

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

September 11, 2025

6:00 p.m.

Columbia Public Library

Virginia 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 Emily Camden at ecamden@dbrl.org or by calling 573-817-7014 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 August 14, 2025 - *enclosed*
5. Monthly Reports
 - a. Directors Report and Comments - *enclosed*
 - b. Financial Reports - *enclosed*
 - c. Service Report - *enclosed*
6. Service Spotlight - Genealogy Programming with Tim Dollens
7. District Reports
 - a. Columbia and Boone County Library District
 - b. Callaway County Library District
8. New Business
9. Other Business
10. Staff Announcements
11. Board Comments/Announcements
12. Adjournment

AMERICANS WITH DISABILITIES ACT NOTICE

In compliance with the Americans With Disabilities Act (ADA) of 1990, the Daniel Boone Regional Library will arrange for accommodations such as sign interpretation or alternative audiovisual devices to help you participate in library programs and/or meetings or access services. We ask that you make requests for accommodations with as much lead time as possible prior to the scheduled program, service or meeting. To make arrangements, please call ADA Coordinator Angela Scott at (573) 443-3161 or send email to ada@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 August 14, 2025

Call to Order, Roll Call and Quorum Determination

Cori Miller, President, called the meeting to order at 6:00 p.m.

Daniel Boone Regional Library (DBRL) Board members present were Shannon Alvis, Margrace Buckler, Dorothy Carner, Seth Christensen, Dawn Dirks, Mary Fennel, Tonya Hays-Martin, Jean Howard, Jacqueline Kelly, Cori Miller, Pat Powell, Travis Pringle, and Jennifer Rodewald. Lisa Finn was absent.

Also in attendance was DBRL Executive Director Robin Westphal as well as DBRL managers Angela Scott, Jim Smith, Karen Crago, Mitzi St. John, Nathan Pauley, Sarah Howard, Sheryl Bucklew, Mandy McConnell, Lauren Williams, Althea Harris, Abbey Rimel, Drew Ide, and other members of library staff.

Public Comment

None.

Minutes

There were no corrections or comments concerning the minutes of the July 10, 2025 Board Meeting. The minutes were approved as written.

Monthly Reports

Director's Report:

Robin was happy to report that we have been nominated for the Chamber of Commerce Non-Profit of the Year award which she submitted the application for earlier that day. She shared that the chamber will be reviewing the applications and we will hopefully know the results in a few weeks. Robin shared that she, along with other staff members, has attended a few meetings with Grounds for Good, a new organization of non-profits from the community that meet weekly. Joe Facticeau, Development Manager has been attending weekly to further foster those community connections. Robin reported that, as seen in her report, we will be hosting a roundtable regarding property tax reform for the special taxing districts in the community on August 29. Robin reported that Senator Webber will be in attendance to listen to the concerns about property tax reform from the organizations it will affect.

Robin shared that she recently met with Associate Director of Public Services Erin Magner and Outreach Services Manager Abbey Rimel to discuss the future of the Outreach Department and that, as we prepare for our next strategic plan, she will be meeting with all of the departments to see what changes the managers and leadership of the departments are looking for in the future. Lastly, Robin shared that we will be reevaluating our Service Report to give a better idea of how things are changing as well as to capture more of the services we provide like community resources contacts. Robin invited the board to share any suggestions they may have.

Daniel Boone Regional Library

Minutes, Meeting of August 14, 2025

Financial Report:

Jim Smith reported that, as seen in the July report, our Total Revenue is as expected for this time of year and that property taxes are still ahead due to the change in our collection pattern. Moving on to the Expenditures section, Jim reported that we are slightly under budget on Total Expenditures which is being driven by only having expended 54% (rather than 58-60%) under the Salaries and Benefits line. Jim shared that this line being under budget will help other lines like Health and Dental Insurance and Short Term Disability Insurance which are currently overbudget. Lastly, under the General Operating Section, Jim shared that we are still over budget for Personal Vehicle Mileage as the IRS reimbursement rate increased after the budget was finalized.

Service Report:

Robin further shared that we would be reevaluating the format of this report, highlighting key areas that are often misrepresented by this data set. For example, comparing year to year (July 2024 to July 2025), is not always the best way to illustrate changes as something as simple as the number of Sundays in a particular month could influence the data. Additionally, under headings like Meeting Room Usage, the large percent of change is due to the lower overall usage as seen by the reported -50% change in Community Groups Usage at the Holts Summit Public Library which was caused by one group meeting rather than two from July 2024 to July 2025.

Committee Reports

Finance Committee:

Margrace Buckler, Finance Committee Chair, reported that the Finance Committee met on August 26 to hear Jim present the Preliminary CY 2026 Operating Budget and, after reviewing, the committee voted to recommend the DBRL Board of Trustees approve the Preliminary CY 2026 Operating Budget. Jim continued to share a brief version of the Preliminary CY 2026 Operating Budget review for the trustees, explaining that the purpose of the preliminary budget is to both provide the framework for the final budget and to illustrate the needs for the revenue generated from the tax revenue from both counties. Jim began by sharing that he would be requesting that the Columbia and Boone County Library District board vote to approve decreasing the tax levy from \$0.3058 per \$100 of assessed valuation to \$0.2943 per \$100 of assessed valuation due to the Hancock Amendment, which limits the tax levy based on last year's property values. Jim shared that while there was growth in property values (which would typically even out the decreased tax levy with more property taxes), that the valuation for the levy was done before subtracting the impact of the senior property tax credit meaning the revenue calculations are evaluating taxes we will not be receiving. This will equate to a double hit to tax revenue with a lowered tax levy and the impact of the senior property credit. Jim also shared that he will be requesting the Callaway County Library District keep their tax rate at their voted maximum of \$0.2600 per \$100.00 of assessed valuation and while Callaway County also has a senior property tax credit program, they are hoping the impact will not be a large amount.

Daniel Boone Regional Library

Minutes, Meeting of August 14, 2025

Under the Expenditures Section, Jim reported increases in "Salaries and Fringe Benefits" to account for pay increases and a placeholder for new positions as well as the increases to staff benefit costs. The "Library Materials" line will also increase for 2026 to account for inflation. Jim reported a decrease to the General Operating Section which is due to a decrease in the "Professional Fees" line as the library will no longer be contracting police officers through the Columbia Police Department. One of the aforementioned new positions will be an additional security officer to make up for this loss of security coverage. Lastly, Jim reported that the Capital Outlay budget is also set to decrease in 2026 as we have less projects planned than in recent years. Projects scheduled for 2026 include replacing the concrete in the south parking lot and the roof replacement at the Columbia Public Library, replacing a library van, as well as routine replacements of general furniture and IT equipment. Jim shared that, with all these things accounted for, we will be able to operate in the black(positive) by approximately \$47,298.

ACTION: Miller accepted the motion from the Finance Committee to approve the Preliminary CY 2026 Operating Budget. The vote was taken by roll call: Alvis – yes; Buckler – yes; Carner – yes; Christensen – yes; Dirks – yes; Fennel – yes; Hays-Martin – yes; Howard – yes; Kelly – yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

New Business

1-223 Employment of Relatives and Employee Relationships:

Karen Crago shared that the requested changes to this policy would permit the hiring of relatives of current staff members, which was prohibited previously, with the restriction that relatives may not supervise each other. By Missouri Statue, the policy still prohibits the hiring of relatives of board members.

ACTION: Howard moved, Buckler seconded approving Policy 1-223 Employment of Relatives and Employee Relationships. The vote was taken by roll call: Alvis – yes; Buckler – yes; Carner – yes; Christensen – yes; Dirks – yes; Fennel – yes; Hays-Martin – yes; Howard – yes; Kelly – yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

Recess

Miller asked for a motion to suspend the meeting to accommodate the CBCLD Tax Rate Hearing.

ACTION: Hays Martin moved, Pringle seconded suspending the meeting. Alvis – yes; Buckler – yes; Carner – yes; Christensen – yes; Dirks – yes; Fennel – yes; Hays-Martin – yes; Howard – yes; Kelly – yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

Cori Miller, President, called the meeting back to order at 7:10 p.m.

Daniel Boone Regional Library Minutes, Meeting of August 14, 2025

Daniel Boone Regional Library (DRBL) Board members present were Shannon Alvis, Margrace Buckler, Dorothy Carner, Seth Christensen, Mary Fennel, Tonya Hays-Martin, Jean Howard, Jacqueline Kelly, Cori Miller, Pat Powell, Travis Pringle, and Jennifer Rodewald. Dawn Dirks and Lisa Finn were absent.

Other Business

None.

Staff Announcements

Lauren Williams shared that One Read events kick off in September and that our PR department has a countdown on social media as well as the full monthly schedule of programs for September and October going live on the website tomorrow (August 15).

Board Comments/Announcements

Mary Fennel shared that, after careful consideration, she will be resigning from the board of trustees to focus on family matters. She shared that she has enjoyed her time on the board and will be staying on for a few more months or until a replacement is appointed.

Closed Session

ACTION: Buckler moved, Pringle seconded entering a Closed Session Concerning Matters of Legal Actions as Authorized Under RSMo 610.021(1). Alvis– yes; Buckler – yes; Carner – yes; Christensen – yes; Fennel – yes; Hays-Martin – yes; Howard – yes; Kelly – yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

Open session resumed at 7:30 p.m.

Adjournment

Hearing no further business, Cori Miller adjourned the meeting at 7:30 p.m.

Minutes recorded by Emily Camden.

Jean Howard, Board Secretary

Upcoming Meetings and Events

September 12	Staff Picnic
September 17	DBRL Foundation Board Meeting
October 7	Public Library Directors' Forum
October 16	DBRL Regional Board Meeting
October 17	Staff Development Day

Personnel - August Updates

New Hires:

- 8/5/25 Vivie Falter - IT Support Technician (IT) - 20 hrs - CPL
- 8/11/25 Mady Copas - Library Aide-Kiosk/Shelving (CR) - 12 hrs - CPL
- 8/11/25 Rilee Swaim - Library Associate - 20 hrs - CCPL

Leaving:

- 8/20/25 Shannon Evans - Library Assistant/Backup Courier (CR) - 40 hrs - CPL

Changes/Transfers/Promotions:

- 8/11/25 Missy Martin- moved from Library Associate to Library Associate-Lead- CCPL

Executive Director

Robin and Jim attended the Mid-Missouri Property Tax Roundtable that was held at DBRL August 27. The Roundtable brought together representatives from special taxing districts (libraries, school districts, ambulance districts, rural fire districts, etc.) from the Mid-Missouri area. We discussed strategies for working together to advocate for property tax reform that isn't financially devastating to special districts.

In addition, Robin and Jim listened to the final hearing of the Missouri House's Special Interim Committee on Property Tax Reform. Because we testified at the first of these hearings, we listened to the last one virtually instead of attending in person.

Robin met with Vice Provost for Libraries and University Librarian Kara Whatley, as she is also fairly new to her position. The conversation will continue but Ms. Whatley is interested in partnering with DBRL.

The DBRL staff picnic will be held at the Columbia Public Library on Friday, Sept. 12 from 6-9 pm. Trustees and their families are invited to attend.

Circulation

The Tuesday after Labor Day topped the Tuesday after Memorial Day for the busiest day of the year for check-ins with 5,126 items checked in in Columbia and 6,064 check-ins overall!

Public Relations/Media Report

Most of the buzz about DBRL this month centered around *One Read*. The Fulton Sun and its sister paper the News Tribune covered Lauren William's, *One Read* co-chair/adult services and community services manager, presentation to the Fulton Rotary Club. This month's Literary

Links column in the Columbia Daily Tribune featured *One Read* author Daniel Mason and many of the books he has written. KOPN Radio host Kevin Walsh interviewed Lauren Williams about *One Read*. At the end of August, the Columbia Daily Tribune ran an article entitled “September means *One Read* in Columbia. Here are 9 can’t-miss programs.” CPL librarian Seth Smith visited with KOPN’s Kevin Walsh about the DIY Archive lab, the Book Bike and *One Read*. Albert Paley, the “Cypher” sculptor, received the 2025 Lifetime Achievement in Contemporary Sculpture Award and was profiled in the Sculpture magazine article “Albert Paley: Humanizing Space.” The magazine’s opening two-page spread featured a photo of his two sculptures erected outside of CPL!

Public Services

This week and last, Librarian Seth Smith and Adult Public Services Manager Lauren Williams have been participating in some Zoom calls related to the grant we were awarded by The United States Holocaust Memorial Museum (USHMM) and the American Library Association (ALA) Public Programs Office. Through this grant, we will be hosting (in the Quiet Reading Room) “Americans and the Holocaust,” a traveling exhibition that examines the motives, pressures and fears that shaped Americans’ responses to Nazism, war and genocide in Europe during the 1930s and 1940s from February 5 to March 19 of next year. Lauren reports that we will be presenting at least four programs in conjunction with this exhibit. One Read programs exploring topics and themes in “North Woods” begin this week with a radio appearance by Kat Stone Underwood and Lauren Williams on KOPN’s The Current (Wednesday, Sept 3 at 5 pm), our First Thursday book discussion led by local writer and historian Greg Olson Sept 4 at noon, and the reception for our One Read art exhibit, “Rooted,” at Orr Street Studios at 6 pm on Friday, September 5. We received a record 52 entries to the exhibit (last year we had 31), which will be on display through September 15.

A total of 1,960 people finished Summer Reading throughout the service area with 4,158 kids having finished within the group summer reading program. Upcoming external Youth Events include:

- 9/16/2025 MU Adventure Club Open House,
- 9/17/2025 Family Fun Fest: Let’s Get Groovy,
- 9/17/2025 Noor Academy Visit,
- 9/22/2025 SoBoCo PAT Community Helpers Event, and
- 9/24/2025 Surgeon Career on Wheels.

Recent Meetings and Events

August 21	Missouri Special Districts - Hearing Debriefing and Steering Committee
August 26	Mid-Missouri Special Districts Property Tax Roundtable
August 28	CCLD Board Meeting and Tax Rate Hearing
August 29	MLA Legislative Committee Meeting
September 3	Special Interim Committee on Property Tax Hearing
September 4	DBRL Foundation Finance Committee Meeting
September 9	Public Library Directors' Forum Meeting

FINANCIAL REPORT

August 31, 2025



Daniel Boone Regional Library
Operating Fund Balance Sheet
As of August 31, 2025

	CURRENT YEAR	PRIOR YEAR
Assets		
CURRENT ASSETS		
Checking	1,225,377	948,101
Petty Cash	1,150	950
Circulation Cash in Safe	500	500
Callaway Savings	298	298
Cash in Custody Boone County	17,991,034	16,659,752
Inventory	2,442	3,079
Accounts Receivable	(519)	-
Accrued Interest	52,205	15,543
Prepaid Expenditures	57,471	64,812
Total Current Assets	<u>\$ 19,329,958</u>	<u>\$ 17,693,035</u>
FIXED ASSETS		
Land	1,702,265	1,702,265
Automotive Equipment	669,807	669,807
Furniture and Equipment	4,065,840	3,951,443
Callaway County Building	2,185,157	2,126,968
Columbia Building	24,754,780	24,769,137
Leasehold Improvements	80,067	80,067
Total Fixed Assets	<u>\$ 33,457,916</u>	<u>\$ 33,299,687</u>
OTHER ASSETS		
To Be Provided for Long-term Debt	682,122	556,720
Total Other Assets	<u>682,122</u>	<u>556,720</u>
Total Assets	<u><u>\$ 53,469,996</u></u>	<u><u>\$ 51,549,442</u></u>
Liabilities and Fund Balance		
CURRENT LIABILITIES		
Accounts and Salaries Payable	2,314	2,676
Wage attachment	-	-
Unreimbursed Medical	1,912	(876)
Dependent Care	4,589	6,326
Entertainment Tax Withholding	129	26
Liabilities Accrued & Withheld	(104,110)	1,050
Total Current Liabilities	<u>\$ (95,166)</u>	<u>\$ 9,202</u>
LONG TERM LIABILITIES		
Accrued PTO	633,648	517,158
Accrued FICA	48,474	39,562
Total Long Term Liabilities	<u>682,122</u>	<u>556,720</u>

Daniel Boone Regional Library
Operating Fund Balance Sheet
As of August 31, 2025

	CURRENT YEAR	PRIOR YEAR
Total Liabilities	\$ 586,956	\$ 565,922
FUND BALANCE		
Fund Balance	14,327,510	14,859,926
Fund Balance, Current Year	5,097,614	2,823,907
Invested in General Fixed Assets	33,457,916	33,299,687
Total Fund Balance	\$ 52,883,040	\$ 50,983,520
Total Liabilities and Fund Balance	\$ 53,469,996	\$ 51,549,442

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended August 31, 2025

	CURRENT MONTH	YEAR TO DATE-ACTUAL	ANNUAL BUDGET	REMAINING BUDGET	YTD AS % OF BUDGET	PRIOR YEAR TO DATE-ACTUAL
REVENUES						
Property Taxes						
Callaway County	\$ 13,602	\$ 2,803,616	\$ 2,844,695	\$ (41,079)	99%	\$ 2,458,474
Columbia and Boone County	39,890	10,601,510	11,442,930	(841,420)	93%	9,689,536
Total Tax Revenue	<u>\$ 53,492</u>	<u>\$ 13,405,126</u>	<u>\$ 14,287,625</u>	<u>\$ (882,499)</u>	<u>94%</u>	<u>\$ 12,148,010</u>
Investment Interest on Taxes	44,368	223,460	396,700	(173,240)	56%	264,930
Interest on Checking	3,686	35,911	60,000	(24,089)	60%	62,401
Unrealized Gain or (Loss)	-	661,467	-	661,467	0%	746,128
Total Investment Revenues	<u>\$ 48,054</u>	<u>\$ 920,838</u>	<u>\$ 456,700</u>	<u>\$ 464,138</u>	<u>202%</u>	<u>\$ 1,073,459</u>
State Aid	-	79,679	159,602	(79,923)	50%	79,801
Athletes and Entertainers Tax	-	80,000	160,000	(80,000)	50%	80,000
Contributions	335	94,395	173,500	(79,105)	54%	118,663
Copy and Printing Income	2,729	23,007	30,000	(6,993)	77%	22,557
Other Income	16,097	159,608	238,500	(78,892)	67%	184,285
Total Unrestricted Revenues	<u>\$ 120,707</u>	<u>\$ 14,762,653</u>	<u>\$ 15,505,927</u>	<u>\$ (743,274)</u>	<u>95%</u>	<u>\$ 13,706,775</u>
CURRENT FUNDS RESTRICTED						
Grants	2,749	127,454	185,000	(57,546)	69%	3,753
Total Restricted Revenue	<u>2,749</u>	<u>127,454</u>	<u>185,000</u>	<u>(57,546)</u>	<u>69%</u>	<u>\$ 3,753</u>
Total Revenue	<u><u>\$ 123,456</u></u>	<u><u>\$ 14,890,107</u></u>	<u><u>\$ 15,690,927</u></u>	<u><u>\$ (800,820)</u></u>	<u><u>94.90%</u></u>	<u><u>\$ 13,710,528</u></u>
EXPENDITURES						
Salaries and Benefits						
Regional Administration	118,229	940,809	1,555,395	614,586	60%	847,301
Building and Grounds	26,155	212,964	339,071	126,107	63%	205,595
Patron Services	340,367	2,768,408	4,631,223	1,862,815	60%	2,643,121
Collection Services and IT	85,785	684,662	1,135,014	450,352	60%	630,622
Total Salaries	<u>\$ 570,536</u>	<u>\$ 4,606,843</u>	<u>\$ 7,660,703</u>	<u>\$ 3,053,860</u>	<u>60%</u>	<u>\$ 4,326,639</u>
FICA & Medicare	41,903	337,913	586,044	248,131	58%	319,691
Health and Dental Insurance	82,487	682,628	939,873	257,245	73%	558,195
Life Insurance	402	3,135	6,166	3,031	51%	3,098
Retirement Plan	85,057	721,106	1,156,298	435,192	62%	2,118,050
Short-term Disability	2,712	21,267	29,500	8,233	72%	12,851
Unemployment Insurance	-	-	6,500	6,500	0%	-
Total Salaries and Benefits	<u>\$ 783,097</u>	<u>\$ 6,372,892</u>	<u>\$ 10,385,084</u>	<u>\$ 4,012,192</u>	<u>61%</u>	<u>\$ 7,338,524</u>
Library Materials						
Books, Periodicals and AV	<u>\$ 129,371</u>	<u>\$ 1,384,941</u>	<u>\$ 2,062,252</u>	<u>\$ 677,311</u>	<u>67%</u>	<u>\$ 1,415,058</u>
General Operating						
Association Dues	562	6,361	10,795	4,434	59%	6,952
Conference/Seminar/Staff Training	5,540	43,874	62,150	18,276	71%	36,616
MOREnet	-	7,898	20,000	12,102	39%	7,871
Personal Vehicle Mileage	167	2,283	1,970	(313)	116%	1,547
Postage and Mailing	649	87,876	108,457	20,581	81%	92,206
Printing	5,942	29,754	60,100	30,346	50%	32,752
Professional Fees	9,254	75,283	241,275	165,992	31%	141,179
Programming	7,606	88,548	210,650	122,102	42%	81,685
Supplies and other expenditures	22,545	449,690	687,699	238,009	65%	455,684
Trustee Development	277	2,202	10,840	8,638	20%	1,966
Tuition Reimbursement	1,500	3,000	13,500	10,500	22%	-

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended August 31, 2025

	CURRENT MONTH	YEAR TO DATE-ACTUAL	ANNUAL BUDGET	REMAINING BUDGET	YTD AS % OF BUDGET	PRIOR YEAR TO DATE-ACTUAL
CURRENT FUNDS RESTRICTED						
Grants	251	11,660	60,000	48,340	19%	3,324
Total General Operating Expenditures	\$ 54,293	\$ 808,429	\$ 1,487,436	\$ 679,007	54%	\$ 861,782
Building Operations and Maintenance						
Building Maintenance	36,837	370,272	609,782	239,510	61%	557,485
Electric/Water Utilities	34,011	154,873	313,951	159,078	49%	154,834
Facility Rent	5,928	135,689	175,140	39,451	77%	133,637
Gas/Utilities	802	32,887	48,335	15,448	68%	32,444
Insurance Building and Liability	3,970	159,763	184,007	24,244	87%	139,808
Library Vehicle Maintenance	9,318	30,022	50,424	20,402	60%	28,890
Machine Maintenance	1,681	19,048	50,218	31,170	38%	31,306
Telephone/Utilities	6,795	45,563	84,539	38,976	54%	42,089
Total Building Operations	\$ 99,342	\$ 948,117	\$ 1,516,396	\$ 568,279	63%	\$ 1,120,493
Total Current Expenditures	\$ 1,066,103	\$ 9,514,379	\$ 15,451,168	\$ 5,936,789	62%	\$ 10,735,857
Revenue Over (Under) Expenditures	\$ (942,647)	\$ 5,375,728	\$ 239,759	\$ (6,737,609)		\$ 2,974,671
Capital Outlay						
Furniture, Equipment, Capital Outlay	103,013	278,114	1,183,440	905,326	24%	150,764
Total Capital Outlay	\$ 103,013	\$ 278,114	\$ 1,183,440	\$ 905,326	24%	\$ 150,764
Total Expenditures	\$ 1,169,116	\$ 9,792,493	\$ 16,634,608	\$ 6,842,115	59%	\$ 10,886,621
Revenue Over (Under) Expenditures	\$ (1,045,660)	\$ 5,097,614	\$ (943,681)	\$ 6,041,295		\$ 2,823,907

DBRL Monthly Report

August 2025

Reports

1. The Balance Sheet is presented on pages 1 and 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 prior year because we are increasing the current year balance as we are anticipating needing funds for projects that will be completed by year-end (page 1).
2. Petty Cash increased from the prior year to increase the cash on-hand at CPL to make change for the passport office (page 1).
3. Inventory “Current Year” column is the food and other supplies held on December 31, 2024 by the library staff for sale at the library and kiosk (page 1).
4. Accounts Receivable represents a reimbursement received for meeting expenses and the payment for the expenses will clear the balance next month when the credit card statement is processed (page 1).
5. The Accrued Interest line reflects the amount due at December 31, 2024 (page 1).
6. The Fixed Assets section represents the value of fixed assets at December 31, 2024 adjusted for 2025 asset disposals (page 1).
7. To Be Provided for LT Debt is the offset for the compensated leave liability discussed later (page 1).

Liabilities

1. Unreimbursed Medical and Dependent Care have a liability 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 August 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, 2024 (page 1).

DBRL Monthly Report

August 2025

Revenue

1. The Property Taxes received are more than expected for the month of August because of the timing of tax payments (page 3). The Statement of Revenue and Expenditures reflects library tax income through August for the Columbia and Boone County and Callaway County Library Districts.
2. Investment Interest on Taxes is through June 30, 2025 (page 3). July and August interest income information have not been received from the Boone County Treasurer.
3. Interest on Checking is less than last year because we received a higher rate of return for last 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 2025 to determine the total unrealized gain or (loss) for calendar year 2025.

Expenditures

1. Salaries and Fringe Benefits reports sixty-one (61) percent expended (page 3).
 - Health and Dental Insurance is seventy-three (73) percent expended mainly because more staff are participating in the health and dental plans than planned as part of the 2025 budget.
 - Short-term Disability premiums were more than planned as part of the budget.

We expect all line items to be within budget with the exception of Health and Dental Insurance and Short-term Disability, which we expect will be covered by other line items being under budget.
2. The General Operating Budget reports fifty-four (54) percent expended (pages 3-4). A few line items worth mentioning are MOREnet; Personal Vehicle Mileage; and Postage and Mailing. We expect all lines to be within budget at year-end with the exception of Personal Vehicle Mileage. We expect the Postage and Mailing and the Personal Vehicle Mileage overages to be covered by other line item being under budget.
 - MOREnet represents the semi-annual payment for services.
 - Personal Vehicle Mileage is more than its line item budget because the 2025 IRS mileage reimbursement rate increased from 67 to 70 cents per mile after the 2025 Operating Budget was approved.
 - Postage and Mailing “Year to Date-Actual” column is expected to be more than its line item budget because postage rates increased July 13, 2025. First class postage increased from 73 cents to 78 cents on July 13th.
3. Building Operations and Maintenance reports sixty-three (63) percent expended (page 4). A few line items worth mentioning are Facility Rent and Insurance Building and Liability.
 - Facility Rent SBCPL is paid through October 15, 2025. HSPL rent is paid through August 31, 2025.

DBRL Monthly Report

August 2025

- Insurance Building and Liability represents a portion of the library's annual payment for some of its policies.
4. Furniture, Equipment, Capital Outlay includes the purchases of computer equipment, furniture CPL Boiler Replacement, CCPL HVAC engineering services and maintenance equipment approved in the CY 2025 budget (page 4).

SERVICE REPORT - AUG 2025

DANIEL BOONE REGIONAL LIBRARY

<u>MONTH</u>			<u>CUMULATIVE</u>			
<u>2025</u>	<u>2024</u>		<u>CIRCULATION STATISTICS</u>	<u>2025</u>	<u>2024</u>	
112,609	122,359	-8.0%	Columbia Public Library	898,678	930,115	-3.4%
9,008	9,125	-1.3%	Callaway County Public Library	66,807	66,144	1.0%
5,957	6,834	-12.8%	Southern Boone County Public Library	48,070	48,125	-0.1%
5,058	6,592	-23.3%	Holts Summit Public Library	41,853	46,395	-9.8%
109,818	104,621	5.0%	Digital Branch (eBks, downloadable audiobks & magazines)	872,386	828,416	5.3%
6,416	6,890	-6.9%	Outreach Circulation	46,365	52,565	-11.8%
985	1,029	-4.3%	Library-To-Go Circulation (Hallsville)	7,363	8,182	-10.0%
249,851	257,450	-3.0%	Total Materials Circulated	1,981,522	1,979,942	0.1%
<u>LIBRARY VISITS</u>						
30,392	33,805	-10.1%	Columbia Public Library	255,199	268,111	-4.8%
5,130	4,343	18.1%	Callaway County Public Library	35,997	31,200	15.4%
2,747	2,822	-2.7%	Southern Boone County Public Library	22,837	20,932	9.1%
1,870	2,232	-16.2%	Holts Summit Public Library	13,899	14,654	-5.2%
1,226	1,184	3.5%	Bookmobile	8,632	8,890	-2.9%
220	239	-7.9%	Delivery Services	1,829	1,812	0.9%
<u>ELECTRONIC SERVICES</u>						
101,702	96,410	5.5%	DBRL Page Views (Non-Catalog)	832,762	777,259	7.1%
2,872	2,825	1.7%	Database Uses	21,482	22,230	-3.4%
4,885	4,823	1.3%	Internet Computer Sessions	39,282	37,333	5.2%
4,508	5,104	-11.7%	Wireless Access Point Uses	38,724	38,287	1.1%
<u>REFERENCE / OTHER NON-CIRCULATION CONTACTS</u>						
9,477	10,520	-9.9%	Columbia Public Library	83,143	86,089	-3.4%
1,218	1,245	-2.2%	Callaway County Public Library	8,838	8,950	-1.3%
1,107	1,041	6.3%	Southern Boone County Public Library	7,269	7,976	-8.9%
747	794	-5.9%	Holts Summit Public Library	5,391	5,610	-3.9%
<u>PROGRAMS / COMMUNITY EVENTS</u>						
149	127	17.3%	Library Programs	1,129	1,070	5.5%
3,955	3,667	7.9%	Number in Attendance	26,344	26,215	0.5%
14	13	7.7%	Tours, Booths and Presentations	117	103	13.6%
450	625	-28.0%	Estimated Number in Attendance	7,858	7,833	0.3%

<u>MONTH</u>			<u>CUMULATIVE</u>			
<u>2025</u>	<u>2024</u>		<u>MEETING ROOM USES</u>	<u>2025</u>	<u>2024</u>	
55	59	-6.8%	Community Groups Using Rooms (CPL)	513	510	0.6%
68	64	6.3%	Library-related Uses (CPL)**	675	660	2.3%
1	2	-50.0%	Community Groups Using Rooms (CCPL)	22	0	
18	23	-21.7%	Library-related Uses (CCPL)**	153	144	6.3%
8	8	0.0%	Community Groups Using Rooms (SBCPL)	90	61	47.5%
25	24	4.2%	Library-related Uses (SBCPL)**	158	176	-10.2%
2	1	100.0%	Community Groups Using Rooms (HSPL)	14	16	-12.5%
13	16	-18.8%	Library-related Uses (HSPL)**	107	71	50.7%
<u>MATERIALS STATISTICS</u>						
353,817	362,178	-2.3%	Books			
13,156	14,035	-6.3%	Spoken Recordings			
15,450	16,265	-5.0%	Music Recordings			
37,515	38,645	-2.9%	Video Recordings			
162	177	-8.5%	Devices			
1,427	1,102	29.5%	Kits			
104,770	101,275	3.5%	Digital Materials			
526,297	533,677	-1.4%	Total Materials			

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

Service Report: August 2025

Circulation

Compared to August of 2024, Circulation decreased at all locations with the exception of our Digital Branch which saw a 5% increase. This follows a similar pattern seen in previous years illustrating that the digital materials may be used more by students that are coming back to school in August.

Library Visits

Library visits decreased at all locations when compared to August of 2024, with the exception of the Bookmobile and the Callaway County Public Library (CCPL). CCPL saw an impressive increase of 18.1%, or 787 additional people. There was an increase in program attendance of 214 people when compared to August of 2024, and while the other statistics are down for CCPL including circulation, this increase in visits could be attributed to more families coming in together even though they checked out less books.

Electronic Services

Electronic Services saw slight increases in usage when compared to August of 2024, with the exception of Wireless Access Point Uses which is to be expected with the decrease most locations saw in Library Visits.

Reference/ Other Non-Circulation Contacts

Reference and Non-Circulation Contacts decreased slightly at all locations with the exception of the Southern Boone County Public Library (SBCPL) which saw an increase of 6.3% or 66 more people than in August of 2024. SBCPL had higher attendance in August for a few story times, so this increase, even with Library Visits decreasing, may have been from new people coming in for these events.

Programs/Community Events

Compared to August of 2024, Library Programs increased in both number (17.3% or 22 more events) and attendance (7.9% or 288 more people). Some high attendance events for the month included a few occurrences of The Magic of Art With Tommy Terrific (120, 135, and 50 people); Online Author Talk With Smithsonian Biologist Jay Falk (132 people); and two occurrences of Eagle Achievers BB Storytime at the SBCPL (100 and 57 people). We had one additional event for Tours, Booths, and Presentations this year which usually equates to an increase in attendance, however this year we had a 28% decrease in attendance (or 175 fewer people) when compared to August of 2024. This decrease can be attributed to lower attendance this year at events like Family Fun Fest (11 fewer people) and the MU New Faculty Orientation (50 fewer people) as well as not bringing the book bike to the Columbia Farmers Market which saw 112 people in August of 2024.

Books by Snail

With Summer Reading over, we are happy to report that, in total for the summer, the Books by Snail team checked out 1,472 books to 188 children, mailed 429 bags, and created 48 new library cards!

Community Resources

Rebecca Dykhouse reported that she had 86 patron meetings/interactions in the month of August and that 27 hygiene kits were distributed.

Notary Services

In the month of August, our notaries have completed over 400 notarizations with approximately 2,800 notarizations completed in 2025 thus far. With services only being offered four days a week, and excluding holidays, this comes out to approximately 20 notarizations completed per day.