



Policy Guidebook

(adopted 8/20/2020, updated 2/18/2021)

Mission Statement for Lincoln County Library System

To provide resources for the interests, information, and enlightenment of our **patrons**.

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I. Materials Policies

1. Collection Development

Objectives

The Lincoln County Library System serves a number of communities with many groups of varying economic, social and political backgrounds. The System must provide these groups materials for education, information, research and recreation. The primary resources that the libraries provide are the collection, electronic information and Interlibrary Loan. Information on all points of view in all fields should be readily available so that individuals may decide which ideas are meaningful to them. The System, consequently, has the responsibility for the selection of materials and maintenance of the collection that reflect not only traditional but also divergent and unusual points of view. All such materials are provided on a free and equal basis to all residents of Lincoln County. These materials are housed and organized so as to make them easily accessible to all members of the community and to carry out the following objectives:

- to provide materials for people of all ages;
- to make available materials meeting educational, cultural, informational, and recreational needs and interests;
- to maintain a balanced collection that has materials with both permanent value and of current interest; and
- to formulate and enforce a suitable selection policy that emphasizes these objectives.

Responsibility for Selection

Final responsibility for materials selection rests with the Library Director who operates within the framework of policies determined by the Board of Trustees. The Library Director may delegate to Branch Managers and other staff the authority to select materials for various sections and collections. The Head of Technical Services is responsible for the acquisition, cataloging, and processing of materials and promotes consistency in the maintenance of the materials collection. Staff other than the Head of Technical Services may not directly place orders or sign any contract obligating the library to future delivery without prior approval from the Director.

Shared resources among the WYLD consortium are selected by the WYLD Resource Sharing Committee.

Selection Guidelines

Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, an awareness of the bibliographies of the subject, and recognition of the needs of the community.

Criteria

Materials are chosen in accordance with one or more of the following criteria:

- Literary merit
- Enduring value
- Accuracy
- Authoritativeness
- Social significance
- Importance of subject matter to the collection
- Timeliness
- Popular demand
- Cost
- Scarcity of material on the subject and availability elsewhere
- Quality and suitability of the format

2. Reconsideration of Library Material

In applying criteria for materials selection, the library cannot satisfy the needs and desires of one group at the expense of another. The System should not act as an agent for any issue but maintain its position as a free channel of communication and uphold its right to select materials. The disapproval of one group should not be the means of denying material to all groups, if by library selection criteria, it belongs in the collection.

When the library receives a complaint about any material in its collection, the library shall follow the basic tenets of the Library Bill of Rights and the American Library Association Freedom to Read Statement. The steps to take when any material is challenged are as follows:

- 1) Provide the patron with a Request for Reconsideration of Library Materials Form (See policy 2a.) which must be completed by the patron.
- 2) Provide the patron with a copy of the library's materials selection policies.
- 3) The branch manager will objectively review the material in question and prepare a written statement regarding his/her opinion.
- 4) Send the completed form, the material in question and Branch Manager statement to the Director.
- 5) The Director will objectively review the material in question and, in consultation with the Branch Manager, prepare a written statement regarding his/her decision.
- 6) The Director will send a copy of his/her decision to the complainant and the branch manager.
- 7) If the complainant is not satisfied with the decision of the Director, within 14 days of receiving the Director's decision, they may request that the Board of Trustees review the material and make a determination.
- 8) The Director will supply each Board member with copies of the branch manager's statement and the Director's decision.
- 9) The Board will review these documents and the material in question, if they desire. The Board will then determine whether:
 - a. to remove the material from the collection;
 - b. to allow the material to remain in the collection on a restricted basis; or
 - c. to return the material to the open shelves.
- 10) The Director will send a written statement concerning the Board's decision to the complainant and the branch manager.

The decision of the Board of Trustees is final in cases where materials are challenged.

2a. Request for Reconsideration of Library Materials Form

Date _____

TITLE _____

Is this material a book ____? Periodical? ____ Other? _____

AUTHOR _____ PUBLISHER _____

COMPLAINANT'S NAME _____

COMPLAINANT'S ADDRESS _____

PHONE _____

COMPLAINANT REPRESENTS: SELF _____; OTHERS _____

Please fill in the answers to all the following questions, using additional sheets of paper if necessary:

1. To what in the work do you object? Please be specific; cite pages, etc.
2. Did you read, view, or listen to the entire work? If not, what parts did you read?
3. What do you feel would be the bad effects, if any, from reading, viewing, or listening to this material?
4. What do you believe is the theme of this work?

5. Is there anything worthwhile in this material? Explain your answer.
6. Are you aware of the judgment of this material by literary critics?
7. What age limitations would you recommend for this work?
8. What would you recommend the library do with this material?
- _____ withdraw it completely from circulation
- _____ keep it off the shelf, but allow it to be checked out by adult individuals
- _____ restrict its use to a particular age level
9. What book (video, magazine, etc.) of equal or better literary quality and theme would you substitute in place of this one?

Signature of Complainant

Date

3. Lincoln County Library System Interlibrary Loan Policy

An interlibrary loan system has been established with the Wyoming State Library and other libraries throughout the State. The system also allows for some nationwide access. Lincoln County Library System follows the “Best Practices” established by the Resource Sharing Council. (<https://library.wyo.gov/wyld/support/practices/>) A designated staff person in each library will be primarily responsible for interlibrary loan activities.

Materials may be loaned for a period of 30 days and renewed once. Recent acquisitions are generally not available for loan outside of Lincoln County, but may be loaned at the discretion of the ILL staff person.

Effective October 1, 2010, a \$2.00 fee will be charged for each item borrowed from an out-of-county library. The fee will be collected at the time a patron picks up his/her requested item(s). An exception will be made for teachers who are borrowing materials for their classrooms. Parents who homeschool their children are included in the fee exemption. If an item is not picked up, the fee still applies. Lending libraries may impose fees as well.

When a patron returns materials to a Lincoln County library that were borrowed from another county, the materials will be returned to the lending library at no charge.

4. Circulation

Issuance of library cards

All materials are circulated on the basis of a free library card system; anyone can be a library card holder. Potential patrons will fill out registration forms at the circulation desk. Children under the age of 18 will be required to get a parent’s or guardian’s signature. If the Lincoln County residency is temporary, an expiration date can be established on the card, and the applicant needs to supply a permanent mailing address and phone number.

The Lincoln County Library System will use the uniform borrowing standards as stated in the most current WYLD CARD POLICY (<https://library.wyo.gov/downloads/WYLD/WYLDcardpolicy.pdf>) for patrons who are borrowing from a library other than their home library.

II. Technology Policies

1. Public Access Computers

Computers are provided for patrons in all libraries for any or all of the following functions:

1. **Online Catalogue and Statewide Databases** – At least one computer in each library will be made available for searching in the online catalogue and the databases subscribed to by the State. This catalogue and most of the databases can be accessed from outside the library, and patrons can view their records if they have a library card and PIN.
2. **Internet Access** – At least one internet computer will be provided for patrons to access the internet for email, research, etc. Copies of the System's *Internet Policy* will be prominently displayed.

Patrons should not save material to computer hard drives. Rather, material should be saved on a thumb drive or to the cloud. Files saved to library hard drives are automatically deleted upon patron logout. Likewise, patrons should not change settings or attempt to violate security on any public access computer.

2. Public Access Internet

LINCOLN COUNTY LIBRARY SYSTEM Public Access Internet Policy

The LINCOLN COUNTY LIBRARY SYSTEM recognizes its role as community leader, providing equal and meaningful access to knowledge and information, using all varieties of formats, including current computer technology.

The LIBRARY SYSTEM has no control over the information accessed and cannot be held responsible for the content or quality of the information retrieved. We do not monitor access to the Internet, or control the content found. Some questionable sites can be accessed. Because we do not provide filtering, it is the responsibility of the parents or guardians, not the library, to monitor their children.

Use of the Internet is the sole responsibility of the user. Violations of library policies and engaging in certain prohibited practices in Internet use may lead to the suspension or revocation of Internet access through the library.

Be aware that the library is a public place, and internet terminals can be viewed by other patrons in the library. The library recognizes that although certain material may not be offensive to some, the staff does reserve the right to ask a patron not to access a site that displays material that may be offensive to other library users or staff members.

LIBRARY POLICIES FOR THE USE OF PUBLIC ACCESS INTERNET COMPUTERS

1. Computers may be reserved for an hour or less up to 24 hours in advance.
2. Children under the age of 12 must be accompanied by a parent or legal guardian in order to use internet computers.
 - a. Minor children, 12-17, must have a parent or legal guardian's permission to use the Internet at the library. This permission is obtained on the library card application and stored in the patron's record.
 - b. Parents/guardians of all minor children assume responsibility for their children's use of the Internet.
3. Adults are not permitted to use Internet computers located in Youth Services areas.
4. The library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Library's Internet service.
5. Access to the Internet and use of library computers are privileges. Inappropriate use may result in suspension or revocation of privileges. Illegal activity involving library computers will be subject to prosecution by the appropriate authorities.
6. Intentional destruction or changing of files will result in suspension of computer access privileges.
7. Users will not engage in any illegal or legally questionable activities, including "hacking," transmitting copyrighted material without approval, or harassing other users.
8. Files downloaded to a library computer will automatically be erased upon user logout.
9. The library is not responsible for damage to users' devices or for any loss of data, damage or liability that may occur from use of the library's computers.
10. The library is not responsible for any fees incurred by the use of the Internet.
11. The Lincoln County Library System will not be responsible for any personal information (i.e., credit card) that is compromised while using the library technology.

If a patron violates the Lincoln County Library System's Internet Computer Policy or otherwise attempts to misuse a public access computer, that patron's computer privileges may be withdrawn.

3. *Wireless Internet Access*

The Lincoln County Library System provides free Internet access points for users with portable devices. These access points will allow users to access the Internet when within range of the access points.

- Users are responsible for making sure their computers have the correct settings and necessary hardware. The Lincoln County Library System cannot guarantee that a user's hardware will work with the library's wireless connection.
- Wireless connections are not secure. Use caution when transmitting personal information.
- The Lincoln County Library System will not be responsible for any personal information (i.e., credit card) that is compromised, or for any damage caused to the patron's hardware or software due to electrical surges, security issues or consequences caused by viruses or hacking while using the library WiFi network.
- Users of the wireless networks may plug their laptops into electrical outlets provided they do not extend into aisles or walkways.
- The Lincoln County Library System does not filter content and cannot control information accessed through the Internet.
- The Lincoln County Library System assumes no responsibility for the independent use of the wireless network by children. Parents are responsible for the independent use of the wireless network by their children under the age of 18.
- Mobile devices should never be left unattended in the library, even for brief periods of time. The Lincoln County Library System assumes no responsibility for damage, theft, or loss of any kind to a user's equipment, software, data files or other personal property brought into or used at Lincoln County Library System facilities.
- Inappropriate use may result in denial of access to the wireless network, exclusion from all Lincoln County Library System libraries and/or prosecution.
- By choosing to use this free wireless service, patrons agree to abide by the *Patron Code of Conduct*, *Public Access Internet Policy*, and *Wireless Internet Access Policy* of the Lincoln County Library System.

4. Fee structure for pay services.

Copies:	.10 per page	Small laminate machine:	\$1.00 per page
	\$1.00 per color page		.50 per wallet-sized card
		Large laminate machine:	.25 to start then .05 per inch
Fax:	.50 per outgoing page	PayPal:	Add additional credit card fee per the following scale:
	.25 per incoming page	\$.01 - \$25	Fee \$1 (automatically added)
		\$25.01 - \$50	Additional Fee \$1
		\$50.01 - \$75	Additional Fee \$2
		\$75.01 - \$100	Additional Fee \$3

III. Patron Policies

1. Patron's Right to Privacy

The Lincoln County Library System maintains a policy that what a person reads or asks about in a library is his/her own business and no one else's. This belief is supported by Wyoming Statute 16-4-203. Only in cases where a custodial parent or guardian requests to inspect the records of his/her minor child or by presentation of a court ordered subpoena to the System Director by a designated law enforcement official will the system agree to any cooperation in providing access.

In order to ensure patron privacy, employees will not make any unnecessary written records. If a written record is made, it will be destroyed as soon as it is no longer needed.

Sharing information or gossiping about patrons will not be tolerated.

2. Patron Code of Conduct

It is the purpose of the Lincoln County Library System to provide free, open and equal access to ideas and information to all members of the community. To accomplish this purpose, a code of conduct is provided to assist staff, volunteers, and patrons in promoting safe, healthy, and barrier-free access to all the resources and facilities the System has to

offer. The code is designed to foster an atmosphere of mutual respect and courtesy and applies to all patrons, volunteers and staff while on library property.

While in the library, you are encouraged to:

- ASK the staff for help. Let the staff know when you are unable to find what you need so they can try to get the information for you. This also helps the library know what needs to be added to the collection.
- INFORM the staff if you need accommodation for your full use of library services.
- EXPLORE new ideas and interests by participating in library programs.
- BE RESPONSIBLE for the safety, well-being and conduct of children in your care.
- COOPERATE with the requests of library staff.

While in the library, the following is prohibited:

- Entering the building without being fully festooned, including shirt and shoes.
- Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.
- Inappropriate behavior which is unsafe or disturbing to other patrons, volunteers or staff such as loud talking, shouting, screaming, or making other loud noises, pushing, running, shoving, or throwing things.
- Verbally or physically harassing or threatening other patrons, volunteers, or staff. Harassment may include, but is not limited to: initiating unwanted conversation; impeding access to or within the building; or other actions that an individual reasonably perceives to be hostile, threatening, intrusive or offensive.
- Children or other persons in need of supervision may not be left unattended in the library.
- Actions which damage library property or the property of others.
- Any behavior which is prohibited by law.
- Sexual misconduct, such as exposure, offensive touching, verbal comments or unwanted sexual advances to patrons, volunteers or staff.

ENGAGING IN PROHIBITED CONDUCT MAY RESULT IN YOUR BEING ASKED TO LEAVE THE LIBRARY, LOSS OF LIBRARY PRIVILEGES, AND/OR CRIMINAL PROSECUTION.

3. Patron Complaint Policy

The Lincoln County Library System endeavors to provide the highest levels of customer satisfaction to its patrons. Occasionally, however, patrons may wish to register a complaint.

A library patron may choose to raise his/her complaint on an informal basis with circulation desk staff. If the patron chooses not to do so, or if the complaint does not lend itself to informal resolution, staff should offer the patron a Patron Complaint Form. The

Director or Branch Manager will promptly review the completed Complaint Form and, where appropriate, attempt to resolve the complaint directly.

If the patron is not satisfied with the response provided by a Branch Manager, the complaint should be forwarded to the Director. If the patron is not satisfied with the response provided by the Director or if the Director decides that the situation warrants the input of the Board of Trustees, either or both parties may bring the written complaint to the Board. A patron desiring to do so may also request an opportunity to address the Board during a monthly meeting.

The Board will promptly review a complaint presented to it. A complaint that involves staff performance will be referred back to the Director for final resolution. For all other complaints, the Board will provide an oral and/or a written response to the complainant, and take any further action warranted by the particular circumstances. The decision of the Board of Trustees with respect to these complaints will be final.

Complaint forms will be kept on-file for a period of three years.

**3a. LINCOLN COUNTY LIBRARY
PATRON COMPLAINT FORM**

Please complete all fields below. We will attempt to resolve your complaint quickly and fairly.

1. Name _____

2. Address _____

3. E-mail _____

4. Daytime Phone Number _____

5. Are you a Lincoln County Library System cardholder? Yes _____ No _____

6. Please briefly describe your complaint in the space below or on an attached sheet. If relevant, include in your description where and when the incident occurred (date and time), the names of any library staff involved and how they were involved, any previous efforts made by you and/or library staff to resolve the complaint, and any other significant information.

Signature _____

Date _____

IV Administrative Policies

1. Investment Policy for the Lincoln County Library System

The Lincoln County Library System, in compliance with W.S. 9-4-831(h) for a “Statement of Investment Policy” practices the following financial strategies with public funds received for the operation of the county and branch libraries:

- a. The Library Board Treasurer will not make any investment on behalf of the library until signing a statement indicating that he or she has read this policy and agrees to abide by applicable state law with respect to advice given and transactions undertaken on behalf of the library.
- b. All members of the Board will review this investment policy annually with the Board revising the Policy as appropriate to conform to state laws and investment decisions.
- c. Any change in the investment policy requires a majority vote of the Library Board.
- d. This policy is available for public review and comment.
- e. Investments shall be limited to:
 - i. Interest-bearing checking accounts of local banks which are members of the Federal Deposit Insurance Corporation.
 - ii. Savings accounts and certificates of deposits of local banks which are members of the Federal Deposit Insurance Corporation.
 - iii. Investments made through the WGIF (Wyoming Government Investment Fund) program.
 - iv. United States treasury bills, notes or bonds, including stripped principal or interest obligations of such issuances, or any other obligation or security issued by the United States treasury or any other obligation guaranteed as to principal and interest by the United States per W.S. 9-4-831 (a) i.
 - v. Bonds, notes, debentures, or any other obligations or securities issued by or guaranteed by any federal government agency or instrumentality, including but not limited to the following to the extent that they remain federal government agencies or instrumentalities, federal national mortgage association, federal home loan bank, federal farm credit bank, federal home loan mortgage corporation and government national mortgage association. All federal agency securities shall be direct issuances of federal agencies or instrumentalities per W.S. 9-4-831(a)ii.
 - vi. Interest bearing deposits of a savings and loan association or a federal savings bank authorized to do business in this state to the extent that they are fully insured by the federal deposit insurance corporation; or secured by

a pledge of assets and the federal savings bank or savings and loan association is otherwise authorized as a depository as prescribed by law; or the federal savings bank or savings and loan association is otherwise authorized as a depository as prescribed by law per W.S. 9-4-831(a)ix.

- vii. A commingled fund of eligible securities listed in W.S. 9-4-831 if the securities are held through a trust department of a bank authorized to do business in this state or through a trust company authorized to do business in this state with total capital of at least ten million dollars (\$10,000,000) or which has an unconditional guarantee with respect to those securities from an entity with total capital of at least one hundred million dollars (\$100,000,000).

f. In all investment strategies the Library Board Treasurer will maintain appropriate short term deposits and/or cash in order to meet short term payroll and accounts payable obligations.

2. Disposition of Surplus Property

Equipment and Furnishings

The Lincoln County Library System shall dispose of surplus property according to the following guidelines:

- a. No employee or board member may purchase any surplus item prior to it being made available to the general public.
- b. Each branch manager shall be responsible for determining if an item has value and is saleable. The branch manager may properly dispose of non-saleable and/or unusable items. All sales or disposal of surplus items on inventory lists shall be reported to the Assistant Director.
- c. Items valued at less than \$500 may be donated to non-profit organizations or to other departments of local government at the discretion of the branch manager.
- d. Surplus property shall be made available for use within the LCLS branches. If property is not of use to any other branch, it shall be made available for sale according to the following:

Per Item Estimated Value	Required Notification	Required Approval	Type of Sale
Less than \$500.00	Public notice in branch	Branch Manager	Priced to sell or Sealed bid
Greater than \$500.00	Public notice in branch, web page and/or local newspaper	Director	Sealed bid

- e. All monies received from the sale of surplus items shall be placed in the "Expendable Equipment" revenue account.

- f. In the event the surplus item has not been sold after all reasonable sale efforts have been made, the branch manager may dispose of the item in the most appropriate manner.

3. Books and Other Materials

Books and other materials will be withdrawn from the library's collection according to the Collection Development Policy. All monies from the sale of withdrawn library materials goes to the Lincoln County Library Foundation.

4. Lease Agreements

All decisions regarding the leasing of Lincoln County Library System facilities to private entities will be at the discretion of the Lincoln County Library System Board of Trustees.

V. Building Policies

1. Smoking

Smoking is not allowed in any buildings of the Lincoln County Library System.

2. Food and Drink/Beverage

The presence of food and drinks within the library can be a threat to the collections, services, and infrastructure of the library itself. Therefore, the Lincoln County Library System has enacted this Food and Drink policy to establish guidelines for use within Lincoln County Library System buildings.

The Lincoln County Library System is aware that reaction of individuals to food allergies may result in serious medical conditions and reminds all persons with food allergies that, from time to time, refreshments are served during Library programs and activities; persons with food allergies are responsible for monitoring refreshments served at the Library; and the responsibility for monitoring minors rests with the parent/guardian/custodial caregiver.

In addition, some individuals have dietary restrictions due to cultural, religious and/or medical reasons. It is the responsibility of the individual to ensure that foodstuffs adhere to their personal requirements, and the individual may not require others to abide by their personal restrictions.

Food: Snack items in sealed wrappers or containers are permitted in areas of the Library where they do not pose a danger to library materials, furnishings, or equipment. Food that is odorous, noisy or prone to drips and spills may not be eaten in the Library except in the meeting rooms as permitted by Library employees.

Drinks: Non-alcoholic drinks with secure lids are permitted. Alcoholic beverages are not allowed.

No food or drink is to be used or stored near the public access computers. Patrons must ensure all areas used are left clean for use by others. Waste bins are placed throughout the building. Paper towels are available in public washrooms. Patrons are financially responsible for damage resulting from spills or stains.

The library does not monitor food brought in by outside groups utilizing our facilities.

3. Meeting Rooms

Community Rooms located in the Lincoln County Library, Cokeville Branch Library, Thayne Branch Library and Alpine Branch Library, are open to all groups regardless of the beliefs and affiliations of their members, provided that the meetings are open to the public. Such groups may include local governments, schools, religious organizations, political parties, public service organizations and educational, charitable and artistic organizations.

Scheduling for use of the Community Rooms is done through the circulation desks, and may be done by telephone or in person. Because use of Community Rooms for library programs and activities takes precedence over other uses, rooms may not be scheduled for other uses more than 60 days in advance. Regular usage by clubs may be scheduled, however, with the understanding that adjustments may be necessary if library activities or other events justify it. Use the meeting rooms at your own risk. Follow all state, county and local guidelines for maintaining health and safety.

Groups using Community Rooms are expected to leave the rooms clean and in good order. They are responsible for any damage done to the rooms or to any equipment in the rooms. These facilities are suitable for serving light refreshments. A group using any of these facilities to serve refreshments is expected to clean up the room afterwards, leaving the room in the condition in which it was found.

The Community Rooms may be used by both for-profit and nonprofit groups providing that meetings are open to all interested persons and that neither the sponsoring group nor any individuals make a profit from any other person at the event. No admission fee or other monetary charges may be collected. Tuition and supply costs assessed by tax supported institutions or nonprofit organizations incorporated in the State of Wyoming will not be considered fees or collections. Adult education courses are examples of "fee" programs which are permissible.

Community Rooms may not be used for private events such as showers, birthday parties, etc.

Meetings in the Community Rooms of the Lincoln County, Cokeville Branch, Thayne Branch and Alpine Branch libraries may extend beyond closing times; however, they must commence during established library hours. All remaining library spaces are not available for use by any other group or organization outside of established library hours.

The fact that a group is permitted to meet at the library does not constitute an endorsement by the library of the group's policies or beliefs. The library is not to be considered a sponsor.

4. *Security Cameras*

The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders. Library use is governed by this policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library.

- a. Security camera footage will be disclosed only pursuant to and in accordance with the following conditions: Pursuant to search warrant, subpoena, court order or where otherwise required by law.
- b. Confidentiality/privacy issues prohibit the general public from viewing security camera footage that contains patron information. Video records may contain personally identifiable information about an individual who has used the library ("patron information") and as such, will be accorded the same level of confidentiality and protection provided to library users by Wyoming State Law.
- c. Accordingly, the only access to recorded records will be by maintenance personnel for the purpose of assuring the working order of the system, and by law enforcement officers with a court order. No staff may view the real-time images of the cameras, and the cameras may not be used to evaluate staff performance.
- d. In order to assure patron privacy in their use of the library, cameras that are located in areas where patron activity may be confidential (such as community rooms) shall have their audio recording abilities removed. Signs informing the public of video surveillance shall be posted at library entrances.

5. *Displays and Exhibits*

As an educational and cultural institution, the Lincoln County Library System (LCLS) welcomes exhibits and displays of interest, information and enlightenment to the community. Exhibit cases (glass enclosed) and exhibit areas (wall and shelf areas designated for display) are available in the Lincoln County Library and in some branches.

Guidelines

- a. The Director, Branch Manager or their designated staff shall accept or reject material offered for display based on its suitability and availability.
- b. The scheduling and organization of exhibits will be the sole responsibility of the Library.
- c. Materials from for-profit organizations or those prepared primarily for commercial purposes will not be included in Library exhibits.
- d. The Lincoln County Library System is not responsible for theft or damage, nor does it carry insurance to protect items loaned for display in its cases or in its exhibit areas. Insurance is the sole responsibility of the lender.

- e. All persons loaning items for exhibits in any Lincoln County Library System library must complete and sign a "Display and Exhibit Release." The Agreement must be signed before any loaned items are placed on exhibit.

5A. Display and Exhibit Release Form

I, the undersigned, hereby lend the following works of art or other material to the Lincoln County Library System for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release said library from responsibility for loss, damage, or destruction while they are in the possession of the library.

Location of Exhibition: _____

Lenders Name: _____

Name of Library: _____

Date(s) of exhibit: _____

Description of materials loaned:

Signature _____ Date _____

Address _____ Phone _____

6. *Display and Distribution of Free Materials/Community Information*

The library will provide, at its discretion, limited space for the distribution of community information materials, free handouts or the posting of flyers, notices and posters, which present current and relevant news about nonprofit educational, cultural, public interest and recreational services.

Materials promoting business or commercial ventures, political campaigns or viewpoints, or doctrinal beliefs will not be accepted for distribution. Petitions, personal sales or advertisements, or job postings will not be accepted for distribution.

Distribution or posting of community information materials does not necessarily indicate the library's endorsement of the issues or events promoted by the materials.

Due to limited space available for community information materials, only a limited quantity can be accepted, and may be removed after a period of one (1) month.

Large or oversized items may be removed if space is limited. In general, items should be no larger than 8 ½" x 11".

No signs (other than library signs) will be posted on the library entrance doors without the approval of the Director or Branch Manager or his/her designee.

Community information materials cannot be returned once given to the library for distribution.

Certain display and distribution sites (bulletin boards, display racks, etc.) may be used for library materials exclusively.

Final authority for all materials displayed and distributed on LCLS property rests with the Library Director who administers under the authority of the Board of Trustees.

VI. External Relationships

1. *Friends of the Library*

The Lincoln County Library System Board of Trustees looks upon the establishment of the Friends of the Library groups as worthwhile community endeavors that will benefit the library.

The Lincoln County Library System Board of Trustees acknowledges that Friends of the Library groups are organizations separate and apart from the Lincoln County Library System, and that each Friends of the Library group has its own Board, goals and purposes.

Neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the Lincoln County Library System.

2. *Volunteers*

A ***volunteer*** shall be considered as any individual, 16 years or older, who assists with work done in the Lincoln County Library System, without remuneration. Exceptions to the age requirement may be made by the Director.

Statement of purpose

The Lincoln County Library System will use the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demands for library services and programs.
2. Serve as a method for encouraging citizens to become familiar with their library and the services offered.
3. Staff or support fundraising activities sponsored by the Library Foundation.

General provisions

Nothing in this policy shall be deemed to create a contract between the volunteer and the Lincoln County Library System. Both the volunteer and the Lincoln County Library System have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

The Lincoln County Library System will not provide medical, health, accident or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

VII. Personnel Policies

This document is intended as a guide for the efficient and professional performance of your job. Nothing herein contained shall be construed to be a contract between the employer and the employee. Additionally, this document is not to be construed by any employee as containing binding terms and conditions of employment. The System retains the absolute right to terminate any employee at any time, with or without good cause. The System retains the right to change the contents of this document as it deems necessary, upon compliance with the Wyoming Administrative Procedures Act.

Application of Policies

These policies shall apply to all Lincoln County Library System (LCLS) employees. If any provision contained herein is held invalid, the remaining provisions, other than those held invalid, will not be affected.

1. At-Will Employment

Employment with the Lincoln County Library System is “at will.” This means that any term and/or condition of employment may be changed with or without cause and with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. While other personnel policies, procedures, and benefits of the LCLS may change from time to time at the Library Board’s discretion, this at-will employment relationship can only be changed by an express written employment contract signed by the Supervisor and by the employee, and the same must be expressly approved by the Director in a manner consistent with all other contracts executed by the Director.

2. Manual Distribution

Each Branch Manager shall provide a copy of these policies and all subsequent revisions and amendments to every employee in their library. Each Branch Manager is responsible for dissemination and clarification of information within that library.

3. Hiring New Employees

The Lincoln County Library System utilizes Wyoming Job Service, local, state, or national publications, and/or internet job services to fill vacancies.

All LCLS supervisors shall conform to federal employment guidelines, including, but not limited to Title VII (Anti-Discrimination) and the Immigration Reform and Control Act.

4. Applicant Reference Checks

Supervisors shall be responsible for conducting reference checks on all applicants to their respective departments. All information which applicants furnish regarding their qualifications will be verified. All applicants will be required to sign a release of information form for former employers and educational institutions as part of the application process. Reference checks by telephone will be documented and retained in the employee's personnel file. Reference checks and education and experience verification will be completed prior to offering a candidate a job. A potential applicant's failure to provide complete and truthful information on an employment application may result in immediate discharge.

5. Release of Reference Information

No employee information, except for records and information the Lincoln County Library System is required by law to provide and for verification of certain employment information, will be released to other parties. Information may be released to other parties if there is a signed authorization from the employee on the form provided to the Lincoln County Library System. Any person or entity requesting employment verification will be informed of the employee's dates of employment, rate of pay and positions(s) held.

6. In-House Transfers

The Director, or Branch Manager, may reassign any employee to another department for either a long term or short term transfer at their discretion in order to accommodate the needs of the LCLS.

7. Personnel Files

The Assistant Director shall maintain a personnel file on each employee. It shall be stored so that the confidentiality of the contents is protected. Any information regarding an employee's physical or mental condition shall be stored in a separate confidential file with

strictly limited access. Such information includes doctor's notes, requests for leaves of absence, worker's compensation documents, or accommodation-related documents.

Employees shall be allowed to review their personnel files at a mutually convenient time upon written request to the Director. Employees may, and should, be encouraged to respond in writing to any information in their personnel file that they believe is inaccurate or misleading.

Employees may request and receive copies of all documents they have signed. Supervisors will see that these copies are received.

8. Review/Evaluation

Supervisors will review the job performance of each employee at least once annually. The Board of Trustees shall provide an annual written evaluation of the Director's performance.

The primary reason for performance reviews is to set goals and identify strengths and weaknesses in order to reinforce good habits and develop ways to improve in weaker areas. This practice is not to be construed in any way as a disciplinary procedure.

9. Drug and Alcohol Use

To promote and maintain a safe and productive work environment, employees of the LCLS shall be free from the effects of alcohol and controlled substances while at work.

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or controlled substances on LCLS work sites is prohibited. Any employee convicted of a criminal charge containing as an element the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance must notify the employer in writing of such convictions for a violation occurring in the workplace no later than five calendar days after such conviction. Violations of this policy will be addressed consistent with the requirements of the "Drug-Free Workplace Act."

Employees who have a reasonable suspicion that this policy had been violated based on any information which could lead a reasonable person to suspect on-the-job-drug use, possession, or impairment shall contact the Branch Manager. Branch Managers will contact the Director for guidance in appropriate procedures for conducting searches of the employee's desk, locker, lunch box, briefcase, or other belongings brought onto a LCLS work site. Supervisors are required to report any evidence of using, possessing, or reporting to work under the influence of controlled substances to the appropriate law enforcement official. Employees of the LCLS have a duty to report any information which could lead a reasonable person to suspect on-the-job-drug use, possession, or impairment to their immediate supervisor.

10. Violence or Other Inappropriate Behavior

Threatening supervisors, co-workers, patrons, vendors, visitors, or others, or engaging in threatening or violent behavior at the worksite is a serious matter. Such conduct places the safety and health of all in jeopardy and will not be tolerated.

What to Do If Threatened, Or A Victim of Workplace Violence:

An employee who is threatened or the victim of a violent act in the workplace or one who observes violent or potentially violent behavior must immediately report it to their Supervisor. This includes threats or violent acts by co-workers, patrons, vendors, visitors, or others.

The investigation and report will be confidential to the greatest degree possible consistent with the need to conduct a thorough and complete investigation.

The LCLS will not tolerate retaliation against any employee who reports behavior that may violate this policy.

Threats of Violence by Outside Third Parties:

Non-employees may try to bring their disputes onto LCLS property. An employee should immediately report any situations that could create potential violence to their Supervisor or contact local law enforcement. An employee reporting potential workplace violence from a domestic or personal dispute does not need to fear disciplinary action or retaliation.

11. LCLS Property

Every employee is responsible for the safety and security of LCLS property. LCLS property includes not only tangible material like computers, documents, furniture and equipment, but also intangible property such as confidential information, software, data, or computer records. All employees are prohibited from using any and all LCLS property for personal use. LCLS property should not be used in a manner intended to further the personal interest of any employee.

To protect data and software on LCLS computers, employees are prohibited from loading any software onto LCLS computers without the express written permission of the Director or Assistant Director.

The LCLS reserves the right to open, inspect, and/or examine all equipment and facilities at any time for legitimate business reasons including the investigation of suspected violations of any policy within this manual or other workplace misconduct. Such inspections may occur at any time with or without advance notice or consent.

12. Return of LCLS Property

An employee will return any LCLS property issued to them, such as building/office keys, computer equipment, or tools at the time of dismissal or resignation or whenever requested by their supervisor. An employee is responsible to pay for any lost or damaged items. The value of any property issued and not returned may be deducted from the final paycheck.

13. Travel

Food and Lodging

Any employee required to travel overnight away from their assigned work location on LCLS business shall be entitled to receive actual and reasonable reimbursement for food, lodging, and any other reasonable and necessary expenses, in accordance with, but not exceeding, Wyoming Statutes, LCLS auditing requirement and IRS rules and regulations. No reimbursement will be made for meals when an employee is not away from their assigned work location overnight. Reimbursement will be made through the voucher system upon submission of signed receipts to the Assistant Director.

Mileage - Personal vehicles

If the Director approves the use of a personal vehicle on LCLS business, mileage will be paid at the rate currently in effect as set by the IRS Standard Mileage Rates for Business or the Board of Lincoln County Commissioners, whichever is less.

Mileage Determination

All mileage payments are based on the nearest practicable highway route between destinations as shown on official state maps plus a reasonable mileage for travel in and about the destination vicinity as determined by the Director or Assistant Director. In no case shall the amount paid exceed commercial economy airfare.

14. Confidential Information

LCLS patrons are entitled to Patron Privacy which is protected by state law. Only in cases where a custodial parent or guardian requests to inspect the records of his/her minor child or by presentation to the Director of a court ordered subpoena by a designated law enforcement official will the System agree to any cooperation in providing access to patron records.

All employees have an obligation to maintain patron privacy even after leaving LCLS employment.

Any unlawful or impermissible disclosure or release of confidential information seriously injures the LCLS's reputation and effectiveness. Therefore, employees shall not discuss

confidential information with anyone who is not authorized by law to receive such information.

Employees uncertain about the appropriateness of providing information shall refer all inquiries to the Director. He/she will answer any questions employees may have about what constitutes confidential information.

15. *Internet Access*

Access to the Internet is provided to LCLS employees to enable them to perform their jobs. Every employee has a responsibility to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users, the following guidelines have been established:

Acceptable Uses of the Internet. Employees are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. Databases may be accessed for information as needed.

Data Transfers, Downloads and Uploads. Each employee is responsible for the content of all text, audio, or images that they place or send over the Internet. Fraudulent, harassing, or obscene material is prohibited. All email messages should have the sender's real name attached. Users may not attempt to obscure the origin of any message.

Copyright Issues. Employees shall not transmit copyrighted materials belonging to entities other than the LCLS.

Security. All data created, sent, or retrieved over the Internet are the property of the LCLS and should be considered public information. The LCLS reserves the right to access and monitor all messages and files as deemed necessary and appropriate. Internet messages, e-mail, and data compilations are public communication and not private. All communications including text and images can be disclosed to law enforcement or other third parties

Harassment. Harassment of any kind is prohibited. Messages or data transfers with derogatory or inflammatory remarks about an individual's or group's race, color, gender or sex, religion, national origin, age, political affiliation, physical attribute, sexual preference, or disability status will not be tolerated.

Reporting. The LCLS reserves the right to report illegal conduct or actions to the proper law enforcement authority.

16. *Electronic Mail*

Electronic mail is provided by the LCLS for the purpose of assisting LCLS employees in the furtherance of LCLS business. Furthermore, the following provisions will apply:

E-Mails are LCLS Property. All messages composed, sent, or received on the electronic mail system are and remain the property of the LCLS. They are not the private property of any employee.

Use. The primary use of the electronic mail system is to conduct LCLS business. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. The electronic mail system may not be used to solicit for commercial ventures, religious or political causes, or outside organizations.

Harassment or Offensive Content. The electronic mail system may not be used to create any offensive, disruptive messages such as sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses a person's or group's race, color, gender or sex, religion, national origin, age political affiliation, physical attribute, sexual preference, or disability status.

Copyright and Intellectual Property. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Monitoring of E-Mail. The LCLS reserves, and exercises, the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the electronic mail system for any purpose. The confidentiality of any message should not be assumed. The contents of electronic mail may be disclosed within the LCLS without the permission of the employee.

Employee Access to Others' E-Mail Prohibited. Notwithstanding the LCLS's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive written approval by the Director.

Unauthorized Access and Passwords. Employees shall not use a code, access a file, or retrieve any stored information unless authorized to do so. Employees should not attempt to gain access to another employee's messages without permission.

Violations. An employee who discovers a violation of this policy shall notify the Branch Manager and Director immediately.

17. Staff Complaints

When an employee has a work-related complaint, all parties involved will meet and attempt to reach a workable solution. If a solution cannot be reached or if the employee cannot discuss the problem with the other party, the documented complaint should be taken to the employee's supervisor. The same process will be repeated as necessary through the levels of supervision, including the Director as the final arbitrator.

Subject to the same guidelines as all other citizens, employees may attend and participate in library board meetings. Those guidelines include requesting through the Director that an item be placed on the agenda, speaking during public input, and being recognized to speak by the chairman.

18. Sick Leave Sharing

Employees to whom policy applies

This policy applies to full-time and part-time benefit-eligible employees of the Lincoln County Library System.

Purpose

Permits eligible employees to receive income by using sick leave hours donated to them by other employees.

Eligibility

Benefit-eligible employees who have been employed by the LCSL for a minimum of six months may request donated sick leave as described in this policy if the following requirements are met: a) the employee experiences personal illness or injury, or a member of the employee's immediate family experiences personal illness or injury and if, b) the employee has exhausted all personal leave balances (vacation, sick, compensatory, time off awards).

Requests/Approvals

A qualified employee may request donated leave by completing the "Recipient Application" and submitting it to the Supervisor who in turn submits it to the Director for approval. All applications are confidential.

Upon approval of the "Recipient Application," the Director will notify all employees that a request for donated sick leave has been received and approved and the Director will make an appeal to eligible employees to submit "Donor Forms" within five working days.

Procedures for donations

A donor may authorize donations of accrued sick leave in minimum increments of four hours or more by completing the “Donor Form” and submitting it to the Assistant Director. All donor information is confidential.

Upon receipt of the “Donor Forms,” the Assistant Director will add sick leave hours to the recipient’s balance and subtract sick leave hours from the donor’s balance.

Limits

No more than six weeks of sick leave (prorated for part-time employees) may be requested by an employee within one year of when the request form is dated.

Insufficient donations

In the event that total donated leave hours are insufficient to cover hours needed by the applicant, the applicant will have to be in Leave Without Pay status.

Physician’s certification

To be eligible to receive more than 3 days donated sick leave (prorated for part-time employees), the employee will be required to provide a physician’s certification of his/her medical condition, or a family member’s medical condition.

Returning Leave Donations

If an employee receives donated leave in excess of the amount needed to cover his or her absence, the excess leave will be returned to the donors in reverse order of the receipt of donations.

Leave given by a donor may be reclaimed by the donor only if the donation has not yet been processed.

Exclusions

Medical conditions of the employee or employee’s family member will be excluded from eligibility for leave sharing benefits if they result from: any occupational-related accident or illness for the period for which Workers’ Compensation benefits have been awarded or could have been awarded, if the employee had cooperated with the WC Program requirements; intentionally self-inflicted injuries, except as a result of conditions that qualify under ADA; or injuries occurring in the course of violating a law.

Reimbursement

Recipients shall be required to reimburse Lincoln County Library System for pay received for donated sick leave hours when either of the following situations occurs: when an employee receives compensation through the leave sharing program and, subsequently, receives retroactive workers’ compensation benefits for that same period of time; or when the LCLS determines that abuse has occurred.

18A. Lincoln County Library System
Sick Leave Sharing Program

Recipient Application

I wish to apply for donated sick leave hours as indicated below:

Applicant's Name: _____

Library: _____

Purpose of Leave: _____

Estimated Length of Absence: _____

I understand and agree to my rights and responsibilities as outlined in the Personnel Policy, Sick Leave Sharing Program including the stipulation that I must submit this completed form with medical documentation (if required) to my supervisor.

Applicant's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

For Director's Use Only

I have reviewed the above application and approve the employee's request for donated sick leave. The process will proceed according to the Sick Leave Sharing Program Policy.

Director's Signature: _____

Date: _____

18B. Lincoln County Library System
Sick Leave Sharing Program

Donor Form

I wish to donate sick leave hours as indicated below. I understand that I cannot reclaim these donated sick leave hours after they have been processed to the recipient.

Donor Name: _____

Library: _____

Sick Leave Hours Donated: _____

I understand and agree to my rights and responsibilities as outlined in the Personnel Policy, Sick Leave Sharing Program.

Donor's Signature: _____

Date: _____

Assistant Director's Signature: _____

Date Received: _____

.....
For Administrative Use Only

Recipient's Name: _____

Hours added to recipient's balance: _____

Hours subtracted from donor's balance: _____

Do Not place in employee's personnel file.

19. Employment

A. Equal Employment Opportunities

Equal employment opportunities shall be provided to all employees in the administration of all personnel practices including but not limited to recruitment, appointment, promotion, discipline, retention, training, and other benefits and terms and conditions of employment in a manner which does not discriminate on the basis of race, color, gender or sex, religion, national origin, age, political affiliation, physical attribute, sexual preference, or disability status.

An employee who believes they have been subject to discrimination on the basis of one of the characteristics described above should immediately report the circumstances to the County Attorney. All reports will be investigated promptly and as confidentially as possible consistent with the need to conduct a thorough investigation. Appropriate corrective action will be taken for violations of this policy.

B. People with Disabilities

The employment decisions of the LCLS shall be made in a manner which ensures that discrimination based on disability does not occur. Such decisions may not limit, segregate, or classify applicants or employees on the basis of a disability in a way that would adversely affect their opportunities or status. Equal employment opportunities must be available to persons physically and mentally qualified to perform the essential functions of a job.

An employee who wishes to request an accommodation of a physical or mental impairment should first make the request to their Supervisor. In the event that the accommodations have not occurred within a reasonable time, or are not considered adequate, the employee must file a complaint with the County Attorney's office. The Office of the County Attorney will conduct an investigation into the matter and report its findings to the Board.

C. Harassment

The LCLS is committed to providing a work environment that is free of discrimination and unlawful harassment based on race, color, gender or sex, religion, national origin, age, political affiliation, physical attribute, sexual preference, or disability status. The LCLS will not tolerate any form of harassment. Harassment includes but is not limited to any verbal or physical conduct of an offensive nature that is based on any protected characteristics, including offensive comments, jokes, innuendo, insults or other forms of inappropriate conduct based on such characteristics.

Any form of sexual harassment, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that is otherwise offensive, will not be tolerated. Some examples of this are when:

- * Submission to such conduct is made either explicitly or implicitly a condition of an individual's continued employment; or
- * Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- * Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or "offensive" working environment.

The prohibition against harassment applies to all employees, customers, visitors, vendors, or others whose conduct interferes with the working environment of LCLS employees.

1. Management Responsibility. Supervisors are responsible for monitoring the workplace and responding to any violations of LCLS policies; encouraging employees who have complaints to report those complaints; investigating thoroughly any and all complaints; and taking corrective action when necessary to change, modify, or control situations involving confirmed claims. All supervisors are required to immediately report any complaint or observation of conduct that may violate this policy to the Director.
2. Harassment Reporting procedure. An employee who believes they have been subject to or have observed any form of harassment or discrimination based on one of the characteristics listed above should report the incident to the County Attorney, or his/her designated representative, who will conduct an investigation and report their findings to the Director.
3. Investigation and Confidentiality. The County Attorney, or appropriate designees, will investigate all reports of violations of this policy. The investigation and report will be confidential to the greatest degree possible consistent with the need to conduct a thorough and complete investigation. No adverse employment action will be taken against any employee making a good faith report of alleged harassment or discrimination.

D. Nepotism

No employee shall advocate or cause the employment, appointment, promotion, transfer, or advancement of a family member to an office or position of the LCLS. No Branch Manager or Supervisor shall supervise or manage a family member.

20. Workweek

The normal workweek for LCLS employees is forty (40) hours per week, as per Wyoming Statute §27-5-101. The workweek begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight. Branch Managers may recommend to the Director workweeks, hours of work and flexible work schedules, provided such implementation is in the best interests of the LCLS and is in compliance with state and federal law.

A. Emergency Closures

Inclement Weather and Acts of Nature

In the event of inclement weather, power/utility failure, fire, flood, or some other act of nature keeping the LCLS from operating, employees will receive their regular shift pay for a maximum of one workday provided the library officially declared that it was closed for that time. Every effort will be made to provide employees with advance notice of the LCLS's closing. Branch Managers are responsible for contacting their building staff.

Closure After Starting Time

If severe weather conditions exist and the Director decides to close Lincoln County libraries for the remainder of the day, Branch Managers or their designees will notify their employees as soon as possible. Employees will be paid as if they had worked their regular schedule.

21. Salaries

All salaries are subject to approval through the budgeting process of the LCLS.

A. Overtime and Compensatory Time

Lincoln County provides compensatory time for all nonexempt LCLS employees according to the terms of this policy.

Nonexempt employees shall receive pay or compensatory time for all hours worked in excess of their regular scheduled tours of duty, not to exceed forty (40) hours per week, at the regular rate of pay. They shall receive overtime pay or compensatory time for all hours worked in excess of forty (40) hours per work week at the rate of one and one-half (1-1/2) hours of overtime pay or compensatory time for every hour of overtime worked.

Overtime pay will be based on the employee's regular rate of pay in effect at the time the overtime is worked. Periods of sick leave, vacation, paid holidays, or other absences from work or leaves are not included in calculating the number of hours worked for overtime purposes even if the employee is compensated for non-working time under these policies.

The Director or Assistant Director must approve work that exceeds an employee's regularly scheduled tour of duty in advance. Although non-exempt employees will receive pay or compensatory time for all hours worked, working unauthorized hours in excess of regularly scheduled tours of duty may result in disciplinary action.

Compensatory time should be used within one month (30 days) from the end of the pay period in which it was earned and must be used before vacation time. The LCLS reserves the right to require employees to take compensatory time off as directed by the Director or Branch Manager.

When compensatory time off is requested, employees shall be permitted to take compensatory time off if the requested time off does not unduly disrupt the library's operations.

Employees exempt from the Fair Labor Standards Act are defined as follows:

- * Director
- * Employees who customarily and regularly direct the work of two (2) or more full time employees.

B. Compensation Rate/Terms for Compensatory Time

Compensatory time shall be earned and paid according to the following limits:

1. At time of hire, employees will be informed that they may receive compensatory time in lieu of pay for hours exceeding their regularly scheduled tour of duty.
2. Employees may accrue not more than one hundred eighty (180) hours of compensatory time.
3. Any employee who has accrued compensatory time to the applicable limit shall receive payment of compensation for any additional hours worked beyond the regular tour of duty. Such compensation shall be paid based on the regular rate earned by the employee at the time the employee receives such payment.
4. The LCLS may determine, at the discretion of the Director, to pay employee based on the employee's regular rate of pay in effect at the time the overtime is worked for accrued compensatory time.
5. All accrued compensatory time will be paid at the time of termination or transfer of employment.

C. Travel Time

On occasion, LCLS employees may be authorized to travel outside of the city where they are

normally assigned on LCLS business or other authorized events. If the employee is required to travel to an event outside of their normal assignment for which overnight travel is required, the employee will be compensated for all on-the-road travel time.

D. Attendance Records

Each Branch Manager will maintain a Time and Leave Report for all employees in the library.

22. Leave

A. Legal Holidays

Holiday leave shall be granted to all full-time and part-time employees whose regular scheduled tour of duty is twenty hours (20) per week or more on the following holidays:

New Year's Day	January 1 st
Martin Luther King, Jr Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
The Friday after Thanksgiving Day	4 th Friday in November
Christmas Eve	December 24 th
	Only applies on a week day that is not an observed holiday. Saturday and Sundays do not apply.
Christmas Day	December 25 th

All other proclaimed holidays and days approved by the Board of Lincoln County Commissioners.

When a holiday falls on a Sunday, it shall be observed on the following Monday. When a holiday falls on a Saturday, it shall be observed on the preceding Friday.

B. Vacation

1. Policies

- a. Vacation leave shall be granted to all eligible employees. Eligible employees have regularly scheduled tours of duty of 20 hours per week or more.
- b. Vacation time may be taken at any time of the year provided the vacation does not

conflict with the workload of the library and that the Supervisor approves the request. Employees are required to request vacation in writing indicating the number of vacation hours requested. The final determination by the supervisor will be governed by the needs and requirements of the library.

c. Employees shall not be entitled to draw vacation leave benefits until such time as they have been employed continuously for six (6) months. During this probationary period no vacation time will be accrued. Upon retention, an employee will then receive vacation time that would have accrued from start date.

d. No employee will be allowed to accumulate more than one year's vacation leave (pro-rated for part-time employees).

2. Annual Vacation Time Accrual

<u>Time of Service</u>	<u>Rate</u>
Zero through six months	No vacation
Six months through eight years	1 working day per month
Nine through fifteen years	1.5 working days per month
Sixteen years or more	2 working days per month

3. Vacation Leave Pay Rate

While on vacation leave, an employee shall be paid at their current regular rate of pay for the classification to which they are permanently assigned at the commencement of the vacation leave. No employee may receive vacation pay and regular compensation for the same hours by working during the approved vacation leave.

4. Holidays/Paid Leave

If a legal holiday falls during an employee's regularly scheduled vacation, the holiday shall not be counted as a vacation day.

C. Sick Leave

1. Accumulation

a. Sick leave with pay will accrue to the credit of each full-time employee and part-time employee whose regularly scheduled tour of duty is 20 hours per week or more. Sick leave will accrue at a rate of 1 working day per month, prorated for part-time employees. No employee will be allowed to accumulate more than 60 days of sick leave (pro-rated for part-time employees).

2. Use of Sick Leave

Sick leave may be used only when an employee is incapacitated by sickness or injury; needs medical, dental, or optical examination or treatment; or has responsibility due to the illness of a member of the employee's immediate family.

3. Donation of Sick Leave

Employees may request sick leave donations once they have exhausted all other leave, including time-off awards. All sick leave transfer requests shall be coordinated through the Assistant Director. The Sick Leave Donation Procedures of the LCLS are incorporated by reference. Donated sick leave will not extend the duration of leave or otherwise alter the rights and responsibilities of the employee and the County under the Family and Medical Leave Act.

4. Notification

Sick leave will not be granted unless the Supervisor is notified as soon as possible on the first day of absence or as early as possible if the need for leave is unforeseeable. Employees must tell the supervisor the reason and the expected duration of the absence. The failure of the employee to notify the Supervisor as soon as possible may result in the absence being charged to vacation leave or leave without pay.

5. Medical Certification and Return to Work Approval

The Supervisor may require medical certification for any absences chargeable to sick leave. Also, the Supervisor may require a fitness-for-duty or return-to-work certification from the employee's physician for any absence of three days or longer to certify that the employee is ready to resume regular duties.

6. Sick Leave/Separation

Accrued sick leave has no cash value, and employees do not receive any payment for accrued sick leave upon separation of employment.

7. Workers' Compensation

Employees are covered by Wyoming Workers' Compensation; however, in the event of an employee's absence resulting from a work injury, the employee may elect to use accrued sick leave. If the employee applies for and receives temporary total disability benefits as a result of a work-related injury and the employee takes sick leave for any period of time for which temporary total disability benefits are also received, the employee is required to sign over to the LCLS any temporary total disability benefit payments.

A permanent partial impairment award goes directly to the injured employee and is not reimbursed to the LCLS.

If, after receiving an impairment award, the individual is unable to reasonably accommodate them or transfer them to another position for which they are qualified, they may apply for a vocational retraining award or permanent partial disability award through the Division of Workers' Compensation.

D. Family and Medical Leave

The Family and Medical Leave Act (FMLA) requires the LCLS to provide up to twelve (12) weeks of unpaid job protected leave to eligible employees for certain family and medical reasons.

1. Reasons for Taking Leave.

Leave will be granted for any of the following reasons:

- a. Care for the employee's child after birth or placement for adoption or foster care;
- b. Care for a member of the employee's immediate family who has a serious health condition;
- c. For a serious health condition that makes the employee unable to perform their job.

2. Eligible Employees.

Employees are eligible if they have worked for the LCLS for twelve (12) consecutive months and for 1,250 hours or more.

3. Use of Vacation and Sick Leave.

In all cases where FMLA leave is taken, the employee must use any accrued vacation and sick leave before using any FMLA leave. All FMLA leave will be unpaid.

4. Advance Notice.

The employee is required to provide thirty (30) days advance notice to the Supervisor when the leave is foreseeable. Failure to provide notice for foreseeable leave may result in the delay of the beginning of FMLA leave until at least thirty (30) days after the employee gives notice to the employer of the need for FMLA leave. If the need for the leave is unforeseeable, the employee must give notice as soon as practical under the circumstances.

5. Medical Certification.

Supervisors may require that the employee provide a medical certification of the existence of a serious health condition of the employee or the member of the employee's immediate family on a form provided by the LCLS. Failure to supply the required certification may result in the delay of the beginning of requested FMLA leave or the delay of the continuation of the leave if the leave has already started. If the employee does not provide the required certification, the leave will not be treated as FMLA leave.

6. Periodic Reports on Status and Intent to Return to Work.

The Supervisor may require that the employee periodically report their status and intent to return to work.

7. Fitness for Duty.

A fitness for duty report shall be obtained from a health care provider before an employee will be allowed to return to work when a leave has been granted for a medical reason. Reinstatement may be delayed until the report is provided.

8. Job Benefits and Protection

a. If the employee is covered under LCLS's group medical insurance plan, the LCLS will maintain the employee's health coverage during the FMLA leave period under the same conditions as if the employee had continued actively working. However, the employee pays for their coverage and must continue to pay any share of the premium for that coverage which they would normally pay. If the employee is taking accrued sick or vacation leave before taking FMLA leave, any applicable premium will be deducted from the employee's normal paycheck. If the employee is taking FMLA leave, payment for the employee's share of the premiums must be received at the Assistant Director's office no later than the final day of each pay period. Failure to pay the premium while on FMLA leave may result in the cancellation of insurance coverage after written notice.

b. Employees taking FMLA leave will be guaranteed the same or equivalent position after returning from leave. However, key employees may be exempt from FMLA reinstatement protection.

9. Sick leave and vacation leave.

Sick leave and vacation leave do not accrue during unpaid FMLA leave. No holiday time is earned.

10. Supervisors' Responsibilities.

Supervisors must ensure that leaves of absence, which are requested for FMLA qualifying reasons, are treated as FMLA leaves and that the employee is given the required written FMLA notices within two (2) days of requesting leave. If any employee believes that he/she has been denied FMLA leave, or any other benefit under the FMLA, then they must file a complaint with the County Attorney, who will conduct an investigation and report the findings to the Board.

E. Miscellaneous Leave

1. Unpaid Leave of Absence

An employee may request in writing an unpaid leave of absence for reasons other than medical leave as discussed above. The request shall be submitted to the employee's Supervisor and shall include the specific reason for the leave and proposed beginning and ending dates to the best of the employee's knowledge. All requests must be approved prior to the first effective day of the leave. Sick leave, vacation, holiday, and other paid time off benefits will not accrue until the employee returns to work. Limitations on the length of absence will be at the discretion of the Director.

2. Leave for Court Service

Any LCLS employee shall be granted a leave of absence for required jury duty or when subpoenaed as a witness. Employees shall present to the Supervisor the subpoena or jury summons, if any, from the court. During their jury service, the employee shall either be paid their normal daily salary plus statutory mileage or keep the statutory jury fees and mileage in lieu of their normal LCLS salary.

3. Bereavement Leave

The Supervisor may grant bereavement leave of up to three (3) days' with pay for funeral arrangements and attendance for the immediate family members (as defined in W.S. 18-5-303) of employees. Upon request of the employee and approval by the Director, an additional two (2) days with pay may be granted within thirty (30) days after the funeral, to allow the employee to attend the reading of the will or for needed travel time.

Bereavement leave has no cash value. Employees will not receive any payment for bereavement leave upon separation of employment.

4. Administrative Leave

Administrative leave may be granted to all full-time employees at the discretion of the Director. An employee may be granted administrative leave with pay to participate in meetings, institutes, examination, and other activities directly related to their employment with the LCLS.

5. Military Leave

a. Training Programs

An employee who is a member of the Wyoming National Guard, Army, Air Force, Navy, Marine, or Coast Guard Reserve shall be granted leave with pay, not to exceed ten (10) days in any calendar year to attend duly authorized encampments, summer camp, training cruises, and similar training programs in addition to any other leave or vacation time to which the employee is otherwise entitled.

b. Extended Training or Active Duty

An employee who is a member of the National Guard or the reserve forces of the United States or who is inducted into the military service of the United States will be entitled to leave without pay while engaged with such organization in extended or active service of the United States will be entitled to leave without pay while engaged with such organization in extended or active service ordered or authorized pursuant to law. An employee granted such leave shall not lose already accrued vacation leave, sick leave, or other military leave or benefits to which they are entitled. The employee must furnish the Elected Official/Department Head their military orders.

6. Short-Term Absences

A short-term absence generally is any absence of two work weeks or less. Compensation during authorized absences will not be granted before days of paid absence have accrued. In addition, authorized days off for short-term absences will not be considered as working time for calculating weekly overtime compensation.

7. Time-Off Award

Supervisors may grant time-off to an employee for exceptional performance beyond the scope of regular duties. Time-off awards have no cash value, and employees do not receive any payment for unused awards upon separation of employment.

8. Voting

All employees shall at a time specified by Supervisors be allowed one hour of leave with pay for the purpose of voting in an official public election pursuant to Wyoming Statute §22-2-111 unless the employee has three or more consecutive non-working hours during the time the polls are open.

23. Benefits

A. Insurance Coverage

Medical Insurance

LCLS provides group medical insurance to full-time and part-time employees whose regular tours of duty are 30 hours or more [through contracted insurance companies]. Retirees may remain on the policy at their own expense.

Coverage On Leaves of Absence Other Than FMLA Leave

All employees carried on leave without pay status (other than FMLA leave) must bear the full cost of any and all benefits beginning thirty (30) days after going on Leave Without Pay status.

B. Retirement - Wyoming Retirement

Membership in the Wyoming Retirement System is required for all full-time and part-time permanent employees. Included in the initial employment packet is a registration form and pamphlet, which explain the retirement program. LCLS employees are also covered by social security.

C. Deferred Compensation - Benefits Corporation

The Wyoming Retirement System offers a deferred compensation benefit, including pre- and post-taxed savings investments. Paycheck deductions should be arranged through the Assistant Director and the Wyoming Retirement System. This benefit is available to all LCLS employees.

D. Payroll Direct Deposit

Direct deposit of payroll is required for all employees.

E. Elective Benefits

Information relating to elective benefits provided to LCLS employees may be obtained from the Assistant Director.

24. Separation From Service

A. Resignation/Voluntary Separation

Resignation, retirement, leaving by mutual agreement, job abandonment and failure to

return from a leave of absence on the agreed upon date all constitute voluntary separations. Failure to report to work for three (3) consecutive days is considered job abandonment, and the employee may not be eligible for reemployment. An employee who intends to resign is requested to notify the Supervisor at least fifteen (15) calendar days prior to the anticipated date of separation.

B. Exit Interview

When an employee voluntarily leaves the LCLS's employ, the Supervisor should conduct an exit interview. The interview topics include reasons for leaving, possible improvements in working conditions, and any other impressions that the employee would like to share.

C. Retirement

An employee may retire under the provisions of the Wyoming Retirement System. Written notification of retirement from employment shall be given as soon as possible. WRS requests sixty (60) days' notice prior to the planned retirement date.

D. Layoffs

Any employee may be laid off permanently or temporarily due to lack of work or funds. At least fifteen (15) calendar days' notice shall be given to the employee before the effective date of the layoff. The need for layoffs shall be determined by the Director subject to the approval of the Lincoln County Board of Trustees.

E. Termination of Insurance

Insurance terminates when the employee fails to make an agreed contribution to the premium when due, when the employee is no longer eligible for coverage under the terms of the LCLS's group insurance program, or when the employee is no longer employed as a full-time or part-time employee eligible for the insurance. This does not affect the conversion privilege described in the insurance policy. Consult the carrier for further information.

F. Termination and Discipline

Employment with the LCLS is "at will." This means that any term and/or condition of employment may be changed with or without cause and with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work.

While other personnel policies, procedures, and benefits of LCLS may change from time to time at the System's discretion, this at-will employment relationship can only be changed by an express written employment contract signed by the Director and by the employee,

and the same must be expressly approved by the Director in a manner consistent with all other contracts executed by the Director. This manual is intended for informational purposes only, and in no circumstance is meant to modify, change or otherwise abrogate any employee's at-will employment status.

Any and all disciplinary actions, including suspensions and/or reprimands are solely at the discretion of the Director and do not constitute any form of precedent or disciplinary system that can be expected or relied upon in lieu of termination.

25. Separation Pay

An employee who has more than six (6) months of service at the time of their separation shall be paid for accrued vacation leave at their current regular rate of pay. This is the only time employees shall be entitled to pay in lieu of vacation leave. Employees shall not receive compensation, in any form, for unused sick leave, bereavement leave or time-off awards.

26. Acknowledgment of Lincoln County Library System Policy and Procedures Manual.

I, _____, hereby acknowledge that I have read and understand these Lincoln County Library System Policies and Procedures. I realize that the provisions contained herein pertain to me while I am an employee of the Lincoln County Library System. Additionally, I understand that there may be other Policies and Procedures that are not mentioned in this manual that I will be required to adhere to while I am employed with Lincoln County.

I understand that my employment with Lincoln County is “at will.” This means that my terms and conditions of employment may be changed with or without cause and with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. It is understood that personnel policies, procedures, and benefits of the Lincoln County Library System may change from time to time at the System’s discretion.

I further understand that this Manual is intended for informational purposes only, and in no circumstances is meant to modify, change, or otherwise abrogate my intended at-will employment status.

This acknowledgment will become a permanent part of my employment record.

Sign and Date: _____

Witness and Date: _____