

Daniel Boone Regional Library

Board of Trustees Meeting

September 12, 2024

6:00 p.m.

Columbia Public Library

Virginia G. Young Room

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

NOTE TO MEMBERS OF THE PUBLIC AND MEDIA: This meeting will take place in person, however there is a Zoom link available. Please contact the administrative office by calling (573) 443-3161 if you wish to observe the meeting, but cannot attend in person.

AGENDA

1. Call to Order
2. Roll Call and Determination of Quorum
3. Public Comments
4. Approval of Minutes from August 15, 2024 - *enclosed*
5. Monthly Reports
 - a. Directors Report and Comments - *enclosed*
 - b. Financial Reports - *enclosed*
 - c. Service Report - *enclosed*
6. District Reports
 - a. Columbia and Boone County Library District
 - b. Callaway County Library District
7. Service Spotlight: State of the Union - Megan Durham and Wendy Rigby
8. New Business
 - ★ a. Policy - 1-281 Disciplinary Action - *enclosed*
 - ★ b. Policy - 2-709 Payroll Processing - *enclosed*
9. Other Business
10. Staff Announcements
11. Board Comments/Announcements
12. Adjournment

AMERICANS WITH DISABILITIES ACT NOTICE

In compliance with the Americans With Disabilities Act (ADA) of 1990, the Daniel Boone Regional Library will arrange for accommodations such as sign interpretation or alternative audiovisual devices to help you participate in library programs and/or meetings or access services. We ask that you make requests for accommodations with as much lead time as possible prior to the scheduled program, service or meeting. To make arrangements, please call ADA Coordinator Karen Crago at (573) 443-3161 or send email to help@dbrl.org.

POLICY FOR PUBLIC PARTICIPATION AT BOARD MEETINGS

The public is invited to attend all meetings of the Daniel Boone Regional Library Board of Trustees except those designated as a closed meeting per RSMO 610.

Members of the public are welcome to address comments to the Board as set forth below:

1. Members of the public may request that an item be considered for placement on the agenda by contacting the Executive Director of Daniel Boone Regional Library at least ten (10) days in advance of the meeting.
2. Public comment is allowed at every Regional Board, District Board or Board Committee meeting except those designated as a closed meeting.
 - a. The item "Public Comment" is included on the agenda and is an opportunity for members of the public to speak.
 - b. When "Public Comment" is noted under a specific agenda item, comments should be limited to that specific topic.
3. Each person desiring to be heard, when recognized by the Presiding Officer, shall first state his or her name and address before commenting.
4. Public comment is limited to three (3) minutes per person unless otherwise directed by the Presiding Officer. Unused time may not be given to another person for the purpose of extending another's allotted three minutes.
5. The Presiding Officer reserves the right to limit the total public comment time on the agenda to 30 minutes.
6. The Presiding Officer shall rule "out of order" all comments which are irrelevant, repetitious, derogatory of persons, businesses or organizations, or which include inappropriate language or are unlawful. The Presiding Officer may also rule "out of order" inappropriate behavior.

These rules may be suspended by motion and majority vote of the Board.

**Daniel Boone Regional Library
Minutes, Meeting of August 15, 2024**

Call to Order, Roll Call and Quorum Determination

Margrace Buckler, President, called the meeting to order at 6:00 p.m.

Daniel Boone Regional Library (DRBL) Board members present were Margrace Buckler, Dorothy Carner, Seth Christensen, Tonya Hays-Martin, Jean Howard, Cori Miller, Pat Powell, Travis Pringle, Shannon Alvis, Jacqueline Kelly, and Mary Fennel. Jennifer Rodewald and Nate Suttentfield were absent.

Also in attendance were DBRL Interim Executive Co-Directors Angela Scott and Erin Magner, and DBRL managers Tyler Davis, Drew Ide, Nathan Pauley, Kirk Henley, Mitzi St. John, Sheryl Bucklew, Mandy McConnell, Abbey Rimel, Jim Smith, and other members of library staff.

Public Comment

None.

Minutes

There were no corrections or comments concerning the minutes of the July 11, 2024 Board Meeting. The minutes were approved as written.

Monthly Reports

Director's Report:

Erin Magner reported that the Labor Management Committee has been meeting bi-monthly since January so, from now on, they will have a report regarding the meetings in the Director's Report to keep the trustees updated. She shared that since January, they have signed two side letters to address changes in the union agreement. Erin also shared that while there will not be a staff spotlight at this meeting, two members of the DBRL Workers United (union) will present a staff spotlight in September.

Angela Scott shared that, since the previous board meeting, she and Jim have been meeting regularly with the Federal Highway Administration (FHA) and the City of Columbia Sustainability Office regarding the EV charging grant. She shared that the FHA is still looking into the questions we discussed at the July meeting regarding ADA accessibility and how many spaces we need to have to be in compliance. She also shared that the offices have requested that we sign a letter of commitment stating that we will use \$54,000 from the Virginia Young Memorial Fund as a match to the grant. She explained that the fund is managed by the

Daniel Boone Regional Library Minutes, Meeting of August 15, 2024

Foundation, so they will need to sign a letter as well. After some discussion, the trustees agreed for the letter to be signed.

Angela continued on to report that CPL is once again accepting book donations. As a solution to the problem, we have begun renting a Ryder truck to transport the discarded books to Jefferson City to be recycled.

Erin shared that they have hired a new Development Manager, Joe Facticeau, who will start on August 26. Lastly, Erin shared that there will be a small ceremony in the Virginia Young Room on Monday, August 19 at 2 p.m. to acknowledge our acceptance of the \$250, 000 ARPA grant. This award, which is intended for our Safety and Security and Community Resources departments, will be presented by Kip Kendrick, the Boone County Commissioner.

Before moving on to the Financial Report, Erin welcomed new trustees Seth Christensen and Lisa Gill to the board. The staff and managers present all introduced themselves to the new trustees and shared about their time working at the library.

Financial Report:

Jim Smith reported that under Total Revenue in the report, we are on track to collect all, or more of, the property taxes projected as part of the 2024 budget. Our total expenditures are as expected with the exception of vehicle maintenance which is under budget currently as we are still having troubles getting our invoices from the city. Jim asked for any questions to which Jacqueline Kelly asked what the \$8,700 under ‘Due from Foundation’ in the report was regarding. Jim explained that we had paid some of the Foundation’s expenses and this was showing the amount to be reimbursed by the Foundation; he added that Nikki, the treasurer, had already written the check. Kelly also asked what the discrepancy between last year and this year under the ‘total liability’ was about. Jim reported that the Governmental Accounting Standards Board (GASB) used to require that we account for PTO and leave under liability on our financial statements, but that this went away for a while. However, starting December 31, 2023 the GASB began requiring that we begin recording it once again, thus it was not recorded this time last year in the report.

Service Report:

Angela shared that, as seen in the report, Ashland saw an increase of 17.8% in library visits. This increase was partially influenced by the Boop a Baby Animal program which saw 198 patrons.

Committee Reports

Finance Committee

Daniel Boone Regional Library
Minutes, Meeting of August 15, 2024

Tonya Hays-Martin reported that the Finance Committee met on August 6 to hear Jim present the Preliminary CY 2025 Operating Budget and, after reviewing, the committee voted to recommend the DBRL Board of Trustees approve the Preliminary CY 2025 Operating Budget. Jim continued to share a briefed version of the Preliminary CY 2025 Operating Budget review for the trustees. Jim began by sharing that he would be requesting that the Columbia and Boone County Library District board vote to approve increasing the tax levy from \$0.3022 per \$100 of assessed valuation to \$0.3058 per \$100 of assessed valuation. Jim explained that he is requesting the increase because there was a decrease in assessed valuation for this year, thus raising the tax levy will ensure the same revenue is collected this year. Similarly, Jim reported that he will be requesting the Callaway County Library District board approve their tax levy to \$0.2600 per \$100 of assessed valuation, which is the voted maximum.

During the Preliminary CY 2025 Operating Budget review, Jim shared that we are looking for our tax revenue to increase by 2.3% and that our grant funds will increase, largely due to the \$250,000 ARPA grant. The salaries and fringe benefits line should decrease in 2025 due to the large LAGERS payment that was made in 2024, though the salaries will increase due to the 5% increase agreed to in the union agreement as well as adding three new positions; a full-time lead in Southern Boone, a half-time PR position, and a full-time security officer. Under Capital Outlay, Jim shared that he is expecting an increase to account for furniture and technology replacements as well as the large replacement of the HVAC system for the Callaway County Public Library. After the total expenditures of \$854,465 Jim expects a resulting fund balance of \$12,935, 425. Before requesting approval, the meeting briefly adjourned for the Columbia and Boone County Library District Tax Rate Hearing and Board Meeting.

Buckler asked for a motion to suspend the meeting to accommodate the CBCLD Tax Levy Setting Hearing. Miller moved, Alvis seconded suspending the meeting.

The meeting resumed at 6:45 p.m, and the trustees continued on to vote on approving the Preliminary CY 2025 Operating Budget.

ACTION: Buckler accepted the motion from the Finance Committee to approve the Preliminary CY 2025 Operating Budget. The motion passed by unanimous consent.

New Business

Policy 1-241 Drug and Alcohol Free Workplace and Policy 2-950 Library Closings for Severe Weather and Unusual Circumstances:

Angela reported that the few changes to the policies were made to mirror the union agreement language and to update the HR Director's title from HR Manager.

**Daniel Boone Regional Library
Minutes, Meeting of August 15, 2024**

ACTION: Miller moved and Alvis seconded approving Policy 1-241 Drug and Alcohol Free Workplace and Policy 2-950 Library Closings for Severe Weather and Unusual Circumstances. The motion passed by unanimous consent.

Other Business

Shannon Alvis asked Erin and Angela how the Labor Management Committee meetings are going. They shared that the meetings have been very collegial with great discussions. Overall the meetings have been going very well and are beneficial.

Seth Christensen asked if there are any updates regarding the Director's search. Angela shared that the Ad Hoc Committee will be meeting again on August 22 to review the initial candidates and discuss the next steps in the process.

Staff Announcements

None.

Board Comments/Announcements

Mary Fennel shared that she had a passport appointment in Fulton with Sara and Julie and it was great and they made the process easy.

Adjournment

Hearing no further business, Margrace Buckler adjourned the meeting at 7:00 p.m.

Minutes recorded by Emily Camden.

Jennifer Rodewald, Board Secretary

The Director's Report
Daniel Boone Regional Library
September 12, 2024

Upcoming Meetings and Events

| | |
|-----------------|--|
| September 13 | One Read Art Exhibit |
| September 24-27 | MLA Conference |
| October 10 | Long Range Planning Committee Meeting (Fulton) |
| October 10 | DBRL Board Meeting (Fulton) |

Personnel

Joe Facticeau started as our new Development Manager on August 26. Joe brings his experience from Worcester, MA where he has done nonprofit work in grant writing, donor relations, and event coordination.

Althea Harris has been hired as the new Assistant Manager of Adult Services. Althea has worked for DBRL for 25 years in roles of increasing responsibility, most recently as an Adult Services Library Associate. She also holds a Masters in Social Work.

Alora Bauer is our new library associate at Southern Boone County Public Library. Alora has previous public library experience and is excited to join DBRL.

Paige Lubbering has accepted the part-time position as the new IT Support Technician on evenings and weekends. Paige will also continue her work with the PR department as a Public Relations Associate.

Our new FT IT Support Technician, James Davis started on September 3. James has many years of experience in IT working in schools, hospitals and local IT consulting firms.

The job posts for the Executive Director have been closed. Five candidates have been scheduled for Google Meet interviews beginning September 19. The interviews will be conducted by representatives from the Ad Hoc Committee, the Leadership Team, and DBRLWU.

Labor Management Committee

The next Labor Management Committee meeting is scheduled for September 24, 2024.

Public Services

The 2024 summer reading program had 5,781* patrons finish - about 500 more people than last year! This includes all ages as well child care groups, which made up over half of this number. This year's theme was "Adventure Begins at Your Library" and included special professional guests and programs such as a Summer Reading kick-off music concert at Stephens Park, Show-Me Dinosaurs at all locations, and summer school visits. All in all, over 100 special events took place for all ages in our two county area especially related to Summer Reading! Staff are

already eagerly brainstorming ideas for 2025 "Color Your World" events and displays.

**Reminder: This is the second year where we collected only the completion statistics - as opposed to both registration and completion - in order to streamline participation.*

Furthermore, participation in this summer's Books by Snail program exceeded 2023 numbers. A total of 428 bags filled with a total of 1,790 books were mailed to 197 school-age youth living in rural school districts.

The Staff and Board Picnic this year will not take place due to a variety of activities in September such as the CPL Staff Association picnic, the Missouri Library Association conference, and preparing for Staff Day on October 14.

Facilities

Renovations have begun at CCPL on the staff break room. This renovation is being paid for by funds from the Helen Forsee Estate. The staff are very excited about this update.

Survey

DBRL is working with ETC Institute based in Overland Park, Kansas to develop and conduct a community survey in our two-county service area. The library has worked with this consultant since 2007. The last community survey was conducted in 2019.

ETC Institute will develop the sampling plan and select a random address-based sample of all residents in Boone and Callaway Counties. People will also be given the option to fill out the survey online or over the phone. The surveys will be mailed in September.

Foundation

The Foundation Board met on August 21 and discussed the proposed project for the 2024 Fall Fundraising Campaign. The Foundation Board approved moving forward with an adult literacy program aimed at improving the reading, writing, and comprehension skills of adults in our community. This program will address the educational needs of adults who lack basic literacy skills and whose first language is English, enhancing their ability to function effectively in daily life and promoting lifelong learning.

Angela Scott shared that the previous director signed a letter of support for a \$1.2 million dollar grant received by the City of Columbia to bring more EV charging stations to the area. The Foundation Board approved using \$54,000 from the Virginia Young Memorial Fund as payment for the EV charging station grant match.

Media Report

The presentation of the ARPA funds to DBRL by the Boone County Commissioners generated the most media coverage in August. KBIA, KOMU, KRCG and the Columbia Missourian reported on the \$250,000 ARPA grant to the library. A few other library topics were covered, but for the most part, it was a very quiet month. The Columbia Daily Tribune highlighted the "Online Author Talk With Kate DiCamillo" for its story "Upcoming author talks, local book releases aim to

hook Columbia readers.” The Boone County Journal ran DBRL’s Summer Reading teen photo contest winners and its columnist Ernie Wren listed SBCPL’s “Reading to Rex” in his rundown of items of interest in Ashland.

Recent Meetings and Events

- August 19 ARPA Award Presentation
- August 21 DBRL Foundation Board Meeting
- August 22 Ad Hoc Committee Meeting
- August 26 CCLD Board Meeting

DANIEL BOONE REGIONAL LIBRARY

FINANCIAL REPORT

August 31, 2024



Daniel Boone Regional Library
 Operating Fund Balance Sheet
 As of August 31, 2024

| | CURRENT YEAR | PRIOR YEAR |
|-----------------------------------|-----------------|---------------|
| Assets | | |
| CURRENT ASSETS | | |
| Checking | 948,101 | 627,402 |
| Petty Cash | 950 | 950 |
| Circulation Cash in Safe | 500 | 500 |
| Callaway Savings | 298 | 298 |
| Cash in Custody Boone County | 16,659,752 | 16,691,504 |
| Inventory | 3,079 | 2,023 |
| Accounts Receivable | - | (661) |
| Accrued Interest | 15,543 | 13,258 |
| Prepaid Expenditures | 64,812 | 84,714 |
| Total Current Assets | \$ 17,693,035 | \$ 17,419,988 |
| FIXED ASSETS | | |
| Land | 1,702,265 | 1,702,265 |
| Automotive Equipment | 669,807 | 632,272 |
| Furniture and Equipment | 3,813,483 | 3,728,581 |
| SIRSI Circulation Control System | 137,960 | 137,960 |
| Callaway County Building | 2,126,968 | 2,126,968 |
| Columbia Building | 24,769,137 | 24,769,137 |
| Leasehold Improvements | 80,067 | 80,067 |
| Total Fixed Assets | \$ 33,299,687 | \$ 33,177,250 |
| OTHER ASSETS | | |
| To Be Provided for Long-term Debt | 556,720 | - |
| Total Other Assets | 556,720 | - |
| Total Assets | \$ 51,549,442 | \$ 50,597,238 |

Liabilities and Fund Balance

| | | |
|--------------------------------|----------|-----------|
| CURRENT LIABILITIES | | |
| Accounts and Salaries Payable | 2,676 | 2,185 |
| Unreimbursed Medical | (876) | (256) |
| Dependent Care | 6,326 | - |
| Entertainment Tax Withholding | 26 | 60 |
| Liabilities Accrued & Withheld | 1,050 | 14,801 |
| Total Current Liabilities | \$ 9,202 | \$ 16,790 |
| LONG TERM LIABILITIES | | |
| Accrued Vacation (Now PTO) | 517,158 | - |
| Accrued FICA | 39,562 | - |
| Total Long Term Liabilities | 556,720 | - |

Daniel Boone Regional Library
 Operating Fund Balance Sheet
 As of August 31, 2024

| | CURRENT YEAR | PRIOR YEAR |
|--|-----------------|---------------|
| Total Liabilities | \$ 565,922 | \$ 16,790 |
| FUND BALANCE | | |
| Fund Balance | 14,859,926 | 14,106,794 |
| Fund Balance, Current Year | 2,823,907 | 3,296,404 |
| Invested in General Fixed Assets | 33,299,687 | 33,177,250 |
| Total Fund Balance | \$ 50,983,520 | \$ 50,580,448 |
| Total Liabilities and Fund Balance | \$ 51,549,442 | \$ 50,597,238 |

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended August 31, 2024

| | CURRENT MONTH | YEAR TO DATE-ACTUAL | ANNUAL BUDGET | REMAINING BUDGET | YTD AS % OF BUDGET | PRIOR YEAR TO DATE-ACTUAL |
|-----------------------------------|------------------|------------------------|------------------|---------------------|-----------------------|------------------------------|
| REVENUES | | | | | | |
| Property Taxes | | | | | | |
| Callaway County | \$ 16,873 | \$ 2,458,474 | \$ 2,683,668 | \$ (225,194) | 92% | \$ 2,412,544 |
| Columbia and Boone County | 51,286 | 9,689,536 | 11,172,827 | (1,483,291) | 87% | 7,331,187 |
| Total Tax Revenue | \$ 68,159 | \$ 12,148,010 | \$ 13,856,495 | \$ (1,708,485) | 88% | \$ 9,743,731 |
| Investment Interest on Taxes | 81,481 | 264,930 | 255,305 | 9,625 | 104% | 156,591 |
| Interest on Checking | 3,652 | 62,401 | 31,500 | 30,901 | 198% | 21,220 |
| Unrealized Gain or (Loss) | - | 746,128 | - | 746,128 | 0% | 1,234,224 |
| Total Investment Revenues | \$ 85,133 | \$ 1,073,459 | \$ 286,805 | \$ 786,654 | 374% | \$ 1,412,035 |
| State Aid | - | 79,801 | 158,908 | (79,107) | 50% | 79,108 |
| Athletes and Entainers Tax | - | 80,000 | 160,000 | (80,000) | 50% | 80,000 |
| Contributions | 42,990 | 118,663 | 124,070 | (5,407) | 96% | 85,986 |
| Copy and Printing Income | 2,878 | 22,557 | 30,000 | (7,443) | 75% | 20,407 |
| Other Income | 15,349 | 184,285 | 196,000 | (11,715) | 94% | 154,654 |
| Total Unrestricted Revenues | \$ 214,509 | \$ 13,706,775 | \$ 14,812,278 | \$ (1,105,503) | 93% | \$ 11,575,921 |
| CURRENT FUNDS RESTRICTED | | | | | | |
| LSTA Grants | 2,753 | 3,753 | 60,000 | (56,247) | 6% | - |
| Total Restricted Revenue | 2,753 | 3,753 | 60,000 | (56,247) | 6% | - |
| Total Revenue | \$ 217,262 | \$ 13,710,528 | \$ 14,872,278 | \$ (1,161,750) | 92.19% | \$ 11,575,921 |
| EXPENDITURES | | | | | | |
| Salaries and Benefits | | | | | | |
| Regional Administration | 91,838 | 847,301 | 1,347,124 | 499,823 | 63% | 621,329 |
| Building and Grounds | 25,018 | 205,595 | 324,230 | 118,635 | 63% | 178,866 |
| Patron Services | 327,877 | 2,643,121 | 4,272,418 | 1,629,297 | 62% | 2,311,615 |
| Collection Services and IT | 73,395 | 630,622 | 999,773 | 369,151 | 63% | 595,163 |
| Total Salaries | \$ 518,128 | \$ 4,326,639 | \$ 6,943,545 | \$ 2,616,906 | 62% | \$ 3,706,973 |
| FICA & Medicare | 38,345 | 318,924 | 531,181 | 212,257 | 60% | 272,254 |
| Health and Dental Insurance | 73,486 | 558,195 | 1,086,237 | 528,042 | 51% | 472,505 |
| Life Insurance | 378 | 3,098 | 6,166 | 3,068 | 50% | 3,070 |
| Employee Assistance Program | - | 767 | 4,611 | 3,844 | 17% | 2,684 |
| Retirement Plan | 70,802 | 2,118,050 | 2,476,591 | 358,541 | 86% | 503,922 |
| Short-term Disability | 4,421 | 12,851 | 29,500 | 16,649 | 44% | - |
| Unemployment Insurance | - | - | 6,500 | 6,500 | 0% | - |
| Total Salaries and Benefits | \$ 705,560 | \$ 7,338,524 | \$ 11,084,331 | \$ 3,745,807 | 66% | \$ 4,961,408 |
| Library Materials | | | | | | |
| Books, Periodicals and AV | \$ 154,689 | \$ 1,415,058 | \$ 2,027,820 | \$ 612,762 | 70% | \$ 1,379,688 |
| General Operating | | | | | | |
| Association Dues | 282 | 6,952 | 10,435 | 3,483 | 67% | 6,310 |
| Conference/Seminar/Staff Training | 3,983 | 36,616 | 56,950 | 20,334 | 64% | 18,225 |
| Employment and Bid Ads | - | - | 1,000 | 1,000 | 0% | - |
| Miscellaneous | - | 1,171 | 2,000 | 829 | 59% | 181 |
| MOREnet | - | 7,871 | 20,000 | 12,129 | 39% | 15,144 |
| Personal Vehicle Mileage | 483 | 1,547 | 1,925 | 378 | 80% | 1,087 |
| Postage and Mailing | 21,908 | 92,206 | 105,076 | 12,870 | 88% | 85,521 |
| Printing | 7,063 | 32,752 | 64,100 | 31,348 | 51% | 37,502 |
| Professional Fees | 16,831 | 141,179 | 368,025 | 226,846 | 38% | 136,221 |
| Programming | 12,422 | 81,685 | 186,150 | 104,465 | 44% | 89,238 |

Daniel Boone Regional Library
Statement of Revenues and Expenditures
General Fund
Month and Year-To-Date Period Ended August 31, 2024

| | CURRENT MONTH | YEAR TO DATE-ACTUAL | ANNUAL BUDGET | REMAINING BUDGET | YTD AS % OF BUDGET | PRIOR YEAR TO DATE-ACTUAL |
|--|------------------|------------------------|------------------|---------------------|-----------------------|------------------------------|
| Supplies and other expenditures | 23,994 | 454,513 | 675,600 | 221,087 | 67% | 412,338 |
| Trustee Development | 191 | 1,966 | 10,790 | 8,824 | 18% | 7,076 |
| CURRENT FUNDS RESTRICTED | | | | | | |
| LSTA Grants | 3,324 | 3,324 | 60,000 | 56,676 | 6% | - |
| Total General Operating Expenditures | \$ 90,481 | \$ 861,782 | \$ 1,562,051 | \$ 700,269 | 55% | \$ 808,843 |
| Building Operations and Maintenance | | | | | | |
| Building Maintenance | 80,779 | 557,485 | 841,068 | 283,583 | 66% | 350,201 |
| Electric/Water Utilities | 28,901 | 154,834 | 313,951 | 159,117 | 49% | 147,648 |
| Facility Rent | 5,700 | 133,637 | 175,140 | 41,504 | 76% | 133,637 |
| Gas/Utilities | 1,743 | 32,444 | 48,335 | 15,891 | 67% | 27,524 |
| Insurance Building and Liability | - | 139,808 | 185,455 | 45,647 | 75% | 131,068 |
| Library Vehicle Maintenance | 12,309 | 28,890 | 50,424 | 21,534 | 57% | 20,709 |
| Machine Maintenance | 5,069 | 31,306 | 49,802 | 18,496 | 63% | 24,488 |
| Telephone/Utilities | 5,649 | 42,089 | 84,359 | 42,270 | 50% | 48,691 |
| Total Building Operations | \$ 140,150 | \$ 1,120,493 | \$ 1,748,534 | \$ 628,041 | 64% | \$ 883,966 |
| Total Current Expenditures | \$ 1,090,880 | \$ 10,735,857 | \$ 16,422,736 | \$ 5,686,879 | 65% | \$ 8,033,905 |
| Revenue Over (Under) Expenditures | \$ (873,618) | \$ 2,974,670 | \$ (1,550,458) | \$ (6,848,629) | | \$ 3,542,016 |
| Capital Outlay | | | | | | |
| Furniture, Equipment, Capital Outlay | 9,929 | 150,763 | 377,850 | 227,087 | 40% | 245,612 |
| Total Capital Outlay | \$ 9,929 | \$ 150,763 | \$ 377,850 | \$ 227,087 | 40% | \$ 245,612 |
| Total Expenditures | \$ 1,100,809 | \$ 10,886,620 | \$ 16,800,586 | \$ 5,913,966 | 65% | \$ 8,279,517 |
| Revenue Over (Under) Expenditures | \$ (883,547) | \$ 2,823,907 | \$ (1,928,308) | \$ 4,752,215 | | \$ 3,296,404 |

DBRL Monthly Report

August 2024

Reports

1. The Balance Sheet is presented on pages 1-2.
2. The Statement of Revenues and Expenditures reports on pages 3 - 4 illustrate how the actual expenditures compare to the line items, which are grouped to form budget categories. The line item amounts that make up the categories may be over or under as long as the total budgeted expenditures are not exceeded. The Budget Categories are “Total Salaries and Benefits,” “Books, Periodicals and AV,” “Total General Operating,” “Total Building Operations,” and “Total Capital Outlay.”

Assets

1. Checking is more than the previous year because we need to maintain a higher balance in the current year to meet monthly expenditures (page 1).
2. Inventory “Current Year” column is the food and other supplies held on December 31, 2023 by the library staff for sale at the library and kiosk (page 1).
3. The Accrued Interest line reflects the amount due at December 31, 2023 (page 1).
4. The Fixed Assets section represents the value of fixed assets at December 31, 2023 adjusted for 2024 asset disposals (page 1). Automotive Equipment increased to record the purchase of a Transit van and decreased for the historical cost of the van traded in during CY 2023. Furniture and Equipment (F&E) increased to record the approved capital items purchased and F&E disposed of during CY 2023. Columbia Building decreased for file cabinets disposed of during CY 2023 that were part of the calendar year 2002 renovation.
5. To Be Provided for Long-term Debt is the offset for the compensated leave liability discussed later under “Liabilities” on bullet #5 (page 1).

Liabilities

1. Unreimbursed Medical reports a credit balance for the claims made as part of the Cafeteria Plan program (page 1). We anticipate the credit balance will decrease when funds are deducted from the employees’ checks later in the year.
2. Dependent Care has a liability for the funds that have not been claimed as part of the Cafeteria program (page 1).
3. Entertainment Tax Withholding is a two (2) percent tax that is imposed on all fees greater than \$300 paid to out-of-state performers (page 1). This tax is remitted quarterly to the Missouri Department of Revenue.
4. Liabilities Accrued and Withheld represents the monies due because of the timing differences with our insurance vendor and for member changes the vendor hasn’t processed for the current billing cycle (page 1).
5. Long Term Liabilities represents the compensated leave liability for the PTO and Holiday balances at December 31, 2023 (page 1).

DBRL Monthly Report

August 2024

Revenue

1. The Property Taxes received are as expected for the month of August (page 3). The Statement of Revenue and Expenditures reflects library tax income through August for the Columbia and Boone County and Callaway County Library Districts.
2. Investment Interest on Taxes is through July 31, 2024 (page 3). August interest income information has not been received from the Boone County Treasurer.
3. Interest on Checking is more than last year because we have a larger balance on-hand this year and we are receiving better rate of return from the previous year (page 3).
4. Unrealized Gain or (Loss) represents the reversal of the GASB 31 requirement to value our Investments at market value at year-end (page 3). This amount will be netted against the unrealized gain or (loss) at the end of 2024 to determine the total unrealized gain or (loss) for calendar year 2024.

Expenditures

1. The Salaries and Fringe Benefits reports sixty (66) percent expended mainly because of LAGERS \$1.5 million payment to move from a L3 to a L7 plan; see the Retirement Plans line (page 3). We expect all lines to be within budget at year-end.
2. The General Operating Budget reports fifty-five (55) percent expended (pages 3-4). A few line items worth mentioning are MOREnet; and Postage and Mailing. We expect all lines to be within budget at year-end with possible exception of Personal Vehicle Mileage.
 - MOREnet represents the semi-annual payment for services.
 - Personal Vehicle Mileage is eighty (80) percent expended because the IRS increase the per diem mileage rate mid-2024.
 - Postage and Mailing “Year to Date-Actual” is eighty-eight (88) percent expended because of the timing of postage bulk mailing payments.
3. Building Operations and Maintenance reports sixty-four (64) percent expended (page 4). A few line items worth mentioning are Facility Rent and Insurance Building and Liability Insurance. We expect all lines to be within budget at year-end.
 - Facility Rent SBCPL is paid through October 15, 2024. HSPL rent is paid through August 31, 2024.
 - Insurance Building and Liability represents a portion of the library’s annual payment for its policies.
4. Furniture, Equipment, Capital Outlay includes the purchases of furniture and computer and maintenance equipment approved in the CY 2024 budget (page 4).

SERVICE REPORT - AUG 2024
DANIEL BOONE REGIONAL LIBRARY

| <u>MONTH</u> | | | | | | | <u>CUMULATIVE</u> | |
|--|-------------|--------|--|-------------|-------------|--------|-------------------|--|
| <u>2024</u> | <u>2023</u> | | <u>CIRCULATION STATISTICS</u> | <u>2024</u> | <u>2023</u> | | | |
| 122,359 | 131,614 | -7.0% | Columbia Public Library* | 930,115 | 961,652 | -3.3% | | |
| 9,125 | 9,007 | 1.3% | Callaway County Public Library | 66,144 | 65,513 | 1.0% | | |
| 6,834 | 6,823 | 0.2% | Southern Boone County Public Library | 48,125 | 52,514 | -8.4% | | |
| 6,592 | 5,485 | 20.2% | Holts Summit Public Library | 46,395 | 40,604 | 14.3% | | |
| 104,621 | 93,503 | 11.9% | Digital Branch (eBks, downloadable audiobks & magazines) | 828,416 | 736,059 | 12.5% | | |
| 6,890 | 7,103 | -3.0% | Outreach Circulation | 55,748 | 56,972 | -2.1% | | |
| 1,029 | 974 | 5.6% | Library-To-Go Circulation (Hallsville) | 8,182 | 7,030 | 16.4% | | |
| 257,450 | 254,509 | 1.2% | Total Materials Circulated | 1,983,125 | 1,920,344 | 3.3% | | |
| <u>LIBRARY VISITS</u> | | | | | | | | |
| 33,805 | 33,492 | 0.9% | Columbia Public Library | 268,111 | 245,002 | 9.4% | | |
| 4,343 | 4,131 | 5.1% | Callaway County Public Library | 31,200 | 30,055 | 3.8% | | |
| 2,822 | 2,707 | 4.2% | Southern Boone County Public Library | 20,932 | 20,661 | 1.3% | | |
| 2,232 | 2,064 | 8.1% | Holts Summit Public Library | 14,654 | 16,269 | -9.9% | | |
| 1,184 | 1,179 | 0.4% | Bookmobile | 8,075 | 9,430 | -14.4% | | |
| 239 | 219 | 9.1% | Delivery Services | 1,812 | 1,820 | -0.4% | | |
| <u>ELECTRONIC SERVICES</u> | | | | | | | | |
| 96,410 | 101,651 | -5.2% | DBRL Page Views (Non-Catalog) | 769,259 | 760,749 | 1.1% | | |
| 2,825 | 2,727 | 3.6% | Database Uses | 22,230 | 19,498 | 14.0% | | |
| 4,823 | 4,906 | -1.7% | Internet Computer Sessions | 37,333 | 38,329 | -2.6% | | |
| 5,104 | 5,250 | -2.8% | Wireless Access Point Uses | 38,287 | 32,396 | 18.2% | | |
| <u>REFERENCE / OTHER NON-CIRCULATION CONTACTS</u> | | | | | | | | |
| 10,520 | 10,157 | 3.6% | Columbia Public Library | 86,089 | 81,734 | 5.3% | | |
| 1,245 | 1,250 | -0.4% | Callaway County Public Library | 8,950 | 8,624 | 3.8% | | |
| 1,041 | 927 | 12.3% | Southern Boone County Public Library | 7,976 | 6,540 | 22.0% | | |
| 794 | 757 | 4.9% | Holts Summit Public Library | 5,610 | 5,642 | -0.6% | | |
| <u>PROGRAMS / COMMUNITY EVENTS</u> | | | | | | | | |
| 127 | 116 | 9.5% | Library Programs | 1,070 | 943 | 13.5% | | |
| 3,667 | 3,742 | -2.0% | Number in Attendance | 26,215 | 22,156 | 18.3% | | |
| 13 | 7 | 85.7% | Tours, Booths and Presentations | 103 | 93 | 10.8% | | |
| 625 | 1,050 | -40.5% | Estimated Number in Attendance | 7,833 | 8,889 | -11.9% | | |

*Includes ILL circulation

| <u>MONTH</u> | | | | <u>CUMULATIVE</u> | | |
|--|-------------|--------|--------------------------------------|-------------------|-------------|--------|
| <u>2024</u> | <u>2023</u> | | <u>MEETING ROOM USES</u> | <u>2024</u> | <u>2023</u> | |
| 59 | 63 | -6.3% | Community Groups Using Rooms (CPL) | 510 | 506 | 0.8% |
| 64 | 60 | 6.7% | Library-related Uses (CPL)** | 660 | 604 | 9.3% |
| 2 | 9 | -77.8% | Community Groups Using Rooms (CCPL) | 38 | 0 | |
| 23 | 17 | 35.3% | Library-related Uses (CCPL)** | 144 | 144 | 0.0% |
| 8 | 10 | -20.0% | Community Groups Using Rooms (SBCPL) | 61 | 61 | 0.0% |
| 24 | 12 | 100.0% | Library-related Uses (SBCPL)** | 176 | 143 | 23.1% |
| 1 | 1 | 0.0% | Community Groups Using Rooms (HSPL) | 16 | 18 | -11.1% |
| 16 | 7 | 128.6% | Library-related Uses (HSPL)** | 71 | 66 | 7.6% |
| <u>MATERIALS STATISTICS</u> | | | | | | |
| 362,178 | 365,446 | -0.9% | Books | | | |
| 14,035 | 14,487 | -3.1% | Spoken Recordings | | | |
| 16,265 | 17,456 | -6.8% | Music Recordings | | | |
| 38,645 | 38,431 | 0.6% | Video Recordings | | | |
| 177 | 171 | 3.5% | Devices | | | |
| 1,102 | 1,020 | 8.0% | Kits | | | |
| 101,275 | 98,758 | 2.5% | Digital Materials | | | |
| 533,677 | 535,769 | -0.4% | Total Materials | | | |

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

Service Report: August 2024

Circulation

The total materials circulated increased by 1.2% when compared to August of 2023. Both Columbia Public Library and Outreach Circulation decreased slightly, while all other branches showed an increase in circulated materials. Most notably, the number of circulated materials at the Holts Summit Public Library increased by 20.25.

Library Visits

Library visits increased by some degree at all of the branches, the bookmobile, and for delivery services, with the Holts Summit Public Library again showing the most growth with an increase of 8.1%.

Electronic Services

All of our electronic services statistics decreased in August 2024 compared to August of 2023 with the exception of Database Uses which increased by 3.6%.

Reference/ Other Non-Circulation Contacts

Reference contacts decreased very slightly by 5 contacts or by 0.4% at the Callaway County Public Library, while they increased for all other branches. Most notably, Southern Boone Public Library saw an increase of 12.3% for reference contacts when compared to August of 2023.

Programs/Community Events

The number of library programs increased by 9.5% or 11 programs when compared to August of 2023, however, there was a decrease of 2.0% or 75 people in attendance. Similarly, Tours, Booths, and Presentations increased in number by 85.7% or 6 events, while attendance saw a decrease of 40.5% or 435 people.

Meeting Room Uses

Meeting room usage for community groups decreased or saw no change at all branches when compared to August of 2023, however, library related uses of meeting rooms have increased greatly at all branches. The highest increase in library related usage was seen at Callaway County Public Library (35.3%) where bookings were made to accommodate painters in the building as well as Southern Boone Public Library (100%) and Holts Summit Public Library (128.6%) which both saw increases in meeting room usage for programs and staff meetings.

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Disciplinary Action

ADMIN 1-281

BOARD

SECTION: 200 – Employment Policies

Approved: 10/19/99

Revised: 11/10/11

Revised: 10/16/14

Revised: 11/16/17

Reviewed: 09/10/20

Revised 09/12/24

POLICY

Daniel Boone Regional Library (DBRL) issues discipline to employees because of either misconduct or the unsatisfactory performance of job duties, or both. The Library uses discipline to communicate the employee's failure to achieve the Library's minimum standards for either workplace conduct or job performance, or both, to the employee. It generally follows a system of progressive discipline, except in instances of egregious behavior defined below and as outlined in the Code of Conduct. This system furnishes feedback to employees about either unacceptable conduct or unsatisfactory work performance to encourage employees to maintain the Library's high standards of both behavior and job performance. The disciplinary system generally imposes informal corrective action (or counseling) for less serious offenses and progress through oral warnings, written warnings, suspensions without pay, and the termination of employment. If, however, the Library, in its sole discretion, determines that a more serious offense has occurred, it may start the disciplinary process at any level of discipline that it finds to be appropriate, including, without limitation, the termination of employment without any prior disciplinary action.

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Progressive discipline, as referenced above, provides continuous feedback to the employee until termination is warranted. Progressive discipline generally follows the below steps from A to D, but the Library may advance up to step C, described below, depending on the incident, and in conformance with this policy and the Code of Conduct:

- a. Oral Warning(s)
- b. Written Warning(s)
- c. Suspension(s) (notice to be given in writing)
- d. Discharge (notice to be given in writing)

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Employees have the responsibility to become familiar with and to follow the Library's policies and procedures, including, without limitation, its Code of Conduct. The situations set forth below are considered serious enough that they may result in immediate suspension or discharge from employment. The list of situations noted here does not purport to be all-inclusive:

Deleted: any process, as follows: verbal counseling, written warning, disciplinary probation and a final stage of termination or discharge. The disciplinary process may stop or skip one or more levels at any time. There may be some instances that require immediate written warning or immediate disciplinary action, including but not limited to probation or termination. However, the primary objective of the DBRL progressive disciplinary process is to return the employee to the status of a satisfactory employee.

- Violation of DBRL Policy 1-282 Weapons, Including Firearms – Employee Policy.
- Conviction of a felony or of a misdemeanor that directly affects one's ability to effectively perform the duties of the job.
- Theft of property, equipment, materials or supplies of the library, staff members or patrons.
- Vandalism or willful damage of library property.
- Physical or verbal abuse or any act intended to physically harm another person or personal property on DBRL premises.
- Falsification of any library records or documents.
- Willful disregard of library policies and procedures.
- Willful violation or disregard of safety, health, fire or security guidelines.
- Willful disregard or refusal to perform assigned duties (i.e. insubordination).
- Violation of Policy 1-291 Sexual Harassment.
- Unlawful harassment or discrimination including any violations of DBRL policies.

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PROCEDURES

VERBAL COUNSELING: This is a meeting with the employee to verbally explain the problem behavior and how to correct it. A note written by the supervisor regarding the meeting, what was said and the outcome thereof should be kept in the department personnel file for future use. (Verbal counseling may be omitted in appropriate circumstances by the discretion of the supervisor.)

WRITTEN WARNING: This is a written statement outlining the incident(s) and dates of the incidents with an explanation of what action is expected to correct the situation. The written warning should contain language stating that, if future unacceptable conduct occurs, it may result in further disciplinary action. The employee should sign the statement indicating he/she has read it, a copy should be given to the employee, and the original should be placed in the employee's personnel file. If the employee refuses, a note should be made on the document that the employee refused to sign. (Written warning may be omitted in appropriate circumstances by the discretion of the Department Manager and Human Resource Manager.)

DISCIPLINARY PROBATION: The probationary memo should outline the conduct and/or performance problem areas and how these must be improved. It should state that discharge may follow if these areas are not improved upon within a certain period of time (e.g. 60, 90 days). The employee should sign, date and receive a copy; the original needs to be placed in the employee's personnel file. If the employee refuses to sign, a note should be made that the employee refused to sign the form. (Disciplinary probation may be omitted in appropriate circumstances by the discretion of the Executive Director.)

TERMINATION/DISCHARGE: The employee's supervisor and the Human Resource Manager will meet with the employee and inform the employee that his/her employment is being terminated. If the Human Resource Manager is not available, then another designated department manager will attend the meeting. A written summary of the meeting and reasons for termination should be placed in the employee's personnel file.

The Library shall consider the following factors in its administration of disciplinary action for a violation of any of its policies or procedures:

- The employee's prior disciplinary record
- The employee's length of service with the Library
- Any extenuating circumstances that warrant a less serious disciplinary action.

- Any aggravating factors that justify the imposition of a more serious disciplinary action. Aggravating factors can be considered concurrent violations of the Library's code of conduct.
- Discipline shall be administered in a timely manner depending on the circumstances of such discipline. Generally, discipline shall be administered within fourteen (14) days of when the Library learns of the occurrence and after the Library has a reasonable opportunity to investigate the facts.
- Should an employee fail to improve following progressive discipline; the employee may be dismissed. Library reserves the right to terminate the employment of any employee that violates any one or more of the Code of Conduct provisions stated in Article 29 without any prior progressive discipline. The Library will notify the Union immediately when an employee is involuntarily discharged.

If the inappropriate conduct is of such a nature as to be considered serious or extreme, the progressive disciplinary process may be dispensed with, by the Executive Director's discretion (or Human Resource Manager if the Executive Director is not available). In accordance with Policy 1-291 Sexual Harassment, records of sexual harassment complaints, and the investigation and the disposition thereof, shall be maintained by the investigator and shall not be a part of any employee's regular personnel file. Notation of transfer, suspension, termination, or other disciplinary action resulting from a sexual harassment complaint may, however, be noted in an employee's regular personnel file.

Furthermore, the Library shall keep records of all disciplinary actions in its personnel file for the Employee disciplined for a period of one year beginning on the date of the issuance of a disciplinary action. If, however, the employee receives another disciplinary action in the 12 months immediately following the imposition of that discipline, then the library shall keep all records of disciplinary actions in its personnel file of the employee until 12 consecutive months elapse without the Library issuing another disciplinary action to the employee. The Library shall remove all records of disciplinary action from its personnel records for the employee that it issued more than 12 months earlier.

Employees shall be afforded the right of privacy when being counseled with corrective action and/or when being disciplined. Notice of discipline issued by the Library shall not state, explicitly or implicitly, that the disciplined employee is without a right to appeal the discipline when such discipline is subject to the grievance procedure contained within Policy 1-280 Employee Grievance and Article 5: Grievance and Arbitration of the DBRLWU Agreement. If an employee is questioned about a matter that they reasonably believe may lead to discipline, the employee shall be entitled to have a union representative present for the investigatory interview in accordance with Article 6: Union Rights of the DBRLWU Agreement.

The Library shall attempt to hold disciplinary meetings during the employee's work time. If arrangements for such cannot be reasonably made, the Library will attempt to

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schedule the meeting immediately before or after the employee's shift. Such time will be considered work time.

PROCESS

DBRL is supportive of its employees and has every desire to see its employees succeed in the work place. Therefore, it is anticipated that discussion of work-related conduct requiring disciplinary action will result in a satisfactory resolution and improvement by the employee. However, if the employee is not satisfied with the outcome, he or she may consider following the procedures described in Policy 1-280 Employee Grievances.

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Payroll

ADMIN 2-709

BOARD

SECTION: 700 – Fiscal Management

Approved: 12/12/96
Revised: 05/10/07
Revised: 01/13/11
Revised: 01/16/14
Revised: 10/12/17
Revised: 08/15/19
Revised: 02/15/24

POLICY

Daniel Boone Regional Library (DBRL) employees will be paid on the salary schedule established by the Board of Trustees. DBRL will pay the appropriate remuneration for time worked and leave earned, and comply with all statutory salary deductions and administrative requirements. DBRL will establish controls for all payroll transactions and the safeguarding of data.

PROCEDURES

Any addition, change in pay status, or deletion to the payroll amount must be supported by the appropriate written or electronic approval documentation and submitted [via the HR and Payroll system](#) to the Payroll and Accounting Specialist [by the Tuesday of that payweek, in cases of early payroll submission due to holiday, earlier submission may be required](#).

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Pay rates are updated in accordance with the union bargaining agreement for bargaining unit members and through the annual budget process. Federal and state W-4 forms reflecting the current withholding status of each employee will be on file.

DBRL payroll will be issued by direct deposit only, [however if a special need exists, the CFO or their designated representative can authorize the issuance of a paper check on a short-term basis](#). Net payroll earnings will be directly deposited to the account(s) designated by the employee on the DBRL Direct Deposit Authorization form. Direct deposits will be issued on a schedule set by administrative staff. In special circumstances it may take up to one business day following the issuance of payroll to transmit direct deposit payments and statements to the employee electronically (for example internet access failure or bank holiday).

Deductions

All governmentally mandated taxes will be deducted from employee earnings, based on the amount of remuneration earned by each employee and based on the current status of each employee's federal and state W-4s. These taxes will be paid on the employee's behalf to the appropriate taxing authority or entity.

All voluntary deductions, such as employee-paid insurance premiums, union dues, retirement plan contributions, United Way contributions, etc., and involuntary deductions, such as garnishments or any other court-mandated wage order, will be paid on the employee's behalf to the appropriate agency or entity.

Salary redirection for flexible spending plans or Health Savings Accounts (HSAs) will be made in accordance with plan specifications and employee directives.

DBRL will submit periodic reports of specified data in employee payroll records to the appropriate government agencies, as required by federal and state law. All remittances for employer payroll taxes will be paid in accordance with federal and state law.

Pay Stubs

Pay stubs provided by the Library shall reflect all deductions and differentials received by the employee.

Exempt Employees

Exempt employees are not subject to overtime pay provisions of the federal Fair Labor Standards Act (FLSA) and will not be required to record time worked. Exempt employees will use the timekeeping system for leave management purposes only. An exempt employee is one whose specific job duties and salary meet all of the requirements of the U.S. Department of Labor's regulations. In general, an exempt employee is one who is paid on a salary basis at not less than \$884 per week who holds an administrative, professional, or management position.

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Non-Exempt Employees

Non-exempt employees are subject to overtime pay provisions of the federal FLSA and are required to record time for hours worked or leave taken.

Full-Time Employees

Full-time employees are those who are regularly scheduled to work 40 hours per week using the defined work week for their department.

Three-Quarter Time Employees

Three-Quarter time employees are those who are regularly scheduled to work 30-39 hours per week.

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Half-Time Employees

Half-Time employees are those who are regularly scheduled to work 20-29 hours per week.

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Floater

Employees classified as floater have no regularly scheduled hours and work on an as-needed basis.

Overtime, Flex time and Rounding

Overtime work requires the prior written authorization of the employee's supervisor. Prior authorization may be waived in the event that an unplanned overtime occurs due to normal or emergency operations such as assisting a patron, covering the switchboard or desk, or a maintenance emergency. In that case, the employee must report any overtime work to the employee's supervisor upon the conclusion of such overtime work

for the supervisor's authorization. The Library pays employees at a wage rate equal to one and one-half times the employee's regular, straight time wage rate for any time worked beyond 40 hours in the same workweek. Supervisors may consider allowing full-time, non-exempt employees to flex their start or ending times to avoid the employee working more than 40 hours in the same workweek.

DBRL follows a 5-minute increment rounding policy for the first and last clock-in of the day, as allowed by FLSA. Time logged will be rounded within 2.5 minutes to the next 5 minute increment, as shown:

| Time in | Time rolled to | Time out | Time rolled to | Time paid for |
|---------|----------------|----------|----------------|--------------------|
| 8:02 | 8:00 | 12:01 | 12:00 | 4 hours |
| 7:57 | 7:55 | 12:03 | 12:05 | 4 hours 10 minutes |

Time logged for lunch periods or other unpaid mid-day breaks is rounded by the same policy.

DBRL Work Week

For overtime management purposes, DBRL adheres to the following work week schedule.

Saturday-Friday: All departments

Timesheet Procedures

The employee timesheet provides the official record of all time worked. All non-exempt employees must record both all-time worked, whether during or outside of scheduled hours, and leave taken from their assigned working hours, including the starting and stopping times of each workday and all time away from work, such as the starting and stopping times of meal periods. Meal periods involve unpaid time and employees must record their time off work for meal breaks by clocking out/in. At the end of the pay period, employees must review and certify their hours worked by approving their timecard via Employee Self-Service. Failure to approve a timecard in a timely manner could result in incorrect payment until it can be corrected in the next payroll cycle.

Supervisors are responsible for reviewing all timecards to make sure all time is recorded accurately, and for approving timecards by the designated deadline so payroll can be accurately and timely processed.

Any falsification or misrepresentation of time worked may result in disciplinary action up to and including termination.

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8:00 11:55 1:00 5:00 7 hours 55 minutes
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- Deleted: each DBRL department adheres to a standard work week that best meets the needs of the department. DBRL assigns work weeks, as shown:
- Deleted: Sunday-Saturday
- Deleted: Administration, Public Relations, Technical Services, Callaway County libraries (Fulton and Holts Summit) and Southern Boone County Public Library.
- Deleted: Wednesday-Tuesday: Circulation, Facilities, IT, and Public Services.
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