

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

February 15, 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 January 11, 2024 - *enclosed*
5. Monthly Reports
 - a. Directors Report and Comments - *enclosed*
 - b. Financial Reports - *enclosed*
 - c. Service Report - *enclosed*
6. Service Spotlight:
7. New Business
 - ★ a. 1-224 Employee Probation Period
 - ★ b. 1-225 Rest Periods
 - ★ c. 2-709 Payroll
8. Other Business
9. Staff Announcements
10. Board Comments/Announcements
11. Adjournment

AMERICANS WITH DISABILITIES ACT NOTICE

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

POLICY FOR PUBLIC PARTICIPATION AT BOARD MEETINGS

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

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

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

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

Daniel Boone Regional Library
Minutes, Meeting of January 11, 2024

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, Jacqueline Kelly, Jean Howard, Cori Miller, August Nielsen, Pat Powell, Nate Suttentfield, Khaki Westerfield, Shannon Alvis, and Tonya Hays-Martin. Jennifer Rodewald was absent.

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

Public Comment

None

Minutes

There were no corrections or comments concerning the closed or open minutes of the December 14, 2024 or the December 19, 2024 Board Meetings. Both closed and open minutes for these meetings were approved as written.

Monthly Reports

Director's Report:

Margaret gave a reminder that the Columbia Values Diversity Celebration Breakfast is coming up on January 24 and that we have purchased a table. She reported that we have two staff members that always attend, but the remaining seats will be filled by board members that would like to go. She also reminded the board that the MLA Library Advocacy Day in Jefferson City is on February 6. Emails gauging interest in attending both events will be sent to the trustees soon and any board member wishing to attend either should let Emily know.

Following these reminders, Jacqueline asked Margaret, aside from the breakfast, what the library is doing for Martin Luther King Jr. Day as well as Black History Month. Margaret said that we have two employees, Hilary Aid and Lauren Williams, that are a part of The Journey Towards Inclusive Excellence and offered Lauren the floor to talk about upcoming events. Lauren shared that during the Columbia Values Diversity Celebration Breakfast, she and Hilary will be giving a short presentation on The Journey Towards Inclusive Excellence and the educational programs they do in the community to inform people and help them challenge their individual biases. She

Daniel Boone Regional Library
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also shared that due to Martin Luther King Jr. Day being considered a national day of service, the Outreach department will be having a volunteer fair and during Black History month they have planned a series of programs for adults and children focused around Black History Month.

Returning to her report, Margaret shared about the fire marshal's walk through and the selling of the extra shelving in the basement as well as the success of the foundation in this year's fundraising efforts. Pat mentioned that she was congratulating Jacqueline on the success and that she thought it was wonderful. Jacqueline added that this is even more spectacular as the Missourian and John Baker mentioned that giving is currently down, but the ComoGives campaign, as well as the foundation, have both done better this year. She added that fellow foundation board member Sarah Lark made a wonderful video to promote the library's ComoGives campaign and that we should be acknowledging and encouraging such behavior.

Moving forward, Jean asked Margaret if we were expecting to make over \$100,000 from the passport office this year. Margaret stated that the passport office was only planned as a patron service and was never intended to be so profitable but that the profit has just been an added plus to providing the service. August asked where the money made is allocated to go, to which Jim replied that it is accounted for under "Other Revenue" in the budget. August suggested that the money could be used to do something for the staff if it is not allocated elsewhere, to which Jacqueline pointed out that they just approved the Union agreement and might want to allocate that money to the budget adjustments.

Financial Report:

Jim presented the December 2023 report. This report is preliminary as we still have various invoices and information from Boone county necessary to close our records for the year. Jim reported that on page two, under revenue that the tax revenue came out as discussed at the December 14 board meeting with Callaway county collecting 102% of budget and Columbia/Boone county collecting 87% of the budget. The remaining amount for Columbia/Boone county was due to a large real estate tax bill not received in 2023 that will be received in 2024, putting us ahead of the 2024 budget.

Jim also reported that we had an increase in investment and checking account interest rates that resulted in increased revenue from those accounts. The success of the passport office and the kiosk helped the "other income" category collect 161% of its budget for 2023.

Service Report:

Margaret discussed the service report and Jacqueline pointed out the impressive numbers for the bookmobile. She added that they are doing a great service to the community and the recent media exposure has been great.

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New Business

Margaret shared that now that the union agreement has been approved, we will be reviewing and updating the library policies affected by the agreement.

Policy 1-323 Paid Time Off:

Margaret discussed the change to this policy in the PTO accrual chart which increased the acceleration of the accrual. She also noted that there was an addition to the policy regarding guidelines for how managers should handle granting PTO requests when more than one person requests off the same day. The last change was the addition of up to 4 weeks of payout of PTO for employees leaving the library.

ACTION: Powell moved, Kelly seconded approving the proposed changes to Policy 1-323 Paid Time Off. The motion passed by unanimous consent.

Policy 1-326 Paid Holidays:

Margaret reported that the two major changes to this policy are closing a full day on New Years Eve and how we pay staff who are scheduled to work on a closed holiday. This policy change states that when an employee is scheduled to work on a closed holiday, they will receive their rate of pay for those hours.

ACTION: Carner moved, Powell seconded approving the proposed changes to Policy 1-326 Paid Holidays. The motion passed by unanimous consent.

Policy 1-328 Paid Family Leave:

Margaret introduced this policy to the board as it is a brand new policy resulting from the union agreement. She explained that it provides up to 12 weeks of paid leave to benefit eligible employees for the purpose of caring for a family member and follows the FMLA requirements to determine eligibility.

ACTION: Fennel moved, Carner seconded approving the adoption of Policy 1-328 Paid Family Leave. The motion passed by unanimous consent.

Policy 1-329 Personal Leave:

Margaret explained that the change to this policy is in giving employees budgeted under 20 hours a week six hours of personal leave a year.

ACTION: Powell moved, Carner seconded approving the proposed changes to Policy 1-329 Personal Leave. The motion passed by unanimous consent.

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Policy 1-325 Shared Leave:

Margaret shared that we are requesting to rescind the shared leave policy as the union agreement provides for a short term disability insurance fund to replace the policy.

ACTION: Howard moved, Nielsen seconded approving the rescinding of Policy 1-325 Shared Leave. The motion passed by unanimous consent.

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

Margaret explained that, in order to increase the LAGERS benefit to employees the board must first post the supplemental valuation for 45-days. This vote would approve the posting period allowing the board to vote to approve the increase at the next board meeting.

ACTION: Kelly moved, Howard seconded approving initiating the 45-day public information period regarding LAGERS valuation. The motion passed by unanimous consent.

Other Business

Margaret shared that the First Baptist Church owns a portion of the parking lot adjacent to the Fulton library. The church has recently agreed to deed them to the library. She does not think it will require an action from the Callaway board or the regional board but wanted to report that it is happening. She should have an update in her director's report for next month.

Staff Announcements

Lauren added onto her previous comments by sharing that for the last few years the library has hosted a Black History Month Trivia Night which will again take place this year on the last Saturday in February.

Board Comments/Announcements

No Board Comments or Announcements.

Adjournment

Hearing no further business, Suttentfield adjourned the meeting at 6:36 p.m.

Minutes recorded by Emily Camden.

Cori Miller, Board Secretary

Director's Report
Daniel Boone Regional Library
February 15, 2024

Upcoming Meetings and Events

February 21, 2024 DBRL Foundation Board Meeting
February 28, 2024 Donuts With the Director

Legislation

The Missouri General Assembly began its session in January, and several bills affecting libraries were filed. Two bills in particular bear watching: HB 2498 which would require library boards to be elected, and SB 1330, which holds library trustees and staff of libraries “liable for damages for furnishing or allowing access of pornographic materials to a minor...”. Other bills allow A&E funds to be used for capital improvements and give consolidated library districts the power to change their fiscal years. DBRL filed a fiscal note on the cost to the taxpayers of paying biennial election costs.

Personnel

Tyler Davis started in the new position of Community Resource Specialist on January 2. As he had experience with us from his practicum last spring, he was able to hit the ground running. In his first month, Tyler spent over 17 hours making 55 contacts with our patrons, providing referrals mostly to housing resources.

Public Services Manager Angela Scott was interviewed for the new position of Associate Director of Operations and was offered the position. She assumed her new role on February 5.

Sadly, recently retired employee Sherry McBride-Brown passed away at the end of January. Staff are working on ideas to memorialize Sherry’s long service to the library.

Public Services

The 2024 Winter Reading program kicked off on January 15 with a food drive. A volunteer fair was held at CPL on that day, the National Day of Service, in honor of Dr. Martin Luther King, Jr. The fair pairs agencies seeking volunteers with people seeking opportunities. At CPL, local author Charlis Jeanette read "(IM)possible: The Untold Story of Henry Kirklin," her children's book about a former Boone County slave turned farmer, horticulturist and teacher at MU. All branches had book displays and activities for children.

Facilities

Several sections of excess shelving have been sold to the St. Charles City-County Library and the Caldwell County Library. A sale to the Cameron Public Library is pending. Space is being cleared to accommodate the Friends boxes that have been lining the basement hallway.

Meyer Electric began converting the fluorescent light fixtures at CPL to accommodate LED bulbs. The process will take several weeks to complete.

Friends and Foundation

The Friends of Columbia Public Library presented the library with a check for \$67,000, representing proceeds from the Friends' book sales conducted in 2023. The funds will go primarily towards supporting One Read and Unbound Book Festival expenses, the children's collection, the free books for children service and summer reading.

Media Report

This month, the media covered a number of library-related topics. Both the Boone County Journal and the Columbia Missourian printed articles about SBCPL's "Reading to Rex " program. KMIZ and KOMU aired stories about the federal government's grant award to Columbia to install EV charging stations in the city including units to be available at CPL. The Columbia Daily Tribune interviewed DBRL staff for its article "New 'Bluey' episodes hit Disney+ Friday. Here's what parents are saying about the show," reported on the status of complaints about library materials at CPL and Columbia Public Schools, highlighted people's access to digitized high school yearbooks through DBRL's Community Yearbook Archive, available at www.dbrl.org, and included CPL events in its piece "Here's how Columbia will celebrate Martin Luther King Jr. Day." The Columbia Missourian covered CPL's event "Samantha Fierke Concert" and interviewed DBRL's Community Resource Specialist Tyler Davis about CPL's involvement with Project Homeless Connect. The Fulton Sun ran a story about DBRL's new community resource specialist. KOMU interviewed PR Manager Mitzi St. John about CPL's community role as a warming center. Several outlets, including KMIZ and KLJU, ran stories about the closures of some of the warming centers on MLK Day and named CPL as one that was open that Monday.

Recent Community Activities and Meetings

January 4, 2024	Columbia Chamber of Commerce Legislative Reception
January 19, 2024	MLA Executive Board Meeting
January 20-21, 2024	LibLearnX Conference
January 23, 2024	Labor Management Committee Meeting
January 24, 2024	Columbia Values Diversity Celebration
January 26, 2024	SHSMO Legislative Breakfast

FINANCIAL REPORT

January 31, 2024

Preliminary



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

	CURRENT YEAR	PRIOR YEAR
Assets		
CURRENT ASSETS		
Checking	2,060,648	1,520,090
Petty Cash	950	950
Circulation Cash in Safe	500	500
Callaway Savings	298	298
Cash in Custody Boone County	21,012,246	19,491,696
Inventory	3,079	2,023
Accounts Receivable	1,230	(16)
Accrued Interest	13,258	13,258
Due From Foundation	863	-
Prepaid Expenditures	6,379	6,155
Total Current Assets	<u>\$ 23,099,451</u>	<u>\$ 21,034,954</u>
FIXED ASSETS		
Land	1,702,265	1,702,265
Automotive Equipment	669,807	655,230
Furniture and Equipment	3,870,335	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>\$ 33,356,539</u>	<u>\$ 33,311,456</u>
OTHER ASSETS		
To Be Provided for LT Debt	556,720	-
Total Other Assets	<u>556,720</u>	<u>-</u>
Total Assets	<u><u>\$ 57,012,710</u></u>	<u><u>\$ 54,346,410</u></u>
Liabilities and Fund Balance		
CURRENT LIABILITIES		
Accounts and Salaries Payable	285	38,895
Retainage Payable	-	16,579
Unreimbursed Medical	2,259	399
Dependent Care	1,529	738
Liabilities Accrued & Withheld	(60,545)	15,669
Total Current Liabilities	<u>\$ (56,472)</u>	<u>\$ 72,280</u>
LONG TERM LIABILITIES		
Accrued PTO & Holiday	517,158	-
Accrued FICA	39,562	-
Total Long Term Liabilities	<u>556,720</u>	<u>-</u>

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

	CURRENT YEAR	PRIOR YEAR
Total Liabilities	<u>\$ 500,248</u>	<u>\$ 72,280</u>
FUND BALANCE		
Fund Balance	15,576,041	14,106,794
Fund Balance, Current Year	7,579,882	6,855,880
Invested in General Fixed Assets	<u>33,356,539</u>	<u>33,311,456</u>
Total Fund Balance	<u>\$ 56,512,462</u>	<u>\$ 54,274,130</u>
Total Liabilities and Fund Balance	<u><u>\$ 57,012,710</u></u>	<u><u>\$ 54,346,410</u></u>

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

	CURRENT MONTH	YEAR TO DATE-ACTUAL	ANNUAL BUDGET	REMAINING BUDGET	YTD AS % OF BUDGET	PRIOR YEAR TO DATE-ACTUAL
REVENUES						
Property Taxes						
Callaway County	\$ 1,299,578	\$ 1,299,578	\$ 2,683,668	\$ (1,384,090)	48%	\$ 2,098,204
Columbia and Boone County	7,422,168	7,422,168	11,172,827	(3,750,659)	66%	4,769,675
Total Tax Revenue	<u>\$ 8,721,746</u>	<u>\$ 8,721,746</u>	<u>\$ 13,856,495</u>	<u>\$ (5,134,749)</u>	<u>63%</u>	<u>\$ 6,867,879</u>
Investment Interest on Taxes	-	-	255,305	(255,305)	0%	18,293
Interest on Checking	9,737	9,737	31,500	(21,763)	31%	379
Unrealized Gain or (Loss)	-	-	-	-	0%	1,234,224
Total Investment Revenues	<u>\$ 9,737</u>	<u>\$ 9,737</u>	<u>\$ 286,805</u>	<u>\$ (277,068)</u>	<u>3%</u>	<u>\$ 1,252,896</u>
State Aid	-	-	158,908	(158,908)	0%	-
Athletes and Entertainers Tax	-	-	160,000	(160,000)	0%	-
Contributions	67,050	67,050	124,070	(57,020)	54%	57,050
Copy and Printing Income	2,476	2,476	30,000	(27,524)	8%	3,306
Other Income	34,110	34,110	196,000	(161,890)	17%	15,249
Total Unrestricted Revenues	<u>\$ 8,835,119</u>	<u>\$ 8,835,119</u>	<u>\$ 14,812,278</u>	<u>\$ (5,977,159)</u>	<u>60%</u>	<u>\$ 8,196,380</u>
CURRENT FUNDS RESTRICTED						
LSTA Grants	-	-	60,000	(60,000)	0%	-
Total Restricted Revenue	<u>-</u>	<u>-</u>	<u>60,000</u>	<u>(60,000)</u>	<u>0%</u>	<u>\$ -</u>
Total Revenue	<u><u>\$ 8,835,119</u></u>	<u><u>\$ 8,835,119</u></u>	<u><u>\$ 14,872,278</u></u>	<u><u>\$ (6,037,159)</u></u>	<u><u>59.41%</u></u>	<u><u>\$ 8,196,380</u></u>
EXPENDITURES						
Salaries and Benefits						
Regional Administration	71,801	71,801	1,347,124	1,275,323	5%	58,247
Building and Grounds	18,378	18,378	324,230	305,852	6%	16,166
Patron Services	233,849	233,849	4,272,418	4,038,569	5%	201,420
Collection Services and IT	57,037	57,037	999,773	942,736	6%	54,618
Total Salaries	<u>\$ 381,065</u>	<u>\$ 381,065</u>	<u>\$ 6,943,545</u>	<u>\$ 6,562,480</u>	<u>5%</u>	<u>\$ 330,451</u>
FICA & Medicare	26,080	26,080	531,181	505,101	5%	22,765
Health and Dental Insurance	66,088	66,088	1,086,237	1,020,149	6%	62,597
Life Insurance	384	384	6,166	5,782	6%	390
Employee Assistance Program	383	383	4,611	4,228	8%	383
Retirement Plan	65,685	65,685	2,476,591	2,410,906	3%	58,683
Short-term Disability	-	-	29,500	29,500	0%	-
Unemployment Insurance	-	-	6,500	6,500	0%	-
Total Salaries and Benefits	<u>\$ 539,685</u>	<u>\$ 539,685</u>	<u>\$ 11,084,331</u>	<u>\$ 10,544,646</u>	<u>5%</u>	<u>\$ 475,269</u>
Library Materials						
Books, Periodicals and AV	<u>\$ 282,696</u>	<u>\$ 282,696</u>	<u>\$ 2,027,820</u>	<u>\$ 1,745,124</u>	<u>14%</u>	<u>\$ 284,612</u>
General Operating						
Association Dues	1,905	1,905	10,435	8,530	18%	1,160
Conference/Seminar/Staff Training	1,560	1,560	56,950	55,390	3%	2,122
Employment and Bid Ads	-	-	1,000	1,000	0%	-
Miscellaneous	51	51	2,000	1,949	3%	149
MOREnet	7,871	7,871	20,000	12,129	39%	7,273
Personal Vehicle Mileage	55	55	1,925	1,870	3%	-
Postage and Mailing	17,045	17,045	105,076	88,031	16%	4,273
Printing	-	-	64,100	64,100	0%	-
Professional Fees	12,153	12,153	368,025	355,872	3%	7,455
Programming	4,576	4,576	186,150	181,574	2%	10,595

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

	CURRENT MONTH	YEAR TO DATE-ACTUAL	ANNUAL BUDGET	REMAINING BUDGET	YTD AS % OF BUDGET	PRIOR YEAR TO DATE-ACTUAL
Supplies and other expenditures	239,799	239,799	675,600	435,801	35%	215,923
Trustee Development	-	-	10,790	10,790	0%	184
CURRENT FUNDS RESTRICTED						
LSTA Grants	-	-	60,000	60,000	0%	-
Total General Operating Expenditures	\$ 285,015	\$ 285,015	\$ 1,562,051	\$ 1,277,036	18%	\$ 249,134
Building Operations and Maintenance						
Building Maintenance	39,994	39,994	841,068	801,074	5%	33,713
Electric/Water Utilities	1,301	1,301	313,951	312,650	0%	1,312
Facility Rent	93,737	93,737	175,140	81,403	54%	88,037
Gas/Utilities	-	-	48,335	48,335	0%	-
Insurance Building and Liability	-	-	185,455	185,455	0%	125,213
Library Vehicle Maintenance	-	-	50,424	50,424	0%	15
Machine Maintenance	7,019	7,019	49,802	42,783	14%	8,663
Telephone/Utilities	3,125	3,125	84,359	81,234	4%	6,304
Total Building Operations	\$ 145,176	\$ 145,176	\$ 1,748,534	\$ 1,603,358	8%	\$ 263,257
Total Current Expenditures	\$ 1,252,572	\$ 1,252,572	\$ 16,422,736	\$ 15,170,164	8%	\$ 1,272,272
Revenue Over (Under) Expenditures	\$ 7,582,547	\$ 7,582,547	\$ (1,550,458)	\$ (21,207,323)		\$ 6,924,108
Capital Outlay						
Furniture, Equipment, Capital Outlay	2,665	2,665	377,850	375,185	1%	68,228
Total Capital Outlay	\$ 2,665	\$ 2,665	\$ 377,850	\$ 375,185	1%	\$ 68,228
Total Expenditures	\$ 1,255,237	\$ 1,255,237	\$ 16,800,586	\$ 15,545,349	7%	\$ 1,340,500
Revenue Over (Under) Expenditures	\$ 7,579,882	\$ 7,579,882	\$ (1,928,308)	\$ 9,508,190		\$ 6,855,880

DBRL Monthly Report Preliminary January 2024

This financial report is a preliminary report, and a final January report will be submitted later this year. We have yet to receive the final December Boone County Treasurer report to close the previous year-end.

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 more than the previous year because we need cash on-hand to change the LAGERS plan from an L3 to an L7 plan (page 1).
2. Inventory "Current Year" column is the food and other supplies held on December 31, 2023 by the library staff for sale at the library and kiosk (page 1).
3. Accounts Receivable represents a duplicate payment on our credit card statement that we are seeking reimbursement from the vendor (page 1).
4. The Accrued Interest line reflects the previous year-end report (page 1). This will be adjusted to the December 31, 2023 report with the final January monthly report.
5. Due from Foundation represents the amount due for the Foundation's professional liability insurance payment (page 1).
6. The Fixed Assets section represents the value of fixed assets at December 31, 2023 adjusted for January 2024 asset disposals (page 1). Automotive Equipment increased to record the purchase of a Transit van and decreased for the historical cost of the van traded in during CY 2023. Furniture and Equipment (F&E) increased to record the approved capital items purchased and F&E disposed of during CY 2023.
7. To Be Provided for LT Debt is the offset for the compensated leave liability discussed later (page 1).

Liabilities

1. Unreimbursed Medical and Dependent Care have liabilities for the funds that have not been claimed as part of the Cafeteria program (page 1).
2. Liabilities Accrued and Withheld represents the DBRL's payment to the vendor for February health insurance premiums (page 1). This credit will be offset by Health premium deductions from employee payroll checks next month.

DBRL Monthly Report Preliminary January 2024

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

Revenue

1. The Property Taxes received are more than expected for the month of January because of the timing of tax payments (page 2). The Statement of Revenue and Expenditures reflects library tax income through January for the Columbia and Boone County and Callaway County Library Districts.
2. January interest income information has not been received from the Boone County Treasurer (page 2).
3. Interest on Checking is more that last year because we have a larger balance on-hand this year and we are receiving better rate of return from the previous year (page 2).
4. Unrealized Gain or Loss will be updated when the final December 2023 Boone County Treasurer report is received (page 2).

Expenditures

1. The General Operating Budget reports eighteen (18) percent expended (pages 3-4). A few line items worth mentioning are Association Dues; MOREnet; Postage and Mailing; and Supplies. We expect all lines to be within budget at year-end.
 - Association Dues “Year to Date-Actual” column is eighteen (18) percent expended because of the timing of paying the dues.
 - MOREnet represents the semi-annual payment for services.
 - Postage and Mailing “Year to Date-Actual” column is more than the previous year because of the timing of bulk mailing payments.
 - Supplies “Year to Date-Actual” column is thirty-five (35) percent expended due to the timing of supply needs.
2. Building Operations and Maintenance reports eight (8) percent expended (page 4). A few line items worth mentioning are Facility Rent and Machine Maintenance. We expect all lines to be within budget at year-end with the exception of Insurance.
 - Facility Rent SBCPL is paid through October 15, 2024. HSPL rent is paid through January 31, 2024.
 - Machine Maintenance represents a portion of the library’s maintenance agreements.
3. Furniture, Equipment, Capital Outlay includes the purchases of computer equipment approved in the CY 2024 budget (page 4).

SERVICE REPORT - JANUARY 2024

DANIEL BOONE REGIONAL LIBRARY

<u>MONTH</u>			<u>CUMULATIVE</u>				
<u>2024</u>	<u>2023</u>		<u>CIRCULATION STATISTICS</u>	<u>2024</u>	<u>2023</u>		
117,736	116,045	1.5%	Columbia Public Library*	117,736	116,045	1.5%	
7,902	7,240	9.1%	Callaway County Public Library	7,902	7,240	9.1%	
5,796	6,125	-5.4%	Southern Boone County Public Library	5,796	6,125	-5.4%	
5,138	4,679	9.8%	Holts Summit Public Library	5,138	4,679	9.8%	
107,692	93,207	15.5%	Digital Branch (eBks, downloadable audiobks & magazines)	107,692	93,207	15.5%	
6,155	6,512	-5.5%	Outreach Circulation	6,155	6,512	-5.5%	
1,120	807	38.8%	Library-To-Go Circulation (Hallsville)	1,120	807	38.8%	
251,539	234,615	7.2%	Total Materials Circulated	251,539	234,615	7.2%	
<u>LIBRARY VISITS</u>							
31,720	28,211	12.4%	Columbia Public Library	31,720	28,211	12.4%	
3,266	2,750	18.8%	Callaway County Public Library	3,266	2,750	18.8%	
2,727	2,120	28.6%	Southern Boone County Public Library	2,727	2,120	28.6%	
1,691	1,601	5.6%	Holts Summit Public Library	1,691	1,601	5.6%	
706	959	-26.4%	Bookmobile	706	959	-26.4%	
186	183	1.6%	Delivery Services	186	183	1.6%	
<u>ELECTRONIC SERVICES</u>							
104,176	110,586	-5.8%	DBRL Page Views (Non-Catalog)	104,176	110,586	-5.8%	
2,988	2,573	16.1%	Database Uses	2,988	2,573	16.1%	
4,106	4,429	-7.3%	Internet Computer Sessions	4,106	4,429	-7.3%	
4,575	3,726	22.8%	Wireless Access Point Uses	4,575	3,726	22.8%	
<u>REFERENCE / OTHER NON-CIRCULATION CONTACTS</u>							
10,700	10,933	-2.1%	Columbia Public Library	10,700	10,933	-2.1%	
1,014	942	7.6%	Callaway County Public Library	1,014	942	7.6%	
811	783	3.6%	Southern Boone County Public Library	811	783	3.6%	
594	584	1.7%	Holts Summit Public Library	594	584	1.7%	
<u>PROGRAMS / COMMUNITY EVENTS</u>							
125	100	25.0%	Library Programs	125	100	25.0%	
2,312	2,195	5.3%	Number in Attendance	2,312	2,195	5.3%	
10	6	66.7%	Tours, Booths and Presentations	10	6	66.7%	
277	181	53.0%	Estimated Number in Attendance	277	181	53.0%	

*Includes ILL circulation

<u>MONTH</u>			<u>MEETING ROOM USES</u>	<u>CUMULATIVE</u>		
<u>2024</u>	<u>2023</u>			<u>2024</u>	<u>2023</u>	
63	63	0.0%	Community Groups Using Rooms (CPL)	63	63	0.0%
82	64	28.1%	Library-related Uses (CPL)**	82	64	28.1%
5	5	0.0%	Community Groups Using Rooms (CCPL)	5	5	0.0%
13	17	-23.5%	Library-related Uses (CCPL)**	13	17	-23.5%
10	10	0.0%	Community Groups Using Rooms (SBCPL)	10	10	0.0%
19	15	26.7%	Library-related Uses (SBCPL)**	19	15	26.7%
2	2	0.0%	Community Groups Using Rooms (HSPL)	2	2	0.0%
8	7	14.3%	Library-related Uses (HSPL)**	8	7	14.3%
<u>MATERIALS STATISTICS</u>						
357,383	366,112	-2.4%	Books			
14,082	16,926	-16.8%	Spoken Recordings			
16,766	18,168	-7.7%	Music Recordings			
37,485	36,546	2.6%	Video Recordings			
189	307	-38.4%	Devices			
1,057	903	17.1%	Kits			
99,291	95,810	3.6%	Digital Materials			
526,253	534,772	-1.6%	Total Materials			

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

Service Report: January 2024

Circulation

Circulation usage was down this month compared to last January at the Southern Boone County Public Library and for the Outreach department. Outreach statistics for this January will be lower as several stops were canceled due to weather. Library-To-Go in Hallsville had an increase of 38.8% in circulation usage.

Visits

Library visits continue to increase amongst all branches with the exception of Outreach which decreased by 26.4% due to the cancellation of several bookmobile stops, as mentioned above.

Electronic Services

Wireless Access Point usage increased by 22.8% when compared to January of 2023 which could be a correlation based on the below average temperatures in 2024.

Reference

No notable changes in the Reference statistics.

Programs

Programs and Community events statistics have increased in both number and attendance, respectively, compared to January of 2023.

Meeting rooms

Library related usage of meeting rooms increased at all branches, excluding Callaway County Public Library. This is partially due to the increase in training being presented by HR as well as Safety and Security.

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Employee Probation Period

ADMIN 1-224

BOARD

SECTION: 200 – Employment Policies

Approved: 08/12/04

Revised: 09/15/11

Approved: 09/11/14

Reviewed: 09/14/17

Revised: 11/15/18

Reviewed: 11/12/20

POLICY

The first three (3) months (or longer, if extended) of employment in a new position are considered probationary, a time when the employee's performance is reviewed to assure suitability for the position. During this time, the employee will be oriented to and trained for the position.

New employees and employees rehired after a break in continuous service of 180 calendar days have the status of probationary employees for the first 90 calendar days of employment ("Probationary Period"). Probationary employees receive no continuous service credit during this period. During the Probationary Period, the Library has discretion to lay off or discharge probationary employees at will and without regard to the Union Collective Bargaining Agreement's Article 8, Discipline. Probationary employees who complete the Probationary Period to the Library's satisfaction shall retroactively receive credit for continuous service from their most recent date of hire.

The Library may extend this probation for a period not to exceed 90 days upon written notice to the employee stating the reasons for the extension.

Benefit eligible probationary employees, as defined in 1-320 Benefit Eligibility, are eligible for paid holidays, personal days, bereavement leave, and to accrue paid time off. Probationary employees lack eligibility to use paid time off and professional dues support. Accrued paid time off will become available to the employee at the successful completion of the Probationary Period.

Deleted: Paid time off and bereavement leave will not be granted during this time period, unless the employee has leave balances from a previous position.

Deleted: The first three (3) months (or longer, if extended) of employment in a new position are considered probationary, a time when the employee's performance is reviewed to assure suitability for the position. During this time, the employee will be oriented to and trained for the position.

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Deleted: Absences during the probation period will be considered excused when caused by extenuating circumstances and/or arranged for in advance with the approval of the supervisor. Considering the job responsibilities of the employee, the demands and scheduling needs of the department, the supervisor will determine if the employee may use leave accrued in accordance with Policy 1-329 Personal Leave or unpaid leave as defined in Policy 1-330 Leave of Absence Without Pay, or if a rescheduling of hours will be used to make up an approved absence.¶
At any time during the probation period, the employee may be notified of dismissal (see Policy 1-220 Nature of Employment). At the end of the three (3) month probation period (and any extended probation period), employees will receive performance reviews from their supervisors. Only employees who receive satisfactory performance reviews will be considered for regular employment. ¶
Upon becoming a regular employee, eligible employees will have accrued leave in accordance with Policy 1-323 Paid Time Off (PTO) and are entitled to use bereavement leave in accordance with Policy 1-324 Bereavement Leave. A regular employee continues to be an employee-at-will as set forth in Policy 1-220 Nature of Employment.

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Rest Periods

ADMIN 1-225

BOARD

SECTION: 200 – Employment Policies

Approved: 03/22/12

Revised: 09/11/14

Reviewed: 10/12/17

Revised: 11/15/18

Reviewed: 11/12/20

POLICY

Breaks. Employees scheduled to work for at least four consecutive hours shall have one 15-minute paid break during their work shift. Employees who work shifts of 6 hours or more shall have two separate paid breaks of 15 minutes each during their work shift.

Limitations on the Use of Breaks. Employees cannot add two breaks together to make one 30-minute break. Similarly, employees cannot use a break in any one or more of the following ways: to extend meal breaks, to postpone their arrival times, or to accelerate their departure times.

Meal Breaks. Employees who work a shift of more than 6 hours shall have one unpaid meal break for one hour in duration during the work shift. Upon an employee's request and for good reasons, the employee's supervisor may authorize the employee to shorten a meal break to 30 minutes in length.

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Deleted: Library employees are permitted one (1) fifteen (15) minute paid rest period for each four (4) hours worked per day.¶

¶
Rest periods may not be added together to make a thirty (30) minute rest period, nor can the rest time be added to a meal break, used to postpone the employee's arrival time or accelerate a departure time. Rest periods may not be used to make up time missed from regularly scheduled working hours nor used in lieu of paid time off.¶

¶ **PROCEDURE**¶

¶
Employees who work a shift of four (4) to six (6) hours may take one (1) fifteen (15) minute rest period. Employees who work a shift of seven (7) or more hours may take two (2) separate fifteen (15) minute rest periods.¶

¶
Meal Break:¶
Normally, a one (1) hour unpaid meal break is scheduled for any shift of more than six (6) consecutive hours. A thirty (30) minute unpaid meal break may be granted by the supervisor for special circumstances.

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Payroll

ADMIN 2-709

Deleted: Processing

BOARD

SECTION: 700 – Fiscal Management

Approved: 12/12/96
Revised: 05/10/07
Revised: 01/13/11
Revised: 01/16/14
Revised: 10/12/17
Revised: 08/15/19

POLICY

Daniel Boone Regional Library (DBRL) employees will be paid on the salary schedule established by the Board of Trustees. DBRL will pay the appropriate remuneration for time worked and leave earned, and comply with all statutory salary deductions and administrative requirements. DBRL will establish controls for all payroll transactions and the safeguarding of data.

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PROCEDURES

Any addition, change in pay status, or deletion to the payroll amount must be supported by the appropriate written or electronic approval documentation and submitted to the Payroll and Accounting Specialist the week prior to the payroll change.

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Pay rates are updated in accordance with the union bargaining agreement for bargaining unit members and through the annual budget process. Federal and state W-4 forms reflecting the current withholding status of each employee will be on file.

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DBRL payroll will be issued by direct deposit only. Net payroll earnings will be directly deposited to the account(s) designated by the employee on the DBRL Direct Deposit Authorization form. Direct deposits will be issued on a schedule set by administrative staff. In special circumstances it may take up to one business day following the issuance of payroll to transmit direct deposit payments and statements to the employee electronically (for example internet access failure or bank holiday).

Deductions

All governmentally mandated taxes will be deducted from employee earnings, based on the amount of remuneration earned by each employee and based on the current status of each employee's federal and state W-4s. These taxes will be paid on the employee's behalf to the appropriate taxing authority or entity.

All voluntary deductions, such as employee-paid insurance premiums, union dues, retirement plan contributions, United Way contributions, etc., and involuntary deductions, such as garnishments or any other court-mandated wage order, will be paid on the employee's behalf to the appropriate agency or entity.

Salary redirection for flexible spending plans or Health Savings Accounts (HSAs) will be made in accordance with plan specifications and employee directives.

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DBRL will submit periodic reports of specified data in employee payroll records to the appropriate government agencies, as required by federal and state law. All remittances for employer payroll taxes will be paid in accordance with federal and state law.

Pay Stubs

Pay stubs provided by the Library shall reflect all deductions and differentials received by the employee.

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Exempt Employees

Exempt employees are not subject to overtime pay provisions of the federal Fair Labor Standards Act (FLSA) and will not be required to record time worked. Exempt employees will use the timekeeping system for leave management purposes only. An exempt employee is one whose specific job duties and salary meet all of the requirements of the U.S. Department of Labor's regulations. In general, an exempt employee is one who is paid on a salary basis at not less than \$684 per week who holds an administrative, professional, or management position.

Non-Exempt Employees

Non-exempt employees are subject to overtime pay provisions of the federal FLSA and are required to record time for hours worked or leave taken.

Full-Time Employees

Full-time employees are those who are regularly scheduled to work 40 hours per week using the defined work week for their department.

Part-Time Employees

Part-time employees are those who are regularly scheduled to work fewer than 40 hours per week using the defined work week for their department.

Overtime, Flex time and Rounding

Overtime work requires the prior written authorization of the employee's supervisor. Prior authorization may be waived in the event that an unplanned overtime occurs due to normal or emergency operations such as assisting a patron, covering the switchboard or desk, or a maintenance emergency. In that case, the employee must report any overtime work to the employee's supervisor upon the conclusion of such overtime work for the supervisor's authorization. The Library pays employees at a wage rate equal to one and one-half times the employee's regular, straight time wage rate for any time worked beyond 40 hours in the same workweek. Supervisors may consider allowing full-time, non-exempt employees to flex their start or ending times to avoid the employee working more than 40 hours in the same workweek.

DBRL follows a 15 minute increment rounding policy for the first and last clock-in of the day, as allowed by FLSA. Time logged will be rounded within 7 minutes to the next quarter hour, as shown:

Time in	Time rolled to	Time out	Time rolled to	Time paid for
8:05	8:00	12:01	12:00	4 hours
8:12	8:15	11:55	12:00	3 hours 45 minutes

Deleted: Overtime work requires the prior authorization of the employee's supervisor. Overtime is paid at a rate of time and one-half for all time worked in excess of 40 hours. It is understood that a few minutes of overtime may be incurred on occasion due to time punch timing, but care should be taken to avoid this. The employee and the supervisor may be subject to disciplinary action if overtime is not managed properly.¶

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Managers may allow full-time, non-exempt employees to make small, temporary adjustments (flex time) to their schedules so no overtime accumulates for the work week established for their department.¶

Time logged for lunch periods or other unpaid mid-day breaks is not rounded:

Time in	Time out (lunch)	Time in	Time out	Time paid for
8:00	11:55	1:00	5:00	7 hours 55 minutes

Department Work Weeks

For overtime management purposes, each DBRL department adheres to a standard work week that best meets the needs of the department. DBRL assigns work weeks, as shown:

Sunday-Saturday: Administration, Public Relations, Technical Services, Callaway County libraries (Fulton and Holts Summit) and Southern Boone County Public Library.

Wednesday-Tuesday: Circulation, Facilities, IT, and Public Services.

Timesheet Procedures

The employee timesheet provides the official record of all time worked. All non-exempt employees must record both all-time worked, whether during or outside of scheduled hours, and leave taken from their assigned working hours, including the starting and stopping times of each workday and all time away from work, such as the starting and stopping times of meal periods. Meal periods involve unpaid time and employees must record their time off work for meal breaks on their time sheets. At the end of the pay period, employees must review and certify their hours worked by submitting a completed timesheet to their supervisor. Failure to submit a completed timesheet in a timely manner can cause a delay in the payment of wages to the employee until the next payroll cycle.

Supervisors are responsible for reviewing all timesheets to make sure all time is recorded accurately, and for approving timesheets by the designated deadline so payroll can be accurately and timely processed.

Any falsification or misrepresentation of time worked may result in disciplinary action up to and including termination.

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Deleted: and leave taken for their assigned shift. Time off for lunch periods must be recorded, with the exception for Saturdays when scheduled to work for the entire day. ¶ Employees do not have to clock out for rest breaks. (See Policy 1-225 Rest Periods.)¶ All non-exempt staff shall review and certify the hours worked by submitting the timesheet.¶ Employees are responsible for submitting completed timesheets by the designated time to their supervisor. Failure to submit a timesheet in a timely manner can result in the employee not being paid until the next payroll cycle.¶