

Daniel Boone Regional Library

Board of Trustees Meeting

January 15, 2026

6:00 p.m.

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

Columbia Public Library

Virginia Young Room

NOTE TO MEMBERS OF THE PUBLIC AND MEDIA: This meeting will take place in person, however there is a Zoom link available. Please contact 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 November 13, 2024 - *enclosed*
5. Monthly Reports
 - a. Directors Report and Comments - *enclosed*
 - b. Financial Reports (November and December) - *enclosed*
 - c. Service Reports (November and December) - *enclosed*
6. Service Spotlight - Americans and the Holocaust exhibit
7. New Business
8. Other Business
9. Staff Announcements
10. Board Comments/Announcements
11. Adjournment

AMERICANS WITH DISABILITIES ACT NOTICE

In compliance with the Americans With Disabilities Act (ADA) of 1990, the Daniel Boone Regional Library will arrange for accommodations such as sign interpretation or alternative audiovisual devices to help you participate in library programs and/or meetings or access services. We ask that you make requests for accommodations with as much lead time as possible prior to the scheduled program, service or meeting. To make arrangements, please call ADA Coordinator 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 November 13, 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 (DRBL) Board members present were Margrace Buckler, Dorothy Carner, Seth Christensen, Dawn Dirks, Lisa Finn, Tonya Hays-Martin, Jean Howard, Jacqueline Kelly, Steven Medrow, Cori Miller, Pat Powell, and Travis Pringle. Shannon Alvis and Jennifer Rodewald were absent.

Also in attendance was DBRL Executive Director Robin Westphal as well as DBRL managers Angela Scott, Jim Smith, Mitzi St.John, Nathan Pauley, Sara Henry, Sheryl Bucklew, Lauren Williams, Althea Harris, Kirk Henley and other members of library staff.

Public Comment

None.

Minutes

There were no corrections or comments concerning the minutes of the October 16, 2025 Board Meeting. The minutes were approved as written.

Monthly Reports

Director's Report:

Robin began her report by recognizing our long time board member, Mary Fennel. Mary recently stepped down after over 17 years of serving on this board. Robin thanked Mary for her many years of support for DBRL and the Callaway County Library District. Mary thanked her fellow board members and shared that she loves DBRL and will miss all of her colleagues dearly.

Robin continued on to share that we have been looking for locations for our new book drops as well as for our Library-To-Go Lockers which the Foundation is raising funds for during our Fall Giving Campaign. We have secured one book drop location which will be at the Callaway Bank at Forum Blvd and Chapel Hill. Robin also shared that the Public Library Association's biennial conference will be held in Minneapolis, MN this year on April 1-3 adding that board members are also able to attend; more information will be emailed to the trustees.

As we prepare for the new year, Robin shared that the leadership team has selected Funding for Good to facilitate our next strategic planning process. Robin also spoke about our continued space planning project for the Columbia Public Library (CPL) in order to maximize staff spaces.

Financial Report:

Jim Smith reported that, as seen in the October 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. Jim pointed out that another factor creating the increase is a higher balance in our checking account this year to allow for higher interest income in the account. This will allow for less of a strain on the account as we pay for the completion of the Callaway County Public Library

Daniel Boone Regional Library

Minutes, Meeting of November 13, 2025

(CCPL) HVAC Replacement and CPL Roof replacement in 2026. Moving on to the Expenditures section, under Salaries and Benefits, Jim reported that we are still over budget for Health and Dental Insurance as more people are participating than initially expected. Jim added that we are also over budget for Short Term Disability Insurance due to premiums being more than anticipated however, other lines will help cover these overages. 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. Moving on to the Building Operations and Maintenance Section, Jim reported that we are looking at being under budget for 2025. He further shared that while Insurance, Building, and Liability is currently at 90% expended however we are still expected to be under budget for the year as there is only one more policy to be paid from this line for 2025. All of these points considered, Jim shared that our Total Expenditures are projected to be under budget at the end of 2025.

Service Report:

Robin briefly highlighted changes illustrated within the report regarding programming increases seen in October when compared to 2024. She also reminded the board that we have begun sharing Notary and Passport statistics within the written report, sharing that our notaries and passport agents at CPL have completed 3,602 notarizations and processed 1,863 passport applications thus far in 2025. Dawn Dirks shared that a notary at the CCPL would be a very popular service if we decided to add it there as well.

Committee Reports

Finance Committee:

2026 Final Budget:

Margrace reported that the Finance Committee met on November 6 to hear Jim present the 2026 Operating Budget. After this review, the committee voted to recommend the DBRL Board of Trustees approve the Final CY 2026 Operating Budget. Margrace opened the floor for Jim to share a condensed version of the budget presentation.

Jumping into the Revenue section, Jim reported that total projected revenue for 2026 is expected to increase by approximately 3.2% compared to the 2025 budget, primarily due to an estimated 4% increase in property tax revenue. This estimate accounted for the anticipated impact of the senior property tax credit; without that credit, property tax revenue would have increased by 5.6% for the Boone County Library District and 4.2% for the Callaway County Library District. Jim further shared that, while we have not received information regarding the impact of the senior property tax freeze, he was able to use data from the St.Charles Public Library to support the conservative 4% estimated increase in property tax revenue. Jim also projected Investment Income to increase in 2026 based on receiving more than budgeted in 2025 and Contributions will increase as the majority of the CCPL HVAC project will not be completed in 2025 and the funds will be reappropriated to the 2026 budget on top of what we usually receive from the Foundation.

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Moving on to the Operating Expenditures section, which details the ongoing costs of daily operations, Jim discussed the increases to Salaries and Benefits planned for 2026 including our 5% raise for all staff as well as the addition of new positions like Security Specialists, Community Resources Specialist and Youth Services Assistant Manager for CPL. Jim also shared that the Community Resource Manager position was moved under administration and that we would be filling the new Community Resource Specialist position in 2026 as well as that we are adding a new tier within our IT department for upward mobility. Moving on to the Health and Dental Insurance sub-section, Jim shared that he has budgeted for an 89% participation in the health insurance and 85% participation in the dental insurance; the highest rates we have ever seen at DBRL. Jim further shared that Anthem offered us a 5% increase for premiums if we agreed to not shop around for other options which we accepted. Lastly under Salaries and Benefits, Jim shared that the 401(k) and LAGERS budget will increase due to new positions and raises with a total increase of 8.22% for Salaries and Benefits.

Before moving on to the General Operation Section, Jim shared that Library Materials are budgeted for a 1.7% increase for inflation.

Under the General Operating Section, Jim shared that the section will see a decrease overall which is mostly driven by the Professional Fees line as we will no longer be contracting Columbia Police Officers for library security coverage due to IRS requirements for contracting workers. We will, however, be filling the gap in coverage by hiring additional security officers as mentioned above. Jim shared that our Building Operations and Maintenance line is also set to decrease due to fewer anticipated maintenance projects following completion of the CCPL HVAC replacement. Jim stated that projected operating revenues exceed the projected operating expenditures by \$465,165.

Jim then outlined the proposed Capital Outlay Section of the 2026 Budget, which reflected an overall increase based on requests that have been made for next year. The largest item was of course the transfer of \$960,000 for the CCPL HVAC replacement project from the 2025 budget to 2026, which was reduced after bids came in under budget. Additional capital projects included the CPL roof replacement, furniture replacement, building and grounds equipment replacement, new book returns, lobby sun-shading for CPL, IT equipment upgrades, replacement of a high-mileage library van, Library-To-Go Lockers for the North Columbia area to be funded through a foundation fundraiser, concrete replacement in the south parking lot at CPL, and completion of the CPL native landscaping garden.

Jim concluded his presentation of the 2026 Budget by reviewing the impact of the budget on our fund balance sharing that he projects a decrease of \$1,707,685 for a remaining fund balance of \$12,969,327.

ACTION: Buckler, as the chair of the Finance Committee, moved to approve the recommendation from the DBRL Finance Committee to approve the 2026 Operating Budget. The vote was taken by roll call: Buckler - yes; Carner - yes; Christensen - yes; Dirks - yes; Finn

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- yes; Hays-Martin - yes; Howard - yes; Kelly - yes; Medrow - yes; Miller - yes; Powell - yes; and Pringle - yes. The motion passed by unanimous consent.

Legal Services Selection:

Margrace reported that the Finance Committee met on November 6 to discuss and review the two interviews completed for the Legal Services selection process. After this review, the committee voted to recommend the DBRL Board of Trustees approve to engage Blitz, Bardgett & Deutsch as DBRL's new legal representation.

ACTION: Buckler, as the chair of the Finance Committee, moved to approve the recommendation from the DBRL Finance Committee to engage Blitz, Bardgett & Deutsch as DBRL's new legal representation. The vote was taken by roll call: Buckler - yes; Carner - yes; Christensen - yes; Dirks - yes; Finn - yes; Hays-Martin - yes; Howard - yes; Kelly - yes; Medrow - yes; Miller - yes; Powell - yes; and Pringle - abstained. The motion passed.

New Business

Callaway County Public Library HVAC Closure:

Angela Scott shared that we received two mechanical contractor bids for the CCPL HVAC replacement. She reported that Teal Mechanical Services bid for a 90 day total closure of CCPL with a cost of \$907,428.69 or a phased closure which would take 160 days at \$907,974. The second bid was from Harold G Butzer Inc who bid for a 120 day total closure at \$965,175 or a phased closure taking 150 days at \$980,175. Angela shared that our staff feel a total closure would be the best route with library services provided at a different location during the closure thus, staff request the board to approve closing the CCPL for 90 days for Teal Mechanical Services to complete the HVAC project.

ACTION: Hays-Martin moved, Howard seconded approving a 90 day closure of the Callaway County Public Library to allow for the completion of the HVAC replacement. The vote was taken by roll call: Buckler - yes; Carner - yes; Christensen - yes; Dirks - yes; Finn - yes; Hays-Martin - yes; Howard - yes; Kelly - yes; Medrow - yes; Miller - yes; Powell - yes; and Pringle - yes. The motion passed by unanimous consent.

December 11, 2025 Board Meeting:

Robin shared that it is tradition for the board to cancel the December Board meeting and would like to continue as there are no anticipated matters for discussion in December.

ACTION: Powell moved, Dirks seconded approving the cancellation of the 2025 December Board Meeting. The vote was taken by roll call: Buckler - yes; Carner - yes; Christensen - yes; Dirks - yes; Finn - yes; Hays-Martin - yes; Howard - yes; Kelly - yes; Medrow - yes; Miller - yes; Powell - yes; and Pringle - yes. The motion passed by unanimous consent.

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Other Business

None.

Staff Announcements

Lauren Williams reminded the group to nominate titles for the 2026 One Read; the 25th anniversary of the program! Nominations may be submitted online on our webpage.

Board Comments/Announcements

Jacqueline Kelly shared that she attended the Veterans Resource Fair at the Columbia Agriculture Park under the MU Health Care Pavilion and saw the DBRL table. She shared that it was great to see us represented there.

Cori Miller was excited to share that she recently got engaged! Congratulations, Cori!

Adjournment

Hearing no further business, Cori Miller adjourned the meeting at 7:01 p.m.

Minutes recorded by Emily Camden.

Jean Howard, Board Secretary

The Director's Report
Daniel Boone Regional Library
January 15, 2026

Upcoming Meetings and Events

January 21 CPL Friends Board Meeting
January 28 DBRL Foundation Board Meeting
February 12 Americans and the Holocaust Traveling Exhibition Tour for Trustees
February 12 DBRL Board Meeting

Personnel - November and December Updates

New Hires:

- 12/1/25 Beth Edson - HR & Staff Development Generalist (AD) - 40 hrs - CPL
- 12/1/25 Ivy Eichelberger - Library Aide-Kiosk/Shelving (CR) - 16 hrs - CPL
- 12/16/25 Daisy Florence - Library Aide-Kiosk/Shelving (CR) - 12 hrs - CPL
- 12/22/25 Bruce McLaughlin - Safety & Security Specialist (AD) - 40 hrs - CPL

Leaving:

- 11/29/25 Lindsey Wood - Library Aide-Kiosk/Shelving (CR) - 12 hrs - CPL
- 12/18/25 Aimee Leonhard - Library Associate-Youth Services (PS) - 40 hrs - CPL
- 12/31/25 Lisa Gill - Library Associate (HS) - 20 hrs - HSPL

Changes/Transfers/Promotions:

- 11/17/25 Grace Boland moved from 30-hr Library Associate (CCPL) to 34-hr Library Assistant (CR) - CPL

Executive Director

Open enrollment for benefits occurred during November, and was a fairly smooth process for all involved.

The Foundation's fall campaign took place, and our goal of raising \$45,000 for a Library Lockers to Go system for the northeast part of Columbia was reached!

In December, leadership training for department managers utilizing [Phil Shearrer](#), from R3 Design, ended. Department managers indicated that the training was applicable to the work they do and helpful in several ways, including, managing meetings more effectively, utilizing their Clifton Strengths, and also separating emotion, data, and judgement during conversations. Training sessions were held approximately once a month during regularly scheduled department managers meetings.

Robin attended the Missouri Public Library Directors' meeting held here in Columbia December 4th and 5th.

Robin presented on the topic, "Working with Decision Makers" at the American Library Association's Chapter Advocacy Workshop in Chicago, December 12-14. The presentation focused on how to identify and talk with key stakeholders (legislative staff members, committee chairpeople, etc.) at both the state and federal level.

We are happy to announce that Assistant Circulation Manager Sheryl Buckley was selected to participate in Leadership Columbia 2026!

Aimee Leonhard retired from DBRL in December, after 23 years of service. In addition to her public service duties, Aimee served as art archivist for DBRL and managed our vast collection of donated art.

DBRL's Winter Clothing Drive was successful and several service organizations benefitted from the drive.

Callaway County

The Holts Summit branch now has a single person study pod available for patrons to use.

Circulation

The new book return drop has been installed at Callaway Bank near the intersection of Forum Blvd. & Chapel Hill Rd.

Development

We received a \$500 HREP Grant from the City of Columbia's commission on Human Rights and a \$1500 ComoHelps grant to support our social work efforts.

IT

We've installed new patron computers at SBCPL, HSPL and CCPL. Replacement of patron computers for CPL will begin in early 2026.

Public Relations/Media Report

The Columbia Missourian wrote an above average number of library-related stories in November. The reporters covered several library programs and initiatives that included:

- "Columbia Public Library to host Human Library event" about CPL's "The Human Library: Unjudge Someone" event.
- "Daniel Boone Regional Library launches adult literacy program" about DBRL's new "Read to Succeed" program.
- "Daniel Boone Regional Library's yearlong reading program accepting book nominations" about DBRL's annual community-wide reading program *One Read*.
- "Local libraries launch winter clothing drive to support residents in need" about DBRL's "Warm Winter Clothing Drive" at all of the libraries and on the bookmobile.
- "Annual Local Authors Open House connects writers with the community" about CPL's annual "Local Authors Open House."
- "Annual library fall book sale re-schedule to happen this weekend" about the CPL Friend's rescheduled fall book sale.

Several other media outlets also covered the library the last two months of the year. Boone County Journal columnist Ernie Wren included the new "Southern Boone Evening Book Club" in his piece entitled "Around Town: Winter activities to stay warm and active." The Columbia Daily Tribune included CPL's event "Where in the World Has the Library Been? The Public Library Movement in Columbia" in its article entitled "Columbia Celebrates Fall" and the Maneater covered the program in its online publication. Both the Fulton Sun and KOMU-TV reported on the \$10,000 funding CCPL will receive from the Carnegie Corporation of New York in January

2026. KBIA radio covered the 2026 *One Read* book nominations underway in November. Inside Columbia reported on DBRL's receipt of the Community Foundation of Central Missouri grant. The Columbia Business Times ran a feature on DBRL's Executive Director Robin Westphal in its November issue. DBRL staff member Carolyn Cain was featured in the Missouri Library Association's (MLA) newsletter as well as DBRL librarian Hilary Aid as the recipient of the Show Me Youth Services Award. In December, the Fulton Sun shared information with its readers about CCPL's pet supply drive; KRCG interviewed Robin Westphal for its segment entitled "Behind the Crisis: Surviving winter in the streets;" the Missourian's VOX magazine featured DBRL's most-read titles in 2025, including the 2025 *One Read* selection "North Woods," for its article "Check out Columbia's top books of the year from DBRL and book clubs; and DBRL's development manager Joseph Facteau appeared on KBIA's program the Daily Blend to talk about DBRL's Foundation efforts to raise funds for a set of Library-To-Go lockers that will hopefully be installed in the Columbia area. His segment was rebroadcast on KMOS.

Public Services

Our Adult Services team hosted Missouri Connections for Health in the Columbia Public Library Training Center again this year to provide unbiased Medicare open enrollment assistance. Over the course of 7 sessions held from October 15 to December 3, 148 patrons were assisted at DBRL!

In Outreach news, we hosted another great Creative Aging class and another great art show on December 6th! Evaluation feedback was overwhelmingly positive and we're looking forward to the next Creative Age class in spring of 2026.

Our Children's team exalts, "Winter Reading is coming!" with 2026 dates running from January 12th-February 28th. This year's finishing prize (the insulated grocery tote) has been ordered from 4Imprint.

Safety and Security

We were asked by the Ashland Betterment Coalition to participate in their inaugural "A Very Ashland Holiday" event on Friday. We were one of the listed stops, where Pam and Jessica handed out take and make crafts and instant cocoa packets. They saw 212 people.

Recent Meetings and Events

November 13, 2025	DBRL Board Meeting
November 19, 2025	DBRL Foundation Board Meeting
November 21, 2025	Korean Scholars Luncheon
November 27-28, 2025	Library Closed: Thanksgiving
December 4, 2025	Interview with KRCG
December 5, 2025	Missouri Public Library Directors Conference
December 12-14, 2025	ALA Chapter Advocacy Workshop
December 24-25, 2025	Library Closed: Christmas
December 31- January 1, 2026	Library Closed: New Years
January 8, 2026	<i>The Librarians</i> by Kim A. Snyder at RagTag Theater
January 10, 2026	Excel Adult High School Graduation

DANIEL BOONE REGIONAL LIBRARY

FINANCIAL REPORT

November 30, 2025



Daniel Boone Regional Library
Operating Fund Balance Sheet
As of November 30, 2025

	CURRENT YEAR	PRIOR YEAR
Assets		
CURRENT ASSETS		
Checking	1,528,353	735,752
Petty Cash	1,150	950
Circulation Cash in Safe	500	500
Callaway Savings	298	298
Cash in Custody Boone County	14,208,750	13,693,186
Inventory	2,442	3,079
Accounts Receivable	(21)	-
Accrued Interest	52,205	15,543
Due From Foundation	-	60
Prepaid Expenditures	219,406	196,732
Total Current Assets	\$ 16,013,083	\$ 14,646,100
FIXED ASSETS		
Land	1,702,265	1,702,265
Automotive Equipment	669,807	669,807
Furniture and Equipment	4,037,537	3,945,102
Callaway County Building	2,185,157	2,126,968
Columbia Building	24,754,781	24,754,781
Leasehold Improvements	80,067	80,067
Total Fixed Assets	\$ 33,429,614	\$ 33,278,990
OTHER ASSETS		
To Be Provided for Long-term Debt	682,122	556,720
Total Other Assets	\$ 682,122	\$ 556,720
Total Assets	\$ 50,124,819	\$ 48,481,810
Liabilities and Fund Balance		
CURRENT LIABILITIES		
Accounts and Salaries Payable	3,176	3,204
Retainage Payable	-	102,920
Unreimbursed Medical	3,922	3,672
Dependent Care	1,277	8,701
Entertainment Tax Withholding	-	7
Liabilities Accrued & Withheld	(70,940)	(64,673)
Total Current Liabilities	\$ (62,565)	\$ 53,831
LONG TERM LIABILITIES		
Accrued PTO	633,648	517,158
Accrued FICA	48,474	39,562
Total Long Term Liabilities	\$ 682,122	\$ 556,720

Daniel Boone Regional Library
Operating Fund Balance Sheet
As of November 30, 2025

	CURRENT YEAR	PRIOR YEAR
Total Liabilities	\$ 619,557	\$ 610,551
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FUND BALANCE		
Fund Balance	14,327,510	14,859,926
Fund Balance, Current Year	1,752,113	(267,657)
Invested in General Fixed Assets	33,429,614	33,278,990
Total Fund Balance	\$ 49,509,237	\$ 47,871,259
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Total Liabilities and Fund Balance	\$ 50,128,794	\$ 48,481,810
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Daniel Boone Regional Library
 Statement of Revenues and Expenditures
 General Fund
 Month and Year-To-Date Period Ended November 30, 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	\$ 4,848	\$ 2,825,565	\$ 2,844,695	\$ (19,130)	99%	\$ 2,480,775
Columbia and Boone County	19,079	10,690,409	11,442,930	(752,521)	93%	9,767,772
Total Tax Revenue	<u>\$ 23,927</u>	<u>\$ 13,515,974</u>	<u>\$ 14,287,625</u>	<u>\$ (771,651)</u>	<u>95%</u>	<u>\$ 12,248,547</u>
Investment Interest on Taxes	56,398	352,278	396,700	(44,422)	89%	326,918
Interest on Checking	3,965	48,049	60,000	(11,951)	80%	71,156
Unrealized Gain or (Loss)	-	661,467	-	661,467	0%	746,128
Total Investment Revenues	<u>\$ 60,363</u>	<u>\$ 1,061,794</u>	<u>\$ 456,700</u>	<u>\$ 605,094</u>	<u>232%</u>	<u>\$ 1,144,202</u>
State Aid	-	159,398	159,602	(204)	100%	159,479
Athletes and Entertainers Tax	80,000	160,000	160,000	-	100%	160,000
Contributions	137,981	241,729	679,500	(437,771)	36%	122,715
Copy and Printing Income	1,508	31,083	30,000	1,083	104%	30,129
Other Income	13,938	206,222	238,500	(32,278)	86%	230,281
Total Unrestricted Revenues	<u>\$ 317,717</u>	<u>\$ 15,376,200</u>	<u>\$ 16,011,927</u>	<u>\$ (635,727)</u>	<u>96%</u>	<u>\$ 14,095,353</u>
CURRENT FUNDS RESTRICTED						
Grants	-	128,958	185,000	(56,042)	70%	150,833
Total Restricted Revenue	<u>-</u>	<u>128,958</u>	<u>185,000</u>	<u>(56,042)</u>	<u>70%</u>	<u>\$ 150,833</u>
Total Revenue	<u>\$ 317,717</u>	<u>\$ 15,505,158</u>	<u>\$ 16,196,927</u>	<u>\$ (691,769)</u>	<u>95.73%</u>	<u>\$ 14,246,186</u>
EXPENDITURES						
Salaries and Benefits						
Regional Administration	115,746	1,362,979	1,555,395	192,416	88%	1,186,048
Building and Grounds	26,141	304,380	339,071	34,691	90%	293,074
Patron Services	336,783	3,959,748	4,631,223	671,475	86%	3,786,610
Collection Services and IT	87,062	998,278	1,135,014	136,736	88%	892,933
Total Salaries	<u>\$ 565,732</u>	<u>\$ 6,625,385</u>	<u>\$ 7,660,703</u>	<u>\$ 1,035,318</u>	<u>86%</u>	<u>\$ 6,158,665</u>
FICA & Medicare	41,598	487,248	586,044	98,796	83%	455,687
Health and Dental Insurance	83,895	944,880	939,873	(5,007)	101%	768,577
Life Insurance	401	4,336	6,166	1,830	70%	4,252
Retirement Plan	85,584	1,031,858	1,156,298	124,440	89%	2,374,310
Short-term Disability	2,683	29,340	29,500	160	99%	3,781
Unemployment Insurance	-	-	6,500	6,500	0%	-
Total Salaries and Benefits	<u>\$ 779,893</u>	<u>\$ 9,123,047</u>	<u>\$ 10,385,084</u>	<u>\$ 1,262,037</u>	<u>88%</u>	<u>\$ 9,765,272</u>
Library Materials						
Books, Periodicals and AV	<u>\$ 131,496</u>	<u>\$ 1,848,708</u>	<u>\$ 2,062,252</u>	<u>\$ 213,544</u>	<u>90%</u>	<u>\$ 1,839,740</u>
General Operating						
Association Dues	454	7,900	10,795	2,895	73%	8,314
Conference/Seminar/Staff Training	13,378	73,529	62,150	(11,379)	118%	53,753
MOREnet	-	16,519	20,000	3,481	83%	15,768
Personal Vehicle Mileage	133	3,238	1,970	(1,268)	164%	3,086
Postage and Mailing	854	101,955	108,457	6,502	94%	105,436
Printing	7,816	43,559	60,100	16,541	72%	49,492
Professional Fees	11,927	99,712	241,275	141,563	41%	265,574
Programming	8,247	132,384	210,650	78,266	63%	100,704
Supplies and other expenditures	23,637	520,862	687,699	166,837	76%	549,167
Trustee Development	801	and exp	10,840	#VALUE!	#VALUE!	3,007
Tuition Reimbursement	-	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 November 30, 2025

	CURRENT MONTH	YEAR TO DATE-ACTUAL	ANNUAL BUDGET	REMAINING BUDGET	YTD AS % OF BUDGET	PRIOR YEAR TO DATE-ACTUAL
CURRENT FUNDS RESTRICTED						
Grants	521	20,294	60,000	39,706	34%	24,144
Total General Operating Expenditures	\$ 67,768	\$ 1,022,952	\$ 1,487,436	#VALUE!	69%	\$ 1,178,445
Building Operations and Maintenance						
Building Maintenance	66,300	520,618	609,782	89,164	85%	742,183
Electric/Water Utilities	18,003	232,536	313,951	81,415	74%	231,811
Facility Rent	5,928	175,140	175,140	-	100%	172,404
Gas/Utilities	3,169	38,122	48,335	10,213	79%	41,476
Insurance Building and Liability	81	165,560	184,007	18,447	90%	139,903
Library Vehicle Maintenance	15,060	50,527	50,424	(103)	100%	29,115
Machine Maintenance	1,290	33,705	50,218	16,513	67%	38,504
Telephone/Utilities	4,460	60,981	84,539	23,558	72%	59,640
Total Building Operations	\$ 114,291	\$ 1,277,189	\$ 1,516,396	\$ 239,207	84%	\$ 1,455,036
Total Current Expenditures	\$ 1,093,448	\$ 13,271,896	\$ 15,451,168	\$ 2,179,272	86%	\$ 14,238,493
Revenue Over (Under) Expenditures	\$ (775,731)	\$ 2,233,262	\$ 745,759	\$ (2,871,041)	\$	7,693
Capital Outlay						
Furniture, Equipment, Capital Outlay	64,929	481,149	1,689,440	1,208,291	28%	275,350
Total Capital Outlay	\$ 64,929	\$ 481,149	\$ 1,689,440	\$ 1,208,291	28%	\$ 275,350
Total Expenditures	\$ 1,158,377	\$ 13,753,045	\$ 17,140,608	\$ 3,387,563	80%	\$ 14,513,843
Revenue Over (Under) Expenditures	\$ (840,660)	\$ 1,752,113	\$ (943,681)	\$ 2,695,794	\$	(267,657)

DBRL Monthly Report

November 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 are expected to be completed by year-end or early next year (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. The Accrued Interest line reflects the amount due at December 31, 2024 (page 1).
5. The Fixed Assets section represents the value of fixed assets at December 31, 2024 adjusted for 2025 asset disposals (page 1).
6. To Be Provided for LT Debt is the offset for the compensated leave liability discussed later (page 1).

Liabilities

1. Unreimbursed Medical and Dependent Care have 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 December 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).

Revenue

1. The total Property Tax revenue received is more than expected for the month of November because of the timing of tax payments (page 3). The Statement of Revenue and Expenditures

DBRL Monthly Report

November 2025

reflects library tax income through November for the Columbia and Boone County and Callaway County Library Districts.

2. Investment Interest on Taxes is through September 30, 2025 (page 3). October and November 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.
5. Contributions Year-to-Date actual is expected to be less than the budgeted amount because we expect the CCPL HVAC project and the CPL Electrical Vehicle charging stations projects to not be complete by year-end and as a result the support provided by the DBRL Foundation Forsee and Virginia Young Funds will not be received until next year.

Expenditures

1. Salaries and Fringe Benefits reports eighty-eight (88) percent expended (page 3).
 - Health and Dental Insurance is one hundred and one (101) 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 sixty-nine (69) percent expended (pages 3-4). A few line items worth mentioning are Conference/Seminar/Staff Training; MOREnet; Personal Vehicle Mileage; and Postage and Mailing. We expect all lines to be within budget at year-end with the exception of Conference Seminar and Staff Training, Personal Vehicle Mileage and Postage and Mailing. We expect these overages to be covered by other line items being under budget.
 - Conference/Seminar/Staff Training Year-to-Date actual reports one-hundred and eighteen (118) percent expended mainly because leadership training was more than what we planned as part of the budget.
 - MOREnet represents the semi-annual payment for services. This line will be under budget at year-end.
 - 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.

DBRL Monthly Report

November 2025

- 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 eighty-four (84) percent expended (page 4). A few line items worth mentioning are Facility Rent, Insurance Building and Liability, and Library Vehicle Maintenance.

- Facility Rent SBCPL is paid through December 31, 2025. HSPL rent is paid through December 31, 2025.
- Insurance Building and Liability represents a portion of the library’s annual payment for some of its policies.
- Library Vehicle Maintenance is more than its line-item budget because repairs the allowance for vehicle repair was not enough to cover all vehicle repairs needed for the year.

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).

DANIEL BOONE REGIONAL LIBRARY

FINANCIAL REPORT

December 31, 2025

Preliminary



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

	CURRENT YEAR	PRIOR YEAR
Assets		
CURRENT ASSETS		
Checking	1,902,103	763,514
Petty Cash	1,150	950
Circulation Cash in Safe	500	500
Callaway Savings	298	298
Cash in Custody Boone County	14,097,408	13,604,597
Inventory	3,007	2,442
Accounts Receivable	622	43,761
Accrued Interest	52,205	52,205
Due From Foundation	1,022	-
Prepaid Expenditures	301,668	308,549
Total Current Assets	\$ 16,359,983	\$ 14,776,816
FIXED ASSETS		
Land	1,702,265	1,702,265
Automotive Equipment	669,807	669,807
Furniture and Equipment	4,037,537	4,092,565
Callaway County Building	2,185,157	2,185,157
Columbia Building	24,754,781	24,754,781
Leasehold Improvements	80,067	80,067
Total Fixed Assets	\$ 33,429,614	\$ 33,484,642
OTHER ASSETS		
To Be Provided for Long-term Debt	682,122	682,122
Total Other Assets	\$ 682,122	\$ 682,122
Total Assets	\$ 50,471,719	\$ 48,943,581
Liabilities and Fund Balance		
CURRENT LIABILITIES		
Accounts and Salaries Payable	8,729	436,672
Retainage Payable	-	102,920
Unreimbursed Medical	4,427	1,355
Dependent Care	1,515	-
Liabilities Accrued & Withheld	(9,939)	(91,641)
Total Current Liabilities	\$ 4,732	\$ 449,306
LONG TERM LIABILITIES		
Accrued PTO	633,648	633,648
Accrued FICA	48,474	48,474
Total Long Term Liabilities	\$ 682,122	\$ 682,122

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

	CURRENT YEAR	PRIOR YEAR
Total Liabilities	\$ 686,854	\$ 1,131,428
FUND BALANCE		
Fund Balance	14,327,510	14,859,926
Fund Balance, Current Year	2,027,741	(532,415)
Invested in General Fixed Assets	33,429,614	33,484,642
Total Fund Balance	<u>\$ 49,784,865</u>	<u>\$ 47,812,153</u>
Total Liabilities and Fund Balance	<u>\$ 50,471,719</u>	<u>\$ 48,943,581</u>

Daniel Boone Regional Library
 Preliminary Statement of Revenues and Expenditures
 General Fund
 Month and Year-To-Date Period Ended December 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	\$ 38,720	\$ 2,864,285	\$ 2,844,695	\$ 19,590	101%	\$ 2,534,468
Columbia and Boone County	1,350,617	12,041,026	11,442,930	598,096	105%	11,315,506
Total Tax Revenue	<u>\$ 1,389,337</u>	<u>\$ 14,905,311</u>	<u>\$ 14,287,625</u>	<u>\$ 617,686</u>	<u>104%</u>	<u>\$ 13,849,974</u>
Investment Interest on Taxes	38,040	390,318	396,700	(6,382)	98%	461,935
Interest on Checking	8,647	56,695	60,000	(3,305)	94%	75,959
Unrealized Gain or (Loss)	-	661,467	-	661,467	0%	84,661
Total Investment Revenues	<u>\$ 46,687</u>	<u>\$ 1,108,480</u>	<u>\$ 456,700</u>	<u>\$ 651,780</u>	<u>243%</u>	<u>\$ 622,555</u>
State Aid	-	159,398	159,602	(204)	100%	159,479
Athletes and Entertainers Tax	-	160,000	160,000	-	100%	160,000
Contributions	1,581	243,311	679,500	(436,189)	36%	162,250
Copy and Printing Income	3,095	34,178	30,000	4,178	114%	32,721
Other Income	29,315	235,538	238,500	(2,962)	99%	270,192
Total Unrestricted Revenues	<u>\$ 1,470,015</u>	<u>\$ 16,846,216</u>	<u>\$ 16,011,927</u>	<u>\$ 834,289</u>	<u>105%</u>	<u>\$ 15,257,171</u>
CURRENT FUNDS RESTRICTED						
Grants	-	128,958	185,000	(56,042)	70%	170,833
Total Restricted Revenue	<u>-</u>	<u>128,958</u>	<u>185,000</u>	<u>(56,042)</u>	<u>70%</u>	<u>\$ 170,833</u>
Total Revenue	<u>\$ 1,470,015</u>	<u>\$ 16,975,174</u>	<u>\$ 16,196,927</u>	<u>\$ 778,247</u>	<u>104.80%</u>	<u>\$ 15,428,004</u>
EXPENDITURES						
Salaries and Benefits						
Regional Administration	119,486	1,482,465	1,555,395	72,930	95%	1,330,301
Building and Grounds	26,086	330,466	339,071	8,605	97%	326,820
Patron Services	338,298	4,298,046	4,631,223	333,177	93%	4,228,694
Collection Services and IT	87,103	1,085,381	1,135,014	49,633	96%	998,236
Total Salaries	<u>\$ 570,973</u>	<u>\$ 7,196,358</u>	<u>\$ 7,660,703</u>	<u>\$ 464,345</u>	<u>94%</u>	<u>\$ 6,884,051</u>
FICA & Medicare	42,012	529,260	586,044	56,784	90%	511,251
Health and Dental Insurance	93,408	1,038,287	939,873	(98,414)	110%	852,554
Life Insurance	399	4,735	6,166	1,431	77%	4,633
Retirement Plan	86,165	1,118,023	1,156,298	38,275	97%	2,461,281
Short-term Disability	2,675	32,015	29,500	(2,515)	109%	8,633
Unemployment Insurance	-	-	6,500	6,500	0%	-
Total Salaries and Benefits	<u>\$ 795,632</u>	<u>\$ 9,918,678</u>	<u>\$ 10,385,084</u>	<u>\$ 466,406</u>	<u>96%</u>	<u>\$ 10,722,403</u>
Library Materials						
Books, Periodicals and AV	<u>\$ 157,821</u>	<u>\$ 2,006,529</u>	<u>\$ 2,062,252</u>	<u>\$ 55,723</u>	<u>97%</u>	<u>\$ 2,032,858</u>
General Operating						
Association Dues	472	8,372	10,795	2,423	78%	10,147
Conference/Seminar/Staff Training	4,118	77,647	62,150	(15,497)	125%	62,442
MOREnet	-	16,519	20,000	3,481	83%	15,768
Personal Vehicle Mileage	25	3,263	1,970	(1,293)	166%	3,365
Postage and Mailing	918	102,874	108,457	5,583	95%	117,669
Printing	2,460	46,019	60,100	14,081	77%	50,655
Professional Fees	22,887	122,599	241,275	118,676	51%	297,529
Programming	30,390	162,775	210,650	47,875	77%	132,385
Supplies and other expenditures	32,812	553,673	687,699	134,026	81%	561,854
Trustee Development	1,076	5,051	10,840	5,789	47%	4,650
Tuition Reimbursement	-	3,000	13,500	10,500	22%	-

Daniel Boone Regional Library
 Preliminary Statement of Revenues and Expenditures
 General Fund
 Month and Year-To-Date Period Ended December 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	4,360	24,654	60,000	35,346	41%	28,147
Total General Operating Expenditures	<u>\$ 99,518</u>	<u>\$ 1,126,446</u>	<u>\$ 1,487,436</u>	<u>\$ 360,990</u>	<u>76%</u>	<u>\$ 1,284,611</u>
Building Operations and Maintenance						
Building Maintenance	58,062	579,910	609,782	29,872	95%	834,538
Electric/Water Utilities	19,189	251,726	313,951	62,225	80%	269,607
Facility Rent	-	175,140	175,140	-	100%	172,404
Gas/Utilities	7,401	45,523	48,335	2,812	94%	49,747
Insurance Building and Liability	29,478	195,038	184,007	(11,031)	106%	143,202
Library Vehicle Maintenance	1,347	51,874	50,424	(1,450)	103%	50,489
Machine Maintenance	3,137	35,612	50,218	14,606	71%	43,232
Telephone/Utilities	4,941	65,923	84,539	18,616	78%	70,006
Total Building Operations	<u>\$ 123,555</u>	<u>\$ 1,400,746</u>	<u>\$ 1,516,396</u>	<u>\$ 115,650</u>	<u>92%</u>	<u>\$ 1,633,225</u>
Total Current Expenditures	<u><u>\$ 1,176,526</u></u>	<u><u>\$ 14,452,399</u></u>	<u><u>\$ 15,451,168</u></u>	<u><u>\$ 998,769</u></u>	<u><u>94%</u></u>	<u><u>\$ 15,673,097</u></u>
Revenue Over (Under) Expenditures	<u><u>\$ 293,489</u></u>	<u><u>\$ 2,522,775</u></u>	<u><u>\$ 745,759</u></u>	<u><u>\$ (220,522)</u></u>		<u><u>\$ (245,093)</u></u>
Capital Outlay						
Furniture, Equipment, Capital Outlay	13,886	495,034	1,689,440	1,194,406	29%	287,322
Total Capital Outlay	<u>\$ 13,886</u>	<u>\$ 495,034</u>	<u>\$ 1,689,440</u>	<u>\$ 1,194,406</u>	<u>29%</u>	<u>\$ 287,322</u>
Total Expenditures	<u><u>\$ 1,190,412</u></u>	<u><u>\$ 14,947,433</u></u>	<u><u>\$ 17,140,608</u></u>	<u><u>\$ 2,193,175</u></u>	<u><u>87%</u></u>	<u><u>\$ 15,960,419</u></u>
Revenue Over (Under) Expenditures	<u><u>\$ 279,603</u></u>	<u><u>\$ 2,027,741</u></u>	<u><u>\$ (943,681)</u></u>	<u><u>\$ 2,971,422</u></u>		<u><u>\$ (532,415)</u></u>

DBRL Monthly Report

Preliminary December 2025

This financial report is a preliminary and a final December report will be submitted with the DBRL audit. We have yet to receive all the necessary information such as the final Boone County Treasurer report and all of the 2025 invoices in order to accurately report our position.

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 are expected to be completed by early next year (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, 2025 by the library staff for sale at the library and kiosk (page 1).
4. Accounts Receivable represents the revenue amounts collected prior to year-end but were not deposited until January 2026 (page 1).
5. The Accrued Interest line reflects the amount due at December 31, 2024 (page 1). This will be updated with the Final December Report.
6. The Fixed Assets section represents the value of fixed assets at December 31, 2024 adjusted for 2025 asset disposals (page 1). This will be updated with the Final December Report.
7. To Be Provided for LT Debt is the offset for the compensated leave liability discussed later (page 1). This will be updated with the Final December Report.

Liabilities

1. Accounts and Salaries Payable will be updated with the Final December report and is expected to be more comparable with the prior year amount (page 1).
2. Unreimbursed Medical and Dependent Care have a liability 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 payment to the vendor for January dental insurance premiums (page 1). This credit will be offset by Dental premium deductions from employee payroll checks next month.

DBRL Monthly Report

Preliminary December 2025

4. Long Term Liabilities represents the compensated leave liability for the PTO and Holiday balances at December 31, 2024 (page 1). This will be updated with the Final December Report

Revenue

1. The total Property Tax revenue received is more than expected for the month of December because of the timing of tax payments (page 3). The Statement of Revenue and Expenditures reflects library tax income through December for the Columbia and Boone County and Callaway County Library Districts.
2. Investment Interest on Taxes is through October 31, 2025 (page 3). November and December 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.
5. Contributions Year-to-Date actual is expected to be less than the budgeted amount because we the CCPL HVAC project and the CPL Electrical Vehicle charging stations projects will be completed next year and as a result some of the support provided by the DBRL Foundation Forsee and Virginia Young Funds will not be received until next year.

Expenditures

1. Salaries and Fringe Benefits reports ninety-six (96) percent expended (page 3).
 - Health and Dental Insurance is one hundred and ten (110) 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 seventy-six (76) percent expended (pages 3-4). A few line items worth mentioning are Conference/Seminar/Staff Training; MOREnet; Personal Vehicle Mileage; and Postage and Mailing. We expect all lines to be within budget at year-end with the exception of Conference Seminar and Staff Training, Personal Vehicle Mileage and Postage and Mailing. We expect the Conference/Seminar/Staff Training, Personal Vehicle Mileage, and Postage and Mailing overages to be covered by other line items being under budget.
 - Conference/Seminar/Staff Training Year-to-Date actual reports one-hundred and twenty-five (125) percent expended mainly because leadership training was more than what we planned as part of the budget.

DBRL Monthly Report

Preliminary December 2025

- MOREnet represents the semi-annual payment for services. This line will be under budget at year-end.
- 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 ninety-two (92) percent expended (page 4). A few line items worth mentioning are Facility Rent, Insurance Building and Liability, and Library Vehicle Maintenance.

- Facility Rent SBCPL is paid through December 31, 2025. HSPL rent is paid through December 31, 2025.
- Insurance Building and Liability represents the payment of the library’s annual payment its policies.
- Library Vehicle Maintenance is more than its line-item budget because repairs the allowance for vehicle repair was not enough to cover all vehicle repairs needed for the year.

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 - NOV 2025
DANIEL BOONE REGIONAL LIBRARY

<u>MONTH</u>			<u>CUMULATIVE</u>		
<u>2025</u>	<u>2024</u>		<u>2025</u>	<u>2024</u>	
100,563	101,028	-0.5%	Columbia Public Library	1,217,192	1,252,928
7,448	7,739	-3.8%	Callaway County Public Library	91,764	91,165
5,259	5,227	0.6%	Southern Boone County Public Library	64,688	65,178
4,413	4,731	-6.7%	Holts Summit Public Library	56,064	61,013
109,772	100,173	9.6%	Digital Branch (eBks, downloadable audiobks & magazines)	1,208,340	1,127,185
6,020	3,834	57.0%	Outreach Circulation	65,011	69,641
899	923	-2.6%	Library-To-Go Circulation (Hallsville)	10,301	11,250
234,374	223,655	4.8%	Total Materials Circulated	2,713,360	2,678,360
<u>LIBRARY VISITS</u>					
29,776	27,265	9.2%	Columbia Public Library	345,792	356,985
4,321	1,581	173.3%	Callaway County Public Library	49,023	32,781
2,816	2,885	-2.4%	Southern Boone County Public Library	31,507	29,276
0	1,435	-100.0%	Holts Summit Public Library	14,868	20,185
1,041	1,108	-6.0%	Bookmobile	11,735	12,360
273	260	5.0%	Delivery Services	2,627	2,675
<u>ELECTRONIC SERVICES</u>					
86,804	78,499	10.6%	DBRL Page Views (Non-Catalog)	1,109,306	1,031,709
2,294	3,065 [1]	-25.2%	Database Uses	29,142	30,583
3,940	4,162	-5.3%	Internet Computer Sessions	52,561	50,972
4,571	4,645	-1.6%	Wireless Access Point Uses	53,561	53,237
<u>REFERENCE / OTHER NON-CIRCULATION CONTACTS</u>					
8,104	8,192	-1.07%	Columbia Public Library	109,198	112,957
1,092	1,081	1.0%	Callaway County Public Library	12,202	12,268
778	781	-0.4%	Southern Boone County Public Library	10,159	10,460
616	596	3.4%	Holts Summit Public Library	7,419	7,616
<u>PROGRAMS / COMMUNITY EVENTS</u>					
170	119	42.9%	Library Programs	1,654	1,456
3,104	1,863	66.6%	Number in Attendance	36,588	34,036
3	10	-70.0%	Tours, Booths and Presentations	158	149
44	172	-74.4%	Estimated Number in Attendance	11,704	12,630

<u>MONTH</u>			<u>MEETING ROOM USES</u>			<u>CUMULATIVE</u>		
<u>2025</u>	<u>2024</u>					<u>2025</u>	<u>2024</u>	
48	54	-11.1%	Community Groups Using Rooms (CPL)			685	665	3.0%
94	59	59.3%	Library-related Uses (CPL)**			960	898	6.9%
1	6	-83.3%	Community Groups Using Rooms (CCPL)			28	9	211.1%
26	19	36.8%	Library-related Uses (CCPL)**			230	194	18.6%
9	12	-25.0%	Community Groups Using Rooms (SBCPL)			112	93	20.4%
26	15	73.3%	Library-related Uses (SBCPL)**			240	229	4.8%
3	1	200.0%	Community Groups Using Rooms (HSPL)			29	18	61.1%
16	10	60.0%	Library-related Uses (HSPL)**			179	104	72.1%
<u>MATERIALS STATISTICS</u>								
354,260	359,197	-1.4%	Books					
12,943	13,891	-6.8%	Spoken Recordings					
15,638	16,605	-5.8%	Music Recordings					
37,759	38,773	-2.6%	Video Recordings					
225	178	26.4%	Devices					
1,530	1,097	39.5%	Kits					
105,627	101,567	4.0%	Digital Materials					
527,982	531,308	-0.6%	Total Materials					

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

Service Report: November 2025

Circulation

Compared to November of 2024, Circulation saw small increases and decreases throughout the locations, with our Outreach Circulation seeing an impressive increase of 57%. This large increase is due, in part, to our Bookmobile not being fully staffed in 2024 which caused a 42.1% decrease in circulation from November 2023 to 2024.

Library Visits

The Callaway County Public Library saw an increase in visits of 173.3% which was caused, in part, by the 58.9% decrease that was seen in 2024 compared to 2023. The Holts Summit Public Library door counter is broken again, meaning we have no data regarding the number of visits yet again.

Electronic Services

Compared to November 2024, DBRL Page Views saw a 10.6% increase. Regan Richards, Web Developer, shared that this was caused by a slight decrease of 3.9% in page views on dbrl.org paired with an impressive 154% increase in events.dbrl.org page views from last year (7,163 in 2024 to 18,254 in 2025.) She further shared that, typically our event traffic falls off in November, but we are happy to report that page views for events have been significantly higher since last April due to a change in staffing and the way we are promoting them.

Reference/ Other Non-Circulation Contacts

Reference and Non-Circulation Contacts saw minimal fluctuations at all locations when compared to November of 2024.

Programs/Community Events

Compared to November of 2024, Library Programs increased in both number and attendance. Comparatively, Tours, Booths and Presentations decreased in number and attendance. In both cases, the change in number of programs directly affected the change in attendance.

Community Resources

Rebecca Dykhouse reported that, over 18 work days, she had 104 patron meetings/interactions and distributed 32 hygiene kits. In addition, 190 snack packs were distributed at the Columbia location.

Notary Services

In the month of November, our notaries completed 398 notarizations bringing us to 4,000 notarizations completed in 2025 thus far.

Passport Services

In the month of November, our team processed 141 passport applications.

SERVICE REPORT - DEC 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>	
95,439	97,582	-2.2%	Columbia Public Library	1,312,631	1,350,510	-2.8%
7,326	7,424	-1.3%	Callaway County Public Library	99,090	98,589	0.5%
5,229	5,175	1.0%	Southern Boone County Public Library	69,917	70,353	-0.6%
4,146	4,520	-8.3%	Holts Summit Public Library	60,210	65,533	-8.1%
115,481	103,040	12.1%	Digital Branch (eBks, downloadable audiobks & magazines)	1,323,821	1,230,225	7.6%
5305	3,284	61.5%	Outreach Circulation	65,892	72,925	-9.6%
1,149	911	26.1%	Library-To-Go Circulation (Hallsville)	11,450	12,161	-5.8%
234,075	221,936	5.5%	Total Materials Circulated	2,947,435	2,900,296	1.6%
<u>LIBRARY VISITS</u>						
26,097	27,705	-5.8%	Columbia Public Library	371,889	384,690	-3.3%
4,126	1,753	135.4%	Callaway County Public Library	53,149	34,534	53.9%
2,937	3,102	-5.3%	Southern Boone County Public Library	34,444	32,378	6.4%
0	1,299	-100.0%	Holts Summit Public Library	14,868	21,484	-30.8%
881	1,017	-13.4%	Bookmobile	12,616	13,377	-5.7%
270	254	6.3%	Delivery Services	2,897	2,929	-1.1%
<u>ELECTRONIC SERVICES</u>						
87,334	76,094	14.8%	DBRL Page Views (Non-Catalog)	1,196,640	1,107,803	8.0%
2,016 [1]	3,026 [2]	-33.4%	Database Uses	31,158	33,609	-7.3%
3,930	4,162	-5.6%	Internet Computer Sessions	56,491	55,134	2.5%
0	4,645	-100.0%	Wireless Access Point Uses	53,561	57,882	-7.5%
<u>REFERENCE / OTHER NON-CIRCULATION CONTACTS</u>						
7,633	7,951	-4.0%	Columbia Public Library	116,831	120,908	-3.4%
1,001	1,012	-1.1%	Callaway County Public Library	13,203	13,280	-0.6%
794	757	4.9%	Southern Boone County Public Library	10,953	11,217	-2.4%
567	558	1.6%	Holts Summit Public Library	7,986	8,174	-2.3%
<u>PROGRAMS / COMMUNITY EVENTS</u>						
134	92	45.7%	Library Programs	1,788	1,548	15.5%
2,492	1,657	50.4%	Number in Attendance	39,080	35,693	9.5%
4	2	100.0%	Tours, Booths and Presentations	162	151	7.3%
85	144	-41.0%	Estimated Number in Attendance	11,789	12,774	-7.7%

<u>MONTH</u>			<u>MEETING ROOM USES</u>			<u>CUMULATIVE</u>		
<u>2025</u>	<u>2024</u>					<u>2025</u>	<u>2024</u>	
50	52	-3.8%	Community Groups Using Rooms (CPL)			735	717	2.5%
67	46	45.7%	Library-related Uses (CPL)**			1,027	944	8.8%
2	4	-50.0%	Community Groups Using Rooms (CCPL)			30	13	130.8%
17	10	70.0%	Library-related Uses (CCPL)**			247	204	21.1%
7	8	-12.5%	Community Groups Using Rooms (SBCPL)			119	101	17.8%
29	17	70.6%	Library-related Uses (SBCPL)**			269	246	9.3%
2	0		Community Groups Using Rooms (HSPL)			31	18	72.2%
16	7	128.6%	Library-related Uses (HSPL)**			195	111	75.7%

MATERIALS STATISTICS

354,316	355,510	-0.3%	Books
12,930	13,855	-6.7%	Spoken Recordings
15,725	16,452	-4.4%	Music Recordings
37,941	37,111	2.2%	Video Recordings
225	169	33.1%	Devices
1,540	1,062	45.0%	Kits
105,486	101,848	3.6%	Digital Materials
528,163	526,007	0.4%	Total Materials

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

Service Report: December 2025

Circulation

Compared to December of 2024, Circulation saw small increases and decreases throughout the locations, with our Digital Branch and Outreach seeing the largest increases of 12.1% and 61.5%, respectively. The increase in our Digital Branch statistics is a continuation of a trend we have seen since September.

Library Visits

The Holts Summit Public Library and the Callaway County Public Library booth saw seemingly large changes, however both of which were caused by broken and misconfigured door counters, respectively.

Electronic Services

Regan Richards, Web Developer, shared that Pageviews on dbrl.org are up 6.6% from November 2025, and 14.8% from December 2024 with key growth areas of higher traffic were /yearbooks 38%, events 27%, /library-card-application 28% and the application confirmation page had a 48% increase, suggesting an influx of new patrons, but data from Savannah does not support this finding. Regan continued that we can find no correlations for any of the increases, so we're going with more free time, more use of library services.

Please note that we did not receive information from our vendor in time to include data regarding Wireless Access Point Uses.

Reference/ Other Non-Circulation Contacts

Reference and Non-Circulation Contacts saw minimal fluctuations at all locations when compared to December of 2024.

Programs/Community Events

Compared to December of 2024, Library Programs increased in both number and attendance while Tours, Booths, and Presentations increased only in number.

Community Resources

Rebecca Dykhouse reported that she had 131 patron meetings/interactions in the month of December and that 28 hygiene kits were distributed. In addition, 70-80 snack packs were distributed at the Columbia location. Rebecca also shared that, through our onsite collaboration, 19 referrals were made to Burrell Connections Program which began in late November.

Notary Services

In the month of December, our notaries completed 498 notarizations bringing us to a total of 4,498 notarizations completed in 2025.

Passport Services

In the month of December, our team processed 143 passport applications for a grand total of 8,709 applications having been processed in 2025. This equates to \$109, 535 in revenue through applications and photos.