

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

April 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 March 14, 2024 - *enclosed*
5. Monthly Reports
  - a. Directors Report and Comments - *enclosed*
  - b. Financial Reports - *enclosed*
  - c. Service Report - *enclosed*
6. Service Spotlight: Vidwest Studios Collaboration - Lauren Williams
7. New Business
  - a. Policy 1-342 VESSA Leave - *enclosed*
  - b. Policy 1-327 Citizenship Leave - *enclosed*
  - c. Paycom Contract - *memo enclosed*
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](mailto: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 March 14, 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, Cori Miller, August Nielsen, Pat Powell, Travis Pringle, Nate Suttentfield, and Khaki Westerfield. Jennifer Rodewald, Shannon Alvis, Jean Howard, and Tonya Hayes-Martin were absent.

Also in attendance were DBRL Executive Director Margaret Conroy, and DBRL managers Karen Crago, Angela Scott, Amanda McConnell, Lauren Williams, Nathan Pauley, Sheryl Bucklew, Eric Schmeck, Jim Smith, Mitzi St. John, and other members of library staff.

**Public Comment**

Carolyn Cain, staff member and executive member of the Union, thanked the evaluation committee, which met just before this meeting, for deciding to employ an all-staff survey in their evaluation of the director this year. Carolyn also suggested that the survey should not ask questions regarding the respondent's length of employment or who their supervisor is, as she believes people will either not answer truthfully, or at all.

**Minutes**

Regarding the minutes of the February 15, 2024 board meeting, Jacqueline Kelly commented that Nathan Pauley's name was listed twice. Having no other discussion or corrections, the minutes were approved as corrected.

**Pre-Audit Engagement Conference with Williams-Keepers**

Jim Smith introduced Amanda Schultz, CPA, of Williams-Keepers, who will be conducting the 2023 audit. Amanda walked the board through the planning letter that she had provided, detailing the time frame of the audit. She reported that the audit is scheduled for the week of April 1, 2024 and that they should have drafts ready to present to the finance committee by the week of May 6, 2024, before the board meeting on May 16.

**Employee Engagement Survey results presentation with CPS-HR**

Karen Crago introduced Judy England-Joseph from CPS-HR Consulting who facilitated the staff engagement survey conducted last fall. Judy presented the results to the board, answered questions, and spoke about how the data was broken down and analyzed. After the presentation, Judy left the meeting and the board discussed the next steps. Margaret Conroy shared some of

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**Minutes, Meeting of March 14, 2024**

the recommendations that Judy provided to management, which include DEI work, establishing core values, and conducting focus groups to further extrapolate the survey results.

**Monthly Reports**

Director's Report: In the interest of time, Margaret referred the trustees to her written report, but added that Callaway County has a new librarian, Devon Smith, and that she will be at the next board meeting for an introduction.

Financial Report: Jim Smith presented the preliminary February financial report and noted that the checking line in the operating fund balance sheet is currently at \$ 2.9 million while last year it was only at \$895,000. This increase is due to building our cash balance in preparation for the LAGERS lump sum payment that will be voted on at this meeting. Jim reported that tax revenue and expenditures are as expected in February. However, insurance building and liability is less than projected because, working with our commercial insurance broker, we were able to accept a bid from a different company at a lower cost than what was expected.

Service Report: There were no questions or comments regarding the February service report.

**New Business**

Margaret directed the trustees to the memo regarding the LAGERS increase located in the board packet. The memo summarizes the two LAGERS-related requests which were recommended at the inception of our joining LAGERS. The first request is to move from an L-3 to an L-7 plan and to change the 5 year final average salary to 3 years, which will result in a higher monthly benefit for retirees. The second recommendation is to make a lump sum contribution payment of \$1.5 million, similar to what was done when we joined LAGERS, in order to lower our annual contribution percentage.

**LAGERS Benefit increase:**

**ACTION:** Buckler moved and Powell seconded adopting a resolution to approve increasing the LAGERS benefit level from L-3 to L-7, with a 3-year final average salary. The motion passed by unanimous consent.

**LAGERS Payment:**

**ACTION:** Miller moved and Kelly seconded to authorize a lump sum payment of \$1.5 million to LAGERS to keep the library's pension liability from exceeding its current contribution percentage. The motion passed by unanimous consent.

**Policy 1-324 Bereavement Leave:**

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Margaret explained that the updated policy reflects a slight change to the current bereavement leave policy that stemmed from the union agreement. The change will extend bereavement leave to staff budgeted under 20 working hours per week.

**ACTION:** Westerfield moved, Powell seconded approving the proposed changes to Policy 1-324 Bereavement Leave. The motion passed by unanimous consent.

**Policy 2-940 Video Security:**

Margaret explained that this policy change is due to the new safety and security manager position. The changes update the job titles listed in the policy as well as the inclusion of the safety and security manager's ability to review the footage live, or at will rather than only after an incident.

**ACTION:** Kelly moved, Miller seconded approving the proposed changes to Policy 2-940 Video Security. The motion passed by unanimous consent.

**City of Refuge Parking Lot Use Request Discussion:**

Margaret shared that this discussion will not require any movement, but she did want to gather the board's feedback on the topic. She explained that the City of Refuge, which has recently opened a preschool, reached out to see if they could use or rent a few parking spots in lot C (the furthest lot from the library) for their staff. The lot in question is for our staff and not for the public, but most staff park in lot B, thus there is room for us to give these spaces. The consensus from the board was that the City of Refuge could use some parking spaces as long as an agreement holding the library harmless for potential damages and liability can be reached.

**Other Business**

None.

**Staff Announcements**

Lauren Williams shared that the board will be receiving invitations to the Excel Adult High School graduation very soon. The graduation will take place on Saturday, April 20 at 2 p.m. and we will be celebrating four graduates.

**Board Comments/Announcements**

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Jacqueline Kelly shared that she recently attended the Black History Month trivia night hosted by the library and that it was spectacular. She thanked Lauren for a great program and stated that there was great attendance and the questions were intellectually stimulating.

Travis Pringle thanked the other trustees for a great first meeting and expressed his excitement in his new role as trustee.

**Adjournment**

Hearing no further business, Suttentfield adjourned the meeting at 7:32 p.m.

Minutes recorded by Emily Camden.

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Cori Miller, Board Secretary

**Upcoming Meetings and Events**

April 17	Foundation Board Meeting
April 20	Excel Adult High School Graduation
May 6	Finance Committee Meeting
May 16	DBRL Board of Trustees meeting

**Personnel**

Library staff viewed demonstrations from three vendors for a new Human Resources Information System. Staff are proposing that the library select Paycom at the April meeting (see packet).

CPS HR has been engaged to conduct focus groups to follow up on the employee engagement survey conducted last fall. Consultant Judy England-Joseph will be on site the week of April 22 to lead the focus groups. This project falls under the library's strategic priority of People First Workplace Culture.

The library received four proposals for DEI (diversity, equity and inclusion) consulting services. After a review by administration, two proposals were selected to share with the union and a finalist was selected from that meeting, Hicks-Carter-Hicks, LLC, based in St. Louis. The DEI audit will last several months and in addition to reviewing job descriptions, postings and recruitment strategies will include focus groups with some segments of staff. The anticipated outcome will include revamping language in our policies, adjusting education or experience requirements for some positions, and recommending training and communication strategies around DEI for staff. This project falls under the library's strategic priority of Excellence through Diversity, Equity and Inclusion.

The department managers held a productive book discussion of "The Five Dysfunctions of a Team" on March 5. This was the first in a loosely-scheduled series of book discussions focusing on leadership topics.

**Public Services**

The One Read selection committee chose this year's two finalists. Public voting opens on April 8.

Due to Angela Scott's promotion, we posted a project opportunity to cover some of her daily tasks, such as department scheduling and leave monitoring, and overseeing the passport and tax appointments. Althea Haris, full time library associate, was given the opportunity.

Drew Ide hosted the first ever peer meeting of Missouri library safety and security managers at CPL on March 4.

The library co-hosted an election forum with the League of Women Voters on March 21.

Youth Services staff met with the City of Refuge to discuss services to its new preschool center. An introduction to library services event is being planned this spring for parents and caregivers, and the library will add the pre-school to the child care centers served on site starting this fall.

### **Facilities**

Staff received a work plan from consultant Sue Bartelette on converting the landscaping at the Columbia location to native plantings. The plan includes replacing the mulched areas with more natural mulch and native perennials and shrubs, creating a couple of pocket gardens, and adding trees. Library staff are also working with our current landscape vendor for costing out the project and with the City of Columbia's Office of Sustainability and Missouri Conservation Department to access funding to support the project.

The library rebid its cleaning service for the Columbia, Fulton and Holts Summit locations. The contract was awarded to Key Janitorial to start April 1.

Shelving stock was sold to the Cameron Public Library. Well over half of the excess shelving has been sold to other libraries, with a few pieces left. Clearing out this shelving is allowing the Friends to move stored items out of the basement hallway. Some shelving will be added to the wall in the basement for seasonal library collections, alleviating some crowding in staff areas.

### **Foundation**

The Foundation's Finance Committee met on March 12, led by new Foundation member and treasurer Nikki Krawitz. The Committee reviewed the Investment Policy and discussed their approach to endowment and temporarily restricted funds. The policies will undergo some revision to provide maximum clarity and flexibility in how funds are managed.

### **Media Report**

The Columbia Missourian reporters covered several library-related stories this month. Community outreach manager Abbey Riimel was interviewed about DBRL's Memory Care Kits. Youth and community services manager Sarah Howard was interviewed for two articles that appeared in the Missourian's COMO Kids publication - "Use library kits to teach young children to love reading" and another piece about the purpose of youth programming and how it benefits children. The Missourian wrote three articles on two of the events CPL co-sponsored with the League of Women Voters - Lunch & Learn: Upcoming Supreme Court Cases & Implications" and "Election Forum: Columbia School Board & City Council."



Other media coverage included a Columbia Daily Tribune article that pre-promoted the Election Forum; the Fulton Sun reprinted a 1974 article about the McBride family in memory of retired DBRL staff member Sherry McBride-Brown and her father Jack McBride; KOMU pre-promoted “Missouri Job Center Walk-In Wednesday Hiring Event” and interviewed DBRL executive director Margaret Conroy about the property tax issue going before voters on April 2 and its possible impact on the library’s budget; KMIZ included a statement from Conroy in its coverage about the pending vote in Boone County on the property tax issue. MU’s Ellis Library posted a story about CPL on their website informing students of services available at the public library.

**Recent Community Activities and Meetings**

- March 12 DBRL Foundation Finance Committee Meeting
- March 19 ALA Members Town Hall Meeting
- March 22 Directors of Large Libraries Meeting

**DANIEL BOONE REGIONAL LIBRARY**

**FINANCIAL REPORT**

March 31, 2024



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

	CURRENT YEAR	PRIOR YEAR
Assets		
<b>CURRENT ASSETS</b>		
Checking	1,439,351	779,049
Petty Cash	950	950
Circulation Cash in Safe	500	500
Callaway Savings	298	298
Cash in Custody City of Columbia	-	-
Cash in Custody Boone County	21,088,946	20,698,461
Inventory	3,079	2,023
Accounts Receivable	124	791
Accrued Interest	15,543	13,258
Due From Foundation	2,996	336
Prepaid Expenditures	12,625	12,138
Total Current Assets	<u>\$ 22,564,412</u>	<u>\$ 21,507,804</u>
<b>FIXED ASSETS</b>		
Land	1,702,265	1,702,265
Automotive Equipment	669,807	632,272
Furniture and Equipment	3,871,835	3,806,250
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>\$ 33,358,039</u>	<u>\$ 33,256,011</u>
<b>OTHER ASSETS</b>		
To Be Provided for LT Debt	556,720	-
Total Other Assets	<u>556,720</u>	-
<b>Total Assets</b>	<u><u>\$ 56,479,171</u></u>	<u><u>\$ 54,763,815</u></u>
Liabilities and Fund Balance		
<b>CURRENT LIABILITIES</b>		
Accounts and Salaries Payable	861	822
Unreimbursed Medical	2,166	(3,365)
Dependent Care	3,475	2,723
Entertainment Tax Withholding	8	106
Liabilities Accrued & Withheld	(62,961)	16,043
Total Current Liabilities	<u>\$ (56,451)</u>	<u>\$ 16,329</u>

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

	CURRENT YEAR	PRIOR YEAR
<b>LONG TERM LIABILITIES</b>		
Accrued PTO	517,158	-
Accrued FICA	39,562	-
Total Long Term Liabilities	556,720	-
Total Liabilities	\$ 500,269	\$ 16,329
<b>FUND BALANCE</b>		
Fund Balance	14,859,926	27,225,686
Fund Balance, Current Year	7,760,937	7,384,681
Invested in General Fixed Assets	33,358,039	33,257,933
Total Fund Balance	\$ 55,978,902	\$ 67,868,300
Total Liabilities and Fund Balance	\$ 56,479,171	\$ 67,884,629

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

	CURRENT MONTH	YEAR TO DATE-ACTUAL	ANNUAL BUDGET	REMAINING BUDGET	YTD AS % OF BUDGET	PRIOR YEAR TO DATE-ACTUAL
<b>REVENUES</b>						
Property Taxes						
Callaway County	\$ 39,665	\$ 2,378,814	\$ 2,683,668	\$ (304,854)	89%	\$ 2,334,231
Columbia and Boone County	355,656	9,396,025	11,172,827	(1,776,802)	84%	6,876,440
Total Tax Revenue	<u>\$ 395,321</u>	<u>\$ 11,774,839</u>	<u>\$ 13,856,495</u>	<u>\$ (2,081,656)</u>	<u>85%</u>	<u>\$ 9,210,671</u>
Investment Interest on Taxes	37,635	37,635	255,305	(217,670)	15%	18,293
Interest on Checking	12,688	34,493	31,500	2,993	110%	3,780
Unrealized Gain or (Loss)	-	746,128	-	746,128	0%	1,234,224
Total Investment Revenues	<u>\$ 50,323</u>	<u>\$ 818,256</u>	<u>\$ 286,805</u>	<u>\$ 531,451</u>	<u>285%</u>	<u>\$ 1,256,297</u>
State Aid	-	-	158,908	(158,908)	0%	-
	-	-	160,000	(160,000)	0%	-
Contributions	2,456	74,065	124,070	(50,005)	60%	57,191
Copy and Printing Income	3,323	8,038	30,000	(21,962)	27%	9,010
Other Income	27,475	97,982	196,000	(98,018)	50%	79,203
Total Unrestricted Revenues	<u>\$ 478,898</u>	<u>\$ 12,773,180</u>	<u>\$ 14,812,278</u>	<u>\$ (1,879,098)</u>	<u>86%</u>	<u>\$ 10,612,372</u>
<b>CURRENT FUNDS RESTRICTED</b>						
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>\$ 478,898</u></u>	<u><u>\$ 12,773,180</u></u>	<u><u>\$ 14,872,278</u></u>	<u><u>\$ (1,939,098)</u></u>	<u>85.89%</u>	<u><u>\$ 10,612,372</u></u>
<b>EXPENDITURES</b>						
Salaries and Benefits						
Regional Administration	95,827	263,647	1,347,124	1,083,477	20%	210,000
Building and Grounds	24,976	68,328	324,230	255,902	21%	59,526
Patron Services	327,956	888,693	4,272,418	3,383,725	21%	775,692
Collection Services and IT	76,885	210,879	999,773	788,894	21%	199,868
Total Salaries	<u>\$ 525,644</u>	<u>\$ 1,431,547</u>	<u>\$ 6,943,545</u>	<u>\$ 5,511,998</u>	<u>21%</u>	<u>\$ 1,245,087</u>
FICA & Medicare	38,949	103,920	531,181	427,261	20%	90,175
Health and Dental Insurance	74,293	206,955	1,086,237	879,282	19%	184,278
Life Insurance	392	1,168	6,166	4,998	19%	1,180
Employee Assistance Program	-	767	4,611	3,844	17%	1,150
Retirement Plans	1,567,106	1,699,657	2,476,591	776,934	69%	175,329
Short-term Disability	-	-	29,500	29,500	0%	-
Unemployment Insurance	-	-	6,500	6,500	0%	-
Total Salaries and Benefits	<u>\$ 2,206,384</u>	<u>\$ 3,444,014</u>	<u>\$ 11,084,331</u>	<u>\$ 7,640,317</u>	<u>31%</u>	<u>\$ 1,697,199</u>
Library Materials						
Books, Periodicals and AV	<u>\$ 176,017</u>	<u>\$ 644,199</u>	<u>\$ 2,027,820</u>	<u>\$ 1,383,621</u>	<u>32%</u>	<u>\$ 593,172</u>
General Operating						
Association Dues	2,818	5,571	10,435	4,864	53%	4,173
Conference/Seminar/Staff Training	2,997	7,494	56,950	49,456	13%	5,881
Employment and Bid Ads	-	-	1,000	1,000	0%	-
Miscellaneous	33	109	2,000	1,891	5%	149
MOREnet	-	7,871	20,000	12,129	39%	7,273
Personal Vehicle Mileage	137	478	1,925	1,447	25%	469
Postage and Mailing	30,482	47,843	105,076	57,233	46%	15,937
Printing	6,982	9,539	64,100	54,561	15%	1,866
Professional Fees	11,851	33,913	368,025	334,112	9%	27,191
Programming	5,873	15,860	186,150	170,290	9%	32,237

Daniel Boone Regional Library  
Statement of Revenues and Expenditures  
General Fund  
Month and Year-To-Date Period Ended March 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	19,660	286,604	675,600	388,996	42%	299,948
Trustee Development	345	492	10,790	10,298	5%	687
<b>CURRENT FUNDS RESTRICTED</b>	-	-	-	-	-	-
LSTA Grants	-	-	60,000	60,000	0%	-
<b>Total General Operating Expenditures</b>	<b>\$ 81,178</b>	<b>\$ 415,774</b>	<b>\$ 1,562,051</b>	<b>\$ 1,146,277</b>	<b>27%</b>	<b>\$ 395,810</b>
<b>Building Operations and Maintenance</b>						
Building Maintenance	41,739	149,084	841,068	691,984	18%	112,433
Electric/Water Utilities	19,334	38,400	313,951	275,551	12%	30,880
Facility Rent	5,700	105,137	175,140	70,003	60%	179,880
Gas/Utilities	6,909	15,608	48,335	32,727	32%	116,707
Insurance Building and Liability	-	139,808	185,455	45,647	75%	126,113
Library Vehicle Maintenance	66	103	50,424	50,321	0%	100
Machine Maintenance	5,456	19,580	49,802	30,222	39%	13,438
Telephone/Utilities	4,744	14,465	84,359	69,894	17%	13,496
<b>Total Building Operations</b>	<b>\$ 83,948</b>	<b>\$ 482,185</b>	<b>\$ 1,748,534</b>	<b>\$ 1,266,349</b>	<b>28%</b>	<b>\$ 593,047</b>
<b>Total Current Expenditures</b>	<b>\$ 2,547,527</b>	<b>\$ 4,986,172</b>	<b>\$ 16,422,736</b>	<b>\$ 11,436,564</b>	<b>30%</b>	<b>\$ 3,279,229</b>
Revenue Over (Under) Expenditures	\$ (2,068,629)	\$ 7,787,008	\$ (1,550,458)	\$ (13,375,662)		\$ 7,333,143
<b>Capital Outlay</b>						
Furniture, Equipment, Capital Outlay	10,788	26,071	377,850	351,779	7%	135,769
<b>Total Capital Outlay</b>	<b>\$ 10,788</b>	<b>\$ 26,071</b>	<b>\$ 377,850</b>	<b>\$ 351,779</b>	<b>7%</b>	<b>\$ 135,769</b>
<b>Total Expenditures</b>	<b>\$ 2,558,315</b>	<b>\$ 5,012,243</b>	<b>\$ 16,800,586</b>	<b>\$ 11,788,343</b>	<b>30%</b>	<b>\$ 3,414,997</b>
Revenue Over (Under) Expenditures	\$ (2,079,417)	\$ 7,760,937	\$ (1,928,308)	\$ 9,849,245		\$ 7,197,375

## **DBRL Monthly Report March 2024**

### **Reports**

1. The Balance Sheet is presented on page 1-2.
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 to maintain a higher balance in the current year to meet monthly expenditures (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 amount due from the state for meal reimbursement (page 1).
4. The Accrued Interest line reflects the amount due at December 31, 2023 (page 1).
5. 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. Columbia Building decreased for file cabinets disposed of during CY 2023 that were part of the calendar year 2002 renovation.
6. 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. Entertainment Tax Withholding is a two (2) percent tax that is imposed on all fees greater than \$300 paid to out-of-state performers (page 1). This tax is remitted quarterly to the Missouri Department of Revenue.
3. Liabilities Accrued and Withheld represents the 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.
4. Long Term Liabilities represents the compensated leave liability for the PTO and Holiday balances at December 31, 2023 (page 2).

## **DBRL Monthly Report March 2024**

### **Revenue**

1. The Property Taxes received are more than expected for the month of March because of the timing of tax payments for the Columbia and Boone County Library District (page 3). The Statement of Revenue and Expenditures reflects library tax income through March for the Columbia and Boone County and Callaway County Library Districts.
2. Investment Interest on Taxes is through January 31, 2023 (page 3). February and March interest income information has not been received from the Boone County Treasurer.
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) represents the reversal of the GASB 31 requirement to value our Investments at market value at year-end (page 3). This amount will be netted against the unrealized gain or (loss) at the end of 2024 to determine the total unrealized gain or (loss) for calendar year 2024.

### **Expenditures**

1. The Salaries and Fringe Benefits reports thirty-one (31) percent expended mainly because of LAGERS \$1.5 million payment to move from a L3 to a L7 plan; see the Retirement Plans line (page 3). We expect all lines to be within budget at year-end.
2. The General Operating Budget reports twenty-seven (27) 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 twenty-six (26) 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 forty (40) percent expended due to the timing of supply and other expenditure needs.
3. Building Operations and Maintenance reports twenty-eight (28) percent expended (page 4). A few line items worth mentioning are Insurance Building and Liability Insurance; Facility Rent; 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 March 31, 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.
4. Furniture, Equipment, Capital Outlay includes the purchases of computer and maintenance equipment approved in the CY 2024 budget (page 4).



**SERVICE REPORT - MARCH 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>	
115,108	124,217	-7.3%	Columbia Public Library*	339,979	348,530	-2.5%
7,901	9,012	-12.3%	Callaway County Public Library	23,341	23,743	-1.7%
5,864	7,158	-18.1%	Southern Boone County Public Library	17,037	19,458	-12.4%
5,354	5,135	4.3%	Holts Summit Public Library	15,133	14,502	4.4%
106,383	92,636	14.8%	Digital Branch (eBks, downloadable audiobks & magazines)	315,446	271,204	16.3%
6,304	7,087	-11.0%	Outreach Circulation	18,711	20,386	-8.2%
1,081	877	23.3%	Library-To-Go Circulation (Hallsville)	3,310	2,489	33.0%
247,995	246,122	0.8%	Total Materials Circulated	732,957	700,312	4.7%
<b><u>LIBRARY VISITS</u></b>						
35,347	30,951	14.2%	Columbia Public Library	102,196	88,176	15.9%
4,434	3,988	11.2%	Callaway County Public Library	12,045	9,740	23.7%
2,822	2,944	-4.1%	Southern Boone County Public Library	8,519	7,252	17.5%
1,809	2,012	-10.1%	Holts Summit Public Library	5,303	5,313	-0.2%
1,248	1,193	4.6%	Bookmobile	3,188	3,327	-4.2%
224	232	-3.4%	Delivery Services	627	650	-3.5%
<b><u>ELECTRONIC SERVICES</u></b>						
92,335	93,854	-1.6%	DBRL Page Views (Non-Catalog)	289,836	294,895	-1.7%
2,775	2,584	7.4%	Database Uses	8,601	7,585	13.4%
4,728	5,487	-13.8%	Internet Computer Sessions	13,599	14,852	-8.4%
5,581	3,925	42.2%	Wireless Access Point Uses	15,210	11,125	36.7%
<b><u>REFERENCE / OTHER NON-CIRCULATION CONTACTS</u></b>						
11,278	11,185	0.8%	Columbia Public Library	33,950	32,999	2.9%
1,176	1,156	1.7%	Callaway County Public Library	3,226	3,034	6.3%
951	862	10.3%	Southern Boone County Public Library	2,848	2,380	19.7%
590	631	-6.5%	Holts Summit Public Library	1,834	1,853	-1.0%
<b><u>PROGRAMS / COMMUNITY EVENTS</u></b>						
162	121	33.9%	Library Programs	440	331	32.9%
3,289	2,601	26.5%	Number in Attendance	8,753	7,289	20.1%
10	18	-44.4%	Tours, Booths and Presentations	27	32	-15.6%
326	1,337	-75.6%	Estimated Number in Attendance	928	1,783	-48.0%

\*Includes ILL circulation

<u>MONTH</u>				<u>CUMULATIVE</u>		
<u>2024</u>	<u>2023</u>		<u>MEETING ROOM USES</u>	<u>2024</u>	<u>2023</u>	
69	69	0.0%	Community Groups Using Rooms (CPL)	212	198	7.1%
83	84	-1.2%	Library-related Uses (CPL)**	250	219	14.2%
6	7	-14.3%	Community Groups Using Rooms (CCPL)	14	17	-17.6%
19	21	-9.5%	Library-related Uses (CCPL)**	49	54	-9.3%
4	5	-20.0%	Community Groups Using Rooms (SBCPL)	21	20	5.0%
26	19	36.8%	Library-related Uses (SBCPL)**	69	56	23.2%
3	1	200.0%	Community Groups Using Rooms (HSPL)	8	5	60.0%
6	10	-40.0%	Library-related Uses (HSPL)**	25	22	13.6%
<b><u>MATERIALS STATISTICS</u></b>						
357,142	364,450	-2.0%	Books			
14,023	16,658	-15.8%	Spoken Recordings			
16,419	18,213	-9.9%	Music Recordings			
37,693	37,171	1.4%	Video Recordings			
187	301	-37.9%	Devices			
1,060	904	17.3%	Kits			
100,213	96,830	3.5%	Digital Materials			
526,737	534,527	-1.5%	Total Materials			

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

## DANIEL BOONE REGIONAL LIBRARY

**SUBJECT: Victims Economic Safety and Security Act  
(VESSA) Leave**

**ADMIN 1-342**

**BOARD**

**SECTION: 300 – Employment Benefits Policies**

**Approved: 11/12/21**

### **POLICY**

Pursuant to the Missouri Victims Economic Safety and Security Act (VESSA), the Daniel Boone Regional Library (DBRL) will provide up to two (2) workweeks of paid, job-protected leave per twelve (12) month period for the reasons defined below. This twelve (12) month period shall begin on the first date of leave and end twelve (12) months later.

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### **ELIGIBILITY REQUIREMENTS**

Employees who are victims of domestic or sexual violence, or have a family member, household member or an individual for whom the employee has an assumed or legal responsibility who is a victim of domestic or sexual violence, may take VESSA leave to:

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- Seek medical attention or recover from physical or mental injuries caused by domestic or sexual violence against the employee or the employee's family or household member;
- Obtain services from a victim services organization for the employee or the employee's family or household member;
- Obtain psychological or other counseling for the employee or the employee's family or household member;
- Participate in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or employee's family or household member from future violence or to ensure economic security; or
- Seek legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including either preparing for or participating in any legal proceeding related to the violence.

### **VESSA CERTIFICATION**

Employees requesting VESSA leave must provide at least forty-eight (48) hours advance notice unless such notice is impractical, in which case the notice must be given as soon as possible. The employee must provide a sworn statement and documentation showing the employee is eligible for the leave, such as a police report, court record, documentation from a victim services organization, attorney, clergy member, medical provider, or other professional from whom the employee or the employee's family or household member sought assistance, or other corroborating evidence.

### **USE OF LEAVE**

VESSA leave may be used intermittently or on a reduced work schedule. VESSA does not create a right to take unpaid leave that exceeds the amount of unpaid leave allowed under Policy 1-340 Family and Medical Leave of Absence (FMLA).

## EMPLOYEE BENEFITS

Using VESSA leave shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced, except that available VESSA leave shall be reduced to the extent utilized. Employees will accrue benefits during VESSA leave and be entitled to any right, benefit or position of employment to which the employee would have been entitled to had the employee not taken the leave. DBRL may require the employee to report periodically on the status and intention of the employee to return to work.

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During VESSA leave, DBRL will maintain the employee's health coverage on the same terms as if the employee had continued to work.

## EMPLOYER RESPONSIBILITIES

DBRL will make reasonable safety accommodations to eligible employees under VESSA unless such accommodations would result in undue hardship. Upon the request of DBRL, the employee must provide a written statement signed by the employee or an individual on the employee's behalf, certifying that the reasonable safety accommodation is for a covered purpose.

Deleted: . If DBRL pays the employee's share of any premium payment, DBRL may recover such amount from the employee. If the employee does not return to work after the leave, DBRL may recover the employer's share of the health insurance premiums incurred during an employee's unpaid VESSA leave, unless such failure is due to circumstances beyond the employee's control. DBRL may require certification signed by the employee, with supporting documentation, showing that the employee is unable to return to work because of such circumstances.¶

DBRL prohibits any retaliation against employees for exercising their rights under VESSA. Employees who take VESSA leave will be restored at the end of the leave to the same job held before the leave began, or to an equivalent job with equivalent terms and conditions of employment.

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## VESSA DEFINITIONS

**Domestic violence:** Abuse or stalking committed by a family or household member as defined in Section 455.010 RSMo.

**Sexual violence:** Sexual assault or trafficking for the purposed of sexual exploitation.

**A family or household member:** For employees with a family or household member who is a victim of domestic or sexual violence, a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household.

**VESSA:** Victims of Domestic or Sexual Violence Leave. Missouri Public law (effective August 28, 2021), Section 285.630, RSMo, and refer to Sections 285.625 to 285.670 RSMo.

**DANIEL BOONE REGIONAL LIBRARY**

**SUBJECT: Citizenship Leave** **ADMIN 1-327**

**BOARD** **SECTION: 300 – Employee Benefit Policies**

Approved: 08/12/04  
Revised: 02/16/12  
Approved: 04/16/15  
Approved: 06/14/18  
Reviewed: 05/13/21

**POLICY**

Employees working 1/2 time or more shall be granted leave with pay for jury duty, voting as provided by law (for up to 3 hours), or when subpoenaed as a witness. Employees working less than 1/2 time should be granted leave with pay for any hours they would have worked while serving jury duty. The leave should be requested from the staff member's supervisor as soon as possible or at least one (1) day in advance.

**Deleted:** Benefit eligible employees shall be granted leave with pay for jury duty, voting (for up to three [3] hours) or when subpoenaed as a witness. Non-benefit eligible employees will be granted unpaid time off. This leave should be requested from the staff member's supervisor as soon as possible or at least one (1) day in advance. See also the requirements of Policy 1-320 Requests for Leave.¶



# Daniel Boone Regional Library

www.dbrl.org · (573) 443-3161 · 1-800-324-4806 · P.O. Box 1267, Columbia, MO 65205

TO: Daniel Boone Regional Library (DBRL) Board of Trustees  
FROM: Karen Crago  
DATE: April 11, 2024  
SUBJECT: Human Resources Management System Bid

## **Background**

On January 5, 2024 we issued a Request for Proposal (RFP) for a new Human Resources Management (HCM) System. Currently we are using multiple systems (NOVAtime, UKG Ready Recruiting, Tyler, Employee Navigator, Anthem and Guardian) to accomplish staff recruitment, hiring, onboarding, benefit enrollment, benefit administration, document management, scheduling, timekeeping, payroll, HR compliance, etc. Using multiple systems for HR functions significantly increases not only the amount of time that employee management entails, but also increases the potential for errors. The approximate cost for the multiple systems we are currently using is \$37,284 per year. We may also be able to eliminate the scheduling software currently being used for additional savings.

## **Bid Results**

On February 9th we received five bids from the following vendors.

<b>Contractor</b>	<b>Base Bid Amount</b>
Paycom	\$54,513
iSolved	\$46,346
Paycor	\$36,117
Paylocity	\$42,286
UKG Ready	\$86,114



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

## **Criteria Used**

The following criteria, as outlined in the Request for Proposal (RFP), was used to evaluate bidders:

- a. Human Capital Management (HCM) Overview
- b. Human Resources (HR) System;
- c. Leave Management System;
- d. Payroll System;
- e. Benefits functionality and interface;
- f. Key Recruiting System (Talent Acquisition);
- g. Compensation management;
- h. Compliance support;
- i. Reporting and analytics capabilities;
- j. Security Protocols;
- k. Implementation process;
- l. Customer Service and Support Offered;
- m. The Vendor's credentials, reputation and experience;
- n. Financial Stability; and
- o. Cost.

## **Summary of Bid Evaluation**

An evaluation committee was formed that included members of Administration, Management and floor staff (including a DBRLWU chosen representative). The committee reviewed all 5 bids, completing an evaluation matrix that scored each vendor's response on a weighted scale on all criteria listed above.

The top 3 vendors were offered the opportunity to demonstrate their system for the evaluation committee. The demonstrations were open to any staff who wished to observe.

After viewing all demonstrations, one system stood out as the clear choice for all evaluators. Paycom seems to offer the system with the broadest scope of modules that cover all of DBRL's current and future needs. The system seems intuitive for staff use and the offered customer support exceeds that offered by the other vendors.

## **Additional Project Costs**

Installation and initial system setup costs are approximately \$13,000 (one time). Paycom offers a scheduling module for an additional \$2000 (approximate) that could eliminate the need for our current scheduling system. We would like the ability to add this option if it will take care of our needs in that area. Including the additional cost, the first year estimated cost is \$70,000. The

future annual cost is estimated to be approximately \$57,000. We budgeted \$50,000 for this purchase in this year's budget. We believe we can absorb the overage from other line items being under budget.

**Recommendation**

The evaluation committee recommends that the DBRL Board of Trustees accept the Paycom proposal for a new HCM system for a cost not to exceed \$70,000.