



Lincoln County Library District Board
Regular Meeting
Tuesday September 13, 2022
132 NE 15th
Noon
Newport, OR 97365

Agenda		
Call Regular Meeting to Order		President
Approval of the Agenda		President
Topic	Lead	Purpose Outcome
Public Comment	President	Anyone may speak at this time
Minutes Board Meeting July 12, 2022	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Building Purchase Update	Director	Information
New Business		
Policy Draft Reviews	Director	Discussion
Bylaws Draft Review	Director	Discussion
Employee Handbook Review and Approval	Director	Approval
Good of the Order		Information
Next District Board Meeting October 11, 2022		Information
Adjourn	President	Motion



Minutes
Lincoln County Library District
Board Meeting
July 12, 2022
132 NE 15th Newport, OR and Zoom
12:00 p.m.

ATTENDANCE—BOARD

Chris Boyle
Virginia Tardaewether
Carla Clark
Susan Garner

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Chris Boyle called the Regular Board Meeting to order at 12:07 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Quorum was established.

PUBLIC COMMENT

SWEARING IN OF NEW BOARD MEMBER

Susan Garner was sworn in as LCLD Board member from Zone 5. She will complete Brian Fodness' term which expires June 30, 2023.

APPROVAL OF MEETING MINUTES

Virginia moved and Susan seconded approval of the Regular Board minutes of June 9, 2022. Passed unanimously.

BOARD MEMBER REPORTS

Carla noted that the Siletz Valley Friends of the Library are holding a raffle, baskets are on display at the Siletz Library. Tickets can be purchased at the Library and the raffle drawing will take place in September.

DIRECTOR'S REPORT

We have distributed 400 copies of *The Oregon Coast Quest Book* to partner and member libraries for the summer reading program. The funding was provided by the Ready to Read Grant administered by the State Library of Oregon. We anticipate the final 150 will be distributed next month.

LCLD will be co-hosting (with Oregon STEM Hub/Sea Grant) a Quest program at Big Creek Park on Tuesday July 12, 2022 from 5:00 to 7:00 p.m.

MaryKay was on vacation from June 14th through June 17th.

LCLD was closed on the 4th of July in celebration of Independence Day.

MaryKay will be on vacation July 18-20, 2022.

FINANCIAL REPORT

MaryKay noted that there was a mistake in the June payroll that carried over to July so the financial report will need to be corrected when the bookkeeper reconciles the July books. That change will be reflected in the August financial report. Carla moved and Susan seconded approval of the financial report. Passed unanimously.

OLD BUSINESS

Building Purchase Update

Ron Cole, the owner of the building, is moving forward with his condo sales that will allow him to finance our purchase of the building. We should have more information at the August meeting.

Intergovernmental Agreement Discussion and Timeline

The Board had a discussion about the draft IGAs and agreed that we should move forward with presenting them to the cities for review. Our attorney, Eileen Aikens, has suggested that we give the cities 60 days to review. MaryKay will send out a letter and the draft agreement in early August so we can have them signed by mid-October. The funding will begin to be distributed in December 2022.

NEW BUSINESS

Board Officers Elections and Set Meetings for 2022-2023

Chris Boyle agreed to continue as Board president. MaryKay suggested that the Board needs a vice-president instead of a treasurer, which would require a change to the bylaws. MaryKay will bring an update draft to the September meeting for review.

Chris moved and Virginia seconded the motion to have Chris Boyle continue as Board president and to continue holding monthly meetings on the second Tuesday at noon.

Resolution 2022-7.1 to Change Bank Account Signatures

Carla moved and Virginia seconded approval of Resolution 2022-7.1 to authorize the current members of the Board, Chris Boyle, Virginia Tardaewether, Carla Clark and Susan Garner, and the current director, MaryKay Dahlgreen, as check signers. Passed unanimously by voice vote.

SDAO Best Practices Requirements for Insurance Discount

MaryKay explained that Special District Insurance Services provides districts an opportunity to receive a 10% discount on liability insurance if we implement specific best practices, as defined by SDIS. The 2022 program requires

1. 2% Affiliate Organization Membership: we are members of the Oregon Library Association.
2. 2% Board Duties and Responsibilities Policy: MaryKay will be working on this to bring to Board in September
3. 2% Board duties and responsibilities checklist: Board will complete the self-evaluation checklist at September or October meeting.
4. 2% SDAO/SDIS Training: All Board members will have attended one on-line or in person training. Susan and Carla will have attended regional Board training, Chris and Virginia will watch either Boardsmanship 310 or Boardroom Dancing, found at www.sdao.com/training-videos
5. 2% Board member education program: Carla and Susan have enrolled in the SDAO Board Leadership Academy.

GOOD OF THE ORDER

NEXT DISTRICT MEETING

The next regular meeting of the LCLD Board will be held on Tuesday August 9, 2022 at noon at the LCLD office and on zoom.

ADJOURNMENT

Meeting adjourned at 12:55 p.m.



Library Directors Report August and September 2022

General Updates

Included at the end of the Board packet are two activities that were offered by the Siletz Public Library this summer as part of their Summer Reading Program.

MaryKay will be functioning as a counselor for the two Rotary of Newport exchange students one from the Czech Republic and one from Germany. Those duties include meeting with the students at least once a month and being available as an advocate for them if necessary. The responsibilities are shared with another Rotary of Newport member. They arrived in August and MaryKay was able to greet both of them at the airport.

MaryKay and Susan Garner attended a SDAO training in Cottage Grove on August 16, 2022. This was the general overview for new Board members and was very valuable for both attendees.

MaryKay, along with Laura Kimberly, director of the Newport Public Library, made a presentation to the Rotary of Newport about the 2022 Lincoln County Reads program.

The Library Services Agreements have been sent to our partner and member libraries for review and signature. The cities have until November 15, 2022 to review and sign.

Upcoming

MaryKay will be attending the Special Districts Association of Oregon Summer Conference and Awards Banquet on Thursday September 15, 2022. This will be combined with the September SDAO Board meeting.

MaryKay will be on vacation October 5-12, 2022

Lincoln County Reads 2022 is underway and will culminate in two virtual programs on October 16th. The author, Sylvia Moreno-Garcia will be interviewed in Spanish by Driftwood PL outreach coordinator, Star Kahn, and then Sylvia will give a presentation about the book we are reading, *Mexican Gothic*. Registration information is available for both programs on the LCLD website.

Lincoln County Library District

Statement of Revenues and Expenditures - Cash Basis

JULY and FYTD 21/22

	Current Period Actual	Year to Date Actual	Biennial to Date	Biennial Budget
Revenues				
4000 Revenues				
4010 Library Services and Technology Reading Grant		\$ 10,000.00	\$ 10,000.00	\$ 15,000.00
4020 Chinook Library Network		\$ 17,578.28	\$ 17,578.28	\$ 44,000.00
4030 Dolly Parton Imagination Library		\$ -	\$ -	\$ 10,000.00
4050 Lincoln County Law Library		\$ 12,828.90	\$ 12,828.90	\$ 26,000.00
4060 Previously Levied Taxes	\$ 3,802.54	\$ 51,541.84	\$ 51,541.84	\$ 80,000.00
4070 Ready to Read Grant		\$ 4,698.37	\$ 4,698.37	\$ 9,000.00
4080 Siletz				
4081 Siletz-Carry-over		\$ -	\$ -	
4082 Siletz-City of Siletz		\$ -	\$ -	\$ 2,000.00
4083 Siletz-Interest		\$ -	\$ -	\$ 100.00
4084 Siletz-Miscellaneous		\$ 13,091.19	\$ 13,091.19	\$ 5,000.00
4090 State Forestry		\$ 15,008.00	\$ 15,008.00	\$ 30,000.00
4104 Property Tax Revenue 20/21		\$ 13,149.29	\$ 13,149.29	
4105 Property Tax Revenue 21/22		\$ 1,453,586.03	\$ 1,453,586.03	\$ 1,407,691.50
4106 Property Tax Revenue 22/23	\$ 5,647.46	\$ -	\$ -	\$ 1,407,691.50
4800 Interest Income	\$ 286.01	\$ 2,823.94	\$ 2,823.94	\$ 2,000.00
4900 Miscellaneous Income	\$ 2,000.00	\$ 20,926.11	\$ 20,926.11	\$ 10,000.00
Total 4000 Revenues	\$ 11,736.01	\$ 1,615,231.95	\$ 1,615,231.95	\$ 3,048,483.00
Services				
Available Cash On Hand				\$ 400,000.00
Total Revenues	\$ 11,736.01	\$ 1,615,231.95	\$ 1,615,231.95	\$ 3,448,483.00
Expenditures				
5000 Personnel Services				
5100 Salaries and Wages (Two credits from payroll overprmt)?	\$ (88,751.59)	\$ 309,684.78	\$ 309,684.78	\$ 610,640.00
5200 Payroll Taxes		\$ 32,339.44	\$ 32,339.44	\$ 60,000.00
5250 Payroll Fees		\$ 2,749.58	\$ 2,749.58	\$ 4,632.00
Total 5000 Personnel Services	\$ (88,751.59)	\$ 344,773.80	\$ 344,773.80	\$ 675,272.00
5300 Employee Benefits				
5305 Health Benefits	\$ 1,468.27	\$ 18,832.64	\$ 18,832.64	\$ 36,684.00
5310 Retirement Benefits	\$ 989.92	\$ 12,867.86	\$ 12,867.86	\$ 23,736.00
Total 5300 Employee Benefits	\$ 2,458.19	\$ 31,700.50	\$ 31,700.50	\$ 60,420.00
6000 Materials and Services				
6010 Professional Services				
6011 Accounting Services	\$ 450.00	\$ 20,422.77	\$ 20,422.77	\$ 30,000.00

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
6012 Legal Services	\$ 2,255.00	\$ 2,255.00	\$ 2,255.00	\$ 2,000.00
6013 IT Services		\$ 10,000.00	\$ 10,000.00	\$ 3,000.00
6014 General Services		\$ 5,531.25	\$ 5,531.25	
6015 Misc. Services		\$ 6,800.00	\$ 6,800.00	\$ 30,000.00
Total 6010 Professional Services	\$ 2,705.00	\$ 45,009.02	\$ 45,009.02	## \$ 65,000.00
6030 General Office Expenses				
6031 Office Supplies	\$ 30.67	\$ 460.45	\$ 460.45	\$ 5,000.00
6032 Office Equipment		\$ 1,458.00	\$ 1,458.00	\$ 5,000.00
6033 Online Expenses	\$ 66.00	\$ 2,722.73	\$ 2,722.73	\$ 7,000.00
6036 ByWater Solutions		\$ 21,634.00	\$ 21,634.00	\$ 44,000.00
6040 Copier Lease	\$ 224.00	\$ 3,201.87	\$ 3,201.87	\$ 7,000.00
6050 Mileage		\$ -	\$ -	\$ 5,000.00
6055 Orbis Cascade Alliance Courier	\$ 7,000.00	\$ 11,038.00	\$ 11,038.00	
6056 OCAC - LCLD		\$ -	\$ -	\$ 10,000.00
6060 Postage	\$ 52.63	\$ 228.74	\$ 228.74	\$ 5,000.00
6065 Professional Materials		\$ 269.77	\$ 269.77	\$ 3,000.00
6070 Public Relations	\$ 100.00	\$ 1,493.07	\$ 1,493.07	\$ 5,000.00
6075 Rent and Utilities		\$ -	\$ -	
6076 Electricity		\$ 1,093.11	\$ 1,093.11	\$ 4,000.00
6077 Maintenance and Supplies	\$ 52.50	\$ 747.08	\$ 747.08	\$ 4,000.00
6078 Gas		\$ -	\$ -	
6079 Rent	\$ 1,300.00	\$ 18,200.00	\$ 18,200.00	\$ 34,000.00
6080 Telephone and Internet	\$ 149.97	\$ 1,812.01	\$ 1,812.01	\$ 4,000.00
6081 LCLD Garbage		\$ 334.80	\$ 334.80	\$ 1,000.00
6082 LCLD Water	\$ 57.29	\$ 778.68	\$ 778.68	\$ 4,000.00
6100 Supplies		\$ -	\$ -	
6105 Vans		\$ -	\$ -	
6106 Fuel	\$ 364.25	\$ 3,461.74	\$ 3,461.74	\$ 6,000.00
6107 Maintenance		\$ 169.42	\$ 169.42	\$ 4,000.00
6108 Supplies		\$ 53.09	\$ 53.09	\$ 3,000.00
Total 6030 General Office Expenses	\$ 9,397.31	\$ 69,156.56	\$ 69,156.56	\$ 160,000.00
6300 Travel/Training/Membership				
6300 Membership Fees		\$ 1,710.37	\$ 1,710.37	\$ 10,000.00
6320 Registration/Training/Travel		\$ -	\$ -	
6321 Registration	\$ 75.00	\$ 1,224.00	\$ 1,224.00	\$ 10,000.00
6322 Travel/Meals/Housing		\$ 1,697.07	\$ 1,697.07	\$ 10,000.00
Total 6300 Travel/Training/Membership	\$ 75.00	\$ 4,631.44	\$ 4,631.44	\$ 30,000.00
6400 Operating Fees/Insurance				
6401 Misc. Fees		\$ 1,261.83	\$ 1,261.83	\$ 1,500.00
6410 Business Insurance		\$ 6,998.00	\$ 6,998.00	\$ 15,000.00
6420 Election Fees		\$ -	\$ -	\$ 5,000.00
6430 Legal Notices		\$ 540.00	\$ 540.00	\$ 3,500.00

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
Total 6400 Operating Fees/Insurance	\$ -	\$ 8,799.83	\$ 8,799.83	\$ 25,000.00
6500 Reimbursement/Library Development				
6505 Contracted Library Services		\$ -	\$ -	\$ 1,970,768.00
6510 Cataloging/Interlibrary Loan/Reference		\$ -	\$ -	
6511 OCLC	\$ 3,956.03	\$ 55,229.77	\$ 55,229.77	\$ 150,000.00
Total 6500 Cataloging/Interlibrary Loan/Reference	\$ 3,956.03	\$ 55,229.77	\$ 55,229.77	\$ 2,120,768.00
6520 Library Development				
6521 Support Local Libraries		\$ 3,500.00	\$ 3,500.00	
6523 Special Projects (Dolly Parton Imag. Library)		\$ -	\$ -	\$ 10,000.00
6524 Summer Reading Programs	\$ 1,401.19	\$ 3,867.07	\$ 3,867.07	\$ 9,000.00
Total 6520 Support Local Libraries	\$ 1,401.19	\$ 7,367.07	\$ 7,367.07	\$ 19,000.00
6525 Online Databases				
6526 Library2Go (Overdrive)	\$ 5,389.69	\$ 10,387.46	\$ 10,387.46	\$ 9,000.00
6527 Mango Languages		\$ 200.00	\$ 200.00	\$ 400.00
6528 ProQuest (Heritage Quest)		\$ 2,027.57	\$ 2,027.57	\$ 4,000.00
6529 Misc. Databases		\$ -	\$ -	
Total 6525 Online Databases	\$ 5,389.69	\$ 12,615.03	\$ 12,615.03	\$ 13,400.00
6550 Siletz				
6551 Materials, Supplies and Services	\$ 19.98	\$ 7,182.04	\$ 7,182.04	\$ 2,000.00
6554 Siletz Electricity	\$ 169.49	\$ 2,176.89	\$ 2,176.89	\$ 4,000.00
6555 Siletz Collection Development	\$ 47.21	\$ 4,422.39	\$ 4,422.39	\$ 8,000.00
6556 Siletz Water/Sewer		\$ 960.00	\$ 960.00	\$ 2,400.00
6557 Siletz Copier Lease	\$ 40.00	\$ 910.64	\$ 910.64	\$ 3,000.00
6558 Siletz Internet and Phone	\$ 145.77	\$ 2,008.28	\$ 2,008.28	\$ 3,000.00
6559 Siletz Gas	\$ 33.69	\$ 1,008.32	\$ 1,008.32	\$ 2,000.00
6560 Siletz Alarm	\$ 350.00	\$ 1,060.68	\$ 1,060.68	\$ 700.00
6561 Siletz Programming		\$ 1,088.78	\$ 1,088.78	\$ 1,820.00
6562 Siletz Repair & Maintenance	\$ 1,223.00	\$ 4,931.57	\$ 4,931.57	\$ 4,000.00
6563 Siletz Useful		\$ 2,614.00	\$ 2,614.00	
Total 6550 Siletz	\$ 2,029.14	\$ 28,363.59	\$ 28,363.59	\$ 30,920.00
Total 6520 Library Development	\$ 8,820.02	\$ 48,345.69	\$ 48,345.69	\$ 63,320.00
6600 Library Reimbursement				
Lincoln City	\$ -	\$ 282,362.00	\$ 282,362.00	
Newport	\$ -	\$ 347,913.00	\$ 347,913.00	
Toledo	\$ -	\$ 92,954.00	\$ 92,954.00	
Waldport	\$ -	\$ 242,473.00	\$ 242,473.00	
Total 6600 Library Reimbursement	\$ -	\$ 965,702.00	\$ 965,702.00	
6700 Bank Charges & Fees	\$ 15.95	\$ 345.95	\$ 345.95	
Total 6000 Materials and Services	\$ 24,969.31	\$ 1,197,220.26	\$ 1,197,220.26	
Uncategorized Expense				
6910 - CPA YE Adjustment		\$ 1,441.41		
7000 Capital Outlay				

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget	
7010 Office Furniture and Equipment					
7011 Van Replacement				\$ 10,000.00	
7020 Van					
Total 7000 Capital Outlay				\$ 10,000.00	
Operating Contingency				\$ 166,157.00	
Move to 6015- Misc Service				\$ 15,000.00	
Total Operating Contingency				\$ 151,157.00	
Unappropriated Ending Balance				\$ 106,546.00	
Total Expenditures	\$ (61,324.09)	\$ 1,573,694.56	\$ 1,573,694.56	\$ 3,463,483.00	\$ 1,889,788.44

Lincoln County Library District						
Statement of Revenues and Expenditures - Cash Basis						
AUGUST and FYTD 22/23						
	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget		
Revenues						
4000 Revenues						
4010 Library Services and Technology Reading Grant		\$ 10,000.00	\$ 10,000.00	\$ 15,000.00		
4020 Chinook Library Network		\$ 17,578.28	\$ 17,578.28	\$ 44,000.00		
4030 Dolly Parton Imagination Library		\$ -	\$ -	\$ 10,000.00		
4050 Lincoln County Law Library		\$ 12,828.90	\$ 12,828.90	\$ 26,000.00		
4060 Previously Levied Taxes	\$ 1,946.37	\$ 53,488.21	\$ 53,488.21	\$ 80,000.00		
4070 Ready to Read Grant		\$ 4,698.37	\$ 4,698.37	\$ 9,000.00		
4080 Siletz						
4081 Siletz-Carry-over		\$ -	\$ -			
4082 Siletz-City of Siletz		\$ -	\$ -	\$ 2,000.00		
4083 Siletz-Interest		\$ -	\$ -	\$ 100.00		
4084 Siletz-Miscellaneous		\$ 13,091.19	\$ 13,091.19	\$ 5,000.00		
4090 State Forestry	\$ 4,063.55	\$ 19,071.55	\$ 19,071.55	\$ 30,000.00		
4104 Property Tax Revenue 20/21		\$ 13,149.29	\$ 13,149.29			
4105 Property Tax Revenue 21/22	\$ 3,069.19	\$ 1,456,655.22	\$ 1,456,655.22	\$ 1,407,691.50		
4106 Property Tax Revenue 22/23		\$ -	\$ -	\$ 1,407,691.50		
4800 Interest Income	\$ 338.39	\$ 3,162.33	\$ 3,162.33	\$ 2,000.00		
4900 Miscellaneous Income		\$ 20,926.11	\$ 20,926.11	\$ 10,000.00		
Total 4000 Revenues	\$ 9,417.50	\$ 1,624,649.45	\$ 1,624,649.45	\$ 3,048,483.00		
Services						
Available Cash On Hand				\$ 400,000.00		
Total Revenues	\$ 9,417.50	\$ 1,624,649.45	\$ 1,624,649.45	\$ 3,448,483.00		
Expenditures						
5000 Personnel Services						
5100 Salaries and Wages	\$ 25,568.61	\$ 335,253.39	\$ 335,253.39	\$ 610,640.00		
5200 Payroll Taxes	\$ 2,137.03	\$ 34,476.47	\$ 34,476.47	\$ 60,000.00		
5250 Payroll Fees	\$ 196.70	\$ 2,946.28	\$ 2,946.28	\$ 4,632.00		
Total 5000 Personnel Services	\$ 27,902.34	\$ 372,676.14	\$ 372,676.14	\$ 675,272.00		
5300 Employee Benefits						
5305 Health Benefits	\$ 1,468.27	\$ 20,300.91	\$ 20,300.91	\$ 36,684.00		
5310 Retirement Benefits	\$ 989.92	\$ 13,857.78	\$ 13,857.78	\$ 23,736.00		
Total 5300 Employee Benefits	\$ 2,458.19	\$ 34,158.69	\$ 34,158.69	\$ 60,420.00		

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
6000 Materials and Services				
6010 Professional Services				
6011 Accounting Services	\$ 1,100.00	\$ 21,522.77	\$ 21,522.77	\$ 30,000.00
6012 Legal Services		\$ 2,255.00	\$ 2,255.00	\$ 2,000.00
6013 IT Services	\$ 20,000.00	\$ 30,000.00	\$ 30,000.00	\$ 3,000.00
6014 General Services		\$ 5,531.25	\$ 5,531.25	
6015 Misc. Services	\$ 13.00	\$ 6,813.00	\$ 6,813.00	\$ 30,000.00
Total 6010 Professional Services	\$ 21,113.00	\$ 66,122.02	\$ 66,122.02	\$ 65,000.00
6030 General Office Expenses				
6031 Office Supplies		\$ 460.45	\$ 460.45	\$ 5,000.00
6032 Office Equipment		\$ 1,458.00	\$ 1,458.00	\$ 5,000.00
6033 Online Expenses	\$ 66.00	\$ 2,788.73	\$ 2,788.73	\$ 7,000.00
6036 ByWater Solutions		\$ 21,634.00	\$ 21,634.00	\$ 44,000.00
6040 Copier Lease	\$ 224.00	\$ 3,425.87	\$ 3,425.87	\$ 7,000.00
6050 Mileage		\$ -	\$ -	\$ 5,000.00
6055 Orbis Cascade Alliance Courier		\$ 11,038.00	\$ 11,038.00	
6056 OCAC - LCLD		\$ -	\$ -	\$ 10,000.00
6060 Postage		\$ 238.19	\$ 238.19	\$ 5,000.00
6065 Professional Materials		\$ 269.77	\$ 269.77	\$ 3,000.00
6070 Public Relations	\$ 100.00	\$ 1,593.07	\$ 1,593.07	\$ 5,000.00
6075 Rent and Utilities		\$ -	\$ -	
6076 Electricity		\$ 1,154.48	\$ 1,154.48	\$ 4,000.00
6077 Maintenance and Supplies	\$ 60.00	\$ 807.08	\$ 807.08	\$ 4,000.00
6078 Gas		\$ -	\$ -	
6079 Rent	\$ 1,300.00	\$ 19,500.00	\$ 19,500.00	\$ 34,000.00
6080 Telephone and Internet	\$ 149.97	\$ 1,961.98	\$ 1,961.98	\$ 4,000.00
6081 LCLD Garbage		\$ 362.70	\$ 362.70	\$ 1,000.00
6082 LCLD Water	\$ 62.32	\$ 841.00	\$ 841.00	\$ 4,000.00
6100 Supplies		\$ -	\$ -	
6105 Vans		\$ -	\$ -	
6106 Fuel	\$ 358.98	\$ 3,820.72	\$ 3,820.72	\$ 6,000.00
6107 Maintenance		\$ 169.42	\$ 169.42	\$ 4,000.00
6108 Supplies		\$ 53.09	\$ 53.09	\$ 3,000.00
Total 6030 General Office Expenses	\$ 2,321.27	\$ 71,576.55	\$ 71,576.55	\$ 160,000.00
6300 Travel/Training/Membership				
6310 Membership Fees	\$ 153.00	\$ 2,270.42	\$ 2,270.42	\$ 10,000.00
6320 Registration/Training/Travel		\$ -	\$ -	
6321 Registration		\$ 1,224.00	\$ 1,224.00	\$ 10,000.00
6322 Travel/Meals/Housing		\$ 2,026.37	\$ 2,026.37	\$ 10,000.00

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
Total 6300 Travel/Training/Membership	\$	153.00	\$ 5,520.79	\$ 30,000.00
6400 Operating Fees/Insurance				
6401 Misc. Fees			\$ 1,261.83	\$ 1,500.00
6410 Business Insurance			\$ 6,998.00	\$ 15,000.00
6420 Election Fees			\$ -	\$ 5,000.00
6430 Legal Notices			\$ 540.00	\$ 3,500.00
Total 6400 Operating Fees/Insurance	\$	-	\$ 8,799.83	\$ 25,000.00
6500 Reimbursement/Library Development				
6505 Contracted Library Services			\$ -	\$ 1,970,768.00
6510 Cataloging/Interlibrary Loan/Reference			\$ -	
6511 OCLC			\$ 63,892.45	\$ 150,000.00
Total 6500 Cataloging/Interlibrary Loan/Reference	\$	8,662.68	\$ 63,892.45	\$ 2,120,768.00
6520 Library Development				
6521 Support Local Libraries			\$ 3,500.00	
6523 Special Projects (Dolly Parton Imag. Library)			\$ -	\$ 10,000.00
6524 Summer Reading Programs	\$	802.40	\$ 4,669.47	\$ 9,000.00
Total 6520 Support Local Libraries	\$	802.40	\$ 8,169.47	\$ 19,000.00
6525 Online Databases				
6526 Library2Go (Overdrive)			\$ 10,387.46	\$ 9,000.00
6527 Mango Languages			\$ 200.00	\$ 400.00
6528 ProQuest (Heritage Quest)			\$ 2,027.57	\$ 4,000.00
6529 Misc. Databases			\$ -	
Total 6525 Online Databases	\$	-	\$ 12,615.03	\$ 13,400.00
6550 Siletz				
6551 Materials, Supplies and Services			\$ 7,182.04	\$ 2,000.00
6554 Siletz Electricity	\$	185.65	\$ 2,362.54	\$ 4,000.00
6555 Siletz Collection Development	\$	471.49	\$ 4,953.88	\$ 8,000.00
6556 Siletz Water/Sewer			\$ 960.00	\$ 2,400.00
6557 Siletz Copier Lease	\$	40.00	\$ 950.64	\$ 3,000.00
6558 Siletz Internet and Phone	\$	146.02	\$ 2,154.30	\$ 3,000.00
6559 Siletz Gas	\$	16.06	\$ 1,024.38	\$ 2,000.00
6560 Siletz Alarm			\$ 1,060.68	\$ 700.00
6561 Siletz Programming			\$ 1,088.78	\$ 1,820.00
6562 Siletz Repair & Maintenance	\$	60.00	\$ 4,991.57	\$ 4,000.00
6563 Siletz Useful			\$ 2,614.00	
Total 6550 Siletz	\$	919.22	\$ 29,342.81	\$ 30,920.00
Total 6520 Library Development	\$	1,721.62	\$ 50,127.31	\$ 63,320.00
6600 Library Reimbursement				
Lincoln City	\$	-	\$ 282,362.00	

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
Newport	\$ -	\$ 347,913.00	\$ 347,913.00	
Toledo	\$ -	\$ 92,954.00	\$ 92,954.00	
Waldport	\$ -	\$ 242,473.00	\$ 242,473.00	
Total 6600 Library Reimbursement	\$ -	\$ 965,702.00	\$ 965,702.00	
6700 Bank Charges & Fees	\$ 16.00	\$ 361.95	\$ 361.95	
Total 6000 Materials and Services	\$ 33,987.57	\$ 1,232,102.90	\$ 1,232,102.90	
Uncategorized Expense				
6910 - CPA YE Adjustment		\$ 1,441.41		
7000 Capital Outlay				
7010 Office Furniture and Equipment				\$ 10,000.00
7011 Van Replacement				
7020 Van				\$ 10,000.00
Total 7000 Capital Outlay				
Operating Contingency				\$ 166,157.00
Move to 6015- Misc Service				\$ 15,000.00
Total Operating Contingency				\$ 151,157.00
Unappropriated Ending Balance				\$ 106,546.00
Total Expenditures	\$ 64,348.10	\$ 1,638,937.73	\$ 1,638,937.73	\$ 3,463,483.00
				\$ 1,824,545.27

Circulation Policy

The Siletz Public Library is a member of the Lincoln County Library District and shares in the Chinook Library Network by providing patrons with easy access to not only our collection but the collections of the public libraries in Toledo and Waldport, and community college libraries: Clatsop Community College, Oregon Coast Community College and Tillamook Bay Community College, as well as the Lincoln County Library District.

Circulation Policies

The Siletz Public library is supported by the Lincoln County Library District and we offer services at no cost to residents of Siletz and to residents of Lincoln County.

Those wishing to obtain a library card must present a current form of photo identification such as a driver's license or Oregon I.D. card showing his/her current resident address. Additional proofs that may be required include:

- Utilities billing in the applicant's name
- Rent receipt
- Mailed bank statement

To receive a library card, patrons 18 years and older or emancipated minors must complete an adult application for a library card. On this form, we ask that the applicant provide the contact information of someone at a different address as an alternative method of contact. The applicant is required to sign the form accepting responsibility for the use of the card. Patrons 17 or younger must complete the legal minor application for a library card which includes the contact information for the parent or guardian accepting responsibility for the child's use of the card.

Library cards are active for 2 years. Renewal includes verification of contact information. The cost of a lost card is currently \$1.00.

The Siletz Public Library also participates in the Oregon Passport Card Program. The application is completed as usual with the addition of the applicant showing the library card from their home library.

Summary of the Oregon Library Passport Program

- The Passport Program is a voluntary, opt-in program and a library's participation is free. A library's choice to participate determines whether its patrons can participate.

- The Passport Program is open to all legally-established public libraries, and both public and private academic libraries.
- Borrowing is free of charge to the patron and activity is patron initiated: patron visits a Participating Library and registers for a card; patron complies with that library's policies for personal identification, checkout periods, limits, etc.; patron checks out materials; patron returns the materials to the owning library; and patron is responsible for costs of any overdue fees or lost materials. There is no library-to-library intervention required.
- The Participating Library is allowed to set its own limits on use by Passport patrons. These may be different from local patrons' limits. For example, local patrons may be able to check out 50 items at a time, but Passport patrons have a checkout limit of 10 items at a time.
- The Program provides access to materials: checking out materials, placing holds on materials, etc. The Participating Library can determine what other services, if any, are extended (for example, Inter-Library Loans from outside the area or access to online resources).
- In order to participate, patrons are required to have a Home Library card. This becomes his or her "Passport" to other Participating Libraries. Patrons present their Home Library cards at each Participating Library in order to register for cards at those libraries.
- Patrons who reside in areas that are unserved by a public library may purchase a library card at a neighboring library. This becomes their Home Library for the purposes of this Program.
- Participating Libraries will be surveyed annually and may be asked to survey Passport Program patrons as well.
- Participating Libraries will identify participants in borrowing records using a unique patron code or type, for example, "Passport Program," in order to facilitate statistical data-gathering and to allow local libraries to set their own use parameters.
- The Oregon State Library will provide support via the Libraries of Oregon website, including lists of Participating Libraries, basic rules of the program for libraries and the public, and participation documents for libraries.

Interlibrary Loan

The Siletz Public Library participates in the Interlibrary loans program in accordance with the Oregon Library Association's Interlibrary Loan Code for Oregon Libraries and the Online Computer Library Protocol. Currently, there is no cost to patrons for this service.

The Library will attempt to meet the needs of its patrons primarily by developing a diverse collection. However, in the event that the Library's circulation and reference materials are inadequate to meet a particular need, the Library will, upon patron request, attempt to borrow desired material from other libraries. The Library will honor other lending institutions' policies, including loan periods, replacement charges, and non-renewal or in-library-use policies. The Library will not borrow materials from institutions charging an interlibrary loan fee. In fulfilling interlibrary loan requests from other libraries, the Library will charge no fees

and will process all such requests in a timely fashion. Information about the process of requesting an Interlibrary item from a library employee. Loan fines and replacement costs for items borrowed through interlibrary loan are established by the lending library and are the responsibility of the borrowing patron.

Institution Cards

Cards to be used by an institution may be issued at the discretion of the Library Manager. The person signing the application will be completely responsible for regulating use of the card and for all materials checked out on the card. The library will not monitor individuals' use of their institution card.

Loan Periods and Renewals

The loan period for all circulating materials, except DVDs, is two weeks. The loan period for DVDs is one week. No more than 12 DVDs may be checked out on a patron's card at a time. Patrons may renew materials by contacting the library in person, by phone, or online, on or before the due date or during a seven-day grace period following the due date up to 3 times if no other patron has a hold on that item. An item will not be renewed if another person is waiting for it, if it has already been renewed three times, or if it is more than seven days overdue. Patrons can reach their accounts online by going to the Chinook Library Network page (<https://www.chinooklibraries.org/>) and entering their library card number and password.

Overdues

The Siletz Public library participates with the other members of the Chinook Library Network who are in the Lincoln County Library District in providing its overdue policy. Patrons will be notified by mail, email, and/or telephone when materials they have checked out become overdue. This is done at one week overdue, two weeks overdue, and three weeks overdue. At three weeks overdue, the patron is requested to remit payment for the overdue items. If the items or payment are still not received, the patron is notified the failure to return library materials is a violation of Oregon Statutes and statutory penalties will apply.

The library will not check out materials to any patron with outstanding materials or fees. Borrowing privileges may be restored when materials are returned or the replacement cost is paid.

The Siletz Public Library does not collect fines for overdue materials.

Patron Confidentiality Policy

The legal custodian of records for the Siletz Public Library is the Director of the Lincoln County Library District. As the legal custodian of records, the LCLD Director is the person responsible for responding to any request for library records or information about a library user.

The LCLD Director may designate one or more library employees to serve as persons responsible for responding to any request for library records of information when the Library Director is absent or unavailable.

1. Siletz Public Library adopts this policy to recognize records identifying the names and personal information of library users and their circulation records are confidential in nature and are exempt from public records disclosure.

2. Siletz Public Library employees will be advised that such records shall not be made available to any person (s), corporation, or agency of a state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power.

3. Siletz Public Library will resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

Upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order or subpoena is in proper form and if there is a showing of good cause of its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Procedures for implementing "Policy on Confidentiality of Library Records"

1. The library staff member receiving the request to examine or obtain information relating to circulation or other records identifying the name of library users, will immediately refer the person making the request to the director of the Lincoln County Library District, who shall explain the confidentiality policy.

2. The director, upon receipt of such process, order, or subpoena, shall consult with the appropriate legal officer assigned to the institution to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.

3. If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released. (The legal process requiring the production of circulation or other library records shall ordinarily be in the form of subpoena *duces tecum* {bring your records} requiring the library director to attend court or the taking of his/her deposition and may require him/her to bring along certain designated circulation or other specified records.)

4. Any threats or unauthorized demands (i.e., those not supported by a process, order, or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the appropriate legal officer of the institution.

5. Any problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for above shall be referred to the library director.

Advisory USA PATRIOT Act

The Siletz Public Library has had a long-standing policy prohibiting the disclosure of information about patrons, or the materials they borrow, to any third party. Oregon State Revised Statute 192.502, exempts library patron and circulation records from being considered as "public records", thus protecting their privacy.

The 2002 USA PATRIOT Act allows Federal authorities to apply for warrants to seize records of all types, including those from libraries. Library officials are prohibited from disclosing to any person that such records have been requested. The Federal law supersedes both library policy and Oregon state law. Therefore, if requested by Federal authorities with a proper warrant, this Siletz Public Library must release a patron's record to those authorities will continue to protect the confidentiality of patron records to the extent allowed by law.

The Siletz Public Library adheres to the following best practices:

- Gather only the data necessary to perform the specific service

- Keep the data only as long as needed to provide the service or to meet the Library's record retention rules (do we have any?)

- Limit access to the data to those who must use it in the performance of their assigned duties

- Keep the data in a secure place

Unattended Children Policy

The Siletz Public Library welcomes and encourages library use by children. Providing quality materials and services to young people is one of our primary responsibilities. Parents and guardians are advised, however, that the Library is a busy, public place and that they are responsible for monitoring and regulating their children's behavior, safety, and welfare while on library premises.

Although it is a Library priority to provide a safe and appropriate environment for visitors of all ages, the Library staff is not responsible for providing long- or short-term care for unattended children.

In accordance with Oregon state law (ORS 163.545), children 10 years of age and younger must be accompanied and supervised by a parent or other responsible caregiver who is 12 years of age or older. Older children (age 11 and older) are welcome to use the library independently, however, responsibility for minors using the library rests with the parent/guardian. Caregivers who choose to leave a child unattended must first ensure that the child is capable of proper library behavior and of observing Library expectations for appropriate use of library materials. Caregivers who neglect to provide proper supervision of their child and regulate disruptive behavior may be asked to leave the Library with their child. Parents/legal guardians will be held responsible for damage to Library property caused by their children.

If a child is left unattended, Library staff will attempt to contact the caregiver before calling authorities. In the case of an immediate safety concern, staff will contact authorities immediately and then attempt to contact the caregiver. Staff will stay with the person until another responsible party arrives.

Siletz Public Library
255 SE Gaither St.
PO Box 130
Siletz, OR 97365
541-444-2855

Object Donation Form

I am/we are the owner/owners of the object/s described in the schedule below and I/we hereby donate such object/s to the SILETZ PUBLIC LIBRARY.

The object/s donated is/are not encumbered in any way whatsoever.

I/We acknowledge that the donation as such will result in the SILETZ PUBLIC LIBRARY becoming the owner at law of the said object/s, with all rights and powers to do with the said object/s as it sees fit. This may include disposal, which includes in the first instance, efforts to return the object/s to the donor or the donor's heirs.

I/We consent to the SILETZ PUBLIC LIBRARY retaining the personal information disclosed below.

I/We give permission to the above named to use the information I/we have provided about the history of the object/s for future museum purposes, including research, public research access, displays and publications.

Restrictions on public access to information provided: _____

The donation made herein by me/us will take affect at the time the SILETZ PUBLIC LIBRARY takes actual control of the object/s and until that time I/we remain responsible for the said objects.

Name of donor/s: _____

Contact details of donor/s: (include address and telephone number/s)

Signature/s: _____ Date: _____

Schedule of item/s donated

Lincoln County Library District

Board By-laws

ARTICLE I: NAME; STATEMENT OF PURPOSE

This municipal corporation shall be called the Lincoln County Library District, having been organized under the provisions of ORS 357.216 to 357.286, and exercising the powers and authority, and assuming the responsibilities as described in said statutes.

The purpose of this municipal corporation shall be to provide all Lincoln County residents with excellent library service.

ARTICLE II: FISCAL YEAR; BUDGET

The fiscal year shall be July 1 – June 30. Each year the district shall determine and fix the amount of money to be levied and raised by taxation. The total amount in dollars and cents shall not exceed the established permanent tax base of \$0.2465 per \$1,000 of the true cash value of all taxable property and any approved local option tax (currently \$0.0900 per \$1,000) within the district computed in accordance with ORS 308.207.

ARTICLE III: BOARD OF DIRECTORS; OFFICERS

Section 1. The Board of Directors shall be made up of five members; each elected to represent the zone in which the member resides. Elections shall be held in May in odd numbered years; members take office July 1 of the same year. The term of office is four years.

Section 2. The officers shall be a President and a Vice-President; they shall be elected from the current members of the Board of Directors at the first Board meeting of the fiscal year, taking office at that meeting after the election is held. The district librarian shall be the Secretary for the district [ORS 357.226].

Section 3. The district shall require bond or crime insurance covering any member of the governing body or any officer or employee of the district who is charged with possession and control of district fund and the bond or insurance shall be paid from district funds.

Section 4. Vacancies shall be filled by appointment by a majority of the remaining members of the Board of Directors. If a majority of the positions is vacant, or if a majority cannot agree, the vacancies shall be promptly filled by the county commissioners. [ORS 198.320] An appointee shall reside in the zone in which the vacancy occurs.

Section 5. Directors may be recalled according to procedures outlined in ORS 198.410-198.440.

Section 6. Directors may receive an amount not to exceed \$20.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The district shall provide for reimbursement of a director for actual and reasonable travel and for other expenses necessarily incurred by a director in performing official duties.

Section 7. The President shall serve a term of one year, with the option of running for another term. The President shall preside at all meetings of the Board of Directors, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board of Directors, co-sign checks and generally perform other duties associated with that office.

Section 8. The Vice-President shall serve a term of one year, with the option of running for another term. The Vice-President will co-sign checks, preside at meetings of the Board of Directors when the President is not available, and perform other duties designated by the Board of Directors and associated with that office.

Section 9. The Secretary shall keep or cause to be kept a true and accurate record of all meetings of the Board of Directors; shall issue or cause to be issued notice of all regular and special meetings of the Board of Directors, including proper notification of the media and all persons who have requested regular notice; co-sign checks; and shall perform or cause to be performed such other duties as are generally associated with that office.

ARTICLE IV: MEETINGS

Section 1. The regular meetings shall be held each month, the date and hour to be set by the Board of Directors at its annual meeting (first meeting of the fiscal year). The location shall be a facility within Lincoln County which complies with current Oregon laws regarding access for disabled persons.

Section 2. The annual meeting, which shall be for the purpose of the election of officers and adoption of an annual report, shall be held at the time of the regular meeting every year in July or the first meeting of the fiscal year.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown, so far as circumstances will permit:

- a) Call meeting to order
- b) Roll call of members and introductions
- c) Adoption of the agenda

- d) Review of past minutes of previous regular meeting and any intervening special meeting
- e) Board member Reports
- f) Financial Report
- g) District librarian's report
- h) Committee reports – if any committees have been formed
- i) Public Comment
- j) Old Business
- k) New Business
- l) Professional development
- m) Set the next agenda
- n) Announce the next Board meeting
- o) Adjournment

Section 4. Special meetings may be called by the Secretary at the direction of the President, or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 5. Proper notification of the media and all persons who have requested regular notice will be given for all regular, annual and special meetings.

Section 6. A quorum for the transaction of business at any meeting shall consist of 3 members of the Board of Directors present in person.

Section 7. Conduct of meetings. Decisions will be by consensus when possible. Proceedings of meetings will be governed by *Robert's Rules of Order*.

ARTICLE V: DISTRICT LIBRARIAN; STAFF

Section 1. The Board of Directors shall appoint a qualified district librarian who shall be the executive and administrative officer of the district on behalf of the Board of Directors, under its review and direction.

Section 2. The district librarian shall recommend to the Board of Directors the appointment of and specify the duties of all other staff and shall be responsible for the proper direction and supervision of the staff.

Section 3. The district librarian shall be responsible for the care and maintenance of district property for an adequate and proper selection of library materials, equipment and supplies in keeping with the stated policy of the Board of Directors, for the efficiency of services provided, and for financial operation, including co-signing checks, within the limitations of the budgeted appropriation.

Section 4. The district librarian shall have interim authority to appoint, without prior approval of the Board of Directors, a part-time or temporary staff, provided that any such appointment shall be reported to the Board of Directors at its next regular meeting.

ARTICLE VI: COMMITTEES

Section 1. The Board of Directors may establish special committees of one or two members for such specific purposes as the business of the Board of Directors may require from time to time. The duties of a special committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the Board of Directors.

Section 2. All special committees shall make a progress report to the Board of Directors at each of its regular meetings.

Section 3. A budget committee shall be appointed in accordance with ORS 294.336, and shall serve in the manner so prescribed.

Section 4. No committee will have other than advisory powers, unless by suitable action of the Board of Directors, it is granted specific and limited power to act.

ARTICLE VII: GENERAL

Section 1. Decisions will be made by consensus when possible. Otherwise, an affirmative vote of the majority of all members of the Board of Directors present at the time shall be necessary to approve any action before the Board of Directors. The President may vote upon and may move or second a proposal before the Board.

Section 2. The by-laws may be amended by the majority vote of all members of the Board of Directors, provided written notice of the proposed amendment shall have been mailed or emailed to all members at least 10 days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board of Directors, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand; but such suspension, to be valid, may be taken only at a meeting at which four-fifths of the members of the Board of Directors shall be present and at least three of those present shall so approve.

Adopted: November 12, 1989
Corrected: November 26, 1989
Amended: May 15, 1990

Amended: April 21, 1997

Amended: November 10, 2015

Amended:

DRAFT



Lincoln County Library District

PERSONNEL POLICY MANUAL

A. Overview and Purpose of Personnel Policies and Procedures

These policies provide rules and guidelines for all employees of the LINCOLN COUNTY LIBRARY DISTRICT (which is referred to as “the District” throughout these policies) relative to matters of personnel administration, except that the District Librarian serves at the pleasure of the Board of Directors and is the Board of Directors’ representative in relation to the application and administration of these policies to all other District employees.

These policies are intended to set a general framework for effective personnel administration. In all cases, these policies should be construed with this in mind and should be understood as guiding the District Librarian, and not limiting in any way the prerogatives of the Board in its relationship with the District Librarian. These personnel policies also do not constitute a contract for employment.

These policies replace and supersede all pre-existing policies, procedures, or orders relating to personnel matters of the District and its employees, unless contained in a written document approved by the District Librarian and/or Board of Directors.

B. Introduction

This manual contains statements of personnel policies and procedures. It is designed to inform all employees of the working guidelines for both supervisory employees and regular personnel in the daily administration of the District, to provide employees with an understanding of what is expected of them, and to ensure consistent, fair, and uniform treatment of District employees.

The District reserves the right to change these policies and procedures at any time, but with advance notice in most situations

Employees and the District reserve the right to end the employment relationship, with or without cause, at any time. Further, except as might be approved in writing by the District Librarian, no employee or representative of the District has the authority to enter into an

agreement for employment for any specified period of time, or to make any agreement contrary to Board-approved policies.

Each employee can assist in keeping the District personnel program up to date by notifying the District Librarian whenever problems are encountered, or improvements can be made. When the need for a new or revised policy presents itself, a recommendation should be submitted by the District Librarian to the Board for consideration.

The District Librarian may vary or modify any District personnel policy, on a case-by-case basis, if it is found that strict application of the policy is impractical or if it would result in hardship. Exceptions granted in any instance will not be binding in the future.

C. Personnel Administration Generally

The Board of Directors and District Librarian shall have authority over all matters of personnel administration through adoption and implementation of the District budget, pay plans, and resolutions adopting and/or amending the personnel rules and regulations.

The District Librarian is charged with responsibility for the interpretation and application of the policies.

The District Librarian may specifically delegate, in writing, the authority for the enforcement of rules and policies.

The District Librarian shall be responsible for ensuring the effective implementation of these rules and policies and may further establish, amend, or otherwise modify administrative rules and policies pursuant to Board policies and shall advise the Board on any changes concerning these rules and policies. The Board delegates to the District Librarian broad discretion in all aspects of personnel relations, subject to the advice and concurrence of the Board.

POLICY 8.2: APPOINTMENTS, QUALIFICATIONS AND SEPARATION

A. Job Announcement

A job announcement will be made for any vacant position within the District and shall be initiated by the District Librarian (or the Board when the District Librarian position is vacant). The announcement shall specify the title and salary range of the position, the nature of the duties performed, qualifications requirements, the time and place to apply, and may include the election process to be used. Job announcements shall be posted on appropriate District discussion lists and websites, appropriate media publications including newspapers, discussion lists, periodical job lines, Facebook pages and other social media. Job announcements will be posted a minimum of 10 working days prior to the closing date.

B. Applications

Appointment of positions is through an open competitive process and will be based on merit and qualification. Promotional appointments may be made exclusively from employees, if it

is determined that a sufficient number of employees are interested and qualified to compete through an internal process. Ordinarily, all vacancies will be posted internally and advertised externally in order to ensure the hiring of the most qualified candidate.

Applications shall be available in the District's office and on the District's website. Applications will be accepted only for advertised openings. Applicants will complete information requested as to education, special training, experience, and skills, as well as a chronological schedule of employment, references, and other pertinent information. The District Librarian makes all appointments to positions authorized by the Board.

C. Eligibility

At the time of application, all applicants must meet the minimum qualifications for the position or demonstrate a reasonable assurance of meeting the minimum qualifications by the time of appointment.

- **Pre-Employment Drug Screening**

Applicants may be required to consent to a pre-employment drug screen if the position of appointment is deemed to be "safety-sensitive." A safety sensitive position is defined as one where the "discharge of duties is fraught with risk of injury to others so that even a momentary lapse of attention can have disastrous consequences." This applies to positions wherein driving is an essential aspect of daily duties. The only current positions that are affected by this requirement are the courier positions.

The applicant will be advised that the presence of one or more drugs may be cause for rejection from further consideration for employment, and that appointment to a position is contingent upon a negative drug test result. The applicant will be asked to authorize the District to conduct, through the District's designated physician or laboratory testing facility, a drug screen test as a requirement of employment.

Applicants shall be directed to an appropriate collection facility. The drug test must be undertaken as soon after notification as is possible, and no later than 48 hours after notice to the applicant. Where appropriate, applicants may be reimbursed for reasonable travel expenses.

Applicants shall be advised of the opportunity to submit medical documentation that may support a legitimate use for a specific drug and that such information will be reviewed only by medical consultants to determine whether the individual is lawfully using an otherwise illegal drug.

The District may decline to extend a final offer of employment to any applicant with a verified positive test result, and such an applicant may not reapply to the District for a period of 12 months. The District shall object to the applicant on the basis of failure to pass the drug screen, a lack of personal characteristics necessary to relate to public employment, or failure to support the goals of the District. The District shall inform such

an applicant that a confirmed presence of an illegal drug in the applicant's system precludes the District from hiring the applicant.

D. Orientation

Upon appointment, the District Librarian shall be responsible for the orientation of new employees. Orientation shall include, but shall not be limited to, the organization and services of the District, work rules, personnel policies and procedures, safety training, procedures for the completion of payroll forms, and an introduction to other District personnel.

E. Probationary Period

New and rehired employees shall serve a probationary period of six (6) months commencing with their first day of employment. The District can extend the duration of the probationary period up to six (6) months if, in its sole determination, such an extension is appropriate. Upon promotion, probation is six (6) months, unless otherwise specified in the position or at the time of the promotion opportunity.

Probation is part of the selection process used to confirm the initial employment decision and to reject those whose performance is not satisfactory. During this evaluation period, the employee and the District will have an opportunity to determine whether further employment with the District is appropriate.

During the probation period, an employee's employment may be terminated without recourse and without appeal under these policies and procedures. An employee who successfully completes the probationary period will be notified in writing that regular full-time or a regular part-time status with the District has been achieved.

No employee will be deemed a "regular" and no longer probationary employee until the District has so determined and notified the employee in writing.

F. Employee Status

- **Regular Full-Time Employees**
An employee who regularly works a minimum of forty (40) hours a week on a continuing basis and who has completed the probationary period is considered a regular full-time employee. Such employees are eligible for full benefits offered by the District, including health insurance.
- **Regular Part-Time Employees**
An employee who regularly works less than forty (40) hours a week is considered a regular part-time employee once the probationary period is successfully completed. The District shall pay a proportion of vacation, holiday, sick leave benefits for those working 20 or more hours, based on regular hours of work.
- **Temporary Employees**

Temporary employees are defined as those employees holding jobs of limited duration arising out of special projects, abnormal workloads, or emergencies. Temporary employees are ineligible for discretionary employer-paid benefits but receive mandatory benefits such as Oregon Sick Leave.

G. Duration of Employment

All employees, except temporary employees, are hired for an unspecified duration. The District may not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and the District. Accordingly, either the employee or the District can end the employment relationship at any time, in accordance with District procedures. Discipline and discharge may occur subject to the policies set forth in Section 9.0 et seq., except these shall not apply to a probationary employee.

H. Volunteers

Volunteers are not employees of the District. Volunteers receive only those benefits expressly conferred in writing or by law. Workers' compensation insurance will not be provided to volunteers. The service of a volunteer may be discontinued at any time for any reason. Volunteers must abide by all applicable rules, policies, and practices of the District, and are held to the same standard of performance as applies to regular employees. Volunteers serve at the pleasure of the District and the volunteer, and either may end the volunteer arrangement at any time.

I. Employment of Relatives

Relatives of employees may be hired by the District only if individuals concerned do not work in direct supervisory relationship or otherwise create a potential conflict of interest that would interfere with the normal operation of the District. **"Close family members" include current spouse, children, parents, grandparents, brothers, sisters, grandchildren, aunts, uncles, first cousins, and corresponding in-laws and "step" relations.** Present employees who marry will be permitted to continue working in their current positions, if they do not work in a direct supervisory relationship with one another or otherwise create a potential conflict. Employees will be allowed to accept a transfer, including a demotion, to an available and suitable position to avoid direct supervision by a relative. If this cannot be accomplished, one of the employees may be transferred to another position, if possible, or may be terminated.

J. Driving Record:

Employees who may be required to drive must possess a valid Oregon driver's license and must comply with any operator's license restriction. All employees who may be required to drive on District business may at any time have their driving record checked by the District as permitted by applicable law. If the record indicates violations, the employee may be subject to appropriate warnings or disciplinary action. As a condition of continued employment, each employee who operates District vehicles must maintain a personal driving record which is within risk criteria, if any, established by the District's insurer.

Job applicants' driving records may be checked prior to being hired, as a condition of employment, if being hired for a courier position.

Employees who may be required to drive shall notify the District Librarian of any change in license status and of all traffic violations. Failure to report a traffic violation or change in license status to the District Librarian is viewed as a violation of District policy. The District monitors driving records as a component of risk management, in order to identify needs for driver improvement. This section is applicable to qualified individuals with disabilities only when driving is an essential function of their job.

K. Layoffs:

Should a reduction in the District work force become necessary, the following procedures shall apply:

Layoffs may be implemented on a District-wide basis or in one or more departments, work groups, or **job classifications** depending on the needs of the District. Once it is determined what the scope of the layoff will be, employees generally will be laid off in the following order:

- Temporary and on-call employees;
- Probationary employees;
- Part-time employees; and
- Regular employees, according to knowledge, skills, and abilities as determined by the District.

In lieu of layoff the District may reduce the hours of work of District personnel. The District will make available medical and dental insurance as required by COBRA.

L. Voluntary Resignations

To voluntarily resign in good standing, an employee must submit a written letter of resignation to the District Librarian, allowing at least 10 working days' advance notice. Failure to submit a timely written resignation may preclude the individual from future employment opportunities with the District.

M. Personnel Records

Lincoln County Library District's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of this information. Additionally, the organization will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the organization includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of

birth, employment eligibility data, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials. All pre-employment inquiries, including reference check records, as well as former employee files are maintained in locked, separate areas and are not used by the organization in the course of business operations.

Personal employee information will be considered confidential and, as such, will be shared only as required and with those who have a need for access to such information. All hard copy records will be maintained in locked, secured areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be protected under company proprietary electronic transmission and Virtual Private Network policies and security systems. Participants in the District's benefit plans should be aware that personal information will be shared with plan providers as required for claim handling or record keeping needs.

Organization-assigned information, which may include organizational charts, department titles and staff charts, job titles, department budgets, company coding and recording systems, telephone directories, e-mail lists, and company facility or location information and addresses, is considered by the company to be proprietary company information to be used for internal purposes only. The District retains the right to communicate and distribute such information as it feels necessary to conduct library operations.

If an employee becomes aware of a breach in maintaining the confidentiality of any personal information, the employee should report the incident to Library Director. The Library Director has the responsibility to investigate the incident and [take or recommend] corrective action. Please understand that the reasonableness of actions taken in these circumstances will be taken into consideration. Examples of the release of personal employee information that will not be considered a breach include the following:

- a. Release of partial employee birth dates (*i.e.*, day and month, which is not considered confidential and will be shared with supervisors/managers who elect to recognize employees on such dates).
- b. Personal telephone numbers or e-mail addresses may be distributed to supervisors/managers in order to facilitate company work schedules or business operations.
- c. Employee identifier information used in salary or budget planning, review processes, and for timekeeping purposes will be shared with supervisors/managers.
- d. Employees' company anniversary dates will be distributed to appropriate supervisors/managers periodically.
- e. Employee and dependent information may be distributed in accordance with open enrollment processes, for periodic benefit plan changes, or for benefit statement updates.

Should a security breach occur, employees will be notified in writing as soon as possible.

- **Maintenance of File**
Official personnel records of employees shall be maintained by the District Librarian. If there is a change of name, address, telephone number, marital status, or number of dependents, the District Librarian should be notified in order to keep applicable records up to date.
- **Removal of Records**
Documents shall not be removed from a personnel file, except pursuant to a determination by the District Librarian that a particular document is not accurate or is no longer relevant or timely to any personnel or performance matter. Any document which is removed shall be maintained in a separate confidential file containing all such documents, not indexed under the name of any employee.
- **Medical Records**
Documents containing medical information shall be kept in a separate, confidential file that is not part of the employee's personnel file. While these records shall be treated as confidential, supervisors and managers may be informed regarding necessary work restrictions and necessary accommodations. First aid and safety personnel may be informed, when appropriate, of an employee's disability, if the disability might require emergency treatment. Government officials investigating compliance with discrimination laws shall be provided relevant information on request.
- **Examination of Personnel Files, General**
This policy defines circumstances under which employees may examine their personnel records; as well as the circumstances under which an individual who is not an employee of the District may examine an employee's personnel record. This policy and procedure applies to all District employees.
 1. No material related to corrective action shall be placed in an employee's file, unless a copy is given to the employee.
 2. Employees may be allowed to include in their personnel file any material deemed relevant to job qualifications or performance, in the judgement of the District. Employees may inspect and review their personnel files, excluding confidential reports from previous employers and all other information gathered prior to the date of hire.
 3. Employees may protest, or comment upon in writing, any materials placed in their personnel file. Such protest/comments shall be placed in the personnel file.
 - **Procedure for Access by Employee**
 1. Employees wishing to inspect/review their personnel file shall make an appointment in advance with the District Librarian.

2. An employee must receive a copy of such records within 45 days following a request. Employees may be charged the actual cost of providing this service.
- Access to Personnel Files – Persons Other Than an Employee
 1. Personnel files are exempt from disclosure under the provisions of ORS 192.502(2), if disclosure would constitute an unreasonable invasion of privacy. Records of discipline may be exempt from public disclosure.
 2. Any person seeking disclosure of material that would constitute an unreasonable invasion of an employee's privacy shall have the burden of showing that public disclosure would not constitute such an unreasonable invasion of privacy, by clear and convincing evidence.
 3. In any event, no information in any employee's personnel file will be released until the employee is notified and has a reasonable opportunity to comment on the request, except as required by Oregon law. In all cases, the District must determine whether or not particular personnel records of any District employee are subject to public disclosure. An employee's expectation of confidentiality and privacy is, in each case, subject to the requirements of Oregon Public Records Law.
 4. Information regarding an employee's address, telephone number, work history, performance, or salary will not be given over the telephone. Only employment dates and job title may be released verbally.
 5. Verification of confidential employment information requests must be in writing and signed by the employee, authorizing the release of specific information.
 6. Work reference requests, for both present and terminated employees, must be in writing and signed by the employee, authorizing the release of information, and continuing an effective authorization to disclose and release liability (as determined by the District) for providing such information.

- **Management Review of Personnel Files**

Upon the request of an employee, adverse material in the personnel files will be reviewed by the District Librarian to determine the continued appropriateness of retention.

Materials deemed inappropriate or no longer relevant may be removed from the personnel file, with the employee concerned so notified. Criteria which may be used include age of the material, seriousness of the infraction, and instances of repeated or similar infractions. However, such information may be maintained by the District in a separate file for purposes of forewarning and litigation defense, but generally not for human resources determinations.

Policy 8.3: PAYROLL, SCHEDULING, AND OVERTIME PRACTICES

A. Work Week and Working Hours

The normal work week is Sunday 12:01 am through midnight Saturday (12:00 am Sunday) and consists of forty (40) hours, however this should not be considered as a guarantee of any specific amount of work being made available. The District Librarian and employees are expected to accomplish service priorities in a timely fashion within the normal work week to the greatest extent possible. The hours of employment shall be fixed by the District Librarian.

B. Wage Compensation

- **Wage Policy**

The District maintains a pay plan covering all positions in the District, showing the minimum and maximum rates of pay. In arriving at such salary ranges, consideration is given to market rates of pay for comparable work in other public and private employment, including consideration of conditions of work and basic pay, current costs of living, the local economy and wage adjustments in the community, suggestions of the District Librarian, and the District's financial situation.

- **Salary Review**

Compensation will be reviewed by the District Librarian at the end of an employee's probation. An increase may be recommended based upon competent and commendable service.

Regular employees' salaries will be reviewed during the budget process for the coming fiscal year. Wage increases are not automatic. The District Librarian makes salary recommendations to the Board of Directors. For exceptional performance, the District Librarian may recommend a merit increase to any employee paid below the top of the range, and if granted, it may be reduced to the step appropriate at any time extraordinary performance ceases.

C. Overtime

An employee may work more than forty (40) hours per week, if needed by the District. Only the District Librarian may authorize overtime, except in an emergency.

D. Non-Exempt Employees

An employee who is paid an hourly wage and whose job generally calls for the payment of minimum wage and overtime as specified under state or federal regulations.

E. Exempt Employees

Employees exempt from wage and hour regulations (Fair Labor Standards Act (FLSA) and state law) are expected to dedicate the appropriate time and effort to properly discharge the duties of their positions, including the expenditure of additional hours, which may be required from time to time. Exempt employees are not eligible for overtime or compensatory time.

F. Rest Periods

Employees may take a paid 15-minute rest period during each half shift, scheduled at or as near as feasible to the middle of each half shift. Consistent with operating requirements, employees who work, at the request of the District, two (2) or more hours beyond their regular quitting time shall receive a 15-minute rest period before starting on the next shift, in addition to the regular rest periods occurring during the shift. Each rest period shall not exceed 15 minutes total. Rest periods shall not interfere with or be detrimental to public safety.

G. Meal Periods

Employees shall be granted an unpaid meal period not to exceed one (1) hour during each work shift. Consistent with operating requirements and applicable law, meal periods shall be scheduled at or about the middle of the work shift. Employees who have their meal period interrupted by the District to perform required work shall be compensated for their meal period as time worked.

H. Payday

Pay periods are monthly. Employees are paid the 3rd day of the month following the pay period. In the event of an emergency, employees may be permitted a draw at another time, upon a written request being placed with the District Librarian.

I. Payroll Deductions

- **Required Deductions**

Federal and state laws require the following deductions from every paycheck:

1. Federal Withholding Tax;
2. State Withholding Tax;
3. Social Security Taxes (FICA);
4. Court Ordered Child Support Payments or Garnishments; and
5. Retirement/Deferred Compensation.
6. Oregon State Transportation Tax

- **Deferred Compensation**

Any full-time District employee may elect to enroll in a deferred compensation plan offered by the District. Deferred compensation accounts will be established on behalf of a full-time employee who is willing to make contributions to the plan in accordance with plan requirements.

An enrolled full-time employee will automatically have an amount equivalent to 6% of pay placed into the deferred compensation plan as an employee benefit.

Eligible employees may also choose to have additional monies placed in their deferred compensation accounts above the District-provided employee benefit amounts through elected pre-tax payroll deductions.

J. Medical and Life Insurance

The District provides group medical, dental, vision, long term disability, and life insurance for eligible employees working 30 hours per week or more. Coverage begins the first of the next month following the date of employment. Information regarding eligibility and specific benefits is available from the District Librarian.

K. Time Records

Time sheets must serve as an accurate record of the time for which each employee is paid wages and overtime. Each employee is expected to accurately record the time spent working on District business. Personal time spent in District offices outside of regular working hours should not be recorded.

An employee of the District may volunteer service to the District, and the time involved would not be recorded, ONLY IF the volunteer hours worked DO NOT INVOLVE THE SAME TYPE OF SERVICE which the person is employed to perform for the District. All District volunteer activities by employees must be approved in advance, and in writing.

L. Pay Upon Separation

A regular employee terminating employment with the District will be paid any earned and unpaid wages then due for work hours, earned vacation which the employee is eligible to take off, and compensatory time, which shall be paid at the employee's hourly rate (hereafter "pay upon separation"). An employee who is involuntarily terminated will be paid no later than the end of the first business day after a discharge or termination. If an employee resigns and fails to give at least 48 hours' advance notice prior to quitting District employment, pay upon separation shall be paid within five (5) days of termination or on the next payday, whichever is sooner, excluding weekends and holidays. Those employees who resign and do provide at least 48 hours' notice shall be paid on the last day worked.

Policy 8.4: EMPLOYEE TRAVEL AUTHORIZATION AND REIMBURSEMENT

A. General Expectations

All employees or representatives of the District are expected to use good judgement regarding the expenditure of funds for travel expenses.

B. Documentation Objectives

The Procedures for documenting the expenses involved with employee travel on District related business activities are designed to provide public accountability in two areas:

- Pre-approval of all travel requests to ensure that the travel is appropriate to the needs of the District and that budgeted funds are available for specific travel requests; and
- A complete accounting of the actual expenses for the travel to ensure that the expenses reported for reimbursement are appropriate and are substantiated by appropriate documentation.

C. Approval

The District Librarian shall authorize registration, travel, and attendance expenditures, in advance, within the budgeted amounts adopted by the Board.

D. Travel Settlement

Within one (1) week after the travel has been completed, the employee must turn in receipts for lodging and all other expenses to be paid on an actual basis.

Guidelines:

The following general guidelines apply to the reimbursement of employee travel expenses:

- **Transportation**

The actual cost of transportation, taxi fares, telephone calls, and similar items incidental and necessary to the performance of official business while on travel status will be paid. If the employee's personal vehicle is used, the District will reimburse the employee at the current IRS mileage rate for the actual mileage required for the trip. Parking and other related expenses must be documented by receipt.

- **Lodging**

The District shall provide lodging expenses based upon federal per diem rates.

- **Meals**

Meal and rest periods will be provided according to any applicable state regulations. Supervisors will review these and establish schedules. Non-exempt employees are not permitted to work through a meal period unless approval from a supervisor (in an emergency situation) is obtained before the scheduled meal break. In these situations, the meal period will be paid time.

The District shall provide meal expenses based upon Federal per diem rates.

- **Telephone and Internet**

Expenses for telephone and internet services are reimbursable only if they are directly related to District business and are supported by actual receipts. Personal telephone and internet services charged to the District or to your room and paid by the District must be reimbursed.

- **Registration and Tuition Fees**

Expenses for conference registration, conference meals, activities, and tuition fees are allowable expenses. A copy of the registration must be attached to the Request for Expenses form.

- **Accompanied Travel**

Expenses for family members who accompany the employee on a trip are not reimbursable.

- Alcoholic Beverages

An expenditure for alcoholic beverages may not be reimbursed by the District and reimbursement will be required, if any are charged to the District.

Policy 8.5: TIME OFF

A. Vacation Benefits

Vacation benefits are intended to provide eligible employees with a period of paid rest and relaxation away from work. Accordingly, employees are encouraged to schedule vacations each year and to use all earned vacation benefits.

If a holiday falls during an employee's scheduled vacation, the employee will receive holiday pay for the day, if eligible for such pay, and will not be charged for vacation benefits for the day.

Accrued and unused vacation benefits shall be paid upon termination of employment. Vacation credits shall not accrue during any unpaid leave of absence.

The District provides vacation benefits to its regular part-time (pro-rated) and full-time employees. Vacation credits will be posted with each paycheck (monthly).

<u>Years of Continuous Service</u>	<u>Days of Vacation Leave</u>	<u>Monthly Accrual</u>
0 through 2 years	12 days	8 hours
3 through 4 years	14 days	9.33 hours
5 through 9 years	19 days	12.67 hours
10 through 14 years	21 days	14 hours
15 through 19 years	23 days	15.33 hours
20 or more years	25 days	16.67 hours

Time is not to be banked and never used; therefore, accrual cannot exceed 200 hours. Vacation benefits will stop accruing when the maximum allowed has been reached. The benefit will begin accruing again when the total is reduced to less than the allowed maximum.

Vacations must be scheduled and approved by the District Librarian or by a designated supervisor, in advance.

B. Holidays

Regular full-time employees will receive a day off with pay on each of these recognized holidays:

New Year's Day
 Presidents' Day
 Martin Luther King Jr.'s Day
 Juneteenth
 Memorial Day

Fourth of July
Labor Day
Veteran's Day
Thanksgiving Day
Christmas or Hanukkah
One floating holiday

Employees shall earn one (1) floating holiday per year, which shall be scheduled and taken off during the year in which the holiday is earned. Floating holidays may not be carried forward into the succeeding fiscal year, unless approved in advance by the District Librarian.

Part-time employees receive pro-rated holiday benefits.

When a scheduled holiday falls on Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the Saturday if Saturday is a regular working day (Siletz Library) or on the preceding Friday if the Saturday is a non-working day (LCLD office).

Employees who are off work on an unpaid leave of absence shall not receive holiday pay. Employees who are off work due to sickness or vacation shall be paid for the holiday in lieu of using vacation or sick leave vacation or sick leave credits.

C. Sick Leave

Paid sick leave benefits provide eligible employees with a period of paid rest and recuperation when they or an eligible family member are ill, injured, or have a health condition, including the medical diagnosis, for preventive care, to care for an infant or adopted child or foster child under 18, for bereavement, in certain situations related to a public health emergency, and for any other qualifying reason under Oregon Sick Time. Sick leave can be used in 15-minute increments or larger periods of time.

- **Notification of Inability to Work**
Employees are expected to be able to attend work reliably, predictably and regularly. Employees who are unable to report to work due to personal or dependent illness or injury must contact their immediate supervisor on or before scheduled starting time, except in limited situations where such notice is not be practical. Up to 10 days' notice is requested, when the need for sick leave is known in advance. If an employee becomes sick during the day, the employee's supervisor or designee must be notified before the employee leaves work.
- **Accrual**
In order to minimize the economic hardships that may result from an unexpected short-term personal or dependent illness or injury, the District provides regular full-time employees with eight (8) hours of accumulated sick leave per month. Part-time and Temporary employees will receive a prorated amount based upon their work schedule, which is at least compliant with applicable law. Unused sick leave benefits accumulate

from year to year. Employees are not paid for unused sick leave upon employment termination.

- **Transfer of Sick Leave**

Employees who have exhausted their sick and vacation leave benefits may receive a gift of sick leave from other District employees, if they require extended time off for illness or injury. In such events, the District's only involvement shall be to transfer an employee's sick leave credit in accordance with the employee's request and add it to the sick leave balance of another employee. Employees may donate up to 10% of their accrued sick leave balance. Only employees who have accumulated more than 120 hours may make a contribution, and no employee may contribute more than 40 hours per year to other employees.

D. Bereavement Leave

A leave of absence with pay for up to five (5) days may be granted an employee when a death in the employee's immediate family requires the absence of an employee. Should circumstances require an employee to be absent longer than the five (5) days, the days in excess may be charged against accumulated sick leave.

"Immediate family" is defined as a member of an employee's household, dependent of the employee, brother, sister, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, grandchildren, and parent of the employee or the employee's spouse or domestic partner.

E. Jury Duty

Employees subpoenaed to serve as witnesses or for jury duty may obtain a protected leave of absence. If we feel that your absence for jury service would cause an undue hardship to you or the organization, we may instead request, with your agreement, that jury duty be postponed. You may choose to use accrued paid time (vacation, compensatory, floating holiday hours) available for voluntary service as a witness or for court appearances you must make as part of your own legal proceedings or lawsuit.

Length of Leave

Jury or witness duty leave is available for the period of time covered by the initial subpoena or court order and any involuntary extensions.

Request Procedure

You must notify your manager or supervisor as soon as is practicable after you receive notice asking you to serve as a witness or on a jury so that arrangements can be made to cover your position. You are expected to provide us with a copy of the subpoena or notice within five (5) days after you receive it.

Pay While on Leave

Non-exempt employees will be compensated for the difference between the civic pay received and the regular rate of pay for up to two (2) weeks, after that period, paid leave may

be utilized, if desired. For exempt employees, any partial day or partial week worked will be paid in full; such employees should remit any jury fees paid in connection with their service to the District.

F. Pregnancy-related Accommodations

Reasonable accommodations are available to pregnant employees, to include the acquisition or modification of equipment or devices, more frequent or longer break periods or periodic rest, assistance with manual labor, and modification of work schedules or job assignments.

An employee affected by pregnancy, childbirth or a related medical condition or occurrence may request a temporary transfer to a less strenuous or hazardous position for the duration of the pregnancy, if such a transfer is reasonably necessary and can reasonably be accommodated and a position is available.

Expectant employees are encouraged to work as long as the job is performed satisfactorily, work is attended regularly, and they are physically able to perform the job. Leave should be taken when advised by a medical professional and should be coordinated with the District Librarian. The portion of leave during which the employee is unable to work for physical reasons will be covered under the District's standard employee sick pay or disability pay programs. Additional unpaid personal leave, up to three (3) months, may be arranged with the District Librarian's approval, where work circumstances permit.

Disability or illness caused by pregnancy will be treated the same as any other temporary physical condition requiring time off from work. An employee taking pregnancy leave will be returned to work without loss of seniority or other service credits accrued on the date the leave commences. If the employee's job is no longer available when the employee seeks reinstatement, the District Librarian will reinstate the employee to any other position which is available and suitable.

All requests for transfer or leave must be in writing and made as soon as practicable after the necessity of either the leave or transfer becomes known to the employee. Written verification may be required from the employee's medical provider to substantiate the need for a transfer or leave under this policy.

G. Uniformed Services Leave and Reemployment

Upon application, the District will grant a leave of absence to employees called to military service by the United States government or the State of Oregon who must temporarily leave employment with the District, whether voluntarily or involuntarily, to perform military duty. Such employees will be accorded all rights to which they are entitled under Oregon and federal law.

An employee who has been employed by the District for at least six (6) months and who is a member of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service is entitled to a paid leave of absence for initial active-duty training or annual active duty for training per

military training year not to exceed fifteen (15) calendar days. Any subsequent leave of absence during the military training year (October 1 through September 30) will be unpaid.

Except as provided for above, the District will not provide wages or other monetary compensation during an employee's military leave of absence. At the employee's discretion, the employee may use accrued vacation, personal holidays, or compensatory time during the absence. The employee may elect to continue health care coverage during the absence and may be subject to paying the full costs of such coverage.

H. Domestic Violence Victim Leave

Any employee who is a victim of or at risk of domestic violence, harassment, sexual assault, or stalking is covered by the law, regardless of how long the employee has worked for the District and regardless of how many hours per week the employee works.

An employee who is a victim may request a reasonable safety accommodation to allow the employee to safely continue to work. For instance, a safety accommodation might be a transfer, reassignment, modified schedule, unpaid leave from employment, changed work telephone number, changed work-station, installed lock, change in office policy, or any other adjustment to a job structure, workplace facility, or work requirement in response to actual or threatened domestic violence, harassment, sexual assault, or stalking.

The District will grant a request for a reasonable safety accommodation, unless it imposes an "undue hardship." Verification of the need for leave or accommodation may be requested; the District will treat all information received as confidential.

A summary of the statutes and administrative rules that govern the protected leave will be posted in a conspicuous and accessible place.

I. Unpaid Leave for Crime Victims

Districts that employ six (6) or more individuals must allow eligible employees to use unpaid leave to attend criminal proceedings, unless such leave imposes an undue hardship. A "crime victim" is defined as an individual who has suffered financial, social, psychological, or physical harm as a result of a person felony and includes a member of an employee's immediate family. Reasonable safety accommodations shall also be made for the employee, as requested. All documentation received in request with this leave will be kept confidential.

J. Unpaid Leave of Absence

- **General**

Employees who have been continuously employed with the District for at least one (1) year may request a personal leave of absence, without pay, for a reasonable period of time up to sixty (60) days. Requests for leaves of absences will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact of the leave on the employer.

- **Requests**

Requests must be submitted in writing and must be approved, in writing, by the District Librarian before the leave begins.

Requests for an extension of leave must be submitted, in writing, and approved, in writing, by the District Librarian before the extended period of leave begins. It is the employee's responsibility to report to work at the end of the approved leave. An employee who fails to report to work on the day after the leave period expires will generally be considered to have voluntarily resigned.

- **Status of Employee Benefits During Personal Leave**

The District will not pay for group health or dental insurance premiums during any portion of an unpaid leave of absence. Accordingly, the premiums for such coverage are the complete responsibility of the employee. In order to keep the insurance in force, premiums for the entire period of the leave must be paid before the employee begins the leave. Vacation time and sick leave will not accrue during a personal leave of absence.

Policy 8.6: SAFETY AND ACCIDENTS

A. Safety Policy Statement

Nothing is of greater concern to the District than the safety of its employees and the public. For

the employee's protection, job-related injuries or illnesses must be reported immediately in accordance with the District's safety and accident policy. Employees are expected to use common sense and good judgment in work habits, to follow safe work practices, and to bring any unsafe condition to the attention of a supervisor.

For example, employees shall:

1. Use the safety equipment that has been provided for use;
2. Not operate a vehicle while prescribed medication, other drugs, or alcohol are present in the body without a doctor's written approval;
3. Perform job duties requiring physical exertion in the manner so trained;
4. Warn co-workers and management of unsafe conditions or practices. Accept with appreciation the warning of a co-worker or supervisors as an expression of concern for their own well-being;
5. Report dangerous or unsafe conditions observed at work; and
6. Refrain from horseplay at all times.

B. Unsafe Conditions

- **Employee Responsibility**

Every employee is responsible for safety as a specific job assignment. To achieve the District goal of providing a safe workplace, everyone must be aware of safety at all times. Employees shall immediately report any unsafe or hazardous condition directly to the

District Librarian, if it cannot be corrected safely and independently. Every effort will be made to remedy safety problems as quickly as possible.

- **Management Responsibility**

The District will establish and administer a safety committee or hold safety meetings. The District Librarian and/or safety officer shall frequently review the need for implementing safety practices, policy, or procedures warranted by hazards. Each accident or "near miss" is cause for review. A copy of such policies shall be delivered to all employees.

Department heads will periodically involve employees in the process. The need for periodic training shall be considered and arranged, as determined by the District Librarian.

- **Managing Unsafe Conditions**

It is every employee's responsibility to observe and identify conditions which could pose a hazard to employees or to the general public.

After identifying the problem, employees at the scene are expected to:

1. Safely eliminate the hazard, and obtain necessary assistance;
2. Safely control the hazard by enclosure or guard;
3. Employ avoidance procedures; and
4. Use personal protective equipment as appropriate.

C. Accident Reporting

Accidents involving work performed for the District must be reported in detail as soon after the occurrence as possible. All accident reports should be submitted to the District Librarian.

- **Vehicular Accidents**

Accidents involving other District owned vehicles or personal vehicles being operated on District business must also be reported to a police agency for investigation. Any accident resulting in personal injuries or death must be reported immediately to the District office.

- **Other Accidents**

Accidents involving damage to equipment or property, or personal injury, must also be reported to the District Librarian. The District Librarian will determine the need for further investigation.

In case of an accident involving personal injury to an employee, regardless of how serious, a supervisor and the District Librarian should be notified as soon as possible. Failure to report accidents can result in a violation of conditions of insurance coverage and state laws, leading to difficulties in processing insurance and benefit claims. Injured workers are encouraged to fill out a Workers' Compensation Report form and submit it as soon as possible to the District Librarian. If a worker does not wish to file a claim, an Accident/Injury report form can be submitted instead. All injuries must be reported in a timely manner to avoid risk of claim denial. The District Librarian will provide advice and assistance to any person filling out a Workers' Compensation Report.

The appropriate entries shall be made in the OSHA 300 Report log.

D. Workers' Compensation Insurance

If an employee is injured on the job, in most cases the injured worker will be entitled to benefits under the state workers' compensation law. The District carries workers' compensation coverage and will assist employees in obtaining all benefits to which they are legally entitled.

E. Return-to-Work Policy

The following procedures must be followed by employees who wish to return to work following an on-the-job injury which has resulted in the employee's being off work.

- All requests to return to work must be made in writing, dated, and signed by you.
- All requests to return to work must be accompanied by a dated, written release signed by your attending physician. This release must clearly specify whether you are released for your former job or are restricted in any way.
- Requests to return to work must be made no later than the seventh (7th) calendar day following the date an employee is notified by the insurer, via certified mail, of the attending physician releasing the worker for employment. Except where, in our opinion, extenuating circumstances exist, failure to make a timely request terminates your right to reemployment. Failure to seek a written release upon your becoming able to return to work may constitute abandonment of your right to reemployment.
- Requests to return to work may be brought in personally or mailed to the District. If mailed, the request should be directed to the person listed below. Requests brought in personally will be deemed made the date on which the written request is given to the District. Mailed requests will be deemed made on the date of receipt. All requests will be date stamped upon receipt.
- All requests to return to work must be directed to the District Librarian.
- If a suitable job is not available at the time of request, an employee may contact the District Librarian in person or by telephone once a week to renew the request. If a period of 10 days elapses without such a contact, you will be considered to have abandoned your right to be returned to work.
- All job offers will be made by telephone. It is your obligation to keep the District advised of any changes in your telephone number.
- If offered a suitable position in response to a request to return to work and an employee refuses to accept it, the employee will be considered to have voluntarily terminated employment and abandoned any right to reemployment.

F. Violence in the Workplace

The District is absolutely committed to providing a workplace which is free of harassment, threats, intimidation, and violent acts. Each of the District's employees is entitled to come to work without fear of being the target of such actions.

The District has a zero-tolerance policy in this area. Such acts will not be permitted to occur. This prohibition includes verbal or physical harassment, verbal or physical threats, any menacing behavior, any actual aggressive or angry touching of a co-worker, verbal confrontations, name-calling or profanity directed against anyone personally, explosions of anger, and any other actions that cause others to feel unsafe, harassed, or threatened. This policy is in addition to our harassment policy.

For purposes of this policy, violent behavior is defined as:

- The actual or implied threat of harm to an individual, group of individuals, or associates of those individuals.
- The possession on District property of weapons of any kind, unless specifically authorized by District management, or the brandishing of any object that could reasonably be construed as a weapon. Weapons include, but are not limited to, guns, knives, explosives, tear gas, and mace. District property includes parking lots. Weapons are not permitted in cars parked in District lots, and this includes rifles during hunting season.
- Loud, angry, or disruptive behavior ("temper tantrums"). Such outbursts are clearly not an acceptable part of the District's work environment.
- Negligent or intentional disregard for the physical safety or well-being of others.
- Willful destruction of District or other employee property.
- Commission of any violent crime on District property.
- Any other conduct that a reasonable person would perceive as constituting actual or threatened violence.

Anyone engaging in any acts of harassment, threats, intimidation, or violence against a fellow employee will be subject to discipline, up to and including immediate termination.

Any employee who is subjected to, witnesses, or has knowledge of actions that could be perceived as harassment, threats, intimidation, or violence, or has reason to believe that such actions may occur, is encouraged and required to report them immediately to the District Librarian. Employees may raise concerns and make reports without fear of reprisal. Such communications will be kept confidential to the full extent possible under the circumstances.

The District reserves the right to inspect, with or without notice, all District property, and any other property, whether belonging to employees, patrons, clients, etc., brought onto the District's premises, including, but not limited to packages, bags, briefcases, backpacks, purses, automobiles, etc. The District also reserves the right to conduct ongoing background checks on employees in compliance with applicable law and to remove any individuals from the District's premises that present safety risks to others.

Policy 8.7: WHAT THE DISTRICT EXPECTS FROM YOU

A. Teamwork and Excellence

This section has been arranged to present a general overview of some of the District's expectations of its employees. Every employee should keep in mind that each is a part of a team of public employees and public satisfaction with the District depends upon good service.

B. Personal Conduct

Positive attitude, proper courtesy, and conduct on and off the job are important to the individual as well as to the District. Neatness of work performed is also important. All employees are engaged in public relations. Some deal directly with the public; others, while not in direct personal contact, do perform work under the public eye. Employees of the District, regardless of whether contacts are direct or indirect, are expected to be courteous, efficient, and helpful in all their work assignments. Favorable impressions created by employees' public behavior help develop good will and support for District services.

C. Confidentiality of Patron and Employee Information

At Lincoln County Library District, employees have access to confidential information, including information about patrons and other employees. The District's patrons trust us with their personal information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our patrons. Additionally, some District staff have access to personnel information through the course of their duties. Employees must not disclose any information pertaining to patrons or staff without prior explicit approval of their supervisor or the District Librarian and must sign a form stating such.

No organization-owned records or information, including documents, files, records, computer files, and similar materials may be removed from our premises without permission from Lincoln County Library District, except in the ordinary course of performing duties on behalf of Lincoln County Library District. Additionally, the contents of the District's records or information otherwise obtained in regard to its operations may not be disclosed to anyone except when authorized. This prohibition also applies to items posted in a blog or website. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential patron or employee information.

D. Code of Ethics for District Employees

- **Personal Interests Avoided**

District employees may not use District time for personal interest or gain. Employees may use services and equipment in the same way a member of the public would use services and equipment. When giving testimony unrelated to their assigned District responsibilities, District employees shall not use information or facts that have come to them by virtue of their employment for personal gain or benefit. In matters of personal interest, employees should conduct themselves so as not to impair their working relationship with other employees, officials, or the public.

- **Gifts and Gratuities**

Employees shall not accept any special favors, gifts, or gratuities resulting from or related to employment with the District. In this regard, the appearance of impropriety can be as damaging as actual impropriety and shall be avoided.

- **Special Gifts**

Department heads or the District Librarian may allow acceptance of non-monetary gifts of nominal value, under \$50, at holidays or special occasions which are available to be shared by all employees.

E. Political Activities for District Employees

- **Official Position Campaigning**

Employees may not use their official authority or position with the District to further the cause of any political party or candidate for nomination or election to any political office.

- **On-Duty Activity**

Oregon law forbids any District employee, while on the job, from soliciting money, influence, service, or other article of value or otherwise aiding and/or promoting any political cause, or the nomination or election of any person for public office.

F. Attendance and Punctuality

Each employee and the employee's performance on the job are important to the overall success of operations. When absent, someone else must do the job. Everyone is expected to keep regular attendance, be on time, and work as scheduled.

In accepting employment with the District, each employee is required to meet certain standards. Maintaining an acceptable level of job attendance is part of good work performance and is one of the standards by which an employee's overall contribution to the District may be measured. Continued employment carries with it the personal responsibility of each employee to be on the job and on time every scheduled workday. Recurring and excessive absences and/or tardiness are disruptive to work schedules, costly to the District and its residents, and detrimental to the morale and efforts of employees who maintain a good work record.

Except when the absence is due to leave protected by state or federal law, failure to meet these requirements subjects an employee to disciplinary action, which includes

termination. The ability to attend work regularly is an essential job requirement.

- **Job Abandonment**

To maintain a safe and productive work environment, employees are expected to be reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the organization; poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment. If an employee fails to call in or show up for work, job abandonment and voluntary resignation will be assumed after the third day of absence.

G. Personal Appearance

Each employee, while on the job, is responsible to present a proper, businesslike appearance whether in the office, a District vehicle, or other site. Good taste and good judgment in personal attire is expected. All articles of clothing shall be neat and clean and in good repair.

H. Maintaining Work Areas

The District's objective is to provide and maintain clean, safe, and healthy work conditions. It is the responsibility of each employee to maintain a safe, neat work area and ensure that all working documents, desks, cabinets, and equipment are secure at the close of the work shift.

I. Personal Telephone Calls

District phones are to be used for District purposes. Telephone calls of a personal nature (incoming or outgoing) should be kept to a minimum and made during breaks or lunch periods whenever possible.

J. Smoking

State law prohibits smoking in the workplace buildings (includes tobacco and electronic smoking devices) and it is only allowed in designated smoking areas on District property. There are no designated smoking areas at the Siletz Public Library; no smoking is allowed on the grounds of the Siletz Public Library. Smoking at the LCLD offices must occur at least 10 feet away from all doorways in the complex.

K. Outside Employment

- **Incompatible Work**

Employees shall not engage in outside employment that conflicts, in any way, with District employment detracts from the efficiency of work performance or is in conflict with the interests of the District. The District expects employees to avoid extra work which affects endurance, overall personal health, or effectiveness. The District will hold all employees to the same standards of performance and scheduling demands, including employees who hold outside jobs.

- **Notification**

Employees shall notify the District Librarian, in writing and in advance, of all employment outside the scope of their employment with the District.

- **Conflicts**

The District Librarian will notify the employee any time outside employment is found to be in conflict with the interests of the District or is likely to bring discredit upon the District. It shall be up to the employee to choose which employment option is most desired.

L. Communications and Software Policy

The following describes the District's policy on the use and monitoring of its electronic communication/ information systems, including computers, email, Internet access, voicemail, facsimiles, and copy machines.

All electronic equipment and all communications and stored information transmitted, received, or contained in the District's electronic communication/information systems are the property of the District and, as such, are to be used mostly for job-related purposes. The use of the District's electronic communication/information systems for non-job-related purposes is acceptable, if it is on the same basis as library patrons, however employees should not have any expectation of privacy when using these systems or any related equipment. The District specifically reserves the right to access, review, monitor, and disclose all matters received, disseminated or stored on its systems (including deleted material) at any time and for any reason, and may do so with or without notice.

Employees who use these systems for any non-job-related purposes do so at their own risk. The District may decide reasonable use in its sole discretion. Employees are strictly prohibited from using any of the District's electronic communication systems to send messages which may be interpreted as harassing, discriminatory, obscene, derogatory or defamatory. The District's anti-harassment and anti-discrimination policy fully applies to employees in their use of the District's electronic communication systems.

To prevent computer viruses from being transmitted through the District's Internet system, there will be no unauthorized downloading of software. Furthermore, employees should not upload or download information, data, or software which is copyrighted by a third-party.

All passwords and codes are the property of the District and do not guarantee any privacy to the employee. Password protection does not prevent access by the District. Employees shall not use a code, access a file, or retrieve any stored communication, other than where authorized, unless there has been prior clearance by an authorized supervisor. Information in District computers and equipment that is confidential and/or proprietary information cannot be shared with individuals outside of the District without prior clearance from an authorized supervisor.

The use of encryption devices or software that has not been authorized by the District is prohibited.

Any employee terminating employment with the District is prohibited from taking (in any form) or copying any computer discs, hard copies, or other information stored on the

District's electronic equipment.

To ensure that the use of the District's electronic communication systems is consistent with the District's legitimate business interests and to assure compliance with the District's policy, the District specifically reserves the right to access, review, monitor and disclose all components of these systems (including deleted material), at any time, and will do so with and without notice.

Employees who violate this policy are subject to disciplinary action, up to and including termination of employment. Action or inaction by the District in response to prior violation(s) of this policy does not constitute a waiver of the District's right to take appropriate action for any subsequent violation. All violations of this policy should be reported to the District Librarian.

M. Drugs and Alcohol

- **Statement of Concerns**

1. The District has a responsibility pursuant to the Drug Free Workplace Act of 1988 to its employees and to the public to ensure safe working conditions for its employees and a productive workforce unimpaired by chemical substance abuse. To satisfy these responsibilities and OSHA requirements, the District must preserve a work environment free from the effects of drugs, alcohol, or other performance-impairing substances.
2. The misuse of alcohol and other drugs can impair employee performance, as well as physical and mental health, and may jeopardize employee safety as well as the safety of the public.

- **Policy**

1. The District is committed to maintaining a safe and healthy workplace for all employees by assisting employees to overcome drug or alcohol related problems through appropriate treatment and, if necessary, disciplinary action.
2. A candidate and or employee may be asked to submit to pre-employment, random controlled substance testing, reasonable suspicion testing, and post-accident discovery testing to confirm that they are drug or alcohol free. Testing includes a urinalysis or blood serum, or both. An employee who is returning to safety-sensitive functions after engaging in conduct prohibited by this policy may also be required to undergo a return-to-duty test.
3. Employees shall not report to work under the influence of intoxicating liquor or illegal drugs.
4. The use, sale, possession, manufacture, distribution, and/or dispensing by an employee of an intoxicating liquor, controlled or illegal substance, or a drug not medically authorized, or any other substances which impair job performance, or pose a hazard to the safety and welfare of the employee, other employees or the public, is

strictly prohibited. The use of alcohol or medically prescribed controlled substances off-duty is not controlled by this policy. Conduct in violation of this policy may result in disciplinary action and/or criminal investigation, if appropriate.

5. Laboratory tests relied upon shall be highly accurate and reliable.
6. Positive test results may only be disclosed to the employee, the appropriate EAP administrator, the appropriate management officials necessary to process an adverse action against the employee, or a court of law or administrative tribunal in any adverse personnel action.
7. All medical and rehabilitation records in an EAP will be deemed confidential "patient" records and may not be disclosed without the prior written consent of the patient, authorizing court order, or otherwise as permitted by federal law implemented at 42 CFR Part 2.
8. This policy will be enforced and administered in a manner which is consistent with the value statements set forth in this section, and with the advice and concurrence of the District's legal counsel.
9. Permitted Use
It is the employee's responsibility to determine from a physician whether or not a prescribed drug can impair job performance. An employee in a safety-sensitive role whose impairment may affect job performance should request an accommodation, take sick leave, or take other steps consistent with advice of a physician. If an employee in a safety-sensitive role reports to work under the influence of prescription medication, the employee may be disciplined. Any failure to report the use of such drugs or other substances following an event of concern to the District, or failure to provide evidence of medical authorization, can result in disciplinary action.
10. Reports of Drug Conviction
Each employee must report facts and circumstances to the District Librarian no later than five (5) days after conviction for violating any criminal drug statute.
11. Employee Education
The District will afford employees an opportunity to deal with drug and alcohol related problems. The District Librarian maintains information relating to the hazards of and treatment for drug and alcohol related problems. Proactive training and information shall be sponsored by the District periodically. Any District employee may seek advice, information, and assistance voluntarily. Medical confidentiality will be maintained, consistent with this policy.
12. Employee Assistance
Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through a private treatment program for drug

and alcohol problems. The District Librarian will assist employees who wish to identify and select an appropriate treatment program.

After such accommodation, the discontinuation of any involvement with alcohol or drugs may be an essential requisite for employment and is consistent with the District's policy of maintaining a drug free workplace.

13. Discipline Related to Drug or Alcohol Abuse

An employee may be considered to have used illegal drugs or alcohol on the basis of any appropriate evidence including, but not limited to:

- a. Direct observation;
- b. Evidence obtained from an arrest or criminal conviction;
- c. A verified positive test result; or
- d. An employee's voluntary admission.

In such a case, the employee may be subject to disciplinary action, up to and including immediate dismissal. As part of the disciplinary action arising from current use of illegal drugs or a job-related alcohol problem, an employee may be directed to consult with health care providers. Such an employee may be required to participate in a drug or alcohol treatment program as a condition of continued employment.

A supervisor, based on reasonable suspicion that substance abuse is a factor in employment, may require an employee to be evaluated for illegal drug and alcohol use and treatment by an employee assistance program or a doctor. An employee may be required to participate in follow-up care as part of a comprehensive alcohol and drug treatment program based upon medical advice.

When an employee is required to undergo treatment under this policy, the employee may be required to authorize the following as a condition of continued employment:

- e. Monitoring of the treatment program and the employee's participation by the District Librarian; and
- f. Submission to random blood and/or urine screening for alcohol and/or drugs for a specific period of time, not to exceed thirty-six (36) months.

When an employee voluntarily enters a treatment program, which is not associated with District intervention, testing and monitoring by the District will not be required.

Medical confidentiality will be preserved, subject to rights granted by the employee

to the District Librarian to monitor the treatment and program compliance with a health care provider in order to ensure compliance with conditions of employment and ability to return to or remain at work.

14. Drug Testing Upon Reasonable Suspicion

Where a supervisory employee has a reasonable suspicion that an employee is under the influence of alcohol or illegal drugs, including unlawful use of a controlled substance without a valid prescription, the employee in question will be asked to submit to discovery testing.

This may include urinalysis or a blood screen, or both, to confirm involvement with alcohol or illegal drugs or that the employee is drug or alcohol free at the time in question.

15. Consequence of a Positive Test

An employee who is found to be under the influence of or impaired by alcohol or illegal drugs as a result of a test requested by the District, based upon reasonable suspicion, will be subject to disciplinary action including suspension or termination.

16. Consequence of Refusal to Submit to Testing

An employee who refuses to submit to discovery testing for alcohol and illegal drugs will be subject to suspension or discharge, or both. Alleged lack of reasonable suspicion is not grounds to refuse to submit to a test; however, it is reason to challenge discipline, if discipline is imposed based on the test result alone.

17. Testing Procedure

a. Employee Representation

When the employee is notified of a requirement to consent and submit to such tests, the presence of a representative to witness the test can be requested. The test may not be delayed unreasonably in order to wait for a representative. The absence of a representative shall not be grounds for the employee to refuse to consent and submit to such tests or searches. The presence of a representative shall not disrupt or interfere with the tests or searches.

b. Authorization to Test

Before a supervisor, acting on behalf of the District under this policy, may require an employee to consent and submit to any test, the supervisor must first obtain concurrence from the District Librarian that the information available to the District about the subject employee is sufficient to support reasonable suspicion.

c. Procedure for Consent

The employee shall give consent to a blood, urine, or breathalyzer test, or any combination, upon request, by signing a consent form. The form shall contain the following information:

- Employee's consent to release tests results to the District;
- The procedure for confirming an initial positive test result for a controlled substance, including marijuana;
- The consequences of a confirmed positive test result for a controlled substance, including marijuana;
- The consequences of a positive test for alcohol, under the circumstances;
- A listing provided by the employee of legally prescribed and over-the-counter medications, which may be in the employee's body;
- The right to explain a confirmed positive test result for a controlled substance, including marijuana, or a positive test for alcohol; and
- The consequences of refusing to consent to the blood, urine, or breathalyzer test.

18. Confirmatory Test

In the event that the blood or urine test results are positive for controlled substance(s), including marijuana, the District shall require that a second confirmatory test from the same sample be conducted, using gas chromatography/mass spectrometry methods performed by a laboratory certified by the National Institute on Drug Abuse. This test also must be positive before concluding the employee has such substances(s) present in the body.

a. Employee Requested Test

If a blood or confirmed urine test is positive, the District will instruct the laboratory to retain the blood or urine sample for a period of not less than thirty (30) calendar days from the date the tests are complete, for the purposes of allowing the employee to conduct an independent test at personal expense at a laboratory approved by the District.

b. Chain of Evidence

The procedures to obtain, handle, and store blood and urine samples and to conduct laboratory tests shall be documented to establish procedural integrity and chain of evidence. Such procedures shall be administered with due regard for the employee's privacy and the need to maintain the confidentiality of tests results to an extent which is not inconsistent with the needs of this policy.

c. Notification

The employee shall be notified of the results of all tests conducted pursuant to this policy. Employees who test positive shall be afforded an opportunity to

provide medical or other information that may explain the positive test result. If a question exists, the available information will be reviewed by a licensed physician with training in forensic drug testing.

19. Random Drug Testing

The District may perform random controlled substance testing for employees. The dates for the tests will not be announced and will be spread throughout the calendar year. An employee who is notified of selection for random testing must proceed to the test site immediately.

20. "Post-Accident Testing"

In the event of an accident involving a commercial motor vehicle, the District will test each driver who was performing safety-sensitive functions with respect to the vehicle, if the accident:

- a. involved loss of human life;
- b. the driver receives a citation under state or local law for a moving traffic violation arising from the accident and one or more motor vehicles incurs disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle, and/or bodily injury to a person who as a result of the injury receives medical treatment away from the scene.

21. Definitions

- a. "Reasonable suspicion" is defined as specific articulable observations by a supervisory employee concerning the work performance, appearance (including noticeable odor of an alcoholic beverage), behavior, or speech of the employee. Any accident or incident involving physical injury to any person may be considered as constituting reasonable suspicion for discovery testing for drugs and alcohol, where human factors contribute to the incident and a question of sobriety exists.

Reasonable suspicion testing may be based upon, among other things:

- Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug;
- A pattern of abnormal conduct or erratic behavior;
- Arrest or conviction for a drug-related offense or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking;
- Information provided either by reliable and credible sources or

independently corroborated;

- Newly discovered evidence that the employee has tampered with a previous drug test.

Although reasonable suspicion testing does not require certainty, mere "hunches" are not sufficient to meet this standard.

- b. "Under the Influence" is defined as any detectable level of a controlled substance (in excess of trace amounts attributable to secondary exposure) in an employee's blood or urine or any noticeable or perceptible impairment of the employee's mental or physical faculties. With respect to alcohol, a blood alcohol content of .04% constitutes under the influence while on duty.
- c. "Controlled Substances" are defined as all forms of narcotics, depressants, stimulants, hallucinogens, cannabis, and other controlled substances of which the sale, purchase, transfer, use, or possession is prohibited or restricted by The Federal Controlled Substances Act. "Illegal or controlled substances" means a controlled substance as defined by Section 802(6) of Title 21 of the United States Code, the possession of which is unlawful under Chapter 13 of that Title. The term "illegal drugs" does not mean the use of a controlled substance pursuant to a valid prescription or other uses authorized by law, with the exception of marijuana.
- d. "Over-the-Counter Drugs" are those which are generally available without a prescription from a medical doctor and are limited to those drugs which are capable of impairing the judgment of an employee and prevent the safe performance of job duties.
- e. "Prescription Drugs" are defined as those drugs which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner, physician, or dentist.
- f. "Searches"
Employees have no expectation to be free from the search of a locker, desk or contents of other similar District controlled spaces. A search for contraband within personally controlled spaces on District property (purses, garments, briefcases, or a personal vehicle, for example) shall be based on reasonable grounds or consent of the employee.

In accordance with the provisions of this policy prohibiting drugs in the workplace or based upon legitimate concerns for the possession of other unauthorized materials (such as firearms, explosives, or stolen property), this policy constitutes formal notice of the District's intent to search premises, persons and secured spaces, including vehicles parked on District property,

based upon reasonable grounds or consent. Searches shall be approved by the District Librarian or his/her designee, and, if possible, notice to the employee and an opportunity to be present shall be given.

g. "Refusal"

Failure to appear for testing without a deferral will be considered refusal to participate in testing and will subject an employee to the range of disciplinary actions, including dismissal, and an applicant to the cancellation of an offer of employment. If an individual fails to appear at the collection site at the assigned time, the collector shall contact the District Librarian to obtain guidance on action to be taken.

POLICY 8.8: PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT, AND RETALIATION

A. Equal Opportunity Employment

It is the District's policy to employ, retain, promote, discipline, discharge, and otherwise treat all employees and job applicants on the basis of merit, qualifications, and competence, regardless of membership in any classification protected under federal or Oregon law; the District to comply with all federal and state statutes on equal employment opportunity.

This policy shall be applied without regard to any individual's sex, gender, race, color, religion, national origin, ancestry, age, marital status, military or veteran status, political affiliation, sexual orientation, disability, or any other status protected by law. Actual or perceived homosexuality, heterosexuality, or bisexuality are also categories of people protected from discrimination in hiring, firing, discipline, and other terms of employment.

The District Librarian is the coordinator for the District's procedures for the implementation of this policy. It is the intent and desire of the District that equal employment opportunity will be provided in employment, promotions, wages, benefits, and all other privileges, terms, and conditions of employment.

Lincoln County Library District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Lincoln County Library District expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related events, or in any activity coordinated by or through the District. This policy applies to all employees, board members, volunteers, interns, and any other person we interact with while accomplishing the work of the organization.

Lincoln County Library District has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination, and retaliation. Lincoln County Library District will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

Discrimination, harassment, and retaliation are not acceptable.

Any employee who has questions or concerns about these policies should talk with the District Librarian.

B. Retaliation

We encourage the reporting of all perceived incidents of discrimination or harassment and prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

C. Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Oregon Law provides further protection from sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

D. Harassment

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 c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes labels, insults or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that belittles or shows hostility or dislike 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 e-mail, phone (including voice messages), text messages, social networking sites or other means.

E. Reporting an Incident of Harassment, Discrimination or Retaliation

Lincoln County Library District encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with District Librarian or Board President - See the complaint procedure described below.

In addition, we encourage individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We recognize, however, that an individual may prefer to pursue the matter through complaint procedures.

Following receipt of a complaint or concern management will follow-up every three (3) months for one (1) year to ensure no further concerns or retaliation are experienced. Employees should not wait for the management follow-up to share related experiences. If an employee would like to discontinue the follow-up process a request must be submitted in writing to the District Librarian.

F. Internal Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with District Librarian. If an employee is unable to reach that individual, please reach out to Board President. We encourage employees to document the event(s), associated date(s), and potential witnesses.

Lincoln County Library District encourages the prompt reporting of complaints or concerns so that quick and helpful action can be taken before relationships become irreparably broken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within five (5) years of the alleged violation. We encourage employees to document the events, associated dates, and potential witnesses.

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge. Lincoln County Library District will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or corrective action such as a warning, reprimand, reassignment, temporary suspension without pay, or termination as Lincoln County Library District believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

G. Employment Agreements

No employee will be required or coerced to sign an agreement either requiring the non-disclosure (restriction on sharing) of information related to discrimination or sexual assault or requiring non-disparagement (restriction on stating anything negative) as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to revoke it.

POLICY 8.9 PERFORMANCE EVALUATIONS POLICY

A. Employee Performance Evaluation

1. Purpose - Communication

Employee performance reviews are an essential communication process between an employee and an immediate supervisor. Such reviews provide information relating to merit, identify areas of training needs, target the strengths and weaknesses of the employee's work performance, and measure the relationship between goals and objectives and the individual employee's job performance. The purpose of evaluations is to let employees know how well they are performing their job and whether they have performance problems. It also serves as a basis of personnel decisions -- merit increases, promotion, and termination.

2. Goal – Form Desirable Behaviors

The goal of the employee performance review process is to establish a pattern of expected work performance and habits. The review process gives employees and supervisors an opportunity to measure, review, and establish goals, reward or acknowledge good performance, create incentives, and to detect and correct improper behavior or activity and/or substandard work performance.

3. Review Process

Performance reviews shall be completed at least annually and in accordance with the guidelines and instructions set forth by the Board. Employees and supervisors are required to sign the completed performance review forms saying that they have reviewed the forms; this does not imply agreement with the evaluation. All performance reviews will be reviewed by the District Librarian and placed in an employee's personnel file. Employees will be provided with a copy of performance reviews.

4. Employees Affected

All regular employees of the District will be evaluated under this policy. The District Librarian shall be evaluated by the Board based upon the consensus of the Board, using a written performance evaluation.

5. Regular Review

All employees will be evaluated at least annually in the month of their anniversary date.

6. Pay and Probation Recommendations

A recommendation concerning qualification for a merit or step increase and/or passing probation to regular employee status shall be set forth in a performance evaluation.

7. Supplemental Evaluation

A supplemental performance evaluation may be submitted on any occasion deemed appropriate by a supervisor to clarify performance deficiencies and goals or plans for improvement.

POLICY 8.10 PROBLEM SOLVING PROCESS

A. District Policy

The District strives for fair treatment of all employees, however, misunderstandings and problems may occur in any organization. The District intends that such matters be resolved as early and as fairly as possible. Disagreements relating to work assignments, pay, promotion, other opportunities or any other aspect of the work relationship should be openly discussed with the immediate supervisor. Supervisors and employees should make honest attempts to understand each other's perspectives and make every effort to resolve differences.

B. Steps to Solution

If at any time an employee believes fair treatment was not received, the employee may report the problem to a department head or the District Librarian. Several steps are suggested to ensure that a prompt and fair resolution is achieved.

- Talk with an immediate supervisor as soon as possible, who is the person responsible for what goes on in your work areas. That individual will review your problem and keep you informed of the progress toward a resolution.

- If you believe the problem is not properly resolved, you can file a written statement concerning the problem with the District Librarian. You will receive a written reply from the District Librarian within 10 working days after the written statement is received, unless additional time is needed.
- The District Librarian will review any decision upon request, investigate further if appropriate, and issue a decision. The employee's request for consideration of the District Librarian should be made within 10 working days from receipt of the supervisor's decision, as applicable. The employee may present further facts, documents or argument.
- The District cannot guarantee that an employee's point of view will be accepted, but supervisors and the District Librarian will always listen and make every effort to ensure that problems are resolved fairly and in the public interest.

POLICY 8.11 DISCIPLINE

A. Discipline Generally

On-the-job conduct of District employees affects the ability of the District to serve its patrons and affects the taxpayer's impression of District government. Employee safety, public safety, productivity, and morale are dependent upon employee conduct.

Occasionally, it is necessary for supervisors to resort to corrective action when other actions are inappropriate or where a particular employee fails to respond to informal guidance.

In order to provide a fair method of correcting, and when necessary, disciplining employees, the District will use progressive discipline procedures where appropriate in a given situation. This section concerning discipline does not apply to the District Librarian, who serves at the pleasure of the Board of Directors.

This section establishes procedures and a process; it does not constitute the creation of a contractual right to retain employment.

B. Discipline – General Guidelines

- Discipline may be initiated for many proper reasons, including, but not limited to, violations of the work rules, insubordination, or poor job performance. The severity of the disciplinary action generally depends on the nature of the offense and an employee's work record and may range from verbal counseling to discharge.
- Progressive discipline for infractions includes, but is not limited to:
 - a. Step 1: Verbal counseling with a note to the personnel file;

- b. Step 2: Written counseling or warning;
- c. Step 3: Any one of the following:
 - Temporary reduction in pay in lieu of suspension;
 - Suspension;
 - Demotion; and
- d. Step 4: Discharge.

Any or all of these steps may be utilized, depending upon individual circumstances and the nature of the infraction. Exceptions or deviations from the normal procedure may occur whenever the District deems it appropriate, case by case.

C. Suspension of Salaried Exempt Employees

No salaried exempt employee will be suspended by the District, except for serious misconduct which does not warrant discharge and in such a case the employee must be suspended for not less than one (1) full work week.

D. Application of Progressive Discipline

For performance deficiencies and minor matters, employees will normally be verbally counseled. A supervisor may or may not choose to make counseling or the imposition of a verbal warning part of the employee's personnel file by documenting what was said into a memo.

If no other deficiency occurs during the next twenty-four (24) months, an employee may request the warning be removed from the personnel file. Documents removed from individual personnel files will be retained by the District in a separate confidential record system not filed by name, which generally shall not be considered in personnel decisions.

In the event of two (2) or more performance problems or a more serious violation of a District policy or rule, a written warning may be issued. The warning should be signed and dated by the employee. An employee who disagrees with the facts in the warning may submit a written response. It will be placed in the personnel file with the warning.

- a. A written warning need not pertain to the same or similar matter (issue).
- b. In addition to a written warning, the District Librarian may also suspend an employee, without pay, for a period of up to two weeks (situation dependent) or take other disciplinary action deemed appropriate. Prior to suspending an employee without pay, the District Librarian will meet with and afford the employee an opportunity to respond.
- c. The District may demote or reduce the pay of employees. A written statement of the

reasons for such action shall be furnished to the employee and a copy shall be made a part of the personnel file. An employee should sign the statement acknowledging a copy has been received and may, in turn, file a rebuttal statement.

- d. Discharge may result if the employee violates District policy, commits serious misconduct, or fails to improve the level of dissatisfactory performance. However, this statement does not limit the District's right to end the employment relationship, with or without cause, at any time.
- e. An employee should not be reinstated or otherwise excused of misconduct, if to do so would be contrary to public policy. In determining if reinstatement or other action would be contrary to public policy, the District will look at public policy requirements as clearly defined in statutes or judicial decisions, including but not limited to policies related to sexual harassment or sexual misconduct, unjustified or egregious use of physical or deadly force, and serious criminal misconduct, related to work.

Additionally, when an employee claims the employer's alleged previous differential treatment of employees for the same or similar conduct is the basis for reinstatement of an employee who has engaged in misconduct, the following principles apply:

- a. Some misconduct is so egregious that no employee can reasonably rely on past treatment for similar offenses as justification or defense to discharge or other discipline.
- b. Public managers have a right to change disciplinary policies at any time, notwithstanding prior practices, if reasonable advance notice is given to affected employees and the change does not otherwise violate a collective bargaining agreement.

The District Librarian will conduct the conference and decide whether to impose discharge, a lesser degree of discipline, or no discipline as appropriate.

E. Discharge Procedure

- **Pre-Discharge Conference:**
If the District Librarian determines there is cause for the serious discipline, up to the discharge of an employee, the District Librarian shall notify the employee of the specific reasons and that a suspension without pay, demotion, pay reduction, and/or discharge is being considered. The employee shall be provided with the facts upon which the contemplated disciplinary actions would be based. The District Librarian shall afford the employee a formal opportunity to refute the charges orally or in writing. Once the employee has been afforded an opportunity to refute the charges and explain the facts and circumstances, the employee may be suspended without pay. An employee may be put on administrative leave without pay at any time. If a pre-discharge conference is to be held, it will be scheduled and held three (3) days after notice of action has been given. The employee will be given adequate time to develop a response and to seek necessary outside assistance, as the employee feels necessary. The time limits may be varied by the

District to meet individual needs.

F. Appeal of Discipline Action

- **Right to Appeal Discipline**

Any regular employee subordinate to the District Librarian who has been suspended, reduced in pay, demoted or dismissed, shall have the right of appeal to the Board of Directors. Notice of the appeal must be filed not later than 10 days of the effective date of the action. The notice of appeal shall include at least the following information: (a) a statement of the complaint and the facts upon which it is based; (b) the remedial action requested; (c) a statement of the reasons why the remedial action is appropriate; (d) a statement of any policies, procedures, or law or rules which have not been adhered to or which should be followed. The appeal generally will be heard by the Board of Directors within 20 days after receipt of the request. The Board of Directors shall furnish the District Librarian with a copy of the notice of appeal in advance of the hearing.

- **Who May Appeal**

Only regular employees have a right to appeal disciplinary actions. In addition to formal appeals under this Section, the Board of Directors may give consideration to all suggestions and complaints that concern the administration of the personnel policies.

- **Investigations**

In connection with an appeal or complaint, with respect to any matter arising under these personnel policies, the District Librarian may conduct or cause an investigation to occur as the District Librarian deems necessary. The investigator shall make a written report upon all matters investigated under the personnel policies. A copy will be given to the employee and placed in the personnel file.

- **Hearings on Appeal**

The Board of Directors shall set a hearing upon timely requests made under this policy. At the time of the filing of the request of the appeal with the Board, the supervisor shall supply the employee with an outline of the procedures used by the Board of Directors. The decision of the Board of Directors shall include findings of fact and shall be final. The employee and the supervisor shall be given written notification of the time and place of the hearing.

The order of procedure at the hearing may be as follows, or as otherwise determined as appropriate:

- a. The supervisor or a designee will set forth the reasons for the action and the facts on which it is based. The employee may conduct cross-examination, if appropriate.
- b. The employee may present evidence in support of the appeal, with or without the assistance of legal counsel or another representative.

- c. The supervisor or a designee may cross-examine or submit evidence in rebuttal or both.
- d. Opening statements, if any, will be brief and confined to the issues. Closing arguments, if any, will be offered first by the supervisor or a designee and then by the employee. The supervisor may offer rebuttal evidence, if desired.
- e. Evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their serious affairs shall be admissible. Irrelevant, immaterial, or unduly repetitious evidence may be excluded. Affidavits and counter-affidavits may be acceptable as evidence. If either party intends to rely on an affidavit, it shall provide the other party with such affidavit together with the name, address, and telephone number of the affiant at least 10 days prior to the hearing or such affidavit shall be inadmissible.
 - Conduct of Hearings. A hearing before the Board of Directors is intended solely for the purpose of receiving evidence either to refute or substantiate specific charges brought to the Board of Directors. The hearing shall be conducted accordingly. The Board of Directors may impose limits on questioning in the interest of the orderly conduct of the hearing and fairness.
 - Counsel or Representative. In appealing a disciplinary action to the Board of Directors, an employee may, but is not required to, have counsel or another representative. The District's counsel may assist the supervisor or District Librarian.
- f. If, after receiving evidence presented in hearings on disciplinary actions, the Board of Directors finds that sufficient evidence supports the charges, that the complained-of action taken by the supervisor was reasonable and was taken for a proper reason consistent with policy, the Board may affirm the action; if they find that the complained-of action taken by the supervisor was not so made, the Board shall fashion an appropriate remedy and the personnel file shall be revised accordingly or purged of any record inconsistent with the Board's determination. The Board, in lieu of affirming the disciplinary action, may modify the discipline as the circumstances warrant.
 - The Board may refer any issue to a Hearings Officer, who shall conduct the proceedings in accordance with these rules. In such event, all provisions of these rules relating to the duties and authority of the Board shall also apply to the Hearings Officer in the conduct of the hearing. The Hearings Officer shall issue recommended findings, which shall be reviewed by the Board based solely on the record and applicable law. The Board may adopt the findings by voice vote. In all other cases, the Board shall issue a final written decision within 20 working days from receipt of the recommended findings.

Whistleblower Protections

Purpose

To provide and reporting procedures should a District employee become aware of improper government action in accordance with Oregon Revised Statute 659A.200 to 659A.224.

- I. The District encourages any employee with knowledge of or concern of an illegal or dishonest fraudulent District activity, including mismanagement (serious employer misconduct having the effect of or potentially undermining the District's ability to fulfill its public mission), gross misuse or waste of public resources or funds, fraud, abuse of authority, and substantial and specific danger to public health and safety resulting from the action of the District, up to and including a criminal act, to report that such an act has or may have been committed to the District Librarian or designee. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

An employee may also provide the information to another District manager, a state or federal regulatory agency, or a law enforcement agency. Alternately, disclosure may be made to an attorney licensed to practice law in Oregon, when a confidential communication is made in connection with the alleged violation and in furtherance of the rendition of professional legal services to that individual.

For any employee wishing more information, further details can be obtained from the District Librarian.

- II. An employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to corrective action up to and including termination.
- III. Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, in order to comply with the law, the identity of the individual making the report will not be disclosed without that person's consent. The District will not retaliate

against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments, and threats of physical harm. Any whistleblower who believes retaliation has occurred is encouraged to contact the District Librarian or designee immediately, although outside remedies, such as BOLI, OSHA, or a civil lawsuit, are also available. A whistleblower's right to protection from retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

IV. All reports of illegal and dishonest activities received by District personnel will be promptly submitted to the District Librarian or a designee, who is responsible for investigating and coordinating corrective action.

Lincoln County Library District

As an employee of Lincoln County Library District, I acknowledge the following:

I have been provided with a copy of the Personnel Policy Manual. I understand that the Manual contains important information about the District's policies, work rules, and my benefits. I have both read and understood the information in the policies and have asked a supervisor for the clarification of any information I did not understand.

I acknowledge the Policy Manual is neither a contract of employment nor a guarantee of specific treatment in any situation; that the organization has the right to change, modify, add to, substitute, eliminate, interpret, and apply, in its sole judgment, the policies, rules, and benefits described in this Handbook; and that the current Handbook supersedes all prior handbooks, policies, and understandings related to the subjects it contains.

The Board of Directors are the only persons authorized to make changes to these policies and all such changes must be in writing to be valid. Any changes to the content will be communicated to employees via official notices.

I understand that, unless stated otherwise in an employment contract, my employment relationship with the District is "at-will" and either the organization or I can end the relationship at any time, with or without cause or notice. The District Librarian is the only person who has the authority to enter into an employment contract, which must be in writing and signed by both parties to be valid.

Lastly, I am aware that I may be given confidential information during my employment, including patron information, personnel data, and other information. I understand the confidentiality of this information is critical to the District and I agree not to disseminate it or use it outside of the discharge of my duties, even in the event of my separation, either voluntary or involuntary.

I also acknowledge that before signing this form, I asked for and received clarification on any of the items discussed above that I did not understand.

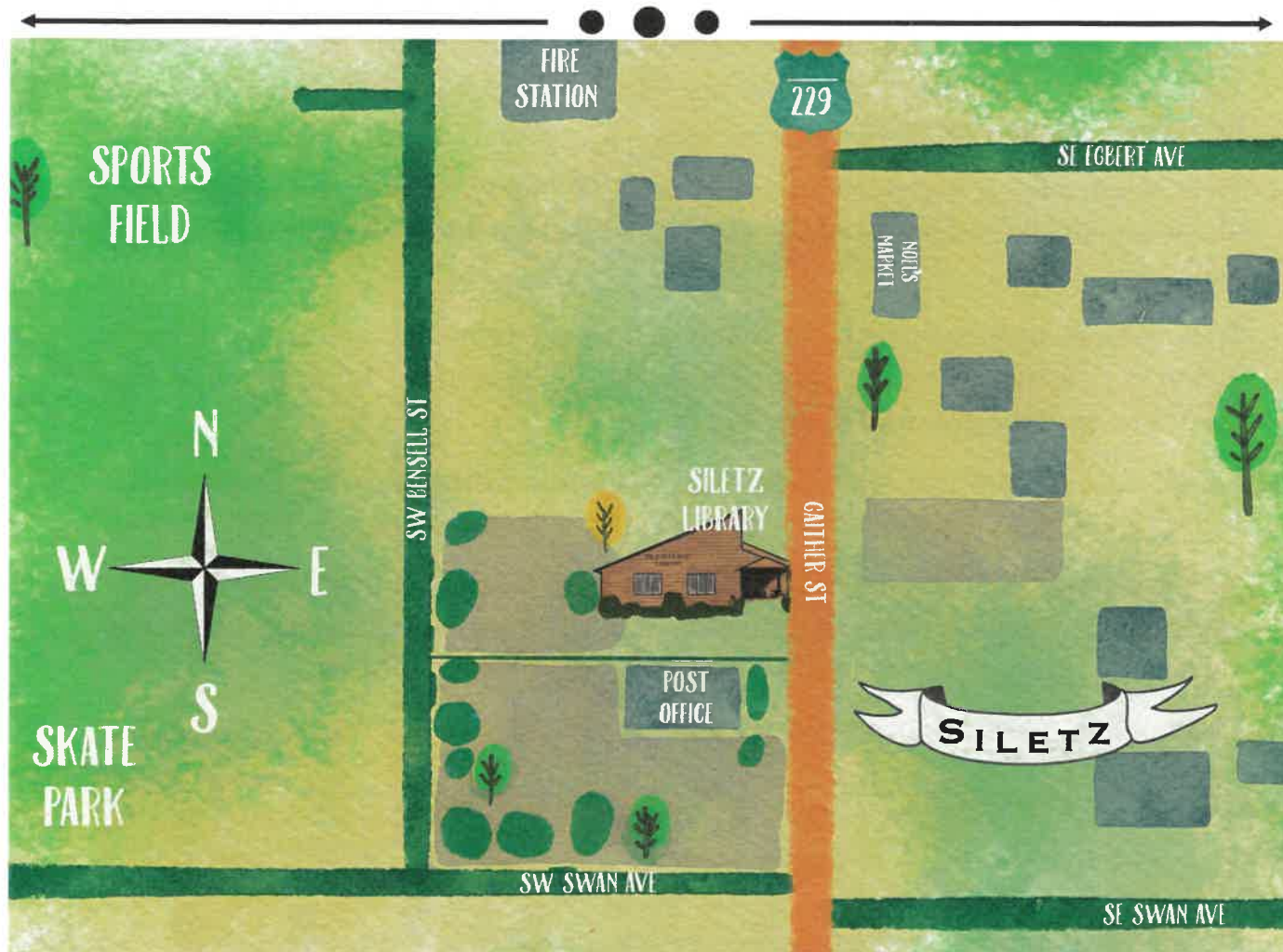
Employee Signature

Date

Printed Employee's Name

Siletz Public Library Quest Activity

This Quest activity will take 10-15 minutes. You will walk on sidewalks, in parking lots, and a short stretch along a quiet road near the library. You can use your compass to help you with your Quest in the beautiful town of Siletz!



- ♦ Start your Quest on the **East** side (Gaither St.) of the library.
- ♦ Look at the door of the library and find the yellow sign. Write the 1st letter of the first word in box #2. Write the first letter of the yellow word in the black band in box #9.
- ♦ From the sidewalk, look at the library building and look for its name. Write the 1st letter of the 1st word in box #1.
- ♦ Now walk toward the **South** until you see the next big building. You pick up and send letters and packages here. Look at the name on the building– write the 5th letter of the 1st word in box #7.

DID YOU KNOW?

There has been a library in Siletz since 1954! The building you are looking at now was completed in 2007.

Did You Know?

The Siletz Public Library has more than 20,000 physical books and movies available for checkout. Our patrons also have access to more than 38,000 e-books and audiobooks.

- ◆ Now enter the parking lot and walk through it, going toward the skate park. Turn right when you come to the street that is on the **West** side of the library. The 3rd letter of the second part of this street name goes in box #4. You might have to find the street sign or look at the map to learn the name!
- ◆ Walk **North** a few steps on this street and enter the library parking lot. Look for the signs placed around the parking lot- there are 3 all the same. In box #10, write the 8th letter of the 2nd word.
- ◆ Walk through the parking lot to the library and look at the door. Locate a square metal button to your right. What does it say? Write the 4th letter of the 3rd word in box #8. Write the 3rd letter of the 3rd word in box #5.
- ◆ Look for the place where you return what you borrow. What does it say on the side? Write the 3rd letter of the 1st word in box #6. Write the 2nd letter of the 2nd word in box #3.
- ◆ Now you have all the information you need to finish the Siletz Library Quest! Look at the words made with the letters in the boxes for the location of the Quest Box. Open it up, stamp your sheet, write a comment and take a sticker! Congratulations!
- ◆ Please return the box, well closed, to its hiding place.

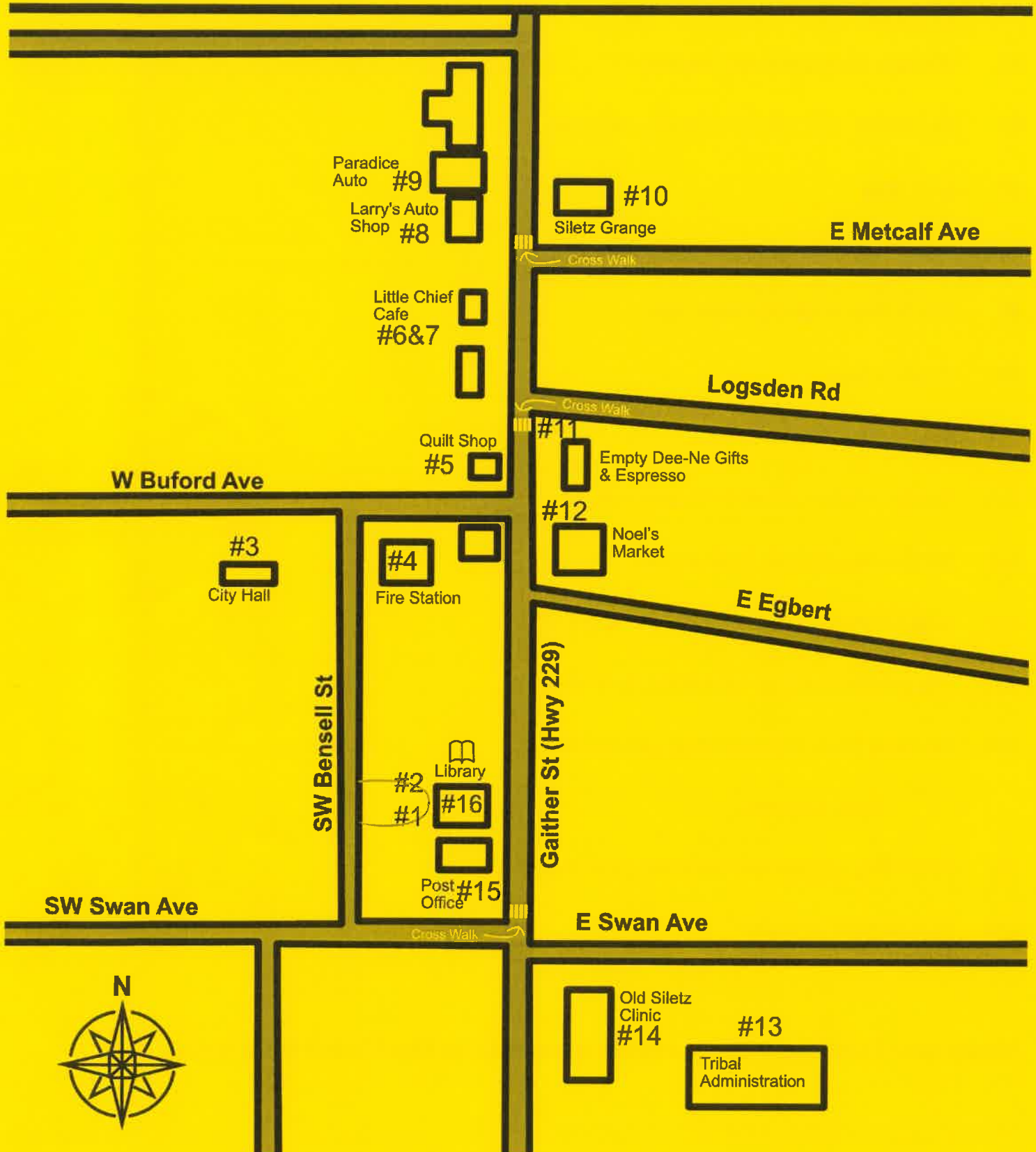
1	2	3	4	5	6	7	8	9	10
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***Stamp here with the stamp from the Quest box
when you have found it!***

Siletz Library Walk-a-Story!

Read Beyond the Beaten Path
Summer Reading 2022

541-444-2855
255 SE Gaither St.



Siletz Library Walk-a-Story *Mabela the Clever* by Margaret Read MacDonald

- #1 Library- back door (parking lot side)
- #2 Library meeting room windows
- #3 City Hall- Council chamber window
- #4 Fire Station- near side door (public entrance)
- #5 Quilt Shop
- #6&7 Little Chief Restaurant- parking lot side
- #8 Larry's Auto Shop- near front door
- #9 Paradise Auto

Cross street to...

- #10 Grange- window closest to Oregon map
- #11 Old Dee Ne Gift shop- front window
- #12 Noel's Market- up high over bulletin board
- #13 Tribal Admin building- front doors, Swan Ave.
- #14 Old Siletz Clinic- front entrance, parking lot side

Cross street to...

- #15 Post Office- window with bars facing parking lot
- #16 Library- front entryway

When you finish your Walk, return your map to the library for a treat!