

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

May 16, 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 April 11, 2024 - *enclosed*
5. Employee focus group report from CPS-HR consultant Judy England-Joseph
6. Monthly Reports- *enclosed*
 - a. Directors Report and Comments
 - b. Financial Reports
 - c. Service Report
7. Service Spotlight: CommunityMade Reading Lists - Amanda Showers
8. Committee Reports
 - ✦ a. Finance Committee
 - b. Evaluation Committee
9. District Reports
 - a. Columbia and Boone County Library District
10. New Business
 - ✦ a. 2-710 Procurement Policy - *enclosed*
11. Other Business
12. Staff Announcements
13. Board Comments/Announcements
14. Closed Session Concerning Matters of Personnel as Authorized Under RSMo 610.021(3)
15. 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 April 11, 2024

Call to Order, Roll Call and Quorum Determination

Margrace Buckler, Vice 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, Tonya Hays-Martin, Cori Miller, August Nielsen, Pat Powell, Travis Pringle, Shannon Alvis, and Jean Howard. Nate Suttentfield, Jennifer Rodewald, Jacqueline Kelly, and Khaki Westerfield were absent.

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

Public Comment

None

Minutes

Regarding the minutes of the March 14, 2024 board meeting, Tonya Hays-Martin reported that her name was written with an extraneous “e”. Having no other discussion or corrections, the minutes were approved as corrected.

Monthly Reports

Director’s Report: Margaret introduced the new librarian at Callaway County Public Library, Devon Smith, and invited Devon to tell the board a little about herself. Margaret reported that after reviewing the RFPs for the new HR system, one was chosen that Karen will be discussing and recommending to the board during new business. She shared that the focus groups for the engagement survey are scheduled for the week of April 22 and that we have chosen Hicks-Carter-Hicks as our DEI consultants. Margaret invited Lauren Williams to announce the two finalists for One Read which are “The Chinese Groove” by Kathryn Ma and “Migrations” by Charlotte McConaghy. In other news, we received confirmation from the Department of Conservation that we qualify for 90% funding for the Native Landscaping project. Lastly, Margaret shared that the managers will be off site on Friday, April 12 for the managers retreat.

Financial Report: Jim reported that our total tax revenue is still ahead of budget. After being asked about our interest on checking at the last meeting, he reported that the interest rate is 20 basis points above the 13 week Treasury Bill rate which was 4.22% in April, resulting in our interest being 5.44% on checking. Jim also reported that the \$1.5 million dollar payment to

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

LAGERS can be seen under retirement plans in the salary and benefits category. Lastly, Jim reported that total expenditures are as expected.

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

Service Spotlight: Vidwest Studios Collaboration

Lauren Williams shared a presentation with the board on our new partnership with Vidwest Studios and some of the programs we have done with them recently. Vidwest Studios is a nonprofit community media center with the mission to make digital media and equipment accessible to everyone. Lauren shared that they are volunteer driven and dedicated to educating people and fostering creativity. She spoke about some of the recent programs we have done in partnership with Vidwest Studios including a studio photography class, podcasting for beginners, and the basics of building a website. Lauren stated that we are excited to begin utilizing the membership to its fullest potential, not just for programs, but to allow us to try out equipment before we buy it as well. Lauren shared that they are currently preparing for a series of media literacy classes with the League of Women Voters and that a few staff members will be taking a three hour live streaming training with Vidwest in preparation to live stream those events.

New Business

Margaret stated that the policy was modeled after the state law to provide unpaid leave for victims of sexual abuse. The change to the policy stems from the union agreement which states the time off be paid.

Policy 1-342 VESSA Leave:

ACTION: Powell moved and Miller seconded approving the proposed changes to Policy 1-342 VESSA Leave. The motion passed by unanimous consent.

Policy 1-327 Citizenship Leave:

Margaret explained that this change also stemmed from the union agreement and now provides that staff that work under 20 hours be paid for citizenship related time off if they are scheduled to work during those hours.

ACTION: Howard moved, Pringle seconded approving the proposed changes to Policy 1-327 Citizenship Leave. The motion passed by unanimous consent.

Paycom Contract:

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

Karen explained that we are currently using more than 5 different systems and several spreadsheets for HR, timekeeping and payroll needs. After reviewing the RFPs for systems that could integrate all of these functions, Paycom was the unanimous favorite. It is also the only system that will provide for onsite staff training and implementation. Paycom also offers a scheduling module that may work to replace our current scheduling software. Karen requested that the board accept the staff recommendation of the purchase of Paycom at a cost of up to \$70,000.

ACTION: Neilsen moved, Howard seconded approving the purchase of the new Paycom systems at a cost of up to \$70,000. The motion passed by unanimous consent.

Other Business

None.

Staff Announcements

None.

Board Comments/Announcements

Dorothy Carner shared that the upcoming ALA Conference is a fantastic opportunity and urges the other board members to attend if they have not done so in the past.

Pat Powell congratulated Jean Howard on her art exhibit that was on display at the Christian Fellowship Church and on her recent quilt debut she had in Germany.

Travis Pringle asked if the trustees needed to RSVP to the upcoming Excel Adult High School Graduation and Margaret reported that they could all just show up. The graduation is at 2 pm in the Friends Room on Saturday, April 20.

Adjournment

Hearing no further business, Margrace adjourned the meeting at 6:38 p.m.

Minutes recorded by Emily Camden.

Cori Miller, Board Secretary

Upcoming Meetings and Events

May 21	Chapter 100 Taxing District Voting meeting
May 22	Foundation Finance Committee meeting
May 27	Memorial Day - Library Closed
June 6-7	Missouri Public Library Directors Meeting
June 13	DBRL Board Meeting - Holts Summit

Personnel

Development Manager Beth McWilliams resigned on May 1 to move to Oregon with her family. Beth made a strong contribution to both fundraising and grant writing during her time here, and she will be missed by staff and the Foundation. Her position has been posted.

On April 3, a small committee of managers and union representatives reviewed proposals and selected a DEI consulting firm, Hicks-Carter-Hicks LLC, a St. Louis firm specializing in human resources. The onboarding call took place on April 8, and the project will roll out on May 17.

Mandy McConnell, Circulation Manager, and Sheryl Bucklew, Assistant Manager of Circulation attended the biennial Public Library Association conference in Columbus, OH in early April.

The second annual Managers Retreat took place on April 12. Brandi Spurling of Sage Consulting led the managers through a series of team building exercises and a trust building discussion that centered largely around communication. Following the retreat, managers continued the discussion and worked on building out a communication plan. We have also changed up the way we spend our semi-monthly department manager meetings to make the time more productive. Managers were in agreement that the retreat was valuable.

CPS-HR conducted in-person and Zoom focus groups during the week of April 22, and will have a report for the board at the May meeting. This will conclude the work under the current contract, although plans are for follow-up staff engagement work in 2025 to chart progress.

Public Services

The EAHS graduation ceremony was held on April 20. Two of the four recent graduates attended along with their families. Representatives of the Foundation board attended as well.

The Book Bike made a pop-up appearance at Peace Park for the eclipse on April 8, where staff distributed nearly 100 pairs of eclipse glasses. After the eclipse, branches collected used glasses and Emily packaged them up and sent them to an organization that is shipping them to South Africa for the next eclipse there.

The seasonal VITA Tax Help service ended on April 13, and coordinator Michael Cox reported that over 2,400 returns were filed and accepted. Using the presumptive average cost of a paid preparer service of \$275, VITA helped save tax help patrons more than \$600,000.

Facilities

The LED lamp replacement project at Columbia Public Library has been nearly completed, and expects to wrap up in May.

Planning has started on the parking lot milling and re-striping project at the Fulton branch as well as the staff room renovation.

Angela Scott is working on a grant from DNR for an energy audit of our owned facilities.

Grants

DBRL was notified that it will receive \$250,000 from Boone County to support the personnel costs of the Safety and Security Manager and Community Resource Specialist positions. The grant covers two years of the costs of these positions. Margaret will work with the County on managing the grant until the Development Manager's position is filled.

Beth also applied to the Boone County Children Services Fund for \$5000 to support sending two children's librarians to the Association for Library Service to Children (ALSC) conference this fall, and we received notification on May 9 of the award.

Margaret and Angela participated in an information session with the USDOT for the EV charging station grant to the city on April 10. The grant process is quite lengthy, and the work may be up to 2 years getting completed. We are still unsure whether or not there will be a match requirement.

We are also continuing to work with the City of Columbia Office of Sustainability and the Missouri Conservation Department on potential funding for our native landscaping project.

Foundation

The Foundation's audit was completed, and the auditors are recommending that the Foundation use an accounting software package to track its finances. Currently, Jim Smith does the Foundation's books using Excel; the Foundation agrees with the recommendation and will pay for the software. Also, due to the size of the funds it now manages, the Foundation finances are now included in the DBRL audit as a component unit.

At its April 17 meeting, the Foundation agreed to provide matching funds for the native landscaping project at CPL.

Media Report

A variety of library-related topics were covered by the local media this month. How the pending property tax relief measure going before voters in the April election would affect the library was covered by both KOMU and KMIZ. KOMU once again covered the monthly "Missouri Job Center Walk-in Wednesday Hiring Event." KFRU's David Gaines interviewed CPL's Adult Public Services Manager Lauren Williams about the public vote for the 2024 One Read program. The MU News Bureau interviewed Tyler Davis about his role as DBRL's community resource specialist. Former CPL public services manager Marilyn McCleod was featured in the

Missourian's publication "Boom Town." She talked about her involvement with the League of Women Voters and her many years working at CPL.

Recent Community Activities and Meetings

April 12, 2024	Managers' Retreat
April 17, 2024	Foundation Board Meeting
April 19, 2024	MLA Board Meeting
April 20, 2024	Unbound Book Festival Panel
April 20, 2024	Excel Adult High School Graduation

DANIEL BOONE REGIONAL LIBRARY

FINANCIAL REPORT

April 30, 2024



Daniel Boone Regional Library
 Operating Fund Balance Sheet
 As of April 30, 2024

	CURRENT YEAR	PRIOR YEAR
Assets		
CURRENT ASSETS		
Checking	1,374,600	848,257
Petty Cash	950	950
Circulation Cash in Safe	500	500
Callaway Savings	298	298
Cash in Custody Boone County	20,283,446	19,848,736
Inventory	3,079	2,023
Accounts Receivable	(28)	(18)
Accrued Interest	15,543	13,258
Due From Foundation	9,996	336
Prepaid Expenditures	18,738	12,258
Total Current Assets	<u>\$ 21,707,122</u>	<u>\$ 20,726,598</u>
 FIXED ASSETS		
Land	1,702,265	1,702,265
Automotive Equipment	669,807	632,272
Furniture and Equipment	4,009,795	3,946,132
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>\$ 33,257,933</u>
 OTHER ASSETS		
To Be Provided for Long-term Debt (PTO)	556,720	-
Total Other Assets	<u>556,720</u>	<u>-</u>
 Total Assets	<u><u>\$ 55,621,881</u></u>	<u><u>\$ 53,984,531</u></u>
 Liabilities and Fund Balance		
CURRENT LIABILITIES		
Accounts and Salaries Payable	42,123	922
Unreimbursed Medical	2,990	(1,865)
Dependent Care	4,683	321
Entertainment Tax Withholding	-	114
Liabilities Accrued & Withheld	(70,173)	15,730
Total Current Liabilities	<u>\$ (20,377)</u>	<u>\$ 15,222</u>
 LONG TERM LIABILITIES		
Accrued 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 April 30, 2024

	CURRENT YEAR	PRIOR YEAR
Total Liabilities	\$ 536,343	\$ 15,222
 FUND BALANCE		
Fund Balance	14,859,926	14,106,794
Fund Balance, Current Year	6,867,573	6,604,582
Invested in General Fixed Assets	33,358,039	33,257,933
Total Fund Balance	\$ 55,085,538	\$ 53,969,309
 Total Liabilities and Fund Balance	 \$ 55,621,881	 \$ 53,984,531

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended April 30, 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	\$ 22,667	\$ 2,401,481	\$ 2,683,668	\$ (282,187)	89%	\$ 2,365,070
Columbia and Boone County	97,709	9,493,734	11,172,827	(1,679,093)	85%	6,955,335
Total Tax Revenue	\$ 120,376	\$ 11,895,215	\$ 13,856,495	\$ (1,961,280)	86%	\$ 9,320,405
Investment Interest on Taxes	86,791	124,426	255,305	(130,879)	49%	39,674
Interest on Checking	7,837	42,330	31,500	10,830	134%	6,677
Unrealized Gain or (Loss)	-	746,128	-	746,128	0%	1,234,224
Total Investment Revenues	\$ 94,628	\$ 912,884	\$ 286,805	\$ 626,079	318%	\$ 1,280,575
State Aid	-	-	158,908	(158,908)	0%	-
Athletes and Entertainers Tax	-	-	160,000	(160,000)	0%	-
Contributions	93	74,158	124,070	(49,912)	60%	57,191
Copy and Printing Income	3,599	11,637	30,000	(18,363)	39%	11,540
Other Income	26,119	124,101	196,000	(71,899)	63%	93,493
Total Unrestricted Revenues	\$ 244,815	\$ 13,017,995	\$ 14,812,278	\$ (1,794,283)	88%	\$ 10,763,204
CURRENT FUNDS RESTRICTED						
LSTA Grants	-	-	60,000	(60,000)	0%	-
Total Restricted Revenue	-	-	60,000	(60,000)	0%	\$ -
Total Revenue	\$ 244,815	\$ 13,017,995	\$ 14,872,278	\$ (1,854,283)	87.53%	\$ 10,763,204
EXPENDITURES						
Salaries and Benefits						
Regional Administration	123,301	386,948	1,347,124	960,176	29%	286,355
Building and Grounds	24,946	93,274	324,230	230,956	29%	81,222
Patron Services	292,751	1,181,443	4,272,418	3,090,975	28%	1,055,738
Collection Services and IT	76,632	287,511	999,773	712,262	29%	272,818
Total Salaries	\$ 517,630	\$ 1,949,176	\$ 6,943,545	\$ 4,994,369	28%	\$ 1,696,133
FICA & Medicare	38,324	142,244	531,181	388,937	27%	123,412
Health and Dental Insurance	67,197	274,152	1,086,237	812,085	25%	241,389
Short-term Disability	2,813	2,813	29,500	26,687	10%	-
Life Insurance	388	1,556	6,166	4,610	25%	1,566
Employee Assistance Program	-	767	4,611	3,844	17%	1,534
Retirement Plan	80,218	1,779,875	2,476,591	696,716	72%	240,715
Unemployment Insurance	-	-	6,500	6,500	0%	-
Total Salaries and Benefits	\$ 706,570	\$ 4,150,583	\$ 11,084,331	\$ 6,933,748	37%	\$ 2,304,749
Library Materials						
Books, Periodicals and AV	\$ 163,148	\$ 807,347	\$ 2,027,820	\$ 1,220,473	40%	\$ 740,201
General Operating						
Association Dues	571	6,142	10,435	4,293	59%	4,558
Conference/Seminar/Staff Training	6,721	14,215	56,950	42,735	25%	8,219
Employment and Bid Ads	-	-	1,000	1,000	0%	-
Miscellaneous	1	110	2,000	1,890	6%	149
MOREnet	-	7,871	20,000	12,129	39%	7,273
Personal Vehicle Mileage	253	731	1,925	1,194	38%	570
Postage and Mailing	4,700	52,543	105,076	52,533	50%	49,604
Printing	3,746	13,285	64,100	50,815	21%	2,726
Professional Fees	24,976	58,889	368,025	309,136	16%	49,741
Programming	4,064	19,924	186,150	166,226	11%	41,996

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund

Month and Year-To-Date Period Ended April 30, 2024

	CURRENT MONTH	YEAR TO DATE-ACTUAL	ANNUAL BUDGET	REMAINING BUDGET	YTD AS % OF BUDGET	PRIOR YEAR TO DATE-ACTUAL
Supplies and other expenditures	67,355	353,959	675,600	321,641	52%	321,153
Trustee Development	521	1,013	10,790	9,777	9%	2,228
CURRENT FUNDS RESTRICTED						
LSTA Grants	-	-	60,000	60,000	0%	-
Total General Operating Expenditures	\$ 112,908	\$ 528,682	\$ 1,562,051	\$ 1,033,369	34%	\$ 488,217
Building Operations and Maintenance						
Building Maintenance	105,384	254,468	841,068	586,600	30%	154,480
Electric/Water Utilities	17,035	55,435	313,951	258,516	18%	46,685
Facility Rent	5,700	110,837	175,140	64,303	63%	110,837
Gas/Utilities	4,990	20,598	48,335	27,737	43%	17,102
Insurance Building and Liability	-	139,808	185,455	45,647	75%	126,113
Library Vehicle Maintenance	25	127	50,424	50,297	0%	100
Machine Maintenance	500	20,080	49,802	29,722	40%	13,476
Telephone/Utilities	4,722	19,187	84,359	65,172	23%	19,632
Total Building Operations	\$ 138,356	\$ 620,540	\$ 1,748,534	\$ 1,127,994	35%	\$ 488,425
Total Current Expenditures	\$ 1,120,982	\$ 6,107,152	\$ 16,422,736	\$ 10,315,584	37%	\$ 4,021,592
Revenue Over (Under) Expenditures	\$ (876,167)	\$ 6,910,843	\$ (1,550,458)	\$ (12,169,867)		\$ 6,741,612
Capital Outlay						
Furniture, Equipment, Capital Outlay	17,198	43,270	377,850	334,580	11%	137,030
Total Capital Outlay	\$ 17,198	\$ 43,270	\$ 377,850	\$ 334,580	11%	\$ 137,030
Total Expenditures	\$ 1,138,180	\$ 6,150,422	\$ 16,800,586	\$ 10,650,164	37%	\$ 4,158,622
Revenue Over (Under) Expenditures	\$ (893,365)	\$ 6,867,573	\$ (1,928,308)	\$ 8,795,881		\$ 6,604,582

DBRL Monthly Report

April 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 staff reimbursements that will clear next month when the credit card payment processes to the vendor (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 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 Long-term Debt is the offset for the compensated leave liability discussed later (page 1).

Liabilities

1. Accounts and Salaries Payable is more than the previous year due to timing of an accounts payable batch (expenditures) being entered on April 30 but actually paid on May 1st (page 1).
2. Unreimbursed Medical and Dependent Care have liabilities for the funds that have not been claimed as part of the Cafeteria program (page 1).
3. Liabilities Accrued and Withheld represents the DBRL’s May payment to the vendor for 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 1).

DBRL Monthly Report

April 2024

Revenue

1. The Property Taxes received are more than expected for the month of April 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 April for the Columbia and Boone County and Callaway County Library Districts.
2. Investment Interest on Taxes is through March 31, 2023 (page 3). April interest income information has not been received from the Boone County Treasurer.
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 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-seven (37) 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 thirty-four (34) 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 fifty-nine (59) 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 fifty-two (52) percent expended due to the timing of supply and other expenditure needs.
3. Building Operations and Maintenance reports thirty-five (35) 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 April 30, 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 furniture and computer and maintenance equipment approved in the CY 2024 budget (page 4).

SERVICE REPORT - APRIL 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>			
107,677	108,789	-1.0%	Columbia Public Library*	447,656	457,319	-2.1%		
7,952	7,937	0.2%	Callaway County Public Library	31,293	31,680	-1.2%		
5,733	6,191	-7.4%	Southern Boone County Public Library	22,770	25,649	-11.2%		
5,365	4,539	18.2%	Holts Summit Public Library	20,498	19,041	7.7%		
100,335	87,430	14.8%	Digital Branch (eBks, downloadable audiobks & magazines)	415,781	358,634	15.9%		
6,549	6,644	-1.4%	Outreach Circulation	25,260	27,030	-6.5%		
959	806	19.0%	Library-To-Go Circulation (Hallsville)	4,269	3,295	29.6%		
234,570	222,336	5.5%	Total Materials Circulated	967,527	922,648	4.9%		
<u>LIBRARY VISITS</u>								
34,452	31,286	10.1%	Columbia Public Library	136,648	119,462	14.4%		
4,217	3,888	8.5%	Callaway County Public Library	16,262	13,628	19.3%		
2,900	2,872	1.0%	Southern Boone County Public Library	11,419	10,124	12.8%		
1,770	1,995	-11.3%	Holts Summit Public Library	7,073	7,308	-3.2%		
1,312	1,246	5.3%	Bookmobile	4,500	4,573	-1.6%		
265	246	7.7%	Delivery Services	892	896	-0.4%		
<u>ELECTRONIC SERVICES</u>								
88,332	89,909	-1.8%	DBRL Page Views (Non-Catalog)	378,168	384,804	-1.7%		
2,902	2,111	37.5%	Database Uses	11,503	9,696	18.6%		
4,893	4,947	-1.1%	Internet Computer Sessions	18,492	19,799	-6.6%		
4,716	3,797	24.2%	Wireless Access Point Uses	19,926	14,922	33.5%		
<u>REFERENCE / OTHER NON-CIRCULATION CONTACTS</u>								
10,776	8,816	22.2%	Columbia Public Library	44,726	41,815	7.0%		
1,214	1,066	13.9%	Callaway County Public Library	4,440	4,100	8.3%		
983	857	14.7%	Southern Boone County Public Library	3,831	3,237	18.4%		
705	719	-1.9%	Holts Summit Public Library	2,539	2,572	-1.3%		
<u>PROGRAMS / COMMUNITY EVENTS</u>								
136	131	3.8%	Library Programs	576	462	24.7%		
3,558	2,562	38.9%	Number in Attendance	12,311	9,851			
21	19	10.5%	Tours, Booths and Presentations	48	51	-5.9%		
950	2,358	-59.7%	Estimated Number in Attendance	1,878	4,141	-54.6%		

*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>	
84	50	68.0%	Community Groups Using Rooms (CPL)	296	248	19.4%
88	83	6.0%	Library-related Uses (CPL)**	338	302	11.9%
3	5	-40.0%	Community Groups Using Rooms (CCPL)	17	22	-22.7%
22	24	-8.3%	Library-related Uses (CCPL)**	71	78	-9.0%
5	15	-66.7%	Community Groups Using Rooms (SBCPL)	26	35	-25.7%
22	23	-4.3%	Library-related Uses (SBCPL)**	91	79	15.2%
1	2	-50.0%	Community Groups Using Rooms (HSPL)	9	7	28.6%
8	10	-20.0%	Library-related Uses (HSPL)**	33	32	3.1%
<u>MATERIALS STATISTICS</u>						
359,367	365,471	-1.7%	Books			
14,052	15,359	-8.5%	Spoken Recordings			
16,401	17,804	-7.9%	Music Recordings			
37,682	37,527	0.4%	Video Recordings			
186	299	-37.8%	Devices			
1,067	899	18.7%	Kits			
100,451	97,187	3.4%	Digital Materials			
529,206	534,546	-1.0%	Total Materials			

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

Service Report: April 2024

Circulation

Circulation usage increased in April 2024 when compared to April 2023 by 5.5% overall with the highest increase for Holts Summit and the Library-To-Go in Hallsville.

Visits

Library visits have increased at all locations compared to last April, with the exception of Holts Summit Public Library. Although visits have continued to decrease at the Holts Summit branch, the program attendance has increased slightly.

Electronic Services

While the non-catalog DBRL page views have decreased slightly, the database uses have increased an impressive 37.5% which may correlate to the increase in circulation through the digital branch. Internet computer sessions are down by 1.1% while the Wireless Access Point usage is up by 24.2% suggesting that more people may be using personal computers than our desktop computers. This increase could also be a reflection of the newly installed routers which give better connectivity to the third floor.

Reference

Reference contacts increased for all branches except for Holts Summit which has continued to decrease. CPL saw the highest increase of 22.2%.

Programs

Library programs have continued to increase in both number and attendance when compared to April of last year as well as cumulatively for 2024 compared to 2023. While Tours, Booths, and Presentations have increased in number, they have seen a 59.7% decrease in attendance compared to April of 2023. This drastic change is due to the "Being Bilingual Rocks" program which we sponsored and sent to schools in the area in 2023 which increased the attendance for the year.

Meeting rooms

Meeting room uses have decreased for both community and library related uses for all branches except for CPL which was increased by 68% and 6% respectively.



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: Margaret Conroy, Executive Director and Jim Smith, CFO

DATE: May 16, 2024

SUBJECT: Policy 2-710 Procurement

Policy 2-710 has been revised to incorporate new statutory provisions and includes a recommended change to raise the threshold for requiring RFPs for projects and purchases of \$25,000 to \$50,000. This recommendation is based on inflation moving the number of purchasing decisions above the \$25,000 threshold.

Other changes include removing the 2 pages of common-language definitions from the procedure section in an effort to shorten the policy and making other edits for easier readability.

The policy has been reviewed by and incorporates edits from the library's attorney, Marjorie Lewis.

Requested Action

Staff requests the DBRL Board of Trustees approve Policy 2-710 Procurement.



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

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Procurement Policy

ADMIN 2-710

BOARD

SECTION: 700 – Fiscal Management

Approved: 01/11/96

Revised: 05/16/02

Revised: 05/10/07

Revised: 08/12/10

Reviewed: 09/12/13

Revised: 09/15/16

Revised: 11/14/19

POLICY

Daniel Boone Regional Library ("DBRL") encourages, where practicable, competitive bidding for the supplying to DBRL of goods, articles, products, services and professional services. DBRL staff will use the following procurement procedures to try to obtain the greatest practicable response from prospective bidders to formal or informal requests for bids or price quotations, Requests for Proposals (RFPs), or Requests for Qualifications (RFQs), as hereinafter described. All purchases of goods, materials, products or services shall conform to the applicable Statutes of the State of Missouri ("Statutes"), when in effect, as set forth in Chapters 8, 34, 67 and 182 of the Statutes, including but not limited to those dealing with conflicts of interest, work authorization program and prevailing wages.

PROCEDURES

I. **Requests for Purchases.** Purchases by DBRL staff of goods and services, other than professional services, shall be made in conformity with the following procedures:

1. **Small Purchases.** It is not practicable to solicit by RFPs (formal or informal) or multiple bids for small purchases of \$4,999 or a lesser amount of goods or services for DBRL. Soliciting bids for small purchases will not represent an effective or appropriate use of DBRL's staff time, and the Board believes that there will be minimal interest on the part of suppliers in participating in a competitive bidding process to supply goods or services for the above cost range. Therefore, the Executive Director, CFO or their designee shall seek to obtain such goods or services at the lowest reasonable price by engaging in comparison pricing or shopping through direct contacts with suppliers or through a review of catalogs, price lists or information obtained from websites, telephone quotes or similar sources. The Executive Director or their designee will then submit to the CFO information regarding decisions to purchase goods or services in accordance with the provisions of DBRL Policy 2-700 Financial Policy.
2. **Purchase of goods or services with anticipated purchase cost between \$5,000 and \$49,999** shall include an informal bidding process. A formal RFP or RFQ process

shall not be required. Bids to supply the desired goods or services in the above range will be sought informally by DBRL's Executive Director, CFO or their designee from no fewer than three (3) suppliers, if practicable. However, this requirement for securing multiple bids from suppliers may be waived when a provision of section 4 of Part I is met.

- a. It shall be the responsibility of the Department Manager or their designee to obtain the quotations or bids. Quotations or bids will be submitted to the CFO, with a completed Purchase Order Request Form, for review by the CFO and in accordance with DBRL policy 2-700 Financial Policy. Such informal bidding shall be advertised as follows:
 - i. An invitation to bid shall be listed, for at least five (5) days, on the DBRL website; and
 - ii. Where practicable, it shall be delivered to those potential suppliers who are known to DBRL staff to be capable of supplying the goods or services or to have a possible interest.
 - b. The requirement of securing multiple bids from suppliers may be waived when bids for the needed goods or services have been received from multiple suppliers or bidders within the immediately preceding twenty-four (24) months and where such bids can reasonably be used to select a particular supplier. This requirement may also be waived if the Executive Director reasonably believes that there is only a single supplier or source for the desired goods or services.
 - c. Bid responses may be submitted by mail, fax, e-mail or telephone bids documented by a staff member. Sealed bids will not be required.
 - d. In evaluating the qualifications of each vendor that responds to the bidding, the Executive Director, CFO or their designee shall use the criteria set forth in the bidding. If any criteria for the goods or services in question are provided in a State Statute, then the requirements of such State Statute shall govern. Price will not govern. Other factors to be considered include, but are not limited to, previous experience, compliance with bidding requirements, references, reputation for reliability, reputation for quality of product or work, ability to perform and provide the goods or services in a timely manner, qualifications, available service, warranties offered and vendor's location.
3. Purchases of goods or services with an anticipated purchase cost of more than \$50,000 will require a formal RFP.
- a. DBRL staff shall prepare, or shall have an appropriate professional source (for example, an architect) prepare specifications that adequately and appropriately describe the required goods or services or project.
 - b. Using such specifications, the appropriate DBRL staff member shall prepare a formal RFP for approval by the Executive Director, CFO or their designee.

- c. Using the RFP, the Executive Director, CFO or their designee shall solicit Responses (i.e., Bids) from suppliers of the required goods or services by:
 - i. Publishing a notice of the RFP in at least one (1) newspaper of general circulation published in Boone County and/or Callaway County on at least one (1) date of publication of each such newspaper, with such publication to occur at least one (1) week prior to the required submission date for the responses (i.e., the Bids); and
 - ii. Listing the invitation to bid on the DBRL website for at least five (5) days.

In addition, if deemed necessary or practicable by the Executive Director or CFO, staff will have the option of:

- iii. Faxing, mailing or emailing the invitation to bid or the RFP to those suppliers who are reasonably capable of supplying the required goods or services and who are known to DBRL, after reasonable inspection.
- d. Sealed bids shall be received through the mail or delivery. No email or facsimile transmission will be allowed unless approved by the Executive Director, CFO or their designee.
- e. Subject to the provisions of section f, below, the Executive Director, CFO or their designee shall evaluate the responses to the RFP in accordance with the criteria set forth in the RFP and shall recommend to the Board or appropriate committee the successful bidder.
- f. The Executive Director, CFO or their designee shall refer any responses to the RFP in this price range to the Board for action if the cost is not already included in the current year DBRL Operating Budget.

The Executive Director or their designee shall give the CFO the selected bid, together with a Request for Purchase Order Form or Contract to be entered into by DBRL with the bidder in compliance with the provisions of DBRL Policy 2-700 Financial Policy. Any contract or purchase order must contain terms and conditions that are consistent with those of the RFP, the approved bid and the provisions of these Procedures.

- 4. Exemptions from competitive bidding requirements outlined in this Part I of these procedures shall not be required in the following circumstances:
 - a. The Executive Director reasonably determines that the knowledge or experience of DBRL staff enables the staff to reasonably judge the probable outcomes of the competitive bidding process without actually going through the competitive bidding process;
 - b. For purchases of books, periodicals, microfilm, non-print, electronic and audio-visual materials and other items purchased for the library collection. Library staff periodically reviews the discounts offered and shipping and processing costs of potential vendors to ensure that materials are being purchased at or below market price.

- c. For purchases from federal, state, or other local governmental units or purchases using purchase agreements of these entities;
- d. For the purchase of utilities such as electric, gas, water, sewer, telephone, etc;
- e. If the Executive Director reasonably determines that the purchase is a single source or Supplier for a Good or Service the bidding may be waived by the Executive Director, and representatives of DBRL shall negotiate directly with the single source or Supplier.

A single source or Supplier shall be deemed to exist when:

- i. Goods and services are proprietary and only available from the manufacturer or a single supplier; or
 - ii. Based on past procurement experience, it is determined that only one (1) supplier supplies the goods and services in the region in which same are needed; or
 - iii. The goods and services are available at a substantial discount from a single supplier for a limited period of time; or
 - iv. Specialized goods and services are required, and are provided only by a single Supplier in the region in which the goods and services are needed.
- f. The provisions of Section 3 shall not apply to purchases of a vehicle or data processing items including software purchases even though the total purchase cost of the items will exceed fifty thousand dollars (\$50,000). The procedures for Part I Section 2 above shall be followed with respect to the purchase of such items except for Part I 2a, because staff will select vendors for comparison pricing and no advertising will be done.
 - g. The requirement of securing multiple bids from suppliers may be waived when bids have been received from multiple suppliers or bidders within the immediately preceding twenty-four (24) months and such bids can reasonably be used to select a supplier who has submitted one of the bids.
5. Emergency Conditions. If it reasonably appears to the Executive Director or their designee that an emergency situation exists that involves the safety of individuals, a significant risk of damage to persons or property or a disruption of DBRL services unless corrective action is taken promptly, and the emergency situation does not, in the Executive Director's reasonable belief, allow sufficient time for advertising or seeking competitive bids under the applicable provision of these Procedures, then the provisions of these Procedures may be waived by the Executive Director and the information concerning the purchase shall be presented to the Board.
6. Cooperative Purchase Agreement. Instead of seeking bids, DBRL staff shall be permitted with the Executive Director's approval to enter into cooperative agreements for purchase of goods or services with not for profit corporations or federal, state and local units or cooperative agency of government, when staff believes that such cooperative agreements will result in DBRL obtaining the best

price for the required goods or services. Under the cooperative purchasing arrangements, DBRL staff reserves the right to use any bidding results completed by a city, county, or state government as well as cooperative purchasing agencies such as, but not limited to, State of Missouri Cooperative Purchasing, Mid-Missouri Public Purchasing Cooperative, National Association of Counties, Government Purchasing Alliance (U.S. Communities) and Western States Contracting.

7. Deductions, Options, Add Ons and Alternates. Occasionally, a supplier's Response to an RFP may provide for deductions, options, add ons, alternates or proposed substitutions that the supplier believes would provide DBRL with a superior product for less cost. DBRL reserves the right to negotiate, with respect to such deductions, options, add ons, alternates or proposed substitutions, with the supplier who proposes the same or other suppliers, if it is believed that such discussions or negotiations will result in a savings to DBRL.
8. Services to be Provided on DBRL Property. If any supplier is to provide services on the property of a facility of DBRL or one of its constituent library districts, then the supplier, if required, shall provide DBRL (prior to the start of such services) with proof that such supplier has in effect general liability insurance, automobile liability insurance, workers compensation insurance, employers' liability insurance, professional liability insurance, property damage insurance or other insurance deemed appropriate for the work being performed for DBRL.
9. Price Does Not Always Govern. Although price will be a major consideration in all DBRL purchases, and the goal of DBRL is to purchase goods and services at the lowest reasonable price, price will not be the sole consideration with respect to DBRL's purchases of goods or services. DBRL reserves the right to:
 - a. Check references of Bidders;
 - b. Check, investigate and verify the reputation of a bidder for performance, timeliness of performance and suitability of work or services of goods and services supplied;
 - c. Verify the experience of a bidder;
 - d. Consider such factors as product durability, design, performance and anticipated operating costs; and/or
 - e. Consider such other factors in determining whether or not a bid should be accepted, as DBRL finds to be appropriate.

DBRL staff or Board reserves the right to reject the lowest bid or price quote when either has reasonable reservations about the quality or suitability of the proposed goods or services, the qualifications of the bidder or the reputation of the bidder. DBRL staff or Board has the right to reject any or all bids or responses to RFPs. It is the intent of DBRL to award a bid, or a contract, to the lowest, best qualified and responsible bidder, as opposed to awarding the bid or contract to the bidder that offers the lowest price.

10. Irregularity. The Board reserves the right to accept or reject part of a bid, to waive minor irregularities in submission of bids, or to waive normal bidding procedures in

an emergency when it is in its best interests to do so or under any other circumstance that makes it reasonably apparent that it is in its best interests to do so.

11. Written Records. DBRL staff will retain written records for all specifications, RFPs, responses thereto and bids received, in compliance with its record retention practices.
12. Reservation. The Board shall have the right to reject any and all bids and to advertise for new bids or to issue new RFPs, or to purchase required goods or services on the open market, if they can be purchased at a better price to DBRL.
13. Information Technology (IT) Manager. The IT Manager must approve all computer and data processing Items in order to ensure compatibility with existing data processing Items.
14. Compliance by Board Members, Officers or Employees. All DBRL Board members, officers or employees who engage in purchases of goods or services on behalf of DBRL shall be required to comply with DBRL Policy 2-617 Code of Ethics, Public Disclosure and, if a Board Member, Policy 2-616 Ethics Statement for DBRL Trustees.
15. Indemnification. If a supplier of goods or services is to perform services upon the premises of a facility of DBRL or any of its constituent library districts, then the supplier must agree to save and indemnify and hold harmless DBRL, and its Affiliate, and its (and each of their) administrators, board members, employees, staff, agents, and insurers from and against any and all claims, demands, damages, losses, penalties, fines and expenses (including but not limited to attorney's fees and expenses, including those incurred enforcing this provision) to the extent that same arise, in whole or in part, or result, in whole or in part, from the performance by the supplier of services on the premises of such facility, and from any claim, damage, loss or expense (including but not limited to attorney's fees) that is (1) attributable to bodily injury, sickness or disease, or death or injury, or destruction of tangible property; and (2) caused, in whole or in part, by any negligent or intentional act or omission of such supplier, anyone directly or indirectly employed by such supplier or by anyone of whose acts the supplier may be liable.

Nothing contained herein shall constitute any waiver of any kind of the defenses or limitation of sovereign immunity, governmental immunity or official immunity. Insurance protection obtained by supplier is not to include coverage for any liability or suit for damages which is barred by the doctrines of sovereign immunity, governmental immunity or official immunity, by whatever name, as set forth in Sections 537.600-537.650 of the Statutes, as amended from time-to-time, and as established by the common law. Such coverage is not intended to act as a waiver, nor is it a waiver of any defense available to any insured by statute or at common law. Supplier must ensure that DBRL's sovereign immunity is preserved by language in any policy of insurance obtained by supplier, substantially as follows:

THIS POLICY SPECIFICALLY DISCLAIMS COVERAGE FOR ANY CLAIM

BARRED BY THE DOCTRINES OF SOVEREIGN IMMUNITY OR OFFICIAL IMMUNITY, whether based upon statute(s), common law or otherwise, including Section 537.610 of the Statutes, or any amendments; or Section 71.185. of the Statutes, or any amendments, EXCEPT ATTORNEY'S FEES AND OTHER LITIGATION COSTS INCURRED IN DEFENDING A CLAIM. NOTHING CONTAINED IN THIS POLICY (OR THIS ENDORSEMENT THERETO) SHALL CONSTITUTE ANY WAIVER OF WHATEVER KIND OF THESE DEFENSES OF SOVEREIGN IMMUNITY OR OFFICIAL IMMUNITY FOR ANY MONETARY AMOUNT WHATSOEVER.

16. Contract. All contracts shall follow DBRL Policy 2-700 Financial Policy and its procedures.
17. Domestic Content Policy. Sections 34.350 through 34.359 of the Statutes, the so-called "Domestic Product Procurement Act (Buy American)" of the State of Missouri requires that contracts for the purchase or lease of manufactured goods or commodities by any political subdivision of the State of Missouri (including library districts), and each contract made by such a political subdivision for construction, alteration, repair or maintenance of any public work shall contain a provision that any manufactured goods or commodities used or supplied in the performance of that contract or any subcontract thereto, shall be manufactured or produced in the United States. Section 34.353.2 RSMo provides that the requirements of such sections of the Statutes "shall not apply where the purchase, lease or contract involves an expenditure of less than \$25,000" or where "only one line of a particular good or product is manufactured in the United States." In accordance with Section 34.353.3 of the Statutes, DBRL hereby adopts a policy of encouraging the purchase of products manufactured or produced in the United States when the products required by DBRL are manufactured in the United States and it is reasonably practicable for DBRL to acquire such products manufactured in the United States at reasonable cost to DBRL; provided, however, that the requirements of this Section shall not apply when a purchase, lease or contract involves an expenditure of less than \$25,000, or when only one (1) line of a particular good or product is manufactured or produced in the United States, or it is not practicable to obtain competitive Bids for goods or products manufactured or produced in the United States, or when such goods or products produced in the United States cannot be obtained by DBRL at reasonable cost.
18. Environmentally Preferred or Recycled Products. In evaluating Bids and awarding contracts, the Executive Director is authorized to give preference to environmentally preferable and recycled products.
19. Service-Disabled Veterans. Pursuant to 34.074 of the Statutes, DBRL shall give a 3-point bonus preference, when a point system is used, to service-disabled veteran businesses doing business as Missouri firms or individuals or which maintain Missouri offices or places of business.
20. Building Construction.

a. When constructing a library building, with library building tax funds, DBRL shall pursuant to Section 182.270 of the Statutes take bids for such construction and let the contract therefor to the lowest and best responsible bidder, and shall require of such bidder securities for the performance of the bid. The board may let parts of the material or labor for the erection of the building to different bidders, as to it may seem best, and may reject any and all bids.

b. As provided in Section 8.968 of the Statutes, DBRL, when engaged in procuring or letting contracts for construction, repair, remodeling, or demolition of a facility, shall ensure that bid specification, project agreements, and other controlling documents entered into, required, or subject to approval by the DBRL do not:

(1) Require or prohibit bidders, offerors, contractors, or subcontractors to enter into or adhere to agreements with one or more labor organizations on the same or related projects; or

(2) Discriminate against, encourage, or give preferential treatment to bidders, offerors, contractors, or subcontractors for:

(a) Entering or refusing to enter agreements with one or more labor organizations on the same or related construction projects; or

(b) Remaining or refusing to remain signatory with one or more labor organizations on the same or related construction projects.

DBRL shall not be prohibited, however, from requiring bidders, offerors, contractors, or subcontractors, as a condition of receiving work or submitting a bid, to test its workers and employees for the presence of illegal drugs.

21. No Boycott of Goods or Services from Israel. As required by Section 34.600 of the Statutes, DBRL shall not enter into a contract with a company to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars or to contractors with fewer than ten employees.

II. Professional Services. DBRL shall seek to negotiate and enter into contracts for professional services including, but not limited to, architectural, engineering, legal, accounting, auditing, insurance brokerage, banking, financial advisor, consulting, collection agency services and employee benefit consultation on the basis of demonstrated competency and qualifications of professional firms for the type of services by issuing Request for Qualifications (“RFQs”) or RFPs of Professional Firms (“Firms”). Therefore, professional services shall not be acquired solely on the basis of price, as qualifications and competency are of the utmost importance. The preceding provisions notwithstanding, Professional services must be provided at prices that the Executive

Director, CFO or their designee, the Committee or the Board, determines to be fair and reasonable, and that are reasonably consistent with charges made for comparable services by firms that provide such services in the general geographic area where the services are to be provided.

1. The RFQ or RFP will follow the same applicable requirements outlined in Part I. Using such criteria, the Executive Director, CFO, their designee, Board or the Committee may select a limited number of firms, or a single firm, or all of the firms that Respond to the RFQ or RFP for competitive interviews and may conduct (an) interview(s) with such firm(s).

2. Services based on percentage fees such as collection agency services shall be procured using procedures outlined in Part I Section 1 because the anticipated costs will be difficult to estimate.

Notwithstanding the foregoing, neither an RFQ or RFP shall be required, if not required for other services in Part I.

III. Temporary Personnel. The competitive RFP, RFQ and bidding process described in I and II above shall not apply to DBRL's procurement of temporary personnel services, speaker professional service or events, programs, training, etc.

IV. Real Property Purchases. The competitive RFP, RFQ and bidding process described in I and II above shall not apply to DBRL's procurement of real property which will be authorized for purchase as outlined in 2-750 Real Estate Policy .

V. Nondiscrimination in Employment. DBRL and all suppliers and firms providing or seeking to provide goods or services or professional services to DBRL agree to comply with the Fair Labor Standards Act, Fair Employment Practices, Equal Opportunity Employment Act, and all other applicable Federal and State laws, and further agree to insert the foregoing provision in all subcontracts awarded hereunder. All suppliers and firms providing or seeking to provide goods or services or professional services to DBRL shall have a policy or a practice of not tolerating sexual harassment of their or DBRL's employees.

VI. Americans with Disabilities Act. The successful contractor agrees to comply with all applicable provisions of the Americans with Disabilities Act and the regulations implementing the Act, including those regulations governing employment practices. If this contract involves the contractor providing services directly to the public, the successful contractor shall make the services, programs and activities governed by this agreement accessible to the disabled as required by the Americans with Disabilities Act and its implementing regulations.

VII. Work Authorization Program. As applicable in sections I and II above, any business contracting with a political subdivision for more than \$5,000 is required by Chapter 285.530 (2) RSMo to affirm by sworn affidavit that it has enrolled and participates in a federal work authorization program with respect to the employees working in connection with the contracted services and that the company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

VIII. Insurance Bidding. Pursuant to Section 376.696 of the Statutes, no contract shall be entered into by DBRL to purchase any insurance policy or policies unless the contract

is submitted to competitive bidding at least every 6 years and the contract is awarded to the lowest or best bidder. The renewal of any insurance policy during any period between submissions of the contract to competitive bidding shall not constitute a separate and distinct contract for the time covered by the renewal but shall be treated only as an extension of an existing contract. If an insurance broker/consultant is to be used, DBRL staff shall issue a Request for Proposal or Request for Qualifications to secure their services. The insurance broker/consultant would then be responsible for bidding the insurance coverage(s) for DBRL.

IX. Revised Bidding Procedures. The Executive Director shall have the authority to allow staff the option to issue a Request for Qualification (RFQ) to narrow the list of firms invited to submit a Request for Proposal (RFP). An example of this is the selection of the Retirement Plan Provider. DBRL may bid and select a consultant to assist in this process.

X. Gratuity. It shall be considered unethical for any person to offer, give or agree to give any DBRL staff member or their immediate family a gratuity in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request. It is likewise unethical for a DBRL staff member or their immediate family to solicit, demand, accept or agree to accept such a gratuity from another person. Any monetary gratuity or tip received by staff should be turned over to DBRL administration. DBRL staff members are advised not to accept meals or gifts from any supplier during a bid process to avoid the appearance of any influence.

Attachments:

Exhibit A – Executive Summary

**Exhibit A
Executive Summary
Goods, Services or Professional Services**

Dollar Limits	Requirements	Comments
\$4,999 or less	<ol style="list-style-type: none"> 1. No bids required. 2. Documented and/or undocumented comparison shopping will be performed. Documentation may be required by the CFO. 	<ol style="list-style-type: none"> 1. Obtain purchase order before ordering, if required. 2. Bidding will not be required for purchase of library materials 3. No contract entered into shall be for a term greater than 5 years.
At least \$5,000 but less than \$50,000	<ol style="list-style-type: none"> 1. Informal RFP will be required which should include the following: <ol style="list-style-type: none"> a. Description of item or service being bid. b. Date the bid is due. c. Criteria for selecting successful bidder 2. If possible, at least three bids will be sought. 	<ol style="list-style-type: none"> 1. Submit documentation of bid and obtain purchase order before placing order. 2. The bids can be used for up to 24 months. 3. List the invitation to bid on the District's web page for five days.
\$50,000 or greater	<ol style="list-style-type: none"> 1. Formal RFP and Bid Form that includes bid specifications approved by the Executive Director. 2. Solicit responses to the RFP by publishing a notice of the RFP in at least one newspaper in Boone and/or Callaway County at least one week prior to the submission date for the responses or another publication that will inform the most bidders 3. List the invitation to bid on the District's website for five days. 4. Executive Director or designee shall refer to the Board for action, any responses to the RFP if not included in the library's budget 	<ol style="list-style-type: none"> 1. Obtain a purchase order before placing the order. 2. List on Cooperative websites, if applicable. 3. The bids can be used for up to 24 months. 4. Executive Director can require bid security in the form of a bid bond or cashier's check made payable to DBRL in an amount no less than 5% of the bid. 5. Provisions in this section shall not apply to purchases of data processing items and vehicles.