

Board of Trustees Regular Meeting
Tuesday, November 15, 2022 at 7:00 PM
Spencer Road Branch
Multipurpose Room 112
427 Spencer Road
St. Peters, Missouri, 63376

THIS MEETING IS OPEN TO THE PUBLIC

If you anticipate needing any type of accommodation or have questions about the physical access provided, please call (636) 441-2300 x1510 in advance of your participation or visit.

The St. Charles City-County Library Board of Trustees will hold their regular monthly meeting in Room 112 of the Spencer Road Branch on Tuesday, November 15, 2022, at 7:00 PM. Items may be moved from Consent Agenda to Formal Agenda for further discussion through a motion of the Board.

REGULAR MEETING

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1. Pledge of Allegiance
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4. Reports and Correspondence
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 - 4.2. Chief Communication & Engagement Officer's Report 14 - 15
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4.3.	Chief Administrative Officer's Report CAOs Report 11.15.2022.pdf 	16 - 22
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4.5.	Statistical Report - October 2022 Statistical Report - FY23 October.pdf 	30
4.6.	Correspondence · None	
5.	Consent Agenda	
5.1.	Minutes for Approval Draft Special Meeting Minutes - October 17, 2022 	31
5.2.	Minutes for Approval DRAFT Regular Meeting Minutes - October 18, 2022 	32 - 37
6.	Old Business	
7.	New Business	
7.1.	Agenda Item 23-15: Review of Response to Proposed Rule 15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors Agenda Item 23-15 Review of Response to Proposed Rule 15 CSR 30.200.015.pdf 	38 - 43
7.2.	Agenda Item 23-16: Leasing of Library Space Discussion	
8.	Adjournment	

ASSESSED VALUATON - Real / PP:		8,686,823,429		9,574,356,723		9,826,213,907		10,735,002,524		11,164,157,454				
TAX RATE:		.2106		0.1996		0.1996		0.1908		0.1908				
ST. CHARLES CITY-COUNTY LIBRARY - 11.15.22	FY2019 - AUDITED		FY2020 - AUDITED		FY2021 - AUDITED		% of Budget	FY2022 - UNAUDITED		% of Budget	FY2023 - UNAUDITED			% of Budget
	Budget	Actual	Budget	Actual	Budget	Actual		Budget	Actual		Budget FY23	Budget YTD 10.31.22	Actual YTD 10.31.22	
Revenue:														
Taxes	\$18,582,800	\$18,915,877	\$19,545,750	\$19,467,864	\$19,300,000	\$20,195,836	104.6%	\$20,356,000	\$20,959,694	103.0%	\$21,038,520	\$137,602	\$159,557	116.0%
State Aid & Grants	237,190	405,667	303,583	362,999	50,000	726,566	1453.1%	243,242	359,917	148.0%	332,435	134,815	97,455	72.3%
Charges for Services	665,400	626,805	561,438	366,488	203,050	67,942	33.5%	144,777	205,503	141.9%	212,975	72,466	105,999	146.3%
Other	204,289	263,531	178,076	307,763	146,376	170,228	116.3%	58,405	74,492	127.5%	82,960	11,475	50,270	438.1%
Total Revenues	\$19,689,679	\$20,211,880	\$20,588,847	\$20,505,114	\$19,699,426	\$21,160,572	107.4%	\$20,802,424	\$21,599,606	103.8%	\$21,666,890	\$356,358	\$413,280	116.0%
Expenditures:														
Salaries & Benefits	12,218,619	11,757,664	12,813,854	12,595,632	12,680,882	11,705,968	92.3%	12,931,125	11,682,628	90.3%	12,945,904	4,232,184	3,976,211	94.0%
Library Materials	3,270,500	3,091,531	3,450,400	3,251,493	3,355,850	3,148,808	93.8%	3,477,525	3,277,085	94.2%	3,576,175	1,192,016	1,362,794	114.3%
Technology & Telecommunication	689,907	811,969	1,034,873	928,226	977,129	1,089,141	111.5%	1,212,210	913,387	75.3%	1,348,326	450,981	276,763	61.4%
Other Operations	2,813,342	2,882,150	3,045,172	2,699,077	2,658,332	2,134,399	80.3%	2,582,084	2,394,815	92.7%	2,708,343	936,900	816,452	87.1%
Total Current Expenditures	\$18,992,368	\$18,543,314	\$20,344,299	\$19,474,428	\$19,672,193	\$18,078,316	91.9%	\$20,202,944	\$18,267,914	90.4%	\$20,578,748	\$6,812,081	\$6,432,220	94.4%
Revenue Over / (Under) Expenditures	\$697,311	\$1,668,566	\$244,548	\$1,030,686	\$27,233	\$3,082,256		\$599,480	\$3,331,692		\$1,088,142	(\$6,455,724)	(\$6,018,939)	
Capital Outlay:	\$809,500	\$520,369	\$3,840,000	\$2,048,884	\$2,985,000	\$2,300,699	77.1%	\$1,037,775	\$603,015	58.1%	\$2,208,500	\$1,698,500	\$444,264	26.2%
Increase / (Decrease) in Reserves	(112,189)	1,148,197	(3,595,452)	(1,018,198)	(2,957,767)	781,557		(438,295)	2,728,677		(1,120,358)	(8,154,224)	(6,463,204)	79.3%
Ending Projected/Actual Fund Balance	20,464,411	21,724,797	18,129,345	20,706,599	17,748,832	21,488,156		21,049,861	\$24,216,833		23,096,475	\$16,062,610	\$17,753,629	110.5%
Ending Cash		11,565,662		11,341,579		12,680,951			15,858,495				7,306,033	
Ending Investments		10,458,000		9,960,000		9,213,000			8,715,000				10,458,000	
FTEs:	214.3	206.4	217.9	210.5	213.9	187.4		208.2	194.3		206.7	206.7	194.0	93.9%

VARIANCE ANALYSIS / NOTES:

Revenues

The budget amount is an estimate made in Spring/Summer for July 1 fiscal year start; the actual tax rate is established in September.

Importantly, about 87% of real and personal property tax dollars are received for the budget year in January, 7 months into budget year.

SCCCL FACILITIES - BUILDINGS & GROUNDS
5-Year Capital / Reserve Expenditures

Location	YTD Actual 10.31.22	Projected 2023 *	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected Total
Central Services	13,000	360,000	14,396	-	116,841	11,043	502,280
Spencer Road Branch	-	190,000	-	-	353,450	35,000	578,450
Middendorf-Kredell Branch	5,742	325,000	-	70,276	585,281	22,000	1,002,557
Kathryn Linnemann Branch	-	30,000	199,210	23,674	267,607	301,283	821,774
Corporate Parkway Branch	10,769	11,000	15,813	14,231	220,260	150,000	411,304
Deer Run Branch	-	-	-	223,991	152,490	5,411	381,892
Kisker Road Branch	-	95,000	-	138,462	52,859	28,984	315,305
McClay Branch	-	-	33,108	103,986	196,587	-	333,681
Winghaven Branch	-	95,000	-	52,605	2,135	4,000	153,740
Boone's Trail Branch	-	-	8,928	26,346	-	36,604	71,878
Augusta Branch	-	22,000	34,037	-	-	-	56,037
Grand Total	29,511	1,128,000	305,492	653,571	1,947,510	594,325	4,628,898

FY23 Percent Completed of Projected: 2.62%

NOTES:

* Space planning and proposed changes in progress for Corporate Parkway, Deer Run, Kisker and McClay branches.

St. Charles City-County Library District Monthly Financial Reports - FY2023

Financial reports for **October of 2022** are final. If you have any questions, please feel free to email jwolfe@stchlibrary.org or call me at extension 1571.

For revenues, please note the following:

- Fiscal Year 2023 tax receipts will be received mid-January 2023 (calendar year basis).
- Remaining ARPA funds (\$80,000) received for Materials Holds Lockers.
- Passport and notary services remain popular with customers.
- Other income includes insurance proceeds for Kisker Road Branch wind damage and Ford Transit fleet vehicle damage.

For expenditures, please note the following:

- Salaries and benefits are 94.0% of the year-to-date budget.
- Health care costs (health, dental and vision) are 102% of the year-to-date budget.

The following includes planned purchases and Capital/Special Projects in progress:

- Purchasing has worked quickly to make planned furniture and equipment procurements prior to anticipated price increases.
- Furniture and equipment purchases include meeting room tables and chairs, and comfortable seating and activity tables for children's areas, to name a few.
- Kisker Road Branch roof replacement is in the bidding process; WingHaven® Branch will follow.

Respectfully submitted,

Julie A. Wolfe, CPA, CGMA
Chief Financial Officer

Statement of Actual vs. Budgeted Revenues
October 31, 2022 - (Unaudited)
(Budget Totals As Amended by Board Reflected)

Revenues	August Income	September Income	October Income	Income To Date	Adjusted Total FY23 Budget	Total Income Not Received	% Received
Tax Revenue	63,923.59	61,453.13	34,180.23	159,556.95	21,038,520.00	20,878,963.05	0.76%
State Aid & Grants	0.00	2,917.82	94,537.10	97,454.92	332,435.00	234,980.08	29.32%
Investment Earnings	3,501.86	2,759.71	4,629.38	14,462.64	30,010.00	15,547.36	48.19%
Charges for Services	30,495.32	26,069.15	25,965.21	105,998.81	212,975.00	106,976.19	49.77%
Donations	20.71	35.65	32.11	125.47	1,080.00	954.53	11.62%
Intergovernment Exchange	0.00	0.00	0.00	0.00	5,600.00	5,600.00	0.00%
Rent	241.79	47.58	22.58	553.26	41,270.00	40,716.74	1.34%
Other (Miscellaneous)	637.92	24,692.03	9,134.45	35,128.44	5,000.00	(30,128.44)	702.57%
District Total Revenues	98,821.19	117,975.07	168,501.06	413,280.49	21,666,890.00	21,253,609.51	1.91%

Statement of Actual vs. Budgeted Expenditures
October 31, 2022 - (Unaudited)
(Budget Totals As Amended by Board Reflected)

Expenditures	August Expenditures	September Expenditures	October Expenditures	Expended To Date	Adjusted Total FY23 Budget	Unexpended Amount Of Budget	% Expended
Salaries & Benefits:							
Salaries	779,277.97	750,683.77	778,126.43	3,070,930.09	9,936,982.00	6,866,051.91	30.90%
Taxes	57,920.53	57,761.38	58,305.34	231,135.25	747,044.00	515,908.75	30.94%
Lagers & Deferred Comp (PEDC)	51,170.32	82,452.62	56,119.70	246,031.73	867,501.00	621,469.27	28.36%
Healthcare, Life, Workers Comp	102,076.03	117,185.67	97,220.86	417,761.02	1,369,847.00	952,085.98	30.50%
Other	1,214.29	2,098.08	6,063.14	10,353.22	24,530.00	14,176.78	42.21%
Total Salaries & Benefits	991,659.14	1,010,181.52	995,835.47	3,976,211.31	12,945,904.00	8,969,692.69	30.71%
Materials:							
Books & Periodicals	93,086.97	150,668.44	145,254.39	553,943.33	1,784,175.00	1,230,231.67	31.05%
Reference & Electronic Resources	16,071.33	521.73	2,363.07	379,662.38	597,900.00	218,237.62	63.50%
Audio / Video Media & Streaming	38,229.31	254,324.75	43,807.62	372,319.11	1,064,300.00	691,980.89	34.98%
Other	31,683.20	13,324.10	7,791.47	56,869.05	129,800.00	72,930.95	43.81%
Total Materials	179,070.81	418,839.02	199,216.55	1,362,793.87	3,576,175.00	2,213,381.13	38.11%
Operations & Technology:							
Supplies	40,074.35	24,112.43	40,518.93	111,192.56	299,965.00	188,772.44	37.07%
Insurance & Utilities	33,937.34	59,400.99	38,458.71	170,796.02	479,750.00	308,953.98	35.60%
Programming	3,148.56	4,347.82	9,120.80	22,688.50	192,850.00	170,161.50	11.76%
Marketing	2,536.59	13,569.24	8,672.62	26,969.62	112,770.00	85,800.38	23.92%
Delivery Vehicle Ops, Maint & Repair	136.00	2,472.63	14,429.82	21,263.45	54,250.00	32,986.55	39.20%
Rent / Lease	9,827.51	2,170.00	9,827.51	38,909.66	119,040.00	80,130.34	32.69%
Buildings & Grounds	64,870.61	67,487.57	61,595.36	220,612.73	844,008.00	623,395.27	26.14%
Equipment Maintenance & Repair	20,800.98	102,017.71	11,671.65	137,552.56	297,490.00	159,937.44	46.24%
Travel, Training & Dues	5,921.20	3,448.00	17,372.56	31,021.03	115,940.00	84,918.97	26.76%
Professional Services & Data	1,999.46	25,474.21	2,161.92	30,120.29	161,480.00	131,359.71	18.65%
Technology & Telecommunications	47,377.82	92,372.17	90,615.59	276,762.78	1,348,326.00	1,071,563.22	20.53%
Other (Includes Postage & UPS)	(161.91)	5,426.44	64.43	5,325.49	30,800.00	25,474.51	17.29%
Total Operations & Technology	230,468.51	402,299.21	304,509.90	1,093,214.69	4,056,669.00	2,963,454.31	26.95%
Capital Outlay / Projects	138,440.56	63,710.60	170,628.12	444,264.60	2,208,500.00	1,764,235.40	20.12%
District Total Expenditures	1,539,639.02	1,895,030.35	1,670,190.04	6,876,484.47	22,787,248.00	15,910,763.53	30.18%

Statement of Actual vs. Estimated Revenues
October 31, 2022 - (Unaudited)

Revenues	Monthly Activity			Year to Date Current Year		Adjustments to Budget	Adjusted Budgeted Income	Income Not Received	% Income Received	Last Year FY2022	
	August Income	September Income	October Income	Income To Date	FY2023 Budgeted Income					Total Actual Unaudited	% Change
Tax Revenues:											
Current Year Tax Revenue	0.00	0.00	0.00	0.00	20,092,620.00	0.00	20,092,620.00	20,092,620.00	0.00%	19,843,482.67	-100.00%
Prior Year Tax Revenue	63,923.59	61,453.13	34,180.23	159,556.95	315,000.00	0.00	315,000.00	155,443.06	50.65%	325,886.90	-51.04%
TIF Surplus	0.00	0.00	0.00	0.00	117,120.00	0.00	117,120.00	117,120.00	0.00%	175,820.22	-100.00%
Institutional Tax	0.00	0.00	0.00	0.00	213,780.00	0.00	213,780.00	213,780.00	0.00%	315,901.71	-100.00%
M & M Replacement Tax	0.00	0.00	0.00	0.00	300,000.00	0.00	300,000.00	300,000.00	0.00%	298,602.20	-100.00%
Total Tax Revenues	63,923.59	61,453.13	34,180.23	159,556.95	21,038,520.00	0.00	21,038,520.00	20,878,963.05	0.76%	20,959,693.70	-99.24%
Assistance Revenues:											
Per Capita State Aid, Other	0.00	0.00	0.00	0.00	202,631.00	0.00	202,631.00	202,631.00	0.00%	205,242.50	-100.00%
Arts & Entertainers' Income Tax	0.00	0.00	0.00	0.00	47,000.00	0.00	47,000.00	47,000.00	0.00%	42,000.00	-100.00%
Grants	0.00	2,917.82	94,537.10	97,454.92	82,804.00	0.00	82,804.00	(14,650.92)	117.89%	112,674.00	-13.51%
Total Assistance Revenues	0.00	2,917.82	94,537.10	97,454.92	332,435.00	0.00	332,435.00	234,980.08	29.32%	359,916.50	-72.92%
Interest Revenues:											
Bank Accounts	0.86	0.60	0.69	3.23	10.00	0.00	10.00	6.77	32.30%	9.60	-66.35%
Investments	3,501.00	2,759.11	4,628.69	14,459.41	30,000.00	0.00	30,000.00	15,540.59	48.20%	12,366.50	16.92%
Tax Collections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	100.00%
Total Interest Revenues	3,501.86	2,759.71	4,629.38	14,462.64	30,010.00	0.00	30,010.00	15,547.36	48.19%	12,376.10	16.86%
Other Income:											
Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	64.10	-100.00%
Copier Charges	9,343.30	7,345.62	7,043.82	29,531.72	58,000.00	0.00	58,000.00	28,468.28	50.92%	70,346.84	-58.02%
Passport Services Fees	14,145.00	14,030.00	13,240.00	52,060.00	100,000.00	0.00	100,000.00	47,940.00	52.06%	67,925.00	-23.36%
Lost Materials	3,407.02	2,533.53	3,321.39	12,607.09	25,825.00	0.00	25,825.00	13,217.91	48.82%	35,001.93	-63.98%
Non-Resident Fees	3,600.00	2,160.00	2,360.00	11,800.00	29,150.00	0.00	29,150.00	17,350.00	40.48%	32,165.60	-63.31%
Donations	20.71	35.65	32.11	125.47	1,080.00	0.00	1,080.00	954.53	11.62%	2,727.48	-95.40%
Gain on Sale of Asset (Surplus)	490.00	311.10	1,815.00	2,756.10	1,800.00	0.00	1,800.00	(956.10)	153.12%	3,928.00	-29.83%
Rent, Programs, Meeting Room	241.79	47.58	22.58	553.26	41,270.00	0.00	41,270.00	40,716.74	1.34%	42,361.99	-98.69%
Intergovernmental Exchange	0.00	0.00	0.00	0.00	5,600.00	0.00	5,600.00	5,600.00	0.00%	5,600.00	-100.00%
Miscellaneous	147.92	24,380.93	7,319.45	32,372.34	3,200.00	0.00	3,200.00	(29,172.34)	1011.64%	7,498.34	331.73%
Total Other Income	31,395.74	50,844.41	35,154.35	141,806.98	265,925.00	0.00	265,925.00	124,119.02	53.33%	267,619.28	-47.01%
TOTAL REVENUES	98,821.19	117,975.07	168,501.06	413,280.49	21,666,890.00	0.00	21,666,890.00	21,253,609.51	1.91%	21,599,605.58	-98.09%

Statement of Budget vs. Expenditures
October 31, 2022 (Unaudited)
(Budget Totals As Amended By Board Reflected)

Account Number-Account Name	Monthly Activity			Year to Date			FY2023		FY2023		Prior Year	
	August	September	October	Total	FY2023	Adjustments	Total	Unexpended	Percent	Prior Year		
	Expenditures	Expenditures	Expenditures	Expenditures To Date	Total Budget	To Budget	Total Budget	Amount Of Budget	Of Budget Expended	Total Actual Unaudited	% Change	
SALARIES & BENEFITS												
7010 - Salaries	779,277.97	750,683.77	778,126.43	3,070,930.09	9,936,982.00	0.00	9,936,982.00	6,866,051.91	30.90%	9,004,801.89	-65.90%	
7100 - Payroll Taxes	57,920.53	57,761.38	58,305.34	231,135.25	747,044.00	0.00	747,044.00	515,908.75	30.94%	673,987.53	-65.71%	
7110 - Lagers Pension	40,706.96	67,083.51	45,798.56	203,893.47	720,698.00	0.00	720,698.00	516,804.53	28.29%	651,322.22	-68.70%	
7115 - Deferred Compensation (PEDC)	10,463.36	15,369.11	10,321.14	42,138.26	146,803.00	0.00	146,803.00	104,664.74	28.70%	142,227.20	-70.37%	
7131 - Healthcare & Life Insurance	98,462.37	113,776.54	97,220.86	407,449.81	1,337,603.00	0.00	1,337,603.00	930,153.19	30.46%	1,146,784.16	-64.47%	
7132 - Workers Compensation	3,613.66	3,409.13	4,144.73	14,455.94	32,244.00	0.00	32,244.00	17,788.06	44.83%	40,435.49	-64.25%	
7140 - Unemployment, Other	1,214.29	2,098.08	1,918.41	6,208.49	24,530.00	0.00	24,530.00	18,321.51	25.31%	23,069.31	-73.09%	
TOTAL SALARIES & BENEFITS	991,659.14	1,010,181.52	995,835.47	3,976,211.31	12,945,904.00	0.00	12,945,904.00	8,969,692.69	30.71%	11,682,627.80	-65.96%	
MATERIALS												
7150-7151 - Books - Adult, eBooks	78,942.34	113,394.10	118,070.03	390,758.18	1,224,650.00	0.00	1,224,650.00	833,891.82	31.91%	1,131,134.14	-65.45%	
7153-7154 - Books - Juvenile, eBooks	14,144.63	37,240.84	24,688.62	89,731.49	424,500.00	0.00	424,500.00	334,768.51	21.14%	403,891.10	-77.78%	
7180 - Data Base Services	2,880.30	178.35	1,356.35	113,525.41	191,500.00	0.00	191,500.00	77,974.59	59.28%	187,570.11	-39.48%	
7221 - Periodicals	0.00	33.50	2,495.74	73,453.66	135,025.00	0.00	135,025.00	61,571.34	54.40%	141,900.28	-48.24%	
7223 - Reference & Electronic Resources	13,191.03	343.38	1,006.72	266,136.97	406,400.00	0.00	406,400.00	140,263.03	65.49%	405,031.55	-34.29%	
7241-7243 - Audio, eAudio	27,946.06	35,175.44	30,706.48	121,588.05	311,300.00	0.00	311,300.00	189,711.95	39.06%	306,811.42	-60.37%	
7245 - Movies, Video Games	10,283.25	19,149.31	13,101.14	50,731.06	292,000.00	0.00	292,000.00	241,268.94	17.37%	184,953.58	-72.57%	
7145 - Streaming	0.00	200,000.00	0.00	200,000.00	461,000.00	0.00	461,000.00	261,000.00	43.38%	376,800.00	-46.92%	
7146 - Circulating Equipment	259.80	2,961.36	131.80	3,352.96	17,500.00	0.00	17,500.00	14,147.04	19.16%	18,335.39	-81.71%	
7280 - Binding, Equipment & Kits	6,580.34	10,362.74	7,659.67	28,673.03	88,500.00	0.00	88,500.00	59,826.97	32.40%	99,978.57	-71.32%	
7300 - Consortia	24,843.06	0.00	0.00	24,843.06	23,800.00	0.00	23,800.00	(1,043.06)	104.38%	20,678.43	20.14%	
TOTAL LIBRARY MATERIALS	179,070.81	418,839.02	199,216.55	1,362,793.87	3,576,175.00	0.00	3,576,175.00	2,213,381.13	38.11%	3,277,084.57	-58.41%	
OPERATIONS												
7500 - Supplies	40,074.35	24,112.43	40,518.93	111,192.56	299,965.00	0.00	299,965.00	188,772.44	37.07%	259,785.04	-57.20%	
7510 - Insurance	10,058.92	10,058.92	10,058.92	46,211.23	130,000.00	0.00	130,000.00	83,788.77	35.55%	109,720.83	-57.88%	
7520 - Utilities												
Electric	17,767.61	41,320.03	19,466.19	98,291.49	257,400.00	0.00	257,400.00	159,108.51	38.19%	242,949.82	-59.54%	
Fuel - Gas	368.30	679.58	531.02	2,254.89	41,400.00	0.00	41,400.00	39,145.11	5.45%	36,965.04	-93.90%	
Trash, Water & Sewer	5,742.51	7,342.46	8,402.58	24,038.41	50,950.00	0.00	50,950.00	26,911.59	47.18%	53,416.86	-55.00%	
7530 - Programming	3,148.56	4,347.82	9,120.80	22,688.50	192,850.00	0.00	192,850.00	170,161.50	11.76%	98,779.62	-77.03%	
7543 - Delivery Vehicle Operations	136.00	2,352.14	1,891.86	6,408.87	31,000.00	0.00	31,000.00	24,591.13	20.67%	22,859.31	-71.96%	
7544 - Delivery Vehicle Maintenance & Repair	0.00	120.49	12,537.96	14,854.58	23,250.00	0.00	23,250.00	8,395.42	63.89%	15,669.02	-5.20%	
7590 - Rent, Lease	9,827.51	2,170.00	9,827.51	38,909.66	119,040.00	0.00	119,040.00	80,130.34	32.69%	113,087.67	-65.59%	
7610 - Travel, Training & Dues	5,921.20	3,448.00	17,372.56	31,021.03	115,940.00	0.00	115,940.00	84,918.97	26.76%	54,516.64	-43.10%	
7630 - Building & Grounds Maintenance	64,870.61	67,487.57	61,595.36	220,612.73	844,008.00	0.00	844,008.00	623,395.27	26.14%	853,871.23	-74.16%	
7670 - Miscellaneous & ILL Fees	(24.94)	111.96	26.43	190.47	800.00	0.00	800.00	609.53	23.81%	1,851.86	-89.71%	
7671 - Publications	511.00	0.00	1,372.00	2,828.00	43,270.00	0.00	43,270.00	40,442.00	6.54%	32,239.86	-91.23%	
7674 - Advertising & Other Marketing	2,025.59	13,569.24	7,300.62	24,141.62	69,500.00	0.00	69,500.00	45,358.38	34.74%	36,960.27	-34.68%	
7711 - Equipment / Furniture Purchase	19,294.33	101,107.46	9,241.92	132,645.75	280,350.00	0.00	280,350.00	147,704.25	47.31%	344,759.69	-61.53%	
7712 - Equipment Rental	395.85	0.00	0.00	395.85	1,640.00	0.00	1,640.00	1,244.15	24.14%	1,187.55	-66.67%	
7713 - Equipment Service Contracts	1,110.80	910.25	2,429.73	4,510.96	14,000.00	0.00	14,000.00	9,489.04	32.22%	14,068.36	-67.94%	
7714 - Equipment Repair	0.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00	1,500.00	0.00%	1,545.94	-100.00%	
7750 - Postage & UPS	(136.97)	5,314.48	38.00	5,135.02	30,000.00	0.00	30,000.00	24,864.98	17.12%	27,092.23	-81.05%	
7770 - Professional Services	824.50	24,051.97	1,369.75	26,246.22	146,280.00	0.00	146,280.00	120,033.78	17.94%	60,466.69	-56.59%	
7780 - Data Processing & Analytics	1,174.96	1,422.24	792.17	3,874.07	15,200.00	0.00	15,200.00	11,325.93	25.49%	13,021.36	-70.25%	
TOTAL OPERATIONS	183,090.69	309,927.04	213,894.31	816,451.91	2,708,343.00	0.00	2,708,343.00	1,891,891.09	30.15%	2,394,814.89	-65.91%	

Statement of Budget vs. Expenditures
October 31, 2022 (Unaudited)
(Budget Totals As Amended By Board Reflected)

Account Number-Account Name	Monthly Activity			Year to Date Current Year	FY2023 Total Budget	Adjustments To Budget	FY2023 Adjusted Total Budget	Unexpended Amount Of Budget	Percent Of Budget Expended	Prior Year	% Change
	August Expenditures	September Expenditures	October Expenditures	Total Expenditures To Date						FY2022 Total Actual Unaudited	
TECHNOLOGY & TELECOMMUNICATIONS											
7810 - Software	31,502.55	63,731.09	18,140.79	120,932.25	647,262.00	0.00	647,262.00	526,329.75	18.68%	552,882.15	-78.13%
7820 - Consulting & Professional Fees	2,036.97	9,648.20	4,021.26	16,871.43	98,300.00	0.00	98,300.00	81,428.57	17.16%	108,053.37	-84.39%
7821 - CARES Act - Broadband	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	(33,824.46)	-100.00%
7840 - Telecommunications	11,968.60	16,259.85	47,980.16	83,895.56	248,960.00	0.00	248,960.00	165,064.44	33.70%	198,392.61	-57.71%
7850 - Cabling	0.00	0.00	4,196.06	4,196.06	11,300.00	0.00	11,300.00	7,103.94	37.13%	5,797.64	-27.62%
7860 - Equipment	1,869.70	2,733.03	16,277.32	50,867.48	342,504.00	0.00	342,504.00	291,636.52	14.85%	82,085.41	-38.03%
TOTAL TECH & TELECOMMUNICATIONS	47,377.82	92,372.17	90,615.59	276,762.78	1,348,326.00	0.00	1,348,326.00	1,071,563.22	20.53%	913,386.72	-69.70%
GENERAL FUND TOTALS	1,401,198.46	1,831,319.75	1,499,561.92	6,432,219.87	20,578,748.00	0.00	20,578,748.00	14,146,528.13	31.26%	18,267,913.98	-64.79%
Capital Projects - Special Fund	85,208.00	0.00	0.00	85,208.00	140,500.00	0.00	140,500.00	55,292.00	60.65%	210,831.65	-59.58%
Buildings & Land	10,769.00	0.00	18,742.00	29,511.00	1,117,000.00	0.00	1,117,000.00	1,087,489.00	2.64%	382,761.47	-92.29%
Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	0.00	100.00%
Equipment	42,463.56	63,710.60	151,886.12	329,545.60	951,000.00	0.00	951,000.00	621,454.40	34.65%	9,421.71	3397.73%
DISTRICT TOTAL	1,539,639.02	1,895,030.35	1,670,190.04	6,876,484.47	22,787,248.00	0.00	22,787,248.00	15,910,763.53	30.18%	18,870,928.81	-63.56%

Notes to Capital Projects Expenditures:

Central Services - Network Equipment	329,545.60
Central Services - Cargo Vans (2)	85,208.00
Central Services - Space Planning Consultant	13,000.00
Corporate Parkway - Parking Lot Repair & Seal	10,769.00
Middendorf-Kredell - Fire Panel	5,742.00
Total	444,264.60

Adjustments to Budget:

Prior Year Reserve	0.00
Donations	0.00
Board Actions	0.00
Insurance Claims	0.00
Change Orders	0.00
	0.00

Statement of Expenditures by Location
October 31, 2022 (Unaudited)

Location	YTD Actual Expenditures at 10/31/22	YTD Adjusted Budget at 10/31/22	Unexpended Amount of Budget YTD	Percent of YTD Budget Expended	FY2023 Adjusted Budget
0100 - Central Services	3,497,363.12	3,813,914.40	316,551.28	91.70%	11,155,277.00
0600 - Kisker Road Branch	222,115.36	255,423.91	33,308.55	86.96%	779,642.00
0700 - Deer Run Branch	223,097.43	230,354.21	7,256.78	96.85%	711,933.00
0800 - Spencer Road Branch	573,430.36	607,164.40	33,734.04	94.44%	1,875,032.00
0900 - Corporate Parkway Branch	232,030.11	268,602.39	36,572.28	86.38%	809,535.00
1000 - Kathryn Linnemann Branch	498,137.35	512,732.96	14,595.61	97.15%	1,539,122.00
1100 - Portage Des Sioux Branch	1,132.67	1,164.00	31.33	97.31%	3,513.00
1200 - Augusta Branch	55,870.83	53,446.02	(2,424.81)	104.54%	154,612.00
1300 - Middendorf Kredell Branch	546,840.68	574,849.09	28,008.41	95.13%	1,737,735.00
1400 - McClay Branch	246,680.54	269,784.21	23,103.67	91.44%	769,143.00
1500 - Boone's Trail Branch	40,538.32	42,401.16	1,862.84	95.61%	126,487.00
1600 - Winghaven Branch	114,364.15	118,711.20	4,347.05	96.34%	361,562.00
1800 - Cliff View Branch	126,163.18	130,102.61	3,939.43	96.97%	394,739.00
2000 - Mobile Library Vehicle	54,455.77	53,430.60	(1,025.17)	101.92%	160,416.00
TOTAL	6,432,219.87	6,932,081.16	499,861.29	92.79%	20,578,748.00
Capital Projects - Special Fund	85,208.00	85,500.00	292.00	99.66%	140,500.00
Buildings & Land	29,511.00	567,000.00	537,489.00	5.20%	1,117,000.00
Materials	-	-	-	-	-
Equipment	329,545.60	926,000.00	596,454.40	35.59%	951,000.00
Total Expenditures	6,876,484.47	8,510,581.16	1,634,096.69	80.80%	22,787,248.00

Recap of Investments Purchased/Redeemed
October 31, 2022 (Unaudited)

Investments	Date Purchased	Date Due	Number Of Days	Interest Rate	Quantity Amount	Interest Received	Interest On CD
Investments Purchased & Redeemed:							
Market Adjustments & Monthly Interest						14,459.41	
Lindell Bank & Trust CD	11/19/21	11/19/22	365 days	0.30%	249,000	0.00	757.38
Simmons Bank CD	4/6/22	4/6/23	365 days	0.10%	249,000	0.00	Coupon
Haddon Savings Bank, Haddon Heights, NJ CD	1/28/22	11/28/22	304 days	0.20%	249,000	0.00	Coupon
Bank Ozark, Little Rock, AR CD	1/28/22	1/27/23	364 days	0.15%	249,000	0.00	377.65
Preferred Bank, Los Angeles, CA CD	1/31/22	1/31/23	365 days	0.40%	249,000	0.00	1,009.83
Beal Bank USA, Las Vegas, NV CD	2/9/22	11/9/22	273 days	0.35%	249,000	0.00	660.89
First State Bank, Boise City, OK CD	2/11/22	2/10/23	364 days	0.30%	249,000	0.00	Coupon
JP Morgan Chase Bk, Columbus, OH CD	2/14/22	2/14/23	365 days	0.45%	249,000	0.00	Coupon
First National Bank, Long Island, NY CD	2/16/22	2/16/23	365 days	0.50%	249,000	0.00	1,262.29
American Eagle Bank, South Elgin, IL CD	2/15/22	2/15/23	365 days	0.45%	249,000	0.00	Coupon
Synovus Bank, Columbus, GA CD	2/18/22	11/18/22	273 days	0.45%	249,000	0.00	849.71
Safra National Bank, New York, NY CD	2/24/22	2/23/23	364 days	0.60%	249,000	0.00	1,510.60
United Fidelity Bank FSB, Evansville, IN CD	2/24/22	11/23/22	272 days	0.35%	249,000	0.00	Coupon
BMW Bank of North America, Salt Lake City, UT CD	3/11/22	3/10/23	364 days	0.75%	249,000	0.00	1,888.25
Popular Bank, New York, NY CD	3/16/22	3/16/23	365 days	0.80%	249,000	0.00	2,019.67
Triad Business Bank, Greensboro, NC CD	3/18/22	3/17/23	364 days	0.80%	249,000	0.00	Coupon
DMB Community Bank, DeForest, WI CD	3/28/22	1/30/23	308 days	0.60%	249,000	0.00	Coupon
Bank of Buffalo KY, Buffalo, KY CD	3/30/22	3/30/23	365 days	1.00%	249,000	0.00	2,524.58
Comenity Capital Bank, Draper UT CD	4/14/22	4/14/23	365 days	1.25%	249,000	0.00	Coupon
Barclays Bank, Wilmington, DE CD	4/20/22	4/20/23	365 days	1.40%	249,000	0.00	3,534.42
Homestreet Bank, Seattle, WA CD	4/25/22	4/25/23	365 days	1.30%	249,000	0.00	Coupon
CIBM Bank, Champaign, IL CD	4/27/22	4/27/23	365 days	1.50%	249,000	0.00	Coupon
Discover Bank, Greenwood, DE CD	4/27/22	4/27/23	365 days	1.50%	249,000	0.00	3,786.88
Institution for Savings, Newburyport, MA CD	4/28/22	4/28/23	365 days	1.40%	249,000	0.00	Coupon
Celtic Bank, Salt Lake City, UT CD	4/28/22	4/28/23	365 days	1.35%	249,000	0.00	Coupon
First National Bank, East Lansing, MI CD	4/28/22	4/28/23	365 days	1.30%	249,000	0.00	Coupon
Synchrony Bank, Draper, UT CD	4/29/22	4/27/23	363 days	1.55%	249,000	0.00	3,891.66

Recap of Investments Purchased/Redeemed
October 31, 2022 (Unaudited)

Investments	Date Purchased	Date Due	Number Of Days	Interest Rate	Quantity Amount	Interest Received	Interest On CD
Toyota Finl Savings Bank, Henderson, NV CD	5/4/22	5/4/23	365 days	1.75%	249,000	0.00	4,418.02
East Cambridge Savings Bank, Cambridge, MA CD	5/4/22	5/4/23	365 days	1.55%	249,000	0.00	Coupon
Ergo Bank, Markesan, WI CD	5/6/22	5/5/23	364 days	1.35%	249,000	0.00	Coupon
Freedom Finl Holdings, Inc, Fairfax, VA CD	5/10/22	5/10/23	365 days	1.85%	249,000	0.00	4,670.48
Dime Community Bank, Hauppauge, NY CD	5/18/22	2/21/23	279 days	1.40%	249,000	0.00	2,701.65
First Century Bank NA, Commerce, GA CD	8/30/22	8/30/23	365 days	3.00%	249,000	0.00	7,573.75
MUFG Union Bank NA, San Francisco, CA CD	9/21/22	1/23/23	124 days	3.05%	249,000	0.00	2,615.88
Northwest Community Bank, Winsted, CT CD	9/21/22	1/23/23	124 days	3.10%	249,000	0.00	2,658.77
Texas Bank, Brownwood, TX CD	9/22/22	1/23/23	123 days	2.80%	249,000	0.00	2,382.10
American Bank, Wolfforth, TX CD	9/23/22	1/23/23	122 days	2.95%	249,000	0.00	2,489.31
Commonwealth Cooperative Bank, Hyde Park, MA CD	9/30/22	1/30/23	122 days	3.05%	249,000	0.00	Coupon
First Foundation Bank, Irvine, CA CD	10/14/22	10/13/23	364 days	4.00%	249,000	0.00	10,070.67
BMO Harris Bank, Chicago, IL CD	10/14/22	7/14/23	273 days	3.95%	249,000	0.00	7,458.59
Santander Bank National Assn, Wilmington, DE CD	10/14/22	7/14/23	273 days	3.85%	249,000	0.00	7,269.76
Beal Bank, Plano, TX CD	10/19/22	7/19/23	273 days	3.90%	249,000	0.00	7,364.18
Total Interest Received to Date						14,459.41	
Total FY2023 Investment Earnings							<u>14,459.41</u>
Total Interest to be Earned FY2023 Including Accrual							94,767.78
Principal of Unmatured Investments					10,458,000.00		

Analysis of Investments & Cash Accounts
October 31, 2022 (Unaudited)

Bank-Investments Accounts	Interest Rate	Beginning Balance	Additions	Redemption	Interest Received	Ending Balance
Accounts Payable (AP) Checking Account	0.01%	24,362.59	848,026.05	844,476.52	0.46	27,912.12
Payroll (PR) Checking Account	0.01%	32,284.62	705,061.65	705,061.42	0.23	32,284.85
Petty Cash / Change Funds	0.00%	6,787.50	-	-	-	6,787.50
Merchant Depository Account	0.00%	14,691.29	15,601.12	14,691.29	-	15,601.12
FSA Plan Account	0.00%	13,809.80	66.90	2,412.11	-	11,464.59
Allied Dental Account	0.00%	18,390.31	11,000.00	8,427.01	-	20,963.30
Prime Account	0.00%	9,312,532.20	411,728.60	2,533,241.40	-	7,191,019.40
Investments	Varies	9,711,000.00	996,000.00	249,000.00	4,628.69	10,458,000.00
		<u>19,133,858.31</u>	<u>2,987,484.32</u>	<u>4,357,309.75</u>	<u>4,629.38</u>	<u>17,764,032.88</u>
Investments (CDs Held)						10,458,000.00
Prime Account						7,191,019.40
Petty Cash						6,787.50
Merchant Depository (Credit Card Processing)						15,601.12
FSA Plan Account						11,464.59
Allied Dental Account						20,963.30
Statement Balance AP account at month end				110,280.22		
Posted Payment Voided After Statement End Date				-		
LAGERS Transfer Pending				45,241.48		
Less: Outstanding Checks / ACH Payments				<u>37,126.62</u>		27,912.12
Statement Balance PR account at month end				32,284.85		
Plus: Payroll Transfer				-		
Less: Outstanding Check				<u>-</u>		32,284.85
Total Cash & Investments						<u>17,764,032.88</u>

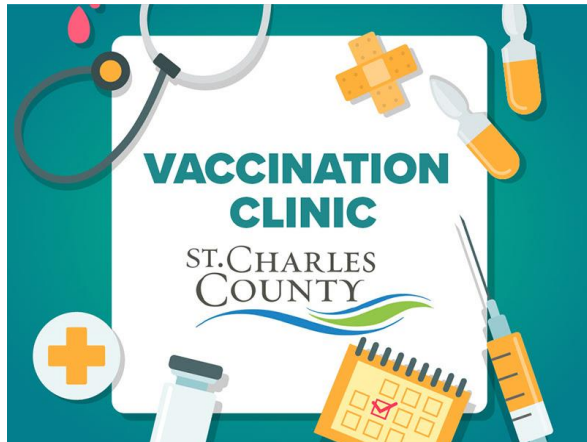
Chief Communications & Engagement Officer's Report

Marketing, Foundation, Friends
November 15, 2022



St. Charles City-County
Library

Marketing Vaccine Clinics



The St. Charles County Department of Public Health has distributed 1,939 vaccines during the 37 clinics they have held at our branches in the past 17 months. Nicholas Kohlberg, their Regional Response Planner believes our events are so well attended because we offer comfortable, familiar and easy to access locations for all to visit. This is a solid example of a strategic community partnership that benefits our residents.

Media Mentions

[KSDK | Secretary of State Proposed Ruling](#)

[The Guardian | Book Challenges](#)

[The Telegraph | Author Event](#)

[Publishers Weekly | Secretary of State Proposed Ruling](#)

Friends of the Library

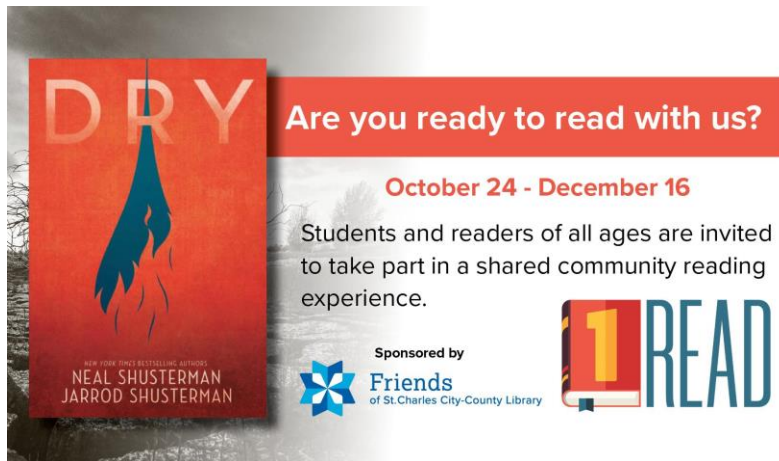
Cliff View Patio Dedication

On October 4 members of the Friends of the Library and Library staff celebrated the dedication of the Cliff View Branch patio in memory of Friends past and in honor of Friends present and future.



A permanent plaque was installed on the Cliff View patio to acknowledge and thank Friends members for everything they have done over the past 30+ years to help make our Library great.

Pictured from the left: Jason Kuhl, Friends Officers - Jane Hudson, Joe Krebs, Harlan Meyer, Debbie Rutsch, Staff Liaison Jan Bardon



One Read - Community Reading Initiative

Friends of the Library approved a \$1,000 grant request from the Collections Services team to purchase copies of *Dry*, this year's One Read book. The grant money was used to purchase 64 paperback copies, 6 eBooks and 3 eAudio books which are all available to be checked out from the Library.

This funding from the Friends made it possible for many members of our community to participate in One Read without having to purchase the book themselves.

Library Foundation

Garden Posts

The St. Charles City-County Library Foundation auctioned off the 2022 Summer Challenge Garden Posts during the month of October raising \$1,373 with 36 bidders placing 134 bids. The Library Foundation is raising funds this year for things like replacing Early Literacy Computers supporting school readiness in our branches, Storybook Walks promoting literacy and wellness in area parks, Born to Read kits providing Library information and books to families and their new babies, and STEM software enhancing programming at the Library.



Branches

October Highlights

Kathryn Linnemann Region

- Kisker Road staff have been helping at MK so they can catch up on all the material shelving from the summer that still needs to be done. It's been a great opportunity to connect and work with coworkers from another location, and to share ideas and experiences with each other.
- Kisker Road held their third puzzle competition on Oct. 12. Customers can have teams of up to 4 people and they get 3 hours to put together a 500 piece puzzle. All teams were provided the same puzzle and the winners finished in 90 minutes.
- Kathryn Linneman hosted Art Start for Little Ones, Tween & Teens Create: Halloween Lanterns, Teen Advisory Board, and Beading 101 for adults in the month of October.
- McClay customers are excited to be able to make "Ask Us Appointments" for one-on-one technology assistance. One customer said "Catherine assisted us with a very difficult technology question- she was superb! So knowledgeable + friendly- Above and Beyond!"

Middendorf-Kredell Region

- At the Deer Run Branch's October 18 vaccination clinic, 51 vaccinations were given by the St. Charles County Department of Health.
- Middendorf-Kredell Branch hosted Story Time at the Park once a month at Sports Park in O'Fallon from July through October, 2022. Just like at the branch, Story Time at the Park included stories, rhymes & songs, and a simple craft activity. The Parks Department of the City of O'Fallon helpfully suggested that a pavilion near a playground be used and assisted library staff in getting the pavilion fees waived. Average attendance was 20 persons and we saw some families from the park visit the library to take advantage of more resources.
- Corporate Parkway, Deer Run, and Middendorf-Kredell Branches served as polling places for the November 8 elections.
- Corporate Parkway Branch participated in the Wentzville Chamber of Commerce Trunk-or-Treat on October 20, which had more than 1,200 kids attend.

- The Corporate Parkway Branch has a new activity table in the children's section which has been well received by customers.



Spencer Road Region

- Augusta Branch hosted the Election Authority on October 25 to provide a location for absentee voting in the area for the first time. They had 62 people come out and vote, a much higher than expected turnout.
- The Library to You Bookmobile has secured a full route of stops, with the most recently acquired stop at Peine Lakes Apartments starting on November 1. Staff began ramping up Branch features with a display of spooky material and a scavenger hunt.
- The Spencer Road Branch hosted several successful youth Halloween themed classes and events including teens & tweens Spooky Perler Beads class, Fall into Art class for preschoolers with monster bookmarks, a colorful monster scavenger hunt throughout the children's area and *Stranger Things* party for teens.

Upcoming

Kathryn Linnemann Region

- Kathryn Linnemann will host author Valerie Battle Kienzle who is presenting her latest book, *Main Street St Charles, MO: A Walk through History*.

Middendorf-Kredell Region

- On November 29 at 7pm, local author Ben Westhoff will speak about his book *Little Brother*, a true-crime narrative that details his investigation into the murder of the young man he had been paired with through Big Brothers Big Sisters for 11 years.

Spencer Road Region

- Augusta will participate in the annual Augusta Christmas Walk.

Adult and Youth Services

October Highlights

- **Meet the Author: Fredrik Backman**

On October 1st the library partnered with The Novel Neighbor to host international best-selling author Fredrik Backman. Over 400 customers came to Spencer Road Library to hear one of their favorite authors speak and have a chance to meet him. Though most were local, some came from Iowa, Indiana, and two attendees even flew in from Ohio and Texas. The author spoke about his newest book, *The Winners*, the final book in The Beartown series. He also answered audience questions, which allowed him to expand on things like writing relatable and deep characters and about the translation process, since his books are translated from his native Swedish into English.



- **Meet the Author: John McEuen**

On Tuesday, October 18 the library hosted bluegrass legend and founding member of "The Nitty Gritty Dirt Band," John McEuen, in a discussion of his new book *Will the Circle Be Unbroken: The Making of a Landmark Album, 50th*

Anniversary. Keith Dudding, host of “Down Yonder” on 88.1 KDHX, interviewed John on how the album cover was created, how the different artists came together, and what it was like working with other bluegrass musicians from across generations and the country.

John brought his banjo along and the talk included bits of banjo music, a rousing sing along of “The Beverly Hillbillies” theme song, and he ended the night with a short set. He then signed copies of his books. This event had 97 guests in attendance, many expressing their gratitude to both the Library and our bookseller partner, Main Street Books, for offering such a unique and exciting experience.



- **Halloween Safety**



Nine branches hosted a Halloween Safety class presented by the St. Charles Ambulance District during the last week in October. EMTs and paramedics read the story *Trick or Treat Crankenstein* by Samantha Berger and spoke about how to stay safe while trick or treating on Halloween. They then let kids get an up close look at the ambulance and some of their equipment. The children left with a frankenstein craft, a coloring book, and a junior EMT badge sticker. This is a yearly partnership between the Library and the Ambulance District that has gone on for more than a decade. This year, we had a total of 297 kids and caregivers attend

these classes at our branch locations.

Upcoming

- **Meet the Author: Valerie Battle Kienzle**

November 30 at 7:00 pm

Main Street St. Charles, MO: A Walk through History

History comes alive in St. Charles, and according to longtime resident, history enthusiast, and author Valerie Battle Kienzle, the best way to experience Main street and nearby areas is on foot. The book includes four easy walks, plus several suggested short side trips, with maps, historical information and photographs.

- **Santa Visits the Library**

December 12 - 16

Join us at several of our branches as Santa drops in from the North Pole. Write your letters to Santa, dress up in holiday gear and get your cameras ready to photograph your special conversation with Santa.

- **After Hours Community Band**

December 13 at 7:00 pm

Spencer Road Community Commons

Come and enjoy an evening with the After Hours Community Band, made up of amateur musicians who will perform holiday classical and concert band selections. This concert band provides the opportunity for amateur musicians to enjoy the pleasure of playing in a band while providing free musical entertainment to the community.

- **Meet the Author: Kiera Cass**

December 2 at 7:00 pm

A Thousand Heartbeats

Spencer Road Community Commons

Kiera Cass, #1 New York Times bestselling author who wrote The Selection Series, will visit to present her latest book, an epic story of star-crossed lovers and long-held secrets.

- **Meet the Authors: Julie Murphy & Sierra Simone**

December 10 at 7:00 pm

A Merry Little Meet Cute

Spencer Road Community Commons

New York Times Bestselling author, Julie Murphy, and USA Today bestselling author, Sierra Simone, have teamed up to write a holiday themed rom-com and will visit the library to talk about writing this new book together.

Collections

October Highlights

- Collection Services and the Training Coordinator hosted a session from Reference Solutions for staff to learn/get a refresher on this resource.
- Staff from Collection Services, in collaboration with other administrative departments, have hosted vendor meetings to discuss future expansion or changes to services. In October we met with Clarivate (now owns Innovative) to review the ILS contract, as well as Bibliotheca to discuss the self service product we use at Cliff View.
- After coordinating with staff at the Kathryn Linnemann Branch the Collection Services team is preparing to send local papers and books to the bindery. The purpose of this is to provide durability for the unique items. This project has not been done for several years due to the increasing minimums for binding. It will be something that is budgeted for every 2-3 years.

Upcoming

- The Collections Services staff are working on updating genre brochures that are given to the public to help them find their next great read.

Technology

October Highlights

- New projectors were installed at the Spencer Road Branch in Room 112 and in the Youth Activity Room. A new large screen was installed in the meeting room at the Augusta Branch.
- The software for all of the Holds Hoppers across the library has been updated to a more user-friendly version.
- The student cards across all 5 school districts have been updated for the current school year.
- An LSTA Technology Mini Grant in the amount of \$16,281 was awarded to the library, and the funds will be used to upgrade the Microsoft Office software on all the public computers and purchase several new servers.
- Increased Google account security was enabled for all staff at Central Services.

Upcoming

- Design decisions for our new phone system will be made and the new phones will be shipped out to the branches.
- Configuration will begin for our new network equipment by our vendor, with installation beginning at branches in the next month or two.
- Sixteen new AWE computers, which provide early literacy software for kids, will be purchased with grant funds from the Foundation to replace older AWE computers.
- Increased Google account security will be rolled out to staff at the branches.

Professional Development

October Highlights

- The St. Charles County Ambulance District (SCCAD) provided CPR/AED Training to 17 staff at a session in October.
- A representative from Reference Solutions (formerly ReferenceUSA) demonstrated some of the features of the database to the 15 staff in attendance.
- A representative from Library Market provided training on our new room reservation and event management software. Thirty-eight staff attended, most of whom were branch leadership.
- Challenging Customer Encounters, a course recently developed by staff, was made available on-demand via our Library University Webinars Niche Academy.
- In preparation for the district wide salary study, every staff member was asked to complete a job description survey, in which they flagged parts of their job descriptions they no longer perform and highlighted duties they regularly perform that are not in their job description. In addition to the needed data, the reflection process presents the opportunity for professional development.

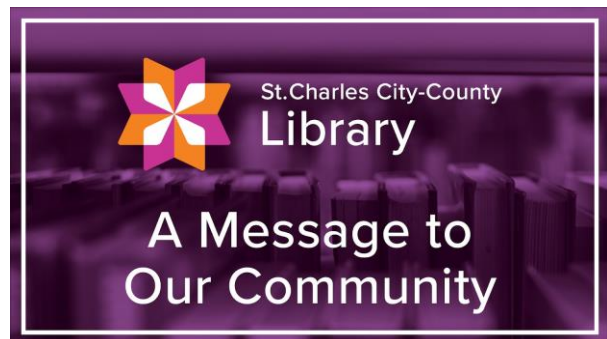
Upcoming

- Library Market training will continue with vendor-provided live webinars which will be made available to staff on-demand.
- Training on cyber security through InfoSec IQ will begin this fall.

Proposed Rule 15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors

The 30-day public comment period for this rule begins November 15. We are informing our community by posting this message on our website, selected social media outlets, and as part of an email blast. Many of our peer libraries from across the state have taken similar steps, and I have included some examples below.

Missouri's Secretary of State is proposing a new [administrative rule](#) that would require libraries to "institute measures to protect minors from non-age-appropriate materials" in order to receive state funds. Parents or guardians would have the right to challenge a library's age-appropriate designation for any material. A 30-day window for public input opens Nov. 15; we urge our community and state to review the measure. Read our statement and learn how you can respond.



The St. Charles City-County Library, like all public libraries, was founded on the notion that all citizens should have free and equal access to materials regardless of their origin, age, background, or views. No citizen should be able to decide for another what is appropriate for them. In the case of children, we too believe that decision should rest solely with their parents or guardians. We also believe that parents or guardians are the ones who must be responsible for that oversight, not the Library.

The proposed ruling is problematic for these reasons:

- It undermines the core library tenet of free and equal access for all and there are already [collection policies](#) in place with appropriate age categories at each of our locations.
- It is a politicized action to address a purported problem that is not widespread in day-to-day public library operations and diminishes local control by library boards.
- It creates a financial burden.

As one of the largest libraries in the state, our collection includes over 661,000 items. Last year nearly 1.1 million people came through our doors and checked out over 5.7 million items. Despite this level of use, only six requests for review were filed by three citizens during that time.

The power public libraries have to enhance and transform a community is tangible. While it is certain the values represented in every item will not reflect those of every citizen, it is important that the public library have materials that represent many viewpoints. The Library is committed to being inclusive, providing access to all, and respecting diverse perspectives across all areas of the collection. This step by the Secretary of State threatens to erode that core value.

You can share your thoughts and feedback about the Secretary of State's proposed rule beginning on November 15 by mailing the Office of the Missouri Secretary of State (PO Box 1767, Jefferson City, MO 65102) or by emailing comments@sos.mo.gov. To be considered, all comments to the proposed rule must be received between November 15 and December 15 and must include "15 CSR 30-200.015" in the subject line.

THE KANSAS CITY PUBLIC LIBRARY

 KIDS TEENS BLOG

BOOKS | MUSIC | MOVIES | DIGITAL EVENTS | CLASSES | ACTIVITIES RESOURCES | RESEARCH 

Home | Latest at the Library | Library Studying Proposed New State Rule – You Should, Too

Library Studying Proposed New State Rule – You Should, Too

Post date: Thursday, October 20, 2022

The office of Missouri's secretary of state wants public libraries to act in the very best interests of our children. We've long done that at the Kansas City Public Library and have no doubt that is the priority and practice of libraries across the state.

The secretary of state's office wants parental oversight. Again, agreed. Parents and guardians should be interested and involved in all their children read, see, and hear. We invite and encourage that.

The Library is reviewing the potential impact of an [administrative rule](#) proposed by the secretary of state that would require state-funded libraries in Missouri to institute policies to "protect minors from non-age-appropriate materials." Parents could challenge any age designation.

We urge all in our community and state to review the measure as well. **A 30-day window for public input opens November 15.** You can submit comments ...

- **By email** to comments@sos.mo.gov. Type the proposed rule number, 15 CSR 30-200.015, in the subject field.
- **By mail** to Missouri Secretary of State, P.O. Box 1767, Jefferson City, MO 65102.

Like libraries throughout the state, the Kansas City Public Library already has [collection development policies](#) in place that assign the selection of books and other material for youth to experienced, professional collection development and children's librarians. They also spell out a process for a citizen's request for [reconsideration of library materials](#).

The Library has released this statement on the secretary of state's proposal:

Missouri's secretary of state is proposing a [new administrative rule](#) that would require state-funded libraries to institute policies to "protect minors from non-age-appropriate materials." Parents could challenge the age-appropriate designation for any material.

The Kansas City Public Library has long supported the best interests of children – of all in our community. And we value parental oversight. Parents and guardians should be interested and involved in everything their children read, see, and hear. We invite and encourage that.

Our current [collection development policies](#) assign the selection of youth material to experienced, professional collection development and children's librarians. When selecting materials for children and teens, they seek titles that reflect the experiences and interests of those age groups.

From our board of trustees to management to every librarian and member of our staff, the Kansas City Public Library adheres to the [Library Bill of Rights](#), which maintains in part: A person's right to use a library should not be denied or abridged because of origin, age, background, or views. That pertains to children as well as adults.

We remain sensitive to any specter of censorship and restriction of equitable access to books and other vital Library materials. Yes, parents and guardians should be arbiters on what is suitable for their children. They shouldn't impose those choices on others. Nor should the state of Missouri.



From the Director: State Proposal on Public Libraries

October 21, 2022

Earlier this week, the Missouri Secretary of State announced a new rule that, if enacted, would establish new certification requirements for public libraries receiving state funds. [The proposal](#) includes a number of requirements that primarily affect library policies as they relate to minors. In his press release, the Missouri Secretary of State said, "We want to bring back local control and parental involvement in determining what children are exposed to."

At Mid-Continent Public Library, as at other public libraries, we already have policies in place that support and encourage parental involvement in their children's library use. In fact, MCPL's Board Policy regarding Collection Development states, "The responsibility for selecting what a minor may read or view lies solely with the parent or legal guardian."

Because we know that every family is different, the Library strives to build a collection that meets everyone's needs. MCPL's Board Policy addresses this objective by saying, "The Library will offer a wide-ranging collection that represents a diversity of age, background, religion, ethnicity, culture, education, socio-economic level, and lifestyle. The Library will provide without bias a collection of print, non-print, and electronically accessed materials to meet the informational, educational, recreational, and cultural needs of all customers within our service area."

At MCPL, we believe in the freedom for each customer to make choices on behalf of themselves and their families. We will continue to talk with state officials and other libraries about whether the current proposed rule might limit this freedom or otherwise impact our customers.

You can share your thoughts and feedback about the Secretary of State's proposed rule beginning on November 15 by mailing the Office of the Missouri Secretary of State (PO Box 1767, Jefferson City, MO 65102) or by emailing comments@sos.mo.gov. To be considered, all comments to the proposed rule must be received between November 15 and December 15 and must include "15 CSR 30-200.015" in the subject line.

Susan Wray
MCPL Acting Director



Upcoming Urban Libraries Council Participation

We are a member of the Urban Libraries Council (ULC), an innovation and action tank of North America's leading public library systems. In the coming months we will be participating in these ULC events:

- **ULC Annual Forum: Creating a Place for Democracy**
This November 16-18, the **2022 ULC Annual Forum: Creating a Place for Democracy** invites executive library leaders to Washington, D.C. to engage in expert-led sessions on preserving democracy and cultivating the future of libraries as a central pillar within our communities. Hosted by the DC Public Library, this important event will bring together leaders from major urban library systems across the U.S. and Canada. Chief Communications and Engagement Officer, Lori Beth Crawford and I will be attending.
- **Food Security Convening**
Outreach Services Manager Kristen Sherry will be one of approximately twenty library leaders from around North America to participate in a ULC working group on food security to discuss how public libraries can support access to affordable, nutritious food and nutrition information. The convening will culminate in a leadership brief and inform tools and resources for the field. As coordinator of our Lunch @ the Library program, Kristen will bring a wealth of knowledge to the group, which convenes in Washington, D.C. on December 7-9.

Penguin Random House and Simon & Schuster Merger Blocked

Because of a series of mergers throughout the years, around 80 percent of the market for books in the United States is controlled by what are known as the “Big 5” publishers, consisting of HarperCollins, Hachette, Macmillan, Penguin Random House, and Simon & Schuster. In 2020, Simon & Schuster was put up for sale and the Penguin Random House was the winning bidder. Last year, the Department of Justice filed suit to block the merger of these two publishing giants and in October a federal court ruled in the DOJ’s favor. An article from *Publishers Weekly* follows.

Court Blocks Penguin Random House, S&S Merger

By Andrew Albanese | October 31, 2022
Publishers Weekly

A federal court has blocked Penguin Random House's acquisition of rival Big Five publisher Simon & Schuster. At press time, Judge Florence Y. Pan's opinion was not yet public as the parties still need to agree on redactions to protect confidential information, but in a brief two page order Pan enjoined the merger.

"Upon review of the extensive record and careful consideration of the parties' arguments, the Court finds that the United States has shown that 'the effect of [the proposed merger] may be to substantially to lessen competition' in the market for the U.S. publishing rights to anticipated top-selling books," Pan's order states. "Accordingly, judgment shall be entered in favor of the Plaintiff and the merger shall be enjoined."

The parties now have until November 4 to file proposed reactions, after which the court will issue a public version of Pan's Memorandum Opinion.

In a statement, PRH officials said they "strongly disagreed" with the decision and would be requesting an "expedited" appeal, (although in later comments by PRH and S&S officials an appeal appeared less certain).

"As we demonstrated throughout the trial, the Department of Justice's focus on advances to the world's best-paid authors instead of consumers or the intense competitiveness in the publishing sector runs contrary to its mission to ensure fair competition," the statement reads. "We believe this merger will be pro-competitive, and we will continue to work closely with Paramount and Simon & Schuster on next steps."

In comments made at the Sharjah International Book Fair, PRH CEO Markus Dohle suggested the ruling was "political" in nature and said PRH was "considering" an appeal.

"I think the ruling is utterly wrong," Dohle said, reiterating his belief that the merger would have been pro-competitive. "We would have been able to sell more Simon & Schuster titles than they would have been able to sell on their own," Dohle said, adding that the combined

companies would have represented less than 20% of the overall book market, where “Amazon represents more than 50% of the retail market.”

In a message to staff, S&S CEO Jonathan Karp addressed the publisher's future.

"Although we are disappointed with this decision, I want to reassure all of you that, despite this news, our company continues to thrive. We are more successful and valuable today than we have ever been," Karp said. "I am sure that you are eager to know what the future holds for Simon & Schuster. As you may have heard, Penguin Random House has announced its intention to request an expedited appeal of the ruling. We are reviewing the decision and discussing next steps with Paramount, Bertelsmann and Penguin Random House."

The U.S. Justice Department, meanwhile, praised the decision.

"Today's decision protects vital competition for books and is a victory for authors, readers, and the free exchange of ideas," said assistant attorney general Jonathan Kanter of the Justice Department's Antitrust Division. "The proposed merger would have reduced competition, decreased author compensation, diminished the breadth, depth, and diversity of our stories and ideas, and ultimately impoverished our democracy."

Kanter also said the ruling was "a victory for workers" more broadly, reaffirming that "the antitrust laws protect competition for the acquisition of goods and services from workers." Indeed, many observers have said the DOJ's suit to block the merger was a "test case" for an expansion of antitrust enforcement.

The order comes a little over two months since the conclusion of a blockbuster trial that captivated the publishing industry, and nearly two years since Penguin Random House parent Bertelsmann announced its proposed acquisition of Viacom CBS subsidiary Simon & Schuster for a hefty \$2.175 billion.

On November 2, 2021, the U.S. Department of Justice announced its suit to block the deal, with U.S. attorney general Merrick Garland saying the deal, if consummated, would give Penguin Random House "unprecedented control over this important industry."

Unlike more common monopoly cases, however, the Government's case did not rest on allegations of potential consumer harm but focused on author advance payments—an allegation of monopsony as opposed to monopoly. Specifically, the government argued that allowing PRH—already the largest U.S. trade publisher by a wide margin—to swallow up one of its major rivals for book rights would lead to fewer bidders for rights, causing author advances to suffer. And while the government alleged that author advances at all levels would likely be impacted, they especially homed in on the advances of a very small subset of authors earning advances over \$250,000, defined by the government as "anticipated top-selling books."

“One entity’s control of almost half of the nation’s anticipated top-selling books threatens competition in multiple ways,” the DOJ argued in its 152-page “finding of fact” post-trial brief. “Authors’ advances would fall—advances that they use to pay their bills and that reflect compensation for their work. The contractual terms publishers offer authors would worsen. Authors would have one fewer independent outlet for their work, and, as PRH’s CEO acknowledged, as advances fall the diversity of stories being told would narrow. These are not abstract concerns. They are shared by many agents, authors, and even Defendants’ executives.”

In court filings and at trial, Penguin Random House attorneys hammered at the government’s claims, arguing that the DOJ’s case was legally unsound, that the government failed to grasp the “the most basic elements of the book rights market,” and arguing that the merger would actually be pro-competitive.

In its 163-page post-trial “finding of fact” brief, PRH lawyers pointed out that the government did not allege any harm would flow to consumers from the merger. And in terms of harm to authors at large, the government “paid no heed to whether the merger would improve the sales, distribution, and visibility of books written by the many thousands of other authors who receive less than \$250,000 for their hard work and creative efforts,” DOJ attorneys argued.

Pan’s decision was not unexpected. Over the course of the trial, it had become clear to observers that the judge was skeptical of Penguin Random House’s claims.

Within the publishing ecosystem, PRH’s bid to acquire S&S has been the focus of intense criticism. But another realization has also set in over the last year: *someone* is going to buy Simon & Schuster. And of all the identifiable options at this point, some in the industry have (on background) questioned whether PRH may well have been the most preferable landing spot.

But the reaction to the decision on social media and across the industry has been to celebrate the decision as a long overdue move to slow the pace of industry consolidation.

In a tweet, bestselling author Stephen King, who testified against the merger at trial, celebrated the decision. “I am delighted that Judge Florence Pan has blocked the merger of Penguin Random House and Simon & Schuster,” King tweeted. “The proposed merger was never about readers and writers; it was about preserving (and growing) PRH’s market share. In other words: \$\$\$.”

In a statement, the Authors Guild (which strongly opposed the merger and has fought against industry consolidation for decades) also praised the decision. “This decision is a major victory for authors,” said Authors Guild president Doug Preston. “This is the first time a court has recognized what authors and the Authors Guild have been arguing for decades: that consolidation among publishers hurts authors. It leaves authors

with fewer potential buyers of their manuscripts, which restrains their power to negotiate advances and other terms.”

“The decision is particularly exciting for us because it shows that the court understands that monopsonies—the concentration of power among one or a few large buyers—are as harmful to competition as monopolies where sellers control pricing,” added Authors Guild CEO Mary Rasenberger. “This is particularly true where the suppliers are authors or other creators who have almost no ability to negotiate most terms of their contracts. And in the case of books, it is particularly important since books are so crucial to the exchange of ideas necessary to support democracy.”

St. Charles City-County Library District
Statistics - FY 23 October
October 2022



99,699 Library Visits
 483,765 Circulation (Physical & eMedia)
 2,370 Remote Database Logins and Online Learning (Authentications)
 15,975 Technology Use (Computers & WiFi)
 7,144 Classes, Events, and Outreach Attendance

FY23 YTD

430,247 Library Visits
 2,081,933 Circulation (Physical & eMedia)
 8,744 Remote Database Logins and Online Learning (Authentications)
 63,815 Technology Use (Computers & WiFi)
 28,511 Classes, Events, and Outreach Attendance

32% Percentage of St. Charles County Households that have a card used within the last year
 based on 2022 Q2 OrangeBoy Data (American Community Survey estimate of 150,668 households)

Featured Services - October 2022

Holds Hoppers (Corporate Parkway, Deer Run, Kisker Road, McClay, Middendorf-Kredell, Spencer) October Checkouts: 2,551* YTD Checkouts: 10,463*

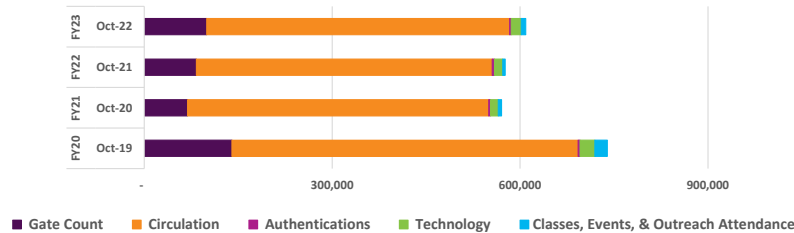
Unique Users October 2022 - 618; FY23 YTD - 1,458

* Does not include renewals

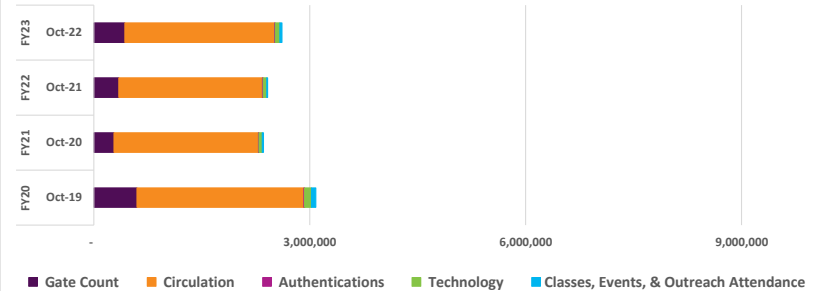
Passport & Notary Services Passport Applications Accepted - 270 (1,061 YTD); Passport Photos Taken - 242 (999 YTD); Documents Notarized - 145 (607 YTD)

Cliff View Open + Total Customers Registered - 198; Unique Customers October 2022 - 17

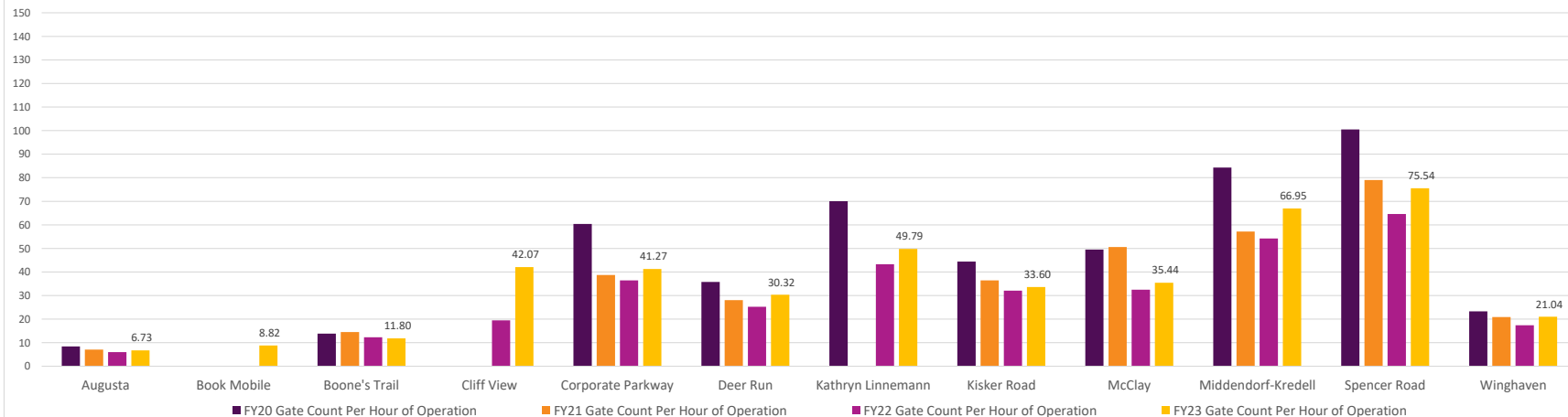
Monthly Use Comparison - October



YTD Use Comparison - October



YTD (October) Gate Count Per Hour of Operation



11-Nov-21



The Board of Trustees held a special meeting on Monday, October 17, 2022, at 6:00 PM in Community Commons Room 259 of the Spencer Road Branch located at 427 Spencer Road in St. Peters, Missouri. The meeting agenda was posted at all Library locations and on the website on Tuesday, October 11, 2022.

Officers of the St. Charles City-County Library's Board of Trustees and the Executive Committee of the Community Council of St. Charles County were in attendance. The meeting convened at 6:00 pm. Meeting attendees were: St. Charles City-County Library Board of Trustees: Staci Alvarez - President; TJ Rains - Vice President; Melissa Setser - Treasurer; Justin Collier - Secretary; Joann Leykam - Trustee

St. Charles City-County Library Staff: Jason Kuhl - CEO; Robin Lunatto - Recording Secretary

Community Council Executive Committee: Julie Turner - Vice Chair; Brian Martin - Treasurer; Ally Garrison - Past Chair

Community Council Staff: Todd Barnes, Executive Director

The attendees discussed the current and future relationship between the two organizations.

Five members of the Library's Board of Trustees were invited to attend the meeting. Although this constitutes a quorum, the intent of the meeting was a discussion only and no votes were taken for official Library business.

The meeting concluded at 7:02 pm.

Respectfully submitted,

Robin Lunatto
Recording Secretary

Approved:

Secretary Board of Trustees

Date

**St. Charles City-County Library District
Board of Trustees Meeting Minutes
October 18, 2022**

The Board of Trustees held their regular monthly meeting in person on Tuesday, October 18, 2022, at 7:00 pm in Room 112 of the Spencer Road Branch. The meeting agenda was posted at all Library locations and on the website on Friday, October 14, 2022.

Board Members present:

- Staci Alvarez
- Justin Collier
- Georganne MacNab – by teleconference
- TJ Rains
- Josiah Schmidt – by teleconference
- Melissa Setser – by teleconference
- Nevada Smith – by teleconference

Board members absent:

- Joann Leykam
- Renee Tillman

Library Staff present:

- Tiffany Barke, Chief Administrative Officer
- Jennifer Compton, Foundation Director
- Lori Beth Crawford, Chief Communications & Engagement Officer
- Karen Knox, Director of Technology Services
- Jason Kuhl, Chief Executive Officer
- Robin Lunatto, Executive Administrative Assistant & Recording Secretary
- Maggie Melson, Director of Adult & Youth Services
- Sara Nielsen, Director of Branch Services
- Carol Schrey, Director of Collection Services
- Julie Wolfe, Chief Financial Officer

Others present:

- Arnie C. “AC” Dienoff - citizen

Board of Trustees President Staci Alvarez called the meeting to order at 7:00 pm with the Pledge of Allegiance. Seven members of the Board, listed above as present, responded to roll call. Ms. Alvarez opened the floor for public comment. Citizen Arnie C. “AC” Dienoff addressed the Board of Trustees about proposed rule 15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors; property tax abatement in St. Charles County; and strategic planning consultant services.

Reports and Correspondence

Financial Report: Julie Wolfe, CFO, reviewed the FY23 September 2022 financial statement. She indicated that year to date revenues and expenditures are on budget. Capital/Special projects in progress: planned furniture and equipment procurements prior to anticipated price increases; Kisker Road branch roof replacement; WingHaven® Branch roof replacement. Auditors have been on-site this week at the Library’s Central Services office to conduct audit field work.

CCEO’s Report: Lori Beth Crawford, Chief Communications & Engagement Officer, thanked everyone who attended the Bookmobile ribbon cutting on September 27th at the Spencer Road Branch. The Bookmobile had 3 events that week with over 300 visitors. The Fall 2022 cardholder survey ran for two-weeks in September. Almost 4,000 cardholders began the survey with 3,423 completions. 63.4% of respondents use the Library both in the

branch and online. Current hours are an obstacle to library use for about 4.7% of our responding customers, with only about 6%, or 197 of the 3,423, asking for more convenient hours. The survey showed the top six ways cardholders use the library: browsing collection and pick-up holds; check out eBooks and digital materials; attend a class or event; get help from the staff; read materials (book, newspaper, magazine) at the branch; use free WiFi and technology services. Library Foundation Director Jennifer Compton reported that the 'Treasure Island' themed Imagine Gala held in September welcomed more than 230 guests and grossed more than \$106,000. Proceeds benefit Library customers by funding projects like Early Literacy computers, Storybook Walks, Born to Read kits, and STEM software at the Library.

CAO's Report. In addition to the written CAO's report, Tiffany Barke, Chief Administrative Officer, reported about recent author events – John McEuen of the Nitty Gritty Dirt Band was at the Spencer Road Branch on Tuesday, October 18, to discuss his new book *Will the Circle Be Unbroken: The Making of a Landmark Album, 50th Anniversary*. The Library partnered with the Novel Neighbor to host international best-selling author Fredrik Backman on October 1st. The author spoke about his newest book, *The Winners*, the final book in The Beartown series. The crowd was made up of mostly local fans, however several traveled from Iowa, Indiana, Ohio, and Texas.

CEO's Report: In addition to the written CEO's report, Jason highlighted the following items:

- Master planning for the Corporate Parkway, Deer Run, McClay and Kisker Road Branches is progressing. Schemes have been finalized and work on developing cost estimates is beginning. Once completed, we will have a better sense of what is fiscally possible under our existing funding and what should be part of a ballot initiative.
- We are putting final preparations in place to solicit bids for roof replacement at the Kisker Road and WingHaven® Branches, both of which were budgeted for this year. Plans for budgeted projects at Middendorf-Kredell (restroom renovation and meeting room updates) and Spencer Road (moving service desk) are being finalized.
- Projects at the Central Services building include creation of a reception area in the front lobby with the ability to seal off the lobby from the rest of the building, polyjacking the sinking slab and addressing foundation cracks on the southwest corner of the building, replacing windowsills, replacing carpet in portions of the building, painting, and reconfiguring some office areas.
- A dedicated board room was included in the renovated portion of the Central Services building. Once completed, the meetings of the Library Board will be located there.
- On Monday, October 17, Missouri Secretary of State Ashcroft proposed an administrative rule as it pertains to the distribution of state funds to public libraries. There are now rules and eligibility requirements in order for Missouri libraries to receive state funding (state aid, athletes & entertainers funds, etc.). There was no advanced notice about this proposition. The Missouri State Librarian, Robin Westphal, hosted a videoconference with the leadership of 125 libraries to provide clarification on the proposed rule. Public comments will be accepted beginning November 15th, 2022. Jason recommended that the Board submit a unified comment and encouraged all Library staff to submit their own comments. Anyone may file a statement in support of or in opposition to this proposed rule with the Office of the Missouri Secretary of State, P.O. Box 1767, Jefferson City, MO 65102 or by email to comments@sos.mo.gov with the proposed rule number (i.e. 15 CSR 30-200.015) in the subject line. To be considered, all comments must be received within thirty (30) days after publication of this notice in the Missouri Register. No public hearing has been scheduled. The Secretary of State's office has indicated it will respond to all comments. Jason reviewed the proposed rule line by line.

1. Notwithstanding any provision of 15 CSR 30-200.020 and 15 CSR 30-200.025 to the contrary, the state library shall not distribute any funds to any library defined in 15 CSR 30-200.010 that receives funds pursuant to 15 CSR 30-200.020 and 15 CSR-30-200.025 unless such library certifies in writing each of the following:
 - a) The library will adopt a written, publicly-accessible collection development policy addressing how selections are made in considering the appropriateness for the age and maturity level of any minor who accesses any material in any form;
 - b) No funds received shall be used to purchase or acquire materials in any form that appeal to the prurient interest of any minor
 - c) The library has or will adopt a written, publicly-accessible policy allowing any minor's parent or guardian to determine what materials and access will be available to a minor, and no person employed by or acting on behalf of the library shall knowingly grant access to any minor any material in any form not approved by the minor's parent or guardian.
 - d) No age-inappropriate materials in any form, as defined in the library's collection development policy, shall be knowingly displayed in the library in areas designated by the library as containing materials predominantly for minors.
 - e) No event or presentation shall be held at the library without an age-appropriate designation affixed to any publication, website, or advertisement for such event or presentation; and
 - f) The library has or will adopt a written, publicly-accessible library materials challenge policy by which any person may dispute or challenge the library's age-appropriate designation affixed to any presentation, event, material, or display in the library, and the results of any such dispute or challenge shall be disclosed to the public and published on the library's website.
2. The Library shall submit a copy of its written policies to the state librarian, and shall submit, within thirty (30) days, any revisions to such policies to the state librarian.

Jason added that the proposed administrative rule would take effect at the beginning of next fiscal year. The Secretary of State emphasizes that he wants local control. Jason commented that whether or not you agree with the intent of the proposed rule, the execution of it will be difficult. The proposed rule indicates that the public cost to all state agencies or political subdivisions in the aggregate will not be more than five hundred dollars, which is unrealistic. The Missouri State Librarian encouraged all libraries to track the time spent on the proposed rule.

The Trustees asked how much of the St. Charles City-County Library's budget are state funds. Julie Wolfe responded that in FY 23 we expect to receive \$205,242 in per Capita State Aid and \$42,000 in Arts and Entertainers' Income Tax. Federal LSTA (Library Services & Technology Act) grants are budgeted in the amount of \$112,674. The Missouri State Library administers LSTA grants so it is unknown if it will affect these grant funds. The Trustees asked how much of state funds are spent on materials. Carol Schrey responded that all Arts and Entertainers' funds are required to be spent on materials and in the past two years we have spent those funds on Overdrive electronic materials. Jason added that there are many unknowns. Trustees asked if we can refuse state funds. Jason responded that yes, we can refuse state funding. This would be difficult for smaller libraries for whom state funding is a larger portion of their overall revenue. Jason also said that this is an administrative rule now, but it could be made into a Missouri state statute in the future. The Trustees indicated that a unified response is needed. Jason Kuhl will bring a draft letter to the November 15, 2022 meeting for the Trustees review.

Monthly Statistical Report: Jason pointed out that in September 2022 the Cliff View Branch edged into place as our fourth busiest branch, serving more customers per hour (43.91 per hour) than the Corporate Parkway Branch (42.97 per hour).

	<u>September 2022</u>	<u>FY23 YTD –September</u>
Library Visits	99,712	330,548
Circulation (Physical & eMedia)	488,485	1,598,168
Remote Database Logins and Online Learning	15,557	47,840
Technology Use (Computers & Wifi)	2,198	6,374
Classes, Events, and Outreach Attendance	5,038	21,367
Holds Hopper Checkouts	2,582	7,912

Percentage of St. Charles County Households that have a card used within the last year: 32%*

*based on 2022 Q2 OrangeBoy Data (American Community Survey estimate of 150,668 households)

Correspondence: A letter from the City of St. Charles, Missouri, dated September 26, 2022, regarding a proposed industrial development project (DigiCan Printing, LLC) was provided to the Trustees for their information. The Trustees had no questions or comments regarding the correspondence.

CONSENT AGENDA:

- Draft Minutes from September 20, 2022, Meeting

Staci Alvarez asked for a motion to remove items from the consent agenda. Hearing no requests, she asked for a motion to approve the consent agenda.

MOTION: TJ Rains moved to approve the consent agenda as presented. Justin Collier second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

FORMAL AGENDA:

OLD BUSINESS

- None

NEW BUSINESS

23-13 Authorization to Engage Firm for Strategic Planning Consultant Services The Trustees were asked to authorize the engagement of a firm for Strategic Planning Consultant Services for the Library's next strategic plan. Jason noted that the current plan runs through 2023, however with the changes we have seen as a result of the pandemic and current fiscal situation, it makes sense to move forward with a strategic plan that would inform a ballot initiative. The RFP, which was issued on August 3, 2022 outlined in detail the deliverables, with a heavy emphasis on evidence-based decisions, data and measurability. Responses were received from five (5) firms and we interviewed four (4) whose proposals fully met the requirements outlined in the RFP. Costs of each proposal were similar; the cost of proposals of the two top firms after the interview phase were nearly identical. We are recommending contracting with LibraryIQ, a division of Library Systems & Services, for a fee not to exceed \$41,000. The most significant differentiating factor is LibraryIQ's reliance and emphasis on data analysis and evidence-based planning and measurement. They provide more in-depth analytics than other firms and deliver a fact-based plan that can be used to support tax levy initiatives and funding measures. Access is provided to a proprietary analytics platform to highlight use patterns among market segments and provide additional insight about households that are non-users. The proposal was for \$40,000, however for an additional \$1,000 the consultants would give an in-person presentation of the final plan to the Trustees.

Nevada Smith asked where LibraryIQ is based and what the timeline is. Jason responded that their headquarters are in Rockville, Maryland, however they have consultants all over the United States. The timeline is to get started as soon as possible. The complete plan should take about six months, with the plan being delivered by early summer 2023. TJ Rains asked about the discovery phase, which Jason responded would start with combing through data and community engagement (online survey, individual meetings with users and non-users, focus groups, staff workshops, and meetings with key stakeholders). Staci Alvarez asked if we are starting with the baseline of the previous plan. Jason added that the new plan will definitely build on the foundation of the 2019-2023 strategic plan and will help us to better understand and address the needs of the individual communities within St. Charles County. TJ Rains added that it would be preferable to have access to the analytics system after the plan is complete.

MOTION: Justin Collier moved to approve entering into a contract with LibraryIQ for strategic planning services for an amount not to exceed \$41,000. TJ Rains second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

23-14 Strategic Plan Progress Report – Goal 3: Service Model: Sara Nielsen, Director of Branch Services, completed a series of progress reports on the goals outlined in the 2019-2023 Strategic Plan. Sara explained that Goal 3 strengthened the customer-centered, supported self-service model to increase access and use, overall customer satisfaction, and workflow efficiencies, and by re-investing in our superior staff. Through Strategy 1, the Library cultivated the self-service delivery model, including through consolidated service desk, better placement of holds and self-check areas, and expanded self-service options. There were a number of Strategy 1 accomplishments, including:

- Installed credit card terminals at self-check machines for self-service payment.
- Redesigned website for easier access to materials and enhanced access to Ask Us chat services on all pages.
- Improved curbside service chat software
- Implemented Ask Us appointments for customized reference help.
- Upgrading Classes and Events software to be more user-friendly.
- Six Holds Hoppers have been installed, paid for with grant and Foundation funding.
- Self-service hours continue at Cliff View Branch.

Strategy 2 focused on investing in meeting staff needs and future directions to foster the service model and ensure a cohesive work culture. Accomplishments were:

- Reassigned managers to new locations to gain new perspectives and greater district-wide cohesion.
- Reorganized the “Director” level team to include a Director of Branch Services, Director of Adult and Youth Services, Director of Collection Services, and Director of Technology Services.
- Salary Study – a comprehensive evaluation of the Library’s existing salary plan is underway.

Strategy 3 goals were to evolve the staffing model, including in future hiring, to provide for general broadening of customer assistance by all public staff, while maintaining specialized service where appropriate and needed.

Accomplishments were:

- Redesignated Page, Library Assistant and Paraprofessional positions into Associate I and Associate II positions. Associate I staff duties have an emphasis on customer service, circulation, materials. Associate II staff duties have an emphasis on reference, classes and events. Staff are now cross-trained and are ready to fill in at any service point regardless of main focus. Staff are able to fill in at other locations as needed.
- Transitioned passport services from generalized to specialized staff to better serve customers. Added appointments to improve access. Added notary services.

Challenges for Strategy 3 were finding time to cross-train while maintaining excellent service during a challenging hiring environment and encouraging confidence in our excellent staff's ability to serve customers at all service points.

Strategy 4 goals were to extend staff training and communications to strengthen and further encourage the customer-focused service model. Accomplishments were:

- Expanded virtual and digital recordings for staff training.
- Created Library Associate I and II training program.

Strategy 5 goals are to provide regular, on-going evaluation of the service model with both customers and staff. Accomplishments were:

- Review comment cards and customer feedback regularly.

TJ Rains asked if the training program will be expanded to additional job classifications. Sara Nielsen responded that there are plans to expand training for additional job classifications in the future. Staci Alvarez asked what type of feedback has been received from staff. Tiffany Barke responded that she has received more positive than negative feedback from staff. Additional information will be obtained from job description reviews by staff for the current salary study. Jason added that this was by far the hardest goal of the 2019-2023 Strategic Plan. He said it was difficult for this organization at this time to make these changes and he thanked everyone involved for their help in making as much progress as we did on this goal.

MOTION: Agenda Item 23-14, Strategic Plan Progress Report - Goal 3: Service Model, was informational and no vote was necessary.

There being no further business on the agenda, Staci Alvarez requested a motion to adjourn the meeting.

MOTION: At 8:11 pm, TJ Rains moved to adjourn the meeting. Justin Collier second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

The meeting ended at 8:11 pm.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

Secretary Board of Trustees

Date

Agenda Memo

Agenda Item: 23-15

Subject: Review of Response to Proposed Rule 15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors

Date: November 15, 2022

From: Jason Kuhl, Chief Executive Officer

Attached is a draft response from the Board of Trustees to Secretary of State Ashcroft's Proposed Rule 15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors. The draft response will be used as a starting point for our discussion next Tuesday evening. A copy of the proposed rule, which we reviewed at your October 18 meeting, is also attached. Please review both documents and bring your changes to the meeting.

As a reminder, the 30-day public comment period begins on Tuesday, November 15, 2022.

Recommended motion: The Board of Trustees approves the response to Proposed Rule 15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors



St. Charles City-County
Library

77 Boone Hills Drive
P.O.Box 529
St. Peters, MO 63376-2410
636.441.2300
myLibrary.org

November 16, 2022

The Honorable John R. Ashcroft
Office of the Missouri Secretary of State
P.O. Box 1767
Jefferson City, MO 65102

Dear Secretary Ashcroft,

Subject: Proposed Administrative Rule 15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors

On behalf of the Board of Trustees of the St. Charles City-County Public Library, we steadfastly oppose rule *15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors* for these reasons:

- It undermines the core library tenet of free and equal access for all.
- The St. Charles City-County Library already has policies in place with appropriate age categories at each of our locations.
- It diminishes local control over public libraries by their boards of trustees as set forth in Missouri statute.
- It is a politicized action to address a purported problem that is not widespread in day-to-day public library operations.
- It creates a financial burden.

Public libraries were founded on the notion that all citizens should have free and equal access to materials regardless of their origin, age, background, or views. No citizen should be able to decide for another what is appropriate for them. In the case of children, that decision should rest solely with their parents or guardians who must be responsible for that oversight. Libraries cannot and should not act in loco parentis.

Like all public libraries, we have masters-degreed staff who specialize in selecting materials for our community. They typically follow the mainstream age recommendations. We have policy and procedure in place for any citizen to request a review of materials.



As set forth in Missouri statute, those policies are the responsibility of the local library board. Library boards are non-partisan and, along with library staff, most attuned to understanding the needs of their local communities. Any attempt to undermine this statutorily-defined local control and politicize public library policies represents a dangerous overreach that threatens their ability to be inclusive, provide access to all, and respect diverse perspectives across all areas of the collection.

As one of the largest libraries in the state, our collection includes over 661,000 items. Last year nearly 1.1 million people came through our doors and checked out over 5.7 million items. Despite this level of use, only six requests for review were filed by three citizens during that time. This is a far cry from the picture being painted in the media and by politicians and in no way justifies this overreaching action.

The proposed rule states that it will not cost more than five hundred dollars (\$500) in the aggregate. Though not even in place, the financial burden on our library alone has already far exceeded that amount due to time invested in a variety of areas including: conferencing with other library directors across the state, researching current policies and any changes that would need to occur, legal fees for council to review related policies, and communicating the proposed rule with staff, our Board of Trustees, and our community.

The power public libraries have to enhance and transform a community is tangible. While it is certain the values represented in every item will not reflect those of every citizen, it is important that the public library have materials that represent many viewpoints. The Library is committed to being inclusive, providing access to all, and respecting diverse perspectives across all areas of the collection. This step by the Secretary of State threatens to erode that core value.

Sincerely,

Stacia Alvarez, President
St. Charles City-County Library District
Board of Trustees

jfk/rll

RECEIVED

OCT 14 2022

SECRETARY OF STATE
ADMINISTRATIVE RULES

**Title 15 – ELECTED OFFICIALS
Division 30 – Secretary of State
Chapter 200 – State Library**

PROPOSED RULE

15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors

PURPOSE: For the protection of minors defined in 15 CSR 30-200.030(1)(E), this rule establishes a certification requirement for any library defined in 15 CSR 30-200.010 that receives funds pursuant to 15 CSR 30-200.020 and 15 CSR 30-200.025.

(1) Notwithstanding any provision of 15 CSR 30-200.020 and 15 CSR 30-200.025 to the contrary, the state librarian shall not distribute any funds to any library defined in 15 CSR 30-200.010 that receives funds pursuant to 15 CSR 30-200.020 and 15 CSR 30-200.025 unless such library certifies in writing each of the following:

(A) The library has or will adopt a written, publicly-accessible collection development policy addressing how selections are made in considering the appropriateness for the age and maturity level of any minor, as defined in 15 CSR 30-200.030(1)(E), who accesses any material in any form;

(B) No funds received shall be used to purchase or acquire materials in any form that appeal to the prurient interest of any minor;

(C) The library has or will adopt a written, publicly-accessible policy allowing any minor's parent or guardian to determine what materials and access will be available to a minor, and no person employed by or acting on behalf of the library shall knowingly grant access to any minor any material in any form not approved by the minor's parent or guardian;

(D) No age-inappropriate materials in any form, as defined in the library's collection development policy, shall be knowingly displayed in the library in areas designated by the library as containing materials predominantly for minors;

(E) No event or presentation shall be held at the library without an age-appropriate designation affixed to any publication, website, or advertisement for such event or presentation; and

(F) The library has or will adopt a written, publicly-accessible library materials challenge policy by which any person may dispute or challenge the library's age-appropriate designation affixed to any presentation, event, material, or display in the library, and the results of any such dispute or challenge shall be disclosed to the public and published on the library's website.

(2) The library shall submit a copy of its written policies to the state librarian, and shall submit, within thirty (30) days, any revisions to such policies to the state librarian.

AUTHORITY: sections 181.021, 181.060, and 182.812, RSMo 2016.

PUBLIC COST: This proposed rule will not cost state agencies or political subdivision more than five hundred dollars (\$500) in the aggregate.

PRIVATE COST: This proposed rule will not cost private entities more than five hundred dollars (\$500) in the aggregate.

*NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed rule with the Office of the Missouri Secretary of State, P.O. Box 1767, Jefferson City, MO 65102 or by email to comments@sos.mo.gov with the proposed rule number (i.e., 15 CSR 30-200.015) in the subject line. To be considered, all comments must be received within thirty (30) days after publication of this notice in the **Missouri Register**. No public hearing is scheduled.*

RECEIVED

By JCAR at 11:14 am, Oct 14, 2022



For immediate release:
Contact:

October 17, 2022
[JoDonn Chaney](#), Communications Director
(573) 526-0949

Ashcroft Submits Rule Protecting Minors From Obscene Materials at State Funded Libraries

Jefferson City, Mo. — Secretary of State Jay Ashcroft's office has submitted a proposed rule that would establish a certification requirement for libraries receiving state funds and institute measures to protect minors from non-age-appropriate materials.

As stated in the proposal, libraries would adopt written policies determining what material is age-appropriate. As well, state funds could not be used to purchase or acquire inappropriate materials in any form that appeal to the prurient interest of a minor.

Libraries also would be required to honor a parent's decision as to what material their child has access to in the library. Parents would have the right to challenge a library's age-appropriate designation for any material.

"When state dollars are involved, we want to bring back local control and parental involvement in determining what children are exposed to," said Ashcroft. "Foremost, we want to protect our children."

This proposed administrative [rule](#) will be published in the *Missouri Register* on November 15, 2022, and then have a 30-day comment period. Secretary Ashcroft welcomes and encourages comment submission by mailing the Office of the Missouri Secretary of State, P.O. Box 1767, Jefferson City, MO 65102 or by email to comments@sos.mo.gov.

The Missouri State Library, within the Secretary of State's office, promotes the development and improvement of library services throughout the state. Since taking office in 2017, Ashcroft has worked closely with Missouri's libraries and the state legislature to improve funding and improve public libraries.

"Supporting the efforts of libraries across our state has been a priority of mine since day one — we have been able to provide millions of dollars to libraries through grants and other funding," Ashcroft said. "Yes, we want to make sure libraries have the resources and materials they need for their constituents, and we also want our children to be "children" a little longer than a pervasive culture many often dictate."

—30—

Visit www.sos.mo.gov to learn more about the Office of the Missouri Secretary of State.

Information about Administrative Rules and How They Affect Libraries

How to Register for Notifications

Sign up to receive email notifications of revised or new rulemakings.

<https://www.sos.mo.gov/adrules/notifications>

How to find Administrative Rules concerning the State Library

<https://www.sos.mo.gov/> - Click "Administrative Rules" in upper ribbon (Upper right side of screen)

<https://www.sos.mo.gov/adrules> - Click "Code of State Regulations" on right side menu

<https://www.sos.mo.gov/adrules/csr/csr> - Scroll down and click on "Title 15 – Elected Officials"

<https://www.sos.mo.gov/adrules/csr/current/15csr/15csr> - Scroll down to

"Division 30 – Secretary of State, Chapter 200 – State Library"

<https://www.sos.mo.gov/cmsimages/adrules/csr/current/15csr/15c30-200.pdf> - This will provide a PDF of Code of State Regulations for the Missouri State Library, which includes

- 15 CSR 30-200.020 State and Other Grants-in-Aid
- 15 CSR 30-200.025 Application and Payment Procedures for Appropriations or Grants

Rule Making by State Law

Title XXXVI (36) STATUTORY ACTIONS AND TORTS

Chapter 536

< > • **Effective - 28 Aug 2014** ↓

536.016. Requirements for rulemaking — proposed rules to be made available on agency website. — 1. Any state agency shall propose rules based upon substantial evidence on the record and a finding by the agency that the rule is necessary to carry out the purposes of the statute that granted such rulemaking authority.

2. Each state agency shall adopt procedures by which it will determine whether a rule is necessary to carry out the purposes of the statute authorizing the rule. Such criteria and rulemaking shall be based upon reasonably available empirical data and shall include an assessment of the effectiveness and the cost of rules both to the state and to any private or public person or entity affected by such rules.

3. Each state agency shall make publicly available proposed rules on the home page of its official internet website by providing a hyperlink entitled "proposed rules". This hyperlink shall grant access to an internet page which shall provide the following information for each proposed rule within one business day of when such rule is published in the Missouri Register:

(1) The text of the proposed rule as filed with the secretary of state pursuant to section [536.021](#), including any fiscal notes;

(2) A summary which shall be a concise statement not exceeding one hundred words using language neither intentionally argumentative nor likely to create prejudice either for or against the proposed rule; and

(3) A direct hyperlink to the full text of the proposed rule located in the Missouri Register and all material incorporated by reference on the secretary of state's website.

(L. 1997 H.B. 850, A.L. 1999 S.B. 176, A.L. 2014 S.B. 504)

Missouri State Rulemaking Manual, April 2021, 38 pages.

<https://www.sos.mo.gov/CMSImages/AdRules/main/manual/200RuleManual.pdf>