

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

February 12, 2026

6:00 p.m.

Columbia Public Library

Virginia Young Room

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

NOTE TO MEMBERS OF THE PUBLIC AND MEDIA: This meeting will take place in person, however there is a Zoom link available. Please contact Emily Camden at ecamden@dbrl.org or by calling 573-817-7014 if you wish to observe the meeting, but cannot attend in person.

AGENDA

1. Call to Order
2. Roll Call and Determination of Quorum
3. Public Comments
4. Approval of Minutes from January 15, 2026 - *enclosed*
5. Monthly Reports
 - a. Directors Report and Comments - *enclosed*
 - b. Financial Reports - *enclosed*
 - c. Service Reports - *enclosed*
6. Service Spotlight - Sustainable Libraries Initiative with Eric Schmeck
7. New Business
 - a. Rescind Policy 1-290 Complaint of Employment Discrimination- *enclosed*
 - b. Rescind Policy 1-291 Sexual Harassment - *enclosed*
 - c. New Policy 1-290 Non-Discrimination and Anti-Harassment -*draft and clean copy enclosed*
 - d. Tour of the Americans and the Holocaust Exhibit
8. Other Business
9. Staff Announcements
10. Board Comments/Announcements
11. Adjournment

AMERICANS WITH DISABILITIES ACT NOTICE

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

POLICY FOR PUBLIC PARTICIPATION AT BOARD MEETINGS

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

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

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

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

Daniel Boone Regional Library

Minutes, Meeting of January 15, 2026

Call to Order, Roll Call and Quorum Determination

Cori Miller, President, called the meeting to order at 6:00 p.m.

Daniel Boone Regional Library (DBRL) Board members present were Shannon Alvis, Margrace Buckler, Dorothy Carner, Seth Christensen, Tonya Hays-Martin, Jean Howard, Jacqueline Kelly, Steven Medrow, Cori Miller, Pat Powell, and Travis Pringle. Dawn Dirks, Lisa Finn, and Jennifer Rodewald were absent.

Also in attendance was DBRL Executive Director Robin Westphal as well as DBRL managers Erin Magner, Jim Smith, Mitzi St.John, Eric Schmeck, Nathan Pauley, Sarah Howard, Lauren Williams, Chad Gooch, Kirk Henley and other members of library staff.

Public Comment

None.

Minutes

There were no corrections or comments concerning the minutes of the November 13, 2025 Board Meeting. The minutes were approved as written.

Monthly Reports

Director's Report:

Robin Westphal began her report by welcoming Steven Medrow, our newest board member from the Callaway County Library District (CCLD) board, who attended his first meeting as a trustee in November. Robin shared that, sadly, we recently lost a former board member, Terry Bruner, who served on the board from October 2026 to 2009.

Moving forward, Robin shared that she would like to treat this report as a sort of year in review for 2025. A few of the highlights mentioned include DBRL receiving the Senator Chuck Graham Memorial Disability and Advocacy Ambassador Award from the City of Columbia, the Read to Succeed program launching, one Excel Adult Highschool graduation, the DBRL Foundation store launching, and the addition of fishing poles and tackle boxes to our collection. Our staff have supported each other at every step of the year; from the sad times, in mourning our beloved coworker Debb Wheeler, to the happy times, like celebrating the accomplishments of our staff members that accepted awards for their great work. Two such awards were given to Tim Dollens (Cosmopolitan International Patrick G. Hopkins award) and Hillary Aid (Missouri Library Association's Youth Service Award) for their excellence in service to our community the way they know best.

Looking at the broader overview of things that impacted libraries in 2025, Robin spoke about the challenges and censorship concerns we continue to see across the country, and the ways we have fought back. Robin reported that, In Missouri, a Jackson County circuit judge struck down a law that sought to criminalize school staff for providing sexually explicit material stating the law was unconstitutionally vague and overbroad. Nationally, the Institute for Museum and Library

Daniel Boone Regional Library Minutes, Meeting of January 15, 2026

Services was completely defunded but, through a lawsuit and other actions, was reopened and they were able to receive federal funds as normal.

Robin shared that 2026 is going to be a full year as well with Union negotiations, the 25th anniversary of One Read, developing our new Strategic Plan, and the continuation of various building projects. With the end of her report, Robin took questions starting with Jacqueline Kelly who asked if there was anything disappointing or anything that Robin regrets not pursuing in 2025 that she looks to do in 2026. Robin shared that, during her first board meeting as Director, we presented the results from our DEI audit in which recommendations were made by the consultants that we have not yet adopted. However, Robin shared that these items are on the radar for 2026. Tonya Hays-Martin asked if there is any update regarding the timeline and alternate locations for the Callaway County Public Library (CCPL) HVAC Replacement as it will have the library closed for 90 days. Robin shared that we have gotten the contract signed and that work will begin on March 30 with the replacement parts scheduled to arrive on April 20. Robin added that now is the time that staff will be meeting again to plan what we will do to continue services possible at an alternate location, but that we have not solidified any alternate facility options.

Financial Report:

Jim began his report by highlighting an error that made it into the November financial report, namely a corrupted data point on page three. Moving forward to the December report, Jim shared that the report is still preliminary as we have yet to receive information from the Boone County Treasurer's office on final property tax numbers as well as our November and December interest for our investments.

Under the Assets section on the Balance Sheet, Jim reported that Checking is quite a bit higher than last year as we have built the cash balance up for our two large building projects in 2026; finishing the CCPL HVAC project and the Columbia Public Library (CPL) roof replacement. Jim highlighted that Fixed Assets will be updated for the final report once we gather that information.

Moving onto the Revenues and Expenditures Sheet, under Revenues, Jim reported that we are ahead of budget having collected more tax revenue than we had budgeted. Looking at the Investment Interest on Taxes is already at 98% collected and still have two months of data we have yet to receive. Lastly for this section, Jim reported Contributions are at 36% collected as we will not receive the full amount due from the Foundation to pay for the CCPL HVAC project in 2025 as the project will continue into 2026. Moving on to the Expenditures section, under Salaries and Benefits, Jim reported that we were at 96% expended and will be at 98% expended for the final report. Looking at the Building Operations and Maintenance section, Jim reported that the Insurance Building and Liability line had a surprising addition of a final invoice for our Workers Compensation Audit which resulted in an increase for our insurance fees causing us to go slightly over budget. Lastly, Jim reported that, under Furniture, Equipment, and Capital Outlay, we remain over budget as the funds will be reappropriated to 2026 for the CCPL HVAC project and the EV Charging Stations grant with the City of Columbia.

Daniel Boone Regional Library

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Service Report:

Robin noted, from the December report, that the number of Library programs for the year was up 15% compared to 2024 while program attendance was up 10%. Robin also noted the increases in the uses of our meeting rooms adding that information like this will be helpful as we move forward with our strategic plan and space planning for the CPL. Robin reflected that we have added our passport, notary, and community resource data to our report in 2026 and that, in 2026, she would like to add social media data as well.

Service Spotlight - Americans and the Holocaust Exhibit

Seth Smith, Public Services Librarian, introduced himself to the board noting that he has met a few members already through the presentation they had given together at the MLA Conference last year. Seth continued on to share details for the Americans and the Holocaust traveling exhibit including a glimpse of the exhibit's homepage on the United States Holocaust Memorial Museum website, highlighting it as a valuable resource with extensive information about the exhibit, its panels, and the museum itself. He further shared personal reflections on visiting the museum in Washington, D.C. for training, describing it as an impressive and emotionally powerful institution.

Providing some background information on DBRL's participation, Seth shared that we applied for the grant to host the exhibit in the fall of 2023 and it was awarded in January of 2024 making us one of two libraries in Missouri to be selected. The exhibit is jointly sponsored by the American Library Association and the United States Holocaust Memorial Museum with seamless collaboration in organizing the exhibit and materials. Seth shared that the exhibit will be located on the 3rd floor of the Columbia Public Library in our Quiet Reading Room.

The exhibit itself consists of four panel walls in a plus-sign configuration with supplemental multimedia stations. Seth shared that the exhibit's core purpose, as stated by the U.S. Holocaust Memorial Museum, is to encourage visitors to move beyond asking "What would I have done?" to also asking "What would I do?" with many contemplative elements to the panels. The panels cover a wide range of topics, including antisemitism in the United States, Jim Crow laws, racism in the 1930s, refugee and immigration issues, isolationism, eugenics, race laws, and the actions of individuals such as Franklin and Eleanor Roosevelt. Seth added that of the supplemental programming, one of the events will include a storyteller portraying Elenor Roosevelt. Other supplemental programming includes student reflections tied to performances of *The Diary of Anne Frank* at Hickman High School, a screening and discussion of *The U.S. and the Holocaust* (based on the Ken Burns documentary) featuring University of Missouri faculty and a representative from City of Refuge, a Holocaust survivor talk, and additional events hosted both at the library and on the University of Missouri campus.

The webpage for the exhibit is live on the DBRL.org website with the exhibit opening on February 9. Seth shared that there will be guided tours available with our staff docents as well as members of the Congregation Beth Shalom in Columbia. He further shared that the Congregation Beth Shalom and Hillel at Mizzou (under director Gene Snodgrass) have been

Daniel Boone Regional Library

Minutes, Meeting of January 15, 2026

hugely helpful in organizing our external events and community engagement. Seth further shared praise for Lauren Williams, DBRL's Public Services Manager, in her extensive assistance with the project.

New Business

None.

Other Business

None.

Staff Announcements

Robin Westphal shared that we recently had a showing of the documentary The Librarians at Rag Tag, which Robin participated on a panel for. She shared that it was a full house showing, selling out in 10 minutes. It was so popular that Rag Tag will be showing the film again soon, and we will also have another showing at CPL in the Friends Room on April 22.

Board Comments/Announcements

Jacqueline Kelly shared that she listened to a recent Author Talk featuring author David Brooks adding that it was fantastic and that she recommends the Author Talks to everyone.

Travis Pringle shared that he attended the Excel Adult High School graduation over the weekend and strongly recommended the other trustees to attend the next if they are able. He shared that Lauren Williams was amazing in organizing the event and that it was a truly joyous occasion for the families and community.

Adjournment

Hearing no further business, Cori Miller adjourned the meeting at 6:48 p.m.

Minutes recorded by Emily Camden.

Jean Howard, Board Secretary

The Director's Report

Daniel Boone Regional Library

February 12, 2026

Upcoming Meetings and Events

March 12 DBRL Board Meeting (Ashland)

Personnel - November and December Updates

New Hires:

- 1/6/26 Kim Chinn - Safety & Security Specialist (AD) - 40 hrs - CPL

Leaving:

- 1/27/26 Melissa Colwill - Library Aide-Kiosk/Shelving (CR) - 16 hrs - CPL
- 1/30/26 Michelle Willis - Library Aide-Kiosk/Shelving (CR) - 15 hrs - CPL

Changes/Transfers/Promotions:

- 1/1/26 Ming Leong moved from 19-hr to 20-hr Library Aide-Shelver (CR) - CPL
- 1/1/26 Cary Marley moved from 19-hr to 20-hr Library Aide-Shelver (CR) - CPL
- 1/5/26 Sydney Coffey moved from 31-hr to 40-hr Library Associate-Youth Services (PS) - CPL
- 1/9/26 Sam Jeffery moved from IT Support Technician to IT Support Technician II (IT) - 40 hrs - CPL

Executive Director

Due to inclement weather, the library was closed January 24, 25 and opened at 12pm on January 26. The library also closed Saturday, January 17 because of an internal power outage.

Robin traveled to Callaway County Public Library to open the Sherry McBride-Brown Volunteer Fair. Sherry's two sisters, niece, and other family and friends were on hand for the opening remarks and met with each of the agencies that were attending the Fair.

The City is working with an engineering firm to begin work on the electric car charging stations. Members of the team assigned this project reviewed the areas in the parking lot where the stations could be installed.

Sites for potential pop-up libraries in Fulton are being explored as the projected closure of the library is March 30, 2026-June 28, 2026.

Discussions have begun about fundraising and then obtaining a new bookmobile to replace 20+ year old Bookmobile Senior.

Preliminary work is underway for DBRL's strategic planning process. Board involvement will be later in the process and more information will be available at the board meeting.

Development

In 2025, we raised a total of \$110,520.46 in donations and grants for the DBRL Foundation. Our Fall Fundraiser/CoMoGives Library-To-Go initiative surpassed its \$43,000 goal, bringing in a total of \$48,210.40. In addition, the Friends of CPL are planning to make a donation of \$54,000.

They also contributed more than 2,500 volunteer hours this year. Despite the challenges we faced this fall with the elevator , they still managed to exceed their 2024 results. Altogether, this brings our combined total raised to \$164,520.46—significantly higher than last year. This speaks volumes about the community’s love for its public library, the dedication of our staff, and the incredible commitment of our volunteers.

Human Resources

Beth Edson, HR and Staff Development Generalist, is working on our Employee Handbook update. Karen is working on policy updates and next steps regarding our 2025 Engagement Survey feedback.

Public Relations/Media Report

A variety of library-related stories were covered in January. The Columbia Missourian interviewed CPL librarian Seth Smith about CPL’s “DIY Digital Archiving Lab” that is offered twice a week. The paper also shared a brief with its readers about CPL needing to close on Saturday 17 due to electrical issues. Fulton Sun reporter Jakob Gibson wrote a nice article about the “Sherry McBride-Brown Volunteer Fair” that took place at both CCPL and CPL. The story ran in both the Fulton Sun and the News Tribune. KOMU TV interviewed DBRL Executive Director Robin Westphal for its piece entitled “Columbia warming and overnight shelters work together to keep the community warm.” The Columbia Missourian previewed Columbia events in recognition of Black History Month and included CPL events in its article “Events featuring Black fashion, art, music and books on tap for citywide black History Month celebration.”

Public Services

Outreach Services

Outreach librarian Otter Bowman coordinated attendance at the 2026 Project Homeless Connect event put on by churches and non-profits of Columbia. Staff at our booth spoke to 85 people. Many people shared that the library was a safe and warm (or cool) place for them in difficult times. Attendees were very interested in getting library cards and using the transportation information sheets that our Community Resource Manager provided.

Recent Meetings and Events

| | |
|------------|--|
| January 19 | Sherry McBride-Brown Memorial Volunteer Fair |
| January 21 | CPL Friends Board Meeting |
| January 28 | Columbia Values Diversity Celebration |
| January 28 | DBRL Foundation Board Meeting |
| February 3 | Library Advocacy Day |

FINANCIAL REPORT

January 31, 2026

Preliminary



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

| | CURRENT YEAR | PRIOR YEAR |
|-------------------------------------|-----------------------------|-----------------------------|
| Assets | | |
| CURRENT ASSETS | | |
| Checking | 2,973,172 | 987,777 |
| Petty Cash | 1,150 | 950 |
| Circulation Cash in Safe | 500 | 500 |
| Callaway Savings | 298 | 298 |
| Cash in Custody Boone County | 21,182,552 | 22,089,135 |
| Inventory | 3,007 | 2,442 |
| Accounts Receivable | - | 43,424 |
| Accrued Interest | 52,205 | 52,205 |
| Due From Foundation | - | 879 |
| Prepaid Expenditures | 5,953 | - |
| Total Current Assets | <u>\$ 24,218,837</u> | <u>\$ 23,177,610</u> |
| FIXED ASSETS | | |
| Land | 1,702,265 | 1,702,265 |
| Automotive Equipment | 669,807 | 669,807 |
| Furniture and Equipment | 4,037,537 | 4,092,565 |
| Callaway County Building | 2,185,157 | 2,185,157 |
| Columbia Building | 24,754,781 | 24,754,781 |
| Leasehold Improvements | 80,067 | 80,067 |
| Total Fixed Assets | <u>\$ 33,429,614</u> | <u>\$ 33,484,642</u> |
| OTHER ASSETS | | |
| To Be Provided for Long-term Debt | 798,003 | 682,122 |
| Total Other Assets | <u>798,003</u> | <u>682,122</u> |
| Total Assets | <u><u>\$ 58,446,454</u></u> | <u><u>\$ 57,344,374</u></u> |
| Liabilities and Fund Balance | | |
| CURRENT LIABILITIES | | |
| Accounts and Salaries Payable | 324 | 37,148 |
| Unreimbursed Medical | 1,121 | 1,153 |
| Dependent Care | 864 | - |
| Liabilities Accrued & Withheld | (113,750) | (89,339) |
| Total Current Liabilities | <u>\$ (111,441)</u> | <u>\$ (51,038)</u> |
| LONG TERM LIABILITIES | | |
| Accrued PTO | 741,294 | 633,648 |
| Accrued FICA | 56,709 | 48,474 |
| Total Long Term Liabilities | <u>798,003</u> | <u>682,122</u> |
| Total Liabilities | <u><u>\$ 686,562</u></u> | <u><u>\$ 631,084</u></u> |

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

| | CURRENT YEAR | PRIOR YEAR |
|------------------------------------|-----------------------------|-----------------------------|
| FUND BALANCE | | |
| Fund Balance | 15,980,955 | 14,327,510 |
| Fund Balance, Current Year | 8,349,323 | 8,901,138 |
| Invested in General Fixed Assets | 33,429,614 | 33,484,642 |
| Total Fund Balance | <u>\$ 57,759,892</u> | <u>\$ 56,713,290</u> |
| Total Liabilities and Fund Balance | <u><u>\$ 58,446,454</u></u> | <u><u>\$ 57,344,374</u></u> |

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

| | CURRENT MONTH | YEAR TO DATE-ACTUAL | ANNUAL BUDGET | REMAINING BUDGET | YTD AS % OF BUDGET | PRIOR YEAR TO DATE-ACTUAL |
|-----------------------------------|------------------|------------------------|------------------|---------------------|-----------------------|------------------------------|
| REVENUES | | | | | | |
| Property Taxes | | | | | | |
| Callaway County | \$ 1,493,689 | \$ 1,493,689 | \$ 2,958,483 | \$ (1,464,794) | 50% | \$ 1,471,273 |
| Columbia and Boone County | 8,153,381 | 8,153,381 | 11,900,647 | (3,747,266) | 69% | 7,823,071 |
| Total Tax Revenue | \$ 9,647,070 | \$ 9,647,070 | \$ 14,859,130 | \$ (5,212,060) | 65% | \$ 9,294,344 |
| Investment Interest on Taxes | - | - | 430,900 | (430,900) | 0% | - |
| Interest on Checking | 8,881 | 8,881 | 54,100 | (45,219) | 16% | 5,318 |
| Unrealized Gain or (Loss) | - | - | - | - | 0% | 661,467 |
| Total Investment Revenues | \$ 8,881 | \$ 8,881 | \$ 485,000 | \$ (476,119) | 2% | \$ 666,785 |
| State Aid | - | - | 159,398 | (159,398) | 0% | - |
| Athletes and Entertainers Tax | - | - | 160,000 | (160,000) | 0% | - |
| Contributions | 5,100 | 5,100 | 719,950 | (714,850) | 1% | 51,154 |
| Copy and Printing Income | 1,525 | 1,525 | 34,000 | (32,475) | 4% | 2,215 |
| Other Income | 16,383 | 16,383 | 238,500 | (222,117) | 7% | 22,734 |
| Total Unrestricted Revenues | \$ 9,678,959 | \$ 9,678,959 | \$ 16,655,978 | \$ (6,977,019) | 58% | \$ 10,037,232 |
| CURRENT FUNDS RESTRICTED | | | | | | |
| Grants | 2,000 | 2,000 | 60,000 | (58,000) | 3% | 106,374 |
| Total Restricted Revenue | 2,000 | 2,000 | 60,000 | (58,000) | 3% | \$ 106,374 |
| Total Revenue | \$ 9,680,959 | \$ 9,680,959 | \$ 16,715,978 | \$ (7,035,019) | 57.91% | \$ 10,143,606 |
| EXPENDITURES | | | | | | |
| Salaries and Benefits | | | | | | |
| Regional Administration | 79,971 | 79,971 | 1,861,778 | 1,781,807 | 4% | 72,853 |
| Building and Grounds | 16,376 | 16,376 | 354,640 | 338,264 | 5% | 16,978 |
| Patron Services | 205,384 | 205,384 | 4,749,423 | 4,544,039 | 4% | 217,806 |
| Collection Services and IT | 54,759 | 54,759 | 1,211,351 | 1,156,592 | 5% | 52,417 |
| Total Salaries | \$ 356,490 | \$ 356,490 | \$ 8,177,192 | \$ 7,820,702 | 4% | \$ 360,054 |
| FICA & Medicare | 26,001 | 26,001 | 625,555 | 599,554 | 4% | 24,651 |
| Health and Dental Insurance | 85,769 | 85,769 | 1,128,802 | 1,043,033 | 8% | 75,944 |
| Life Insurance | 399 | 399 | 6,166 | 5,767 | 6% | 383 |
| Retirement Plan | 90,453 | 90,453 | 1,263,016 | 1,172,563 | 7% | 79,565 |
| Short-term Disability | 2,690 | 2,690 | 31,900 | 29,210 | 8% | 2,205 |
| Unemployment Insurance | - | - | 6,500 | 6,500 | 0% | - |
| Total Salaries and Benefits | \$ 561,802 | \$ 561,802 | \$ 11,239,131 | \$ 10,677,329 | 5% | \$ 542,802 |
| Library Materials | | | | | | |
| Books, Periodicals and AV | \$ 263,687 | \$ 263,687 | \$ 2,124,958 | \$ 1,861,271 | 12% | \$ 275,381 |
| General Operating | | | | | | |
| Association Dues | 560 | 560 | 10,351 | 9,791 | 5% | 1,790 |
| Conference/Seminar/Staff Training | 10,052 | 10,052 | 76,850 | 66,798 | 13% | 3,508 |
| MOREnet | 8,621 | 8,621 | 20,000 | 11,379 | 43% | 7,898 |
| Personal Vehicle Mileage | 22 | 22 | 3,500 | 3,478 | 1% | 25 |
| Postage and Mailing | 24,614 | 24,614 | 112,910 | 88,296 | 22% | 4,198 |
| Printing | 471 | 471 | 60,100 | 59,629 | 1% | - |
| Professional Fees | 11,294 | 11,294 | 157,000 | 145,706 | 7% | 5,163 |
| Programming | 3,048 | 3,048 | 203,650 | 200,602 | 1% | 9,177 |
| Supplies and other expenditures | 249,579 | 249,579 | 682,373 | 432,794 | 37% | 210,467 |
| Trustee Development | - | - | 10,840 | 10,840 | 0% | - |
| Tuition Reimbursement | - | - | 13,500 | 13,500 | 0% | - |

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

| | CURRENT MONTH | YEAR TO DATE-ACTUAL | ANNUAL BUDGET | REMAINING BUDGET | YTD AS % OF BUDGET | PRIOR YEAR TO DATE-ACTUAL |
|--------------------------------------|------------------|------------------------|------------------|---------------------|-----------------------|------------------------------|
| CURRENT FUNDS RESTRICTED | | | | | | |
| Grants | - | - | 60,000 | 60,000 | 0% | - |
| Total General Operating Expenditures | \$ 308,261 | \$ 308,261 | \$ 1,411,074 | \$ 1,102,813 | 22% | \$ 242,226 |
| Building Operations and Maintenance | | | | | | |
| Building Maintenance | 28,847 | 28,847 | 586,037 | 557,190 | 5% | 30,044 |
| Electric/Water Utilities | 1,150 | 1,150 | 285,104 | 283,954 | 0% | 1,404 |
| Facility Rent | 94,193 | 94,193 | 177,984 | 83,791 | 53% | 94,193 |
| Gas/Utilities | 7,341 | 7,341 | 51,603 | 44,262 | 14% | 3,635 |
| Insurance Building and Liability | 44,676 | 44,676 | 193,832 | 149,156 | 23% | 44,152 |
| Library Vehicle Maintenance | - | - | 53,425 | 53,425 | 0% | - |
| Machine Maintenance | 3,188 | 3,188 | 39,086 | 35,898 | 8% | 3,027 |
| Telephone/Utilities | 2,910 | 2,910 | 88,579 | 85,669 | 3% | 2,003 |
| Total Building Operations | \$ 182,305 | \$ 182,305 | \$ 1,475,650 | \$ 1,293,345 | 12% | \$ 178,458 |
| Total Current Expenditures | \$ 1,316,055 | \$ 1,316,055 | \$ 16,250,813 | \$ 14,934,758 | 8% | \$ 1,238,867 |
| Revenue Over (Under) Expenditures | \$ 8,364,904 | \$ 8,364,904 | \$ 465,165 | \$ (21,969,777) | | \$ 8,904,739 |
| Capital Outlay | | | | | | |
| Furniture, Equipment, Capital Outlay | 15,581 | 15,581 | 2,172,850 | 2,157,269 | 1% | 3,601 |
| Total Capital Outlay | \$ 15,581 | \$ 15,581 | \$ 2,172,850 | \$ 2,157,269 | 1% | \$ 3,601 |
| Total Expenditures | \$ 1,331,636 | \$ 1,331,636 | \$ 18,423,663 | \$ 17,092,027 | 7% | \$ 1,242,468 |
| Revenue Over (Under) Expenditures | \$ 8,349,323 | \$ 8,349,323 | \$ (1,707,685) | \$ 10,057,008 | | \$ 8,901,138 |

DBRL Monthly Report Preliminary January 2026

This financial report is a preliminary report, and a final January report will be submitted later this year. We have yet to receive the final December Boone County Treasurer report to close the previous year-end.

Reports

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

Assets

1. Checking is more than the previous year because we needed cash on-hand to complete projects such as the CPL roof replacement, CCPL HVAC replacement, etc. (page 1).
2. Petty Cash increased because we increased the petty cash for CPL in August 2025 (page 1).
3. Cash in Custody Boone County decreased because of needing cash on hand for the CPL roof replacement project (page 1).
4. Inventory "Current Year" column is the food and other supplies held on December 31, 2025 by the library staff for sale at the library and kiosk (page 1). The inventory increased from the prior year because we had more on-hand than in the previous year.
5. The Accrued Interest line reflects accrued interest as of December 31, 2024 (page 1). This will be adjusted to the December 31, 2025 balance on the final January monthly report.
6. Prepaid represents the portion of software licenses and subscriptions paid for CY 2027 (page 1).
7. The Fixed Assets section represents the value of fixed assets at December 31, 2024 adjusted for 2025 asset disposals (page 1). This will be adjusted to the December 31, 2025 balance on the final January monthly report.
8. To Be Provided for LT Debt is the offset for the compensated leave liability discussed later (page 1).

Liabilities

1. Accounts and Salaries Payable is expected to be more comparable with the final January Monthly Report is issued (page 1).
2. Unreimbursed Medical and Dependent Care have liabilities for the funds that have not been claimed as part of the cafeteria program (page 1).

DBRL Monthly Report Preliminary January 2026

3. Liabilities Accrued and Withheld represents the DBRL's payment to the vendor for February health insurance premiums (page 1). This credit will be offset by Health premium deductions from employee payroll checks next month.
4. Long Term Liabilities represents the compensated leave liability for the Paid Time Off (PTO) balances at December 31, 2025 (page 1). The Long-Term Liabilities has increased because the number of employees with PTO balances increased because employees who work less than twenty hours per week can now accrue PTO and for the annual raise received.

Revenue

1. The Property Taxes received are as expected for the month of January (page 3). The Statement of Revenue and Expenditures reflects library tax income through January for the Columbia and Boone County and Callaway County Library Districts.
2. January interest income information has not been received from the Boone County Treasurer (page 3).
3. Interest on Checking is more than last year because we have a larger cash balance on-hand this year (page 3).
4. Unrealized Gain or Loss will be updated when the final December 2025 Boone County Treasurer report is received (page 3).

Expenditures

1. The General Operating Budget reports twenty-two (22) percent expended (pages 3-4). A few line items worth mentioning are MOREnet; Postage and Mailing; and Supplies. We expect all lines to be within budget at year-end.
 - MOREnet represents the semi-annual payment for services.
 - Postage and Mailing "Year to Date-Actual" column is more than the previous year because of the timing of bulk mailing payments.
 - Supplies "Year to Date-Actual" column is thirty-seven (37) percent expended due to the timing of supply and other expenditure needs.
2. Building Operations and Maintenance reports twelve (12) percent expended (page 4). A few line items worth mentioning are Facility Rent and Insurance Building and Liability.
 - Facility Rent SBCPL is paid through October 15, 2026. HSPL rent is paid through January 31, 2026.
 - Insurance Building and Liability represents a portion of the library's annual payment for some of its policies.
3. Furniture, Equipment, Capital Outlay includes the purchases of maintenance equipment approved in the CY 2026 budget (page 4).

SERVICE REPORT - JANUARY 2026

DANIEL BOONE REGIONAL LIBRARY

| <u>MONTH</u> | | | <u>CIRCULATION STATISTICS</u> | <u>CUMULATIVE</u> | | |
|--|-------------|---------|--|-------------------|-------------|---------|
| <u>2026</u> | <u>2025</u> | | | <u>2026</u> | <u>2025</u> | |
| 106,761 | 108,674 | -1.8% | Columbia Public Library | 106,761 | 108,674 | -1.8% |
| 7,586 | 8,464 | -10.4% | Callaway County Public Library | 7,586 | 8,464 | -10.4% |
| 5,783 | 6,065 | -4.6% | Southern Boone County Public Library | 5,783 | 6,065 | -4.6% |
| 4,856 | 5,067 | -4.2% | Holts Summit Public Library | 4,856 | 5,067 | -4.2% |
| 120,625 | 111,097 | 8.6% | Digital Branch (eBks, downloadable audiobks & magazines) | 120,625 | 111,097 | 8.6% |
| 5,287 | 4,972 | 6.3% | Outreach Circulation | 5,287 | 4,972 | 6.3% |
| 991 | 946 | 4.8% | Library-To-Go Circulation (Hallsville) | 991 | 946 | 4.8% |
| 251,889 | 245,285 | 2.7% | Total Materials Circulated | 251,889 | 245,285 | 2.7% |
| <u>LIBRARY VISITS</u> | | | | | | |
| 31,776 | 31,299 | 1.5% | Columbia Public Library | 31,776 | 31,299 | 1.5% |
| 4,595 | 4,593 | 0.0% | Callaway County Public Library* | 4,595 | 4,593 | 0.0% |
| 3,009 | 3,275 | -8.1% | Southern Boone County Public Library | 3,009 | 3,275 | -8.1% |
| 0 | 1,565 | -100.0% | Holts Summit Public Library | 0 | 1,565 | -100.0% |
| 921 | 919 | 0.2% | Bookmobile | 921 | 919 | 0.2% |
| 252 | 182 | 38.5% | Delivery Services | 252 | 182 | 38.5% |
| <u>ELECTRONIC SERVICES</u> | | | | | | |
| 122,351 | 114,794 | 6.6% | DBRL Page Views (Non-Catalog) | 122,351 | 114,794 | 6.6% |
| 2,688 | 3,569 | -24.7% | Database Uses | 2,688 | 3,569 | -24.7% |
| 4,514 | 4,455 | 1.3% | Internet Computer Sessions | 4,514 | 4,455 | 1.3% |
| 4,110 | 4,480 | -8.3% | Wireless Access Point Uses | 4,110 | 4,480 | -8.3% |
| <u>REFERENCE / OTHER NON-CIRCULATION CONTACTS</u> | | | | | | |
| 11,180 | 10,606 | 5.4% | Columbia Public Library | 11,180 | 10,606 | 5.4% |
| 978 | 1,006 | -2.8% | Callaway County Public Library | 978 | 1,006 | -2.8% |
| 767 [1] | 878 | -12.6% | Southern Boone County Public Library | 767 | 878 | -12.6% |
| 573 | 589 | -2.7% | Holts Summit Public Library | 573 | 589 | -2.7% |
| <u>PROGRAMS / COMMUNITY EVENTS</u> | | | | | | |
| 140 | 122 | 14.8% | Library Programs | 140 | 122 | 14.8% |
| 3,200 | 2,079 | 53.9% | Number in Attendance | 3,200 | 2,079 | 53.9% |
| 8 | 13 | -38.5% | Tours, Booths and Presentations | 8 | 13 | -38.5% |
| 409 | 478 | -14.4% | Estimated Number in Attendance | 409 | 478 | -14.4% |

| <u>MONTH</u> | | | <u>MEETING ROOM USES</u> | <u>CUMULATIVE</u> | | |
|-----------------------------|-------------|--------|--------------------------------------|-------------------|-------------|--------|
| <u>2026</u> | <u>2025</u> | | | <u>2026</u> | <u>2025</u> | |
| 63 | 66 | -4.5% | Community Groups Using Rooms (CPL) | 63 | 66 | -4.5% |
| 80 | 85 | -5.9% | Library-related Uses (CPL)** | 80 | 85 | -5.9% |
| 5 | 5 | 0.0% | Community Groups Using Rooms (CCPL) | 5 | 5 | 0.0% |
| 14 | 11 | 27.3% | Library-related Uses (CCPL)** | 14 | 11 | 27.3% |
| 9 | 11 | -18.2% | Community Groups Using Rooms (SBCPL) | 9 | 11 | -18.2% |
| 25 | 19 | 31.6% | Library-related Uses (SBCPL)** | 25 | 19 | 31.6% |
| 2 | 1 | 100.0% | Community Groups Using Rooms (HSPL) | 2 | 1 | 100.0% |
| 9 | 3 | 200.0% | Library-related Uses (HSPL)** | 9 | 3 | 200.0% |
| <u>MATERIALS STATISTICS</u> | | | | | | |
| 352,745 | 355,714 | -0.8% | Books | | | |
| 12,890 | 13,730 | -6.1% | Spoken Recordings | | | |
| 15,617 | 16,108 | -3.0% | Music Recordings | | | |
| 36,484 | 37,358 | -2.3% | Video Recordings | | | |
| 222 | 165 | 34.5% | Devices | | | |
| 1,553 | 1,059 | 46.6% | Kits | | | |
| 105,735 | 102,090 | 3.6% | Digital Materials | | | |
| 525,246 | 526,224 | -0.2% | Total Materials | | | |

* 2025 number has been divided by two to compensate for a faulty door counter

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

Service Report: January 2026

Circulation

When compared to January of 2025, Circulation saw slight changes throughout the locations, with Callaway County Public Library (CCPL) seeing the largest change with a 10.4% decrease.

Library Visits

In the January 2025 report, it was mentioned that the Callaway County Public Library door counter had over-counted each person entering the library and, to help fix the inflated data, we divided the reported number in half to arrive at the 4,593 number reported. Looking at the comparison to January of 2026, it seems we were right on par as we have a reported 0% change! The door counter at the Holts Summit Public Library (HSPL) remains broken as seen by the zero data for 2026. Delivery Services have also seen a large change with an increase of 38.5% as some of our Delivery Services and Bookmobile Services were down in January 2025 due to closures and poor road conditions.

Electronic Services

Electronic Services all saw slight changes when compared to January of 2025, with Database Usage showing a 24.7% decrease. However, while the usage in 2025 illustrated 3569 uses, the number was inflated by about 1015 uses due to the way our data was received after the ILL system change. If the number is reduced as mentioned, the decrease in uses between 2025 and 2026 is only 14.5%.

Reference/ Other Non-Circulation Contacts

Reference and Non-Circulation Contacts saw minimal fluctuations at most locations when compared to January of 2025, with the exception of the Southern Boone County Public Library (SBCPL) which saw a 12.6% decrease. The numbers reported in this report are found by adding the number of directional and reference contacts. Parsing this data further, I found that directional questions at SBCPL increased by 38 while reference questions decreased by 149.

Programs/Community Events

Compared to January 2025, Library Programs increased in both number and attendance while Tours, Booths, and Presentations decreased in both. Considering the amount of cancelled Library programs for each year, we only had 24 more programs in this year than last while attendance increased by 53.9% or 1,121 more people. Some high attendance programs this January included the Online Author Talk with David Brooks (274 people), Southern Boone Elementary Cold Winter's Night (189 people), the showing of "The Librarians" (141 people), and the "KPop Demon Hunters" Party (140 people).

Community Resources

Rebecca Dykhous reported that she had 246 patron meetings/interactions in the month of January covering a wide range of needs including patrons experiencing mental health crises, patrons experiencing housing instability, patrons in need of assistance with applications and referrals, among others. She referred 19 patrons to the Burrell Connections Program and provided 48 hygiene kits to patrons. CoMo Mobile Aid continued serving lunches three days

each week; Rebecca commented that the average number of meals per day has steadily increased with one day in January having served 35 lunches compared to serving 12 lunches

Notary Services

In the month of January, our notaries completed 540 notarizations; the most recorded since we began including the notary services in the report.

Passport Services

In the month of January, our team processed 203 passport applications.

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Complaint of Employment Discrimination

ADMIN 1-290

BOARD

SECTION: 200 – Employment Policies

Approved: 03/14/96

Revised: 11/10/11

Revised: 02/12/15

Reviewed: 03/15/18

Revised: 10/15/20

Rescinded: 02/12/26

POLICY

It is the policy of the Daniel Boone Regional Library (DBRL) to achieve equal opportunity in all aspects of employment including, but not limited to, recruitment, hiring, training, transfer, promotion, compensation and other employment benefits. Unlawful discrimination in employment opportunity against protected individuals based on race, color, sex, pregnancy, age, religion, national origin, ancestry, alienage or citizenship status, disability, marital status, sexual orientation, gender identity or expression, receipt of governmental assistance, military service or affiliation, genetic information, veteran status, status as a victim of sexual or domestic, or order of protection, is strictly prohibited.

DBRL provides a work environment free from employment civil rights discrimination. To accomplish this task, prompt and definitive action shall be taken to resolve applicant and employee complaints of civil rights violations.

Open communication with a supervisor is encouraged to resolve any concerns of employment discrimination prohibited hereby; however, if the employee feels these discussions do not satisfactorily address such concerns, he or she should discuss the issue with the Human Resource Manager. An Employment Discrimination Complaint (Complaint) alleging prohibited discrimination may be filed with DBRL for consideration and reply as provided herein, except for complaints of sexual harassment, which are addressed in Policy 1-291 Sexual Harassment. Each member of management is responsible for assuring that every employee under his or her supervision is aware of the right to use the internal Complaint process. Complaint response adjustments, if any, are to be consistent with personnel policy and administrative procedures. The Human Resource Manager is available to provide clarification and assistance in the administration of this policy.

NOTE: THE HUMAN RESOURCE MANAGER'S ROLE IN THE COMPLAINT PROCESS IS TO PROVIDE FACTUAL, NEUTRAL INFORMATION TO BOTH MANAGEMENT AND STAFF.

Information regarding Complaints will be kept confidential to the extent possible and will be investigated for resolution in a thorough, private and timely manner. All records of Complaints, and the investigation and disposition thereof, will be maintained by the investigator and will not become a part of the employee's official personnel file.

Notation of transfer, suspension, termination or other disciplinary action resulting from a Complaint may be noted in an employee's official personnel file. Access to such records will be limited to the investigator of the Complaint and the Executive Director or, if the Complaint relates to the Executive Director, the Board. However, if the Executive Director is the subject of the Complaint and the DBRL Board (Board) votes to discipline him or her regarding the Complaint, certain information regarding disciplinary action taken by the Board will be made public as required by law.

As a result of the investigative process, investigative findings will be prepared and made available to the Executive Director (if applicable) and/or Board for decision-making purposes. The Human Resource Manager will serve as the fact finder in the investigative process in all Complaints, unless otherwise noted.

Although DBRL encourages staff to resolve any employment differences through internal processes, staff may also or alternatively file a complaint with the appropriate fair employment enforcement agency. This policy prohibits retaliation against any employee who files a Complaint or assists in the Complaint process. Employees who participate in the process will not be adversely affected in the terms and conditions of employment, discriminated against, or discharged because of the Complaint.

Employees have the right to present employment discrimination concerns under the provisions of this process free of restraint, interference, coercion, or fear of reprisal. Any violation of this right will subject the violator to disciplinary action and should be reported to the Executive Director or Board, as appropriate.

The presentation of a Complaint by an employee must follow the designated sequence in an orderly fashion from one authority to the next higher authority. Only if the Department Manager or Executive Director cannot resolve the Complaint may the employee bypass Step I of the Complaint process and proceed to Step II.

Time frames given in the procedure are intended to ensure that prompt and thorough action is taken. Any of the time frames specified in the procedure may be extended by mutual agreement of the parties involved or by the Executive Director, unless the Executive Director is a party to the complaint, in which case the Board may extend applicable time frames. The time periods stipulated do not include Saturday, Sundays or holidays.

If the Human Resource Manager is a party to the Complaint, the Human Resource Manager's supervisor will process and investigate the Complaint.

Procedures

1. Obtain a Complaint of Employment Discrimination form from the Forms page on the Intranet.
2. Complete the Complaint of Employment Discrimination form as instructed. Briefly state the Complaint in a clear and concise manner, making sure that all relevant circumstances, dates and witnesses are included. Sign and date the form in the spaces provided. The Human Resource Manager will provide technical assistance as needed.

Complaint of Employment Discrimination Steps

Complaint against a person other than the Executive Director

Complaint against the Executive Director

| | |
|---|--|
| <p>Step I</p> <p>An employee who believes that he or she has a Complaint as defined within this policy may submit the Complaint to the Human Resource Manager within thirty (30) working days of the date of the most recent event. The Human Resources Manager will forward the Complaint to the Department Manager within two (2) working days of date of receipt of the Complaint. The Human Resources Manager shall provide a copy of the Complaint to the Executive Director. The immediate supervisor (if applicable), Department Manager, and Human Resources Manager will meet with Complainant to review the Complaint. The Department Manager, after consultation with the immediate supervisor and the Human Resources Manager, will issue a written decision within fifteen (15) working days of their receipt of the Complaint.</p> | <p>Step I(a)</p> <p>An employee who believes that he or she has a Complaint as defined within this policy may submit the Complaint to the Human Resources Manager within thirty (30) working days of the date of the most recent event. The Human Resources Manager will forward the Complaint to the Executive Director within two (2) working days of the date of receipt of the Complaint. The Executive Director (if applicable) and the Human Resources Manager will meet with the Complainant to review the situation carefully. The Executive Director will give the Complainant a written response to the Complaint within fifteen (15) working days of the date of receipt of the Complaint from the Human Resources Manager.</p> |
| <p>Step II</p> <p>If the Step I decision of the Department Manager is not satisfactory to the Complainant, or a decision has not been rendered within the stated Step I time frame, the employee may present the Complaint to the Executive Director within five (5) working days of the receipt of the Step I decision or, if the decision was not timely received, then within five (5) working days from the expiration of the stated Step I time frame. The Executive Director will meet with the employee, supervisor (if applicable), Department Manager, and Human Resources Manager to discuss the Complaint. The Executive Director will issue a written decision to the employee within fifteen (15) working days of the date of receipt of the Step II Complaint.</p> | <p>Step II(a)</p> <p>If the Step I(a) decision of the Executive Director is not satisfactory to the Complainant, or a decision has not been rendered within the stated Step I(a) time frame, the employee may request presentation of the Complaint to the Board within five (5) working days of the date of receipt of the Step I(a) decision, or if a timely decision is not received, then within five (5) working days of the expiration of the stated Step I(a) time frame. The Human Resources Manager will submit the Step II(a) Complaint, with all appropriate findings, to the Board President within two (2) working days of the date of receipt of the request for presentation to the Board. After reviewing all relevant information, the Board will consider the Complaint and render a written decision to the Complainant within thirty (30) working days of the date of receipt of the Step II(a) Complaint from the Human Resources Manager.</p> |
| <p>Decisions rendered by the Executive Director will be final and binding on all parties.</p> | <p>Decisions rendered by the Board will be final and binding on all parties.</p> |

While the investigation is pending, the Executive Director (or the Board, when the Complaint is against the Executive Director) may take action as deemed appropriate to protect the Complainant.

Although employees are encouraged to proceed with the Complaint process as outlined above, management personnel are responsible for taking appropriate action upon receipt of notice of potentially discriminatory conduct by non-supervisory personnel or others. Management is responsible for taking action regardless of the manner in which DBRL becomes aware of the conduct. Supervisors and Department Managers are responsible for discussing this policy with their respective employees to ensure consistent application and understanding.

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Sexual Harassment

ADMIN 1-291

BOARD

SECTION: 200 – Employment Policies

Approved: 11/16/95
Revised: 10/13/11
Revised: 02/12/15
Revised: 04/12/18
Revised: 03/11/21
Rescinded: 02/12/26

POLICY

The Daniel Boone Regional Library (DBRL) is committed to providing a professional work environment free from all forms of unlawful discrimination and from conduct that can be considered harassing, coercive or disruptive, including sexual harassment.

DBRL will not tolerate, condone, or allow sexual harassment whether engaged in by employees, management, or anyone doing business with or using the services of the library. DBRL supports and encourages reporting of all incidents of sexual harassment, regardless of who the offender may be, and will promptly investigate all reported incidents.

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee – regardless of gender – should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Disciplinary action will be taken against employees who are found to be in violation of this policy. Such disciplinary actions will be determined by the severity of the offense and will be imposed in accordance with Policy 1-281 (Disciplinary Action).

Sexual harassment, whether committed by supervisory or non-supervisory personnel, is specifically prohibited as unlawful and is against DBRL's policy. In addition, management personnel are responsible for taking appropriate action upon receipt of notice of alleged sexual harassment by non-supervisory personnel or others. Management is responsible for taking action regardless of the manner in which DBRL becomes aware of the conduct. Supervisors and Department Managers are responsible for discussing this policy with their respective employees to ensure consistent application and understanding.

SEXUAL HARASSMENT DEFINED

Sexual harassment is a specific type of sex discrimination that is prohibited under Title VII of the Civil Rights Act of 1964. The Equal Employment Opportunity Commission (EEOC), the federal agency that is responsible for the enforcement of Title VII provisions defines sexual harassment as:

Unwelcome sexual advances (either verbal or physical) and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is either an explicit or implicit term or condition of employment, (i.e. promotion, training performance evaluations, etc.); or
- Submission to or rejection of the conduct is used as a basis for making employment decisions; or
- The conduct has the purpose or effect of interfering substantially with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

According to the EEOC, sexual harassment does not, however, always have to be of a sexual nature. For example, it can include offensive remarks about a person's sex. Thus harassing an individual by making offensive comments about their gender or sex in general is prohibited.

FILING A COMPLAINT

Any employee who feels she or he has been the subject of sexual harassment (Complainant) should immediately report the alleged sexual harassment to their supervisor or Department Manager. If making a Complaint to the Complainant's supervisor or Department Manager is not appropriate because either person is the subject of the employee's Complaint, the Complainant should instead deliver the Complaint to the Human Resource Manager. If the Human Resources Manager is the subject of the Complaint, the Complainant should deliver the Complaint to the Human Resource Manager's supervisor.

After notification of an employee Complaint, the supervisor or Department Manager will immediately convey the Complaint to the Human Resource Manager, or if the Complaint is against the Human Resource Manager, then to the Human Resource Manager's supervisor, for appropriate action. The "Investigator" (the Human Resource Manager or the Human Resource Manager's supervisor) will begin an investigation, in which confidentiality is maintained as is appropriate to the circumstances and investigation. The Complaint, or the existence thereof, may be disclosed to those persons who need to know information regarding the Complaint, including but not limited to the person who is the subject of the Complaint and any witnesses.

The Investigator will gather facts within three (3) working days after the date of their receipt of notification of the charge. "Working days" shall be exclusive of Saturdays, Sundays and holidays. While the investigation is pending, the Executive Director may take action as deemed appropriate to protect the Complainant. The Investigator will complete the investigation and provide a written report to the Executive Director within fifteen (15) working days from the date of the Investigator's receipt of the Complaint. The Executive Director will determine a resolution of the case within five (5) working days of the Executive Director's receipt of the report. If warranted, disciplinary action will be taken, up to and including involuntary termination. If the Executive Director is the subject of the Complaint, the DBRL Board (Board) may act in the interim to protect the Complainant and will render a determination regarding resolution.

All records of 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 Complaint may be noted in an employee's regular personnel file. Access to such records shall be limited to the Investigator and the Executive Director (or the Board in the case that the Executive Director is the subject of the Complaint) and to such other persons as specifically authorized by the Executive Director or Board.

If the Executive Director is the subject of the Complaint and the Board votes to discipline her or him in regard to said Complaint, certain information regarding the Complaint will be made public as required by law.

Although they are encouraged to resolve Complaints through DBRL's internal process, employees may also or alternatively file a Complaint as allowed by federal and/or state law.

This policy prohibits retaliation against employees who bring sexual harassment charges or assist in investigating charges in good faith. Any employee participating in the filing or investigation of a Complaint in good faith will not be adversely affected in the terms or conditions of employment, nor discriminated against or discharged because of the filing of the Complaint or the participation in the investigation thereof.

NOTE: NOTWITHSTANDING THE FOREGOING, GIVEN THE SERIOUSNESS OF THE CONSEQUENCES FOR THE ACCUSED, A KNOWINGLY FALSE OR UNFOUNDED CHARGE IS A SEVERE OFFENSE THAT CAN RESULT IN DISCIPLINARY ACTION.

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Non-Discrimination and Anti-Harassment
~~Sexual Harassment~~

ADMIN 1-2904

BOARD
Approved: 02/12/26

SECTION: 200 – Employment Policies

Harassment POLICY

The Daniel Boone Regional Library (DBRL) is committed to providing a professional work environment free from all forms of unlawful discrimination and from conduct that can be considered harassing, coercive or disruptive, including sexual harassment.

This policy applies to conduct by employees, supervisors, managers, patrons, volunteers, contractors, vendors, board members, and any other individuals interacting with DBRL employees in the course of employment.

DBRL prohibits and will not tolerate the unlawful harassment of any employee including, but not limited to, joking remarks or other abusive conduct directed at employees because of their race, color, sex, pregnancy, age, religion, national origin, ancestry, alienage or citizenship status, disability, marital status, sexual orientation, gender identity or expression, receipt of governmental assistance, military service or affiliation, genetic information, veteran status, status as a victim of sexual or domestic violence, order of protection or membership in another protected group. ~~will not tolerate, condone, or allow discrimination or sexual harassment whether engaged in by employees, management, or anyone doing business with or using the services of the library.~~ DBRL supports and encourages reporting of all incidents of ~~sexual~~ harassment, regardless of who the offender may be, and will promptly investigate all reported incidents.

Sexual Harassment

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee, regardless of sex, gender, gender identity or expression should be subjected to unsolicited or unwelcome sexual conduct, advances, or remarks, either verbal, non-verbal or physical.

~~**Disciplinary action will be taken against employees who are found to be in violation of this policy. Such disciplinary actions will be determined by the severity of the offense and will be imposed in accordance with Policy 1-281 (Disciplinary Action).**~~

Sexual harassment, ~~whether committed by supervisory or non-supervisory personnel,~~ is specifically prohibited, is unlawful and is **wholly inconsistent against with** DBRL's policies, practices and management philosophy. ~~In addition,~~ management personnel are responsible for taking appropriate action upon receipt of notice of alleged sexual harassment by non-supervisory personnel or others. Management is responsible for

taking action regardless of the manner in which DBRL becomes aware of the conduct. Supervisors and Department Managers are responsible for discussing this policy with their respective employees to ensure consistent application and understanding.

Sexual harassment is a specific type of sex discrimination that is prohibited under Title VII of the Civil Rights Act of 1964. The Equal Employment Opportunity Commission (EEOC), the federal agency that is responsible for the enforcement of Title VII provisions **states that** sexual harassment includes but is not limited to ~~defines sexual harassment as:~~

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- Sexual harassment can occur between individuals of the same or different genders or gender identities.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

It is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop. The victim should use any employer complaint mechanism or grievance system available.

Other Forms of Harassment/Bullying

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color,

religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: ~~a)~~

- has the purpose or effect of creating an intimidating, hostile or offensive work environment,
- ~~b)~~ has the purpose or effect of unreasonably interfering with an individual's work performance, or
- ~~e)~~ otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by email, phone (including voice messages), text messages, social networking sites or other means.

FILING A COMPLAINT¶

~~Any employee who feels they she or he has been the subject of harassment, bullying, or discrimination of any type (Complainant) should immediately report the alleged sexual harassment to their Ssupervisor or Department Manager. If making a Complaint to the Complainant's supervisor or Department Manager is not appropriate because either person is the subject of the employee's Complaint, the Complainant should instead report the Complaint to the Human Resource Director. If the Human Resources Director is the subject of the Complaint, the Complainant should deliver the Complaint to the Executive Director.¶~~

~~After notification of an employee Complaint, the supervisor or Department Manager will immediately convey the Complaint to the Human Resource Director, or if the Complaint is against the Human Resource Director, then to the Executive Director for appropriate action. The "Investigator" (the Human Resource Director or the Executive Director) will begin an investigation, in which confidentiality is maintained and information divulged only to the extent necessary to complete the investigation and determine the appropriate resolution as is appropriate to the circumstances and investigation.¶~~

~~¶~~

~~There is no specifically required form for reporting a complaint. The complaint can be reported verbally, by email or other forms of written correspondence.¶~~

~~DBRL prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in complaint investigation. However, if DBRL determines that false information was provided regarding a complaint, disciplinary action~~

~~may be taken against that individual up to and including discharge. You may also report any complaint of discrimination to the EEOC, www.eeoc.gov. The Complaint, or the existence thereof, may be disclosed to those persons who need to know information regarding the Complaint, including but not limited to the person who is the subject of the Complaint and any witnesses.~~

~~¶~~

~~Investigative Process~~

~~The Investigator will begin gathering facts within three (3) working days after the date of their receipt of notification of the charge. "Working days" shall be exclusive of Saturdays, Sundays and holidays. While the investigation is pending, the Human Resources Director with approval of the Executive Director may take action as deemed appropriate to protect the Complainant.~~

~~Interim measures may include schedule changes, temporary reassignment, modified reporting relationships, or administrative leave, and do not constitute disciplinary action.~~

~~The Investigator will complete the investigation and provide a written report to the Executive Director within fifteen (15) working days from the date of the last interview of the investigation of the Investigator's receipt of the Complaint. The Executive Director will determine a resolution of the case within five (5) working days of the Executive Director's receipt of the report. If warranted, disciplinary action will be taken, up to and including involuntary termination. If the Executive Director is the subject of the Complaint, the DBRL Board (Board) may act in the interim to protect the Complainant and will render a determination regarding resolution.~~

~~All records of Complaints, and the investigation and the disposition thereof, shall be maintained by the Human Resources Department 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 Complaint may be noted in an employee's regular personnel file. Access to such records shall be limited to the Human Resources Director and the Executive Director (or the Board in the case that the Executive Director is the subject of the Complaint) and to such other persons as specifically authorized by the Executive Director or Board.~~

~~If the Executive Director is the subject of the Complaint and the Board votes to discipline her or him in regard to said Complaint, certain information regarding the Complaint will be made public as required by law.~~

Anti-Bullying

In addition to DBRL's commitment to providing a work environment free from discrimination and harassment, DBRL is also committed to providing an environment that is free from all forms of bullying. As with discrimination and harassment, all directors, supervisors, and employees are expected to conduct themselves in such a way as to ensure no bullying occurs.

While not an exhaustive list, the following types of behavior are examples of bullying:

~~Sexual Harassment/Discrimination~~

- Verbal: Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; use of offensive nicknames; using a person as target of jokes; abusive and offensive remarks, shouting or raising one's voice at an individual; constant criticism on matters unrelated or minimally related to the person's job performance or description; public reprimands or public humiliation of any kind; spreading rumors and gossip.
- Physical: Pushing, shoving, kicking, poking, tripping; unwanted physical contact; assault or threat of physical assault; damage or threat of damage to a person's work area or property.
- Gestures: Nonverbal obscene or threatening gestures; glances that can convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities, not allowing a person to speak or express himself or herself (i.e., ignoring or interrupting).

Bullying behavior does not need to be based on a protected characteristic to violate this policy and may result in disciplinary action.

As with discrimination and harassment, DBRL considers bullying in any form to be a serious offense and in violation of this policy. If any employee believes they have witnessed or been subjected to any type of bullying, the person should immediately report to the Human Resource Department.

~~Although they are encouraged to resolve Complaints through DBRL's internal process, employees may also or alternatively file a Complaint as allowed by federal and/or state law.~~

~~This policy prohibits retaliation against employees who bring sexual harassment charges or assist in investigating charges in good faith. Any employee participating in the filing or investigation of a Complaint in good faith will not be adversely affected in the terms or conditions of employment, nor discriminated against or discharged because of the filing of the Complaint or the participation in the investigation thereof.~~

~~**NOTE: NOTWITHSTANDING THE FOREGOING, GIVEN THE SERIOUSNESS OF THE CONSEQUENCES FOR THE ACCUSED, A KNOWINGLY FALSE OR UNFOUNDED CHARGE IS A SEVERE OFFENSE THAT CAN RESULT IN DISCIPLINARY ACTION.**~~

~~**DANIEL BOONE REGIONAL LIBRARY**~~

~~**SUBJECT: Complaint of Employment Discrimination**~~ ~~**ADMIN**~~
~~**4-290**~~



BOARD ~~SECTION: 200 – Employment Policies~~

~~Approved: 03/14/96~~

~~Revised: 11/10/11~~

~~Revised: 02/12/15~~

~~Reviewed: 03/15/18~~

~~Revised: 10/15/20~~

Non-DiscriminationPOLICY

It is the policy of the Daniel Boone Regional Library to achieve equal opportunity in all aspects of employment including, but not limited to, recruitment, hiring, training, transfer, promotion, compensation and other employment benefits. Unlawful discrimination in employment opportunity against protected individuals based on race, color, sex, pregnancy, age, religion, national origin, ancestry, alienage or citizenship status, disability, marital status, sexual orientation, gender identity or expression, receipt of governmental assistance, military service or affiliation, genetic information, veteran status, status as a victim of sexual or domestic, or order of protection, is strictly prohibited.

DBRL provides a work environment free from employment civil rights discrimination. To accomplish this task, prompt and definitive action shall be taken to resolve applicant and employee complaints of civil rights violations.

Open communication with a supervisor is encouraged to resolve any concerns of employment discrimination prohibited hereby; however, if the employee feels these discussions do not satisfactorily address such concerns, they ~~he or she~~ should discuss the issue with the Human Resource Director. An Employment Discrimination Complaint (Complaint) alleging prohibited discrimination may be filed with DBRL for consideration. ~~and reply as provided herein, except for complaints of sexual harassment, which are addressed in Policy 1-291 Sexual Harassment.~~ Each member of management is responsible for assuring that every employee under his or her supervision is aware of the right to use the internal Complaint process. ~~Complaint response adjustments, if any, are to be consistent with personnel policy and administrative procedures.~~ The Human Resource Director is available to provide clarification and assistance in the administration of this policy.

NOTE: THE HUMAN RESOURCE DIRECTOR'S ROLE IN THE COMPLAINT PROCESS IS TO REMAIN UNBIASED AND NEUTRAL, PROVIDING FACTUAL INFORMATION AND BEST PRACTICE RESOLUTION SUGGESTIONS TO

~~MANAGEMENT AND STAFF. PROVIDE FACTUAL, NEUTRAL INFORMATION TO BOTH MANAGEMENT AND STAFF.~~

Information regarding Complaints will be kept confidential to the extent possible and will be investigated for resolution in a thorough, private and timely manner. All records of Complaints, and the investigation and disposition thereof, will be maintained by the Human Resources Department and will not become a part of the employee's official personnel file. Notation of transfer, suspension, termination or other disciplinary action resulting from a Complaint may be noted in an employee's official personnel file. Access to such records will be limited to the Human Resources Director, ~~investigator of the Complaint~~ and the Executive Director or, if the Complaint relates to the Executive Director, the Board and to such other person as specifically authorized by the Executive Director or Board. However, if the Executive Director is the subject of the Complaint and the DBRL Board (Board) votes to discipline them regarding the Complaint, certain information regarding disciplinary action taken by the Board will be made public as required by law.

As a result of the investigative process, investigative findings will be prepared and made available to the Executive Director (if applicable) and/or Board for decision-making purposes. The Human Resource Director will serve as the fact finder in the investigative process in all Complaints, unless otherwise noted.

Although DBRL encourages staff to resolve any employment differences through internal processes, staff may also or alternatively file a complaint with the appropriate fair employment enforcement agency. This policy prohibits retaliation against any employee who files a Complaint or assists in the Complaint process with DBRL or through the appropriate fair employment enforcement agency. Employees who participate in the process will not be adversely affected in the terms and conditions of employment, discriminated against, or discharged because of the Complaint.

Employees have the right to present employment discrimination concerns under the provisions of this process free of restraint, interference, coercion, or fear of reprisal. Any violation of this right will subject the violator to disciplinary action and should be reported to the Executive Director or Board, as appropriate.

~~The presentation of a Complaint by an employee must follow the designated sequence in an orderly fashion from one authority to the next higher authority. Only if the Department Manager or Executive Director cannot resolve the Complaint may the employee bypass Step I of the Complaint process and proceed to Step II.~~

~~Time frames given in the procedure are intended to ensure that prompt and thorough action is taken. Any of the time frames specified in the procedure may be extended by mutual agreement of the parties involved or by the Executive Director, unless the Executive Director is a party to the complaint, in which case the Board may extend applicable time frames. The time periods stipulated do not include Saturday, Sundays or holidays.~~

If the Human Resource Director is a party to the Complaint, the Executive Director ~~Human Resource Director's supervisor~~ will process and investigate the Complaint.

FILING A COMPLAINT

Any employee who feels they have been the subject of harassment, bullying, or discrimination of any type (Complainant) should immediately report the conduct to their supervisor or Department Manager. If making a Complaint to the Complainant's supervisor or Department Manager is not appropriate because either person is the subject of the employee's Complaint, the Complainant should instead report the Complaint to the Human Resource Director. If the Human Resources Director is the subject of the Complaint, the Complainant should deliver the Complaint to the Executive Director.

After notification of an employee Complaint, the supervisor or Department Manager will immediately convey the Complaint to the Human Resource Director, or if the Complaint is against the Human Resource Director, then to the Executive Director for appropriate action. The "Investigator" (the Human Resource Director or the Executive Director) will begin an investigation, in which confidentiality is maintained to the extent possible and information divulged only to the extent necessary to complete the investigation and determine the appropriate resolution as is appropriate to the circumstances and investigation.

There is no specifically required form for reporting a Complaint. The Complaint can be reported verbally, by email or other forms of written correspondence.

DBRL prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in complaint investigation. However, if DBRL determines that false information was provided regarding a complaint, disciplinary action may be taken against that individual up to and including discharge. You may also report any complaint of discrimination to the EEOC, www.eeoc.gov. The Complaint, or the existence thereof, may be disclosed to those persons who need to know information regarding the Complaint, including but not limited to the person who is the subject of the Complaint and any witnesses.

Investigative Process

The Investigator will begin gathering facts within three (3) working days after the date of their receipt of notification of the charge. Working days shall be exclusive of Saturdays, Sundays and holidays. While the investigation is pending, the Human Resources Director with approval of the Executive Director may take action as deemed appropriate to protect the Complainant.

Interim measures may include schedule changes, temporary reassignment, modified reporting relationships, or administrative leave, and do not constitute disciplinary action.

The Investigator will complete the investigation and provide a written report to the Executive Director within fifteen (15) working days from the date of the last interview of the investigation. or of the Investigator's receipt of the Complaint. The Executive Director will determine a resolution of the case within five (5) working days of the Executive Director's receipt of the report. If warranted, disciplinary action will be taken,

up to and including involuntary termination. If the Executive Director is the subject of the Complaint, the DBRL Board (Board) may act in the interim to protect the Complainant and will render a determination regarding resolution.

If the Executive Director is the subject of the Complaint and the Board votes to discipline them in regard to said Complaint, certain information regarding the Complaint will be made public as required by law. ~~Procedures¶~~

~~The same investigative process will be followed for complaints of discrimination as for complaints of harassment. DBRL encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.~~

- ~~1. Obtain a Complaint of Employment Discrimination form from the Forms page on the Intranet.¶~~
- ~~2. Complete the Complaint of Employment Discrimination form as instructed. Briefly state the Complaint in a clear and concise manner, making sure that all relevant circumstances, dates and witnesses are included. Sign and date the form in the spaces provided. The Human Resource Manager will provide technical assistance as needed.~~

~~Complaint of Employment Discrimination Steps¶~~

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| <i>Complaint against a person other than</i> | <i>Complaint against the</i> |
| <i>the Executive Director</i> | <i>Executive Director</i> |

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| <p>Step I¶¶</p> <p>An employee who believes that he or she has a Complaint as defined within this policy may submit the Complaint to the Human Resource Manager within thirty (30) working days of the date of the most recent event. The Human Resources Manager will forward the Complaint to the Department Manager within two (2) working days of date of receipt of the Complaint. The Human Resources Manager shall provide a copy of the Complaint to the Executive Director. The immediate supervisor (if applicable), Department Manager, and Human Resources Manager will meet with Complainant to review the Complaint. The Department Manager, after consultation with the immediate supervisor and the Human Resources Manager, will issue a written decision within fifteen (15) working days of their receipt of the Complaint.¶¶</p> | <p>Step I(a)¶¶</p> <p>An employee who believes that he or she has a Complaint as defined within this policy may submit the Complaint to the Human Resources Manager within thirty (30) working days of the date of the most recent event. The Human Resources Manager will forward the Complaint to the Executive Director within two (2) working days of the date of receipt of the Complaint. The Executive Director (if applicable) and the Human Resources Manager will meet with the Complainant to review the situation carefully. The Executive Director will give the Complainant a written response to the Complaint within fifteen (15) working days of the date of receipt of the Complaint from the Human Resources Manager.¶¶</p> |
| <p>Step II¶¶</p> <p>If the Step I decision of the Department Manager is not satisfactory to the Complainant, or a decision has not been rendered within the stated Step I time frame, the employee may present the Complaint to the Executive Director within five (5) working days of the receipt of the Step I decision or, if the decision was not timely received, then within five (5) working days from the expiration of the stated Step I time frame. The Executive Director will meet with the employee, supervisor (if applicable), Department Manager, and Human Resources Manager to discuss the Complaint. The Executive Director will issue a written decision to the employee within fifteen (15) working days of the date of receipt of the Step II Complaint.¶¶</p> | <p>Step II(a)¶¶</p> <p>If the Step I(a) decision of the Executive Director is not satisfactory to the Complainant, or a decision has not been rendered within the stated Step I(a) time frame, the employee may request presentation of the Complaint to the Board within five (5) working days of the date of receipt of the Step I(a) decision, or if a timely decision is not received, then within five (5) working days of the expiration of the stated Step I(a) time frame. The Human Resources Manager will submit the Step II(a) Complaint, with all appropriate findings, to the Board President within two (2) working days of the date of receipt of the request for presentation to the Board. After reviewing all relevant information, the Board will consider the Complaint and render a written decision to the Complainant within thirty (30) working days of the date of receipt of the Step</p> |

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| | II(a) Complaint from the Human Resources Manager.¶ |
| Decisions rendered by the Executive Director will be final and binding on all parties.¶ | Decisions rendered by the Board will be final and binding on all parties.¶ |

~~While the investigation is pending, the Executive Director (or the Board, when the Complaint is against the Executive Director) may take action as deemed appropriate to protect the Complainant.~~

Although employees are encouraged to proceed with the Complaint process as outlined above, management personnel are responsible for taking appropriate action upon receipt of notice of potentially discriminatory conduct by non-supervisory personnel or others. Management is responsible for taking action regardless of the manner in which DBRL becomes aware of the conduct. Supervisors and Department Managers are responsible for discussing this policy with their respective employees to ensure consistent application and understanding.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately as determined by the severity of the offense and will be imposed in accordance with Policy 1-281 (Disciplinary Action).

Such disciplinary actions may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as DBRL ~~determines~~believes appropriate under the circumstances.

The terms set out in this policy work in conjunction with, and do not replace, any terms or conditions of employment stated in the collective bargaining agreement that the American Federation of State, County and Municipal Employees, Local 3311, Council 61 Daniel Boone Regional Library Employees has with DBRL. In the event the terms in this policy differ from or conflict with the terms expressed in the applicable collective bargaining agreement, employees should refer to the specific terms of the collective bargaining agreement, which will control.¶

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| DANIEL BOONE REGIONAL LIBRARY |
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| SUBJECT: Non-Discrimination and Anti-Harassment |
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| ADMIN 1-290 |
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| BOARD |
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| SECTION: 200 – Employment Policies |
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| Approved: 02/12/26 |
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Harassment

The Daniel Boone Regional Library (DBRL) is committed to providing a professional work environment free from all forms of unlawful discrimination and from conduct that can be considered harassing, coercive or disruptive, including sexual harassment.

This policy applies to conduct by employees, supervisors, managers, patrons, volunteers, contractors, vendors, board members, and any other individuals interacting with DBRL employees in the course of employment.

DBRL prohibits and will not tolerate the unlawful harassment of any employee including, but not limited to, joking remarks or other abusive conduct directed at employees because of their race, color, sex, pregnancy, age, religion, national origin, ancestry, alienage or citizenship status, disability, marital status, sexual orientation, gender identity or expression, receipt of governmental assistance, military service or affiliation, genetic information, veteran status, status as a victim of sexual or domestic violence, order of protection or membership in another protected group. DBRL supports and encourages reporting of all incidents of harassment, regardless of who the offender may be, and will promptly investigate all reported incidents.

Sexual Harassment

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee, regardless of sex, gender, gender identity or expression should be subjected to unsolicited or unwelcome sexual conduct, advances, or remarks, either verbal, non-verbal or physical.

Sexual harassment is specifically prohibited, is unlawful and is wholly inconsistent with DBRL's policies, practices and management philosophy. Management personnel are responsible for taking appropriate action upon receipt of notice of alleged sexual harassment by non-supervisory personnel or others. Management is responsible for taking action regardless of the manner in which DBRL becomes aware of the conduct. Supervisors and Department Managers are responsible for discussing this policy with their respective employees to ensure consistent application and understanding.

Sexual harassment is a specific type of sex discrimination that is prohibited under Title VII of the Civil Rights Act of 1964. The Equal Employment Opportunity Commission (EEOC), the federal agency that is responsible for the enforcement of Title VII provisions states that sexual harassment includes but is not limited to:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- Sexual harassment can occur between individuals of the same or different genders or gender identities.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

It is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop. The victim should use any employer complaint mechanism or grievance system available.

Other Forms of Harassment/Bullying

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that:

- has the purpose or effect of creating an intimidating, hostile or offensive work environment,
- has the purpose or effect of unreasonably interfering with an individual's work performance, or
- otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs or negative

Harassment/Discrimination

stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by email, phone (including voice messages), text messages, social networking sites or other means.

Anti-Bullying

In addition to DBRL's commitment to providing a work environment free from discrimination and harassment, DBRL is also committed to providing an environment that is free from all forms of bullying. As with discrimination and harassment, all directors, supervisors, and employees are expected to conduct themselves in such a way as to ensure no bullying occurs.

While not an exhaustive list, the following types of behavior are examples of bullying:

- Verbal: Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; use of offensive nicknames; using a person as target of jokes; abusive and offensive remarks, shouting or raising one's voice at an individual; constant criticism on matters unrelated or minimally related to the person's job performance or description; public reprimands or public humiliation of any kind; spreading rumors and gossip.
- Physical: Pushing, shoving, kicking, poking, tripping; unwanted physical contact; assault or threat of physical assault; damage or threat of damage to a person's work area or property.
- Gestures: Nonverbal obscene or threatening gestures; glances that can convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities, not allowing a person to speak or express himself or herself (i.e., ignoring or interrupting).

Bullying behavior does not need to be based on a protected characteristic to violate this policy and may result in disciplinary action.

As with discrimination and harassment, DBRL considers bullying in any form to be a serious offense and in violation of this policy. If any employee believes they have witnessed or been subjected to any type of bullying, the person should immediately report to the Human Resource Department.

Non-Discrimination

It is the policy of the Daniel Boone Regional Library to achieve equal opportunity in all aspects of employment including, but not limited to, recruitment, hiring, training, transfer, promotion, compensation and other employment benefits. Unlawful discrimination in employment opportunity against protected individuals based on race, color, sex, pregnancy, age, religion, national origin, ancestry, alienage or citizenship status, disability, marital status, sexual orientation, gender identity or expression, receipt of governmental assistance, military service or affiliation, genetic information, veteran status, status as a victim of sexual or domestic, or order of protection, is strictly prohibited.

DBRL provides a work environment free from employment civil rights discrimination. To accomplish this task, prompt and definitive action shall be taken to resolve applicant and employee complaints of civil rights violations.

Open communication with a supervisor is encouraged to resolve any concerns of employment discrimination prohibited hereby; however, if the employee feels these discussions do not satisfactorily address such concerns, they should discuss the issue with the Human Resource Director. An Employment Discrimination Complaint (Complaint) alleging prohibited discrimination may be filed with DBRL for consideration. Each member of management is responsible for assuring that every employee under his or her supervision is aware of the right to use the internal Complaint process. The Human Resource Director is available to provide clarification and assistance in the administration of this policy.

NOTE: THE HUMAN RESOURCE DIRECTOR'S ROLE IN THE COMPLAINT PROCESS IS TO REMAIN UNBIASED AND NEUTRAL, PROVIDING FACTUAL INFORMATION AND BEST PRACTICE RESOLUTION SUGGESTIONS TO MANAGEMENT AND STAFF.

Information regarding Complaints will be kept confidential to the extent possible and will be investigated for resolution in a thorough, private and timely manner. All records of Complaints, and the investigation and disposition thereof, will be maintained by the Human Resources Department and will not become a part of the employee's official personnel file. Notation of transfer, suspension, termination or other disciplinary action resulting from a Complaint may be noted in an employee's official personnel file. Access to such records will be limited to the Human Resources Director, and the Executive Director or, if the Complaint relates to the Executive Director, the Board and to such other person as specifically authorized by the Executive Director or Board. However, if the Executive Director is the subject of the Complaint and the DBRL Board (Board) votes to discipline them regarding the Complaint, certain information regarding disciplinary action taken by the Board will be made public as required by law.

As a result of the investigative process, investigative findings will be prepared and made available to the Executive Director (if applicable) and/or Board for decision-making purposes. The Human Resource Director will serve as the fact finder in the investigative process in all Complaints, unless otherwise noted.

Although DBRL encourages staff to resolve any employment differences through internal processes, staff may also or alternatively file a complaint with the appropriate fair employment enforcement agency. This policy prohibits retaliation against any employee who files a Complaint or assists in the Complaint process with DBRL or through the appropriate fair employment enforcement agency. Employees who participate in the process will not be adversely affected in the terms and conditions of employment, discriminated against, or discharged because of the Complaint.

Employees have the right to present employment discrimination concerns under the provisions of this process free of restraint, interference, coercion, or fear of reprisal. Any violation of this right will subject the violator to disciplinary action and should be reported to the Executive Director or Board, as appropriate.

If the Human Resource Director is a party to the Complaint, the Executive Director will process and investigate the Complaint.

FILING A COMPLAINT

Any employee who feels they have been the subject of harassment, bullying, or discrimination of any type (Complainant) should immediately report the conduct to their supervisor or Department Manager. If making a Complaint to the Complainant's supervisor or Department Manager is not appropriate because either person is the subject of the employee's Complaint, the Complainant should instead report the Complaint to the Human Resource Director. If the Human Resources Director is the subject of the Complaint, the Complainant should deliver the Complaint to the Executive Director.

After notification of an employee Complaint, the supervisor or Department Manager will immediately convey the Complaint to the Human Resource Director, or if the Complaint is against the Human Resource Director, then to the Executive Director for appropriate action. The "Investigator" (the Human Resource Director or the Executive Director) will begin an investigation, in which confidentiality is maintained to the extent possible and information divulged only to the extent necessary to complete the investigation and determine the appropriate resolution as is appropriate to the circumstances and investigation.

There is no specifically required form for reporting a Complaint. The Complaint can be reported verbally, by email or other forms of written correspondence.

DBRL prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in complaint investigation. However, if DBRL determines that false information was provided regarding a complaint, disciplinary action may be taken against that individual up to and including discharge. You may also report any complaint of discrimination to the EEOC, www.eeoc.gov. The Complaint, or the existence thereof, may be disclosed to those persons who need to know information regarding the Complaint, including but not limited to the person who is the subject of the Complaint and any witnesses.

Investigative Process

The Investigator will begin gathering facts within three (3) working days after the date of their receipt of notification of the charge. Working days shall be exclusive of Saturdays, Sundays and holidays. While the investigation is pending, the Human Resources Director with approval of the Executive Director may take action as deemed appropriate to protect the Complainant.

Interim measures may include schedule changes, temporary reassignment, modified reporting relationships, or administrative leave, and do not constitute disciplinary action.

The Investigator will complete the investigation and provide a written report to the Executive Director within fifteen (15) working days from the date of the last interview of the investigation, or of the Investigator's receipt of the Complaint. The Executive Director will determine a resolution of the case within five (5) working days of the Executive Director's receipt of the report. If warranted, disciplinary action will be taken, up to and including involuntary termination. If the Executive Director is the subject of the Complaint, the DBRL Board (Board) may act in the interim to protect the Complainant and will render a determination regarding resolution.

If the Executive Director is the subject of the Complaint and the Board votes to discipline them in regard to said Complaint, certain information regarding the Complaint will be made public as required by law.

Although employees are encouraged to proceed with the Complaint process as outlined above, management personnel are responsible for taking appropriate action upon receipt of notice of potentially discriminatory conduct by non-supervisory personnel or others. Management is responsible for taking action regardless of the manner in which

DBRL becomes aware of the conduct. Supervisors and Department Managers are responsible for discussing this policy with their respective employees to ensure consistent application and understanding.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately as determined by the severity of the offense and will be imposed in accordance with Policy 1-281 (Disciplinary Action).

Such disciplinary actions may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as DBRL determines appropriate under the circumstances.

The terms set out in this policy work in conjunction with, and do not replace, any terms or conditions of employment stated in the collective bargaining agreement that the American Federation of State, County and Municipal Employees, Local 3311, Council 61 Daniel Boone Regional Library Employees has with DBRL. In the event the terms in this policy differ from or conflict with the terms expressed in the applicable collective bargaining agreement, employees should refer to the specific terms of the collective bargaining agreement, which will control.