

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

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(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