



**LINCOLN COUNTY
LIBRARY DISTRICT**
Lincoln County Library District Board
Regular Meeting
Tuesday December 8, 2020
12:00 p.m.
Online

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 Minutes November 10, 2020	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Intergovernmental Agreements between Cities and LCLD	All	Discussion
Progress on Strategic Plan	All	Discussion
Human Resources Project Document Review	All	Discussion
New Business		
Tax Distribution to Partner Libraries	Director	Approval
Next District Board Meeting January 12, 2021, noon LCLD Administrative Office OR Online		Information
Adjourn	President	Motion

Minutes
Lincoln County Library District
Board Meeting
November 10, 2020
12:00 p.m.
Online

ATTENDANCE—BOARD

Chris Boyle
Brian Fodness
Emily Portwood-ABSENT
Virginia Tardaewether
Marta West

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

ATTENDANCE – GUESTS

Darci Adolph, Oregon Cast Community College Library
Sue Bennett, Waldport Public Library
Kirsten Brodbeck-Kenney, Driftwood Public Library
Darci Hanning, State Library of Oregon
Shawna Henarie, Toledo Public Library Board
Mary Markland, Guin Library at Hatfield Science Center
Deborah Trusty, Toledo Public Library
Sally Jennings, Siletz Valley Friends of the Library

WORK SESSION ON STRATEGIC PLANNING

Board President, Brian Fodness, called the work session to order at 12:00 p.m.
All the guests were present for the work session and left when it was completed at 2:00 p.m.
The group determined three areas of focus for the LCLD strategic planning process, based on community input. Those include: Lifelong Learning, District as Connector, and Marketing. The LCLD staff will use those focus areas to create goals and objectives for the District.

CALL TO ORDER

Board President, Brian Fodness, called the meeting to order at 2:00 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Quorum was established.

APPROVAL OF THE AGENDA

Approved

PUBLIC COMMENT

There was none.

APPROVAL OF MEETING MINUTES

Marta moved and Chris seconded approval of the Regular Board minutes of October 13, 2020. Passed unanimously.

BOARD REPORTS

There were no Board member reports.

DIRECTOR'S REPORT

Written director's report was included in packet. Limited hours and patron access began on October 6th at the Siletz Public Library and business has been steady. The courier will be running 5 days a week again.

LCLD received a CARES Act grant through the State Library of Oregon and will be using the \$3,187 to purchase a two-years subscription to TumbleBooks, electronic books for youth. Waldport Public Library has also received a CARES Act grant and has requested that LCLD be the fiscal agent.

The members of the Chinook Library Network met on November 5, 2020 to begin discussions of procurement of a new integrated library system. We are anticipating that Driftwood Public Library and Newport Public Library will be part of the shared system.

MaryKay did an advocacy presentation for the Umatilla County Special Library District staff in-service on November 6, 2020.

FINANCIAL REPORT

We are on track with our revenue and expenditures. We continue to depend on our cash on hand until we start collecting 2020-2021 tax revenues in November. Chris moved and Marta seconded acceptance of the financial report. The 2019-2020 audit is in process and on track to be finished by the December 31, 2020 deadline.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Check Signature Process-Resolution #2020-11.1 allowing the newly elected Board treasurer to register with the bank for check signing when they are elected in July of each year. Moved by Virginia, seconded by Marta. Chris Boyle, Aye; Brian Fodness, Aye; Virginia Tardaewether, Aye; Marta West; Aye.

Grant for E-Resources-Resolution #2020-11.2 allowing LCLD to accept grant from State Library of Oregon for e-resources. Moved by Marta, seconded by Chris. Chris Boyle, Aye; Brian Fodness, Aye; Virginia Tardaewether, Aye; Marta West; Aye.

Serve as Fiscal Agent for Waldport Public Library Grant-Resolution #2020-11.3 allowing LCLD to act as fiscal agent for Waldport Public Library for a grant from the State Library of Oregon. Moved by Chris, seconded by Marta. Chris Boyle, Aye; Brian Fodness, Aye; Virginia Tardaewether, Aye; Marta West; Aye.

GOOD OF THE ORDER

NEXT DISTRICT BOARD MEETING

Tuesday December 8, 2020 at noon at the District Office, 141 NW 11th, Newport or online.

ADJOURNMENT

Meeting adjourned at 2:30 p.m.



District Librarian's Report
December 2020

General Updates

Based on the surge in Covid-19 cases the Governor has created new guidelines for doing business during the pandemic. The libraries in the county are, for the most part, reverting to curb-side service and suspending patron access to the library building. As the month proceeds, we will be monitoring the situation and making changes based on the Governor's guidelines. The courier is back to 3 days a week and will be adjusted, as necessary.

Included with this report is information received from the City of Newport about an urban growth boundary amendment. After discussing with the Board President, we have agreed that it will not have an impact on our tax district at this point, but we need to be watchful as more district area is annexed into cities.

Successes

As a result of the Board adopting Resolution #2020-11.3 allowing the District to serve as the fiscal agent for the Waldport Public Library grant from the State Library, Waldport Public Library has purchased both pandemic cleaning supplies and equipment that will allow staff to create higher quality on-line programming.

Many thanks to the LCLD Board we have been able to weather the pandemic storm with no loss of salary for our staff. This has been a difficult year but ultimately successful year.

Upcoming

- District Director will provide an online Grinch story time for the Waldport Public Library in December. She has also offered to provide a monthly online story time for the clients of Shangri La who are involved in their day programming.
- December 14-16, 2020 is the virtual Research in Public Libraries Institute that was supposed to be held in July in Chicago. There has been pre-work being done and the director will be out of the office those days to be able to focus completely on the Institute.
- Libraries will be closed on Friday December 25, 2020 and Friday January 1, 2021 and the courier will not be running.
- District Director will be taking vacation from December 24th through January 3rd.

CITY OF NEWPORT
NOTICE OF A PUBLIC HEARING¹

This meeting will be conducted by video-conference. Please contact the Community Development Department at the phone number or email listed below for options on how you can participate in the hearing.

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of Newport, Oregon, will hold a public hearing on December 14, 2020, to review and make a recommendation to the Newport City Council on the following request. A public hearing before the City Council will be held at a later date.

File No.: 1-UGB-20 / 1-CP-20.

Applicant & Owners: Boston Timber Opportunities, LLC (Casey Fisher, Member) (Mercedes Serra, 3J Consulting, Inc. authorized representative).

Location/Subject Properties: Tax Map 10-11-33-00, Tax Lot 100 and Tax Map 12-11-05-00, Tax Lot 801 (853 SE 98th St).

Request: A request for a major amendment to the Newport Urban Growth Boundary, that will add approximately 43.4-acres (Site "A") and remove approximately 71.4-acres (Site "B"). Land area within the UGB that is to be removed is designated as High-Density Residential. Property outside the UGB is designated for forest uses. The change accommodates amendments to the City's Comprehensive Plan maps for the parcel being added to show the site as High Density Residential. The parcel to be removed from the UGB is intended to receive a Comprehensive Plan designation consistent with its designation on the Lincoln County Zoning map as RR-10.

Applicable Criteria: Provisions of the "Urbanization" element of the Newport Comprehensive Plan require findings regarding the following for the proposed UGB amendment: A.) **Land Need:** Establishment and change of urban growth boundaries shall be based on the following: 1.) Demonstrated need to accommodate long-range urban population, consistent with a 20-year population forecast coordinated with affected local governments; and 2.) Demonstrated need for housing, employment opportunities, livability or uses such as public facilities, streets, and roads, schools, parks and open space, or any combination of the need categories in this subsection. B.) **Boundary Location:** The location of the urban growth boundary and changes to the boundary shall be determined by evaluating alternative boundary locations consistent with ORS 197.298 and with consideration of the following factors: 1) Efficient accommodation of identified land needs; 2) Orderly and economic provision of public facilities and services; 3.) Comparative environmental, energy, economic, and social consequences; and 4.) Compatibility of the proposed urban uses with nearby agricultural and forest activities occurring on farm and forest land outside the UGB. C.) Compliance with applicable Statewide Planning Goals, unless an exception is taken to a particular goal requirement.

Testimony: Testimony and evidence must be directed toward the request above or other criteria, including criteria within the Comprehensive Plan and its implementing ordinances, which the person believes to apply to the decision. Failure to raise an issue with sufficient specificity to afford the city and the parties an opportunity to respond to that issue precludes an appeal, including to the Land Use Board of Appeals, based on that issue. Testimony may be submitted in written or oral form. Oral testimony and written testimony will be taken during the course of the public hearing. The hearing may include a report by staff, testimony from the applicant and proponents, testimony from opponents, rebuttal by the applicant, and questions and deliberation by the Planning Commission. Written testimony sent to the Community Development (Planning) Department (address under "Reports/Materials") must be received by 2:00 p.m. the day of the hearing to be included as part of the hearing or must be personally presented during testimony at the public hearing. Pursuant to ORS 197.763 (6), any person prior to the conclusion of the initial public hearing may request a continuance of the public hearing or that the record be left open for at least seven days to present additional evidence, arguments, or testimony regarding the application.

Reports/Materials: Material related to the proposed amendment may be reviewed or a copy purchased at the Newport Community Development (Planning) Department, City Hall, 169 S.W. Coast Hwy, Newport, Oregon, 97365. Please note that this is a legislative public hearing process and changes to the proposed amendment may be recommended and made through the public hearing process and those changes may also be inspected at no cost or copies may be purchased for reasonable cost at this address.

Contact: Derrick Tokos, Community Development Director (541) 574-0626 (address above in "Reports/Materials").

Time/Place of Hearing: Monday, December 14, 2020; 7:00 p.m.; City Hall Council Chambers (address above in "Reports/Materials").

MAILED: November 23, 2020.

PUBLISHED: Friday, December 4, 2020.

¹ This notice is being sent to affected property owners within 300 feet of the subject property (according to Lincoln County tax records), affected public utilities and agencies, and affected city departments.



Site "A" Tax Map 10-11-33-00, Tax Lot 100



NEWPORT UGB SWAP
HANCOCK FOREST MANAGEMENT

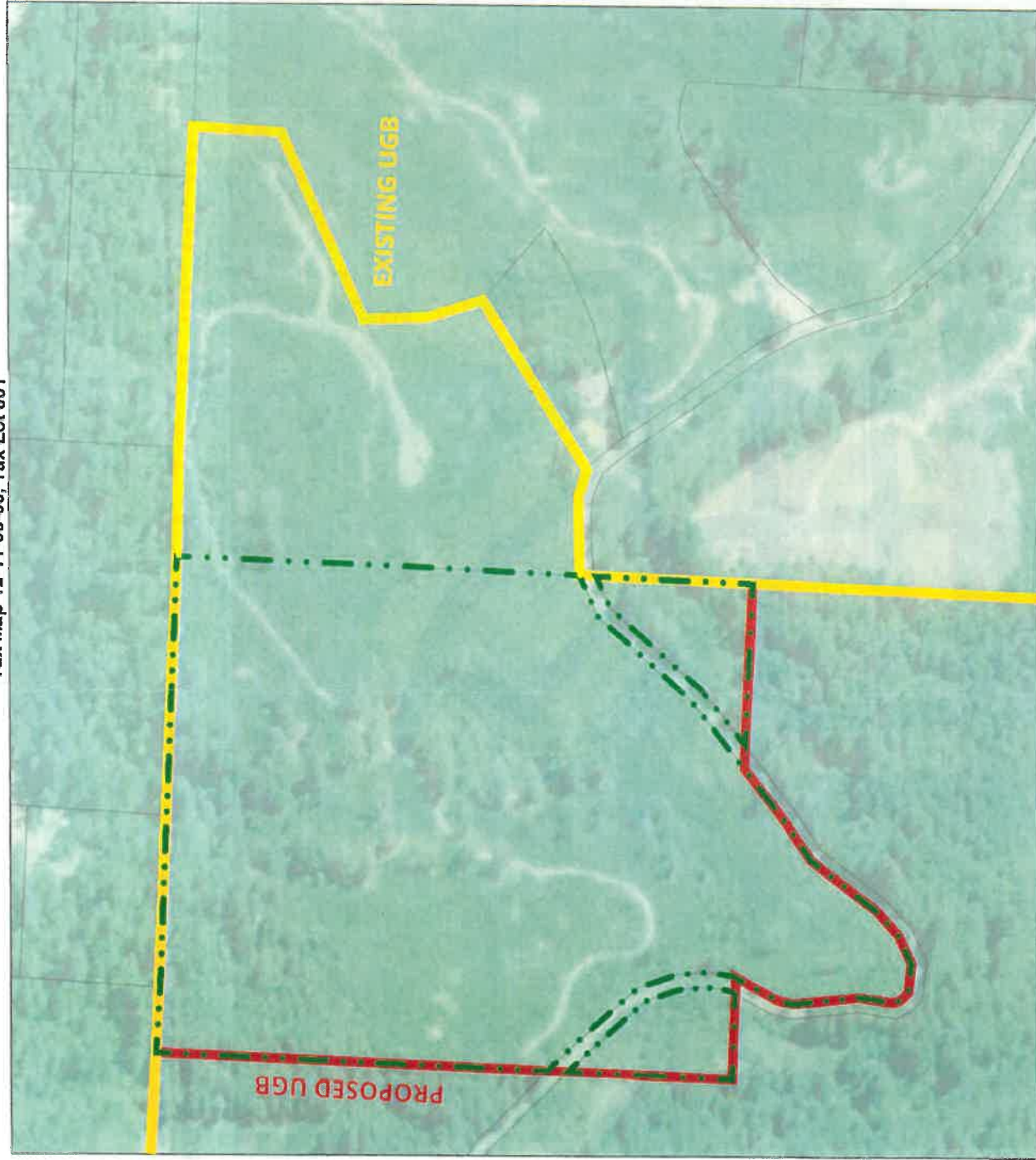
CONCEPTUAL SITE PLAN

07/25/19

3J CONSULTING
CIVIL ENGINEERING | WATER RESOURCES | LAND USE PLANNING

Site "B"

Tax Map 12-11-05-00, Tax Lot 801



EXISTING ZONING | COMP PLAN DESIGNATION

71 RURAL RESIDENTIAL (RRP 10)
ACRES HIGH DENSITY RESIDENTIAL (HURD)

SITE NOTE

SITE MAP HAS BEEN PREPARED USING DATA FROM EXISTING COUNTY SURVEYOR DATA AND USGS ELEVATION DATA. THIS MAP HAS BEEN PREPARED FOR ILLUSTRATIVE PURPOSES ONLY. ALL BOUNDARY AND DIMENSIONAL INFORMATION SHOULD BE VERIFIED BY A PROFESSIONAL LAND SURVEYOR.



SCALE: 1" = 400'



3J CONSULTING

HANCOCK UGB ADJUSTMENT

UGB AMENDMENT EXHIBIT

SEPTEMBER 2020

AGENDA ITEM 12/8/2020**Intergovernmental Agreement Between Cities and LCLD****Background and Summary**

The Board has agreed that there is a need to update the agreements between the city libraries and LCLD outlining expectations and responsibilities of each party. In this packet is a draft for discussion and if acceptable, to share with our legal counsel for comment before providing to partner libraries.

Recommendation of the Director

Recommend sending to legal counsel for comment.

AGREEMENT FOR LIBRARY SERVICES

PARTIES

This agreement, effective December 1, 2020, is entered into by and between Lincoln County Library District, an Oregon municipal corporation, hereinafter referred to as “the District”, the City of XXXXX, an Oregon municipal corporation, hereinafter referred to as “the City”, and XXXX Public Library, hereinafter referred to as “the Library”.

RECITALS

WHEREAS the District has been established by the voters of Lincoln County Library to provide fee-free library services to District residents and for that purpose the District and the City desire to enter into an intergovernmental agreement pursuant to Oregon law as currently provided in ORS Chapter 190, the parties recognize that the District has entered into or proposes to enter into similar agreements with other cities in Lincoln County to ensure fee-free service to District residents, and

WHEREAS the parties to this agreement are capable of providing and are willing to provide library services to Lincoln County Library District residents on a non-fee basis; and

WHEREAS District reimbursement to the Cities for their services under this agreement should be based on the amount and quality of service they provide to District residents; and

NOW, THEREFORE, pursuant to the authority provided in Chapter 357 of the Oregon Revised Statutes, it is mutually agreed as follows:

1. Provision of Library Services. Each City shall provide library services on a non-fee access basis to any resident of the Lincoln County Library District. District residents shall be entitled to those library services within a City’s boundaries to which the City’s residents are entitled by virtue of having a library card. This does not preclude the charging of fees for special services including, but not limited to, interlibrary loan, photocopying, or other services on an equal basis with fees charged to Cities’ residents.

2. Level of Library Services; Deficiency Procedure.

A. Each city shall maintain services and facilities meeting or exceeding the State Library of Oregon and Oregon Library Association “Minimum Conditions for Public Libraries in Oregon” times of a declared City fiscal emergency. Those standards are identified in Exhibit “A,” attached.

B. If the District believes that a City’s services and/or facilities fall below the standards set out in Exhibit “A” then the District may initiate the following procedure:

(i) The District shall notify the City in writing of the alleged deficiency or lack of good faith, including stating in detail the District's basis for the District's allegations and providing any evidence the District has in support of the allegations.

(ii) Following such notice, there shall be a joint open hearing conducted by the District Board and the City Council of the City. The hearing shall be held on a date set by mutual agreement of the District Board and the City Council and at a place designated by the City Council. At the hearing, the City shall have a full opportunity to present such evidence as it deems appropriate in response to the allegations of the District.

(iii) At the close of the hearing, the District Board shall deliberate and make final determination on whether the City's services and/or facilities fall below the required standards.

(iv) If the District Board makes a final determination of a deficiency for either reason, then the determination shall include specific changes in services and/or facilities the City can make to correct the deficiency.

(v) The District Board thereafter shall put its final determination in writing, including specific findings of fact and conclusions supporting its determination and the specific changes in services and/or facilities the City can make to correct the deficiency, and shall deliver a copy of the written final determination to the City.

(vi) If the deficiency is not corrected within thirty days after receipt of the final written determination, the agreement may be terminated by the District as to such City, by written notice of termination from the District to the City specifying the date of termination.

3. Reimbursement to Cities for Library Services. District shall reimburse Cities for services under this contract from a reimbursement fund which shall be created and maintained by District. District shall deposit into the reimbursement fund a minimum of seventy percent (70%) of the District's revenues. District revenue means taxes, forestry receipts, and uncollected taxes from previous years, except that this definition shall not apply to revenues from grants, donations, and bequests the specific terms of which require the use of revenues for other purposes. In addition, the District shall annually appropriate another ten percent (10%) of the District's revenue for direct services to the Cities' libraries. These direct services may include, but are not limited to, courier and OCLC services.

The District shall deposit the required portion of revenues into the reimbursement fund as received. The District shall make payments to Cities from the reimbursement fund as follows, in accord with the distribution formula set out in paragraph 4 of this agreement:

A. Subject to the receipt of tax revenues, on-half will be provided to the Cities no later than December 15 of each year.

B. Thereafter, the District shall make payments to Cities from monies in the reimbursement fund monthly, as received.

C. Each City shall submit a report to District describing how its library meets or exceeds the standards set under this agreement in Exhibit "A." Each library shall measure its library services and facilities against each standard to demonstrate it fulfills its contractual obligations. Measurements shall be made from the most current available data supplemented by any alterations in facilities or services existing at the time of the report. The report shall be provided to District on or shortly after November 15 of each year. Receipt of the report is a prerequisite to receiving reimbursement payments under this paragraph. Cities agree to allow District staff and representatives access to City records, if requested, to audit and confirm this information.

4. District Formula. The distribution of monies in the reimbursement fund to Cities under paragraph 3 of this agreement shall be based on the following formula, calculated as of December 15 of each year.

A. Sixty-five per cent (65%) of the monies shall be distributed in proportion to each City's library's District circulation during preceding Fiscal Year as compared to the total of the Cities' libraries' District circulation during the preceding Fiscal year. Circulation shall be determined in accord with reporting requirement agreed to by the Cities; and

B. Thirty-five per cent (35%) of the monies shall be distributed in proportion to each City's library's operation costs as set out in the latest available Statistics of Oregon Libraries as collected and published by the Oregon State Library.

5. Direct Services. From time to time, on the mutual written agreement of the City Managers of all of the Cities and of the District Librarian, the District may, from monies in the reimbursement fund, provide certain direct services as defined in the agreement, rather than Cities individually providing the services. In the event of such an agreement, the agreed cost of the shared services shall be withdrawn by the District from the reimbursement fund, for use by the District to provide the shared services, and the balance of the reimbursement fund shall be distributed to the Cities in accord with the distribution formula set out in this paragraph.

6. Annual Reporting. Cities and District shall complete and file with the Oregon State Library an annual report in accordance with ORS 357.520.

7. Term of Agreement. This agreement shall automatically renew annually unless District or Cities or any individual City shall give notice to all other parties in writing not later than March 1 of its intent not to renew the agreement beginning the next July 1.

8. Termination. Any City may terminate its participation in this agreement upon thirty (30) days written notice to the District. District may terminate its participation with any City in accordance with the provisions of paragraph 2 of this agreement.

9. Payments On and After Termination. In the event of any termination during a fiscal year, the amount of compensation to be paid to the City under this agreement shall be prorated for the fiscal year based upon the date of termination. Thereafter, the funds allocated to such terminated City shall be allocated to the remaining participating Cities on the pro rata basis set out in paragraph 4 as increased reimbursement for services provided to District residents.

10. Annual Review. District shall annually review this agreement, including but not limited to the formula in paragraph 4 above, to determine if any changes are warranted. Input from the Cities will be solicited. Notice of the review and any proposed changes will be provided to the Cities by January 15 for the next fiscal year. Comments shall be received through March 1. The District Board will conduct the review at a meeting in April. Any modifications to the agreement shall be made in writing and executed by the parties in the same manner as provided for in paragraph 10 below.

11. Execution in Counterparts. This agreement may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute but one and the same instrument.

LINCOLN COUNTY LIBRARY DISTRICT

CITY OF NEWPORT

PRESIDENT

CITY MANAGER

AGENDA ITEM 12/8/2020**Human Resources Project****Background and Summary**

In November of 2020 the LCLD Board approved, via Resolution #2020-10.1, to fund a contract to develop basic human resources materials for LCLD. The work is proceeding and included for discussion are several documents that deal with staff evaluation.

Recommendation of the Director

Lincoln County Library District Performance Appraisal Process

Guiding Principles

- Performance management is an ongoing process of communication between a supervisor and an employee in support of accomplishing the goals of the organization. The supervisor and employee plan together to build on strengths and develop areas in need of improvement.
- Individual goals should align with the Lincoln County Library District Strategic Plan and organizational vision and values
- Performance expectations include all job outcomes, including:
 - o Impact of employee interactions with external and internal partners
 - o Services and products delivered by the employee
 - o Processes used and policies followed
- Organizational values demonstrated on-the-job
- The performance appraisal process is designed to evaluate an employee's performance over a specified period.
- Each employee is entitled to a written performance appraisal. It is the role and responsibility of supervisors to conduct a performance review. Supervisors should be able to articulate to employees at all levels what it takes to achieve and to accomplish major goals.

Performance Appraisal Process

Phase 1: Planning

- Update job descriptions to align with the Lincoln County Library District strategic plan and to be job descriptions.
- In April of the fiscal year, set up a time with your employee to discuss goals, review performance standards, and set expectations for the upcoming year.
- Identify how often you and your employee will meet to discuss goal progress and benchmarks.

Phase 2: Tracking

- Ask your employee to provide examples to you of their work accomplishments throughout the year.
- Keep a file for each employee and add both the employee's examples and your own to help write their review at the end of the fiscal year.

Ongoing Feedback and Coaching Throughout the Cycle

- Conduct formal and informal coaching on a regular basis with each of your employees.
- Meet regularly with your employees to provide timely, specific, positive, and developmental feedback. This helps an employee to know if he/she is on target toward meeting their goals and your expectations.
- Be consistent and provide a balance of both positive and developmental feedback.

Phase 3: Reviewing

- The performance appraisal summarizes the employee's contributions over the entire fiscal year.
- Review your employee's file and incorporate both their examples and yours of their performance throughout the year.

The following needs to occur:

- ☐ The job description and past year work plan is reviewed by employee and supervisor
- ☐ Employee completes a self-appraisal,
- ☐ Peer and customer input requested (if desired)
- ☐ Supervisor reviews the employee's self-appraisal
- ☐ Supervisor completes written comments and performance appraisal document
- ☐ Meet with the employee – one or more times
- ☐ New work plan for the employee is created for the coming year, including goals and benchmarks
- ☐ Job Description is updated accordingly
- ☐ Both you and the employee sign the performance appraisal.
- ☐ Provide a hard copy to the employee and file the original in the employee's file.
- ☐ Set dates for check-in meetings

Best Practices When Completing a Performance Appraisal

- Meet regularly with the employee throughout the fiscal year to provide feedback to AVOID any surprises!
- Include objective examples in the review.
- For employees in similar jobs, hold them accountable to the same standards.

- Disregard non-work-related events such as approved leave, FMLA, participation in an investigation and accommodation requests.
- Gather examples you have collected, the employee's examples submitted to you throughout the year, and any other feedback sent to you from others over the fiscal year to begin completing the appraisal.
- Review goals set at the start of the year and if the employee has met those goals.
- Identify areas of strength and development for the employee.
- Identify ways you can support the employee.

Best Practices When Preparing for the Performance Appraisal Discussion

- To best accommodate the end of the fiscal year, begin in April and set a date and time that is mutually convenient for you and the employee for their performance appraisal discussion.
- Be sure enough time is allotted (1 – 1.5 hours) that is free from interruptions.
- Select a location that is confidential, comfortable for both you and your employee.
- Provide the employee with information on completing and submitting their self-appraisal.
- Maintain good eye contact
- When your employee is speaking, don't interrupt
- Ask clarifying questions
- Focus on the goals set at the beginning of the year
- Focus on the employee's specific behaviors, not generalities.
- Ask for the employee's opinion and ideas about how to approach work or resolve problems.
- Take Implicit Bias Training during the year <https://implicit.harvard.edu/implicit/>

Goal Setting – Writing Goals

Benefits of an Effective Goal-Writing Effort:

- Employees gain a more precise understanding of what is expected of them
- Supervisor can shift from stressing tasks, activities, and efforts to stressing results
- Employees feel encouraged to operate at a self-managed level
- Supervisor has a better understanding of the strengths and capabilities of the employees

Planning the Goal:

- Employees are in a better position to set their own goals and objectives when they understand the organizational goals.
- Supervisors and employees must share a common understanding of:
 - What is to be accomplished
 - How performance is to be measured

Considerations for Goal-Writing:

- How Individual Goals will support the needs of the organization

- Are Individual Goals aligned with Lincoln County Library District Strategic Plan goals

Criteria for Goals (SMART): Is the Goal...?

Specific: Clearly articulates the desired result you are expected to achieve

Measurable: Includes a means (quantity or quality parameters) by which you will know you have succeeded in achieving this goal

Achievable: There is a reasonable chance of completing the goal **Relevant** The goal is in the scope of the employee's job – within their area of influence

Time Bound: There is a clear deadline or schedule identified

Overview

While conversations between supervisors and employees about performance and development should be frequent, the performance appraisal process ensures that a more formal, summary conversation takes place at least once a year. These conversations give supervisors and employees an opportunity to reflect on what has been achieved compared to what was expected and how the employee is performing overall.

Ratings

The following scale is used for all ratings in the review.

(5) FAR EXCEEDED REQUIREMENTS: Achievements were consistently well beyond requirements for the position

(4) EXCEEDED REQUIREMENTS: Achievements consistently exceeded the position responsibilities, performance standards and objectives.

(3) MET REQUIREMENTS: Achievements consistently met the majority of the position responsibilities, performance standards and objectives. The individual performed at the level necessary for accomplishing the position requirements.

(2) BELOW REQUIREMENTS: Achievements frequently did not meet several of the position's requirements. This individual should perform at a more satisfactory achievement level.

(1) WELL BELOW REQUIREMENTS: Achievements consistently fell below the position requirements. Termination should be considered unless performance improvement is shown rapidly.

LINCOLN COUNTY LIBRARY DISTRICT-PERFORMANCE APPRAISAL

Employee Self-Appraisal

Employee:		Period:		Date Rated:		Rated By:	
Position:		Dept:		Date Reviewed with Employee:			

Essential Functions	Comments Must justify your rating	Weight (Total Must = 100%)	Rating 1 – 5 (below)	Score (Weight x Rating)
Total Score				

Results Rating = Total Score/100

(5) FAR EXCEEDED REQUIREMENTS: Achievements were consistently well beyond requirements for the position

100

(4) EXCEEDED REQUIREMENTS: Achievements consistently exceeded the position responsibilities, performance standards and objectives.

(3) MET REQUIREMENTS: Achievements consistently met the majority of the position responsibilities, performance standards and objectives. The individual performed at the level necessary for accomplishing the position requirements.

(2) BELOW REQUIREMENTS: Achievements frequently did not meet several of the position's requirements. This individual should perform at a more satisfactory achievement level.

(1) WELL BELOW REQUIREMENTS: Achievements consistently fell below the position requirements. Termination should be considered unless performance improvement is shown rapidly.

EMPLOYEE SELF EVALUATION

PERFORMANCE FACTORS AND DEFINITIONS	RATINGS See Below	COMMENTS Must Justify your rating
1. JOB KNOWLEDGE Being knowledgeable in the areas of assigned responsibility.	<input type="text"/> <input type="text"/>	
2. INITIATIVE/MOTIVATION Establishing high standards of performance for oneself; working hard to meet them and to overcome obstacles.	<input type="text"/> <input type="text"/>	
3. PERSONAL ADAPTABILITY/RELIABILITY Adapting and responding appropriately to the demands of various situations. Performing without supervision.	<input type="text"/> <input type="text"/>	
4. PROFESSIONALISM Structuring the activities of oneself and the utilization of resources to maximize productivity and efficiency. Conduct with the public. Customer Service.	<input type="text"/> <input type="text"/>	
5. INTERPERSONAL/HUMAN RELATIONS Perceiving the needs of others and developing relationships that enhance understanding, respect, and communication; dealing effectively with conflict; working as a "team player".	<input type="text"/> <input type="text"/>	
6. COMMUNICATIONS-Verbal & Written Communicating clearly, accurately, thoroughly, and Effectively.	<input type="text"/> <input type="text"/>	
7. APPEARANCE Grooming and Clothing Standard	<input type="text"/> <input type="text"/>	
8. PROBLEM SOLVING SKILLS Processing and analyzing information to effectively, learn new material, identify problems, and make decisions.	<input type="text"/> <input type="text"/>	

(5) FAR EXCEEDED REQUIREMENTS: Achievements were consistently well beyond requirements for the position

100

(4) EXCEEDED REQUIREMENTS: Achievements consistently exceeded the position responsibilities, performance standards and objectives.

(3) MET REQUIREMENTS: Achievements consistently met the majority of the position responsibilities, performance standards and objectives. The individual performed at the level necessary for accomplishing the position requirements.

(2) BELOW REQUIREMENTS: Achievements frequently did not meet several of the position's requirements. This individual should perform at a more satisfactory achievement level.

(1) WELL BELOW REQUIREMENTS: Achievements consistently fell below the position requirements. Termination should be considered unless performance improvement is shown rapidly.

Goals and Objectives – Past Twelve-Months

Goal	Result(s)	Rating

Goals and Objectives – Next Twelve-Months

Goals & Objectives	Timelines

LINCOLN COUNTY LIBRARY DISTRICT-PERFORMANCE APPRAISAL

Supervisor Evaluation

Employee:		Period:		Date Rated:		Rated By:	
Position:		Dept:		Date Reviewed with Employee:			

Essential Functions	Comments Must justify your rating	Weight (Total Must = 100%)	Rating 1 – 5 (below)	Score (Weight x Rating)
Total Score				

Results Rating = Total Score/100	
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(5) **FAR EXCEEDED REQUIREMENTS:** Achievements were consistently well beyond requirements for the position

100

(4) **EXCEEDED REQUIREMENTS:** Achievements consistently exceeded the position responsibilities, performance standards and objectives.

(3) **MET REQUIREMENTS:** Achievements consistently met the majority of the position responsibilities, performance standards and objectives. The individual performed at the level necessary for accomplishing the position requirements.

(2) **BELOW REQUIREMENTS:** Achievements frequently did not meet several of the position's requirements. This individual should perform at a more satisfactory achievement level.

(1) **WELL BELOW REQUIREMENTS:** Achievements consistently fell below the position requirements. Termination should be considered unless performance improvement is shown rapidly.

PERFORMANCE FACTORS-Supervisor Rating

The purpose of this section is to further clarify the individual's performance and to provide objective feedback which can be helpful to the employee in recognizing his/her strengths and areas of needed improvement.

PERFORMANCE FACTORS AND DEFINITIONS	RATINGS Same as Section I	COMMENTS Must Justify your rating
1. JOB KNOWLEDGE Being knowledgeable in the areas of assigned responsibility.	<input type="text"/> <input type="text"/>	
2. INITIATIVE/MOTIVATION Establishing high standards of performance for oneself; working hard to meet them and to overcome obstacles.	<input type="text"/> <input type="text"/>	
3. PERSONAL ADAPTABILITY/RELIABILITY Adapting and responding appropriately to the demands of various situations. Performing without supervision.	<input type="text"/> <input type="text"/>	
4. PROFESSIONALISM Structuring the activities of oneself and the utilization of resources to maximize productivity and efficiency. Conduct with the public. Customer Service.	<input type="text"/> <input type="text"/>	
5. INTERPERSONAL/HUMAN RELATIONS Perceiving the needs of others and developing relationships that enhance understanding, respect, and communication; dealing effectively with conflict; working as a "team player".	<input type="text"/> <input type="text"/>	
6. COMMUNICATIONS-Verbal & Written Communicating clearly, accurately, thoroughly, and Effectively.	<input type="text"/> <input type="text"/>	
7. APPEARANCE Grooming and Clothing Standard	<input type="text"/> <input type="text"/>	
8. PROBLEM SOLVING SKILLS Processing and analyzing information to effectively, learn new material, identify problems, and make decisions.	<input type="text"/> <input type="text"/>	
TOTAL		
RESULTS RATING		
Total Score/number of factors listed above		

Goals and Objectives – Past Twelve-Months

Goal	Result(s)	Rating

Goals and Objectives – Next Twelve-Months

Goals & Objectives	Timelines

IV. OVERALL PERFORMANCE SUMMARY -- comment, then circle performance level.

WELL BELOW REQUIREMENTS 1	BELOW REQUIREMENTS 2	MET REQUIREMENTS 3	EXCEEDED REQUIREMENTS 4	FAR EXCEEDED REQUIREMENTS 5
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Total Overall Performance (Essential Functions*0.5) + (Performance Factors*0.25) + (Goals*0.25):

Superviosr's Comments:

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Employee's Comments:

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NOTE: This appraisal has been reviewed and discussed with the employee-signature does not indicate agreement or disagreement. Attach additional documents or notes relating to this appraisal or any major differences of opinion in the review from either the employee or supervisor.

EMPLOYEE	DATE	SUPERVISOR	DATE	DEPARTMENT HEAD	DATE
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Best Practices When Completing a Self-Assessment

- Share your brilliant successes. Look at previous feedback received, projects you've completed and initiatives you've launched — all excellent fodder. If you haven't done so in the past, start keeping a performance journal. It will make your next self-appraisal that much easier to complete.
- Share what you've learned. What have you learned in the past year? Look to identify the ways in which you've been able to enhance your skills; describe the new skills you've mastered and how they've helped you in your career development. Describe how you've applied these new skills to your job and how they support the goals of your department and organization.
- Share your challenges. This isn't an annual opportunity for shameless self-promotion. It's an opportunity for some humility. Be candid about your challenges in the year. Describe how you overcame them or the steps you will take in the year ahead to address them.
- Be honest. Don't embellish your accomplishments. Think hard about how you choose your ratings for yourself. Your supervisor will likely want you to support your ratings so be prepared to provide examples of your successes and examples of your not-so-great performance. But at the same time ensure you are not under-estimating yourself or your performance.
- Take time to do it well. Your supervisor can tell if you rushed your self-appraisal. So take the time needed to do it justice (schedule time for it in your calendar!). After all, your self-appraisal is all about you, and you're worth it! Use all the space/features provided in the form to tell your story.
- Don't attempt to complete it in one go. Treat your self-appraisal like a work of art that builds over time. You'll be much happier with the end result if you give yourself time to reflect and carefully support your self-assessment. Use examples to support your assertions, and make sure that you spell- and grammar-check your documents. These are all signs of how seriously you take the process and its importance to you.

Questions for peer review – comments from clientele:

The mission of the Lincoln County Library District (LCLD) is:

“The Lincoln County Library District provides leadership to ensure equitable services and materials to the libraries and residents of the District.”

LCLD is conducting annual performance appraisals with their staff. Part of the process includes peer and clientele input. Peer feedback which is relevant and clear, with specific examples, assists the staff member in creating work and learning plans for the next year.

Please answer the following questions and return the information to me. Indicate whether you are ok with having your name shared in association with the comments.

The following questions pertain to: (staff member's name)

and their performance over the last year:

1. What has been effective in your working relationship with them? Describe a positive experience you have had with them. What successes do you see? How have they worked toward the mission of the LCLD?

2. What information can you provide for the employee, for them to improve their performance (duties, how they complete them, their effect on workplace culture)? What would work better if a change were made?

3. Any further comments?

AGENDA ITEM 12/8/2020
Progress on Strategic Plan

Background and Summary

LCLD is in the process of creating a strategic plan. The director will update the Board on our progress.

AGENDA ITEM 12/8/2020

2020-2021 Tax Distribution to Partner Libraries

Background and Summary

LCLD has an agreement with the following public libraries: Driftwood Public Library (Lincoln City); Newport Public Library; Toledo Public Library; and Waldport Public Library. The District will use 70% of annual tax revenues to reimburse these libraries for providing fee-free library service to residents of the Lincoln County Library District. LCLD reimburses $\frac{1}{2}$ of the annual amount in December and then $\frac{1}{12}$ each month between January and June. The enclosed chart details the distribution formula and totals for 2020-2021.

Recommendation of the Director

Recommends approval.

Proposed Reimbursement for 2020/2021

Libraries	Operating Expenditures 2018/2019	Percent		Circulation 2018/2019	Percent
Driftwood	\$949,680.00	38.392%		51,496	21.7%
Newport	\$988,444.00	39.960%		98,918	41.7%
Toledo	\$263,256.00	10.643%		19,451	8.2%
Waldport	\$272,231.00	11.005%		67,500	28.4%
Total	\$2,473,611.00	100.000%		237,365	100.0%

Revenue 2018/2019

	Budgeted	Actual	Difference
Tax Revenue 2018/2019*	\$ 1,276,772.00	\$ 1,308,287.16	\$31,515.16
Previously Levied Taxes*	\$ 40,000.00	\$44,923.83	\$4,923.83
State Forestry*	\$ 5,000.00	\$16,511.00	\$11,511.00
Total	\$1,321,772.00	\$1,369,721.99	\$47,949.99

Possible Revenue for 2020/2021

(Anticipating amount of taxes that won't be received in 2020-2021)

	-6%	-5%	-4%
Tax Revenue Projected \$1,392,029.09	\$ 1,308,507.26	\$ 1,322,427.55	\$ 1,336,347.84
Previously Levied Taxes	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
State Forestry	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Subtotal	\$ 1,358,507.26	\$ 1,372,427.55	\$ 1,386,347.84
LCLD = 20%	\$ 271,701.45	\$ 274,485.51	\$ 277,269.57
Direct Services = 10%	\$ 135,850.73	\$ 137,242.76	\$ 138,634.78
Siletz	\$ 76,100.00	\$ 76,100.00	\$ 76,100.00
Subtotal	\$ 483,652.18	\$ 487,828.27	\$ 492,004.35
Total Available for Reimbursement	\$ 874,855.08	\$ 884,599.29	\$ 894,343.49
Total Reimbursement for 2019/2020	\$ 950,955.08	\$ 960,699.29	\$ 970,443.49
(includes Siletz)			

2020/2021 Reimbursement

Proposed Funding 2020/2021
\$ 874,855

Operating Expenditures		Op. Ex 2018/2019	Percentage	Total
\$ 0				
\$ 306,199	Driftwood	\$ 949,680	38.392%	\$ 117,557
	Newport	\$ 988,444	39.960%	\$ 122,356
	Toledo	\$ 263,256	10.643%	\$ 32,587
	Waldport	\$ 272,231	11.005%	\$ 33,698
	Total	\$ 2,473,611	100.000%	\$ 306,199

Circulation		Circ.2018/2019	Percentage	Total
\$ 1				
\$ 568,656	Driftwood	\$ 51,496	21.7%	\$ 123,369
	Newport	\$ 134,140	41.7%	\$ 236,978
	Toledo	\$ 19,451	8.2%	\$ 46,599
	Waldport	\$ 67,500	28.4%	\$ 161,710
	Total	\$ 272,587	100.0%	\$ 568,656

Total Reimbursement		Op. Ex.	Circ.	Total
2020/2021				
At 35% & 65%	Driftwood	\$ 117,557	\$ 123,369.06	\$ 240,926
	Newport	\$ 122,356	\$ 236,978.03	\$ 359,334
	Toledo	\$ 32,587	\$ 46,598.80	\$ 79,186
	Waldport	\$ 33,698	\$ 161,709.87	\$ 195,408
	Total	\$ 306,199	\$ 568,655.75	\$ 874,855

