

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

April 16, 2026

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 March 12, 2026 - *enclosed*
5. Monthly Reports
 - a. Directors Report and Comments - *enclosed*
 - b. Financial Reports *enclosed*
 - c. Service Reports - *enclosed*
6. Service Spotlight - Social Media with Paige Lubbering
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 March 12, 2026

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, Lisa Finn, Tonya Hays-Martin, Jean Howard, Jacqueline Kelly, Steven Medrow, Cori Miller, Pat Powell, and Jennifer Rodewald. Dawn Dirks and Travis Pringle were absent.

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

Public Comment

None.

Minutes

There were no corrections or comments concerning the minutes of the February 12, 2026 Board Meeting. The minutes were approved as written.

Pre-Audit Engagement Conference with Williams-Keepers

Jim Smith introduced Amanda Schultz, CPA, of Williams-Keepers who will be the managing partner for our 2025 audit. Amanda introduced Hannah Reeves, audit senior, and walked the board through the planning letter that she had provided, detailing the time frame of the audit. She reported that the audit is scheduled for the week of March 30, 2026 and that they should have drafts ready to present to the finance committee by the week of May 7, 2026, before the board meeting on May 14.

Monthly Reports

Director's Report:

Robin Westphal reported that, on Sunday, the library took possession of the temporary alternate location for the Callaway County Public Library (CCPL). She added that staff have been tidying the space and preparing for the items and materials from CCPL to be moved over. Fortunately, the alternate location space is large enough that a lot of the equipment from CCPL, like servers and IT equipment, will also be stored at the location while CCPL is closed. Robin shared that CCPL is set to close on March 30, with a tentative completion date of June 30, though we rented the alternate location through July as a precautionary measure.

As the Americans and the Holocaust Exhibit comes to a close next week, Robin shared that attendance totaled over 2,000 people, with a few days still left for visitors to stop by. Robin noted that in addition to the exhibit, the library has also seen an increase in visitors from the VITA Tax services. Robin also shared that Chad Gooch, Safety and Security Manager, has accepted a new position in Kirksville, Missouri as the Chief of Police and Director of the Department of Public Safety position with Truman State University. Robin noted that this will be a bittersweet goodbye, but that we are all so excited for his new journey which will bring him back to his home

Daniel Boone Regional Library Minutes, Meeting of March 12, 2026

town. Lastly, Robin shared that the trustees should have received an email regarding our strategic planning process and the meetings they are invited to participate in.

Financial Report:

Jim reported that, under the Assets section on the Balance Sheet, Checking is quite a bit higher than last year as we have built the cash balance up by phasing withdrawals from our investments with the Boone County Investment pool for our two large building projects in 2026; finishing the CCPL HVAC project and the Columbia Public Library (CPL) roof replacement.

Moving onto the Revenues and Expenditures Sheet, under Revenues, Jim reported that we are on track for Property Tax Revenue for February. Next, reporting from the Expenditures section, under Salaries and Benefits, Jim shared that we are currently at 12% expended which is as expected. Jim also noted that Health and Dental Insurance is at 16% expended, but that he expects to be on budget by the end of the year. Jim also reported that the Short Term Disability Insurance and LAGERS lines will both be over budget, noting that the LAGERS fee was expected to be 12.5% but rather ended up being 12.9% of the covered payroll. These lines are expected to be offset by other lines being under budget.

Wrapping up the report, Jim shared that the General Operating section is as expected while the Total Expenditures currently sit at 15% expended which is slightly less than expected for this time of the year. Jean Howard asked Jim if the Senior Property Tax Credit program ended up affecting the budget. Jim shared that while they did make a difference, it was not a substantial difference thus far. Dorothy Carner asked if there were any updates regarding the Athletes and Entertainers Fund, which pools funds from taxes on out of state performers and athletes to be used towards Arts, Humanities, and Libraries, as legislators have proposed changes that would potentially end that current stream of state aid for libraries. Robin shared that she has contacted all of our legislators to talk about the importance of this fund for libraries, however, the House has not yet made it to the House Bill that pertains to this quite yet.

Service Report:

Robin briefly reviewed the report, emphasizing the importance of this data for the upcoming strategic planning process. She highlighted strong increases in both the number of programs offered and overall attendance, noting this trend as a key indicator for future planning and stressed the need to consider expanded meeting and program space, as well as the possibility of a future feasibility study for a new building in Columbia, since the current location cannot be expanded. Steven Medrow asked Robin whether there were any community groups that had been using the Callaway meeting space that would be affected by the closure. Robin shared that the community was made aware of the closure in advance and Sara Henry, CCPL and HSPL Branch Manager, shared that the friends group was impacted the most, but that staff have been letting other groups know as they see them about the closure for the last month or so. Lastly, Robin noted the passport (215 applications) and notary (698 notarizations) numbers adding that spring break may have influenced the increased numbers.

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Service Spotlight - Sustainable Libraries Initiative with Eric Schmeck

Eric Schmeck, SBCPL Branch Manager and DBRL Sustainability Committee Chair, began his presentation with a brief overview of the background of the Sustainable Libraries Initiative and DBRL's involvement. He shared that DBRL joined the initiative in January of 2025, providing us with access to resources and a network of peer libraries. It was the DBRL Sustainability Committee that sought out leadership's approval to pursue certification through the Sustainable Libraries Initiative's Sustainable Library Certification Program.

Eric further shared about the DBRL Sustainability Committee itself which, having been active for about four and a half years, includes representatives from every department and branch to ensure system-wide input. Its mission is to recommend ways the library can become more sustainable, with a focus on waste reduction, energy efficiency, recycling, and resiliency. Some of the DBRL Sustainability Committee's other accomplishments include adopting BPA-free receipt paper, implementing plastic film recycling through TerraCycle, shifting to more sustainable giveaway items, conducting energy audits, expanding sustainability-related programming, and developing a native landscape demonstration garden.

He then introduced the Sustainable Libraries Initiative more broadly, explaining its origins in 2015 following Hurricane Sandy and its mission to help libraries address climate change through environmentally sound, socially equitable, and economically feasible practices. Eric further shared that these three tenets – environmental responsibility, social equity, and economic feasibility – are what the Initiative refers to as the “triple bottom line” framework which Eric commented are already central to library efforts while expanding the focus to broader environmental conscientiousness.

Finally, Eric explained the structure of the certification program, which includes multiple sections and action items that can be completed flexibly over time, typically within one and a half to two years. He noted that some requirements have already been met through past efforts and emphasized that the process will affect all areas of the organization, requiring policy updates and staff involvement. He concluded by stressing that certification is not simply a checklist but represents a long-term cultural shift toward more sustainable practices and decision-making across the library system.

Tonya Hays-Martin commented that he should consider presenting about this at MLA in the future. Eric shared that he would definitely be interested once we have completed the certification. He also shared that we also have a mentor from a different certified library, so he would be interested in becoming a mentor as well once we are certified, especially as we will be the first library in Missouri to become certified. Seth Christiansen asked whether there are other organizations that provide this type of certification and Eric shared that, to his knowledge, they are the only organization. Lisa Finn asked if we would consider recycling the donated books that the Friends of the Library receive but are not in good enough condition to be sold. Eric shared that the books from CPL are taken to Jefferson City to be recycled and the group discussed adding a stop in Ashland on the way to Jefferson City to take their books as well.

Daniel Boone Regional Library Minutes, Meeting of March 12, 2026

New Business

Operational 2026 Budget Amendment:

Jim shared that the requested amendment would add needed funds to the Capital Outlay for furniture and equipment related to the new positions added this year. While money had been set aside for this, the growing space constraints at CPL have caused the need for reconfiguring some staff spaces.

ACTION: Buckler moved, Rodewald seconded approval of the Operational 2026 Budget Amendment. The vote was taken by roll call: Alvis– yes; Buckler – yes; Carner – yes; Christensen – yes; Finn – yes; Hays-Martin – yes; Howard – yes; Kelly – yes; Medrow – yes; Miller – yes; Powell – yes; and Rodewald – yes. The motion passed unanimously.

Other Business

None.

Staff Announcements

None.

Board Comments/Announcements

Lisa Finn shared that the Friends of the Southern Boone County Public Library would be having a book sale that weekend with tons of books. She added that it is \$5.00 to fill a bag, and the bag is provided!

Adjournment

Hearing no further business, Cori Miller adjourned the meeting at 6:58 p.m.

Minutes recorded by Emily Camden.

Jean Howard, Board Secretary

The Director's Report

Daniel Boone Regional Library

April 16, 2026

Upcoming Meetings and Events

April 20 - 24 Library Appreciation Week
April 22 Showing of The Librarians at CPL
April 24 Staff Picnic
May 7 DBRL Finance Committee Meeting
May 14 DBRL Board Meeting
May 14 DBRL Evaluation Committee Meeting

Personnel - March Updates

New Hires:

- 3/9/26 Brad Anderson - Safety & Security Specialist (AD) - 40 hrs - CPL
- 3/9/26 Lindsey Vaughan - Library Aide-Kiosk/Shelving (CR) - 13 hrs - CPL
- 3/9/26 Vero Woolfolk - Library Aide-Kiosk/Shelving (CR) - 12 hrs - CPL
- 3/23/26 Jenn Buffaloe - Social Work Specialist (AD) - 40 hrs - CPL

Leaving:

- 3/2/26 Carolyn Cain - Library Associate - Outreach Lead (PS) - 40 hrs - CPL
- 3/19/26 Chad Gooch - Safety & Security Manager (AD) - 40 hrs - CPL
- 3/30/26 Jenn Buffaloe - Social Work Specialist (AD) - 40 hrs - CPL
- 3/31/26 Kristin Ruble - Library Assistant (CR) - 26 hrs - CPL

Changes/Transfers/Promotions:

- None

Executive Director

Planning for the 2027 strategic plan is moving forward. We have a SWOTA (Strengths and Weaknesses/Opportunities and Threats) session scheduled virtually for April 15 with Department Managers, along with Union, employee, and Board representation. A Vision and Mission session with the Board will follow virtually on May 19. Funding for Good, our strategic planning consultant, is supporting the next phase of work, including stakeholder engagement. More to come as we move into the spring

Saturday at CPL, we planted over 160 plants for the native garden with help from CCUA volunteers (including Margrace Buckler). It went well. Kudos to Jenny and Maggie for all the work they've done on this project.

Chad Gooch resigned from DBRL as Safety and Security Manager to take a leadership security position at Truman State University. He has ties to the university and to the community which made this a personal decision for him and his family. Interviews for a new Safety and Security Manager will be completed by April 17.

DBRL was celebrated for its 10 years of involvement with the Columbia School Districts PIE (Partners in Education) program at the organization's annual breakfast.

Robin hosted a library tour of the Korean Visiting Scholars group. The group annually donates funds to the DBRL Foundation and this year was no exception. The group was particularly impressed with our resources for children as well as the bookmobile.

CCPL opened in its temporary location in Fulton as the HVAC project at the library gets underway. Preparations for this move and getting the library open was a team effort and special thanks needs to go to the CCPL team as well as IT and Building and Grounds. I am so impressed by how smoothly the move went.

Several staff members and I attended the Public Library Conference in Minneapolis. The sessions were exceptional and I already have ideas of how to implement some things I learned.

The Foundation has begun a bookmobile fundraising campaign. There will be a Campaign Kickoff event on April 20th in conjunction with the Columbia Chambers Ribbon-Cutting team.

Finance

The DBRL 2025 audit began March 30. The auditors will be working on the audit and plan to present draft audited 2025 financial statements at the May 7th DBRL Finance Committee. Please let Jim Smith know if you have any questions.

Human Resources

Compensation and Classification study is underway with Evergreen Solutions and we are wrapping up interviews for Safety and Security Manager. Beth Edson is working on our Q2 People First/DEI Staff Survey and prepping for National Library Week!

Public Relations/Media Report

In March, the library received a lot of positive coverage of several library-related topics and events. Two different Columbia Missourian reporters wrote stories about CPL's event "Holocaust Survivor Talk: Erika Schawartz" - "One of the youngest Holocaust survivors to speak in Columbia" and "Holocaust survivor shares her story of growth and survival." Both the Missourian and KOMU reported on DBRL's agreement with Schnuck's Markets to install a set of Library-To-Go lockers at the grocer's Battle Crossing location east of Columbia. The Fulton Sun wrote a piece about CCPL's event "Crime in the Kingdom of Callaway With Author Carolyn Branch." VOX Magazine interviewed both DBRL circulation manager Kirk Henley and CPL librarian Seth Smith for its story "Boundless Services at Daniel Boone Regional Library." For its special section "COMO Kids," the Missourian listed "10 children's books that explore religious faiths and traditions" and directed its readers to DBRL to borrow the titles. The Missourian interviewed CCPL librarian Devon Smith and DBRL PR Director Mitzi St. John for the story "Women's History Month Book Fair helps promote literacy." The Missouri Library Association featured DBRL's social work manager Rebecca Dykhouse in its newsletter, and the Missouri State Library included an article about DBRL's Excel Adult High School's 2025 graduation in its newsletter.

Public Services

Adult Services

We successfully wrapped up our hosting of the Americans and the Holocaust Exhibit and related programming. Here are some stats:

- 3,147 people visited the exhibit between February 9 and March 16.
- 170 people experienced a guided tour of the exhibit.
- 237 people attended exhibit-related programs.
- We saw an 8% increase in circulation of WWII and Holocaust-related materials during the period of the exhibit compared to the same time period of the previous year.

Thank you to Seth Smith, Lauren Williams, and all of the staff members that helped bring this exhibit to life and managed the increased number of programs, tours, and patrons in the building!!

Outreach Services

Creative Age, the 8 session arts program for adults 55+, started at Orr Street Studios on Tuesday, March 17th. Every week, we see high attendance and high engagement among our participants. The mixed media project this time around is an "altered book" using India ink, watercolors, gouache, and acrylic paints. We are looking forward to our reception and art show on May 23rd! PR has created a brochure for our Memory Cafes, which staff are circulating at doctor's offices, senior living facilities, and other health facilities.

On March 13th, Bookmobile Senior attended an event at the Hallsville Elementary School seeing 109 kids on board! However, on March 19th, Bookmobile Senior had a generator leak and it forced us to shut down and cancel 3 bookmobile stops in March; another good reason to move forward on replacing this bookmobile.

Youth Services

Over 500 folks region-wide enjoyed Marty the Reading Magician over spring break week!

Recent Meetings and Events

March 12	DBRL Board Meeting
March 18	DBRL Foundation Board Meeting
April 1-3	PLA Conference (Minneapolis)
April 13	DBRL Foundation Finance Committee Meeting
April 15	Strategic Planning SWOT Meeting (Managers and Board Representatives)
April 15	CPL Friends' Board Meeting

DANIEL BOONE REGIONAL LIBRARY

FINANCIAL REPORT

March 31, 2026



Daniel Boone Regional Library
 Operating Fund Balance Sheet
 As of March 31, 2026

	CURRENT YEAR	PRIOR YEAR
Assets		
CURRENT ASSETS		
Checking	2,771,600	1,246,215
Petty Cash	1,150	950
Circulation Cash in Safe	500	500
Callaway Savings	298	298
Cash in Custody Boone County	22,707,389	22,858,141
Inventory	3,007	2,442
Accrued Interest	51,105	52,205
Due From Foundation	-	880
Prepaid Expenditures	9,760	9,606
Total Current Assets	\$ 25,544,809	\$ 24,171,237
FIXED ASSETS		
Land	1,702,265	1,702,265
Automotive Equipment	669,807	669,807
Furniture and Equipment	4,196,525	4,092,565
Callaway County Building	2,185,157	2,185,157
Columbia Building	24,843,130	24,754,781
Leasehold Improvements	80,067	80,067
Total Fixed Assets	\$ 33,676,951	\$ 33,484,642
OTHER ASSETS		
To Be Provided for Long-term Debt	798,003	682,122
Total Other Assets	798,003	682,122
Total Assets	\$ 60,019,763	\$ 58,338,001
Liabilities and Fund Balance		
CURRENT LIABILITIES		
Accounts and Salaries Payable	1,203	795
Unreimbursed Medical	(526)	(1,163)
Dependent Care	(688)	3,945
Entertainment Tax Withholding	67	49
Liabilities Accrued & Withheld	(117,176)	(101,455)
Total Current Liabilities	\$ (117,120)	\$ (97,829)
LONG TERM LIABILITIES		
Accrued PTO	741,294	633,648
Accrued FICA	56,709	48,474
Total Long Term Liabilities	798,003	682,122
Total Liabilities	\$ 680,883	\$ 584,293

Daniel Boone Regional Library
 Operating Fund Balance Sheet
 As of March 31, 2026

	CURRENT YEAR	PRIOR YEAR
FUND BALANCE		
Fund Balance	15,826,685	14,327,510
Fund Balance, Current Year	9,835,245	9,941,556
Invested in General Fixed Assets	33,676,950	33,484,642
Total Fund Balance	\$ 59,338,880	\$ 57,753,708
Total Liabilities and Fund Balance	\$ 60,019,763	\$ 58,338,001

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended March 31, 2026

	CURRENT MONTH	YEAR TO DATE-ACTUAL	ANNUAL BUDGET	REMAINING BUDGET	YTD AS % OF BUDGET	PRIOR YEAR TO DATE-ACTUAL
REVENUES						
Property Taxes						
Callaway County	\$ 34,580	\$ 2,840,251	\$ 2,958,483	\$ (118,232)	96%	\$ 2,723,402
Columbia and Boone County	392,859	10,561,523	11,900,647	(1,339,124)	89%	9,767,579
Total Tax Revenue	\$ 427,439	\$ 13,401,774	\$ 14,859,130	\$ (1,457,356)	90%	\$ 12,490,981
Investment Interest on Taxes	16,980	16,980	430,900	(413,920)	4%	24,499
Interest on Checking	9,119	27,876	54,100	(26,224)	52%	14,311
Unrealized Gain or (Loss)	-	203,506	-	203,506	0%	661,467
Total Investment Revenues	\$ 26,099	\$ 248,362	\$ 485,000	\$ (236,638)	51%	\$ 700,277
State Aid	-	-	159,398	(159,398)	0%	-
Athletes and Entertainers Tax	-	-	160,000	(160,000)	0%	-
Contributions	76	69,252	719,950	(650,698)	10%	54,645
Copy and Printing Income	3,997	9,469	34,000	(24,531)	28%	8,521
Other Income	19,381	57,552	238,500	(180,948)	24%	64,009
Total Unrestricted Revenues	\$ 476,992	\$ 13,786,409	\$ 16,655,978	\$ (2,869,569)	83%	\$ 13,318,433
CURRENT FUNDS RESTRICTED						
Grants	3,000	5,500	60,000	(54,500)	9%	110,768
Total Restricted Revenue	3,000	5,500	60,000	(54,500)	9%	\$ 110,768
Total Revenue	\$ 479,992	\$ 13,791,909	\$ 16,715,978	\$ (2,924,069)	83%	\$ 13,429,201
EXPENDITURES						
Salaries and Benefits						
Regional Administration	136,019	351,255	1,861,778	1,510,523	19%	302,731
Building and Grounds	27,287	70,969	354,640	283,671	20%	69,251
Patron Services	355,057	908,556	4,749,423	3,840,867	19%	887,088
Collection Services and IT	91,413	237,622	1,211,351	973,729	20%	213,478
Total Salaries	\$ 609,776	\$ 1,568,402	\$ 8,177,192	\$ 6,608,790	19%	\$ 1,472,548
FICA & Medicare	44,528	114,744	625,555	510,811	18%	106,330
Health and Dental Insurance	105,676	284,885	1,128,802	843,917	25%	250,220
Life Insurance	411	1,217	6,166	4,949	20%	1,149
Retirement Plan	94,219	279,013	1,263,016	984,003	22%	242,160
Short-term Disability	2,814	8,313	31,900	23,587	26%	8,422
Unemployment Insurance	-	-	6,500	6,500	0%	-
Total Salaries and Benefits	\$ 857,424	\$ 2,256,574	\$ 11,239,131	\$ 8,982,557	20%	\$ 2,080,829
Library Materials						
Books, Periodicals and AV	\$ 175,111	\$ 629,630	\$ 2,124,958	\$ 1,495,328	30%	\$ 580,809
General Operating						
Association Dues	457	2,045	10,351	8,306	20%	2,964
Conference/Seminar/Staff Training	2,731	14,853	76,850	61,997	19%	12,875
MOREnet	-	8,621	20,000	11,379	43%	7,898
Personal Vehicle Mileage	386	452	3,500	3,048	13%	306
Postage and Mailing	1,580	40,985	112,910	71,925	36%	25,598
Printing	5,986	12,830	60,100	47,270	21%	1,286
Professional Fees	9,619	32,551	157,000	124,449	21%	18,579
Programming	14,750	39,891	203,650	163,759	20%	28,409
Supplies and other expenditures	22,752	318,555	682,373	363,818	47%	286,438
Trustee Development	312	600	10,840	10,240	6%	529
Tuition Reimbursement	-	-	13,500	13,500	0%	-

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended March 31, 2026

	CURRENT MONTH	YEAR TO DATE-ACTUAL	ANNUAL BUDGET	REMAINING BUDGET	YTD AS % OF BUDGET	PRIOR YEAR TO DATE-ACTUAL
CURRENT FUNDS RESTRICTED						
Grants	1,294	1,895	60,000	58,105	3%	1,125
Total General Operating Expenditures	\$ 59,867	\$ 473,278	\$ 1,411,074	\$ 937,796	34%	\$ 386,007
Building Operations and Maintenance						
Building Maintenance	59,298	154,346	586,037	431,691	26%	99,322
Electric/Water Utilities	19,392	39,406	285,104	245,698	14%	36,136
Facility Rent	15,061	115,182	177,984	62,802	65%	106,049
Gas/Utilities	8,020	27,905	51,603	23,698	54%	16,602
Insurance Building and Liability	-	170,890	193,832	22,942	88%	146,088
Library Vehicle Maintenance	838	838	53,425	52,587	2%	93
Machine Maintenance	2,588	6,352	39,086	32,734	16%	13,202
Telephone/Utilities	4,626	12,415	88,579	76,164	14%	13,345
Total Building Operations	\$ 109,823	\$ 527,334	\$ 1,475,650	\$ 948,316	36%	\$ 430,837
Total Current Expenditures	\$ 1,202,225	\$ 3,886,816	\$ 16,250,813	\$ 12,363,997	24%	\$ 3,478,482
Revenue Over (Under) Expenditures	\$ (722,233)	\$ 9,905,093	\$ 465,165	\$ (15,288,066)		\$ 9,950,719
Capital Outlay						
Furniture, Equipment, Capital Outlay	49,880	69,848	2,257,850	2,188,002	3%	9,163
Total Capital Outlay	\$ 49,880	\$ 69,848	\$ 2,257,850	\$ 2,188,002	3%	\$ 9,163
Total Expenditures	\$ 1,252,105	\$ 3,956,664	\$ 18,508,663	\$ 14,551,999	21%	\$ 3,487,645
Revenue Over (Under) Expenditures	\$ (772,113)	\$ 9,835,245	\$ (1,792,685)	\$ 11,627,930		\$ 9,941,556

DBRL Monthly Report March 2026

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 previous year because we needed cash on-hand to complete projects such as the CPL roof replacement, CCPL HVAC replacement, etc. (page 1).
2. Petty Cash increased because we increased the petty cash for CPL in August 2025 (page 1).
3. Cash in Custody Boone County decreased because of needing cash on hand for the CPL roof replacement project (page 1).
4. 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). The inventory increased from the prior year because we had more on-hand than in the previous year.
5. The Accrued Interest line reflects accrued interest as of December 31, 2025 (page 1).
6. Prepaid represents the portion of software licenses and subscriptions paid for CY 2027 (page 1).
7. The Fixed Assets section represents the value of fixed assets at December 31, 2025 adjusted for 2026 asset disposals (page 1).
8. 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 reports a credit balance for the claims made as part of the Cafeteria Program (page 1). We anticipate the credit balance will decrease when funds are deducted from the employees’ checks later in the year.
2. Entertainment Tax Withholding is a two (2) percent tax that is imposed on all fees greater than \$300 paid to out-of-state performers (page 1). This tax is remitted quarterly to the Missouri Department of Revenue.
3. Liabilities Accrued and Withheld represents the DBRL’s payment to the vendor for March health insurance premiums (page 1). This credit will be offset by Health premium deductions from employee payroll checks next month.
4. Long Term Liabilities represents the compensated leave liability for the Paid Time Off (PTO) balances at December 31, 2025 (page 1). The Long-Term Liabilities has increased because the

DBRL Monthly Report March 2026

number of employees with PTO balances increased because employees who work less than twenty hours per week can now accrue PTO. The PTO liability also the annual raise received increased the dollar value of the PTO.

Revenue

1. The Property Taxes received are as expected for the month of March (page 3). The Statement of Revenue and Expenditures reflects library tax income through March for the Columbia and Boone County and Callaway County Library Districts.
2. February and March interest income information has not been received from the Boone County Treasurer (page 3).
3. Interest on Checking is more than last year because we have a larger cash balance on-hand this 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 2026 to determine the total unrealized gain or (loss) for calendar year 2026.

Expenditures

1. Salaries and Fringe Benefits reports twenty (20) percent expended (page 3).
 - Retirement Plan is fifteen (15) percent expended mainly because the LAGERS contribution rate increased more than expected. The contribution rate for 2026 is 12.9% which is more than the 12.5% included in the 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 Retirement Plan and Short-term Disability, which we expect will be covered by other line items being under budget.

2. The General Operating Budget reports thirty-four (34) percent expended (pages 3-4). A few line items worth mentioning are MOREnet; Postage and Mailing; and Supplies. We expect all lines to be within budget at year-end.
 - MOREnet represents the semi-annual payment for services.
 - Postage and Mailing “Year to Date-Actual” column is more than the previous year because of the timing of bulk mailing payments.
 - Supplies “Year to Date-Actual” column is forty-seven (47) percent expended due to the timing of supply and other expenditure needs.
3. Building Operations and Maintenance reports thirty-six (36) 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, 2026. HSPL rent is paid through March 31, 2026. Facility Rent includes renting a temporary facility from March 15, 2026 to July 31, 2026 while the CCPL HVAC replacement project is completed.

DBRL Monthly Report March 2026

- Insurance Building and Liability represents a portion of the library's annual payment for some of its policies.

We expect all line items to be within budget with the exception of Facility Rent, which we expect will be covered by other line items being under budget.

4. Furniture, Equipment, Capital Outlay includes the purchases of maintenance equipment and furniture approved in the CY 2026 budget (page 4).

DANIEL BOONE REGIONAL LIBRARY

<u>MONTH</u>				<u>CUMULATIVE</u>		
<u>2026</u>	<u>2025</u>		<u>CIRCULATION STATISTICS</u>	<u>2026</u>	<u>2025</u>	
105,368	113,916	-7.5%	Columbia Public Library	308,478	325,144	-5.1%
7,336	8,353	-12.2%	Callaway County Public Library	22,477	24,068	-6.6%
4,503	5,933	-24.1%	Southern Boone County Public Library	15,554	17,561	-11.4%
5,813	5,288	9.9%	Holts Summit Public Library	15,337	14,984	2.4%
119,148	111,127	7.2%	Digital Branch (eBks, downloadable audiobks & magazines)	346,341	322,074	7.5%
5,737	5,688	0.9%	Outreach Circulation	17,199	15,954	7.8%
938	938	0.0%	Library-To-Go Circulation (Hallsville)	2,783	2,789	-0.2%
248,843	251,243	-1.0%	Total Materials Circulated	728,169	722,574	0.8%
<u>LIBRARY VISITS</u>						
37,635	36,285	3.7%	Columbia Public Library	104,188	98,883	5.4%
0	4,970	-100.0%	Callaway County Public Library	9,581	13,843	-30.8%
3,021	3,111	-2.9%	Southern Boone County Public Library	9,066	9,008	0.6%
0	1,268	-100.0%	Holts Summit Public Library	0	4,311	-100.0%
1,155	1,132	2.0%	Bookmobile	3,177	2,791	13.8%
269	242	11.2%	Delivery Services	828	628	31.8%
<u>ELECTRONIC SERVICES</u>						
104,118	100,410	3.7%	DBRL Page Views (Non-Catalog)	328,900	307,064	7.1%
2,647	2,450	8.0%	Database Uses	8,051	8,305	-3.1%
5,564	5,406	2.9%	Internet Computer Sessions	15,267	14,132	8.0%
4,872	5,286	-7.8%	Wireless Access Point Uses	13,797	14,516	-5.0%
<u>REFERENCE / OTHER NON-CIRCULATION CONTACTS</u>						
11,541	11,691	-1.3%	Columbia Public Library	35,094	32,438	8.2%
1,018	1,176	-13.4%	Callaway County Public Library	3,028	3,160	-4.2%
843	951	-11.4%	Southern Boone County Public Library	2,422	2,674	-9.4%
602	575	4.7%	Holts Summit Public Library	1,780	1,757	1.3%
<u>PROGRAMS / COMMUNITY EVENTS</u>						
184	146	26.0%	Library Programs	483	390	23.8%
4,091	3,282	24.6%	Number in Attendance	10,831	7,658	41.4%
20	12	66.7%	Tours, Booths and Presentations	52	42	23.8%
567	543	4.4%	Estimated Number in Attendance	1,869	1,671	11.8%

<u>MONTH</u>				<u>CUMULATIVE</u>		
<u>2026</u>	<u>2025</u>		<u>MEETING ROOM USES</u>	<u>2026</u>	<u>2025</u>	
68	70	-2.9%	Community Groups Using Rooms (CPL)	199	200	-0.5%
83	105	-21.0%	Library-related Uses (CPL)**	258	272	-5.1%
6	3	100.0%	Community Groups Using Rooms (CCPL)	17	13	30.8%
18	26	-30.8%	Library-related Uses (CCPL)**	45	54	-16.7%
8	13	-38.5%	Community Groups Using Rooms (SBCPL)	23	38	-39.5%
34	23	47.8%	Library-related Uses (SBCPL)**	89	54	64.8%
3	1	200.0%	Community Groups Using Rooms (HSPL)	7	6	16.7%
15	12	25.0%	Library-related Uses (HSPL)**	38	24	58.3%
<u>MATERIALS STATISTICS</u>						
354,506	356,247	-0.5%	Books			
12,650	13,637	-7.2%	Spoken Recordings			
15,572	15,658	-0.5%	Music Recordings			
36,720	37,990	-3.3%	Video Recordings			
219	164	33.5%	Devices			
1,497	1,198	25.0%	Kits			
106,216	102,956	3.2%	Digital Materials			
527,380	527,850	-0.1%	Total Materials			

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

Service Report: March 2026

Circulation

When compared to March of 2025, Circulation decreased at our three largest locations (Columbia, Callaway, and Ashland), while other locations saw minimal fluctuations.

Library Visits

The door counter at the Holts Summit Public Library (HSPL) remains broken as seen by the zero data for March 2026, however the Callaway County Public Library is also zero for the month as we are unable to access the data due to the HVAC replacement. Other locations saw slight fluctuations with Delivery Services having the highest at a 11.2% increase or 22 more people.

Electronic Services

Compared to March of 2025, only minor fluctuations can be noted with Database usage increasing the most with an 8% increase. Regan Richards, Web Developer, commented that the 3.7% increase (3,708 views) to DBRL Page Views was most likely due to "bot" accounts from other countries.

Reference/ Other Non-Circulation Contacts

Reference and Non-Circulation Contacts decreased at every location when compared to March of 2025 with the Callaway County Public Library showing the largest decrease of 13.4%.

Programs/Community Events

Compared to March of 2025, Library Programs and Tours, Booths, and Presentations have both increased in number and attendance. Looking at our Programs, it seems as though the increase in attendance is directly related to the increase in events, though we did have a handful of higher attendance programs like Marty Hahne, the Reading Magician's program which brought in 152 people. Tours, Booths and Presentations followed a similar pattern with our increase in the number of events for both being influenced by extra "Americans and the Holocaust" programming.

Community Resources

Rebecca Dykhouse reported that she had 179 patron contacts in March. We distributed 40 hygiene kits to patrons and 29 people attended the Community Connection Lunch with Columbia Mobile Aid.

Notary Services

In the month of March, our notaries completed 498 notarizations; 100 less than February, likely due to spring break.

Passport Services

In the month of March, our team processed 213 passport applications.