



## **BOARD OF TRUSTEES MEETING**

**January 16, 2024**

The Missouri River Regional Library Board of Trustees Meeting will be held on Tuesday, January 16, 2024 at 6:00 p.m., 213 Adams Street, Jefferson City, MO 65101 in the JC Chamber's Board Room.

The agenda of this meeting includes a possible vote to close part of this meeting pursuant to RSMo 610.021 (1)(2)(3).

### **AGENDA**

1. Roll Call of Members
2. Public Comment
3. Approval of December 19, 2023 Minutes
4. Treasurer's Report (Attachment A) and Approval of Monthly Expenditures (Attachment B)
5. Library Director's Report - Claudia Young (Attachment C)
6. Committee Reports
  - A. Capital Facilities Committee (Anita Randolph)
  - B. Executive Committee (Bob Priddy)
  - C. Finance Committee (Kay Kasiske)
  - D. Foundation Liaison (vacant)
  - E. Marketing/Communications Committee (Jeff Briggs)
  - F. Planning Committee (Ithaca Bryant)
  - G. Bylaws Committee (vacant)

7. Unfinished Business

A. Planning for the Future

1. Comprehensive/Strategic Plan

B. Director's Evaluation

8. New Business

A. Possible roll call vote to close meeting pursuant to RSMo 610.021

1. RSMo 610.021 (1) Legal actions, or litigation involving a public governmental body.

2. RSMo 610.021 (2) Leasing, purchase or sale of real estate by a public body.

3. RSMo 610.021 (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body.

9. Adjournment

# MISSOURI RIVER REGIONAL LIBRARY

Board Meeting

213 Adams Street, Grimshaw Room

December 19, 2023

## MINUTES OF THE MEETING

The regular Board of Trustees meeting was called to order at 6:02 p.m. by President Stacy Fick. It was announced that Kaye Bertels resigned her position from the Osage County and MRRL Boards, effective December 11, 2023. Stacy Fick also announced her resignation from the MRRL and Jefferson City-Cole County Boards, effective December 31, 2023.

### 1. ROLL CALL OF MEMBERS

Members present: President Stacy Fick, Treasurer John Gulick, Secretary Anne Rottmann and members: Jeff Briggs, Ithaca Bryant, Jessica Davis, Kay Kasiske, Rodney Mulvania, Steve Nelson, Bob Priddy and Anita Randolph

Member(s) absent: Becky Layton and Anne Steele

Also present: Claudia Young, Library Director; Angie Bayne, Assistant Director of Public Services; Diane Clingman, Human Resources Manager; Debra Winter, Business Manager/Accountant; and Robin Coffman, Administrative Assistant

### 2. PUBLIC COMMENT

None

### 3. APPROVAL OF MINUTES

Jeff Briggs made a motion, seconded by John Gulick, to approve the minutes from the November 21, 2023 meeting. Motion carried.

### 4. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

John Gulick and Debra Winter, Accountant, reviewed the monthly financial report (Attachments A & B) with the Board. Debra reported that although there are some line items that exceeded the budgeted amount, expenditures are well within the overall budget and adjustments will be made. John Gulick made a motion, seconded by Steve Nelson, to approve the Treasurer's Report and Monthly Expenditures. Motion carried.

### 5. LIBRARY DIRECTOR'S REPORT

Claudia Young reported to the Board that she and HR are working diligently to fill staff vacancies due to departures. Lisa Sanning has been named the new Adult Services Manager. Claudia also reported she has interviewed applicants for the Marketing Manager position, and one applicant is being invited back for a second interview.

Claudia indicated that there has been tremendous response to the Annual Appeal and Giving Tuesday. The Soener Foundation out of Omaha, Nebraska, learned of the levy defeat and donated \$4,000. Two Ameren employees nominated MRRL for the Ameren Cares LoveYour Library program, which resulted in another \$4,000 being donated.

Approximately, \$60,000 has been raised. Claudia also noted that there have been 37 new donors this year.

Claudia and Angie Bayne, Assistant Director of Public Services, attended the *Library Journal* Director's Summit in Houston. The programs were interesting and beneficial. It was also a good opportunity to network with other librarians of various sizes throughout the nation and to discover libraries across the nation are facing similar issues. (See Director's Report for more information on specific sessions.)

## 6. COMMITTEE REPORTS

- A. **Capital Facilities Committee** (Anita Randolph) No Report
- B. **Executive Committee** (Stacy Fick) No Report
- C. **Finance Committee** (John Gulick) No Report
- D. **Foundation Liaison** No Report
- E. **Marketing/Communications Committee** (Jeff Briggs) No Report
- F. **Planning Committee** (Ithaca Bryant) No Report
- G. **Bylaws Committee** (Stacy Fick) No Report

## 7. UNFINISHED BUSINESS

### A. Planning for the Future

Bob Priddy inquired as to whether the MRRL Board should approach Jefferson City's City Council (City Council) in January at its meeting to better understand select member's opposition to the proposed tax levy increase in order to assist the Board in determining its next steps related to facility expansion. The Cole County Commission (County Commission) may be approached at a later date.

Discussion ensued regarding comments to be presented during the public comment portion of the City Council meeting in response to the misinformation that was communicated throughout the community related to the library's proposed tax levy increase that was placed on the August 2023 ballot, but, subsequently, failed. A critical question is why the City Council has not appointed a liaison to attend the MRRL Board meetings as it has for other boards and commissions? This would be one manner of keeping the City Council informed. Also, to help the public stay informed, MRRL Board agendas and meeting minutes, once approved, are placed on the MRRL website for public access. The MRRL Board conducts its business in open meetings, always scheduled for the third Tuesday of each month at 6:00 p.m. It should be noted that all Board discussions regarding the proposed tax levy were conducted during its monthly meetings, which have always been open to the public, and notices of these meetings were appropriately posted. It was also reiterated that the library administration presented to more than 40 local organizations/groups during the months leading up to the election, as well as several sessions, open to the public, held at the library. As of yet, those who opposed the proposed tax levy increase and serve on the City Council have not communicated directly with the MRRL Board reasons behind their opposition. In an effort to garner feedback from the public, the library administration and Board hosted three (3) Post-Election Proposition Library sessions during October (one in the morning, one in the

afternoon, and one in the evening). Email and letters to the library have been other means used to submit feedback.

Jeff Briggs made a motion, seconded by Anne Rottmann, to delay approaching the City Council and the County Commission in order to provide MRRL Board members time to communicate with City Council members and County Commissioners, individually, to discuss concerns each had with the election and to bring back these concerns to the entire MRRL Board for discussion at its next meeting. President Fick asked that a roll call vote be taken:

Ithaca Bryant - Abstain  
Jeff Briggs - Yes  
Jessica Davis - No  
John Gulick - No  
Kay Kasiske - No  
Rodney Mulvania - Yes  
Steve Nelson - No  
Bob Priddy - Abstain  
Anita Randolph - No  
Anne Rottmann - Abstain  
Stacy Fick - No

Motion failed - two (2) members voted in favor of the motion; six (6) members voted in opposition; and three (3) members abstained.

Stacy Fick made a motion, seconded by John Gulick, for Bob Priddy to present comments and questions on behalf of the MRRL Board to the City Council at its January 2, 2024 meeting. President Fick asked that a roll call vote be taken.

Ithaca Bryant - Yes  
Jeff Briggs - No  
Jessica Davis - Yes  
John Gulick - Yes  
Kay Kasiske - Yes  
Rodney Mulvania - No  
Steve Nelson - Yes  
Bob Priddy - Abstain  
Anita Randolph - Yes  
Anne Rottmann - Yes  
Stacy Fick - Yes

Motion carried - eight (8) members voted in favor of the motion; two (2) members voted in opposition; and one member abstained.

#### **B. Election of 2024 Officers**

John Gulick made the motion, seconded by Jessica Davis, to accept the proposed slate of officers for the Missouri River Regional Library Board of Trustees for the 2024 calendar year:

President - Bob Priddy  
Vice President - Steve Nelson

Secretary - Jessica Davis

Treasurer - Kay Kasiske

No additional nominations from the floor were made. Motion carried.

## **8. NEW BUSINESS**

### **A. Director's Evaluation**

The Board was reminded that HR will send the director's evaluation questionnaire out to library staff immediately. HR then compiles staff responses and sends these results along with the questionnaire to Board members to also collect their input into the director's evaluation. The entire process will be completed so the Executive Committee has needed information prior to its meeting on January 16.

### **B. Comprehensive/Strategic Plan**

The strategic plan provided to the Board was developed in 2017; however, the director's annual operational plans were not included. The Board indicated that the first step is for the Planning Committee to meet and develop a document to assist the Board in understanding what outcomes have been accomplished or completed, and the which and how identified action steps supported the strategies for meeting the goals.

After the Planning Committee has met, the next step is for the Board to participate in a work session with a facilitator to develop its new 3-5 year plan which will provide guidance and focus on identified goals. Department managers may also be included in the process as the strategic plan should be known to all staff and should be used in making decisions.

A Planning Committee meeting will be scheduled in the near future. The most current strategic plan and annual operational plan will be sent out to the Board prior to the next meeting.

## **9. ADJOURNMENT**

There being no further business, the Board adjourned at 7:29 p.m.

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE MRRL BOARD OF TRUSTEES  
AND THEREFORE AND SUBJECT TO CHANGE.**

# MISSOURI RIVER REGIONAL LIBRARY

# A

## *Treasurer's Report*

**To:** Missouri River Regional Library Board.

**From:** Kay Kasiske, Treasurer  
Debra Winter, Business Manager/Accountant

**Date:** January 16, 2024

**Re:** December 31, 2023 Treasurer's Report – Executive Summary.

### EXECUTIVE SUMMARY

Attached is the December 31, 2023 Financial Statement for the Missouri River Regional Library. Some highlights are as follows:

1. Approximately 110% of the total annual budgeted revenue has been received. We are currently earning 5.05% interest on our NOW account and 4.14% interest on our \$250,000 CD with Mid America Bank. We have two Treasury Bills with yield prices of 5.25 on \$1M maturing in January of 2024 and 5.38 on \$2M maturing in February of 2024.
2. Property tax collections of \$829,610.69 and \$118,947.73 were received from Cole and Osage County respectively in December. Some of this is part of the 2024 budget and will be adjusted.
3. December represents 12/12 or 100% of the budget year. We have currently expended 90.6% of our total budget. There will still be expenses that are put back to 2023 through the end of February, so this number will change.
4. Included in this month's Accounts Payable listing are a few invoices of interest.
  - Amazon Capital Services \$1,333.29 Programming, Library materials, Office supplies, Library supplies, etc.
  - A to Z Databases \$7,000.00 Adult Ref Online
  - Bankcard Services \$2,278.56 Public Information, Employee Relations, Programming, Computer Equipment & Software, Training & Travel
  - Center for Mental Wellness \$1,536.00 Payroll benefit
  - Huber & Associates \$7,600.39 monthly bill
  - OverDrive \$5,674.75 Downloadable Materials
  - Zimmer Radio Group \$2,838.00 Public Information
5. We are within our overall budget for the year. There are budget adjustments that will need to be made in the future due to some unexpected expenses.

**Missouri River Regional Library  
Operating Fund Balance Sheet  
December 31, 2023**

ASSETS

CURRENT ASSETS

Petty Cash	\$ 875.00
Cash - Checking	\$ 2,597,968.06
Treasury Bills- Central Bank	\$ 2,937,664.44
Cert of Deposit-Mid America Bank	\$ 249,935.43
Property Tax Receivable	\$ 71,367.19
Property Tax Receivable	\$ 430,844.24
Allowance for Uncollectible Taxes	<u>\$ (24,402.35)</u>

TOTAL CURRENT ASSETS

\$ 6,264,252.01

TOTAL ASSETS

\$ 6,264,252.01



**Missouri River Regional Library**  
**Fixed Assets and GASB 34 Fund Balance Sheet**  
**December 31, 2023**

ASSETS

FIXED and LONG TERM ASSETS

Automation Equipment	\$ 173,732.89	
Accum Depreciation-Automation	\$ (130,977.74)	
Books and Materials	\$ 3,774,590.61	
Accum Depreciation-Books & Materials	\$ (3,182,109.10)	
Building and Equipment	\$ 3,075,607.39	
Accum Depreciation-Building & Equip	\$ (1,743,341.47)	
Furniture and Equipment	\$ 597,568.51	
Accum Depreciation-Furniture & Equip	\$ (541,820.68)	
Vehicles	\$ 267,586.44	
Accum Depreciation-Vehicles	\$ (261,137.44)	
Website	\$ 18,900.00	
Accum Amortization-Website	\$ (18,900.00)	
Construction in Progress	\$ 120,626.00	
Land	\$ 322,095.00	
		<hr/>
TOTAL FIXED ASSETS		\$ 2,472,420.41
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	TOTAL ASSETS	\$ 2,472,420.41
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**Income Statement  
For The 12 Periods Ended 12/31/2023  
OPERATING FUND**

**Missouri River Reg Library (MRL)**

	ORIGINAL		ORIGINAL		ORIGINAL		ORIGINAL		Var %	Variance	Annual Budget	Variance	Var %
	Period to Date	PTD Budget	Year to Date	YTD Budget	Year to Date	YTD Budget	Year to Date	YTD Budget					
<b>Revenue</b>													
Property Tax Revenue - JC/Cole	829,610.69	0.00	4,059,959.62	3,170,015.00	829,610.69	0.00	0.0%	3,170,015.00	0.0%	889,944.62	3,170,015.00	889,944.62	28.1%
Property Tax Revenue - Osage	118,947.73	0.00	574,786.80	447,710.00	118,947.73	0.00	0.0%	447,710.00	0.0%	127,076.80	447,710.00	127,076.80	28.4%
Financial Inst Tax - JC/Cole	0.00	0.00	16,073.32	13,000.00	0.00	0.00	0.0%	13,000.00	0.0%	3,073.32	13,000.00	3,073.32	23.6%
State Aid - JC/Cole	0.00	0.00	54,861.87	55,010.00	0.00	0.00	0.0%	55,010.00	0.0%	-148.13	55,010.00	-148.13	-0.3%
State Aid - Osage	0.00	0.00	13,754.33	15,835.00	0.00	0.00	0.0%	15,835.00	0.0%	-2,080.67	15,835.00	-2,080.67	-13.1%
Non-Res Athl & Ent Tax Rev	0.00	0.00	70,973.69	34,300.00	0.00	0.00	0.0%	34,300.00	0.0%	36,673.69	34,300.00	36,673.69	106.9%
Interest Revenue	15,138.82	3,000.00	265,703.32	36,000.00	12,138.82	3,000.00	404.6%	36,000.00	404.6%	229,703.32	36,000.00	229,703.32	638.1%
Lost Books and Cards Revenue	175.91	500.00	7,796.32	6,000.00	-324.09	500.00	-64.8%	6,000.00	-64.8%	1,796.32	6,000.00	1,796.32	29.9%
Copier/Printer Revenue	944.83	916.69	14,757.25	11,000.00	28.14	916.69	3.1%	11,000.00	3.1%	3,757.25	11,000.00	3,757.25	34.2%
Miscellaneous Revenue	146.00	333.37	3,230.44	4,000.00	-187.37	333.37	-56.2%	4,000.00	-56.2%	-769.56	4,000.00	-769.56	-19.2%
Gift Receipts	9.01	0.00	11,494.80	0.00	9.01	0.00	0.0%	0.00	0.0%	11,494.80	0.00	11,494.80	0.0%
Fine Revenue	1,094.20	1,375.00	17,333.96	16,500.00	-280.80	1,375.00	-20.4%	16,500.00	-20.4%	833.96	16,500.00	833.96	5.1%
Book Sale Revenue	0.00	0.00	25,385.98	15,000.00	0.00	0.00	0.0%	15,000.00	0.0%	10,385.98	15,000.00	10,385.98	69.2%
Grants - General	0.00	0.00	777.97	0.00	0.00	0.00	0.0%	0.00	0.0%	777.97	0.00	777.97	0.0%
<b>Total Revenue:</b>	<b>966,067.19</b>	<b>6,125.06</b>	<b>5,136,889.67</b>	<b>3,824,370.00</b>	<b>959,942.13</b>	<b>6,125.06</b>	<b>15,672.4%</b>	<b>3,824,370.00</b>	<b>15,672.4%</b>	<b>1,312,519.67</b>	<b>3,824,370.00</b>	<b>1,312,519.67</b>	<b>34.3%</b>
<b>Gross Profit:</b>	<b>966,067.19</b>	<b>6,125.06</b>	<b>5,136,889.67</b>	<b>3,824,370.00</b>	<b>959,942.13</b>	<b>6,125.06</b>	<b>15,672.4%</b>	<b>3,824,370.00</b>	<b>15,672.4%</b>	<b>1,312,519.67</b>	<b>3,824,370.00</b>	<b>1,312,519.67</b>	<b>34.3%</b>
<b>Expenses</b>													
<b>PERSONNEL</b>													
Administration	20,861.99	25,591.69	317,410.20	307,100.28	4,729.70	25,591.69	18.5%	307,100.28	18.5%	-10,309.92	307,100.28	-10,309.92	-3.4%
Administrative Support	4,560.19	4,640.28	53,559.78	55,683.28	80.09	4,640.28	1.7%	55,683.28	1.7%	2,123.50	55,683.28	2,123.50	3.8%
Maintenance	9,778.94	10,466.09	106,993.68	125,593.04	687.15	10,466.09	6.6%	125,593.04	6.6%	18,599.36	125,593.04	18,599.36	14.8%
Youth Services	18,643.82	20,322.81	240,705.81	243,873.62	1,678.99	20,322.81	8.3%	243,873.62	8.3%	3,167.81	243,873.62	3,167.81	1.3%
Adult Services	15,156.89	19,507.10	226,309.62	234,085.16	4,350.21	19,507.10	22.3%	234,085.16	22.3%	7,775.54	234,085.16	7,775.54	3.3%
Circulation	25,166.48	24,770.38	294,809.51	297,244.63	-396.10	24,770.38	-1.6%	297,244.63	-1.6%	2,435.12	297,244.63	2,435.12	0.8%
Outreach	3,628.05	6,991.36	61,808.05	83,896.32	3,363.31	6,991.36	48.1%	83,896.32	48.1%	22,088.27	83,896.32	22,088.27	26.3%
Technical Services	14,684.10	13,415.17	176,884.53	160,982.04	-1,268.93	13,415.17	-9.5%	160,982.04	-9.5%	-15,902.49	160,982.04	-15,902.49	-9.9%
Osage Branch	8,511.93	8,798.55	103,782.70	105,582.57	286.62	8,798.55	3.3%	105,582.57	3.3%	1,799.87	105,582.57	1,799.87	1.7%
Employee Relations	605.49	0.00	2,185.50	3,400.00	-605.49	0.00	0.0%	3,400.00	0.0%	1,214.50	3,400.00	1,214.50	35.7%
Recruitment:OPER-ADMIN	0.00	83.34	139.95	1,000.00	83.34	83.34	100.0%	1,000.00	100.0%	860.05	1,000.00	860.05	86.0%
Payroll Benefits- Emplr FICA	9,063.67	10,289.52	118,096.30	123,474.13	1,225.85	10,289.52	11.9%	123,474.13	11.9%	5,377.83	123,474.13	5,377.83	4.4%
Payroll Benefits - Retirement	4,244.17	5,237.00	57,958.27	62,843.93	992.83	5,237.00	19.0%	62,843.93	19.0%	4,885.66	62,843.93	4,885.66	7.8%
Payroll Benefits - Insurance	19,275.77	29,056.00	269,312.28	348,672.00	9,780.23	29,056.00	33.7%	348,672.00	33.7%	79,359.72	348,672.00	79,359.72	22.8%
Payroll Benefits-Match DfrdCom	480.00	680.00	6,280.00	8,160.00	200.00	680.00	29.4%	8,160.00	29.4%	1,880.00	8,160.00	1,880.00	23.0%
Unemployment Expense	0.00	166.67	0.00	2,000.00	166.67	166.67	100.0%	2,000.00	100.0%	2,000.00	2,000.00	2,000.00	100.0%
<b>Total PERSONNEL:</b>	<b>154,661.49</b>	<b>180,015.96</b>	<b>2,036,236.18</b>	<b>2,163,591.00</b>	<b>25,354.47</b>	<b>180,015.96</b>	<b>14.1%</b>	<b>2,163,591.00</b>	<b>14.1%</b>	<b>127,354.82</b>	<b>2,163,591.00</b>	<b>127,354.82</b>	<b>5.9%</b>

Income Statement  
For The 12 Periods Ended 12/31/2023  
OPERATING FUND

Missouri River Reg Library (MRL)

	ORIGINAL		ORIGINAL		Var %	Year to Date	Annual Budget	Variance	Var %
	Period to Date	PTD Budget	Variance	Annual Budget					
<b>BOOKS AND MATERIALS</b>									
Adult Books - Non Fiction	1,522.48	2,666.67	1,144.19	32,000.00	42.9%	26,994.59	5,005.41	15.6%	
Adult Books - Fiction	1,673.80	4,416.67	2,742.87	53,000.00	62.1%	46,349.81	6,650.19	12.5%	
Adult Books - Reference	520.00	416.67	-103.33	5,000.00	-24.8%	4,861.24	138.76	2.8%	
Adult Non-Book - Period/News	441.16	1,583.34	1,142.18	19,000.00	72.1%	17,455.47	1,544.53	8.1%	
Adult Non-Book - Audio	409.33	1,833.34	1,424.01	22,000.00	77.7%	19,240.17	2,759.83	12.5%	
Adult Non-Book - Video	517.38	1,666.67	1,149.29	20,000.00	69.0%	17,281.93	2,718.07	13.6%	
Adult Non-Book - Ref Online	0.00	3,750.00	3,750.00	45,000.00	100.0%	32,414.62	12,585.38	28.0%	
Adult Non-Book - Microforms	0.00	556.92	556.92	6,683.00	100.0%	6,216.00	467.00	7.0%	
Downloadable Materials	5,674.75	7,012.50	1,337.75	84,150.00	19.1%	89,687.75	-5,537.75	-6.6%	
Teen Books	339.18	1,000.00	660.82	12,000.00	66.1%	11,817.41	182.59	1.5%	
Juvenile Book - Non Fiction	900.25	2,083.34	1,183.09	25,000.00	56.8%	23,997.73	1,002.27	4.0%	
Juvenile Book - Fiction	900.58	2,583.34	1,682.76	31,000.00	65.1%	29,899.05	1,100.95	3.6%	
Juvenile Non-Book - Periodical	0.00	16.67	16.67	200.00	100.0%	0.00	200.00	100.0%	
Juvenile Non-Book - Audio	221.05	750.00	528.95	9,000.00	70.5%	18,108.11	-9,108.11	-101.2%	
Juvenile Non-Book - Video	201.28	833.34	632.06	10,000.00	75.8%	8,169.90	1,830.10	18.3%	
Public Use Software	0.00	83.34	83.34	1,000.00	100.0%	995.00	5.00	0.5%	
Filtering Software License	0.00	50.00	50.00	600.00	100.0%	0.00	600.00	100.0%	
Internet Access/Real Project	577.76	1,916.67	1,338.91	23,000.00	69.9%	16,992.52	6,007.48	26.1%	
MOBIUS Fees	0.00	1,041.67	1,041.67	12,500.00	100.0%	14,752.33	-2,252.33	-18.0%	
OCLC - Cataloging	0.00	2,566.67	2,566.67	30,800.00	100.0%	30,115.72	684.28	2.2%	
Interlibrary Loan	60.00	166.67	106.67	2,000.00	64.0%	683.65	1,316.35	65.8%	
Rebinding	0.00	400.00	400.00	400.00	100.0%	0.00	400.00	100.0%	
Collection Agency Fees	0.00	333.34	333.34	4,000.00	100.0%	3,978.90	21.10	0.5%	
Collection Development Tools	0.00	0.00	0.00	2,600.00	0.0%	2,743.40	-143.40	-5.5%	
<b>Total BOOKS AND MATERIALS:</b>	<b>13,959.00</b>	<b>37,727.83</b>	<b>23,768.83</b>	<b>450,933.00</b>	<b>63.0%</b>	<b>422,755.30</b>	<b>28,177.70</b>	<b>93.8%</b>	<b>6.2%</b>
<b>LIBRARY SERVICE EXPENSES</b>									
Book Sale: OPER-ADMIN	0.00	0.00	0.00	0.00	0.0%	-222.90	222.90	0.0%	
Bookmobile: OPER-BM	0.00	250.00	250.00	3,000.00	100.0%	805.49	2,194.51	73.2%	
Library Automation Contracts	0.00	1,081.85	1,081.85	76,900.35	100.0%	73,401.64	3,498.71	4.5%	
Library Supplies	750.63	2,083.34	1,332.71	25,000.00	64.0%	17,043.03	7,956.97	31.8%	
Copier/Printer Expense	542.96	875.00	332.04	10,500.00	37.9%	13,224.38	-2,724.38	-25.9%	
Programming - Adult's	186.32	725.00	538.68	8,700.00	74.3%	5,368.60	3,331.40	38.3%	
Programming - Youth Services	240.16	1,258.34	1,018.18	15,100.00	80.9%	11,731.96	3,368.04	22.3%	
Programming - Osage	79.12	333.34	254.22	4,000.00	76.3%	3,476.27	523.73	13.1%	
Programming - Special Events	35.00	272.72	237.72	8,000.00	87.2%	4,102.43	3,897.57	48.7%	

**Income Statement  
For The 12 Periods Ended 12/31/2023  
OPERATING FUND**

**Missouri River Reg Library (MRL)**

	Period to Date	ORIGINAL PTD Budget	Variance	Var %	Year to Date	ORIGINAL Annual Budget	Variance	Var %
<b>LIBRARY SERVICE EXPENSES</b>								
Programming - Supplies	49.99	70.84	20.85	29.4%	1,180.28	850.00	-330.28	-38.9%
Public Information	2,868.00	5,160.00	2,292.00	44.4%	57,708.05	61,920.00	4,211.95	6.8%
Campaign Expenses	0.00	0.00	0.00	0.0%	51,351.39	0.00	-51,351.39	0.0%
Training and Travel & Assoc	95.76	1,250.00	1,154.24	92.3%	14,573.45	15,000.00	426.55	2.8%
<b>Total LIBRARY SERVICE EXPENSES:</b>	<b>4,847.94</b>	<b>13,360.43</b>	<b>8,512.49</b>	<b>63.7%</b>	<b>253,744.07</b>	<b>228,970.35</b>	<b>-24,773.72</b>	<b>10.8%</b>
<b>OVERHEAD EXPENSES</b>								
Bank Charges	330.81	266.67	-64.14	-24.1%	2,795.87	3,200.00	404.13	12.6%
Custodial Supplies	32.46	833.34	800.88	96.1%	7,832.57	10,000.00	2,167.43	21.7%
Insurance - Business	0.00	0.00	0.00	0.0%	49,267.13	45,281.00	-3,986.13	-8.8%
Lease/Purchase:OPER-OSAGE	0.00	1,884.16	1,884.16	100.0%	20,724.22	22,610.00	1,885.78	8.3%
Maintenance - Building & Equip	12.97	3,416.67	3,403.70	99.6%	97,009.09	41,000.00	-56,009.09	-136.6%
Maintenance-Building & Equip:OPER-OSAGE	167.58	250.00	82.42	33.0%	3,043.96	3,000.00	-43.96	-1.5%
Maintenance - Furniture&Equip	240.68	750.00	509.32	67.9%	7,639.18	9,000.00	1,360.82	15.1%
Office Automation	0.00	708.34	708.34	100.0%	9,479.01	8,500.00	-979.01	-11.5%
Office Supplies	103.06	1,237.50	1,134.44	91.7%	10,525.35	14,850.00	4,324.65	29.1%
Postage	216.00	750.00	534.00	71.2%	9,651.58	9,000.00	-651.58	-7.2%
Professional Services	8,610.40	10,713.34	2,102.94	19.6%	141,134.20	128,560.00	-12,574.20	-9.8%
Rent - Dawson-308 E High	0.00	1,300.00	1,300.00	100.0%	15,600.00	15,600.00	0.00	0.0%
Rent - Capital Mall:OPER-ADMIN	0.00	100.00	100.00	100.0%	1,200.00	1,200.00	0.00	0.0%
Rent - Parking	0.00	1,041.67	1,041.67	100.0%	7,359.00	12,500.00	5,141.00	41.1%
Telephone	0.00	833.34	833.34	100.0%	9,242.09	10,000.00	757.91	7.6%
Telephone: OPER-OSAGE	0.00	0.00	0.00	0.0%	1,658.01	0.00	-1,658.01	0.0%
Utilities	8,150.00	7,416.67	-733.33	-9.9%	104,877.62	89,000.00	-15,877.62	-17.8%
Utilities: OPER-OSAGE	790.79	916.67	125.88	13.7%	9,652.19	11,000.00	1,347.81	12.3%
Vehicle Operation/Passenger	395.13	375.00	-20.13	-5.4%	5,208.07	4,500.00	-708.07	-15.7%
<b>Total OVERHEAD EXPENSES:</b>	<b>19,049.88</b>	<b>32,793.37</b>	<b>13,743.49</b>	<b>41.9%</b>	<b>513,899.14</b>	<b>438,801.00</b>	<b>-75,098.14</b>	<b>17.1%</b>
<b>CAPITAL EXPENDITURES</b>								
Building & Bldg Equipment	0.00	833.34	833.34	100.0%	211.27	10,000.00	9,788.73	97.9%
Contingency	0.00	8,239.56	8,239.56	100.0%	0.00	98,874.65	98,874.65	100.0%
Computer Equipment & Software	-445.01	6,000.00	6,445.01	107.4%	74,851.22	72,000.00	-2,851.22	-4.0%
Library Furniture & Equipment	0.00	833.34	833.34	100.0%	1,996.14	10,000.00	8,003.86	80.0%
Office Furniture & Equipment	0.00	416.67	416.67	100.0%	818.96	5,000.00	4,181.04	83.6%
Vehicles & Equipment	0.00	0.00	0.00	0.0%	0.00	194,000.00	194,000.00	100.0%
Expansion Planning	0.00	12,683.34	12,683.34	100.0%	161,218.82	152,200.00	-9,018.82	-5.9%
<b>Total CAPITAL EXPENDITURES:</b>	<b>-445.01</b>	<b>29,006.25</b>	<b>29,451.26</b>	<b>101.5%</b>	<b>239,096.41</b>	<b>542,074.65</b>	<b>302,978.24</b>	<b>44.1%</b>

Income Statement  
For The 12 Periods Ended 12/31/2023  
OPERATING FUND

Missouri River Reg Library (MRL)

	ORIGINAL		ORIGINAL				Var %	Variance	Var %
	Period to Date	PTD Budget	Variance	Year to Date	Annual Budget	Variance			
Total Expenses:	192,073.30	292,903.84	100,830.54	3,465,731.10	3,824,370.00	358,638.90	9.4%	9.4%	
Net Income from Operations:	773,993.89	-286,778.78	1,060,772.67	1,671,158.57	0.00	1,671,158.57	0.0%	0.0%	
Earnings before Income Tax:	773,993.89	-286,778.78	1,060,772.67	1,671,158.57	0.00	1,671,158.57	0.0%	0.0%	
Net Income (Loss):	773,993.89	-286,778.78	1,060,772.67	1,671,158.57	0.00	1,671,158.57	0.0%	0.0%	

Check Register

Journal Posting Date: 1/11/2024

Register Number: CD-001226

Missouri River Reg Library (MRL)

Bank Code: A - Cash-Checking Central Bank							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000043577	1/11/2024	ATOZ027	A to Z Dalabases				Check Entry Number: 001
			131894	1/4/2024	7,000.00	0.00	7,000.00
0000043578	1/11/2024	BAKE690	Baker & Taylor, Inc.				Check Entry Number: 001
			2038011452	1/2/2024	62.35	0.00	62.35
			2038011467	1/2/2024	34.26	0.00	34.26
			2038013137	1/3/2024	28.16	0.00	28.16
			2038013377	1/2/2024	34.60	0.00	34.60
			2038013383	1/2/2024	11.22	0.00	11.22
			2038019816	1/4/2024	283.63	0.00	283.63
			2038019817	1/4/2024	122.49	0.00	122.49
			2038019955	1/3/2024	190.03	0.00	190.03
			2038020063	1/3/2024	51.32	0.00	51.32
			2038022542	1/4/2024	7.79	0.00	7.79
			Check 0000043578 Total:		825.85	0.00	825.85
0000043579	1/11/2024	BRIG282	Brightspeed				Check Entry Number: 001
			010324	1/3/2024	993.32	0.00	993.32
0000043580	1/11/2024	CAPI481	Capital Mall JC LLC				Check Entry Number: 001
			FEBRUARY 2024	1/8/2024	100.00	0.00	100.00
0000043581	1/11/2024	CENT165	Center for Mental Wellness				Check Entry Number: 001
			2024	1/8/2024	1,536.00	0.00	1,536.00
0000043582	1/11/2024	CENT683	Central Arkansas Library System				Check Entry Number: 001
			1185	1/5/2024	15.00	0.00	15.00
0000043583	1/11/2024	CITJ500	City Of Jefferson				Check Entry Number: 001
			FEBRUARY 2024	1/11/2024	455.00	0.00	455.00
0000043584	1/11/2024	COLE108	Cole County Commission				Check Entry Number: 001
			88250101	1/8/2024	296.00	0.00	296.00
0000043585	1/11/2024	COSI482	Cosimo Properties LLC				Check Entry Number: 001
			FEBRUARY 2024	1/8/2024	1,300.00	0.00	1,300.00
0000043586	1/11/2024	DTEC282	D-Tech International LLC				Check Entry Number: 001
			2685	1/3/2024	155.00	0.00	155.00
0000043587	1/11/2024	MIDW760	Midwest Tape				Check Entry Number: 001
			504877135	1/4/2024	18.74	0.00	18.74
			504877136	1/4/2024	11.99	0.00	11.99
			Check 0000043587 Total:		30.73	0.00	30.73
0000043588	1/11/2024	MRRL042	MRRL Building Corporation				Check Entry Number: 001
			FEBRUARY 2024	1/11/2024	1,884.02	0.00	1,884.02
0000043589	1/11/2024	SCHR330	Schrieler's Office Equip.Inc.				Check Entry Number: 001
			109101	1/6/2024	58.50	0.00	58.50
0000043590	1/11/2024	UNIQ480	Unique Management Ser. Inc.				Check Entry Number: 001
			6121392	1/1/2024	432.60	0.00	432.60
0000043591	1/11/2024	WTCO932	WT.Cox				Check Entry Number: 001
			3132417	1/2/2024	22.50	0.00	22.50
			Report Total:		15,104.52	0.00	15,104.52

Check Register

Journal Posting Date: 12/31/2023

Register Number: CD-001225

Missouri River Reg Library (MRL)

Bank Code: A - Cash-Checking Central Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
0000043540	12/31/2023	AMAZ575	Amazon Capital Services					Check Entry Number: 001
			14K6-HHVG-CR9R	12/19/2023	213.68	0.00	213.68	
			1K77-YDGM-N34X	12/13/2023	39.73	0.00	39.73	
			1M4V-PVXX-RTY6	12/14/2023	20.27	0.00	20.27	
			1MPD-QCYL-CP1G	12/22/2023	829.65	0.00	829.65	
			1QYM-FPKG-FCVG	12/8/2023	49.99	0.00	49.99	
			1TQN-14QV-RL1P	12/6/2023	139.98	0.00	139.98	
			1YKN-N9HL-WVRF	12/27/2023	19.00	0.00	19.00	
			1YPV-VLDR-TX9R	12/26/2023	58.99	0.00	58.99	
			Check 0000043540 Total:		1,333.29	0.00	1,333.29	
0000043541	12/31/2023	BAKE690	Baker & Taylor, inc.					Check Entry Number: 001
			20237997826	12/19/2023	109.47	0.00	109.47	
			2037919785	11/30/2023	252.91	0.00	252.91	
			2037919786	11/30/2023	280.17	0.00	280.17	
			2037941416	12/5/2023	282.67	0.00	282.67	
			2037941417	12/5/2023	104.81	0.00	104.81	
			2037944247	12/7/2023	284.50	0.00	284.50	
			2037944248	12/7/2023	62.62	0.00	62.62	
			2037949102	12/6/2023	140.79	0.00	140.79	
			2037952900	12/11/2023	202.20	0.00	202.20	
			2037957209	12/8/2023	201.44	0.00	201.44	
			2037960343	12/11/2023	199.76	0.00	199.76	
			2037962479	12/12/2023	268.39	0.00	268.39	
			2037962480	12/12/2023	80.36	0.00	80.36	
			2037963338	12/11/2023	147.73	0.00	147.73	
			2037963403	12/12/2023	198.27	0.00	198.27	
			2037964945	12/11/2023	137.96	0.00	137.96	
			2037967658	12/7/2023	11.47	0.00	11.47	
			2037967686	12/7/2023	8.94	0.00	8.94	
			2037967687	12/8/2023	14.38	0.00	14.38	
			2037979057	12/12/2023	32.94	0.00	32.94	
			2037979167	12/12/2023	160.99	0.00	160.99	
			2037979277	12/12/2023	50.83	0.00	50.83	
			2037979302	12/12/2023	76.38	0.00	76.38	
			2037979320	12/12/2023	112.62	0.00	112.62	
			2037979382	12/12/2023	57.09	0.00	57.09	
			2037979383	12/12/2023	205.11	0.00	205.11	
			2037985604	12/12/2023	35.32	0.00	35.32	
			2037985683	12/12/2023	8.24	0.00	8.24	
			2037991290	12/20/2023	138.39	0.00	138.39	
			2037997816	12/19/2023	36.84	0.00	36.84	
			2037997830	12/19/2023	56.21	0.00	56.21	
			2037997834	12/19/2023	33.38	0.00	33.38	
			2038000057	12/19/2023	257.44	0.00	257.44	
			2038003219	12/28/2023	118.82	0.00	118.82	
			2038003584	12/27/2023	89.19	0.00	89.19	
			2038003776	12/27/2023	33.86	0.00	33.86	
			2038003790	12/28/2023	40.59	0.00	40.59	
			2038014663	12/29/2023	98.48	0.00	98.48	
			Check 0000043541 Total:		4,631.56	0.00	4,631.56	

Check Register

Journal Posting Date: 12/31/2023

Register Number: CD-001225

Missouri River Reg Library (MRL)

Bank Code: A - Cash-Checking Central Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	Check Entry Number:	
0000043542	12/31/2023	BANK080	Bank Card Services						001
			120423-00	12/4/2023	12.50	0.00	12.50		
			120423-01	12/4/2023	12.34	0.00	12.34		
			120523	12/5/2023	24.97	0.00	24.97		
			120823-00	12/8/2023	15.55	0.00	15.55		
			120823-01	12/8/2023	19.50	0.00	19.50		
			120823-02	12/8/2023	17.02	0.00	17.02		
			121123	12/11/2023	53.99	0.00	53.99		
			12132023	12/13/2023	1,200.00	0.00	1,200.00		
			121423	12/14/2023	106.09	0.00	106.09		
			121523	12/15/2023	23.75	0.00	23.75		
			121823-00	12/18/2023	97.06	0.00	97.06		
			121823-01	12/18/2023	699.94	0.00	699.94		
			121923	12/19/2023	49.13	0.00	49.13		
			122123	12/21/2023	14.98	0.00	14.98		
			122223	12/22/2023	30.00	0.00	30.00		
			<b>Check 0000043542 Total:</b>		<b>2,278.56</b>	<b>0.00</b>	<b>2,278.56</b>		
0000043543	12/31/2023	BICK162	Lesley Bickel						001
			123123	12/31/2023	485.01	0.00	485.01		
0000043544	12/31/2023	CAVE532	Cavendish Square						001
			CAL3453981	11/30/2023	204.44	0.00	204.44		
0000043545	12/31/2023	CENT683	Central Arkansas Library System						001
			1151	8/17/2023	60.00	0.00	60.00		
0000043546	12/31/2023	CENT834	CENTURYLINK						001
			668847693	12/20/2023	287.66	0.00	287.66		
0000043547	12/31/2023	CITL503	City of Linn Water Dept.						001
			121523	12/15/2023	87.72	0.00	87.72		
0000043548	12/31/2023	GALE005	Gale/Cengage Learning						001
			83035205	12/5/2023	109.46	0.00	109.46		
			83047340	12/8/2023	26.99	0.00	26.99		
			83047992	12/8/2023	52.48	0.00	52.48		
			83076571	12/19/2023	47.98	0.00	47.98		
			<b>Check 0000043548 Total:</b>		<b>236.91</b>	<b>0.00</b>	<b>236.91</b>		
0000043549	12/31/2023	GFID331	GFI Digital Inc.						001
			2735549	12/28/2023	542.96	0.00	542.96		
0000043550	12/31/2023	GISB160	GIS Benefits						001
			16735AG20231201	12/1/2023	1,408.92	0.00	1,408.92		
0000043551	12/31/2023	HOME777	Hometown Building Center						001
			727185	12/15/2023	17.58	0.00	17.58		
0000043552	12/31/2023	HOST164	Hostetter & Sons LLC						001
			122723	12/27/2023	150.00	0.00	150.00		
0000043553	12/31/2023	HUBE684	Huber & Associates Inc						001
			CW214264	12/18/2023	7,600.39	0.00	7,600.39		
0000043554	12/31/2023	INFO271	InfoUSA Marketing Inc						001
			10004166772	12/9/2023	520.00	0.00	520.00		
0000043555	12/31/2023	LAKE842	Lakeview Books						001
			ARU0365182	12/19/2023	223.65	0.00	223.65		
0000043556	12/31/2023	LIBR031	Library Ideas LLC						001
			105324	12/19/2023	43.69	0.00	43.69		
			105416	12/21/2023	87.38	0.00	87.38		



Check Register

Journal Posting Date: 12/31/2023

Register Number: CD-001225

Missouri River Reg Library (MRL)

Bank Code: A - Cash-Checking Central Bank							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
Check 0000043556 Total:					131.07	0.00	131.07
0000043557	12/31/2023	MIDW760	Midwest Tape				Check Entry Number: 001
			504737200	12/5/2023	32.56	0.00	32.56
			504754263	12/8/2023	46.49	0.00	46.49
			504754264	12/8/2023	89.98	0.00	89.98
			504754265	12/8/2023	142.48	0.00	142.48
			504754266	12/8/2023	22.49	0.00	22.49
			504754267	12/8/2023	14.39	0.00	14.39
			504754269	12/8/2023	84.99	0.00	84.99
			504754440	12/8/2023	169.98	0.00	169.98
			504754441	12/8/2023	18.74	0.00	18.74
			504786099	12/14/2023	13.49	0.00	13.49
			504786470	12/14/2023	89.97	0.00	89.97
			504814434	12/21/2023	39.99	0.00	39.99
			504842869	12/28/2023	99.98	0.00	99.98
			504842891	12/28/2023	22.49	0.00	22.49
Check 0000043557 Total:					888.02	0.00	888.02
0000043558	12/31/2023	MOR1846	Mo. River Reg. Lib, Friends				Check Entry Number: 001
			123123	12/31/2023	170.00	0.00	170.00
0000043559	12/31/2023	NEWY585	New York Times				Check Entry Number: 001
			367151692350	12/17/2023	189.84	0.00	189.84
0000043560	12/31/2023	OSAG170	Osage County PWS#3				Check Entry Number: 001
			122723	12/27/2023	27.57	0.00	27.57
0000043561	12/31/2023	OVER149	OverDrive				Check Entry Number: 001
			02230C022444858	12/7/2023	674.75	0.00	674.75
			CD0223023452647	12/15/2023	5,000.00	0.00	5,000.00
Check 0000043561 Total:					5,674.75	0.00	5,674.75
0000043562	12/31/2023	PITN195	Pitney Bowes				Check Entry Number: 001
			1024408566	12/10/2023	216.00	0.00	216.00
0000043563	12/31/2023	PLA958	Playaway Products LLC				Check Entry Number: 001
			448519	12/11/2023	74.99	0.00	74.99
			449841	12/22/2023	74.99	0.00	74.99
Check 0000043563 Total:					149.98	0.00	149.98
0000043564	12/31/2023	SCHR330	Schrieler's Office Equip, Inc.				Check Entry Number: 001
			108740	12/20/2023	146.00	0.00	146.00
			108740.1	12/21/2023	16.64	0.00	16.64
			108740.2	12/21/2023	26.95	0.00	26.95
Check 0000043564 Total:					189.59	0.00	189.59
0000043565	12/31/2023	SCHU475	Schulte's Fresh Foods				Check Entry Number: 001
			121523	12/15/2023	14.13	0.00	14.13
0000043566	12/31/2023	SHIP443	Debbie Shipley				Check Entry Number: 001
			122923	12/29/2023	54.00	0.00	54.00
0000043567	12/31/2023	THRE171	Three Rivers Propane, LLC				Check Entry Number: 001
			122823	12/28/2023	488.25	0.00	488.25
0000043568	12/31/2023	TYLE710	Tyler's Lock & Key Service, In				Check Entry Number: 001
			90619	12/8/2023	27.00	0.00	27.00
0000043569	12/31/2023	UNIT173	United Way Jeff. City Area				Check Entry Number: 001
			120523	12/5/2023	25.00	0.00	25.00
0000043570	12/31/2023	USAT571	USA TODAY				Check Entry Number: 001

Check Register

Journal Posting Date: 12/31/2023

Register Number: CD-001225

Missouri River Reg Library (MRL)

Bank Code: A - Cash-Checking Central Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000043571	12/31/2023	USRE533	121323 U.S. RENTS IT	12/13/2023	67.54	0.00	67.54
							Check Entry Number: 001
0000043572	12/31/2023	VIDA180	1120706 VIDA Enterprises, LLC	12/4/2023	35.00	0.00	35.00
							Check Entry Number: 001
0000043573	12/31/2023	WALL358	9900 Wallis Lubricant, LLC	12/19/2023	22.75	0.00	22.75
							Check Entry Number: 001
0000043574	12/31/2023	WTCO932	CL09469 WT.Cox	12/31/2023	395.13	0.00	395.13
							Check Entry Number: 001
0000043575	12/31/2023	YOUN241	3131860 Claudia Young	12/14/2023	183.78	0.00	183.78
							Check Entry Number: 001
0000043576	12/31/2023	ZIMM185	121523 Zimmer Radio Group	12/15/2023	78.74	0.00	78.74
							Check Entry Number: 001
			53060-12	12/31/2023	2,725.50	0.00	2,725.50
			53061-12	12/31/2023	112.50	0.00	112.50
<b>Check 0000043576 Total:</b>					<b>2,838.00</b>	<b>0.00</b>	<b>2,838.00</b>
<b>Report Total:</b>					<b>31,934.79</b>	<b>0.00</b>	<b>31,934.79</b>

## ADMINISTRATION

**Staff: Claudia Young**  
**Library Director**

### **Report for December 2023:**

The end of the fiscal year is always a busy time for the administration office. This year has been an unusual one from an insurance standpoint. In the Fall, Winter Dent began contacting Diane Clingman about what practices we have in place to prevent worker's compensation claims pertaining to lifting, safe driving, and other workplace safety practices. Our representatives, Rob Dallmeyer and Dustin Schlender, informed us that they were concerned about our current carrier not renewing our coverage. Within just a few weeks, all our insurance was dropped by FCCI for 2024 due to what they deemed "an unacceptable loss rate." Dallmeyer and Schlender assured us this was happening all across the United States with insurance companies having more claims than ever before. Due to this situation, we have had to provide a variety of information to potential new carriers and a few of them have requested site visits. Winter Dent has told us they will find a new carrier for the library, but to expect an increase with regard to cost.

There have been several job openings to be filled, including two important positions, the Adult Services Manager and the Marketing Manager. After reviewing the external Adult Services candidates, we chose to promote Lisa Sanning from within our organization. She has worked at MRRL as a Reference Librarian for approximately ten years. The applications for the marketing position were not as strong as we had hoped they would be. We did select two candidates to speak with and one we invited back for a 2nd interview with one very qualified candidate. Mark Wegman's outreach position remains unfilled. We have had few good applicants.

Though 2023 did not turn out the way we had hoped and the levy initiative failed, I learned so much along the way and have realized how esteemed we are by those who use the library. We have a strong group of advocates ready to help us if there is a next time. Thanks to our levy campaign even more people know what the library has to offer. I look forward to 2024 with optimism as we begin working on our next strategic plan. I believe our future is what we make it, and I intend to enter 2024 ready to plan.

I will be out of the office January 4-12 for a winter vacation with my family, returning on the 16th.

There are no patron suggestions this month.

## **HUMAN RESOURCES**

**Staff: Diane Clingman**  
**Human Resources Manager**

### **Report for December 2023:**

**New Hires & Promotions:** Lisa Sanning will be promoted to the Adult Services Manager position in January 2024.

### **Open Positions:**

**Youth Services Programmer:** Interviews were held December 13th. Rayanna Madsen was offered the position. Rayanna will join the Youth Services Department in January.

**Marketing Manager:** Interviews were held on December 14th for two candidates. A second interview was held for one of the candidates as well as lunch to meet with Diane, Claudia and Natalie Gladbach, Graphics Designer & Website Coordinator. The position was later offered to the candidate, who then requested an offer letter be presented. Once the offer letter was sent, the applicant then contacted me to state she had presented the offer letter to her supervisor. The supervisor then moved the candidate to another position and made a counter offer for salary. In the end the applicant declined our offer. The position will be reopened in January.

**Outreach Driver:** Due to the holiday season and being short staffed, I continued to collect resumes and hope to interview in January.

### **H.R. News:**

The annual staff evaluation for Claudia Young, Library Director, was sent to staff on December 20th, with a due date of January 2nd. Due to a low response, I extended this to January 4th. Once results are completed I will compile results and send them to the MRRL Board.

I have applied to be this year's library manager to attend the 2024 Leadership program with the Jefferson City Chamber of Commerce.

**Training:** December is always a busy month for payroll and insurance enrollment completion. I was unable to attend any training this month.

## **MARKETING**

### **Report for December 2023:**

- 200 Jefferson City Adult, 200 of the Kid/Teen, 669 Osage, and 50 Technology calendars were printed and distributed throughout the community in December.

### **Radio/TV/Newspaper**

#### **News Tribune**

- MRRL Sale to Honor Longtime Library Employee *on December 1*
- MRRL Holds Sale in Honor of Longtime Employee *on December 6*
- Toddlers Shred Sensory Day at MRRL *on December 9*
- Carols, Bill Filings Waft through Capitol *on December 10*
- Local Author Publishes Young Fantasy Novel *on December 10*
- State Senator to Speak at Yellow Rose Luncheon *on December 12*
- YP Hosts 3rd Annual Membership Meeting - Natalie Gladbach as Outstanding YP Member *on December 13*
- Brix Announces Ward 3 Candidacy *on December 13*
- Library Winter Reading Program Begins Today *on December 15*
- News Tribune Staffers Fondly Recall Stories from 2023 *on December 24*
- MRRL Sacrifices Magazines for Vision Boards *on December 27*
- April 2 Ballot to Feature Four Contested City Races *on December 27*
- Red Cross Hosts Blood Drive at Library *on December 30*
- Putting the Shoe on Another Foot *on December 31*
- Staff Members Choose Their Top Stories for 2023 *on December 31*
- Through the Years *on December 31*
- From The Stacks and Listing of New Books weekly

#### **Unterrified Democrat**

- Linn Christmas on Main Street *on December 6*
- Christmas on Main Street *on December 13*
- Osage County Library Hosts Christmas Activities *on December 20*

#### **KRCG-TV**

- Recycle Your Surplus Christmas Lights at Jefferson City River Regional Library *on December 6*

## **OSAGE COUNTY LIBRARY**

**Staff: Sarah Falter**  
**Osage Branch Manager**

### **Report for December 2023:**

December was hopping with activities for the whole family to enjoy. We started out creating graham cracker gingerbread houses with 33 in attendance. Six of those I delivered to the Unterrified Democrat to be entered into the Gingerbread House competition for Christmas on Main Street the following week. One of our entries got second place! We hosted Breakfast with Santa in partnership with Thriftway and the Christmas on Main Street committee and had over 258 people in attendance! I dressed up as Mrs. Claus and our very own John Gulick dressed as Santa. Everyone enjoyed the donuts from Thriftway and the treats from the library. I tried something new this year and offered two family matinees on the Thursdays of Christmas vacation. We showed "The Grinch" and "Home Alone." Between the two of them we had 39 in attendance.

Early in the month, we had volunteers from Aging Best, Meramec Regional Planning Commission, and someone with HealthTran come in to offer Medicare and Open Enrollment events for our community. Several folks took advantage of their expertise in navigating the enrollment system online. There was information available for signing up for the Affordable Connectivity Program (a program that offers the internet to families at a discounted rate). Halee Story from the Community Partnership in Rolla contacted me about distributing free produce during the event. Her non-profit received a grant from the Local Food Purchase Agreement Program to purchase produce from local farmers and distribute it to communities free of charge regardless of income level. They delivered 50 boxes of food that were all taken before the event was over. The patrons were very appreciative of the fresh produce and the fact that it was available to everyone. I am hoping to partner with Halee again in 2024 before the grant money is depleted.

In December, I attended a CMCA Osage action meeting and had a phone interview with Miriam for the Lincoln University radio station concerning the upcoming art show and reception for Lana Hunt's "Recollection and Anemoia." I sent several pictures of our December Osage County Library events to the Unterrified Democrat, and we had a full page spread of our activities printed on December 20, 2023.

Megan Mehmert came down twice to train all of the Osage staff on how to use google drive. Huber suggested that we try to use google drive as much as possible to store important documents in case our computers fail. Huber continued to provide support this month as needed to keep our infrastructure in good working order.

## **PUBLIC SERVICES**

**Staff: Angie Bayne**

**Assistant Director of Public Services**

**Report for December 2023:**

### **Assistant Director:**

Qhyrrae was always in charge of our United Way Craft and Bake sale. With her passing, I took over responsibility for it. The sale was held December 5-7 at the main library. We sell a variety of craft and baked items that are provided by staff. This year we made \$1,620.48. Last year, we sent United Way \$1,305.30 so we increased our donations this year. The sale was held in memory of Qhyrrae and we did receive a few extra donations because of that.

When Claudia and I were in Houston in November, one of the programs they highlighted was the Houston Public Library (HPL) Camp Stream program which is a series of summer camps provided by the library. I was interested in this program and had lots of questions. The staff at HPL were very gracious and met with me over zoom to discuss how they set up the program. I shared that information with our youth services staff.

I had an update meeting with our Midwest Tapes/Hoopla representative to go over our annual review. Usage for Hoopla is of course up over the past 12 months and we have ordered fewer physical items from Midwest Tapes.

### **Reading For Fines:**

8 people read off \$24.40 in fines.

### **Collection Development/Technical Services:**

The Technical Services staff were rock stars in December and worked diligently to process all of our end-of-year orders. While we did have fewer orders at the end of our ordering cycle than we have had in the past, we had a huge backlog of orders from Baker and Taylor to work through. We processed double the number of items that we usually do and that is all because Liz, Leslie, Melody, Tiffany and Russell worked so hard to get everything out before the end of the year.

Liz did two sets of Sierra training in December: Sierra System Coordinator Basics with ASAA (Advanced System Access & Administration) and Sierra Reports and Statistics for System Coordinators. These trainings give Liz the background to be our Sierra administrator.

Technical Services staff cataloged and processed 2,001 new items in December.

We received a \$200 donation from Blaine and Cheryl Henningsen and family to be used to purchase Christian fiction materials. This will be used in the 2024 budget.

## **YOUTH SERVICES**

**Staff: Courtney Waters**  
**Youth Services Manager**

### **Report for December 2023:**

December was a whirlwind of a month for Youth Services. In addition to our usual slate of programming, we kicked off our Winter Reading program for kids and teens. I did interviews for the Youth Services Programmer position and successfully hired Rayanna (Rainey) Madsen. She starts January 3, 2024.

Youth Services was in charge of the annual MRRL holiday party this year and everyone worked hard to make it as fun and cozy as could be. With a baked potato bar and decorations inspired by children's picture book author/illustrator Jan Brett, we're pretty sure we hit the mark.

Teen programming was a surprise hit this month. We had fewer programs offered than usual due to a variety of issues (some programs were underperforming and got cut, the holiday knocked out another and one just didn't make it on the calendar for reasons that are still unclear), but the programs we did offer had significantly more teens that we've been seeing at in-house programs over the past few months. We had two special events in December. One was a Barbie movie screening, complete with the opportunity for teens to make their own "weird" Barbies, dress up in pink and even have pink snacks. We had 8 teens attending, most of whom were new to library programming. Our second special event was a craft night where teens made "Snow Globe Tumblers" (we filled the inside of clear plastic tumblers with glitter and fluid) and had a hot cocoa bar. We had 17 teens in attendance at that program! Teen After Hours did indeed bounce back after last month's disappointing turnout. This month we had 26 teens attending, many of them new to the library as well. Anime Club and Pizza & Pages both did ok. Winter Reading is going well with 30 teens currently registered. It's never as popular as Summer Reading, but we have some teens that were very excited about it.

**Staff: Eric Lyon**  
**Youth Programming Coordinator**

### **Report for December 2023:**

Youth programming in December included a mix of popular holiday events, the largest of which was our Polar Express ride night during Living Windows. Donna and Eric dressed as Mrs. Claus and the Conductor and read The Polar Express to rotations of families riding on city buses. Other highlights for the month included a Christmas ornament craft day for families; a marshmallow snowman STEAM building challenge night; a popular sensory play day; and a cardboard box car craft and drive-in movie day for preschoolers. In all, youth programming worked 32 events with a total participation of 887.