

**Lincoln County Library District Board
Regular Meeting
Tuesday, December 10, 2019, Noon
LCLD Administrative Office
141 NW 11th, Newport, OR**

Agenda	
Call to order	President
Call the Roll & Establish Quorum	Secretary to the Board (Director)
Approval of the Agenda	President

Topic	Lead	Purpose Outcome
Public Comment	President	Anyone may come forward at this time.
Minutes Board Meeting November 12, 2019	President	Approval
Reports		
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Director's Goals and Timeline	Director	Decision
Approval of Local Option Levy Election	President	Decision
Discussion of "What it Means to Be a Trustee" and "Trustee Competencies"	All	Information
New Business		
2019-2020 Distributions to Libraries	Director	Decision
Prevention of Workplace Discrimination, Harassment, and Retaliation Policy	Director	Decision
Changes to Retirement Contributions	Director	Decision
Good of the Order		Information
Next District Board Meeting January 14, 2020, noon LCLD Administrative Office		Information
Adjourn	President	Motion

Minutes
Lincoln County Library District
Board Meeting
November 12, 2019
12:00 p.m.
LCLD Administrative Office
141 NW 11th
Newport, OR

ATTENDANCE—BOARD

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

GUEST

Jed Hansen-Walport Library Board

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Board President Brian Fodness called the meeting to order at 12:00 P.M.

CALL THE ROLL AND ESTABLISH QUORUM

All members present, quorum was established.

PUBLIC COMMENT

Jed Hansen was recognized for his role in the library political action committee

APPROVAL OF OCTOBER 8, 2019 MEETING MINUTES

Chris moved and Virginia seconded approval of the minutes of October 8, 2019. Passed unanimously.

DIRECTOR'S REPORT

Director reviewed her written report. Estimated cost to repair two exterior doors at the Siletz Library is nearly \$5,000, SVFOL will be writing a grant to the Siletz Tribal Charitable Fund to cover 75% of the cost, SVFOL will pay the remainder of the cost. Siletz staff will be writing a grant to cover the cost of new staff computers. The all -staff day on October 18, 2019 went well. The District has been working with member libraries to determine the cost in 2019-2020 to each library for ByWater who host the Chinook Library System. Isler CPA was onsite in October working on our 2018-2019 audit which is due December 31, 2019. We are up to date on our audits. MaryKay attended OASL Conference at Taft High School in Lincoln City. She also attended the Siletz City Council meeting in October and will attend the November meeting

tonight. MaryKay worked with Holly Valkama, a planning consultant, on prioritizing and strategizing for LCLD. Holly donated her time and the District paid her travel expenses. Brian and MaryKay volunteered at the Shangri La Halloween Carnival. It was great fun, Chris and Virginia offered to help next year. MaryKay will attend regional gathering for participants in the Dolly Parton Imagination Library on Friday, November 15, 2019 in Wilsonville. A couple of things that didn't get into the report that are being worked on are that MaryKay has contacted Gwen Griffith to help with ongoing issues with our retirement system and appropriate withholdings from retirement contributions. She will be bringing an updated personnel policy to the Board that will make some important changes to our approach to retirement contributions.

FINANCIAL REPORT

On track, have spent what we expected to spend before our 2019-2020 tax receipts started coming in. We received our first 2019-2020 tax distribution today. We will be sending the distribution checks to our partner libraries, 1/2 in December and 1/12 each month till June 2020. Emily asked about our ability to break the lease if we lose our funding and was told that it is covered in the lease. Emily also suggested creating a contingency plan for the District if our funding is reduced for any reason.

OLD BUSINESS

District Librarian Annual Evaluation Process

Board members received a draft Position Description for District Director as well as a self-evaluation for the previous six months. Virginia had questions about percentage of time spent with Siletz? Brian noted that the staff of the Siletz Library have been empowered to manage most of the operations of the library. Emily suggested adding something about SDAO in Result #2 which relates to Board training and orientation. Emily would like to add something about working with accountants, lawyers, and other professional services. MaryKay believes it is covered in Administration. Marta moved and Emily seconded approval of the Director Position Description, with changes as discussed. Motion passed unanimously.

A self-evaluation was shared with the Board as the basis of an evaluation discussion. Items discussed included:

- Making a plan for policy creation for ongoing review rather than a completed set of policies.
- Board packet materials sent a week in advance was appreciated and will be continued.
- Conference and meeting attendance was discussed, for both Board members and director, particularly relating to the outcomes of attending. It was requested that MaryKay provide
- information about the potential benefits of conference and meeting attendance when she provides information about those meetings.
- Community relations section is a good addition to position description.

Emily asked what kind of feedback Director would prefer on performance evaluation and she replied that a discussion of goals for the upcoming year would be valuable:

- Policies,
- Succession planning for director and Board members,
- Operating procedures,
- Strategic planning,
- Board handbook and training,
- Goals that were included in the position description.

How are progress towards goals going to be measured? MaryKay will create a timeline for goals to be presented at the next meeting and will include updates on progress in monthly Director's Report.

Emily mentioned that she might be resigning from the Board in the next year due to moving out of the zone she represents. There was a discussion of Board recruitment process in light of Emily's potential move.

MaryKay asked if the Board would agree that she is doing her job satisfactorily? There was discussion about the issues that surfaced when she started which prevented her from moving the District forward as she was hired to do. Board agreed that the annual performance process for the Director is completed and her performance for the previous year has been satisfactory.

Local Option Levy
Passed.

NEW BUSINESS

Trustee Training

The "Short Takes for Trustees" could be done during the Board meetings each month or we can get log-ins for each Board member. It was agreed that the Board would be assigned a "Short Takes for Trustees" and a "Trustee Academy" session each month and then there would be a discussion at the regular meeting on that topic. MaryKay will provide those log-ins and assign sessions for the December meeting.

GOOD OF THE ORDER

NEXT DISTRICT BOARD MEETING

Tuesday December 10, 2019 at the District Office, 141 NW 11th, Newport.

ADJOURNMENT

Meeting adjourned at 1:40 p.m.

Lincoln County Library District
District Librarian's Report
December 10, 2019

Siletz Library:

- The staff of the Siletz Library have received a series of posters from the Smithsonian Institution commemorating the 100th anniversary of World War I. They have been mounted on foam board and will be on display at the Library beginning in January 2020.



- The Siletz Library staff have submitted a grant request to the Siletz Tribal Charitable Contribution Fund to replace staff computers.

Library District Director:

- I attended a regional gathering for participants in the Dolly Parton Imagination Library. Topics covered included community partnerships, sustaining an existing program as well as idea exchanges concerning fundraising, growing enrollment and donor relations. It was an excellent overview of the program with some great networking opportunities. I have begun to think about how we can grow the program in Lincoln County and will plan a meeting with the county libraries in the new year.
- I will have attended the Mock Pura Belpre Award program in McMinnville on Saturday December 7th. This is an opportunity to gather with other librarians to discuss books that are possible contenders for the national Pura Belpre Award which is presented annually to a Latino/Latina writer and illustrator whose work best portrays, affirms, and

celebrates the Latino cultural experience in an outstanding work of literature for children and youth.

- I will have participated in the Waldport Public Library Family Who-ville Night on Monday December 9, 2019.
- I will be unable to attend the Siletz City Council meeting on Monday December 9th, so I sent a report to the Mayor to be placed into the record.

Coming Up:

- The District Office will be closed on December 25th and January 1st. The Siletz Public Library will be closed on December 25th & 26th as well as January 1st.
- I will be on vacation from December 23 through December 27.

Lincoln County Library District

Statement of Revenues and Expenditures - Cash Basis

For November 2019 and FYTD Ended November 30, 2019

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues			
4000 Revenues			
4020 Chinook Library Network			25000.00
4050 Lincoln County Law Library		11873.88	15000.00
4060 Previously Levied Taxes	1303.92	7747.82	40000.00
4070 Ready to Read Grant			4300.00
4080 Siletz			
4081 Siletz-Carry-over			7000.00
4082 Siletz-City of Siletz			1000.00
4083 Siletz-Interest			10.00
4084 Siletz-Miscellaneous	146.76	348.51	500.00
Total 4080 Siletz		348.51	8510.00
4090 State Forestry	5094.27	5094.27	10000.00
4100 Property Tax Revenue 16/17		2787.10	
4101 Property Tax Revenue - 17/18	1067.69	5129.85	
4102 Property Tax Revenue 18/19	1864.58	17774.99	
4103 Property Tax Revenue - 19/20	887369.22	887369.22	1276772.00
4800 Interest Income	44.55	245.51	100.00
4900 Miscellaneous Income	9.84	7391.77	1000.00
Total 4000 Revenues	896900.83	945762.92	1380682.00
Services	16493.21	16493.21	
Available Cash On Hand			161320.00
Total Revenues	\$ 913,394.04	\$ 962,256.13	\$ 1,542,002

Expenditures			
5000 Personnel Services			273922.00
5100 Salaries and Wages		75992.84	
5200 Payroll Taxes		58003.77	
5250 Payroll Fees		1190.46	
Total 5000 Personnel Services		135187.07	
5300 Employee Benefits			104000.00
5305 Health Benefits	1149.94	5749.70	
5310 Retirement Benefits		15683.42	
Total 5300 Employee Benefits	1149.94	21433.12	
6000 Materials and Services			
6010 Professional Services		344.60	29454.00
6011 Accounting Services	6250.09	25736.34	
6012 Legal Services		3355.00	
6013 IT Services		1439.50	
Total 6010 Professional Services	6250.09	30875.44	
6030 General Office Expenses	89.88	1329.96	81795.00
6036 ByWater Solutions		21210.00	
6040 Copier Lease	224.00	1362.91	
6050 Mileage		29.00	
6055 Orbis Cascade Alliance Courier			
6056 OCAC - LCLD		6050.00	
Total 6055 Orbis Cascade Alliance Courier		6050.00	
6060 Postage	111.80	309.28	
6065 Professional Materials		799.99	
6070 Public Relations	100.00	500.00	
6075 Rent and Utilities			

6076 Electricity		75.95	
6077 Maintenance and Supplies		194.05	
6078 Gas	56.73	93.74	
6079 Rent		6924.92	
6080 Telephone and Internet	89.97	571.86	
6081 LCLD Garbage		146.16	
Total 6075 Rent and Utilities	146.70	8006.68	
6100 Supplies		341.79	
6105 Vans			
6106 Fuel		1462.86	
6107 Maintenance	123.48	790.16	
6108 Supplies		48.22	
Total 6105 Vans	123.48	2301.24	
Total 6030 General Office Expenses	795.86	42240.85	
6300 Travel/Training/Membership			15490.00
6310 Membership Fees		1417.58	
6320 Registration/Training/Travel			
6321 Registration		241.00	
6322 Travel/Meals/Housing	38.40	5297.29	
Total 6320 Registration/Training/Travel		5538.29	
Total 6300 Travel/Training/Membership	38.40	6955.87	
6400 Operating Fees/Insurance		700.00	16600.00
6420 Election Fees		3447.00	
6430 Legal Notices		242.25	
Total Operating Fees/Insurance		4389.25	
6500 Reimbursement/Library Development			870261.00
6510 Cataloging/Interlibrary Loan/Reference			
6511 OCLC	5377.32	26068.12	
Total 6510 Cataloging/Interlibrary Loan/Reference	5377.32	26068.12	
6520 Library Development			86100.00
6521 Support Local Libraries			
6524 Summer Reading Programs		800.00	
Total 6521 Support Local Libraries		800.00	
6525 Online Databases			
6526 Library2Go (Overdrive)		4460.60	
Total 6525 Online Databases		4460.60	
6550 Siletz			
6551 Materials, Supplies and Services		70.34	
6554 Siletz Electricity	193.64	1057.88	
6555 Siletz Collection Development	523.82	2279.53	
6556 Siletz Water/Sewer		387.00	
6557 Siletz Copier Lease	50.82	254.10	
6558 Siletz Internet and Phone		632.54	
6559 Siletz Gas	98.02	152.64	
6560 Siletz Alarm		81.90	
6561 Siletz Programming		1321.92	
6562 Siletz Repair & Maintenance		820.00	
Total 6550 Siletz	866.30	7057.85	
Total 6520 Library Development	866.30	12318.45	
Total 6500 Reimbursement/Library Development	6243.62	38386.57	956361.00
6700 Bank Charges & Fees	15.95	85.75	
Total 6000 Materials and Services			1099700.00
7000 Capital Outlay			35000.00
7010 Office Furniture and Equipment		7415.46	
Total 7000 Capital Outlay		7415.46	
Operating Contingency			29560.00
Total Expenditures	\$ 14,493.86	\$ 286,969.38	\$ 1,512,622

AGENDA ITEM 12/10/2019

District Director's Goals and Timeline for 2020

This is the proposed timeline for working on and completion of the 2020 goals that were discussed at the 11/12/2019 meeting and taken from the 2019 Director evaluation.

[illegible]

AGENDA ITEM 12/10/2019


Approval of Local Option Levy Election

The Board needs to approve the results of the November 5, 2019 Special Election per ORS 255.295. Attached are the results provided by the County Clerk as well as the invoice for the cost of the election.



Dana W. Jenkins
LINCOLN COUNTY CLERK
225 W. Olive Street-Room 201
Newport, Oregon 97365

County of Lincoln
"Customer Service is #1"
www.co.lincoln.or.us/clerk/
(541) 265-4131

DATE: November 22, 2019
TO: Electoral Districts in the November 5, 2019 Election
FROM: Dana Jenkins, Lincoln County Clerk 
RE: Official Abstracts of Votes

Enclosed is the Official Abstracts of Votes for the November 5, 2019 Special Election (for each position or measure in your district).

Also enclosed is a copy of the Final Official Election Results for the election.

Please let us know if you approve of the results, as per ORS 255.295.

Thanks for all your help!

OFFICIAL ABSTRACT OF VOTES

RUN DATE:11/20/19 01:04 PM

Lincoln County, Oregon
Special Election
November 5, 2019

FINAL OFFICIAL RESULTS

REPORT-EL52 PAGE 0001

	TOTAL		PERCENT			TOTAL		PERCENT	
01 = REGISTERED VOTERS - TOTAL	19,570				03 = BALLOTS CAST - BLANK	7			
02 = BALLOTS CAST - TOTAL	7,208				04 = VOTER TURNOUT - TOTAL			36.83	

	01	02	03	04
0001 01 WALDPOR	1686	716	2	42.47
0002 02 ALSEA	729	276	1	37.86
0003 03 SEAVIEW	901	374	1	41.51
0004 04 TIDEWATER	566	189	0	33.39
0005 05 YACHATS	399	160	0	40.10
0006 06 BAYVIEW	1287	647	0	50.27
0007 07 SEAL ROCK	1287	564	0	43.82
0008 08 SOUTH BEACH	645	281	0	43.57
0012 12 YAQUINA	540	208	1	38.52
0014 14 AGATE BEACH	61	18	0	29.51
0015 15 OTTER ROCK	362	178	0	49.17
0016 16 DEPOE BAY	1186	491	1	41.40
0017 17 FOGARTY CREEK	1278	519	0	40.61
0018 18 KERN	1210	489	0	40.41
0019 19 SCHOONER CREEK	370	129	0	34.86
0022 22 SUNSET WEST	466	182	0	39.06
0023 23 SUNSET EAST	1380	337	1	24.42
0024 24 ROSE LODGE	992	242	0	24.40
0025 25 BIG ELK	115	14	0	12.17
0026 26 ELK CITY	109	32	0	29.36
0027 27 FRUITVALE	896	306	0	34.15
0028 28 EDDYVILLE	437	117	0	26.77
0029 29 SILETZ	1761	447	0	25.38
0030 30 ROCK CREEK	305	102	0	33.44
0031 31 EAST TOLEDO	602	190	0	31.56

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

DATED this 20th day of November, 2019.



Dana W. Jenkins, Lincoln County Clerk



OFFICIAL ABSTRACT OF VOTES

RUN DATE:11/20/19 01:04 PM

Lincoln County, Oregon

Special Election

November 5, 2019

FINAL OFFICIAL RESULTS

REPORT-EL52 PAGE 0002

21-197 Lincoln County Library District
Local Option Tax for Library Services

Vote for One

01 = Yes

02 = No

VOTES PERCENT

VOTES PERCENT

5,280 73.33
1,920 26.6703 = OVER VOTES
04 = UNDER VOTES1
7

	01	02	03	04
0001 01 WALDPOR	554	160	0	2
0002 02 ALSEA	218	57	0	1
0003 03 SEAVIEW	282	91	0	1
0004 04 TIDEWATER	120	69	0	0
0005 05 YACHATS	132	28	0	0
0006 06 BAYVIEW	507	140	0	0
0007 07 SEAL ROCK	404	160	0	0
0008 08 SOUTH BEACH	213	68	0	0
0012 12 YAQUINA	146	61	0	1
0014 14 AGATE BEACH	11	7	0	0
0015 15 OTTER ROCK	136	42	0	0
0016 16 DEPOE BAY	340	150	0	1
0017 17 FOGARTY CREEK	380	138	1	0
0018 18 KERN	375	114	0	0
0019 19 SCHOONER CREEK	92	37	0	0
0022 22 SUNSET WEST	133	49	0	0
0023 23 SUNSET EAST	239	97	0	1
0024 24 ROSE LODGE	156	86	0	0
0025 25 BIG ELK	10	4	0	0
0026 26 ELK CITY	23	9	0	0
0027 27 FRUITVALE	201	105	0	0
0028 28 EDDYVILLE	82	35	0	0
0029 29 SILETZ	329	118	0	0
0030 30 ROCK CREEK	74	28	0	0
0031 31 EAST TOLEDO	123	67	0	0

I certify that the votes recorded on this abstract correctly
summarize the tally of votes cast at the election indicated.

DATED this 20th day of November, 2019.



Dana W. Jenkins, Lincoln County Clerk



OFFICIAL ABSTRACT OF VOTES

Lincoln County, Oregon

FINAL OFFICIAL RESULTS

RUN DATE:11/20/19 01:04 PM

Special Election

REPORT-EL52 PAGE 0002

November 5, 2019

VOTES PERCENT

VOTES PERCENT

21-197 Lincoln County Library District

Local Option Tax for Library Services

Vote for One

01 = Yes

5,280 73.33

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1

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1,920 26.67

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7

	01	02	03	04
0001 01 WALDPOR	554	160	0	2
0002 02 ALSEA	218	57	0	1
0003 03 SEAVIEW	282	91	0	1
0004 04 TIDEWATER	120	69	0	0
0005 05 YACHATS	132	28	0	0
0006 06 BAYVIEW	507	140	0	0
0007 07 SEAL ROCK	404	160	0	0
0008 08 SOUTH BEACH	213	68	0	0
0012 12 YAQUINA	146	61	0	1
0014 14 AGATE BEACH	11	7	0	0
0015 15 OTTER ROCK	136	42	0	0
0016 16 DEPOE BAY	340	150	0	1
0017 17 FOGARTY CREEK	380	138	1	0
0018 18 KERN	375	114	0	0
0019 19 SCHOONER CREEK	92	37	0	0
0022 22 SUNSET WEST	133	49	0	0
0023 23 SUNSET EAST	239	97	0	1
0024 24 ROSE LODGE	156	86	0	0
0025 25 BIG ELK	10	4	0	0
0026 26 ELK CITY	23	9	0	0
0027 27 FRUITVALE	201	105	0	0
0028 28 EDDYVILLE	82	35	0	0
0029 29 SILETZ	329	118	0	0
0030 30 ROCK CREEK	74	28	0	0
0031 31 EAST TOLEDO	123	67	0	0

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

DATED this 20th day of November, 2019.



Dana W. Jenkins, Lincoln County Clerk





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LINCOLN COUNTY CLERK
225 W. Olive Street-Room 201
Newport, Oregon 97365

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(541) 265-4131

INVOICE

TO:

Lincoln County Library District
Attn: MaryKay Dahlgreen
PO Box 2027
Newport, OR 97365

FOR:

AMOUNT:

Election Costs – November 5, 2019 Special Election

\$23,225.00

TOTAL:

\$23,225.00

Please return this invoice with remittance to:

Dana W. Jenkins
LINCOLN COUNTY CLERK
225 W. Olive Street - Room 201
Newport, Oregon 97365

*IMPORTANT: Do not hesitate to contact Dana Jenkins at (541)265-4131 if you have questions.
Thank you.*

Original Notice

November 27, 2019

FORMS.invoice

AGENDA ITEM 12/10/2019

2019-2020 Tax Receipt Distributions to Libraries

70% of Lincoln County Library District tax revenue is distributed to Driftwood Library in Lincoln City, Newport Public Library, Toledo Public Library, Waldport Public Library, and Siletz Public Library to assure that everyone in Lincoln County has access to tax supported library service. Half of the allocation is distributed in December while the other half is distributed monthly between January and June.

2019/2020 Reimbursement

Proposed Funding 2019/2020
\$ 816,891

Operating Expenditures		Op. Ex 2017/2018	Percentage	Total
\$ 0				
\$ 285,912	Driftwood	\$ 932,101	35.537%	\$ 101,604
	Newport	\$ 1,161,072	44.266%	\$ 126,563
	Toledo	\$ 284,519	10.847%	\$ 31,014
	Waldport	\$ 245,233	9.350%	\$ 26,732
	Total	\$ 2,622,925	100.000%	\$ 285,912

Circulation		Circ. 2017/2018	Percentage	Total
\$ 1				
\$ 530,979	Driftwood	\$ 57,620	24.0%	\$ 127,622
	Newport	\$ 98,918	41.3%	\$ 219,092
	Toledo	\$ 19,451	8.1%	\$ 43,082
	Waldport	\$ 63,743	26.6%	\$ 141,183
	Total	\$ 239,732	100.0%	\$ 530,979

Total Reimbursement		Op. Ex.	Circ.	Total
2019/2020				
At 35% & 65%	Driftwood	\$ 101,604	\$ 127,621.72	\$ 229,225
	Newport	\$ 126,563	\$ 219,092.08	\$ 345,655
	Toledo	\$ 31,014	\$ 43,081.74	\$ 74,096
	Waldport	\$ 26,732	\$ 141,183.47	\$ 167,915
	Total	\$ 285,912	\$ 530,979.01	\$ 816,891

Possible Reimbursement for 2019/2020

Libraries	Operating Expenditures 2017/2018	Percent		Circulation 2017/2018	Percent
Driftwood	\$932,101.00	35.537%		57,620	24.0%
Newport	\$1,161,072.00	44.266%		98,918	41.3%
Toledo	\$284,519.00	10.847%		19,451	8.1%
Waldport	\$245,233.00	9.350%		63,743	26.6%
Total	\$2,622,925.00	100.000%		239,732	100.0%

Revenue 2017/2018

	Budgeted	Actual	Difference
Tax Revenue 2017/2018*	\$ 1,197,243.00	\$ 1,261,927.84	\$64,684.84
Previously Levied Taxes*	\$ 40,000.00	\$0.00	-\$40,000.00
State Forestry*	\$ 3,000.00	\$58,469.00	\$55,469.00
Total	\$1,240,243.00	\$1,320,396.84	\$80,153.84

Possible Revenue for 2019/2020

(Anticipating amount of taxes that won't be received in 2019-2020)

	-6%	-5%	-4%
Tax Revenue Projected \$1,276,772	\$ 1,200,165.68	\$ 1,212,933.40	\$ 1,225,701.12
Previously Levied Taxes	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
State Forestry	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Subtotal	\$ 1,250,165.68	\$ 1,262,933.40	\$ 1,275,701.12
LCLD = 20%	\$ 250,033.14	\$ 252,586.68	\$ 255,140.22
Direct Services = 10%	\$ 125,016.57	\$ 126,293.34	\$ 127,570.11
Siletz	\$ 76,100.00	\$ 76,100.00	\$ 76,100.00
Subtotal	\$ 451,149.70	\$ 454,980.02	\$ 458,810.34
Total Available for Reimbursement	\$ 799,015.98	\$ 807,953.38	\$ 816,890.78
Total Reimbursement for 2019/2020	\$ 875,115.98	\$ 884,053.38	\$ 892,990.78
(includes Siletz)			

Resolution No. 2019-12.1

Resolution adopting Prevention of Workplace Discrimination, Harassment, and Retaliation Policy

WHEREAS, the Lincoln County Library District is committed to a work environment in which all individuals are treated with respect and dignity and,

WHEREAS, the Oregon Legislature passed Senate Bill 479 requiring the establishment and adoption of a written policy to prevent workplace harassment, discrimination and retaliation.

Now, therefore be it RESOLVED, that the Lincoln County Library District Board adopts the Prevention of Workplace Discrimination, Harassment and Retaliation Policy as presented in the attached document and discussed and revised during the meeting of December 10, 2019.

Adopted by the Board of Directors of Hood River County Library District this 10th day of December 2019.

ATTEST:

Brian Fodness, Board President

MaryKay Dahlgreen, Library Director

LINCOLN COUNTY LIBRARY DISTRICT PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY

Lincoln County Library District (LCLD) 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, LCLD expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related event, or any activity coordinated by or through the organization. This policy applies to all employees, elected officials, board or commission members, volunteers, interns and any other person we interact with in the course of accomplishing the work of the organization.

LCLD has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. LCLD 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 LCLD Director, as an alternative you may reach the LCLD Board President

EQUAL EMPLOYMENT OPPORTUNITY

It is our policy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

RETALIATION

We encourage reporting of all perceived incidents of discrimination or harassment. It is the policy of LCLD to promptly and thoroughly investigate such reports. We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

LINCOLN COUNTY LIBRARY DISTRICT PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY

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.

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.

LINCOLN COUNTY LIBRARY DISTRICT PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY

REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

LCLD 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 LCLD Director or the LCLD 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 months for one 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 the follow-up to discontinue a request must be submitted in writing to the LCLD Director.

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 LCLD Director if you are unable to reach the primary contact please reach out to LCLD Board President. We encourage employees to document the event(s), associated date(s), and potential witnesses.

LCLD 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 four 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.

LCLD will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

LINCOLN COUNTY LIBRARY DISTRICT PREVENTION OF WORKPLACE DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY

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 [Identify potential options: warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination] as LCLD 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.

EXTERNAL COMPLAINT PROCEDURES

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

EMPLOYMENT AGREEMENTS

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault 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 change their mind.

ADDITIONAL EMPLOYEE SUPPORT SERVICES

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

NOTE: insert specific resources for each bullet below

- Legal Resources
- Counseling and Support Services and/or Employee Assistance Services

AGENDA ITEM 12/10/2019

Changes to Retirement Contributions

The District contributes to the retirement account of full-time employees via a 457 B plan through Nationwide. Early in the District's history the decision was made by the Board to put the difference between single and family insurance rates into the retirement account of eligible staff in addition to 8% of the employee's salary. The contribution of the difference in single and family insurance was also included in the Personnel Policy.

While there were no doubt valid reasons for this policy at the time, I recommend to the Board that we no longer put the difference between single and family insurance into retirement and that the District contribute 6% rather than 8% of the employee's salary. 6% is the standard employer pick up for the State of Oregon. This does not limit the amount of contributions a staff member can make to their retirement account; the only limits are set by the IRS.

When I began working here in August of 2018, I did not need medical benefits since I am on my husband's insurance. We agreed to put that amount into my retirement account. I would like to have that additional \$1077 per month added to my salary instead of going into the retirement account.

We have been struggling to clarify tax issues around our retirement contributions and while we still need to make sure that appropriate taxes are withheld, this approach would simplify that process.

I have spoken with the other employee who receives retirement benefits and she agrees to the changes: 6% instead of 8% of salary and no longer contributing the difference between single and family insurance to retirement. She will continue to have her health insurance for a single person paid by the District.

I would like this new process to be effective January 1, 2019.

ADDITIONAL ITEMS FOR LCLD BOARD 12-10-2019

Annexation into the City of Newport

This is a letter we received from the City of Newport about a proposed annexation. I asked the County Assessor's Office what impact it would have on us and they won't know until the filing deadline in April, I will check back then.

Waldport Library Receives State Recognition for Outreach Project

This article was posted on the November 14, 2019 Newport News Times website.

169 SW COAST HWY
NEWPORT, OREGON 97365

COAST GUARD CITY, USA



www.newportoregon.gov

MOMBETSU, JAPAN, SISTER CITY

COMMUNITY DEVELOPMENT DEPARTMENT
(541) 574-0629

November 7, 2019

Lincoln County Library District
PO Box 2027
Newport, OR 97365

Newport Rural Fire District
PO Box 923
Newport, OR 97365

Seal Rock Water District
PO Box 190
Seal Rock, OR 97376

Re: ANNEXATION INTO THE CITY OF NEWPORT
City of Newport File # 1-AX-19/3-Z-19 (Ordinance No. 2158)

To Whom It May Concern:

Enclosed is a copy of Ordinance No. 2158, which annexes certain real property into the Newport city limits. This ordinance also withdraws said property from the Newport Rural Fire Protection District, Seal Rock Water District, and the Lincoln County Library District. Included is a map showing the boundaries of the subject property as well as a legal description.

Ordinance No. 2158 was adopted October 8, 2019, and became effective when signed by the Mayor on October 8, 2019, pursuant to the Newport Charter and the conditions of the ordinance.

There currently are structures on the subject property.

Sincerely,

A handwritten signature in cursive script that reads "Sherri Marineau".

Sherri Marineau
Executive Assistant

Enclosures

- Ordinance No. 2158
 - Exhibit "A" – Map
 - Exhibit "B" – Findings of Fact
- (Exhibit "B" Attachments are on file in the Community Development Dept. office)

EST.

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Waldport Library receives state recognition for outreach project



📷 Waldport Public Library Director Sue Bennett and her staff were honored at the Waldport City Council meeting on Thursday for their grant-funded project, Community Math Outreach. Pictured are: Library Clerk Barbara Fischer, left; Family Outreach Coordinator Sharon McCrum; R.J. Miner; Library Director Sue Bennett; State Librarian Jennifer Patterson; Kimber Miner; and Lincoln County Library District Director MaryKay Dahlgreen. (Photo by Cheri Brubaker)

By: Cheri Brubaker - Updated: 1 week ago

Posted Nov 14, 2019

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(/tracking/social?id=141967&target=twitter)

Waldport Public Library Director Sue Bennett and her staff were honored at the Waldport City Council meeting on Thursday for their grant-funded project, Community Math Outreach.

Following a recommendation by the State Library of Oregon's Library Services and Technology Act (LSTA) Advisory Council, the State Library Board recently voted unanimously to award Community Math Outreach the LSTA Project of the Year for fiscal

≡ ~~year 2018~~ NEWPORT NEWS TIMES (/) (/)

Through a 2018 LSTA competitive grant, funded by the Institute of Museum and Library Services and administered by the State Library of Oregon, Waldport Public Library successfully refreshed many aspects of their youth programming over the past year to engage local students from ages birth through high school and their families in Science, Technology, Engineering, and Math (STEM) related activities, with a special emphasis on math. This outreach brought programs, presentations, tutoring and assemblies to families with infants and toddlers, pre-K through elementary, middle and high school; and included public and homeschool students.

Through a creative new series of events, such as Legos and math games, science-focused story times, math competitions, rocket workshops, kid's clubs for chess and radio-controlled cars and drones, the Waldport Public Library is helping redefine the library's role in a small community. It has also helped invigorate stronger relationships with teachers and administrators in the Lincoln County School District.

According to Waldport Library's family outreach coordinator, Sharon McCrum, "As a library, we keep striving toward literacy for all ages, not just traditional reading. Math proficiency is also literacy. To become confident in math skills is a wonderful thing in a friendly, non-graded environment at the public library."

