,135)
Capital Outlay						
Furniture, Equipment, Capital Outlay	3,016	271,383	374,180	102,797	73%	403,563
Total Capital Outlay	\$ 3,016	\$ 271,383	\$ 374,180	\$ 102,797	73%	\$ 403,563
Total Expenditures	\$ 1,152,761	\$ 12,221,848	\$ 13,747,480	\$ 1,525,632	89%	\$ 12,427,331
Revenue Over (Under) Expenditures	\$ 788,813	\$ 1,723,012	\$ 61,621	\$ 1,661,391		\$ (433,698)

DBRL Monthly Report Preliminary December 2023

This financial report is a preliminary report 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 2023 invoices in order to accurately report our position.

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. 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). This will be updated with the Final December Report.
2. Accounts Receivable represents staff meal reimbursements that will clear next month when the credit card payment processes to the vendors (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). This will be updated with the Final December Report.

Liabilities

1. The "Current Year" Accounts & Salaries Payable balance will be adjusted for the final December report to reflect outstanding invoices. We anticipate the final amount to be closer to the "Prior Year" amount (page 1).
2. Unreimbursed Medical has a liability for the funds that have not been claimed as part of the Cafeteria program (page 1).
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 December except for the Columbia and Boone County property taxes (page 2). Property Taxes is under budget because the timing of a property tax bill that was paid in December and November resulted in this payment being recorded as CY 2024 revenue.
2. Investment Interest on Taxes is through November 2023 (page 2). December investment interest income information has not been received from the Boone County Treasurer (page 2).

DBRL Monthly Report Preliminary December 2023

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 and increased revenue sharing from the use of the DBRL credit cards (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 passport fee revenue and kiosk revenue than expected (page 2).

Expenditures

1. Salaries and Fringe Benefits are under budget because of employee turnover (page 2). Salaries and Fringe Benefits will increase for the Final December Report for the salaries and benefits due at December 31st but were not paid until January 2024.
2. The General Operating Budget reports eighty (80) percent expended (pages 2-3). A few line items worth mentioning are Association Dues, Conference/Seminar/Staff Training, MOREnet, Personal Vehicle Mileage, Postage and Mailing and Printing. We expect all lines to be within budget at year-end except for Personal Vehicle Mileage and Postage and Mailing. We expect these overages to be covered by other line items being under budget.
 - Association Dues was under its line item budget because fewer staff filed for reimbursement than as planned as part of the budget.
 - Conference/Seminar/Staff Training is less than its line item budget because of fewer staff attending conference than planned as part of the budget.
 - MOREnet represents the semi-annual payment for services.
 - Personal vehicle mileage is more than its line item budget because the IRS increased the mileage reimbursement rate mid CY 2023.
 - 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.
 - Printing is less than its line item budget because needing less printing than planned as part of the budget.
3. Building Operations and Maintenance reports eighty-four (84) 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

DBRL Monthly Report Preliminary December 2023

exception of Insurance. We expect this overage to be covered by other line items being under budget.

- Facility Rent SBCPL and HSPL are paid through December 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 remitted invoices through September 30, 2023 which will be reflected on the December 2023 monthly report.
4. Furniture, Equipment, Capital Outlay includes purchases of computer equipment, maintenance equipment, shelving, furniture, and a van approved in the CY 2023 budget.

SERVICE REPORT - DEC 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>	
100,879	102,673	-1.7%	Columbia Public Library*	1,397,283	1,186,649	17.8%
7,404	6,480	14.3%	Callaway County Public Library	96,854	90,322	7.2%
4,992	5,799	-13.9%	Southern Boone County Public Library	74,567	64,957	14.8%
4,426	4,253	4.1%	Holts Summit Public Library	60,967	55,085	10.7%
98,902	82,285	20.2%	Digital Branch (eBks, downloadable audiobks & magazines)	1,123,528	967,249	16.2%
5,908	6,226	-5.1%	Outreach Circulation	82,852	66,464	24.7%
1,048	900	16.4%	Library-To-Go Circulation (Hallsville)	11,338	7,607	49.0%
223,559	208,616	7.2%	Total Materials Circulated	2,847,389	2,438,333	16.8%
<u>LIBRARY VISITS</u>						
29,794	26,541	12.3%	Columbia Public Library	367,482	282,503	30.1%
3,174	2,501	26.9%	Callaway County Public Library	44,333	39,087	13.4%
1,618	1,585	2.1%	Southern Boone County Public Library	31,063	22,315	39.2%
2,593	1,366	89.8%	Holts Summit Public Library	23,746	15,668	51.6%
1,022	946	8.0%	Bookmobile	14,564	6,721	116.7%
239	181	32.0%	Delivery Services	2,789	2,388	16.8%
<u>ELECTRONIC SERVICES</u>						
75,988	75,690	0.4%	DBRL Page Views (Non-Catalog)	1,097,638	1,096,989	0.1%
2,296	2,024	13.4%	Database Uses	29,378	26,747	9.8%
4,205	3,362	25.1%	Internet Computer Sessions	55,430	41,218	34.5%
4,790	3,651	31.2%	Wireless Access Point Uses	51,908	40,964	26.7%
<u>REFERENCE / OTHER NON-CIRCULATION CONTACTS</u>						
8,148	7,140	14.1%	Columbia Public Library	117,501	105,267	11.6%
1,060	727	45.8%	Callaway County Public Library	12,899	12,133	6.3%
834	685	21.8%	Southern Boone County Public Library	10,549	10,183	3.6%
575	512	12.3%	Holts Summit Public Library	8,079	7,722	4.6%
<u>PROGRAMS / COMMUNITY EVENTS</u>						
57	88	-35.2%	Library Programs	1,418	985	44.0%
1,522	1,744	-12.7%	Number in Attendance	35,119	28,640	22.6%
5	1	400.0%	Tours, Booths and Presentations	139	112	24.1%
117	32	265.6%	Estimated Number in Attendance	14,267	10,535	35.4%

*Includes ILL circulation

<u>MONTH</u>			<u>MEETING ROOM USES</u>	<u>CUMULATIVE</u>		
<u>2023</u>	<u>2022</u>			<u>2023</u>	<u>2022</u>	
42	38	10.5%	Community Groups Using Rooms (CPL)	722	266	171.4%
56	52	7.7%	Library-related Uses (CPL)**	872	481	81.3%
2	1	100.0%	Community Groups Using Rooms (CCPL)	66	11	500.0%
14	4	250.0%	Library-related Uses (CCPL)**	200	101	98.0%
4	4	0.0%	Community Groups Using Rooms (SBCPL)	87	25	248.0%
18	11	63.6%	Library-related Uses (SBCPL)**	211	66	219.7%
3	1	200.0%	Community Groups Using Rooms (HSPL)	31	11	181.8%
9	4	125.0%	Library-related Uses (HSPL)**	104	42	147.6%
<u>MATERIALS STATISTICS</u>						
361,739	371,188	-2.5%	Books			
14,263	17,151	-16.8%	Spoken Recordings			
16,864	18,356	-8.1%	Music Recordings			
38,384	38,666	-0.7%	Video Recordings			
191	321	-40.5%	Devices			
1,070	925	15.7%	Kits			
98,987	95,340	3.8%	Digital Materials			
531,498	541,947	-1.9%	Total Materials			

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

Service Report: October 2023

Circulation

Columbia Public Library circulation continues to be slightly reduced from last year along with Southern Boone County Public Library and Outreach Circulation. The Digital branch has continued to follow a trend of increasing at 20% or more each month when compared to 2022 data.

Visits

Library visits continue to increase amongst all branches, with the most notable growth seen with Holts Summit Public Library (89.9%).

Electronic Services

December saw a continued increase in all categories for Electronic Services.

Reference

Reference / Other Non-Circulation Contacts were up an impressive 45.8% at Callaway County Public Library.

Programs

Programs and Community events have decreased in number and attendance this month compared to 2022 while Tours, Booths and Presentations have grown in both number and attendance.

Meeting rooms

Meeting room usage increased across all locations in December.

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Paid Time Off (PTO)- Draft

ADMIN 1-323

BOARD

SECTION: 300 – Employee Benefit Policies

Approved: 11/15/18

Revised: 01/11/24

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POLICY

Paid time off (PTO) is provided to non-probationary library employees for planned and unplanned time away from work. After the completion of a satisfactory probation period, benefit-eligible employees will be credited the leave accrued from the starting date of benefit-eligible employment. Temporary employees and employees working fewer than twenty (20) hours per week do not accrue paid time off. See also the requirements of Policies 1-224 Employee Probation Period.

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The monthly accrual rate of PTO is indicated by the following schedule.

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PTO Hours Accrued Per Month

<u>Years of Service</u>	<u>Full-Time</u> (40 hrs/week)	<u>3/4-Time</u> (30-39 hrs/week)	<u>Half-Time</u> (20-29 hrs/week)
0- <u>2</u>	14	10.5	7
<u>3-4</u>	<u>15</u>	<u>11.25</u>	<u>7.5</u>
5- <u>6</u>	16	12	8
<u>7-8</u>	<u>17</u>	<u>12.75</u>	<u>8.5</u>
<u>9-10</u>	18	13. <u>75</u>	9
<u>11+</u>	20	15	10

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The scheduling needs of the department will have priority in the determination of approval for the employee's use of PTO. The supervisor and employee shall work together to arrive at the best plan to provide the employee with time off when requested while maintain departmental staffing needs. In the event that two or more employees have pending PTO requests for the same day and staffing needs cannot accommodate both requests, PTO will be granted to the employee on a first-come, first-served basis, without regard to seniority.

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Full-time employees can accrue up to a maximum balance of 560 hours of PTO. Three-quarter-time employees can accrue up to a maximum balance of 420 hours of PTO. Half-time employees can accrue up to a maximum balance of 280 hours of PTO.

Upon separation of employment from the Library, employees will be paid for up to four weeks of any accrued and unused PTO at their current rate of pay and according to their budgeted hours.

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DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Paid Holidays- Draft**ADMIN 1-326****BOARD****SECTION: 300 – Employee Benefit Policies**

Approved: 08/12/04
Revised: 03/12/09
Revised: 02/16/12
Revised: 07/16/15
Reviewed: 03/15/18
Revised: 11/15/18
Revised: 02/13/20
Revised: 01/14/21
Revised: 03/10/22
Revised:

POLICY

Daniel Boone Regional Library has designated the following days as paid holidays, for which employees will be given paid holiday leave.

Paid Closed Holidays

The following days are designated as paid, closed holidays:

New Year's Day	January 1
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Thanksgiving Friday	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

The library will also be closed on Easter and the Sundays before Memorial Day and Labor Day. Staff normally scheduled to work on these days will be compensated at their regular rate of pay for the hours they would have been scheduled to work.

When a closed holiday falls on an employee's scheduled work day, holiday pay will be applied for the hours scheduled for that day. When a holiday falls on a bargaining unit member's scheduled day off, the bargaining unit member will be credited with the holiday and may take it off within forty-five days following the closed holiday, or longer with supervisor approval. For each designated paid holiday that falls on a bargaining unit member's scheduled day off, full-time bargaining unit members receive eight hours, 3/4

time bargaining unit members receive six hours, and 1/2 time employees receive four hours.

When New Year's Day, Juneteenth, Independence Day or Christmas Day falls on a Sunday, the library will also be closed on the following Monday. No holiday leave will be credited for those Mondays, and no one will be scheduled to work except for staff needed to empty book drops. Staff normally scheduled to work on these days will be compensated at their regular rate of pay for the hours they would have been scheduled to work.

When New Year's Day, Juneteenth, Independence Day or Christmas Day falls on a Saturday, the library will also be closed on the following Sunday. Staff normally scheduled to work on these Saturdays or Sundays will be compensated at their regular rate of pay for the hours they would have been scheduled to work.

Paid, Open Holidays

The following days are designated as paid, open holidays:

Martin Luther King, Jr Birthday Observance	Third Monday in January
Presidents' Day	Third Monday in February
Veterans Day	November 11

The library is open for normal working hours on open holidays. Employees scheduled to work on open holidays shall be credited with the holiday according to their scheduled time. Staff may take it off within forty-five days of the open holiday, or longer with supervisor approval.

Employees who perform any work for the library on closed days will be paid one and a half (1.5) times their regular rate of pay for their hours worked.

Holiday leave will not be paid to employees on unpaid leaves of absence.

The library is closed on the second Monday in October for staff training. All staff members are expected to attend Staff Development Day.

DANIEL BOONE REGIONAL LIBRARY**SUBJECT: Paid Family Leave- Draft****ADMIN 1-328****BOARD****SECTION: 300 – Employment Benefits Policies****Approved:****POLICY**

The Daniel Boone Regional Library (DBRL) may provide up to twelve (12) weeks of paid leave to benefit-eligible employees at their regular rate of pay to care for a family or household member, including domestic partners and their family members, or those individuals for whom the employee has an assumed or legal responsibility with a serious health condition and/or care for or bond with children within 12 months following the birth or placement (via adoption, surrogacy, or foster care) of a child in the employee's household.

To qualify for Paid Family Leave, the employee must meet the eligibility requirements for Family and Medical Leave of Absence (FMLA) under applicable federal law. Spouses and/or domestic partners who are both eligible employees may each take leave under this policy for the same qualifying event.

Paid Family leave shall run concurrently to FMLA. Paid Family Leave may be taken intermittently or supplement a reduced leave schedule when medically necessary.

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Personal Leave- Draft

ADMIN 1-329

BOARD

SECTION: 300 – Employee Benefit Policies

Approved: 11/15/18

Revised:

POLICY

The library provides paid personal leave to be used at the discretion of the employee, with prior approval of the supervisor. Personal leave is awarded at the beginning of each calendar year and must be taken before the end of the calendar year. Personal leave does not carry over into the new calendar year.

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Personal leave will be pro-rated for new employees and will be awarded on the first of the month following the date of hire.

Mid-year changes in FTE will not affect the amount of the award. Employees may use personal leave during their initial probation period.

Personal Leave hours are allotted as follows:

Deleted: Full-time employees will be granted three personal days each year. Part-time employees are granted personal days on a pro rata basis, based on their budgeted FTE, as shown in the chart below.

Personal Leave Hours Accrued Per Year

<u>Full-Time</u>	<u>3/4-Time</u>	<u>Half-Time</u>	<u>Below Half-Time</u>
24	18	12	<u>6</u>

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Staff with no regularly budgeted hours (e.g. floaters) are not eligible for Personal Leave.

Deleted: All unused personal leave is forfeited at the end of the year. ¶

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Shared Leave Fund	ADMIN 1-325
BOARD Approved: 04/11/19	SECTION: 300 – Employee Benefit Policies

POLICY

Benefit-eligible, non-probationary library employees may qualify for leave from a shared fund. The fund provides a possible source of Paid Time Off (PTO) to any eligible employee who has sustained a catastrophic illness or injury, or whose immediate family member has sustained a catastrophic illness or injury. Catastrophic illness or injury is defined as a condition considered to be life threatening or which has the likelihood of serious residual disability affecting the mental or physical health of the employee or an immediate family member and requiring the services of a physician. A catastrophic illness or injury may require lengthy hospitalizations, necessary surgery requiring a lengthy recovery, and/or an on-going treatment regimen requiring frequent time off from work. Immediate family member is defined as the employee's spouse, domestic partner, parents and dependent children.

The Shared Leave Fund is not intended to cover any other types of absences for which an employee has insufficient leave.

An employee applying to draw leave from the Shared Leave Fund must have first exhausted all earned PTO, Personal Leave and Holiday Leave before being awarded Shared Leave.

Any employee who is eligible to earn PTO leave may choose to donate a portion of his or her accrued PTO to the Shared Leave Fund. Leave may not be donated to the Fund upon retirement, resignation or termination of employment.

Donated leave becomes the property of Daniel Boone Regional Library and may not be targeted by the donating employee for specific individuals, or withdrawn by or returned to the donating employee for any reason.

Donated hours do not qualify as a charitable gift under the IRS code and cannot be declared on income tax returns.

All donations to, and awards from the Fund will remain confidential.

PROCEDURES

Donating Leave:

1. Employees may donate up to 80 hours of PTO Leave per year, provided they retain the equivalent of two weeks leave in their PTO banks.
2. Personal Leave, Holiday Leave and Bereavement Leave may not be donated to the Shared Leave Fund.
3. Leave may be donated to the Fund once per year, typically during the open benefit enrollment period each year.

Applying for Shared Leave:

1. Applications for using Shared Leave should be submitted in writing to the employee's immediate supervisor to ensure the absence is approved. The supervisor will forward the request to the HR Manager.
2. An employee may only apply to the Fund once per twelve month period.

Awarding Shared Leave:

1. The HR Manager and Executive Director will evaluate each request for Shared Leave and make the approval decision.
2. Donated hours are paid at the base salary rate of the receiving employee.
3. Employees using Shared Leave will continue to receive their regular benefits. Applicable taxes will be withheld and standard employee deductions will continue to be made during the period the Shared Leave is being used.
4. Employees receiving workers' compensation benefits are not considered to be in an "unpaid" status and are therefore not eligible to receive donated leave for the purpose of supplementing statutory workers' compensation benefits.
5. Determination of the awarded amount may depend on the amount of leave in the Fund and the number of pending applications at the time of the request.
6. An award of Shared Leave does not guarantee protection beyond FMLA.



Daniel Boone Regional Library

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DBRL 01/04/24

Agenda #6f

TO: Daniel Boone Regional Library (DBRL) Board of Trustees

FROM: Margaret Conroy

DATE: January 4, 2024

SUBJECT: LAGERS Valuation: Adoption of Statement Initiating 45-Day Public Information Period

Memorandum

The Daniel Boone Regional Library Board of Trustees has received cost information for a possible change in retirement benefits for its employees under the Missouri Local Government Employees Retirement System. Section 105.675 RSMO provides that (a) when a political subdivision is making a substantial proposed change in benefits, a prepared statement regarding the cost of such change shall be prepared in accordance with Section 105.665 RSMO; (b) the statement of cost shall be made available as public information for at least 45 calendar days before taking final action to adopt the change in benefits; and (c) the statement of cost shall be filed in the office of the clerk, secretary or other individual responsible for keeping the official records, and with the joint committee on public employee retirement in accordance with Section 105.675 Revised Statutes of Missouri. In compliance with section 105.675 RSMO, said cost information shall be made available for public inspection for at least 45 calendar days from today prior to adoption of the benefit change. Interested parties may view a copy of this cost information at www.dbrl.org and or/by contacting Jim Smith at jsmith@dbrl.org.

Requested Action

We are requesting that the DBRL Board of Trustees approve the LAGERS Valuation: Adoption of Statement Initiating 45-Day Public Information Period.



Callaway County Public Library, 710 Court St., Fulton, MO 65251, (573) 642-7261

Columbia Public Library, 100 W. Broadway, Columbia, MO 65203, (573) 443-3161

Southern Boone County Public Library, 109 North Main St., Ashland, MO 65010, (573) 657-7378