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LOPEZ ISLAND LIBRARY DISTRICT

POLICY MANUAL

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This Policy Manual provides general statements of policy, which are not intended to be part of the employment relationship, nor does it create a contract, expressed or implied. These policy statements are not promises of specific treatment in specific situations and are not binding on the Library.

This Policy Manual does not guarantee employment for a definite period of time or alter the “at will” relationship between employee and employee.

This Policy Manual supersedes all previous Policy Manuals and all previous written or unwritten policies on any of the subjects discussed in this Policy Manual. The Library reserves the right to modify the policies contained in this Policy Manual at any time.

LOPEZ ISLAND LIBRARY DISTRICT POLICY MANUAL

Table of Contents	3
1.0.0 Governance	7
1.0.0 By-Laws	7
1.1.0 Mission Statement	9
1.1.1 Vision Statement	9
1.2.0 Policy Manual	10
1.2.1 Policy manual established	10
1.2.2 Adopting, amending or rejecting policies	10
1.2.3 Implementing policy revisions	10
1.2.4 Policy Manual disclaimer	11
1.3.0 Appointment of Trustees	12
1.4.0 Education and Training for Trustees	12
1.4.1 Approval	12
1.4.2 Reimbursement	12
1.4.3 Assessment	12
2.0.0 Administration	13
2.1.0 Finances and Audits	13
2.1.1 County as financial agent	13
2.1.2 Approval of disbursements	13
2.1.3 Petty cash fund	13
2.1.4 Credit Card Use	14
2.1.5 Short Term Investments	14
2.1.6 Budget	14
2.1.7 Budgeting Policy and Procedures	16
2.1.8 Policy and Procedures for Claims	17
3.0.0 Collection Development, Selection of Materials	18
3.1.0 Objectives	18
3.1.1 Responsibility	18
3.1.2 Guidelines	18
3.1.3 Organizational Structure	18
3.2.0 Internet Use Policy	20
3.2.1 Access to unregulated worldwide web internet	20
3.2.2 Evaluating validity of information	20
3.2.3 Security caution on public computers	20
3.2.4 Parent's responsibility for use by minors	20
3.2.5 Conditions and terms of use in the library	21
3.2.6 Assistance by staff	21
3.2.7 User responsibility – compliance with library internet rules	21
3.2.8 Misuse of public computers	21
3.2.9 Children's Internet Protection Act (CIPA) definition of terms	22
3.3.0 Wireless Internet Use	23
3.4.0 Acceptable Use of Work-Provided Computers, Digital Equipment And Internet Access	23

4.0.0	Registration and Circulation	26
4.1.0	Registration policy	26
4.1.1	Resident and non-resident status	26
4.1.2	Reciprocal borrowing agreements	26
4.1.3	Registration fees	26
4.2.0	Circulation policies	27
4.2.1	Privacy of Borrower Registration and Circulation Records	27
4.2.2	Lost or Damaged Items	27
4.2.3	Borrower's responsibility	28
4.3.0	Interlibrary Loans (ILL)	29
4.3.1	ILL Borrowing Guidelines	29
4.3.2	ILL Borrowing Limitations	29
4.3.3	ILL Borrowing Charges	29
4.4.0	Policy on Discrimination	29
5.0.0	Use of the Building	30
5.1.0	Rules of Conduct	31
5.2.0	Meeting Room Policy	31
5.2.1	Meeting room use	31
5.2.2	Meeting room rules	31
5.2.3	Rules for Meeting Room Reservations and Responsibility	32
5.3.0	Library Exhibits, Art Shows & Displays	34
5.3.1	Exhibit coordinator	34
5.3.2	Non Discrimination and Endorsements	34
5.3.3	Spaces for display	35
5.3.4	Exhibit Regulations	35
5.3.5	Exhibit Reception Rules	35
5.3.6	Materials for Sale Prohibited	35
5.3.7	Liability	35
5.3.8	Exhibit Costs	35
5.3.9	Lopez Island Library District Programming Policy	35
5.4.0	Gifts of Art to the Library	37
5.4.1	Disposition of gifts	37
5.4.2	Public liability	37
5.4.3	Consideration of cost to the library	37
5.4.4	Cannot interfere with library operations	37
5.4.5	Location	37
5.4.6	Donor's conditions	37
5.4.7	Appraisals	37
5.5.0	Bulletin Boards and Display Areas	38
5.5.1	Materials Accepted for Posting and Distribution	38
6.0.0	Physical Plant	39
6.1.0	Fixed Asset Policy	39
6.2.0	Naming of Library Facilities	40
7.0.0	Qualifications, Responsibilities, Hiring, Evaluation of Employees	41
7.1.0	Recruiting and Hiring	41
7.2.0	Evaluations	43

7.2.1	Evaluation of Library Director	43
7.2.2	Evaluation of other staff	44
7.2.3	Workplace Evaluations	45
7.3.0	Employee Relations	46
7.3.1	Procedures for complaint resolution	46
7.3.2	Employee rules of conduct defined	47
7.3.3	Suspension	48
7.3.4	Progressive Correction Action	48
7.3.5	Employee Safeguards	49
7.3.6	Non-Discrimination	50
7.3.7	Anti-Harassment	51
7.4.0	Termination	52
7.5.0	Reporting improper governmental action	54
7.6.0	Political activity by library employees and volunteers	55
8.0.0	Employee Compensation and Benefits	
8.0.1	Employee Classification	56
8.0.2	Regular Employees (Full-time and Part-time)	56
8.0.3	Substitute Employees	58
8.0.4	Temporary Employees	58
8.0.5	Volunteers	59
8.1.0	Health Insurance	60
8.2.0	Retirement Benefits	61
8.2.0	Retirement Benefits	61
8.2.1	Participation	61
8.2.2	Contribution	61
8.2.3	Vesting Deferred Compensation	61
8.2.4	Plan Modifications	61
8.2.5	Deferred Compensation	62
8.3.0	Time Off	62
8.3.1	Holidays	63
8.3.2	Vacations	63
8.3.3	Personal Leave/Sick Leave	65
8.3.4	Jury duty	68
8.3.5	Bereavement Leave	68
8.3.6	Military leave	68
8.3.7	Leave without pay to Domestic Violence or Sexual Assault	69
8.3.8	Leave without pay	69
8.3.9	Leave without pay – Director benefits	70
8.3.10	Unplanned or Emergency Closure	70
8.3.11	Breaks and Lunches	71
8.4.0	Library Staff duties and compensation	72
8.4.1	Duties	72
8.4.2	Compensation	72
8.4.3	Cost of Living Adjustment	72
8.4.4	Substitute Librarian	72
8.5.0	Professional Development	73

8.5.1	Eligible Events	73
8.5.2	Ineligible Events	73
8.5.3	Approval	73
8.5.4	Reimbursement	73
8.5.5	Compensation	73
8.5.6	Assessment	74
9.0.0	Miscellaneous policies	75
9.1.0	Purchase of Refreshments for Library Events	75

APPENDICES

Appendix A	Code of Ethics	76
	ALA General Statement Guiding Librarians, Other Professionals, Library Trustees and Library Staffs	76
Appendix B	Library Bill of Rights	78
Appendix C	Freedom to Read Statement	78
Appendix D	Free Access for Minors	83
Appendix E	Patriot Act Procedures	85
Appendix F	Job Descriptions - Trustees	89
Appendix G	Library Meeting Room Agreement	94
Appendix H	Safety Rules	96

Policy Section 1 Governance
Date Adopted: June 12, 2007
Date Implemented: June 12, 2007
Date Amended: January 8, 2008

1.0.0 BY-LAWS

Article I. Board of Trustees

Section 1. The governing body of the Lopez Island Library District is composed of five members as appointed by the San Juan County Council.

Section 2. The term of office of the trustees shall be five years. No trustee shall serve more than two consecutive terms. If a member is appointed to serve an unexpired term of office, it shall be considered a full term of office.

Section 3. When any trustee fails to attend three consecutive meetings of the board without a legitimate reason, the board shall declare his/her position vacant. It shall be the duty of the Chair to notify the County Council of vacancies and by direction of the Board to suggest one or more names to the County Council of persons who qualify to fill the position.

Article II. Purpose

The Board of Trustees of the Lopez Island Library exists by virtue of the provisions of RCW 27.12.190 and exercises the authority and assumes the responsibilities delegated to it by said RCW 27.12.190.

Article III. Officers

Section 1. The officers shall be Chair and Vice Chair, elected from among the appointed trustees at the annual meeting of the Board.

Section 2. Officers shall serve terms of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 3. The Chair shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, insure that a true and accurate record is maintained of all meetings of the Board, and perform all other duties associated with that office.

Section 4. The Vice Chair, in the event of the absence of the Chair, shall assume and perform the duties and functions of the Chair.

Section 5. Vacancies occurring in any office shall be filled at the next regular

meeting of the Board.

Article IV. Committees

Section 1. Special committees for the study and investigation of special problems may be appointed by the Chair, such committees to serve until the completion of the work for which they were appointed.

Article V. Meetings

Section 1. Regular meetings shall be held monthly, the date, the hour and the location to be set by the board.

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in November of each year.

Section 3. A quorum for the transaction of business shall consist of a majority of members of the Board.

Section 4. The order of business for regular meetings shall include, but not be limited to, the following items:

- 1) Call to order
- 2) Delegations
- 3) Approval of minutes
- 4) Financial report; action on financial obligations
- 5) Report of Director
- 6) Unfinished business
- 7) New business
- 8) Adjournment

Section 5. The Chair of the Board of Trustees may call the meeting into recess for an Executive Session for one or more of the following reasons:

- 1) To consider selection or acquisition of real estate where public discussion may effect the price or leasing costs of such property;
- 2) To review negotiations on the performance of publicly-bid contracts where public discussion may result in increased costs;
- 3) For personnel matters, unless the person(s) being discussed request(s) an open session;
- 4) To discuss with legal counsel any matters for which public discussion would likely result in adverse legal or financial action against the district.

No final action may be taken during Executive Session. The need for an Executive Session shall be publicly announced by the Chair and the general

discussion topic as well as an approximate amount of time for such Executive Session will also be announced.

Article VI. Library director and staff

The Board shall select and appoint a competent and qualified library director who shall be the manager of library operations. The Director held responsible for the care of the building and equipment, for the employment and directions of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget.

Article VII. Amendments

These by-laws may be amended at any regular meeting of the board with a quorum present, with the unanimous vote of all members present, providing that the proposed amendment(s) shall have been presented for action at a previous meeting and stated in the call for the current meeting.

Article VIII. Parliamentary authority

Roberts Rules of Order, as currently amended, shall be parliamentary authority on all matters not covered by the by-laws of the Board.

Policy Section 1 Governance

Date Adopted: June 12, 2007

Date Implemented: June 12, 2007

Date Amended:

1.1.0 MISSION STATEMENT

The people of Lopez created the Lopez Library to provide resources and services for the enrichment of their cultural and recreational lives, and to provide information needed for daily living and decision-making. The Library strives to promote the love of reading and life-long learning.

1.1.1 VISION STATEMENT

The Lopez Library will provide the resources to serve the community's growing learning needs.

Policy Section 1.2

Date Proposed: January 9, 2007

Date Adopted: June 12, 2007

Date Implemented: June 12, 2007

Date Amended:

1.2.0 Policy Manual

1.2.1 Policy Manual established

- A. Policies adopted by the Trustees shall take effect upon passage. They shall then be entered into suitably established official copies of the Policy Manual, which shall be maintained by the Director. Copy One of the Official Policy Manual shall contain the original copy of each policy and shall be kept in the Director's office. Copy Two of the Policy Manual shall contain identical copies of each policy, and shall be shelved in the library's reference collection, where it shall be available for examination or copying during regular library hours.
- B. Policies, or portions thereof, entered in the Policy Manual shall display the date of adoption by the Trustees and the date of implementation. Each amendment to a policy shall also display the date the amendment was adopted and implemented.
- C. Additional copies of the Policy Manual may be distributed to the Trustees and other individuals. However, copies made and distributed under this subsection are unofficial copies and the library is not responsible for their accuracy.
- D. The Policy Manual is in the public domain, as defined in Title 17, United States Code 101.

1.2.2 Adopting, amending, or rejecting policies

- A. Proposed policy changes may be introduced by the Director, a Trustee, an employee, or a citizen. Proposed policy changes shall be presented to the Director, who shall place them on the agenda for a Trustees' meeting within thirty-five days of receipt. Trustees also may propose policy changes by means of a motion during a Trustees' meeting.
- B. When placed on the agenda, proposed adoption, amending, or rejection of policy changes shall take effect upon passage, and shall then be entered into the two official policy manuals.
- C. With a quorum present, the Trustees may accept, reject or amend a proposed policy change by a simple majority vote of the Trustees present.

1.2.3 Implementing policy revisions

- A. A vote by the Trustees to adopt, amend or delete policies takes effect upon passage. The policy revisions are entered in the two official copies of the policy manual, as specified in Section 1.2.1 (A), within three working days of the date the minutes are adopted.

1.2.4 This policy manual does not in any way create a contract, expressed or implied. This policy manual simply provides general statements of policy, which are not intended to be part of the employment relationship. These policy statements are not promises of specific treatment in specific situations and are not binding on the library. This policy manual does not guarantee employment for a definite period of time or alter the “at will” relationship between employer and employee.

This policy manual supersedes all previous policy manuals and all previous written or unwritten policies on any of the subjects discussed. The Library reserves the right to modify the policies contained in this policy manual at any time in accordance with Policy Section 1.2.

Policy Section 1.3.0 Appointment of Trustees

Date Proposed: January 9, 2007

Date Adopted: June 12, 2007

Date Implemented: June 12, 2007

Date Amended:

- 1.3.0 Appointment of Trustees: Written notice of a vacancy on the Board of Trustees shall be sent to the newspaper of legal record and other subscription newspapers in San Juan County two months prior to the expiration date. The Trustees may interview all applicants prior to the expiration date. The Trustees shall then submit the name(s) of the applicants to the appointing officials. The Trustees at their discretion may recommend one or more applicants for appointment.

Policy Section 1.4.0 Education and training for Trustees

Date Proposed: January 9, 2007

Date Adopted: June 12, 2007

Date Implemented: June 12, 2007

Date Amended:

- 1.4.0 Ongoing education and training for Trustees: Trustees are encouraged to participate in conferences, meetings, and continuing education programs, which will assist them in carrying out their responsibilities. The District will bear the cost of approved participation in accordance with the following policies.
- 1.4.1 Approval: In order for a Trustee to receive reimbursement for costs of attending any event, approval must be granted by the Board. Except where unusual circumstances prohibit, approval must be sought in advance of attendance. An estimate of the costs involved should accompany the request for approval. The Director should be consulted concerning the availability of budgeted travel funds. Standing approval may be made for Trustees to attend certain events.
- 1.4.2 Reimbursement: Travel costs will be reimbursed in accordance with District policies. Reimbursement will be full unless a partial reimbursement arrangement is set at the time of approval. Trustees will not be compensated for their time in traveling to or attending events.
- 1.4.3 Assessment: Trustees attending an event approved for reimbursement shall provide an oral and/or written report to the Board.

Policy Section 2.0.0 Administration
Date Proposed: January 9, 2007
Date Adopted: June 12, 2007
Date Implemented: June 12, 2007
Date Amended: June 17, 2011

2.1.0 Finances and Audits

- 2.1.1 County as Financial Agent: Except as otherwise provided for in the Articles of Incorporation, bylaws or these policies, all funds of the District will be received, recorded, and disbursed by the San Juan County Treasurer and Auditor in accordance with State and County law and policies. All receipts except those properly maintained in a petty cash fund approved by the Board of Trustees will be deposited promptly with the County Treasurer's office, and all disbursements, except petty cash disbursements made in accordance with the policies of the District, will be made by the office of the County Auditor.
- 2.1.2 Approval of Disbursements: Disbursement of District funds, except as provided in A and B, and shall be made by the County Auditor only on the authority of a Motion duly made, seconded, and passed by the Trustees at a properly called meeting of the Board at which a quorum is present. Certain other funds may be distributed in the following manner:
- A. Disbursements may be made from a petty cash fund previously approved by the Board of Trustees.
 - B. Employee wages and salaries, which have been previously authorized by action of the Board of Trustees, shall be disbursed by the County Auditor in the month earned based on a payroll worksheet approved by the Director. Such disbursements shall be ratified by the Board of Trustees at its succeeding regular monthly meeting.
- 2.1.3 Petty Cash Fund: The Trustees may, at their discretion, establish a petty cash fund in any specific amount they determine appropriate. The Director shall be responsible for the proper use and recordkeeping of the petty cash fund in accordance with generally accepted accounting practices for such funds.
- A. The total petty cash fund is set at \$1,040.00. Of this total, \$40.00 in cash is the starting bank for the circulation desk (to make change for copies, payments for lost or damaged items), \$375.00 is kept in cash for postal expenses and small supplies. The remainder (\$625.00) is kept in the Islander's Bank Public Funds Bank Account. Any use of the fund will be replenished on a monthly basis by voucher request from the Public Funds account to keep the total amount to at \$1,040.00.

2.1.4 Credit Card Use: The purpose of the credit card of the Lopez Island Library is to facilitate purchases and travel expenses for the Library. The following stipulations apply:

- A. Credit Limit. The credit limit on the card will be \$20,000.
- B. Type of Card. Only credit cards that have no annual or monthly fees will be used.
- C. Authorized Users. Authorized users of the card will be limited to the Director and an employee designated by the Director.
- D. Authorized Uses and Documentation. The credit card may be used only for goods or services for the official business of the Library. Any purchases over \$500.00 must be approved by the Library Board of Trustees. Documentation including receipts detailing the goods and services purchased must be submitted to the Office Manager as soon as practical after purchase. Cash advances on this credit card are prohibited.
- E. Responsibility for Card. The Director is responsible for protection of the credit card and will immediately notify the financial institution issuing the card if the card is lost or stolen. The Director must immediately surrender the credit card upon leaving the employ of the library.
- F. Payment of the Bills. To avoid finance charges, the bill will be paid in full each month. The Office Manager will be responsible for making sure the due date is met regardless of the date of the board meeting.
- G. Disputed Expenses. The Office Manager is responsible for reviewing expenditures on credit card with the Director. Questions regarding a specific purchase will be discussed and resolved with the Director's input. Any unintentional purchases done in error should be paid by personal check directly to VISA for the full amount of purchase.

2.1.5 Short-term investments: The Trustees may appoint one or more trustees or the Director as Investment Officer (s), and pass such resolutions as are necessary to authorize the Investment Officer(s) to invest District funds, through the County Treasurer, which are not immediately needed.

2.1.6 Budget

- A. The Board shall approve a budget for each year, in accordance with the requirements of law. The Trustees will set an appropriate schedule for consideration of the budget, which schedule will include a formal public meeting, properly announced. This public meeting is normally held at the regular November meeting, but may be held at whatever time, consistent with law, the Trustees set.

- B. Once the budget has been approved by the Trustees, the Director is explicitly authorized to spend the funds authorized, for the purposes budgeted, up to the budget limits (in accordance with policy 2.1.4.C, with the following exceptions:
1. Even if not explicitly budgeted, the Trustees may direct certain expenditures to be made on their behalf from budgeted lines. Examples of such items may include but are not limited to professional liability insurance and professional memberships for Trustees.
 2. Any capital expenditures in excess of \$500 require prior approval of the Trustees.
 3. No new staff positions may be created, and no new employee benefits may be established, without the specific approval of the Trustees.
 4. All contracts for professional services must be approved by the Trustees.
 5. The Director shall reserve in the continuing education and travel budgets appropriate funds to cover Trustee costs for these items.
 6. The Director shall not sign any contracts or make any agreements which would carry over into a future budget year without prior approval of the Trustees.
 7. The Director shall not sign any promissory notes, or enter into any debt contracts (other than normal trade accounts) without the authorization of the Trustees.
 8. The Trustees may from time to time make such other restrictions, as they deem necessary.
- C. Emergency Situations: If an emergency requiring expenditure in excess of those authorized in 2.1.6.B (2) should arise, the Director shall consult by telephone with the Chairperson and/or such other Trustees as are available by telephone. Those Trustees and the Director may decide to make such expenditures as are necessary to relieve the emergency situation.

An emergency is defined as a situation in which immediate action is necessary to protect life, health, or property.

- D. Avoidance of over-budgeting: The natural tendency in budgeting is to budget every line at its estimated maximum need. This generally results in a total budget in excess of actual need. In order to avoid this, budget lines will represent anticipated median, not maximum need. The Director will be considered in compliance with the budget as long as the total expenditure for operating items (excluding contingency, capital, and debt fund lines) does not exceed the total budget for those lines.

Policy Section 2.1.7 Budgeting Policy and Procedures

Date proposed: January 9, 2007

Date Adopted: June 12, 2007

Date Implemented: June 12, 2007

2.1.7 Budgeting

Preparation of the Library's budget is among the most important duties of the Library Board and administrative staff.

A. PURPOSE

The purpose of this policy is to set forth procedures for the orderly and timely development of the Library's budget.

B. SCOPE

Property taxes provide over 90% of the Library's operating budget. The Library's tax levy request and budgets are submitted annually to the County Council, county auditor, county assessor and county treasurer, after their final adoption.

C. PROVISIONS

1. Responsibility: The overall responsibility for the assumptions, timely preparation and presentation of the budget to the Library Board throughout the process rests with the Library director.
2. Timing: preparation of the budget is a progressive process that involves regular interaction between the Board and the library director. To facilitate the process, the following schedule will be used:
 - a) August – using the long-range plan and other planning documents as a basis, preliminary budget assumptions for the next fiscal year will be presented. Among these will be rates of inflation assumed for expenditures, rates of increases for salaries and benefits, identifying the timing of any operating and capital elements. The Library Board reviews budget priorities for the coming fiscal year.
 - b) September – the preliminary budget with expanded explanations, cost estimates and Board-suggested revisions is presented.
 - c) October – additional revisions to the preliminary budget are made and the date chosen for the public budget hearing scheduled either in late October or early November.
 - d) November – the budget is adopted, the levy rate is set and the certification signed and mailed to the county assessor, auditor, and treasurer by November 15.

- D. FORMAT: the format used during the finalization process is not in the form required by the county auditor, but will be converted by library staff before being filed with the county.

Policy Section 2.1.8 Policy and Procedures for Claims

Date Proposed:

Date Adopted: June 12, 2007

Date Implemented: June 12, 2007

Date Amended:

2.1.8 Policy and Procedures for Claims

In accordance with RCW 4.96.020, the following procedures are adopted for presenting claims for damages made under Ch. 4.96 RCW:

- A. The provisions of this section apply to claims for damages against the library district and its officers, employees, or volunteers, acting in such capacity.
- B. The library district shall appoint an agent to receive any claim for damages made under this chapter. The identity of the agent and the address where he or she may be reached during the normal business hours of the library district are public records and shall be recorded with the auditor of the county in which the entity is located. All claims for damages against library district's officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced. The failure of a local governmental entity to comply with the requirements of this section precludes that local governmental entity from raising a defense under this chapter.
- C. All claims for damages arising out of tortious conduct must locate and describe the conduct and circumstances which brought about the injury or damage, describe the injury or damage, state the time and place the injury or damage occurred, state the names of all persons involved, if known, and shall contain the amount of damages claimed, together with a statement of the actual residence of the claimant at the time of presenting and filing the claim and for a period of six months immediately prior to the time the claim arose. If the claimant is incapacitated from verifying, presenting, and filing the claim in the time prescribed or if the claimant is a minor, or is a nonresident of the state absent there from during the time within which the claim is required to be filed, the claim may be verified, presented, and filed on behalf of the claimant by any relative, attorney, or agent representing the claimant.
- D. No action shall be commenced against the library district, or against the district's officers, employees, or volunteers, acting in such capacity, for damages arising out of tortious conduct until sixty days elapsed after the claim has first been presented to and filed with the governing body thereof.

The applicable period of limitations within which an action must be commenced shall be tolled during the sixty-day period.

Policy Section 3 Collection Development, Selection of Materials

Date proposed:

Date adopted: June 12, 2007

Date Implemented: June 12, 2007

Date Amended:

3.0 COLLECTION DEVELOPMENT POLICY

3.1.0 Objectives

It is the goal of the Lopez Island Library to provide to all the people in its service area free and convenient access to the world of ideas, information and creative experience. To achieve this goal, the Library provides both print and non-print materials and actively promotes their use.

It is the Library's intention to develop a collection based on policies of inclusion rather than exclusion and on objective standards rather than personal opinion. It is the library's task to provide material that will enable people to form their own opinions. Every attempt is made to strike a balance between collecting materials according to their value and collecting materials according to demand.

Wishing to promote freedom and diversity in the pursuit of knowledge and understanding, the Library incorporates as a part of this policy the LIBRARY BILL OF RIGHTS and the supporting INTELLECTUAL FREEDOM STATEMENT, adopted by the American Library Association (attached).

3.1.2 Responsibility

Authority for the development of the collection rests with the Library Board through its role of setting and interpreting policy. The responsibility for collection development, under that policy, rests with the Library Director.

3.1.2 Guidelines

- A. The Library service area contains a diverse and varied population. An effort must be maintained to collect materials suitable in form, level, style and subject content to meet the needs of this diverse population. The Library must be responsive to the constant changes and developments occurring in the community and within the field of communications as a whole. The Library must strive to collect materials in anticipation of the future needs of the community, including the needs of the non-user.
- B. As a tax-supported information agency, the Library, with limited funds but with the entire community as its constituency, has the responsibility to coordinate

- access to information throughout the community. As such, it will take into account the various materials collections that already exist in order to avoid unnecessary duplication and to assure the broadest possible access.
- C. Responsibility for curriculum-related materials belongs properly to the school. The Library will provide materials that supplement and enrich the reference, research and recreational needs of students and faculty.
- D. The size of the island's population makes it unrealistic to provide and maintain a special collection of materials specifically geared for the use of visually impaired and physically handicapped persons and this is entrusted to the Washington Talking Book and Braille Library. The Library will assist people with their applications for free service from the WTBBL and will utilize that library for securing changing collections of large print materials to have on hand. It will also attempt to develop its collection of books on tape, cassettes and videos captioned for the hearing impaired so that there will be an expansion of those materials of particular use to the disabled, which can also be of use to the community as a whole.
- E. The Library will make every attempt to answer all requests for information, to secure every title and/or to secure material on any subject asked of it. However, investment in bibliographic utilities such as WLN has made it unnecessary, wasteful and self-defeating to attempt to fill all needs from a collection housed on the premises. Interlibrary loan and other resources are to be relied upon for subjects rarely called for and for titles of limited use.
- F. Each piece of material must be considered in terms of its own kind of excellence and the audience for whom it is intended. There is no single standard which can be applied in all cases when making an acquisitions decision. Some materials may be judged primarily in terms of artistic merit or scholarship, others are selected to satisfy the recreational and entertainment needs of the community.
- G. To build collections of useful and lasting significance, materials will be considered according to certain guidelines used as objectively as possible. All acquisitions, whether purchased or donated, are considered in terms of the following:
- Relation to the existing collection and other materials available on the subject.
 - Suitability of physical forms for library use.
 - Present and potential relevance to community needs.
 - Attention of critics, reviewers, and the public.
 - Appropriateness and effectiveness of the medium to content.
 - Skill, competence and purpose of the author.
 - Local demand.

3.1.3 Organizational Structure.

The structure of the library is also a factor in collection development. Budget, space, the content of the present collection, and the organizational structure of the library, including cooperative relationships, must be taken into account. An emphasis is placed on quality rather than quantity of materials purchased, keeping in mind that a balance must be struck between the value of materials and the demand for materials. The content of the present collection is constantly being reviewed so that gaps in subjects and format may be filled, replacement of old or outdated materials may take place, and unnecessary duplication may be avoided. Materials considered no longer of value are removed from the collection and sold to benefit the Library.

Policy Section 3.2 Internet Use Policy

Date Adopted: *February 1996*, June 12, 2007

Date Implemented: June 12, 2007

Date Amended: *June 2004*

Date amended April, 2006

Date Amended: November 8, 2012

3.2 Internet Use Policy

3.2.1 The Lopez Island Library offers free access to the Internet as part of its mission to provide access to information and resources. By providing the Internet, the Lopez Library is able to offer access to material worldwide that is personally, professionally and culturally enriching. Currently, the Internet is an unregulated medium and users must be aware they can also access information, images, ideas and commentary that might be offensive, disturbing or illegal. The Library cannot control or monitor information from this international information network.

3.2.2 Not all information on the Internet is accurate or current. Some people may consider some Internet content offensive. Users are encouraged to exercise critical judgment in evaluating the validity of information found on the Internet. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. Internet users may not view, print out or download any material considered to be illegal or obscene by local, state, and federal authorities.

3.2.3 Users are cautioned that security in electronic environments cannot be guaranteed. All transactions, files, and communications, i.e. credit card numbers and e-mail, are vulnerable to unauthorized access and use and should be considered public.

3.2.4 As with the use of the library collections, responsibility for Internet use by minors rests with their parents and/or legal guardians. Parents who believe their children cannot responsibly use the Internet are requested to monitor their

children's use of the Internet. Library staff will not monitor a user's use of the Internet, except for compliance with library policy and for length of use, in order to ensure equal opportunity of access for everyone.

3.2.5 Conditions and terms of use in the library

In order to make Internet resources available to as many users as possible, and to ensure that this resource is used in a manner consistent with library policies, the following rules shall apply:

- A. Users may have to sign up for a limited number of times slots per day, depending on upon the demand. If computers are available, patrons may sign up for an additional 30 minutes. Reservations may be made by phone. Time is forfeited if more than 10 minutes late.
- B. The computers at the library are set up for use by one person. In some cases, such as a parent/guardian with children, it may be necessary for two or more people to work together at a computer. Otherwise, due to limited space, a maximum of two persons may sit at each computer.
- C. All users are asked to respect the privacy of other users and not attempt to censor or comment on what others are viewing.

3.2.6 Library staff will assist in the use of the Internet, but cannot provide extensive one-on-one instruction.

3.2.7 All Internet users are expected to be responsible and courteous, to use this resource in a manner consistent with the purposes for which it is provided, and to follow all Internet-related rules and procedures established for its use including, but not limited to, those of the Library. Use of the Internet at the Library includes:

- A. Complying with the general rules of conduct.
- B. Refraining from illegal or unethical use of the Internet.
- C. Respecting copyright laws and software and data licensing.
- D. Refraining from damaging or altering the configuration of the Library's Internet equipment.
- E. Refraining from the deliberate propagation of computer worms and viruses.
- F. Refraining from sending harassing messages or images to other computer users.

3.2.8 Misuse of the computers will result in loss of computer privileges, potential loss of library privileges and possible prosecution. Staff is authorized to take immediate

action to protect the security of the computers and the network. This includes confiscating disks, requiring a user to leave a workstation or the premises, and contacting law enforcement authorities. Misuse includes, but is not limited to

- A. Violating this policy
- B. Hacking into the library computer system or any other computer system.
- C. Mishandling, damaging or attempting to damage computer equipment or software.
- D. Interfering with system operations, integrity or security.
- E. Failing to pay for printing.
- F. Refusing or ignoring a staff person's request to give up a workstation.
- G. Failing to sign up for a workstation
- H. Uses considered to be obscene, child pornography or harmful to minors.
- I. Failure to return library items in a timely fashion. Online access will be denied to patrons whose record is blocked due to overdue or missing items.

3.2.9 Definitions - Children's Internet Protection Act (CIPA) definition of terms:

Technology protection measure means a specific technology that blocks or filters internet access to visual depictions that are:

- A. **Obscene**, as that term is defined in section 1460 of title 18, United States Code.
- B. **Child pornography**, as that term is defined in section 2256 of title 18, United States Code.
- C. **Harmful to minors**. Harmful to minors means any picture, image, graphic image file or other visual depiction that:
 - 1) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
 - 2) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act* or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3) Taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

* The terms “sexual act” or “sexual conduct” have the meanings given such terms in section 2246 of title 18, United States Code.

Policy Section 3.3 Internet Use Policy

Date Adopted: *February 1996*, June 12, 2007

Date Implemented: June 12, 2007

3.3.0 Wireless Internet Use

- 3.3.1 The library does not provide assistance with configuring personal computers and makes no guarantees as to compatibility of personal equipment with the library network.
- 3.3.2 Wi-Fi users assume all risks and responsibilities to provide anti-virus protection and appropriate security settings on their equipment.
- 3.3.3 The library is not responsible for any loss or damages if personal information is compromised while using wireless technology.

Policy Section 3.4 Acceptable Use of Work-Provided Computers, Digital Equipment and Internet Access

Date Adopted: *February 1996*, June 12, 2007

Date Implemented: June 12, 2007

3.4.0 Policy for Acceptable Use of Work-Provided Computers, Digital Equipment and Internet Access

- 3.4.1 Definitions: For purposes of this policy, “work-provided computers and digital equipment” mean all computers, desktop and laptop, cameras, scanners, printers, and other digital equipment the library may acquire in the future. For purposes of this policy, “Internet access: includes the Internet, World Wide Web, intranet, printers and any other network or end point on any network established or utilized by the library.
- 3.4.2 The purpose of library-provided computers and digital equipment and Internet access for employees is to facilitate communications in support of the mission of the library and to perform the work of the library. It is expected that employees will use the Internet to improve their job knowledge. Use of such work-provided equipment and access entails responsibility. To remain eligible for such use and access, an employee’s use must be consistent with the performance of the employee’s duties within the library.
- 3.4.3 Limited incidental personal use of library-provided computers and digital equipment and Internet access is permissible only as follows:

- A. The use does not interfere with the performance of the employee's official duties.
- B. The use must be infrequent, of short duration and, unless not reasonably practical, made on the employee's personal time.
- C. Electronic communication with children and dependents.
- D. Scheduling personal appointments.
- E. Personal use of computers for listening to news and music at the employee workstation so long as it does not interfere with computer access for official use, interfere, distract or disrupt other employees, and as authorized by a supervisor.
- F. Use of games, during breaks, that an employee does not personally install on a library computer.
- G. The use must not be for the purpose of conducting business related to an outside commercial activity.
- H. The use must not be for the purpose of supporting or conducting activities of any political party or candidate.
- I. The use must not be for any purpose determined to be illegal.

3.4.4 While there is general expectation that files and documents generated or stored on library work-provided computers and email transmitted to and from work-provided computers will be accessed only by authorized users, privacy of such files, documents and email is not guaranteed, nor should employees expect privacy of such documents and transmissions. Privately purchased software may not be loaded on work-provided PCs or laptops.

3.4.5 The following uses of work-provided computers and digital equipment are not permitted:

- A. To access, upload, download, or distribute pornographic, obscene or sexually explicit material.
- B. To transmit obscene, abusive, sexually explicit or threatening language
- C. To violate any local, state or federal law.
- D. To vandalize, damage or disable the property of another individual or organization.

- E. To access another individual's materials, information or files without permission.
- F. To violate copyright, or use in an impermissible way, the intellectual property of another individual or organization.
- G. To promote, advertise or otherwise engage in a personal or private venture.
- H. To store excessive amounts of personal files and downloads.

3.4.6 Violation of this policy and rules may result in the loss of access to work-provided computers and digital equipment and Internet access, and/or disciplinary action, including possible termination.

Policy Section 4.0 Registration and Circulation

Date Adopted: April, 2006

Revisions proposed: January 2007

Date Amended: June 12, 2007

Date Implemented: June 12, 2007

4.1.0 Registration:

The Library District is comprised of Lopez Island. Free borrowing privileges are extended to the residents of the Library District and their dependents.

4.1.1 Resident, Non-resident, Reciprocal and Guest status:

- A. For the purposes of library registration, resident status is assigned to any individual who resides in or owns real property within the Lopez Island Library District.
- B. For the purposes of library registration, non-resident status is assigned to any individual who resides elsewhere, spends considerable time on Lopez Island without owning property on the island.
- C. For the purposes of library registration, reciprocal status is assigned to any individual who lives within the San Juan, Shaw and Orcas Island Library Districts.
- D. For the purposes of library registration, temporary card status is assigned to any individual who resides in an area outside San Juan County and is visiting short-term.

4.1.2 Services to patrons of libraries having reciprocal borrowing agreements:

- A. Registered patrons of libraries having reciprocal borrowing agreements with the Lopez Island Library District shall enjoy the rights accorded to residents of the Lopez Island Library District.
- B. Patrons with a non-resident card from either Orcas Library or San Juan Library, upon confirmation of the expiration date on said card, shall enjoy the rights accorded to registered patrons of the Lopez Island Library.

4.1.3 Fees

- A. Non-residents, as defined in Section 4.1.2 (B), shall pay an annual, non-refundable registration fee of fifty (50) dollars.
- B. Temporary cards for short-term visitors are available for a non-refundable fee of ten (10) dollars.

Policy Section 4.2

Date Proposed: January 2007

Date Adopted: June 12, 2007

Date Implemented: June 12, 2007

Date Amended: January 14, 2009

Date Amended: June 18, 2010

Date Amended: November 8, 2012

4.2 Circulation Policies:

4.2.1 Privacy of Borrower Registration and Circulation Records Policy:

A. Borrower registration and circulation records of the Lopez Island Library District are to be considered confidential, regardless of the source of inquiry, and exempt from public inspection and copying, as set forth in RCW 42.17.310:

1. Borrower registration and circulation records shall not be made available to anyone except through such process, order or subpoena as may be authorized by law. Upon receipt of such process, order or subpoena, the District's lawyer shall be consulted to determine if such process, order or subpoena is in proper form. Any notable defects must be cured before records are released. The Director may release borrower registration and circulation records without process, order or subpoena if, in her/his judgment, a condition of grave emergency exists which can be remedied by the release of such circulation records.
2. Any problems or conditions relating to the privacy of borrower registration and circulation records which are not provided for in the policy statement shall be referred to the Director for resolution. If these problems or conditions cannot be resolved, an appeal may be made to the Library Board.

4.2.2 Lost or Damaged Items:

A. Patrons are financially responsible for the materials that they borrow and will be charged for lost or irreparably damaged items. At the discretion of library staff, circulation privileges may be restricted as well.

1. Items more than two months overdue will be marked as lost. Charges for lost or irreparably damaged items include replacement cost plus a \$15 non-refundable service charge per item to defray library processing costs. At the discretion of the staff, borrower circulation privileges may be suspended until all charges have been paid. In the case of a minor, the library will invoice the responsible adult co-signing the library card and may suspend the circulation privileges of both minor and adult until charges are paid.

2. As an alternative to paying replacement cost to the library, a patron may replace a lost or damaged item with a copy deemed in “good condition” by library staff but will still be responsible for service charges.
- B. In the event of damage incurred due to fire or other natural disaster, charges for lost or damaged items may be appealed to the Library Director if they represent a hardship on the borrower.

4.2.3 Borrower's Responsibility:

- A. Each eligible borrower shall provide the library with her/his full written signature, current address, and telephone number, and email address, if available. Each borrower shall be responsible for all use made of her/his card. If a card is lost or stolen, the borrower is responsible for all charges against it until the loss is reported.
- B. The library does not limit the number of books, magazines or other library materials that an eligible borrower may borrow. However, because of the size/value of items within the collection, the library may restrict the number of items available for individual circulation of specific formats.
- C. Borrowers are responsible for returning items in a timely manner.

Revised Code of Washington 27.12.290

Violators may be excluded.

A board of library trustees may exclude from the use of the library under its charge any person who wilfully and persistently violates any rule or regulation prescribed for the use of the library or its facilities or any person whose physical condition is deemed dangerous or offensive to other library users.

[1935 c 119 § 15; RRS § 8226-15. Prior: 1909 c 116 § 9, part; 1901 c 166 § 9, part.]

Policy Section 4.3

Date Proposed: January 2007

Date Adopted: June 12, 2007

Date Implemented: June 12, 2007

Date Amended: November 8, 2013

4.3 Interlibrary Loan Requests

4.3.1 Interlibrary loan forms an integral part of the District's service to the community. Because of the limited size of the District's collection, the use of interlibrary loan is accepted as affording a practical means of satisfying patron information needs. As an endorser of the Washington State 1990 Interlibrary Sharing Code, the District observes the guidelines established in the Code, including the following:

- The District will not borrow current year fiction except at the discretion of the Library Director.
- The District will not borrow mass market paperbacks unless such material is out-of-print and/or does not fit within the established selection policy.
- The district will not borrow fiction videos and DVDs.
- The district will not borrow items for patrons with records blocked due to lost or overdue items.

4.3.2 Interlibrary loan requests represent a substantial investment in terms of library staff time and actual postage costs. Patrons are requested to self-limit requests to no more than four interlibrary loan transactions in process or received at any one time. Requests over this four transaction limit should be discussed with the library Director.

4.3.3 There will be no charge to patrons using interlibrary loan services unless the lending library makes a specific charge to lend the books. In that case, the patron will be asked whether he or she wants to pay the lending fee in order to obtain the requested material.

Policy Section 4.4

Date Proposed:

Date Adopted: June 12, 2007

Date Implemented: June 12, 2007

Date Revised: August 17, 2010

4.4.0 Policy on Discrimination

No person shall, on the grounds of race, ethnicity, national origin, age, gender, sexual orientation, disability, religion, political or social views, be excluded from participation in or be subjected to illegal discrimination in any program or activity of the Lopez Island Library District.

Policy Section 5: Use of Building
Date Proposed: April 2007
Date Adopted: June 12, 2007
Date Implemented: June 12, 2007
Amended: April 13, 2012

Policy 5.0 Use of the Building

5.1.0 RULES OF CONDUCT

An integral part of the mission of the Lopez Island Library District is to ensure that the Library provides an environment which encourages lifelong learning for all ages. To this end, the Library has established rules of conduct that promote a safe, healthy and barrier-free environment. Library staff will make every effort to apply these rules in a fair, humane and positive manner for the benefit of all.

The following are prohibited

- A. Smoking, consuming food or beverages except by authorized groups in designated meeting rooms or areas.
- B. Bringing in bicycles. Skateboards, in-line skates, etc. must be carried at all times.
- C. Sexual misconduct, such as exposure, offensive touching or sexual harassment of other patrons or staff.
- D. Bringing in animals other than guide dogs and other assistive animals except as authorized by the Library Director.
- E. Disruptive or unsafe behavior such as children running, crying, or crawling on the floor, any loud talking, loud audio equipment, screaming, running, throwing objects, pushing and shoving, which may result in disturbing other patrons or damaging Library property.
- F. Engaging in any activity prohibited by law or any other conduct that unreasonably interferes with others' use of the Library including physical verbal harassment or threats to other patrons or staff, begging, or soliciting, petitioning, or campaigning.
- G. Offensive personal hygiene or unprotected coughing, sneezing or discharging of fluids without regard to patron safety or contamination.

People whose actions violate these rules will be asked to stop such actions. The Library reserves the right to require anyone violating these rules of conduct to leave the Library. The Library may withdraw permission for a person to re-enter its

facilities if the person continues violating the rules (RCW 27.12.290) as described below.

Revised Code of Washington 27.12.290

Violators may be excluded.

A board of library trustees may exclude from the use of the library under its charge any person who wilfully and persistently violates any rule or regulation prescribed for the use of the library or its facilities or any person whose physical condition is deemed dangerous or offensive to other library users.

[1935 c 119 § 15; RRS § 8226-15. Prior: 1909 c 116 § 9, part; 1901 c 166 § 9, part.]

Policy Section 5.2 Meeting Room

Amended August 2002

Amended February 2008

Date adopted: June 12, 2007

Date Implemented: June 12, 2007

Date Amended: January 8, 2008

Date Revised: August 17, 2010

Date Amended: April 13, 2012

5.1.0 Meeting Room

The library meeting room is made available as a public service for non-library sponsored functions under the following policy and procedures.

5.2.1 Use of the meeting room does not constitute an endorsement by the library of the beliefs, views or ideas expressed by organizations or individuals using the space. Library functions take precedence. Publicity must not suggest Library sponsorship or affiliation if none explicitly exists.

5.2.2 All meetings must be open to the public. No admission may be charged, no dues or fees may be solicited, collected or accepted; no products, services or memberships may be advertised, solicited or sold. Fees for participation in study groups, discussion series, institutes or similar meetings may be collected if advance permission has been secured from the library director. Exceptions to this include programs or sales sponsored by either the Library District or the Friends of the Library, such as book sales in conjunction with an author's appearance.

In making the meeting room available to the public, the Library Board subscribes to the tenets of the American Library Association's *Library Bill of Rights* which states in part, "Libraries which make exhibit spaces and meeting rooms available

to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use.”

Smoking, alcoholic beverages, drugs and other controlled substances are prohibited

5.2.3 RULES FOR RESERVATIONS AND RESPONSIBILITY

A. Reservations:

- 1) No group may consider the library its permanent meeting place. Scheduling will be limited to insure equitable access to the room for the community.
- 2) The room may be reserved up to three months in advance for a single meeting or meetings not exceeding two per month. No more than three groups will have access to the room during a period when the library is closed.
- 3) If the meeting room has not been booked, it may be used for video viewing. No advance reservations will be taken for video use.
- 4) Cancellations: If a meeting is canceled, the library should be notified as soon as possible. Repeated booking without use may result in a denial of privileges.

B. Usage:

- 1) Meetings may not disrupt the use of the library by its patrons, e.g., noise, overcrowding of the library or the parking lot.
- 2) Attendees agree to follow the library's Rules of Conduct and Safety Policies.
- 3) Library parking is limited. Users of the meeting room are encouraged to utilize the designated overflow parking at Community Church.
- 4) Attendance at meetings may not exceed the maximum capacity of 35.
- 5) Groups must provide their own supplies: paper, paper clips and staplers, writing utensils, etc.
- 6) The meeting room must be vacated by 10:15 p.m., unless extended by prior arrangement with appropriate library staff.

C. Responsibility:

- 1) An authorized person from the group reserving the meeting room must be present during the meeting. This person is responsible for opening, cleaning, turning off the lights, wiping and returning tables and chairs to original configuration, checking that all equipment is accounted for, locking the room after the meeting and returning the key, and will be held responsible for the condition of the room, and any missing or damaged equipment or furnishings.
- 2) A minimum cleaning fee of \$25 will be charged if the room is not left in good order. Any damage to the room or equipment will be assessed at the cost of repair or replacement. Reasonable care of the room includes cleaning up any food or beverage items, washing any coffee pots, cups and silverware used, wiping down tables, removing any signs and posters, cleaning the whiteboard. Extra chairs and tables used should be returned to the closet.
- 3) An adult must sponsor and be present during all activities of minors (under 18). The adult must sign the application for the use of the room and pick up the key, if necessary.
- 4) The group using the room will assume responsibility for damage to library property, including but not limited to the building, furnishings and equipment. The group will also hold the library free from any liability for injuries to individuals or damage to personal property that may occur as a result of the actions of the sponsors or participants in meetings scheduled.
- 5) After hours use of the meeting room requires signing out the key during library hours of the day the room is reserved or the day before for those meetings taking place before library hours. The key is to be returned in the book drop immediately after the meeting.

D. Facilities: After library hours, there is access to the restrooms while access to the library proper will be locked. Use of the main body of the library is limited to events sponsored by either the Library District or the Friends of the Library.

E. Equipment: If any of the following equipment is to be used, arrangements should be made at the time of reservation. The library has the following equipment available for public use:

- 16 mm film projector
- Slide projector
- Screens

- Overhead projector
- Microfilm reader
- Microfiche reader
- DVD/VCR player
- Laptop
- Digital projector
- Teleconferencing phone
- Video-conferencing equipment/monitor

Policy Section 5.3: Exhibits and Displays

Date Adopted: June 12, 2007

Date revised: May 2001

Date Amended: October 2004

Date Implemented: June 12, 2007

Amended: August 17, 2010

Amended: September 18, 2013

5.3 EXHIBITS AND DISPLAYS

As part of its role providing community information and referral, the Library shall endeavor to present displays, art shows and exhibits of interest to the community on a wide variety of subjects and to provide an opportunity to those who wish to exhibit their materials.

5.3.1 The Friends of the Library will choose the exhibit coordinator and the assistant coordinator. Duties and responsibilities include:

A. To initiate contact with potential exhibitors or to consider requests from individuals and organizations for an exhibit of their materials.

B. To arrange the schedule for the January through November exhibits as far in advance as possible.

C. To arrange for taking down the exhibits and the hanging of the new shows. If the artist requires assistance, he/she should make arrangements.

D. To ensure the name of the individual or organization sponsoring the exhibit is posted.

5.3.2 Recognizing that the library was created to serve all the people within the district, regardless of race, ethnicity, national origin, age, gender, sexual orientation, disability, religion, political or social views, the policy should guide decisions on the merits of an exhibit. Library sponsorship of an exhibit does not constitute an endorsement of the content or views expressed by the artists.

- 5.3.3 The spaces available for exhibits and displays are the locking display case, the picture railings along the main hallway, the picture railing along the computer counter, the picture railing in the children's room, and the picture railings in the meeting room.
- 5.3.4 Exhibits to promote non-library money-raising events will not be allowed.
- 5.3.5 Food and drink at receptions for the artist or for show openings require prior approval from library staff. Any and all food and drink must remain in the meeting room or on the patio.
- 5.3.6 The library will not assist in the sale of any of the materials exhibited and the exhibit itself will not be displayed as materials for sale. Exhibitors may leave explanatory material for interested parties.
- 5.3.7 The Library does not assume responsibility or liability for materials exhibited. Each exhibitor is responsible for insurance coverage of the exhibit.
- 5.3.8 Any costs associated with these exhibits, other than the cost of incidental office supplies used in displaying exhibits, shall be paid by the individuals supplying the exhibits, unless funds have been allocated for that purpose by the Trustees.
- 5.3.9 Lopez Island Library District Programming Policy
A group activity offered to the public that library staff coordinate, plan and/or present.
- A. Programming Purpose: The purpose of programming at Lopez Island Library District and in the community is to fulfill the Library's mission to be a community doorway to reading, resources and lifelong learning, and a center for people, ideas and culture. Programs are free, open to the public and will include presentations, workshops, discussions, classes, and activities that promote lifelong learning and library use; enhance cultural activities; champion the principle of intellectual freedom; benefit the community; attract new users and foster an enduring connection to the library as a source for information.
- 1) Library programs for children, parents, educators and caregivers develop early reading skills, effective social skills, the joy of reading, discovering and learning on one's own, information literacy, as well as provide library resources and services that support school and student activities, and personal interests.
 - 2) Library programs for teens promote reading, discovering and learning on one's own, information literacy, library resources and services that support school and student activities, technology, and current interests.

- 3) Library programs for adults promote reading, discovering and learning on one's own, information literacy, covering issues of current local and national/global interest, and library resources and services that support work and/or personal interests.
- B. Variety of Viewpoints: The Library will strive to include a wide spectrum of opinions and viewpoints in Library sponsored programs. Library sponsorship does not constitute an endorsement of the content of the program or the views expressed by participants.
- C. Program Locations: The Library may offer program opportunities away from the library facility to accommodate people who cannot readily visit the library and to reach target audiences or larger audiences, as staffing and time allow.
- D. Programming Co-Sponsorships:
Lopez Island Library District will co-sponsor programs with other governmental agencies, schools and community organizations when they are compatible with the Library's mission. Co-sponsorship decisions are made on the basis of mutual needs and equitable benefits between the Library and potential sponsors, as well as available library resources. Co-sponsored programs must include participation by library staff who will plan program content, provide logistical support and include information about library resources and services that are relevant to the program.

Policy Section 5.4 Gifts of Art

Date Proposed: April 2007

Date Adopted: June 12, 2007

Date Amended:

Date Implemented: June 12, 2007

5.4.0 Gifts of Art

Lopez Island Library District welcomes gifts of art. Final authority for acceptance or rejection of art work rests with the Lopez Island Library District Board of Trustees. Such gifts may be either permanent or temporary. Title to permanent gifts will rest with the Lopez Island Library District; that of temporary gifts will be retained by the donor.

5.4.1 Disposition of gifts

Disposition of gifts which may be determined to no longer serve a useful or artistic purpose will be made by the Board of Trustees.

5.4.2 Public liability: No work will be accepted that creates unsafe conditions or factors that may bear on public liability.

5.4.3 In all cases, consideration must be given to material and construction which are durable and do not increase the insurance, repairs, and maintenance capabilities of the library's normal ongoing operational budget.

5.4.4 Art works cannot interfere with the operation or performance of library functions and must not obstruct public circulation, ingress, egress or safety.

5.4.5 The Lopez Island Library District Board of Trustees reserves the right to move and relocate art work in the event of building remodeling, to expose the work to a larger audience in the community, or for any other reason it deems necessary.

5.4.6 In the case of gifts or donations, the donor's conditions may affect acceptance or rejection of the gift.

5.4.7 All appraisals are the responsibility of the artist/donor.

Policy Section 5.5 Policy on Bulletin Boards
Date Adopted: October 2004, June 12, 2007
Date Amended: May 11, 2010
Date Implemented: June 12, 2007
Date Amended: August 17, 2010

5.5.0 Policy on Bulletin Boards and Display Areas

Library bulletin boards, display and exhibit areas are intended primarily to promote the services of the library. Consistent with the library's role as a community information source, however, these areas may also be used by community organizations and individuals on a space available basis. The library staff shall have the prerogative to remove items if they are not appropriate for the bulletin board or if space usage is an issue. Items should be reviewed by library staff prior to posting to make sure they meet the guidelines.

Accepting items for posting or distribution does not imply endorsement by the library of the content of the item or the organization submitting the material.

5.5.1 Bulletin Boards

A. Materials accepted for posting:

- 1) Display announcements of community events
- 2) Community information by non-profit community organizations and individuals engaged in educational, cultural, intellectual, and charitable activities
- 3) Public announcements by other government entities

B. Materials not accepted for posting:

- 1) Campaign posters for candidates or issues.
- 2) Commercial material or advertising by profit-making agencies, groups or individuals.
- 3) Notices of a personal nature such as lost property, sale of personal property or solicitations for work.

C. Materials accepted for distribution:

- 1) Flyers, newsletters and pamphlets from local non-profit community organizations and individuals engaged in educational, cultural, intellectual and charitable activities.
- 2) Flyers, newsletters and pamphlets from other governmental entities
- 3) Free materials produced by a commercial publisher

D. Materials not accepted for distribution:

- 1) Campaign literature for candidates or issues
- 2) Commercial material or advertising by profit-making agencies, groups or individuals

Policy Section 6 Physical Plant
Date Proposed: April 2007
Date Adopted: June 12, 2007
Date Implemented: June 12, 2007

6.0.0 PHYSICAL PLANT

The Director or his/her designee shall have responsibility for ensuring the ongoing maintenance of the building and grounds.

Policy Section 6.1 Fixed Asset Policy
Date Adopted: August 2005, June 12, 2007
Date Amended:
Date Implemented: June 12, 2007

6.1.0 Fixed Asset Policy

Property records and inventory records shall be maintained on all buildings and equipment under the control of the Lopez Island Library district.

6.1.1 Definitions

A. "Fixed assets" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is non expendable, and does not lose its identity when incorporated into a more complex unit, is valued above \$500.00 or is defined as theft-sensitive.

B. "Theft-sensitive" shall mean those items which have a value of \$100.00 or more.

6.1.2 Property records must be kept on an ongoing basis. No equipment shall be removed for personal or non-library use.

6.1.3 The district shall maintain a comprehensive fixed assets program requiring periodic inventory of district assets, designed to protect the district against losses which would significantly affect the district's patrons, personnel, property, budget or the ability of the district to continue to fulfill its responsibilities. This program takes into consideration requirements of the laws and regulations of the state of Washington. The trustees will be provided an annual report identifying equipment not accounted for.

6.1.4 The equipment will be removed from district property records though board action annually.

Policy Section 6.2 Naming of Library Facilities
Date Adopted: August 21 2014
Date Amended:

6.2.0 NAMING OF LIBRARY FACILITIES

- A. The Board of Trustees may name library facilities in tribute to significant contributors to the founding and continued evolution of Lopez Island Library.
- B. The naming of Library building, rooms, and gardens will be reserved to honor individuals, families, or other entities that have made an extraordinary contribution to furthering the mission of the library. Typically persons and entities so honored might have played a prominent role in the historical development or continued evolution of the library or been associated with a particular library program or part of the collection.
- C. The decision-making authority for naming library facilities rests with the Library Board of Trustees. Before making such decisions the Board will consult with the Library Director and the Friends of the Lopez Island Library.
- D. When considering naming opportunities the Board will take into account but will not be limited by the following guidelines:
 - 1. Rooms or facilities normally will be named for individuals or families and not commercial interest or flora, fauna, geographical features, and the like
 - 2. Rooms or facilities normally will not be named for individuals during their lifetimes or fewer than two years following their deaths
 - 3. Facilities will not be named for spouses, partners, or relatives of members of the Board of Directors holding office at the time of the nomination or decision
- E. Names attributed to a room or other structure will apply for the life of the structure. A new naming process may take place if a structure is remodeled or rebuilt.

Policy Section 7.0 Qualifications, Responsibilities, Hiring, and Evaluation of Employees
Date Proposed: November 20, 2007
Date Adopted: November 20, 2007
Date Implemented: November 20, 2007
Date Amended: December 17, 2015

7.1.0 Recruiting and Hiring

- A. When recruiting to fill a new or vacated position, the Lopez Island Library District will seek the person whose all-around skills and experience provide the best match for the needs of the position. The Library Director (or Board of Trustees, when recruiting a new Director) will use whatever means are appropriate to recruit qualified applicants for the job vacancy in compliance with equal opportunity and other federal and state employment laws and guidelines.

The Library District encourages promoting qualified candidates from within the existing Library staff when a staff member's skills and experience match the needs of the new or vacated position. To give existing staff ample opportunity to apply, the open position will be posted internally for a period of one week before recruitment is extended to external candidates. Should the Library District choose an outside candidate to fill the position, the Library Director or Board of Trustees shall notify internal candidates in writing of the hiring decision and the rationale behind the selection.

- B. Announcements of position vacancies should include the title of the open position, a brief description of the position's minimum and/or preferred qualifications, the position's principal duties, the compensation and benefits associated with the position, and the place and manner of filing applications.
- C. Each applicant shall complete and submit a resume prior to being considered for any position.
- D. Any applicant who knowingly has supplied false or misleading information may be subject to immediate termination, if hired.
- E. The Library Director will establish procedures for selecting the best-qualified candidate from a pool of internal and/or external applicants for an open position. Selection criteria will be designed to measure each applicant's qualifications, experience and ability to perform the duties and responsibilities for the open position against the job requirements for that position. The Library Board of Trustees will have access to all candidate job applications and the candidate selection procedure results.
- F. The Library Director will screen applicants, conduct preliminary interviews and check references; other staff may be included in the interview phase of the process.

- G. The Library Director will submit the top three candidate evaluations and a hiring recommendation to the Library Board of Trustees. The Director and the Board of Trustees will make a hiring decision from among the top three candidates.
- H. The Library Board of Trustees will be responsible for recruiting and hiring the Library Director.
- I. All newly hired employees are subject to a 90-day probationary period. Unsatisfactory job performance during this time period may result in termination without further review.
- J. Employment at the Library is “at will.” This means that employment for any position is of indefinite duration with no attainment of permanent employment status. “At will” employment also means that either the employee or the Library Board of Trustees is free to terminate the employment relationship at any time and for any reason that does not violate federal or state laws and regulations against discrimination or retaliation. Any verbal or written statements or assurances issued by a Library trustee, the Library Director, or another Library employee that contradict this policy of employment “at will” are neither authorized nor legally valid. No one except the Board of Trustees has the authority to bind the Library District to an agreement that conflicts with this policy and any such agreement must be in writing and signed, or formally endorsed by a vote of the Board of Trustees.

Policy Section 7.2 Evaluations
Date Proposed: January 9, 2007
Date Adopted: February 13, 2007
Date Implemented: June 12, 2007
Date Amended: December 17, 2015

7.2.0 Evaluations

Performance evaluations are designed to provide an employee with a record of his/her performance and to encourage professional growth. All employees of the Library District will be evaluated not less than once each year. This will constitute the "regular annual evaluation." Other evaluations may be undertaken as they are deemed needed by the Library Director or Board of Trustees (in the case of the Library Director).

The evaluating body for the Library Director is the Library Board of Trustees. The evaluator for all other employees is the Library Director.

7.2.1 Evaluation of Library Director

A. Regular annual evaluation

The regular annual evaluation of the Library Director will be an evaluation of the Library Director's performance based on the Library Director's job description and a determination of how successfully the Library Director has achieved specific goals and objectives.

1. The evaluation may include a self-appraisal by the Library Director and may reference the Library's long-term plan, patron surveys, and/or other relevant planning instruments.
2. In assessing the Director's strengths in the context of supervisory duties, the Board of Trustees may invite comments from Library employees, which would be shared with the Library Director during the evaluation.
3. The evaluation will include the establishment of goals or objectives for the Library Director for the coming year. All goals and objectives shall be developed in consultation with the Library Director and shall be formally adopted in written form by the Board of Trustees.
4. The evaluation will also specifically note any deficiencies or weaknesses recorded in previous evaluations and will note whether or how well those deficiencies or weaknesses have been or are being corrected.
5. The evaluation may be undertaken at a regular Board of Trustees meeting or at a special meeting called for that purpose and may continue into subsequent meetings.

6. At the request of the Library Director or any Trustee, and with the concurrence of the Library Director as required by the Washington Open Meetings Act, the Board shall vote as to whether all or portions of the evaluation will be held in executive session, to the extent permitted by the Open Meetings Act.
7. The Board of Trustees will appoint a person or persons to summarize the evaluation in writing. The summary will specifically include primary accomplishments, successes, strengths, and improvements noted by the Board as well as any deficiencies that were noted to be corrected. That summary, when adopted by the Board of Trustees, will be the formal statement of the evaluation. A copy of the summary will be furnished to the Library Director and to each Trustee. If the Library Director believes any portion of the evaluation to be inaccurate or unfair, s/he may submit a written statement to that effect to the Board of Trustees that shall be made a part of the Director's personnel record.

B. Other evaluations

An evaluation other than the annual evaluation may be held at the request of the Library Director, or by action of the Board of Trustees through a motion duly made, seconded, and adopted. The call for such an evaluation will state whether the process will be the same as for the annual evaluation, or, if not, what evaluation process will be used.

7.2.2 Evaluation of other staff

- A. All employees other than the Library Director will be evaluated by the Library Director. Performance evaluations for regular employees shall be related to the position that the employee holds at the time. The purpose of the appraisal is to commend strengths and achievements, address weaknesses, suggest ways to improve, and discuss new challenges, career goals, and objectives.
- B. Each employee shall receive a regular annual evaluation and such other evaluations as may be necessary or appropriate. The scheduling of the annual evaluation shall be at the discretion of the Library Director.
 1. The Library Director may use consultants, advisors, or other persons to assist in the evaluation process.
 2. The evaluation may include a self-appraisal and will address such factors as the employee's contribution toward the Library's long-term goals and current year objectives, career and work goals, training, staff interaction and job satisfaction.

3. The Library Director will prepare a written statement of the evaluation, which shall be signed by the employee to indicate his/her understanding of the comments. This statement shall be the formal record of the evaluation and shall be placed in the employee's personnel file. A copy shall be given to the employee. An employee's signature on the evaluation statement will not necessarily imply agreement with the content of the statement.
 4. If any employee believes the evaluation to be inaccurate or unfair, s/he may submit a written statement to the Library Director that shall be made a part of the employee's personnel file, and may choose to send a copy of the statement to the Library Board of Trustees.
 5. The Library Board of Trustees will have access to all employee evaluation records.
- C. Any employee may request to inspect the documents in his/her personnel file. The Library Director shall arrange a mutually convenient time for the inspection.

7.2.3 Workplace Evaluations

Annually, the Library Director, in concert with the Board of Trustees, shall conduct an anonymous online survey of employees and volunteers to assess their level of satisfaction with working conditions at the Library. The survey may consist of generic multiple choice questions concerning various aspects of the Library workspace, such as physical conditions, patron/staff interactions, access to and support by the Library Director and Board of Trustees, employee benefits, employee relations, and job satisfaction. The Library Director may use consultants, advisors, or other persons to assist in the evaluation process. Employees and volunteers may raise concerns about the workplace without fear of reprisal.

Policy Section 7.3 Employee Relations

Date Proposed: January 9, 2007

Date Adopted: February 13, 2007

Date Implemented: June 12, 2007

Date Amended: December 17, 2015

7.3.0 Employee Relations

The continued success of the Library is dependent upon staff members working effectively together in an atmosphere of mutual understanding, respect, cooperation, and trust. The Library Board of Trustees shall ensure that Library policies and resources support a workplace environment that enables staff members to work to the best of their ability within the framework, practices and capabilities of the Library.

7.3.1 Resolving Issues or Complaints

- A. At one time or another, staff members may become concerned about their work situation, or feel that they have not been treated fairly or in accordance with Library policies and procedures. When such an occasion arises an employee may use the following process for resolving an issue or complaint.
- B. The purpose of the process is to allow for issues or complaints to be addressed and ultimately resolved in a constructive and respectful manner that upholds morale and positive working relationships among the entire Library staff.
- C. Nothing in this section should be construed as contradicting the policy of employment “at will” as described in Section 7.1.J of this policy manual.
 1. Step One
The staff member shall take up the issue with the Library Director as the first step in the process. The Library Director is responsible for assuring that the staff member receives fair treatment. The issue in question should be discussed honestly and sincerely and every effort should be made by both the staff member and the Library Director to give the question proper consideration leading to a satisfactory solution. The Library Director will make every effort to resolve the question as soon as possible and will keep the staff member informed as to the status of the issue.
 2. Step Two
If Step One does not result in a satisfactory resolution of the issue, the employee may request a meeting with the Library Director and the Chair of the Library Board of Trustees (or the Chair’s designee). These three individuals will give their attention to the issue in question and attempt to find a satisfactory solution.

3. Step Three

If Step Two does not result in a satisfactory resolution of the issue, or if any of the parties wishes to involve the full Board of Trustees in reaching resolution, the issue will be taken up at the next regularly scheduled Board of Trustees meeting or at a special meeting called for the purpose. At the meeting the Board will meet in executive session with the Library Director and employee. A final decision or resolution will result from this meeting.

- D. No staff member shall be subjected to adverse treatment for raising concerns or participating in any part of the problem resolution process.

7.3.2 Employee Rules of Conduct Defined

- A. The following behaviors and activities will not be tolerated by any employee and will be cause for corrective action, up to and including termination of employment depending on the severity of the infraction. This is not an exhaustive list, and does not limit the ability of the Library District to discipline and/or terminate an employee for any reason that complies with federal and state laws and regulations against discrimination and retaliation.
- B. Abusive verbal or physical conduct toward a fellow staff member, volunteer staff member, supervisor or Library patron.
- C. Failure to carry out work-related instructions given by a supervisor.
- D. Willful violation of Library policies, regulations and rules specified in this policy or otherwise specified officially, including abuse of personal/sick leave.
- E. Falsification of Library records and reports, including time records.
- F. Malicious or careless acts that result in personal injury, property damage or expenses.
- G. Impairment of ability to work as a result of abusive or negligent behavior regarding alcoholic beverages, prescription medications or narcotics.
- H. Unauthorized use, possession, removal, neglect or willful damage to any Library property or equipment such as telephones, computer terminals, or materials, etc.
- I. Failure to report an on-the-job accident, injury, or unusual incident involving patrons and/or Library facilities to a supervisor or the Library Director immediately.
- J. Unauthorized distribution of literature or solicitation of staff members or

volunteer staff members on Library premises during work time.

- K. Failure to report to work for three consecutive days without proper notification to the Library.
- L. Failure to observe safety policies and procedures.
- M. Excessive absenteeism or tardiness, continuing after supervisory counseling.
- N. Violation of the Library District's Non-Discrimination and Anti-Harassment policies.

7.3.3 Suspension

In certain instances, the Library Director may initiate an investigation to determine the validity of facts surrounding a potential disciplinary situation. In such cases, with the prior approval of the Board of Trustees, an employee may be suspended with pay pending the results of the investigation. The Library Director will apprise the Board of the results of the investigation.

7.3.4 Progressive Corrective Action

The Library Board of Trustees places a high value on helping employees to achieve their greatest potential during their employment with the Library. This includes, when possible, helping an employee to improve unsatisfactory performance or conduct rather than terminating the employee.

- A. Should a staff member's performance or conduct fail to meet the high standards required by the Library, the Library Director may choose to follow a course of Progressive Corrective Action to help bring the employee's performance to satisfactory levels and avoid recurrence. In the case of the Library Director, Progressive Corrective Action may be initiated by the Library Board of Trustees. When an employee maintains performance and conduct at a satisfactory level, the process also provides that references to the unsatisfactory performance or behavior can be expunged from the employee's personnel record. Progressive Corrective Action can include the following steps:
 1. Verbal Notification: The staff member may be notified verbally by the Library Director/Board of Trustees of the need for correction of an unacceptable trend in performance or conduct. Verbal notifications will be documented in the staff member's personnel file and the employee will receive notice of such documentation. If the staff member's performance or conduct is maintained at an acceptable level for one year following the date a verbal notification was given, the documentation of the verbal notification will be removed from the staff member's personnel file. The

employee will be informed in writing of the removal.

2. **Written Notification:** Should a staff member's unsatisfactory performance or conduct not improve following verbal notification, a Need for Performance Improvement notice may be issued to the staff member by the Library Director/Board of Trustees. A copy shall be placed in the staff member's personnel file. In the event the staff member's performance or conduct has been maintained at an acceptable level for up to three (3) years following the date that the Need of Performance Improvement was issued, the form shall be removed from the staff member's personnel file. The employee will be informed in writing of the removal.
 3. **Termination:** In the event a staff member's inadequate performance or conduct does not improve, the staff member's employment may be terminated by the Board of Trustees with a recommendation from the Library Director. Termination is governed by Section 7.4 of this policy manual.
- B. In certain circumstances—for example, behavior that could be construed as serious misconduct or an endangerment to staff, patrons, or Library property—the Library Director may dismiss or remove a staff member from the premises without prior notification or engaging in Progressive Corrective Action. This means that the Library Director, or a staff supervisor designated by the Library Director, may, in such cases, dismiss a staff member without first providing verbal or written notification of the staff member's inadequate performance or conduct. The Library Director must document the circumstances and, as soon as possible, present the situation to the Library Board of Trustees with a recommendation for termination or other action. The employee will be suspended with pay pending action by the Board.

7.3.5 Employee Safeguards

All Library employees shall be able to voice concerns about their employment or workplace environment to a supervisor without fear of harassment, retribution, or consequences to job security. Such concerns should be expressed in appropriate circumstances and in a constructive manner, utilizing the procedures for resolving issues and complaints detailed in Section 7.3.1 when required.

7.3.6 Non-Discrimination

It is the policy of Lopez Island Library District to grant equal opportunity to all qualified persons without regard to age, national/ethnic origin, gender, sexual orientation, marital status, religion, disability, or other characteristic protected by federal or state law. Equal opportunity shall be provided in employment, promotions, wages, benefits, and all other privileges, terms, and conditions of employment.

- A. Consistent with its commitment to equal employment opportunity, the Library District will provide reasonable accommodation to qualified employees with a disability if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship or a direct threat to the health or safety of others. An employee who would like to request reasonable accommodation should contact the Library Director, who will work with the employee (and his/her health care provider, as needed) to evaluate the need for reasonable accommodation and options for providing reasonable accommodation.
- B. Retaliation against an individual who reports conduct that s/he believes constitutes discrimination, or against an individual who provides information in connection with a complaint of discrimination, is strictly prohibited. Retaliation can be in the form of harassment or denial of promotions, wages, benefits, or any other privileges, terms, and conditions of employment.
- C. Any employee who believes s/he has been subjected to retaliation is encouraged to bring any such incidents to the immediate attention of the Library Director or the Chair of the Library Board of Trustees.
- D. An employee found to have engaged in retaliatory conduct in violation of this policy will be subject to immediate discipline up to and including termination.

7.3.7 Anti-Harassment

- A. The Lopez Island Library will not tolerate harassment of any kind made by employees or volunteers toward co-workers or members of the public. Harassment means verbal or physical conduct that demeans or shows hostility or aversion toward another employee, volunteer, or member of the public based on that individual's age, national/ethnic origin, gender, sexual orientation, marital status, religion, disability, or other trait associated with a protected classification; or that seriously alarms, annoys or distresses a specific individual. Harassment can be repetitious or a series of acts over a period of time, however short, evidencing continuity of purpose. (See RCW 10.14 Harassment for definitions of unlawful harassment.)
- B. Conduct prohibited by this policy includes, but is not limited to, the following:
 - 1. Unsolicited and offensive comments (verbal or written) about an individual's age, national/ethnic origin, gender, sexual orientation, marital status, religion, disability, or other trait associated with a protected classification.
 - 2. Unsolicited and offensive gestures relating to an individual's age, national/ethnic origin, gender, sexual orientation, marital status, religion,

disability, or other trait associated with a protected classification.

3. The display of objects or pictures that cast in a negative light an individual's age, national/ethnic origin, gender, sexual orientation, marital status, religion, disability, or other trait associated with a protected classification.
 4. Any other unsolicited and offensive conduct relating to an individual's age, national/ethnic origin, gender, sexual orientation, marital status, religion, disability, or other trait, associated with a protected classification. In the case of sexual harassment, this includes unsolicited and offensive sexual flirtations, advances, or propositions; unwelcome comments, jokes, and suggestions; non-verbal behavior such as suggestive looks or leering; and unwanted physical contact.
 5. Expressly or implicitly conditioning a term or condition of an individual's employment on his or her submission to any of the above described conduct.
 6. Basing employment decisions on an individual's submission to or rejection of any of the above-described conduct.
- C. Any employee who believes s/he has been subjected to harassment is encouraged to bring any such incidents to the immediate attention of the Library Director or the Chair of the Library Board of Trustees.
- D. An employee found to have engaged in harassment in violation of this policy will be subject to immediate discipline up to and including termination.
- E. Retaliation against an individual who reports conduct that s/he believes constitutes harassment, or against an individual who provides information in connection with a complaint of harassment, is strictly prohibited. Retaliation can be in the form of harassment or denial of promotions, wages, benefits, or any other privileges, terms, and conditions of employment.
- F. Any employee who believes s/he has been subjected to retaliation is encouraged to bring any such incidents to the immediate attention of the Library Director or the Chair of the Library Board of Trustees.
- G. An employee found to have engaged in retaliatory conduct in violation of this policy will be subject to immediate discipline up to and including termination.

Policy Section 7.4 Termination
Date Proposed: January 9, 2007
Date Adopted: February 13, 2007
Date Implemented: June 12, 2007
Date Amended: December 17, 2015

7.4 Termination

7.4.1 Termination of Library Employees

Employment by the Library is “at will” for an indefinite period and there is no attainment of permanent employment status (Section 7.1.J of this policy manual). Employment can be ended for any reason that does not violate federal and state laws against discrimination and retaliation, including but not limited to: lack of work, lack of funds, reorganization, unsatisfactory performance, or unsatisfactory conduct as determined by the Library Board of Trustees with a recommendation from the Library Director.

Termination is to occur as provided below:

- A. Termination by the Board of Trustees for lack of work, lack of funds, or reorganization.

If a staff member’s employment is terminated for any of these reasons, the Board of Trustees will provide the staff member with 30 days written notice of the termination. Alternatively, the Board may, at its option, discharge the staff member immediately and pay salary or wages and benefits as if the staff member were fully employed until the end of the notice period.

1. Severance Pay. A staff member discharged for lack of work, lack of funds, or reorganization will receive, in addition to all earned pay and all accrued vacation, severance pay equal to one month’s salary, provided the notice of termination is given after the first anniversary of the staff member’s date of hire. If the notice of termination is given on or before the first anniversary of the staff member’s date of hire, the staff member shall receive all earned pay and all allowable accrued vacation, but no severance pay.
2. Nothing in this section shall prevent the Board of Trustees from granting severance pay to a departing employee who is discharged for reasons not listed in this section if, in the Board’s judgment, severance pay is warranted.

- B. Termination by the Board of Trustees for Any Other Reason.

1. If a staff member’s employment is terminated for any reason other than lack of work, lack of funds, or reorganization, no advance notice need be

provided by the Board of Trustees. Upon termination, the staff member will receive all earned pay and allowable accrued vacation.

2. A staff member discharged for any reason other than lack of work, lack of funds, or reorganization is not automatically entitled to severance pay. However, severance pay may be granted if, in the judgment of the Board of Trustees, severance pay is warranted based upon the staff member's exceptional performance and service to the Library.

C. Resignation by Staff Member.

A staff member may resign at any time and for any reason.

1. As a courtesy to the Library District, notification of resignation is requested a minimum of two (2) weeks prior to the final day of employment.
2. A staff member who resigns will receive all earned pay, allowable accrued vacation and 25 percent of accrued personal leave, up to a maximum of 22.5 days.
3. The staff member will not receive severance pay.

Policy Section 7.5 Reporting Improper Governmental Action

Date Proposed: January 9, 2007

Date Adopted: February 13, 2007

Date Implemented: June 12, 2007

Date Amended: December 17, 2015

7.5.0 Reporting Improper Governmental Action

- A. In accordance with RCW 42.41, Local Government Whistleblower Protection, it is the policy of the Lopez Island Library District:
 - 1. to encourage library employees to report improper governmental action taken by Lopez Island Library Trustees or other employees, and
 - 2. to protect Lopez Island Library employees who have reported improper actions in accordance with the Lopez Island Library's policies and procedures.
- B. As defined by RCW 42.41, "improper governmental action" means any action by a Library Trustee or employee undertaken in the performance of official duties that violates federal, state, or local law or rule or constitutes an abuse of authority, endangerment of public health or safety, or gross waste of public funds.
- C. "Improper governmental action" does not include personnel actions including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands.
- D. Library District employees who become aware of improper governmental action should bring the matter to the attention of the Library Director or, if the matter involves the Library Director, to the Chair of the Board of Trustees. If requested by the Library Director or Board of Trustees, the employee shall submit a written report stating in detail the basis for the employee's belief that an improper governmental action has occurred. Should the report be given to legal authorities for investigation, those involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under the law, unless the employee authorizes in writing the disclosure of the employee's identity.
- E. It is unlawful for any Library employee or the Board of Trustees to take retaliatory action because an employee, in good faith, provided information

that improper government action occurred. “Retaliatory action” includes reprimands, disciplinary action, and unsatisfactory performance evaluations. An employee who believes he or she has been retaliated against for reporting an improper governmental action must provide written notice to the Library Director or Chair of the Board of Trustees within 30 days of the alleged retaliatory action. (Consult RCW 42.41 for details.)

Policy Section 7.6 Political Activity by Library Employees and Volunteers

Date Proposed: January 9, 2007

Date Adopted: February 13, 2007

Date Amended: June 12, 2007

Date Implemented: June 12, 2007

Date Amended: December 17, 2015

7.6.0 Political activity by Library Employees and Volunteers

- A. As a tax-supported institution, it is important that the Library District demonstrate neutrality regarding political campaigns and candidates. Library employees and volunteers have a similar responsibility regarding personal campaign preferences. In order to avoid any misunderstanding regarding the position of the Library District with regard to political issues and/or candidates, all individuals working at the Library are restricted from wearing political pins, buttons, etc., or advocating a particular candidate or issue while on Library time. This restriction does not extend to stickers on employee-and volunteer personal vehicles when parked in the Library public parking lot. While on their own time, employees and volunteers may participate in campaign issues and support candidates consistent with their rights as citizens.
- B. Nothing in this policy limits the Board of Trustees from hearing facts-only presentations from political, service, or other entities at the Board’s discretion. The Library may provide facility use for political campaigns and candidates as long as no endorsement is made or intentionally implied. (See Library Policy Section 5.2, Use of the Building, for more details about policies governing use of the meeting room and other Library facilities.)

Policy Section 8.0 Employee Classification, Compensation and Benefits
Date proposed: November 9, 2006
Date Adopted: May 8, 2007
Date Implemented: June 12, 2007
Date Amendment Proposed: July 28, 2015
Date Amended: December 17, 2015

8.0.1 Employee Classification

Employees may be classified as Regular Full Time Employees, Regular Part-Time Employees, Substitute Employees, or Temporary Employees.

8.0.2 Regular Employees (Full-Time and Part-Time)

- A. Regular Library employees, both full-time and part-time, have regular, predictable, and scheduled hours of work assigned to them. Regular employees are required to perform advanced work in the areas of acquisitions, cataloging, networking, reference, volunteer coordination, programs, and information systems, as well as assisting patrons with locating information.
- B. Each Library employee will be assigned specific duties within the broad framework of the Library's functions (i.e., youth services, interlibrary loan, bookkeeping, cataloging, etc.). Duties for each position will be delineated in individual position descriptions provided to each employee. Other duties may be assigned as necessary.
- C. Regular Full-Time Employees (regularly work at least 30 or more hours per week):
 - 1. Receive vacation leave, personal/sick leave, holiday leave or other kinds of leave during their period of employment, as set forth in Library Policy Section 8.3, Time Off.
 - 2. Receive health insurance during their period of employment, as set forth in Library Policy Section 8.1, Health Insurance.
 - 3. Will be enrolled in state Public Employees Retirement System (PERS), although there are a few exceptions depending on PERS eligibility criteria. A discussion of the PERS criteria is beyond the scope of this Library Policy Manual. Each employee should discuss eligibility for PERS and the rules that would apply to him/her with the Library Director.
 - 4. Are eligible for overtime pay as required by law if they are non-exempt. Exempt employees are not eligible for overtime pay.
 - a) The term "exempt employee" refers to an employee who meets the

definitions of executive, administrative, or professional employee, as defined in WAC 296-128-500.

b) "Non-exempt" refers to any other employee.

5. Receive employer contributions to the Social Security system.
 6. Are subject to an annual performance review, as set forth in Library Policy Section 7.2, Evaluations.
- D. Regular Part-Time Employees (regularly work fewer than 30 hours per week):
1. Receive vacation leave, personal/sick leave, holiday leave or other kinds of leave during their period of employment, as set forth in Library Policy Section 8.3, Time Off.
 2. Receive a prorated employer contribution to health insurance during their period of employment if they are regularly scheduled to work 20 or more hours per week (but fewer than 30 hours/week), or if they work an average of 80 hours per month or more (as measured over a six month period). Regular Part-Time Employees who are scheduled to work fewer than 20 hours per week or work less than an average of 80 hours per month (as measured over a six month period) do not receive library-paid health benefits. See Library Policy Section 8.1.2.
 3. Will be enrolled in PERS if they meet the PERS criteria. A discussion of the PERS criteria is beyond the scope of this Library Policy Manual. Each employee should discuss eligibility for PERS and the rules that would apply to him/her with the Library Director.
 4. Are eligible for overtime pay as required by law if they are non-exempt. Exempt employees are not eligible for overtime pay. The term "exempt employee" refers to an employee who meets the definitions of executive, administrative, or professional employee, as defined in WAC 296-128-00. "Non-exempt" refers to any other employee.
 5. Receive employee contributions to the Social Security system.
 6. Are subject to an annual performance review, as set forth in Library Policy Section 7.2, Evaluations.

8.0.3 Substitute Employees

- A. The Library Director may hire Substitute Employees as on-call employees, for example, to replace regular employees who are on vacation or other leave, to meet project or peak workload demands, or to temporarily fill a vacancy until a regular employee is hired. A Substitute Employee normally works less than 20 hours per week, though hours of work can fluctuate depending on the assigned work. As an on-call employee, a substitute typically has no fixed schedule.
- B. A Substitute Employee is an “at will” employee, and is subject to applicable Library policies and procedures. Substitute employment may be terminated by either the employee or the Library District, with or without notice. Substitute employment represents no commitment concerning future employment of any kind.
- C. Substitute Employees:
 - 1. Do not receive vacation leave, sick leave, health insurance holidays or other benefits during their period of employment, unless exceptional circumstances exist and they qualify for such benefits as an eligible regular employee.
 - 2. May receive workers’ compensation, or industrial insurance, for qualifying work.
 - 3. Will not be enrolled in PERS, although there are a few exceptions depending on PERS eligibility criteria.
 - 4. Are eligible for overtime pay as required by law if they are non-exempt. Exempt employees are not eligible for overtime pay.
 - 5. Pay contributions to the Social Security system, as does the Library District on their behalf.
 - 6. Are not subject to the performance review process.

8.0.4 Temporary Employees

- A. The Library Director may hire Temporary Employees, including Library Assistants and Interns, to meet temporary workload or project needs. Temporary employment consists of regular, predictable and scheduled employment, not to exceed six calendar months duration. Temporary employment can be full-time or part-time.

B. A Temporary Employee is an “at will” employee and is subject to applicable Library policies and procedures. Temporary employment may be terminated by either the employee or the Library District, with or without notice. Temporary employment represents no commitment concerning future employment of any kind.

C. Temporary Employees:

1. Do not receive vacation leave, sick leave, health insurance, holidays or other benefits during their period of employment, unless exceptional circumstances exist and they qualify for such benefits as a regular eligible employee.
2. Will not be enrolled in PERS, although there are a few exceptions depending on PERS eligibility criteria.
3. Are eligible for overtime pay as required by law if they are non-exempt. Exempt employees are not eligible for overtime pay.
4. Pay contributions to the Social Security System, as does the Library District on their behalf.
5. Are not subject to the performance review process.

8.0.5 Volunteers

The Library recognizes the value of Volunteers as a resource to further the Library’s ability to provide quality services and programs to the public.

It is the intent of the Board of Trustees that Volunteers are used only to enrich budgeted library services and programs and that no volunteers will be used to replace positions that are part of the Library’s regularly-funded services. Library volunteers are subject to the provisions of the Library’s Policy Manual, where applicable.

Policy Section 8.1
Employee Compensation and Benefits
Date Proposed: November 9, 2006
Date Adopted: May 8, 2007
Date Implemented: June 12, 2007
Date Revised: December 17, 2015

8.1.0 Health Insurance

8.1.1 Regular Full-Time Employees (work 30 or more hours per week) will be eligible for full Library-paid medical benefits.

8.1.2 Regular Part-Time Employees (work fewer than 30 hours per week) will be eligible for partial coverage of their medical benefits if they are regularly scheduled to work at least 20 hours per week or work an average of 80 hours per month or more (as measured over a six month period).

A. The library's contribution to the employee's medical coverage will be calculated using this schedule:

Employee's regularly scheduled hours	Employer contribution
30 hours per week or more	100%
20-29 hours per week (or avg. of 80 hrs./mo. for 6 mo.)	70%
Fewer than 20 hours per week	0%

B. The difference between the percent covered by the Library District for an employee and the actual monthly insurance cost will be an expense of the employee.

C. Employees working fewer than 80 hours per month are not eligible for Library-paid medical benefits. However, such employees may purchase medical insurance through the Library's group policy.

8.1.3 The Library District shall pay only the employee's benefits. If an employee wishes to provide coverage for a dependent and the vendor allows coverage, such coverage shall be at the employee's expense. Dependents include spouses, children (through age 25), and domestic partners.

A. Coverage shall be effective at the date of hire or at the date of a change in an employee scheduled hours that would result in a different coverage. The library group insurance plan shall be explained in a separate booklet given to the employee at the time of enrollment.

- B. The Library District reserves the right to change the group insurance plan and insurance carrier, and/or to modify health benefits cost-sharing for full or part-time employees, with at least 60 days' prior notice to employees.

Policy Section 8.2

Retirement Benefits

Date Proposed: November 9, 2006

Date Adopted: May 8, 2007

Date Implemented: June 12, 2007

Date Revised: December 17, 2015

8.2.0 Retirement Benefits

Most employees of the Lopez Island Library are covered by the Public Employees' Retirement System (PERS) of the state of Washington. Eligibility requirements are determined by PERS and are based on several factors, including position and hours of employment. The Library Director is responsible for determination of each employee's eligibility for membership in the state's retirement system when s/he is hired. New employees shall be informed, orally and in writing, of the basic elements of the Library's retirement plan.

8.2.1 Participation

Entry into the retirement plan is mandatory for eligible employees. For those new employees who fall under the eligibility requirements, entry begins the first month of employment.

8.2.2 Contribution

The contribution rate is determined by PERS, and may be changed as necessary to reflect the cost of the plan.

8.2.3 Employee eligibility

A discussion of the PERS eligibility criteria is beyond the scope of this Library Policy Manual. Each employee should discuss eligibility for PERS and the rules that would apply to him/her with the Library Director.

8.2.4 Vesting.

When an employee has five years of service credit in PERS, s/he is considered vested in the plan. Participation in the plan is transferable to other employers who offer PERS coverage. If an employee terminates plan participation before being vested, s/he is entitled to withdraw all employee-contributed funds; employer-contributed funds remain in the plan.

8.2.5 Deferred Compensation

The District offers a deferred compensation program. This is optional for all employees of the Lopez Island Library District but contributions come only from the employee, not the Library.

Policy Section 8.3 Time Off

Date Proposed: November 9, 2006

Date Adopted: May 8, 2007

Date Implemented: June 12, 2007

Date Revised: December 17, 2015

8.3.0 Holidays

Holidays are designated by the Board of Trustees. The following holidays will be observed by the Library District:

1. New Years' Day
2. Martin Luther King Day
3. Presidents Day (third Monday in February)
4. Memorial Day
5. July 4
6. Labor Day
7. Veteran's day (or day observed as federal Veteran's Day holiday)
8. Thanksgiving Day
9. The day after Thanksgiving
10. *Christmas Eve - 2:00 pm closing (4 hrs)
11. Christmas Day
12. **New Years Eve - 2:00 closing (4 hrs)
13. PERSONAL HOLIDAY - to be taken during the year, with the Director's approval.

* The Library will close at 2:00 p.m. on December 24. No holiday time is accrued for those employees not scheduled to work on this day.

** The Library will close at 2:00 p.m. on December 31. No holiday time is accrued for those employees not scheduled to work on this day.

Whenever a holiday falls on a Sunday, the following Monday will be observed as a holiday.

- A. Regular Full-Time Employees and Regular Part-Time Employees who are scheduled to work on a holiday will receive the day off with pay. If not scheduled to work, Regular Full-Time Employees will be credited with eight hours holiday leave (or a prorated amount for employees scheduled to work fewer than 40 hours per week); to be taken within the month the holiday occurs.
- B. Regular Part-Time Employees (less than 30 hrs) will be credited in an amount proportionate to the number of regularly scheduled hours worked per week, based on a 40 hour work week.
- C. A holiday occurring during an employee's vacation or other paid leave shall be considered holiday time and shall not be charged against that employee's paid leave credits.

8.3.1 Unpaid Holidays for Reasons of Faith or Conscience

Consistent with State law, employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

- A. Employees may select the days on which they desire to take the two unpaid holidays after consultation with their supervisor. An employee's request to take a particular day off will be granted unless the absence would impose an undue hardship. "Undue hardship" means significant difficulty or expense, taking into account factors such as the effect of the absence on operations and the number of other employees requesting leave, and the impact on other employees' leave entitlements. If possible, an employee should submit a written request for an unpaid holiday to his/her supervisor a minimum of 3 (three) days prior to the requested day off. Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing by the supervisor. Partial days off will count as a full day toward the annual entitlement of two unpaid holidays. The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next.
- B. Employees may not use accrued vacation or other leave for this time of leave; if an employee would like to take vacation or other paid time off instead of an unpaid holiday under this policy, it will be subject to the paid time off approval process applicable to the type of paid leave requested.

8.3.2 Vacations

It is the policy of the District to provide eligible employees annual vacation time with pay to afford the opportunity for rest and recreation. Coverage under this policy includes all Regular Full-Time (more than 30 hours/week) and Regular Part-Time Employees.

A. Eligibility and accrual schedule

1. Vacation time for the Director will be negotiated between the Director and the Board.
2. Regular Full-Time Employees are entitled to paid vacation at the completion of the first six calendar months of continuous employment and thereafter according to this schedule:
 - a) Regular Full-Time Employees earn vacation time according to the following schedule:

Months of continuous service	Working days/year
0-24	12 days
25-60	14 days
61-120	16 days
121-180	18 days
181-240	20 days
241+	25 days

- b) Regular Full-Time Employees who work fewer than 40 hours per week and Regular Part-Time Employees accrue vacation time according to the above schedule, prorated so as to accrue an amount of vacation time proportionate to their scheduled work hours, based on a 40 hour work week.
3. Regular Full-Time Employees and Regular Part-Time Employees accrue vacation time from the date of hire, but may not use time accrued until completion of the six month probationary period.
4. A maximum of 30 days of vacation time may be accumulated, after which excess time will be lost without compensation. No additional vacation will accrue until after the employee uses vacation time and brings his/her balance below 30 days.

B. Vacation scheduling

1. Because of the beneficial effects of rest and recreation, vacation time must be used in the year after it is accrued, except that 50% of a year's accrued vacation time may be carried forward into the first five months of the following employment year with the approval of the Library Director. Unused vacation time in excess of this 50% potential carryover will be lost without compensation.

2. Employees may select their own vacation time subject to the Director's approval. Employees are encouraged to take vacations during the non-peak times. Vacation time is to be taken in increments of at least and normally not less than one-half workday. An employee shall not be permitted to work and receive vacation pay in lieu of vacation time. Extended vacations must be approved by the Library Director at least one month in advance.

C. Unused vacation hours

Upon retirement or termination of employment, the Library District will buy back eligible unused vacation hours.

- D. The Library Director shall maintain accounts of accrued vacation time for all eligible employees, to be up-dated monthly.

- E. Exceptions to any of the above may be made at the discretion of the Board.

8.3.3 Personal/Sick Leave

Policy Statement:

It is the policy of the Library District to provide eligible staff members a measure of financial protection by allowing time off with pay when a personal illness, accident or disability requires the employee to be absent from work.

A. Definitions and Coverage

1. Coverage under this policy includes all Regular Full-Time Employees and Regular Part-Time Employees.
2. Personal/sick leave may be used for a period of time an employee is absent from work due to:
 - a) Personal illness, accident or disability.
 - b) Illness of an immediate family member, which requires the assistance of the employee. (For this paragraph, "immediate family" is normally defined as parent, child, and sibling or spouse/domestic partner.)
 - c) Medical and/or dental appointments, together with a reasonable allowance for ferry travel when this is required.
3. Personal/sick leave is intended solely as a form of financial insurance protection and is not considered to be paid time off that is owed to a staff member.

B. Accrual Schedule and Eligibility

1. Regular Full-Time Employees and Regular Part-Time Employees shall accrue personal/sick leave benefits at the rate of one hour for each 21.67 hours worked for use following one month's continuous employment.
2. Regular Full-Time Employees and Regular Part-Time Employees may accrue up to ninety (90) days of earned but unused personal/sick leave (prorated for part-time employees).
3. Upon retirement or termination of employment, the Library will recompense 25% of the personal/sick leave accumulated, to a maximum of 22 1/2 days.
4. A temporary change in an employee's regular weekly work schedule shall not affect the employee's accumulation of personal/sick leave benefits. For purposes of this policy, the employee's regular weekly work schedule includes regular hours worked, holidays, vacations, personal leave and excludes leave of absence periods.

C. Reporting and Use of Accrued Personal/Sick Leave

1. It is the responsibility of employees to notify the Library Director, in the event of any absence, immediately following the start of each workday. Failure to notify may result in loss of personal/sick leave pay for the day.
2. Accrued paid personal/sick leave benefits shall be granted when an employee must be absent from work due to the following conditions:
 - a) Injury or illness of the employee
 - b) Disability of the employee, spouse or partner due to pregnancy childbirth and associated periods of recovery
 - c) Medical, dental or optical care of the employee
 - d) The need to care for injury, illness or disability in the employee's immediate family that requires the assistance of the employee. (For this paragraph, immediate family is defined as parent, child, and sibling or spouse/domestic partner.)
3. In the event an employee must be absent for a condition listed in Section 8.3.3.C.2 in excess of accrued personal/sick leave, the following shall apply:

a) regular pay will continue, drawing from earned but unused vacation time; followed by

b) leave of absence without pay. (See Library Policy section 8.3.7.)

D. Use of Accrued Leave to Care for Family Members

Consistent with the Washington Family Care Act, employees may use their choice of any accrued leave (e.g., vacation or personal/sick leave) that they have available for their own use in order to care for their child, spouse, registered domestic partner, parent, parent-in-law or grandparent as described below.

1. An employee may use available paid time off to care for his/her child where the child has a health condition requiring treatment or supervision, or where the child needs preventive care (such as medical, dental, optical or immunization services).
2. An employee may use available paid time off when a spouse, registered domestic partner, parent, parent-in-law, or grandparent has a "serious or emergency health condition", which are conditions: requiring an overnight stay in a hospital or other medical-care facility; resulting in a period of incapacity or treatment or recovery following inpatient care; involving continuing treatment under the care of a health care services provider that includes any period of incapacity to work or attend to regular daily activities; or involving an emergency (i.e., demanding immediate action).

D. Employees are required to notify their supervisor of the need to take time off to care for a family member as soon as the need for leave becomes known. The Library reserves the right to require verification or documentation confirming a family member's serious or emergency health condition when available leave is used to care for that family member.

E. Administrative Provisions

1. The Library may request a physician's statement or otherwise verify that an employee has been ill or is taking personal/sick leave for a covered purpose.
2. In the event of an accident that qualifies for payment under Library District-paid Worker's Compensation Industrial Insurance, accrued personal/sick leave shall pay the difference between the Worker's Compensation payment and the employee's regular salary until accrued personal/sick leave has been exhausted.

8.3.4 Jury Duty

Employees who are summoned as jurors shall be granted leave from Library District employment to the extent required by such service, and shall receive their regular pay. In order to be eligible to receive regular pay, the employee must endorse over any jury paychecks (not including expense payments) received to the Library District.

If the employee is excused from jury duty on any regularly scheduled workday, s/he shall notify the Library Director and report to work.

8.3.5 Bereavement Leave

Subject to the approval of the Director, a maximum of three (3) working days bereavement leave, with pay, shall be allowed when there is a death in a regular employee's immediate family or any other member of the immediate household. For this paragraph, an immediate family member includes an employee's spouse/domestic partner, and the father, mother, foster parent, guardian, brother, sister, child, foster child, grandparents, or grandchildren of the employee or the employee's spouse/domestic partner.

This leave may be extended by the use of personal/sick leave or leave without pay with the approval of the Library Director.

8.3.6 Military Leave

- A. Leave for Military Service or Training. Military leave for Library employees will be governed by RCW 38.40.060. An employee is entitled to paid leave not to exceed 21 days per year (October 1 from September 30) for military service. For military leave beyond 21 working days, earned vacation and personal leave may be used. All military leave, including re-employment of returning veterans, will be administered in accordance with RCW 73.16.033 and USERRA.
- B. Leave for Spouses and Registered Domestic Partners of Military Personnel. During a period of military conflict declared by the President or Congress, an employee who is the spouse or registered domestic partner of a member of the Armed Forces, National Guard or Reserves is entitled to up to 15 days of unpaid leave while his/her spouse or domestic partner is on leave from deployment, or before and up to deployment. The purpose of this leave is to support the families of military personnel serving in military conflicts by permitting them to spend time together before a family member is deployed or while the family member is on leave from a deployment. An employee must work an average of 20 hours per week to be eligible for this family military leave.

8.3.7 Leave Due to Domestic Violence or Sexual Assault

In compliance with Washington law, the Library will authorize leave for employees who are victims of domestic violence, sexual assault, or stalking, or for employees with a family member (child, spouse, registered domestic partner, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship) who is a victim of domestic violence, sexual assault, or stalking. A reasonable amount of leave will be provided, and this leave may be taken in blocks, intermittently, or on a reduced leave schedule. Domestic violence/sexual assault leave is unpaid, although an employee may elect to use the employee's accrued paid leave (e.g., vacation or personal/sick leave) in connection with such leave.

Domestic Violence/Sexual Assault Leave may be taken for the following purposes:

- A. To seek law enforcement or legal assistance or to prepare for or participate in any legal proceeding related to domestic violence, sexual assault, or stalking;
- B. To seek health care treatment for physical or mental injuries from domestic violence, sexual assault, or stalking, or attend to such health care treatment for a family member;
- C. To obtain (or assist a family member in obtaining) services from a domestic violence shelter, rape crisis center, or other social services;
- D. To obtain (or assist a family member in obtaining) mental health counseling related to domestic violence, sexual assault, or stalking; or
- E. To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase the safety of the employee or family member relating to domestic violence, sexual assault, or stalking.

When possible, employees must give advance notice of the intention to take leave. If advance notice is not possible, employees (or their designees) must give notice of the need for this leave no later than the end of the first day the employee takes the leave. The Library may require verification to support the need for the leave. Except where disclosure is authorized or required by law, or where an employee authorized disclosure of certain information, the Library will maintain confidentiality of all information provided by the employee in conjunction with Domestic Violence/Sexual Assault Leave.

8.3.8 Leave Without Pay

- A. The Library District may grant a regular employee leave of absence without pay normally not to exceed three (3) months. Leave without pay shall be granted by the Director only when requested in writing by the employee and when such leave will not detrimentally affect the library. Leave without pay should be requested as far in advance as possible and the expected duration must be indicated in the written request.

- B. Leave without pay in excess of 5 days will be granted only after all vacation leave has been exhausted.
- C. Conditions of Leave: Leave without pay will be considered for the following circumstances:
 - 1. Illness or injuries of the employee or persons within the employee's household, after all accrued personal leave credits have been exhausted.
 - 2. Disability leave, including disability due to pregnancy or childbirth, after all accrued personal leave credits have been exhausted.
 - 3. Maternity/paternity leave, up to 12 weeks, may be granted with the approval of the Director and the Board of Trustees
 - 4. Continuing education opportunities.
- E. Other circumstances requiring an absence of five (5) or more working days.
 - D. No benefits accrue during a leave of absence without pay.
 - E. In exceptional circumstances, leave without pay may be extended beyond three (3) months by the Library District, but reinstatement to the employee's original position cannot be guaranteed.

8.3.9 Leave Without Pay - Director Benefits

Leave without pay for the Library Director will be negotiated between the Director and the Board of Trustees.

8.3.10 Unplanned or Emergency Closure

- A. The Library Director or her/his designated agent may close the library without advance notice in the event of conditions which make it unsafe or impossible for Library personnel to carry out their assigned duties.
- B. If district facilities are closed by the director or her/his designated agent, all regular employees receiving benefits shall be paid for the time period based on the regular schedule for that time period.

1. To be eligible for pay, the employee must be scheduled for work at the time of the closure, and remain available to immediately return to work should the condition causing the closure abate.
 2. At the time of the closure, an employee who is on vacation, personal/sick leave or leave without pay, may not convert the time to emergency leave.
- C. Absence due to an employee's inability to report for scheduled work because of inclement weather, conditions caused by inclement weather, or any other natural disaster, shall be made up within a month with the permission of the Library Director, or taken as vacation leave or leave without pay.
- D. Notification of the staff of the closure is the responsibility of the Library Director or her/his designated agent.

8.3.11 Breaks and Lunches

- A. The Library encourages employees to take breaks from their workday for mental and physical refreshment. Employees are allowed a paid rest break of at least 10 minutes for each 4 hours worked. The rest break must be taken no later than the end of the third hour of the shift. Employees are encouraged to leave the work area during their break.
- B. The Library does not pay for lunch/meal periods if employees are free from any work-related duties for their entire meal period. If more than 5 hours are worked in a shift, employees are allowed a 30-minute unpaid meal period. Employees may come in early or stay late to make up the time. Any day where an employee chooses to waive his/her lunch break, the employee may choose to combine the two 10 minute breaks to take a paid lunch, or notify the plans to make up the time. The meal period cannot start more than 5 hours after the beginning of the shift. Employees will be paid during their meal period when they are required or allowed to remain on duty while they eat in the workroom or kitchen.
- C. In addition, for one year following childbirth, non-exempt employees who are nursing mothers are entitled to unpaid breaks during the workday for the purpose of expressing breast milk. These breaks will be paid to the extent they run concurrently with the above-referenced daily rest breaks. The Library will provide a suitable, private location for nursing breaks. Please contact the Library Director to make appropriate arrangements if you need nursing breaks.

Policy Sections 8.4

Date Proposed: November 9, November 9, 2006

Date Adopted: May 8, 2007

Date Implemented: June 12, 2007

Date Revised: December 17, 2015

8.4 Library Staff Duties and Compensation

8.4.1 Duties. Library employees are required to perform work in the areas of acquisitions, cataloging, networking, reference, volunteer coordination, programs, and information systems, as well as assisting patrons with locating information. Each library employee will be assigned specific duties within the broad framework of the library's functions (i.e. youth services, interlibrary loan, bookkeeping, cataloging, etc.). Duties for each position will be delineated in individual position descriptions provided to each employee. Other duties may be assigned as necessary.

8.4.2 Compensation. Salaries for staff members are established by the Board of Trustees. Any employee who believes there are errors in his/her pay, including overpayment or underpayment of wages, improper deductions from pay or that the pay does not accurately reflect all hours worked, including overtime, should report such concerns to the Library Director immediately. The Library Director will promptly investigate all reported complaints and, if appropriate, take corrective action. The Library prohibits and will not tolerate retaliation against any employee because that employee filed a good faith complaint under this policy. Specifically, no one will be disciplined, intimidated or otherwise retaliated against because that person exercised rights under this policy or applicable law.

8.4.3 Cost of Living Adjustment. Library employee salaries are eligible to receive an annual cost of living adjustment at the beginning of each budget year, subject to Board of Trustees approval. The cost of living adjustment will be some percentage of the Consumer Price Index for the Seattle area received from the U.S. Department of labor under the title CONSUMER PRICE INDEXES PACIFIC CITIES AND U.S. CITY AVERAGE and other local sources. The amount of this cost of living adjustment will be determined by the Library Board of Trustees at the end of each budget year.

8.4.4 Substitute Librarian. See Section 8.0.4 for policies governing the employment of Substitute Employees, including the duties and compensation of Substitute Librarians.

Policy Section 8.5
Professional Development
Date Proposed: November 9, 2006
Date Adopted: May 8, 2007
Date Implemented: June 12, 2007
Date Revised: December 17, 2015

8.5.0 Professional Development

Library staff members are encouraged to participate regularly in conferences, meetings, and professional development programs, which will benefit their professional growth, enable them to remain current in library developments, and improve their ability to serve library patrons and the community. The Library District will bear the cost of approved participation in accordance with the following policies.

8.5.1 Eligible events. Events (conferences, meetings, courses and the like) should enhance the employee's abilities to perform regular responsibilities, and should enhance the District's mission and service.

8.5.2 Ineligible events. Courses taken principally to obtain basic skills or knowledge that the employee, when hired, was expected to possess to meet the minimum prerequisites of her/his present job description are not eligible events.

The Director shall consult with the Board of Trustees when there is a question about whether an event is eligible.

8.5.3 Approval. The Library Director is responsible for allocating the available ongoing staff training and professional development budget. In order to receive reimbursement, staff must obtain the Director's approval before the event.

8.5.4 Reimbursement. Conference fees and all necessary lodging, travel, meals (if overnight stay is required) and ancillary costs will be eligible for reimbursement. Travel costs will be reimbursed in accordance with Library District policies. Reimbursement may be either full or, if the budget requires and the attending staff member agrees, partial. Reimbursement will be full unless a partial reimbursement arrangement is set at the time of approval.

Reasonable and customary expenses will be considered for reimbursement. Alcoholic beverages are excluded from reimbursement. Requests for reimbursement must be submitted on an expense report and should normally include receipts.

8.5.5 Compensation. Because of the geographic isolation of Lopez Island Library, the Library District may not be able to compensate staff for their time in traveling to and from, as well as attending, events, when travel time falls outside their normal paid hours. Arrangements for compensation, in accordance with these policies, must be made before final approval to attend the event is given.

Regular Full-Time Employees will be compensated for professional development time according to their normal employment pattern. If the event takes place on a day when the employee does not normally work, compensatory time off may be provided at the discretion of the Library Director.

Regular Part-Time Employees attending an event on a day they are normally scheduled to work will be paid their normal rate of pay for that day. If their actual hours of attendance in meetings or conference sessions (excluding travel time, meals, etc.) exceed their paid hours, they will be paid (at their normal rate) for the difference or will be provided compensatory time off, at the discretion of the Library Director.

Regular Part-Time Employees attending an event on a day when they are not normally scheduled to work will be compensated for the actual hours of attendance, either by being paid for the hours at their normal rate or by being provided compensatory time off, at the discretion of the Director.

8.5.6 Assessment. The Library Director will make appropriate assessments about the value of individual professional development events.

8.5.7 Anticipated professional development opportunities. At a minimum, the Board of Trustees anticipates, and will try to budget for, the following minimum level of professional development opportunities: Library Director: WLA and PLA and/or ALA annual meetings. Other staff: at least one significant continuing education event every two years.

Policy Section 9 Miscellaneous Policies

Date Proposed:

Date Adopted: September, 2005

Date amended: June 12, 2007

Date Implemented: June 12, 2007

9.1.0 Purchase of refreshments for Library Events

Library funds may be used to purchase refreshments for the following events:

A. The Teddy Bear Picnic, held annually

B. Annual meetings with the trustees and staffs of the San Juan and Orcas Libraries when the meetings are held on Lopez Island.

C. Other events that may directly benefit the library and its patrons, at the discretion of the director.

APPENDIX A

Date Adopted: March 11, 2009

CODE OF ETHICS

The principles of a code of ethics are set out in broad statements to guide ethical decision-making for trustees who are entrusted with the expenditure of public funds. RCW 42.52 "Ethics in Public Service" establishes basic tenets of ethical public service for elected state officials, appointed officials, and other personnel in state government.

Like all policy statements, a code of ethics statement provides a framework for supporting procedures. Following are examples of codes adopted by state and national associations and commentary about a code adopted by Jefferson County Rural Library District Board of Trustees. Although all are similar, differences in approaches and some content are apparent.

AMERICAN LIBRARY ASSOCIATION

General Statement Guiding Librarians, Other Professionals, Library Trustees and Library Staffs

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision-making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- We uphold the principles of intellectual freedom and resist all efforts to censor library

resources.

- We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- We recognize and respect intellectual property rights.
- We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession

APPENDIX B - LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948 by ALA.

Amended February 2, 1961; June 28, 1967; and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

APPENDIX C - THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our

democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the

positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association
Association of American Publishers

APPENDIX D - FREE ACCESS TO THE LIBRARY FOR MINORS

An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, nonprint, or digital format. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them. Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As *Libraries: An American Value* states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain

that *only* parents and guardians have the right and the responsibility to determine their children's—and *only their children's*—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

See *also* Access to Resources and Services in the School Library Media Program and Access to Children and Young Adults to Nonprint Materials.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008.

1 1 See [Erznoznik v. City of Jacksonville](#), 422 U.S. 205 (1975) "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See *also* [Tinker v. Des Moines School Dist.](#), 393 U.S.503 (1969); [West Virginia Bd. of Ed. v. Barnette](#), 319 U.S. 624 (1943); [AAMA v. Kendrick](#), 244 F.3d 572 (7th Cir. 2001)

APPENDIX E - PATRIOT ACT

Date Adopted: March 2004

Step By Step Guidelines for following the USA Patriot Act

A. If the order is a subpoena:

1. Explain that you do not have the authority to handle the request.
2. Refer the officer to the Director.
3. Do not tell anyone else (except the Director) that an officer has requested information.

Director:

1. Try to have another staff person with you when meeting with the officer.
2. Ask to see the officer's identification.
3. Ask to see the document that describes the information sought and that authorizes its release.
4. Accept the order and explain that you do not have the authorization to release the information until the library's attorney has reviewed it.
5. Call the library's attorney.
6. Do not tell anyone else that an officer has requested information.

If the subpoena is in order, the requested information will be given to the officer. We must access and deliver circulation records, etc. specified in the subpoena.

B. If the order is a search warrant:

All staff:

- 1) Explain that you do not have the authority to handle the request.
- 2) Refer the officer to the Director.
- 3) Do not tell anyone else (except the director) that an officer has requested information.
- 4) If the officer will not wait for the Director, ask for the officer's identification and accept the search warrant. We must access and deliver the circulation records, etc. specified in the search warrant.
- 5) Notify the director that the search warrant has been received.

Director:

- 1) Try to have another staff person with you when meeting with the officer.
- 2) Ask for the officer's identification. Ask to see the document that describes the information sought and authorizes its release.
- 3) Call the library's attorney.
- 4) Request the officer delay execution of the warrant until the attorney can be present.
- 5) If the officer will not wait for the attorney, accept the warrant and provide only the specific information described in the order. We must

- access and deliver circulation records, etc. specified in the warrant.
- 6) Do not tell anyone else that an officer has requested information.

C. If an officer does not have a court order or other appropriate document, take his or her name and badge number in order to report the incident to the appropriate authorities.

All Staff: Give that information to the Director.

Director: Give that information to the library's attorney.

D. First steps for the Library director or designee

1. Identify the agent-in-charge. Ask for identification and check it out. If agent is FBI, call local office: FBI Seattle: 206-622-0460. Don't just call the number given by the agent. Get a business card for the records.
2. Tell agent-in-charge who is in charge at the library's end. If the request is for local records or patron observations, it is the Library Director or designee. Request that the agent and his/her officers direct all inquiries through the person in charge.
3. Ask for a copy of the search warrant and its affidavit. A copy of the search warrant is essential, as the search must comply with its terms. The affidavit that law enforcement used to get the warrant may be helpful, but may not be available.
4. Ask for a brief delay to assemble the appropriate personnel. If possible, escort the law enforcement officers to a private area. Law enforcement has the discretion to grant this brief delay, or to execute the warrant immediately. As long as records are not in the process of being destroyed, and the library is an "innocent third party", it is likely that a brief delay will be granted. The library may be asked to "preserve evidence" (such as sign-up records) while the process unfolds. Together the library and the law enforcement persons-in-charge will determine the most appropriate place to meet. If law enforcement officers wait for the appropriate library personnel to arrive, it is desirable to escort them to a private area, to minimize the questioning of staff and general disruption. At the Lopez Library, this could be the meeting room, if unoccupied.
5. Fax the warrant to the attorney so s/he can review it as soon as possible. If not near a fax machine, tell the attorney the time the warrant was served, which areas the warrant states are to be searched, the sorts of evidence the warrant states are to be seized, and the law enforcement agencies that are involved.

E. Next, remind staff of their roles.

1. Suggest to any staff not directly involved in the search that they stay out of the way. They must not interfere with the search. Advise them that they are not required to answer questions from law enforcement. It is improper and may be illegal to advise staff NOT to answer questions, but they should be advised of their right to decline being interviewed, and their right to have an attorney present if they choose to be interviewed.

2. Be sure staff understands that there is no such thing as an informal conversation or off-the-record comment with agents in such circumstances. It is also easy to inadvertently “consent” to a search broader than the warrant provides. Staff is not required to authenticate documents seized or otherwise respond to questions except as to location of the items described in the warrant (and these inquiries should be directed to the person-in-charge).

F. CAUTION ON “CONSENT”: If the library is asked for consent to search items beyond the scope of the warrant, **DECLINE**. This includes **all staff and volunteers**. The government could use any consent given as an alternative basis, in addition to the search warrant, for defending the legality of the search, e.g. to expand the search beyond the scope permitted by the search warrant.

G. The attorney:

- 1) The attorney will ask to speak to the agent-in-charge or lead government attorney handling the matter (by phone, if necessary)
- 2) Emphasize that the library will do everything it can to insure that the search proceeds smoothly, but that you would like them to wait until you arrive (and the appropriate personnel, such as the Director) to make sure everything is in order.
- 3) **The attorney will make sure the warrant is signed by a judge or magistrate.**
- 4) If there is a discrepancy, notify the agent-in-charge.
- 5) The attorney may ask for a delay long enough for the library to litigate the warrant’s validity.
- 6) The attorney will examine the warrant to see if it is narrowly tailored. If not, the attorney may be able to negotiate a narrowing of terms.

H. Note the exact premises to be searched, exactly what is to be seized, who issued the warrant, and any time limits for executing the warrant. Negotiation here may be possible, (such as one hour of records instead of 30 days). Targeting the specific records needed goes a long way toward protecting the innocent patrons’ privacy. Make sure the search conducted does not exceed the terms of the document.

I. Delegate someone (other than the principal library team members) to take notes of the search. If law enforcement agents split into groups, additional staff may be needed to monitor each group. The monitoring staff members should not do anything that may be interpreted as obstruction. Be courteous, cooperative and quiet. Sometimes searches can get chaotic. Calm monitoring and note taking can be helpful to recall what took place.

- 1) Note down what questions were asked, such as where certain things can be found.
- 2) Agents sometimes number the rooms that they enter. Record the numbering scheme.
- 3) Record an inventory of the type and location of evidence seized. Your inventory will make more sense to you later than the inventory that the law enforcement officers give you.

4) Try to observe the agents' conduct, the places searched, and the time involved in each part of the search. The agents will probably be patient with this note taking and identification process. They are not likely, however to slow down the process or allow staff to interfere with the search in any way.

J. If law enforcement goes beyond the scope of the warrant, the attorney may ask them to desist. No one should grant consent to go beyond the scope of the warrant. The attorney may call the district Attorney or U. S. attorney to try to stop this. Do not, however, impede or obstruct. Take notes or even photos/videos if this occurs.

K. The attorney will request back up copies of all documents (photocopies) and computer disks seized. Better yet, ask to keep the originals and turn over the photocopies. If the agent refuses you copies, record in further detail all items that are seized.

L. The attorney will get an inventory of any items that are seized. This is important in recovering items later. You are entitled to an inventory of all items seized. Do not sign anything verifying the contents or accuracy.

FOLLOW UP STEPS FOR THE LIBRARY DIRECTOR OR DESIGNEE

1. Keep track of expenses. In some cases the library may be able to be compensated e.g. if the library must rent computers to replace those seized.

2. Double check to see if a gag order has been included with the court order. You will be told if there is a gag or "sealed" order. If so, you must comply with the terms of the order. For example, Section 215 of the Patriot Act (and other sections of the Foreign Intelligence Surveillance Act) states "No person shall disclose to any other person (other than those persons necessary to produce tangible things under this section) that the FBI has sought or obtained tangible things under this section." Necessary persons will include an attorney and essential staff up the chain of command, but not nonessential staff, spouses, etc. Keep records of the incident in a secured location.

3. Apprise governing authority. Although it is unlikely that there will be time to appraise the governing authority before or during the search, be sure to brief them as soon as possible. They may be called by the press.

4. Draft "talking points" if the press calls. Stick to talking points. If you are bound by a gag order, talk to the attorney to help draft an appropriate "no comment" statement. Make sure that staff is briefed on these points or that they routinely pass all press inquiries to a designated person.

APPENDIX F - JOB DESCRIPTIONS - LIBRARY TRUSTEE

General summary:

Provides governance for the Library, establishes policy; sets goals; hires the library director; establishes and monitors the annual budget; signs necessary contracts, exercises such other powers, not inconsistent with law, necessary for the effective use and management of the Library.

Essential Functions and Responsibilities

- Participates in the ongoing responsibilities of the governing body, including establishment of library policies and planning for current and future library services and programs.
- Determines and adopts written policies to govern the operation and services of the library.
- Attends all regular and special meetings of the Board, and participates in committees and activities as necessary; attends appropriate library functions.
- Represents the interests and needs of community members.
- Sets an annual budget and approves expenditure of funds; monitors budget and expenses throughout the year.
- Acts as liaison with the public, interpreting and informing local government, media and public of library services and needs.
- Hires, sets salary, and supervises a qualified library director to implement board decisions and directions and to carry out day-to-day provision of library services.
- Establishes short and long-term goals for Library.
- Understands pertinent local and state law; actively supports library legislation in the state and nation.
- Ensures compliance with open meeting law.
- Reports activities to County Council annually.

Knowledge, skills and abilities

- Is interested in the library and its services.
- Has the ability to contribute adequate time for effective participation in board activities and decision making.
- Has the ability to represent needs and varied interests of the community at large and the library.
- Has strong interpersonal and communication skills.
- Has the ability to work with governmental bodies, agencies and other libraries.
- Has the ability to handle opposition and make decisions in the interest of library service.

TIME COMMITMENT

- The Board of Trustees meets monthly at a time convenient for members. Meetings generally last less than two hours. Meetings are generally held at the library and are usually on a weekday.

- Members are appointed by the county council with the advice and consent of the board of trustees to a five-year term or to complete an unexpired term. Members shall serve no more than two full terms in succession.
- Special meetings or committee meetings may be called as necessary at times convenient to members as well as complying with open meeting laws.

QUALIFICATIONS:

- serious commitment to being a library trustee
- serious commitment to the provision of library services within the community
- ability to attend regularly scheduled board meetings and be an active member of the library board
- willingness to become familiar with Washington State library law, standards for libraries, and principles and practices for ensuring that the library provides broad and equitable access to the knowledge, information, and diversity of ideas needed by community residents
- commitment to freedom of expression and inquiry for all people

PRINCIPAL ACTIVITIES:

1. Prepare for and attend regular board meetings.

The library board meeting will be the primary opportunity for you to contribute to the development of your library. To get the most from the meetings, and to be able to share your skills and knowledge, you must attend each meeting after having read and thought about the issues and topics that will be discussed. While you and your fellow trustees are busy people, it is important that the full board meet on a monthly basis to conduct business. You can contribute to the library by encouraging regular meetings and assuring that the meetings are properly noticed in accordance with the state's open meetings law.

2. Work to obtain adequate library funding. Assist in the review and approval of the annual budget and monthly expenditures as presented by the library director.

One of the library board's most important responsibilities is to work to obtain adequate financial support so that the library can provide a meaningful program of services for the residents of the area. As a trustee, your focus should be on those services and what is required to provide them to the public in the most beneficial manner. The library board must monitor the use of these public funds to assure that they provide what was intended. By law, only the library board has the authority to approve expenditures made by the library.

3. Participate in the development and approval of library policies. Review policies on a regular, systematic schedule.

Certainly the money is important to pay staff, buy materials, and maintain the facilities, but a library cannot operate successfully without policies that assure consistent and

equitable treatment of all users while at the same time protecting the resources of the institution. Developing and adopting these policies is another important responsibility of a library board. Each trustee acts as a contact with other members of the community and has the chance to hear about concerns or desires relating to the library. The comments you receive from the public can help you and the other members of the board address the community standards through thoughtful and fair policies.

Understanding the feelings of community members and the challenges the staff faces in operating the library can prepare you to participate with other board members and the director in defending policies that may provoke controversy. As needs, processes, and services change within the library, there will be a need to review, revise, and add policies. It can be helpful for the board to establish a routine procedure for reviewing policies to be sure that they remain current. This is often accomplished by the board looking at individual policies at meetings throughout the year.

4. Help determine and advocate for reasonable staff salaries and benefits.

If the library is to offer meaningful and accessible services to the residents of your community, it must have a trained, certified library director and other capable assistants to provide those services. To attract capable employees, and to keep them once they are hired and oriented, it will be crucial that the library board offer reasonable and competitive compensation, including a meaningful wage and benefits like health insurance, retirement, sick leave, and vacation. By providing adequate compensation for staff, the library board will help the public generally to understand the importance of the library and the complexity of the tasks involved with providing good library services.

5. Assist in the hiring, supervising, and evaluating of the library director.

Though it is hopefully not a regular task, there may come a time when the library board must hire a new director. If this is required, deciding how the process is conducted and who is finally selected will be among the most important decisions a library board will ever make. A library director can be around for many years and have a significant impact on the tone and quality of library service. In the one-person library, the library director often becomes the personification of the entire institution. So it is important that this task be given serious consideration and that each trustee takes an active role in selecting and then welcoming and orienting the new director. Finally, in order to assure that you do not have to go through this process unnecessarily, the library board needs to establish a regular procedure and schedule for assessing the performance of the director and providing suggestions for improvements. Your willingness as a trustee to participate in these processes will greatly contribute to the library's overall effectiveness.

6. Study the needs and interests of the community and see that they are addressed, as appropriate, by the library.

As a community liaison, you are in a unique position to survey the community, learn of its needs and wants, and include those interests in discussions relating to library development. This opportunity and responsibility is satisfied at an informal and formal

level. Informally, just being visible and accessible as a library trustee and communicating with your neighbors will allow you to gather important information about how the library can help its customers. In a more formal fashion, the library board may decide to conduct a community survey and/or call together a focus group to help it pinpoint important issues. Active participation by each trustee at both levels will be invaluable to the library's progress.

7. Act as an advocate for the library through contacts with civic groups and public officials.

Gathering information on community needs will certainly put you in contact with your community; the purpose of that activity is to focus development energies. Other kinds of contacts are also important, however, and their purpose will be to raise awareness of the library and promote its services. It has been written that the core of effective politics is the building of rapport. Since local politics are personal, your contacts on behalf of the library with county officials and the state will advance the cause of your institution. In the same way, building rapport and networking with civic and service groups will advance your cause with your customers and potential individual supporters. This is an area where an individual trustee can directly help the library in a significant way.

8. Become familiar with principles and issues relating to intellectual freedom and equitable provision of public library services.

Public libraries in our country and state are founded on the principle that for a democracy to function properly it must have an educated electorate, and to be educated, people must have free access to the broadest possible array of information. Libraries, along with other institutions such as the press and the judiciary, have long stood as protectors of the individual's right to have the information that he or she requires to thrive in and contribute to society. Regardless of these basic rights, though, sometimes people seek to limit the access of others to certain ideas and presentations. It is a responsibility of your library board, and each member of that board, to make a commitment to the community's freedom of inquiry and expression, and to be prepared to address calmly and respectfully the challenges that may come before you. While the board must have a carefully devised process for addressing challenges and speak in a single voice on censorship issues to the public and the media, it is up to you as a trustee to take the time to become informed about the principles and issues. While it is said that a public library without something to offend everyone is not doing its job, it is not the job of the library board to offend, but rather to defend the rights of each citizen to search for the truth through his or her own journey. The nation's and the library's future relies on unrestricted access to information.

9. Assist in the formulation and adoption of a long-range plan for the library.

Periodically review and revise long-range plan. Working through the budget process, developing policies, and studying community needs and making contacts with individuals and groups prepares you for the valuable process of formulating plans for the library's

future. Your library may be accomplishing great things already, but as the world changes, the library must change with it. Trustees, as the citizen representatives with detailed information about how the library functions, are in an ideal position to assist with planning. Your important role in planning will be to investigate, along with the library director, different planning options and then decide on the most appropriate process for your library. If additional resources are required to fulfill the plans, you can also help to establish the amount and identify sources. Finally, once proposed plans are approved by the full board, you can continue to participate by being active in the annual review of the library's plan, during which you can suggest revisions that will keep the library on course. A plan is a means to an end, and it will be the active participation of each trustee in the planning process that will offer ongoing strength and insight to the library board as it pursues its responsibility for library development.

10. Attend Washington Library Association conferences, regional system workshops, and other training opportunities in order to expand knowledge of effective leadership, and consider membership in the Washington Library Trustees Association.

As you have probably concluded by now, the library trustee's job is complex and demanding. At the same time, though, it can be stimulating and exceedingly rewarding. One way to maintain energy and enthusiasm, as well as to increase understanding of trusteeship, is to participate in the various opportunities for education that are available to trustees. Through your director or direct mailings, you should be regularly informed of upcoming seminars, workshops, and conferences. Another method for gaining insights and ideas and also a great way to rejuvenate the spirit and not feel alone in the challenges you face is to get involved in the state library trustee association. The network of friends that can be developed will keep you interested and vital; your participation in the association will strengthen the statewide library community, and that, in turn, will help your library as well.

IMMIGRATION REFORM AND CONTROL ACT (IRC 1986)

The Lopez Island Library complies fully with the Immigration Reform and Control Act of 1986. Once hired, employees are required to establish their identity and eligibility to work in the United States by completing INS Form I-9 not later than the third day after beginning work. Failure to meet this requirement within the time specified will result in termination of employment.

EQUAL OPPORTUNITY

The Lopez Island Library provides equal employment opportunity to all qualified individuals without regard to race, color, religion, national origin, marital status, sex, age or disability in all personnel actions, including recruitment, evaluation, selection, compensation, training, promotion, and termination.

POLICY ON A DRUG-FREE WORKPLACE

The Lopez Island Library complies with the Drug-Free Workplace Act of 1988.

APPENDIX G

Date Amended: May 11, 2010

LIBRARY MEETING ROOM AGREEMENT

I have read and understand the rules for the use of the meeting room. I agree to be responsible for the use of the meeting room and to leave the meeting room and equipment as I found them. I will leave the key in the book drop as soon as the meeting is over.

PLEASE PRINT ALL INFORMATION

Date Name of person responsible

Organization Phone Number

Purpose of meeting

Need KEY? Yes _____ No _____

(Back of form)

Please review items on the checklist and equipment you are responsible for:

Equipment		
	52" Sanyo wall-mounted monitor	If used, make sure it is turned off
	Digital Projector	Turn off, allowing fan to cool down – make sure all lights are off.
	Polycom Teleconferencing equipment	If used, turn off – Do not unplug cables
	DVD/VCR Player	If used, turn off
	Speaker Woofer	If used, turn off
	Speakers Wall-mounted	
	Cords – Remote control	
	Teleconferencing	

	phone	
	Computer, Monitor & keyboard	
	White board	Clean off board with wet paper towel, cap dry mark pens
	Tables & Chairs	Wipe down table, return tables and chairs to original configuration (4 rectangles in the middle with 2 half- moons at the ends)
Room		
	Windows	Close and lock
	Bathroom	Turn off lights, turn on fan, prop door open
	Kitchenette	Wash dishes, clean off counter
	Coffee maker	
	Door	Lock door
	Key	Drop key in return box

Appendix H

Lopez Island Library Safety Rules

SUBJECT: Library Safety Rules
ADOPTED: September 14, 2010
REVISED:

Consistent with state law and safety practices, Lopez Island Library prohibits the following on library premises and grounds.

1. Use or disposal of any tobacco products.
2. Open flames of any type.
3. Illegal drug or alcohol use.
4. Illegal firearms
5. Obstructing or blocking of exits.
6. Running or horseplay indoors.
7. Skateboarding or rollerblading
8. Standing, climbing or sitting on tables or countertops. For the safety of young children or infants, parents should not allow them to sit on tables or countertops or climb on shelves.
9. Climbing on trees on library grounds
10. Exceeding the posted number of occupants in the meeting room.

For the safety of all patrons and staff, please notify staff of:

1. Loose carpeting or other objects that might be tripped over.
2. Blocked aisles.
3. Broken items or objects that could fall off shelves or high places.