

Daniel Boone Regional Library

Board of Trustees Meeting

March 14, 2024

6:00 p.m.

Southern Boone County Public Library

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

Friends Room

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 February 15, 2024 - *enclosed*
5. Pre-Audit Engagement Conference with Williams-Keepers - *enclosed*
6. Employee Engagement Survey results presentation with CPS-HR
7. Monthly Reports
 - a. Directors Report and Comments - *enclosed*
 - b. Financial Reports - *enclosed*
 - c. Service Report - *enclosed*
8. New Business
 - ★ a. Lagers Benefit Increase - *enclosed*
 - ★ b. Lagers Payment - *enclosed*
 - ★ c. Policy 1-324 Bereavement Leave - *enclosed*
 - ★ d. Policy 2-940 Video Security - *enclosed*
 - e. City of Refuge Parking Lot Use Request Discussion
9. Other Business
10. Staff Announcements
11. Board Comments/Announcements
12. Adjournment

AMERICANS WITH DISABILITIES ACT NOTICE

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

POLICY FOR PUBLIC PARTICIPATION AT BOARD MEETINGS

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

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

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

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

Daniel Boone Regional Library
Minutes, Meeting of February 15, 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 (DBRL) Board members present were Margrace Buckler, Dorothy Carner, Mary Fennel, Jacqueline Kelly, Jean Howard, Cori Miller, August Nielsen, Jennifer Rodewald, Nate Suttentfield, Khaki Westerfield, Shannon Alvis and Tonya Hays-Martin. Pat Powell was absent.

Also in attendance were DBRL Executive Director Margaret Conroy; DBRL managers Karen Crago, Erin Magner, Nathan Pauley, Eric Schmeck, Jim Smith, Mitzi St. John, Lauren Williams, and Nathan Pauley; and other members of library staff.

Public Comment

None.

Minutes

There were no corrections or comments to the minutes of the January 11, 2024 Board Meeting. The minutes for this meeting were approved as written.

Monthly Reports

Director's Report:

Margaret shared that the new Community Resource Specialist, Tyler Davis, started at the beginning of January and had a very successful first month, connecting with over 50 patrons regarding community resource referrals. He has been working closely with the Safety and Security manager, Drew Ide, and that they have developed a great rapport.

Margaret reported that Angela Scott was recently promoted to be the first Associate Director of Operations. Angela has been with the library for over 25 years, most recently as one of the Public Services managers. Her new position will oversee buildings and grounds, the IT department, collection services, and safety and security. She and Erin Magner, whose title is now Associate Director of Public Services, have been working on doing branch visits and transitioning into their new and updated roles.

Margaret spoke about the loss of long-time employee Sherry McBride-Brown, whose funeral was attended by many members of the staff. Sherry had retired due to health reasons from the Fulton branch in December and has left behind a legacy that will be remembered by the staff for

Daniel Boone Regional Library
Minutes, Meeting of February 15, 2024

many years to come. The library has received a few donations in Sherry's memory and will be planning something to memorialize Sherry's contribution to library services.

Karen Crago, HR manager, along with a small committee will be evaluating the results of the RFP for human resources information system software. We currently have separate systems for employee onboarding and timekeeping, so the hope is to find a system that will do both and merge well with our accounting software.

Financial Report:

Jim reviewed the January Preliminary Financial Report with the board. He reported that the checking account was at \$1.5 million last year and that it currently sits at \$2 million as we are building the cash balance to pay down the pension liability when the LAGERS plan moves from L3 to L7. Jim explained a discrepancy under the "accounts receivable" line caused by a vendor that charged the credit card twice for one payment, stating that the library will be reimbursed next month. The Long Term Liabilities line includes paid leave liability and is now being calculated due to changes in Governmental Accounting Standards Board (GASB) requirements.

Regarding tax revenue, Jim reported that Callaway has collected \$1,299,000 this year which is lower than last year because the railroad utility taxes were not distributed until February; next month the amounts will be comparable. We have collected \$7.4 million from Columbia and Boone County this year, which is much more than collected by the end of January 2023 due to the timing of the collection of one real estate tax bill. The tax bill will be collected and dispersed in November, which will put us ahead of budget. If the tax bill is collected in December, we should be very close to our budget amount. Jim concluded by reviewing expenditures, which are all in line with expectations and should put us within budget this year.

Service Report:

Margaret presented the January service report, highlighting the winter weather as a cause for lower numbers for the bookmobile and outreach services.

Service Spotlight- Library Advocacy Day:

Margaret shared that she attended MLA Library Advocacy day in Jefferson City along with Dorothy Carner, Angela Scott, Erin Magner, and Tyler Davis. The group attended a legislative update presentation in the Secretary of State's office and were able to meet with most of our representatives and senators. Margaret updated the trustees on two new bills regarding electing library trustees and the selection of materials. She added that she testified in Jefferson City against one of the bills the day after Library Advocacy day and that bill, at least, seems untenable. The other bill has yet to be assigned to a committee, but more updates are to come.

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Minutes, Meeting of February 15, 2024

New Business

Policy 1-224 Employee Probation Period:

Karen Crago explained that the first three months of employment are considered a probation period and that the changes to the policy were made to align it with the union agreement.

ACTION: Buckler moved, Kelly seconded approving the proposed changes to Policy 1-224 Employee Probation Period. The motion passed by unanimous consent.

Policy 1-225 Rest Periods:

Karen Crago shared that the changes to this policy were made to reflect the union agreement. The biggest change was providing two 15 minute breaks to staff members working 6 consecutive hours, rather than 7 as the policy previously provided.

ACTION: Carner moved, Howard seconded approving the proposed changes to Policy 1-225 Rest Periods. The motion passed by unanimous consent.

Policy 2-709 Payroll:

Margaret stated that the changes to the policy reflect the union agreement and acknowledges the new pay rates and scale established by the agreement.

ACTION: Westerfield moved, Nielsen seconded approving the proposed changes to Policy 2-709 Payroll. The motion passed by unanimous consent.

Other Business

None

Staff Announcements

No Staff Announcements

Board Comments/Announcements

Jacqueline Kelly shared about attending the Columbia Values Diversity breakfast, for which the library had purchased a table. She stated that it was a great event and that it was good to have the library represented along with the other major Columbia organizations.

Jean Howard shared that her art will be on exhibit as a solo show at the Christian Fellowship Church. The exhibit opens on March 7th from 5:00 p.m. to 6:30 p.m. and will run until nearly the end of March.

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Adjournment

Hearing no further business, Suttentfield adjourned the meeting at 6:39 p.m.

Minutes recorded by Emily Camden.

Cori Miller, Board Secretary

March 14, 2024

To the Board of Trustees of the
Daniel Boone Regional Library

This letter is provided in connection with our engagement to audit the financial statements of the Daniel Boone Regional Library (the Library) as of and for the year ended December 31, 2023. Professional standards require that we communicate with you certain items including our responsibilities with regard to the financial statement audit and the planned scope and timing of our audit, including significant risks we have identified.

Our Responsibilities

As stated in our engagement letter dated May 5, 2023, we are responsible for conducting our audit in accordance with auditing standards generally accepted in the United States of America for the purpose of forming and expressing opinions about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit does not relieve you or management of your respective responsibilities.

Planned Scope of the Audit

Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Our audit is designed to provide reasonable, but not absolute, assurance about whether the financial statements as a whole are free of material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations. Because of this concept of reasonable assurance and because we will not examine all transactions, there is a risk that material misstatements may exist and not be detected by us.

Our audit will include updating our understanding of the entity and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and as a basis for designing the nature, timing, and extent of further audit procedures, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. However, we will communicate to you at the conclusion of our audit any material weaknesses or significant deficiencies identified. We will also communicate to you:

- Any violations of laws or regulations that come to our attention;
- Our views relating to qualitative aspects of the entity's significant accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Significant difficulties, if any, encountered during the audit;

- Disagreements with management, if any, encountered during the audit;
- Significant unusual transactions, if any;
- The potential effects of uncorrected misstatements on future-period financial statements; and
- Other significant matters that are relevant to your responsibilities in overseeing the financial reporting process.

Although we are current in the planning stage of our audit, we identified the following significant risks during our audit to date that require special audit consideration: management override and improper revenue recognition.

The timing of our audit will be scheduled for performance the week of April 1, 2024, and completion by the Board of Trustees meeting on May 16, 2024.

This information is intended solely for the information and use of the Board of Trustees and management of the Daniel Boone Regional Library and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

A handwritten signature in dark ink that reads "Williams-Keepers LLC". The signature is written in a cursive, slightly stylized font.

WILLIAMS-KEEPERS LLC

Director's Report
Daniel Boone Regional Library
March 14, 2024

Upcoming Meetings and Events

March 12 Foundation Finance Committee
April 11 DBRL Board of Trustees meeting

Union

The Union presented the library with its first grievance on February 19. We had notified the union of our intent to temporarily assign a limited set of duties to a bargaining unit member, along with a temporary pay increase. The union believes we should have posted a position. After consulting with our labor attorney who confirmed there was no violation of the contract, we denied the grievance. Based on a conversation with union leaders, we agreed to post a project opportunity instead.

Personnel

The results of the employee engagement survey conducted last September by CPS HR Consulting was presented to staff at the February staff meeting and will be presented to the board at the March board meeting. The consultants have provided action steps for managers regarding developing organizational values, developing and evaluating communication plans and highlighting diversity efforts.

The library received 5 responses to the RFP for Human Resources Information Systems. A team of managers and staff evaluated the responses and chose three companies to move to the next step in the selection process. Presentations are scheduled for mid-March.

Angela Scott began her new position of Associate Director of Operations on February 5. We are evaluating options for filling her vacant position, which may entail a slight realignment of the public services department.

New librarian Devon Smith started at CCPL on February 26. Devon will be splitting her time between Fulton and Holts Summit and will assume most of Sherry McBride-Brown's duties.

Public Services

Columbia Public Library learned that it has been awarded a grant to support a nationwide tour of Americans and the Holocaust, a traveling exhibition that examines the motives, pressures and fears that shaped Americans' responses to Nazism, war and genocide in Europe during the 1930s and 1940s. In addition to funding the transportation and installation of the exhibit, the grant provides training for a librarian held at the US Holocaust Memorial Museum to develop community programming. This is a touring exhibit and will be at CPL from February 5 – March 19, 2026.

Managers met with Bond Architects and Godfrey Associates to discuss the library's management structure and workflows, and potential changes in staff workspaces.

Facilities

Based on a recommendation from the library's Sustainability Committee to install native landscaping at our locations, we are working with a native designer. She presented her design for Columbia Public Library, which would replace the mulched areas with native plants, shrubs and trees (the large established trees will not be removed). The project scope is large, so we are looking to secure funding before committing to an installation.

The LED bulb replacement project at CPL is well underway. Angela Scott and Beth McWilliams are researching grant options for Fulton and Ashland's lighting. They are also developing a grant application from DNR for energy audits of our Columbia and Fulton buildings.

Foundation

The Foundation board met on February 21 and discussed a draft of a new Conflict of Interest policy as well as goals for the year. The board voted to approve new member Nikki Krawitz. There was further discussion of the Foundation's investment policy as relates to the endowment funds. A Finance Committee meeting was set to address the matter.

Media Report

The media covered a wide range of library-related topics in February. The Columbia Daily Tribune interviewed DBRL's new community resource specialist Tyler Davis for its story "Tyler Davis connecting people with resources" and the Columbia Missourian also ran a piece about the new community resource specialist position. The Missourian covered CPL's "The Snow Ball; A Family Dance." The Fulton Sun included the opening of the Fulton public library on July 2, 1909 in its Callaway Memories feature. KOMU's news team covered "Annie Fisher: Boone County's Most Famous Chef," "The Historic Columbia Branch Railroad," "Saving Family Stories: Capturing and Preserving Oral Histories," and the CPL Friends book sale on February 24. KRCG aired a segment about CPL's "Looking Ahead: State Legislative Update." MU's student publication, the Maneater, reviewed the Columbia Experimental Music Festival and included the Kalia Vandever performance at CPL in their writeup.

Recent Community Activities and Meetings

February 6, 2024	Library Advocacy Day
February 7, 2024	Hearing for HB 2498
February 13, 2024	Economic Outlook Conference
February 21, 2024	Chamber of Commerce Quarterly Membership Breakfast
February 21, 2024	DBRL Foundation Board Meeting
March 5, 2024	Public Library Forum

FINANCIAL REPORT

February 29, 2024

Preliminary



Daniel Boone Regional Library
Operating Fund Balance Sheet
As of February 29, 2024

	CURRENT YEAR	PRIOR YEAR
Assets		
CURRENT ASSETS		
Checking	2,933,412	895,479
Petty Cash	950	950
Circulation Cash in Safe	500	500
Callaway Savings	298	298
Cash in Custody Boone County	21,685,655	21,471,500
Inventory	3,079	2,023
Accounts Receivable	(17)	(28)
Accrued Interest	13,258	13,258
Prepaid Expenditures	9,284	8,847
Total Current Assets	<u>\$ 24,646,419</u>	<u>\$ 22,392,827</u>
FIXED ASSETS		
Land	1,702,265	1,702,265
Automotive Equipment	669,807	632,272
Furniture and Equipment	3,870,335	3,808,172
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>\$ 33,257,933</u>
OTHER ASSETS		
To Be Provided for LT Debt	556,720	-
Total Other Assets	<u>556,720</u>	<u>-</u>
Total Assets	<u><u>\$ 58,559,678</u></u>	<u><u>\$ 55,650,760</u></u>
Liabilities and Fund Balance		
CURRENT LIABILITIES		
Accounts and Salaries Payable	602	32,677
Retainage Payable	-	17,921
Unreimbursed Medical	2,966	(2,344)
Dependent Care	2,267	1,922
Liabilities Accrued & Withheld	(63,405)	87,223
Total Current Liabilities	<u>\$ (57,570)</u>	<u>\$ 137,399</u>
LONG TERM LIABILITIES		
Accrued Vacation (Now PTO)	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 February 29, 2024

	CURRENT YEAR	PRIOR YEAR
Total Liabilities	\$ 499,150	\$ 137,399
FUND BALANCE		
Fund Balance	15,608,178	14,106,794
Fund Balance, Current Year	9,095,811	8,148,635
Invested in General Fixed Assets	33,356,539	33,257,933
Total Fund Balance	\$ 58,060,528	\$ 55,513,361
Total Liabilities and Fund Balance	\$ 58,559,678	\$ 55,650,760

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended February 29, 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	\$ 1,039,571	\$ 2,339,149	\$ 2,683,668	\$ (344,519)	87%	\$ 2,307,381
Columbia and Boone County	1,618,201	9,040,369	11,172,827	(2,132,458)	81%	6,749,480
Total Tax Revenue	\$ 2,657,772	\$ 11,379,518	\$ 13,856,495	\$ (2,476,977)	82%	\$ 9,056,861
Investment Interest on Taxes	-	-	255,305	(255,305)	0%	18,293
Interest on Checking	12,068	21,805	31,500	(9,695)	69%	754
Unrealized Gain or (Loss)	-	-	-	-	0%	1,234,224
Total Investment Revenues	\$ 12,068	\$ 21,805	\$ 286,805	\$ (265,000)	8%	\$ 1,253,271
State Aid	-	-	158,908	(158,908)	0%	-
Athletes and Entertainers Tax	-	-	160,000	(160,000)	0%	-
Contributions	4,559	71,609	124,070	(52,461)	58%	57,191
Copy and Printing Income	2,759	4,714	30,000	(25,286)	16%	6,013
Other Income	47,199	70,507	196,000	(125,493)	36%	51,426
Total Unrestricted Revenues	\$ 2,724,357	\$ 11,548,153	\$ 14,652,278	\$ (3,104,125)	79%	\$ 10,424,762
CURRENT FUNDS RESTRICTED	-	-	-			
LSTA Grants	-	-	60,000	(60,000)	0%	-
Total Restricted Revenue	-	-	60,000	(60,000)	0%	\$ -
Total Revenue	\$ 2,724,357	\$ 11,548,153	\$ 14,712,278	\$ (3,164,125)	78.49%	\$ 10,424,762
EXPENDITURES						
Salaries and Benefits						
Regional Administration	96,019	167,820	1,347,124	1,179,304	12%	131,590
Building and Grounds	24,973	43,352	324,230	280,878	13%	37,849
Patron Services	326,888	560,737	4,272,418	3,711,681	13%	493,004
Collection Services and IT	76,957	133,994	999,773	865,779	13%	126,819
Total Salaries	\$ 524,837	\$ 905,903	\$ 6,943,545	\$ 6,037,642	13%	\$ 789,262
FICA & Medicare	38,891	64,971	531,181	466,210	12%	56,585
Health and Dental Insurance	66,575	132,662	1,086,237	953,575	12%	120,105
Life Insurance	392	776	6,166	5,390	13%	783
Employee Assistance Program	383	767	4,611	3,844	17%	767
Retirement Plan	69,367	132,550	2,476,591	2,344,041	5%	116,394
Short-term Disability	-	-	29,500	29,500	0%	-
Unemployment Insurance	-	-	6,500	6,500	0%	-
Total Salaries and Benefits	\$ 700,445	\$ 1,237,629	\$ 11,084,331	\$ 9,846,702	11%	\$ 1,083,896
Library Materials						
Books, Periodicals and AV	\$ 185,486	\$ 468,182	\$ 2,027,820	\$ 1,559,638	23%	\$ 450,110
General Operating						
Association Dues	1,548	2,753	10,435	7,682	26%	2,132
Conference/Seminar/Staff Training	2,938	4,498	56,950	52,452	8%	4,186
Election	-	-	-	-	-	-
Employment and Bid Ads	-	-	1,000	1,000	0%	-
Miscellaneous	26	76	2,000	1,924	4%	148
MOREnet	-	7,871	20,000	12,129	39%	7,273
Personal Vehicle Mileage	286	341	1,925	1,584	18%	21
Postage and Mailing	316	17,361	105,076	87,715	17%	14,769
Printing	2,557	2,557	64,100	61,543	4%	848
Professional Fees	10,909	22,062	368,025	345,963	6%	22,165

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended February 29, 2024

	CURRENT MONTH	YEAR TO DATE-ACTUAL	ANNUAL BUDGET	REMAINING BUDGET	YTD AS % OF BUDGET	PRIOR YEAR TO DATE-ACTUAL
Programming	6,794	9,987	186,150	176,163	5%	20,638
Supplies and other expenditures	58,731	266,942	675,600	408,658	40%	244,684
Trustee Development	147	147	10,790	10,643	1%	492
CURRENT FUNDS RESTRICTED	-	-	-	-	-	-
LSTA Grants	-	-	60,000	60,000	0%	-
Total General Operating Expenditures	\$ 84,252	\$ 334,595	\$ 1,562,051	\$ 1,227,456	21%	\$ 317,356
Building Operations and Maintenance						
Building Maintenance	73,411	107,345	841,068	733,723	13%	72,538
Electric/Water Utilities	17,815	19,066	313,951	294,885	6%	15,590
Facility Rent	5,700	99,437	175,140	75,703	57%	99,437
Gas/Utilities	8,699	8,699	48,335	39,636	18%	5,826
Insurance Building and Liability	130,123	139,808	185,455	45,647	75%	126,279
Library Vehicle Maintenance	37	37	50,424	50,387	0%	15
Machine Maintenance	7,105	14,124	49,802	35,678	28%	9,064
Telephone/Utilities	8,361	8,136	84,359	76,223	10%	12,304
Total Building Operations	\$ 251,251	\$ 396,652	\$ 1,748,534	\$ 1,351,882	23%	\$ 341,053
Total Current Expenditures	\$ 1,221,434	\$ 2,437,058	\$ 16,422,736	\$ 13,985,678	15%	\$ 2,192,415
Revenue Over (Under) Expenditures	\$ 1,502,923	\$ 9,111,095	\$ (1,710,458)	\$ (17,149,803)		\$ 8,232,347
Capital Outlay						
Furniture, Equipment, Capital Outlay	12,619	15,284	377,850	362,566	4%	83,712
Total Capital Outlay	\$ 12,619	\$ 15,284	\$ 377,850	\$ 362,566	4%	\$ 83,712
Total Expenditures	\$ 1,234,053	\$ 2,452,342	\$ 16,800,586	\$ 14,348,244	15%	\$ 2,276,127
Revenue Over (Under) Expenditures	\$ 1,490,304	\$ 9,095,811	\$ (2,088,308)	\$ 11,184,119		\$ 8,148,635

DBRL Monthly Report Preliminary February 2024

This financial report is a preliminary report, and a final February 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 Operating Fund Balance Sheet is presented on page 1.
2. The Statement of Revenues and Expenditures reports on pages 3 - 4 illustrate how the actual expenditures compare to the line items, which are grouped to form budget categories. The line item amounts that make up the categories may be over or under as long as the total budgeted expenditures are not exceeded. The Budget Categories are "Total Salaries and Benefits," "Books, Periodicals and AV," "Total General Operating," "Total Building Operations," and "Total Capital Outlay."

Assets

1. Checking is 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 staff reimbursements for meals that will be cleared against payment to vendor when the credit card payment is processed next month (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 February monthly report.
5. The Fixed Assets section represents the value of fixed assets at December 31, 2023 adjusted for Calendar Year 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.
6. To Be Provided for Long-term 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 March health insurance premiums (page 1). This credit will be offset by Health premium deductions from employee payroll checks next month.
3. Long Term Liabilities represents the compensated leave liability for the PTO and Holiday balances at December 31, 2023 (page 1).

DBRL Monthly Report Preliminary February 2024

Revenue

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

Expenditures

1. The General Operating Budget reports twenty-one (21) percent expended (pages 3-4). A few line items worth mentioning are Association Dues; MOREnet; and Supplies. We expect all lines to be within budget at year-end.
 - Association Dues "Year to Date-Actual" column is twenty-six (26) percent expended because of the timing of paying the dues.
 - MOREnet represents the semi-annual payment for services.
 - Supplies "Year to Date-Actual" column is forty (40) percent expended due to the timing of supply needs.
2. Building Operations and Maintenance reports twenty-three (23) percent expended (page 4). A few line items worth mentioning are Facility Rent; Insurance Building and Liability and Machine Maintenance. We expect all lines to be within budget at year-end.
 - Facility Rent SBCPL is paid through October 15, 2024. HSPL rent is paid through February 29, 2024.
 - Insurance Building and Liability represents a portion of the library's annual payment for its policies.
 - Machine Maintenance represents a portion of the library's maintenance agreements quarterly and semiannual basis.
3. Furniture, Equipment, Capital Outlay includes the purchases of computer and maintenance equipment approved in the CY 2024 budget (page 4).

SERVICE REPORT - FEBRUARY 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>	
107,135	108,268	-1.0%	Columbia Public Library*	224,871	224,313	0.2%
7,538	7,491	0.6%	Callaway County Public Library	15,440	14,731	4.8%
5,377	6,175	-12.9%	Southern Boone County Public Library	11,173	12,300	-9.2%
4,641	4,688	-1.0%	Holts Summit Public Library	9,779	9,367	4.4%
101,371	85,361	18.8%	Digital Branch (eBks, downloadable audiobks & magazines)	209,063	178,568	17.1%
4,159	6,787	-38.7%	Outreach Circulation	10,314	13,299	-22.4%
1,109	805	37.8%	Library-To-Go Circulation (Hallsville)	2,229	1,612	38.3%
231,330	219,575	5.4%	Total Materials Circulated	482,869	454,190	6.3%
<u>LIBRARY VISITS</u>						
35,129	29,014	21.1%	Columbia Public Library	66,849	57,225	16.8%
4,345	3,002	44.7%	Callaway County Public Library	7,611	5,752	32.3%
2,970	2,188	35.7%	Southern Boone County Public Library	5,697	4,308	32.2%
1,803	1,700	6.1%	Holts Summit Public Library	3,494	3,301	5.8%
1,234	1,175	5.0%	Bookmobile	1,940	2,134	-9.1%
217	235	-7.7%	Delivery Services	403	418	-3.6%
<u>ELECTRONIC SERVICES</u>						
93,325	90,455	3.2%	DBRL Page Views (Non-Catalog)	197,501	201,041	-1.8%
2,838	2,428	16.9%	Database Uses	5,826	5,001	16.5%
4,765	4,936	-3.5%	Internet Computer Sessions	8,871	9,365	-5.3%
5,054	3,474	45.5%	Wireless Access Point Uses	9,629	7,200	33.7%
<u>REFERENCE / OTHER NON-CIRCULATION CONTACTS</u>						
11,972	10,881	10.0%	Columbia Public Library	22,672	21,814	3.9%
1,036	936	10.7%	Callaway County Public Library	2,050	1,878	9.2%
1,086	735	47.8%	Southern Boone County Public Library	1,897	1,518	25.0%
650	638	1.9%	Holts Summit Public Library	1,244	1,222	1.8%
<u>PROGRAMS / COMMUNITY EVENTS</u>						
153	110	39.1%	Library Programs	278	210	32.4%
3,152	2,493	26.4%	Number in Attendance	5,464	4,688	16.6%
7	8	-12.5%	Tours, Booths and Presentations	17	14	21.4%
325	265	22.6%	Estimated Number in Attendance	602	446	35.0%

*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>	
80	66	21.2%	Community Groups Using Rooms (CPL)	143	129	10.9%
85	71	19.7%	Library-related Uses (CPL)**	167	135	23.7%
3	5	-40.0%	Community Groups Using Rooms (CCPL)	8	10	-20.0%
17	16	6.3%	Library-related Uses (CCPL)**	30	33	-9.1%
7	5	40.0%	Community Groups Using Rooms (SBCPL)	17	15	13.3%
24	22	9.1%	Library-related Uses (SBCPL)**	43	37	16.2%
3	2	50.0%	Community Groups Using Rooms (HSPL)	5	4	25.0%
11	5	120.0%	Library-related Uses (HSPL)**	19	12	58.3%
<u>MATERIALS STATISTICS</u>						
357,098	363,573	-1.8%	Books			
14,007	16,907	-17.2%	Spoken Recordings			
16,517	18,299	-9.7%	Music Recordings			
37,511	36,884	1.7%	Video Recordings			
188	307	-38.8%	Devices			
1,060	904	17.3%	Kits			
99,728	96,430	3.4%	Digital Materials			
526,109	533,304	-1.3%	Total Materials			

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



Daniel Boone Regional Library

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TO: Daniel Boone Regional Library (DBRL) Board of Trustees
FROM: Margaret Conroy, Executive Director and Jim Smith, CFO
DATE: March 14, 2024
SUBJECT: LAGERS Benefit increase

Information

DBRL joined the LAGERS (Missouri Local Government Employee Retirement System) pension plan in March 2019. At the time, DBRL joined at a low multiplier (L-3, 1.25% multiplier) and a 5 year final average salary, with the intent to increase the benefit level in the future as the budget allowed. An increase was subsequently agreed to by the library in the DBRL Workers United contract, signed in December 2023 and effective January 1, 2024.

Requested Actions

LAGERS benefit increase

In accordance with the terms of the contract and in fulfillment of the intent of the 2019 Board of Trustees action, staff request the board approve the attached resolution to increase the LAGERS Benefit Level to L-7 (1.50% multiplier) with a 3-year final average salary. The effective date of the change is April 1, 2024.

Lump-sum payment

In order to accommodate the increased benefit and keep the annual contribution percentage from exceeding the current contribution percentage, the library budgeted for a lump-sum contribution to LAGERS of \$1.5 million from the library fund balance. Staff request board approval of a lump sum payment to LAGERS of \$1.5 million, to be paid within the next 30 days.

RESOLUTION

WHEREAS, the **Daniel Boone Regional Library** has complied with the notice and filing requirements of Section 105.675 RSMo; and

WHEREAS, the **Daniel Boone Regional Library** understands that, by adopting this benefit change, the **Daniel Boone Regional Library** is accepting the legal obligation to fund the elected benefits now and in the future and that it will be financially able to do so.

WHEREAS, the fiscal officer of the **Daniel Boone Regional Library** is authorized to deduct from the wages or salaries of each employee member, the employee contributions, if any, required by Section 70.705, RSMo, and to promptly remit such contributions to LAGERS, along with the employer contributions required by Sections 70.705, 70.730, and 70.735 RSMo.

NOW, THEREFORE, BE IT RESOLVED that the **Daniel Boone Regional Library**, an employer under the Missouri Local Government Employees Retirement System (LAGERS), hereby elects the following:

1. To adopt a change in the Benefit Program of covered employees, changing to Benefit Program L-7 in accordance with 70.655 RSMo.
2. To adopt a change in the calculation of Final Average Salary of covered employees, changing to a 36 consecutive month average in accordance with sections 70.600(12) and 70.656 RSMo.

The clerk or secretary shall certify this election to the Missouri Local Government Employees Retirement System within ten days hereof. Such election shall be effective on the 1st day of April 2024.

Signature, President, **Daniel Boone Regional Library Board of Trustees**

CERTIFICATION

I hereby certify that the above Resolution/Ordinance is a true and correct copy of a Resolution/Ordinance that was duly enacted by the **Daniel Boone Regional Library**.

Signature, Secretary

Date

DANIEL BOONE REGIONAL LIBRARY**SUBJECT: Bereavement Leave****ADMIN 1-324****BOARD****SECTION:****300 – Employee Benefit Policies****Approved: 08/12/04****Revised: 02/16/12****Approved: 04/16/15****Revised: 06/14/18****Revised: 04/15/21****POLICY**

An employee may be granted paid bereavement leave for the death of members of the employee's family or household, including domestic partners and their family members or those individuals for whom the employee has an assumed or legal responsibility.

Bereavement leave may be granted up to a total of: forty-eight (48) working hours per calendar year for full-time employees; thirty-six (36) hours per calendar year for $\frac{3}{4}$ time employees; twenty-four (24) hours per calendar year for $\frac{1}{2}$ time employees; or twelve (12) hours per calendar year for employees working less than half time. Staff with no regularly budgeted hours (e.g. floaters) are not eligible for Bereavement leave. Bereavement leave hours will not be carried over from year to year and have no monetary value upon termination, resignation or retirement. Additional paid leave hours may be approved due to extenuating circumstances by the department manager and the Human Resources Manager.

Deleted: non-probationary**Deleted:** Temporary employees and employees working fewer than twenty (20) hours per week are not granted bereavement leave. See also the requirements of Policy 1-320 Requests for Leave.**Deleted:** cannot exceed**Deleted:** or**Deleted:** (The terms full-time employee, $\frac{3}{4}$ -time employee and $\frac{1}{2}$ -time employee are defined in Policy 1-323 Paid Time Off.)

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Video Security ADMIN 2-940

BOARD SECTION: 600 – Library Administration Approved: 08/16/07
Reviewed: 02/11/10
Revised: 04/11/13
Revised: 08/13/15
Reviewed: 10/18/18
Revised: 11/11/21
Revised:

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POLICY

The Daniel Boone Regional Library (DBRL) strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of library premises are equipped with video cameras that are recording at all times. The video security cameras will be positioned to record only those areas deemed necessary to complement other measures to maintain a safe and secure environment in compliance with library policies. Signage will be posted at library entrances disclosing this activity. Camera locations shall not be changed or added without the consent of the Executive Director. The video security system shall be used only for the protection and safety of patrons, employees, assets, property and library operations.

Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy, such as restrooms, employee break rooms or changing rooms.

Only the Executive Director, Associate Director of Operations, Safety and Security, Manager, Branch Managers and other employees designated by the Executive Director or Safety and Security Manager ("Authorized Employees") and/or video security system vendors designated by the Executive Director are authorized to operate the video security system. Access to video records shall be limited to Authorized Employees and video security system vendors when accompanied by an Authorized Employee, who shall only access such records during the course of their regular duties. Library employees and service providers are to review and comply with this policy and the guidelines promulgated in accordance with this policy. Such persons shall not violate any laws relevant to this policy (including, but not limited to, Section 565.240 RSMo. et seq., 18 U.S.C. § 1801 and Missouri common laws pertaining to privacy rights) in performing their duties and functions related to the video security system.

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It is DBRL's intent to retain all recorded images for approximately thirty (30) days. Images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Executive Director or other Authorized Employee. Any records produced by the video security system shall be kept in a secure manner and managed appropriately by library staff to protect legal obligations and evidentiary

values.

Use/Disclosure of Video Records:

1. Video records may be used by DBRL to identify the person or persons responsible for DBRL **Code of Conduct** policy violations, criminal activity, or actions considered disruptive to normal library operations, or otherwise as allowed by law.
2. Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws upon receipt of a subpoena, warrant or court order. Such requirements may, however, except as hereinafter provided, be waived by the Executive Director **or the Safety and Security Manager** when appropriate. In the case of a video record which identifies a patron and is a "library record" under Section 182.815 RSMo, in the absence of patron consent, the Executive Director shall, as allowed by Section 182.817 RSMo, require a warrant or other court order issued upon a finding that the disclosure of such record is necessary to protect the public safety or to prosecute a crime. (See also DBRL Policy 2-672 Confidentiality of Patron Records.)
3. Video records of incidents can be retained and reviewed as long as considered necessary by the Executive Director, Associate Director of Operations or the Safety and Security Manager.
4. Video records may be shared with Authorized Employees when appropriate or, upon approval by the Executive Director, Associate Director of Operations or the Safety and Security Manager, other library staff in order to identify person(s) suspended from DBRL property, to maintain a safe, secure, and policy-compliant environment, and as otherwise determined to be reasonably necessary.
5. Video records may be ~~released~~used, or used upon authorization by the Executive Director as otherwise allowed by law.
6. Only the Executive Director, Associate Director of Operations or Safety and Security Manager, or Executive Director's designee shall be authorized to release any video record to anyone other than an Authorized Employee, including, but not limited to, law enforcement personnel, media, patrons, and insurance agents.
7. Video records are closed records under Section 610.021 RSMo to the extent they relate to any of the exceptions listed therein, including but not limited to those set forth in subsections (1), (3), (13), (14), (19) and (20).
8. Video records shall not be used or disclosed other than as specifically authorized by this policy.

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