

DEL NORTE COUNTY LIBRARY DISTRICT
Minutes of Regular Board Meeting
February 8, 2021

I. Call to Order

Meeting commenced at 5:16 PM via zoom.us.

II. Roll Call

Present: Trustees Stanley, Fornoff, Rhodes, Brustol, and Jondal

Absent: None

III. Communications

1) Public Comment Period

None.

2) Other Communications

None.

IV. Consent Agenda

1. Review, potentially modify, and approve minutes from the January 11, 2021 Regular Board Meeting and the January 22, 2021 Special Board Meeting.

Trustee Jondal makes a motion to approve the minutes. Motion seconded by Trustee Rhodes.

Poll vote: Trustee Rhodes - Aye. Trustee Jondal - Aye. Trustee Brustol - Aye. Trustee Fornoff - Aye. Chair Stanley - Aye. Motion carried.

2. Review and authorize claims January 2021.

Library Manager Beth Austen informs the board that per her manager's report, the main branch is in process of seeking repair services for a heater; Beth also reports she plans to investigate why we are being billed so much from Suburban Propane. Trustee Rhodes makes a motion to approve the claims. Motion seconded by Trustee Jondal.

Public Comment: Literacy Coordinator Phoebe Lenhart states there is a turbulent history in regards to the main branch's propane tank and heater and states we have already had one heater replaced a couple of years ago. Beth states this is going to be investigated.

Poll vote: Trustee Rhodes - Aye. Trustee Jondal - Aye. Trustee Brustol - Aye. Trustee Fornoff - Aye. Chair Stanley - Aye. Motion carried.

3. Authorize the Library Manager to spend \$50.00 for the month of March 2021 and \$50.00 for the month of April 2021 on food for employees under the Team Building budget line.

Trustee Rhodes makes a motion to authorize this. Motion seconded by Trustee Fornoff.

Public Comment: None.

Poll vote: Trustee Rhodes - Aye. Trustee Jondal - Aye. Trustee Brustol - Aye. Trustee Fornoff - Aye. Chair Stanley - Aye. Motion carried.

V. Report of the Literacy Coordinator - Phoebe Lenhart

Phoebe presents Del Norte Reads report and highlights that Del Norte Reads is starting the planning work for the Summer Reading Program.

VI. Report of the Library Manager - Beth Austen

Beth presents her Library Manager's report and highlights that she is getting ready to recruit staff for various positions such as relief work and Smith River and a video slideshow that has

been added to the website to inform the community of the progress that was made in the interior of the main branch this past year.

VII. Committee Reports

1) Friends of the Library

Beth reports that Friends of the Library has agreed to contribute \$2,000.00 to our programs budget and that they also plan to continue to financially support Del Norte Reads.

2) Board of Trustees

Trustee Rhodes - No report.

Trustee Jondal - No report.

Trustee Brustol - Trustee Brustol reports she attended a Friends of the Library meeting and that she has been actively working with Beth on the Library Love campaign and the Book to Action 2021 initiative.

Trustee Fornoff - No report.

Chair Stanley - No report.

3) Budget - Chair Stanley

Chair Stanley reports she has been working with Beth on the payroll budget.

4) Partnerships - Trustees Jondal and Brustol

Trustee Brustol reports she was not able to make it to the Library Foundation board meeting but that she will do her best to attend the next one. Trustee Brustol and Trustee Jondal both state they look forward to working together on this committee.

5) Government Liaison - Chair Stanley and Trustee Fornoff

Chair Stanley states she attended a Smith River Water District meeting with Beth and that they agreed to continue to allow the Library to use their facility.

6) Policy & Strategic Planning

No report.

VIII. Old Business

1) Discuss and take action on the signing of State Oath of Office forms.

Trustee Jondal signs her State Oath of Office form on camera in the presence of all board members. Beth asks Trustee Jondal to return the form to her so that she can invite the Chair and Secretary to sign it.

IX. New Business

1) Discuss and take action on proposed updates to the Employee Handbook.

Beth presents to the board, her proposed modifications and asks that they approve them.

Trustee Rhodes makes a motion to accept the proposed modifications. Motion seconded by Trustee Jondal.

Public Comment: None.

Poll vote: Trustee Rhodes - Aye. Trustee Brustol - Aye. Trustee Jondal - Aye. Trustee Fornoff - Aye. Chair Stanley - Aye. Motion carried.

2) Discuss and take action on proposed modifications to the Patron Code of Conduct Policy.

Beth presents to the board, her proposed modifications to the Patron Code of Conduct Policy and asks that they approve it. Trustee Rhodes makes a motion to accept the proposed modifications. Motion seconded by Trustee Jondal.

Public Comment: Phoebe states she wants the policy to clarify that it includes Smith River and Del Norte Reads. Trustee Jondal suggest adding it as *"We ask that you conduct yourself accordingly with this DNCLD Patron Code of Conduct Policy while on our properties and facility premises, including all branches and Del Norte Reads."* Beth asks Phoebe if this is satisfactory for

her; Phoebe states it is.

Trustee Jondal makes a motion to approve it with the clarification. Motion seconded by Trustee Rhodes.

Public Comment: None.

Poll vote: Trustee Rhodes - Aye. Trustee Brustol - Aye. Trustee Jondal - Aye. Trustee Fornoff - Aye. Chair Stanley - Aye. Motion carried.

X. Adjournment to Closed Session

XI. Closed Session

Personnel

XII. Adjournment

Trustee Jondal makes a motion to adjourn the meeting. Motion seconded by Trustee Brustol.

Poll vote: Trustee Rhodes - Aye. Trustee Brustol - Aye. Trustee Jondal - Aye. Trustee Fornoff - Aye. Chair Stanley - Aye. Motion carried.

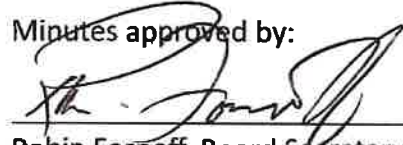
The next regular meeting of the Del Norte County Library District Board is scheduled for Monday, March 8th, 2021 at 5:15 PM.

Minutes prepared and submitted by:



Elizabeth Austen, Library Manager

Minutes approved by:



Robin Fornoff, Board Secretary

DEL NORTE COUNTY LIBRARY DISTRICT

Notice of Regular Board Meeting

Date: Monday, February 8, 2021

Time: 5:15 PM

Place: <https://us02web.zoom.us/j/81907096000>

(707) 464-9793

Due to the State of California's Declaration of Emergency - This meeting is being held pursuant to authorization from Governor Newsom's Executive Order N 29-20. The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is a "meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code §54953(b)(1). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code §54953(b)(1). The teleconferenced meeting must meet the following requirements:

(1) it must comply with all the Act's requirements applicable to other meetings (2) all votes must be taken by roll call; (3) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code §54953(b)(1).

Public Comment: ANY MEMBER OF THE AUDIENCE MAY ADDRESS THE BOARD ON ANY MATTER, EITHER ON OR OFF THE AGENDA, THAT IS WITHIN THE BOARD'S JURISDICTION. Public comment on items of interest to the public, within the subject matter jurisdiction of the committee and not otherwise appearing on the agenda are accepted. Note, however, that the Library Board is not able to undertake extended discussion or act on non-agenized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item until we announce it so that we may properly address all comments on that subject at the same time. After receiving recognition from the Chair, please state your name and city or county of residency for the record. Speakers, please limit your comments to three (3) minutes.

A CLOSED SESSION may be called at any time during a meeting, as permitted by the 1994 Ralph M. Brown Act for the following purposes: pending litigation (Sec. 9495639), personnel (Sec. 54957), labor negotiations (Sec. 54957.6) or any other exceptions to open session as described by the Act.

Anyone requiring reasonable accommodation to participate in the meeting should contact the Library Manager at (707) 464-9793 at least five (5) days prior to the meeting.

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Communications**
 - 1) Public Comment Period
 - 2) Other Communications
- IV. Consent Agenda**

- 1) Review, potentially modify, and approve minutes from the January 11, 2021 Regular Board Meeting and the January 22, 2021 Special Board Meeting.*
- 2) Review and authorize claims January 2021.*
- 3) Authorize the Library Manager to spend \$50.00 for the month of March 2021 and \$50.00 for the month of April 2021 on food for employees under the Team Building budget line.

V. Report of the Literacy Coordinator - Phoebe Lenhart*

VI. Report of the Library Manager - Beth Austen*

VII. Committee Reports

- 1) Friends of the Library
- 2) Board of Trustees
- 3) Budget - Trustee Stanley
- 4) Partnerships - Trustees Jondal and Brustol
- 5) Government Liaison - Trustees Stanley and Fornoff
- 6) Policy & Strategic Planning - Trustees Rhodes and Fornoff

VIII. Old Business

- 1) Discuss and take action on the signing of State Oath of Office forms.

IX. New Business

- 1) Discuss and take action on proposed updates to the Employee Handbook.*
- 2) Discuss and take action on proposed modification to the Patron Code of Conduct Policy.*

X. Adjournment to Closed Session

XI. Closed Session
Personnel

XII. Adjournment

The next regular meeting of the Del Norte County Library District Board is scheduled for Monday, March 8th, 2021 at 5:15 PM.

Posted: _____

Elizabeth Austen – Library Manager

Posted February 4, 2021 at 10:00 AM

DEL NORTE COUNTY LIBRARY DISTRICT
Minutes of Regular Board Meeting
January 11, 2021

I. Call to Order

Meeting commenced at 5:17 PM via zoom.us.

Present: Chair Stanley, Trustees Fornoff, Rhodes, and Brustol

Absent: Trustee Jondal

II. Communications

1) Public Comment Period

None.

2) Other Communications

None.

III. Consent Agenda

1) Minutes: Review, potentially modify, and approve the minutes from the December 14, 2020 Regular Board Meeting and from the December 14, 2020 Closed Session.

Trustee Rhodes makes a motion to approve the minutes from the December 14, 2020 Regular Board Meeting and from the December 14, 2020 Closed Session. Trustee Fornoff seconds the motion.

Roll Call:

Trustee Rhodes - Aye

Trustee Fornoff - Aye

Trustee Brustol - Aye

Chair Stanley - Aye

(1 absent)

Motion carried.

2) Claims: Review and authorize the claims from December 2020.

Discussion took place on a petty cash claim that the auditor's office rejected due to it having a purchase for approximately \$20.00 for food for a staff meeting which resulted in a deficit to the petty cash fund; discussion on ways to resolve this and prevent it from happening again. Trustee Rhodes makes a motion to approve the claims from December 2020. Motion seconded by Trustee Brustol.

Roll Call:

Trustee Rhodes - Aye

Trustee Fornoff - Aye

Trustee Brustol - Aye

Chair Stanley - Aye

(1 absent)

Motion carried.

IV. Committee Reports

1) Del Norte Reads

Literacy Coordinator Phoebe Lenhart presents her report and states that she is learning from her peers that PPE will still be needed through 2021 as it was in 2020.

2) Library Manager

Library Manager Beth Austen Beth presents her manager's report and informs the board that Kati Morton, author of Are U Okay has agreed to participate in the Book to Action 2021 Initiative. Beth states the roof work including power wash is now complete. Beth states she has instated a PayPal account and the donation capabilities have been published to the website. Beth states she will be writing a weekly column for the Triplicate newsletter on Library announcements.

3) Friends of the Library

Beth states she has been in contact with Andrew Napier and states he reports they raised \$255.00 from their last book sale.

4) Board of Trustees

Trustee Brustol: No report.

Trustee Fornoff: No report.

Trustee Rhodes: No report.

Chair Stanley: No report.

V. Old Business

1) Discuss and take action on changing board bylaws to reflect modification of standing committees.

Chair Stanley states the board modified the bylaws at the last board meeting and that now that there has been more than 7 days notice, they are able to vote on implementing the modifications. Trustee Rhodes makes a motion to change the bylaws as recorded in the minutes. Motion seconded by Trustee Fornoff.

Public Comment: None.

Roll Call:

Trustee Rhodes - Aye

Trustee Fornoff - Aye

Trustee Brustol - Aye

Chair Stanley - Aye

(1 absent)

Motion carried.

2) Discuss and take action on appointments of standing committees.

Chair Stanley reviews the minutes from the last meeting with the Trustees who expressed interest in committees. The board determined that a motion is not needed to appoint Trustees to their committees.

Public Comment: None.

VI. New Business

1) Discuss and take action on policy of accrual/rolling over of employee sick time.

Chair Stanley reminds the board that Library employees currently receive 24 hours of sick leave per fiscal year; she states she would like this to roll over from year to year but be of no monetary value when employees leave their Library jobs. Trustee Brustol makes a motion to allow the rolling over of unused employee sick leave from fiscal year to fiscal year without a cap. Motion seconded by Trustee Fornoff.

Public Comment: None.

Roll Call:

Trustee Rhodes - Aye

Trustee Fornoff - Aye

Trustee Brustol - Aye

Chair Stanley - Aye

(1 absent)

Motion carried.

2) Discuss and take action on the proposed Employee Telework Policy draft.

Beth states the Library has already been implementing the authorization of teleworking for the past 9 months at the direction of California State Library. Beth asks the board to approve the written policy. Trustee Rhodes suggests it go in the Employee Handbook; Beth agrees. Trustee Rhodes makes a motion to approve the proposed Employee Telework Policy. Motion seconded by Trustee Brustol.

Public Comment: None.

Roll Call:

Trustee Brustol - Aye

Trustee Fornoff - Aye

Trustee Rhodes - Aye

Chair Stanley - Aye

(1 absent)

Motion carried.

3) Discuss and take action on the proposed Collection Development Policy draft.

Beth explains this policy draft is put into writing to reflect what was already indicated in the old policy manual and already being practiced at the Library. Trustee Rhodes asks what is new about the policy draft; Beth states the absence of late fine info is new but everything else was written with the effort to keep consistent with operations already in place. Beth states it is good to have a policy like this in writing to be equipped on how to handle inquiries from patrons. Trustee Rhodes makes a motion to approve the proposed Collection Development Policy. Motion seconded by Trustee Brustol.

Trustee Rhodes - Aye

Trustee Fornoff - Aye

Trustee Brustol - Aye

Chair Stanley - Aye

(1 absent)

Public Comment: None.

Motion carried.

4) Discuss and take action on Classification Revision and Claim to Demco for Security Gate.

Trustee Rhodes makes a motion to approve the budget transfer to enable payment to be made for the Security Gate. Motion seconded by Trustee Fornoff.

Public Comment: None.

Roll Call:

Trustee Brustol - Aye

Trustee Fornoff - Aye

Trustee Rhodes - Aye

Chair Stanley - Aye

(1 absent)

Motion carried.

5) Discuss and take action on signing of State Oath of Office forms.*

Trustee Rhodes signs and dates her State Oath of Office form on camera in the presence of

the board. Trustee Fornoff signs and dates his State Oath of Office form on camera in the presence of the board.

VII. Adjournment

Meeting adjourned at 6:25 PM. The next regular board meeting is scheduled for Monday, February 8, 2021 at 5:15 PM.

Minutes prepared and submitted by:

Elizabeth Austen, Library Manager

Minutes approved by:

Robin Fornoff, Board Secretary

DEL NORTE COUNTY LIBRARY DISTRICT
Minutes of Special Board Meeting
January 22, 2021

- I. Call to Order**
Meeting commenced at 6:00 PM via zoom.us.
- II. Roll Call**
- III. Communications**
1) Public Comment Period
None.
2) Other Communications
None.
- IV. New Business**
1) Discuss and take action on the transfer of \$2,000.00 from Contingency budget line 414-070-81000 to Wonderbus budget line 414-070-30510.
Trustee Rhodes makes a motion to approve the transfer of \$2,000.00 from Contingency budget line 414-070-81000 to Wonderbus budget line 414-070-30510. Motion seconded by Trustee Jondal.
Poll vote:
Trustee Rhodes - Aye
Trustee Jondal - Aye
Trustee Fornoff - Aye
Chair Stanley - Aye
(1 absent)
Motion carried.
- V. Adjournment**
Meeting adjourned at 6:03 PM. The next regular board meeting is scheduled for Monday, February 8, 2021 at 5:15 PM.

Minutes prepared and submitted by:

Elizabeth Austen, Library Manager

Minutes approved by:

Robin Fornoff, Board Secretary

Del Norte County Library District

Claims Report for January 2021

10372	01/28/21	KATHY MORGAN	\$15.68
10371	01/28/21	SUBURBAN PROPANE	\$262.61
10370	01/25/21	ROSS JANITORIAL	\$925.00
10369	01/22/21	LISA M. COSTON CRITZ	\$15.68
10368	01/22/21	FRONTIER	\$159.71
10367	01/19/21	SUBURBAN PROPANE	\$269.26
10366	01/19/21	CRESCENT CITY WATER & SEWER DEPARTMENT	\$67.24
10365	01/14/21	PACIFIC POWER	\$165.09
10364	01/11/21	STONE ROOFING & GUTTERS INC.	\$4,850.00
10343	01/07/21	TAB & ASSOCIATES, INC.	\$1,725.00
10342	01/07/21	SUBURBAN PROPANE	\$183.45
10341	01/07/21	DEL NORTE OFFICE SUPPLY	\$42.32
10340	01/07/21	US BANK EQUIPMENT FINANCE	\$356.13
10339	01/05/21	US BANK	\$968.37
10337	01/05/21	KATHY MORGAN	\$16.10
10336	01/05/21	LISA M. COSTON CRITZ	\$32.20
10335	01/05/21	DISCOVER MAGAZINE	\$15.00

Claim ID: 10339

Vendor US BANK
P.O. BOX 6343
FARGO, ND 58125-6343

Vendor ID:

18096

PBSP Expense

Notes: Cal Card Statement 12/22/2020

Fund	Dept	Line	Proj	Amount	Invoice	Description
414	70	20284	4	\$14.11	5033854	Adult book
414	70	20224	0	\$5.35	5033854	Mouse Pads
414	70	20141	0	\$20.41	5033854	COVID Vinyl gloves
414	70	20278	0	\$9.66	5033854	Mouse Pads, Team building
414	70	20282	0	\$25.80	0689843	ALTA mag subscription
414	70	20180	0	\$24.46	11/24/2020	Stain and sponge
414	70	20224	0	\$51.09	11/24/2020	Cord, level, pic hanger
414	70	20284	0	(\$28.51)	4481829	Refund for Books
414	70	20224	0	(\$50.50)	4481829	Refund for USB cable & Web cam
414	70	20278	0	(\$8.58)	4481829	Refund for Mouse pads
414	70	20224	0	\$32.15	12/04/2020	Light bulbs for Back
414	70	20121	0	\$14.99	Acct# 119548844	Zoom, Dec, 2020
414	70	20141	0	\$42.98	3657800	COVID Vinyl gloves
414	70	20224	0	\$10.21	7185015	Power cord
414	70	20278	0	\$346.64	2974644	Librarian socks, mug
414	70	20180	0	\$63.37	6041063	Flashlights, Paint hardener
414	70	20284	4	\$31.14	7185015	Adult Books
414	70	20278	0	\$7.51	7185015	Mouse Pads, Team building
414	70	20224	0	\$26.85	7185015	USB cable, Cable hid
414	70	20278	0	\$198.54	2974644	Librarian Tee Shirts
414	70	20240	0	\$20.00	12/19/2020	Constant Contact
414	70	20141	0	\$13.94	12/18/2020	Paper towels
414	70	20180	0	\$16.42	12/18/2020	Power cord
414	70	20224	0	\$3.60	12/18/2020	Keychain for back door
414	371	20285	0	\$19.95	BTCQ178N	Monthly subscription
414	371	20223	0	\$22.00	11/30/2020	Postage Stamps
414	371	20224	0	\$12.79	251528b8	Stationary
414	371	20223	0	\$22.00	12/16/20	Postage Stamps

Total Claim: \$968.37

I HEREBY CERTIFY THE ARTICLES OR SERVICES DESCRIBED ON THE ATTACHED INVOICES WERE NECESSARY FOR USE BY THE DEPARTMENT AND HAVE BEEN RECEIVED, AND THAT NO PRIOR CLAIM FOR SAME HAS BEEN SUBMITTED.

X

01/05/21

Signature of Department Head/Authorized Deputy

Claim Date

D.N. County Library District
Balance Sheet
December 31, 2020

Unaudited

ASSETS

414 010 00000	Cash DN Co Library Dist	466,384.60
414 010 00300	Imprest Cash	300.00
414 010 03200	Land	33,777.00
414 010 03300	Buildings and Improvements	479,878.00
414 010 03400	Equipment	60,238.00
414 010 03700	Less Accum Depr Building	(368,853.00)
414 010 03800	Less Accum Depr Equip	(52,244.00)
	Total Assets	<u>619,480.60</u>

LIABILITIES AND FUND EQUITY

414 010 05105	Sales Tax payable	136.46
414 010 05120	Salaries Payable	10,194.68
414 010 05300	Tax Liability Federal	2,444.34
414 010 05310	Tax Liability State	71.25
414 010 05320	PERS Liability	(88,473.16)
414 010 05355	Unemployment Insurance	374.86
414 010 07100	Fund Balance	85,488.51
414 010 07101	Fund Balance Literacy	47,217.57
414 010 07102	Fund Balance Building Major Repairs & Improvem	40,997.82
414 010 07103	Fund Balance New Building	351,056.00
414 010 07104	Fund Balance Munson Trust	25,000.00
414 010 09600	Investment in Fixed Assets	152,796.00
	Revenue	175,756.89
	Expenditure	(183,580.62)
	Total Liabilities and Fund Equity	<u>619,480.60</u>

Detail of Revenues and Expenditures

Printed on: 2/1/2021 4:46:23 PM

Fund: 414 D.N. County Library District
 Dept: 070 D.N. County Library District

Statement of Month Ended: 12/31/2020

Date	Description	Reference	Amount	Check No	Status	Clear Date
10010	Payroll					
12/31/2020	Journ No: 25841	LIBRARY PAYROLL 12/20	5,033.01			
		Total Payroll	5,033.01			
10015	Parttime/Temporary					
12/31/2020	Journ No: 25841	LIBRARY PAYROLL 12/20	6,032.50			
		Total Parttime/Temporary	6,032.50			
10020	Retirement					
12/31/2020	Journ No: 25841	LIBRARY PAYROLL 12/20	1,221.75			
12/31/2020	Journ No: 25841	LIBRARY PAYROLL 12/20	-415.11			
		Total Retirement	806.64			
10030	Employee Benefits					
12/10/2020	Journ No: 25816	10/1/20-12/31/20 - ETT	3.76			
12/31/2020	Journ No: 25841	LIBRARY PAYROLL 12/20	315.68			
		Total Employee Benefits	319.44			
20121	Communications					
12/4/2020	FRONTIER	323927: 7074878048-040	53.72	323927	CLEARED	12/11/2020
12/18/2020	CHARTER COMMUNICATIONS	324219: 0002080120320	126.96	324219	CLEARED	12/28/2020
12/18/2020	CHARTER COMMUNICATIONS	324219: 0002080120320	64.99	324219	CLEARED	12/28/2020
12/21/2020	U.S. BANK	2023365: 4246044555653	14.99			
12/31/2020	FRONTIER	324486: 7074878048	54.04	324486	CLEARED	1/6/2021
		Total Communications	314.70			
20141	COVID 19 PPE					
12/21/2020	U.S. BANK	2023365: 4246044555653	-49.43			
		Total COVID 19 PPE	-49.43			
20180	Building Maintenance					
12/18/2020	TWO GUYS	324304: 203890	20.00	324304	CLEARED	12/21/2020
12/21/2020	U.S. BANK	2023365: 4246044555653	150.49			
12/21/2020	U.S. BANK	2023365: 4246044555653	7.50			
12/21/2020	U.S. BANK	2023365: 4246044555653	8.01			
		Total Building Maintenance	186.00			
20200	Membership					
12/18/2020	CA SPECIAL DISTRICT ASSOC.	324210: MEMBER 25357	1,140.00	324210	CLEARED	12/28/2020
		Total Membership	1,140.00			
20223	Postage					
12/21/2020	U.S. BANK	2023365: 4246044555653	7.85			
12/21/2020	U.S. BANK	2023365: 4246044555653	10.34			
		Total Postage	18.19			
20224	Office Supplies					
12/21/2020	U.S. BANK	2023365: 4246044555653	5.35			
12/21/2020	U.S. BANK	2023365: 4246044555653	57.09			
12/21/2020	U.S. BANK	2023365: 4246044555653	14.95			
		Total Office Supplies	77.39			
20230	Professional Services					
12/11/2020	ROSS, MATTHEW L.	324140: 0134 DNCLD	1,350.00	324140	CLEARED	12/17/2020
12/18/2020	G.H. OUTREACH	324257: 059340	115.00	324257	CLEARED	12/31/2020

Detail of Revenues and Expenditures

Printed on: 2/1/2021 4:46:23 PM

Fund: 414 D.N. County Library District
 Dept: 070 D.N. County Library District

Statement of Month Ended: 12/31/2020

Date	Description	Reference	Amount	Check No	Status	Clear Date
12/21/2020	U.S. BANK	2023365: 4246044555653	74.44			
12/31/2020	ROSS, MATTHEW L.	324531: 0147 12/1/202	925.00	324531	CLEARED	1/7/2021
	Total Professional Services		2,464.44			
20231	Prof Serv-Election					
12/18/2020	COUNTRY MEDIA, INC.	324223: 471767 37485	10.00	324223	CLEARED	12/22/2020
	Total Prof Serv-Election		10.00			
20233	Prof Svcs-County					
12/31/2020	Trans No: 33154	SEC COLL CHGS 20/21	22,153.00			
	Total Prof Svcs-County		22,153.00			
20240	Publications-Advertising					
12/21/2020	U.S. BANK	2023365: 4246044555653	20.00			
	Total Publications-Advertising		20.00			
20250	Rents & Leases-Equipment					
12/18/2020	U.S. BANK OFFICE EQUIPMENT FIN	324305: 429716319	219.32	324305	CLEARED	12/29/2020
	Total Rents & Leases-Equipment		219.32			
20278	Team Building					
12/21/2020	U.S. BANK	2023365: 4246044555653	8.55			
12/21/2020	U.S. BANK	2023365: 4246044555653	16.06			
	Total Team Building		24.61			
20280	Spec Dept Expense					
12/18/2020	DEL NORTE OFFICE SUPPLY	324242: 615337,615740,	9.54	324242	CLEARED	12/22/2020
12/21/2020	U.S. BANK	2023365: 4246044555653	136.70			
12/21/2020	U.S. BANK	2023365: 4246044555653	738.04			
	Total Spec Dept Expense		884.28			
20282	Magazines/Newspapers					
12/18/2020	WALL STREET JOURNAL, THE	324307: J061017459917	125.74	324307	CLEARED	12/23/2020
	Total Magazines/Newspapers		125.74			
20284	Books 18yrs-up					
12/21/2020	U.S. BANK	2023365: 4246044555653	19.99			
12/21/2020	U.S. BANK	2023365: 4246044555653	65.68			
12/21/2020	U.S. BANK	2023365: 4246044555653	8.27			
12/21/2020	U.S. BANK	2023365: 4246044555653	376.77			
12/21/2020	U.S. BANK	2023365: 4246044555653	34.38			
12/21/2020	U.S. BANK	2023365: 4246044555653	28.50			
12/31/2020	GREY HOUSE PUBLISHING	324492: 957994	221.98	324492	CLEARED	1/14/2021
12/31/2020	GREY HOUSE PUBLISHING	324492: 957994	157.52	324492	CLEARED	1/14/2021
12/31/2020	CENTER POINT LARGE PRINT	324458: 1811843	83.88	324458	CLEARED	1/8/2021
12/31/2020	Journ No: 25832	CENTER POINT/GREY HOUS	34.75			
	Total Books 18yrs-up		1,031.72			
20290	Travel & Training					
12/11/2020	SWARTS, CORY	324154: MILEAGE	24.27	324154	CLEARED	12/21/2020
12/11/2020	AUSTEN, BETH	324037: MILEAGE	108.10	324037	CLEARED	1/12/2021
	Total Travel & Training		132.37			
20300	Utilities					
12/4/2020	SUBURBAN PROPANE	323960: 1409-114036	232.27	323960	CLEARED	12/9/2020

Detail of Revenues and Expenditures

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Fund: 414 D.N. County Library District
Dept: 070 D.N. County Library District

Statement of Month Ended: 12/31/2020

Date	Description	Reference	Amount	Check No	Status	Clear Date
12/18/2020	SUBURBAN PROPANE	324297: 1409-114280	366.61	324297	CLEARED	12/24/2020
12/31/2020	SUBURBAN PROPANE	324546: 1409-114673 14	342.79	324546	CLEARED	1/7/2021
12/31/2020	CRESCENT CITY WATER DEPT.	324466: 009583-000	67.24	324466	CLEARED	1/8/2021
12/31/2020	SUBURBAN PROPANE	324546: 1409-114486 14	305.99	324546	CLEARED	1/7/2021
12/31/2020	PACIFIC POWER & LIGHT CO.	324522: 61601611-0283	159.31	324522	CLEARED	1/5/2021
	Total Utilities		1,474.21			
90010	Property Tx-Current Sec					
12/17/2020	Trans No: 33105	1ST SECURED APPORT	-99,322.57			
12/17/2020	Trans No: 33107	1ST UNITARY APPORT	-2,625.64			
	Total Property Tx-Current Sec		-101,948.21			
90011	Prop Tax-Sec Supplemental					
12/31/2020	Trans No: 33186	1ST 20/21 SUPP APPORT	-2,044.36			
	Total Prop Tax-Sec Supplemental		-2,044.36			
90300	Interest - DN Library					
12/31/2020	Trans No: 33179	2ND QTR 20/21 INTEREST	-918.96			
	Total Interest - DN Library		-918.96			
90741	Redevelopment Pass Thru					
12/30/2020	Trans No: 33118	1ST PT RDA1 20/21	-2,026.31			
12/30/2020	Trans No: 33118	1ST PT RDA2 20/21	-8,578.79			
	Total Redevelopment Pass Thru		-10,605.10			
91042	Lost Book Reimbursement					
12/1/2020	Auth No: 81787		-40.00			
	Total Lost Book Reimbursement		-40.00			
91124	Gifts - Unspecified					
12/1/2020	Auth No: 81787		-323.00			
12/29/2020	Auth No: 81957		-27.10			
	Total Gifts - Unspecified		-350.10			
91129	Misc Revenue					
12/1/2020	Auth No: 81787		-56.00			
12/29/2020	Auth No: 81957		-56.00			
	Total Misc Revenue		-112.00			

Detail of Revenues and Expenditures

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Fund: 414 D.N. County Library District
Dept: 371 Library District

Statement of Month Ended: 12/31/2020

Date	Description	Reference	Amount	Check No	Status	Clear Date
10015	Part-time/Temporary					
12/31/2020	Journ No: 25841	LIBRARY PAYROLL 12/20	1,296.75			
		Total Part-time/Temporary	1,296.75			
10020	Retirement					
12/31/2020	Journ No: 25841	LIBRARY PAYROLL 12/20	199.47			
		Total Retirement	199.47			
10030	Employee Benefits					
12/31/2020	Journ No: 25841	LIBRARY PAYROLL 12/20	37.61			
		Total Employee Benefits	37.61			
20121	Communications					
12/4/2020	FRONTIER	323925: 7074647072-092	104.35	323925	CLEARED	12/11/2020
12/31/2020	FRONTIER	324485: 7074647072	104.72	324485	CLEARED	1/6/2021
		Total Communications	209.07			
20200	Memberships					
12/21/2020	U.S. BANK	2023365: 4246044555653	40.00			
		Total Memberships	40.00			
20221	Printing					
12/18/2020	DEL NORTE OFFICE SUPPLY	324242: 615337,615740,	10.27	324242	CLEARED	12/22/2020
		Total Printing	10.27			
20224	Office Supplies					
12/18/2020	DEL NORTE OFFICE SUPPLY	324242: 615337,615740,	64.05	324242	CLEARED	12/22/2020
12/21/2020	U.S. BANK	2023365: 4246044555653	5.83			
		Total Office Supplies	69.88			
20283	Books-ESL					
12/18/2020	NEW READERS PRESS	324279: 9393295,945403	390.41	324279	CLEARED	12/23/2020
		Total Books-ESL	390.41			
20285	Manipulatives & Software					
12/21/2020	U.S. BANK	2023365: 4246044555653	19.95			
		Total Manipulatives & Software	19.95			
90622	CLLS Grant					
12/29/2020	Auth No: 81957		-24,289.00			
		Total CLLS Grant	-24,289.00			
90625	Miscellaneous					
12/31/2020	Journ No: 25864	320626	-40.00			
		Total Miscellaneous	-40.00			

D N County Library District

Statement of Revenues and Expenditures

6 Months Ended 12/31/2020

		CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED
Revenues:						
414-070-90010	Property Tx-Current Sec	101,948.21	101,948.21	201,000.00	(99,051.79)	50.72%
414-070-90011	Prop Tax-Sec Supplemental	2,044.36	2,044.36	1,600.00	444.36	127.77%
414-070-90020	Property Tx-Current Unse	0.00	4,047.98	4,000.00	47.98	101.20%
414-070-90091	Yield Tax	0.00	3,297.75	7,800.00	(4,502.25)	42.28%
414-070-90300	Interest - DN Library	918.96	2,986.47	10,000.00	(7,013.53)	29.86%
414-070-90601	Hoptr-Secured/Unsecured	0.00	0.00	3,300.00	(3,300.00)	0.00%
414-070-90741	Redevelopment Pass Thru	10,605.10	10,605.10	11,000.00	(394.90)	96.41%
414-070-91040	Book Fines	0.00	22.95	750.00	(727.05)	3.06%
414-070-91041	Equipment Rentals	0.00	85.67	0.00	85.67	0.00%
414-070-91042	Lost Book Reimbursement	40.00	40.00	50.00	(10.00)	80.00%
414-070-91060	Photo Copies	0.00	0.00	1,200.00	(1,200.00)	0.00%
414-070-91124	Gifts - Unspecified	350.10	1,173.71	500.00	673.71	234.74%
414-070-91127	Friends of DNL	0.00	4.00	1,200.00	(1,196.00)	0.33%
414-070-91128	DNC Library Foundation	0.00	0.00	3,000.00	(3,000.00)	0.00%
414-070-91129	Misc Revenue	112.00	960.20	300.00	660.20	320.07%
414-070-91131	STEER Grant	0.00	0.00	4,500.00	(4,500.00)	0.00%
414-070-91132	Donation/New Building	0.00	0.00	750.00	(750.00)	0.00%
414-070-91124-002	Gifts - Specified	0.00	24,000.00	22,000.00	2,000.00	109.09%
Total Revenues		116,018.73	151,216.40	272,950.00	(121,733.60)	55.40%
Expenses:						
414-070-10010	Payroll	5,033.01	28,678.02	56,000.00	27,321.98	51.21%
414-070-10015	Parttime/Temporary	6,032.50	36,465.05	84,000.00	47,534.95	43.41%
414-070-10020	Retirement	806.64	6,728.57	13,000.00	6,271.43	51.76%
414-070-10030	Employee Benefits	319.44	681.76	4,000.00	3,318.24	17.04%
414-070-10040	Workers Comp	0.00	1,177.82	1,200.00	22.18	98.15%
Total Salaries and Benefits		12,191.59	73,731.22	158,200.00	84,468.78	46.61%
414-070-20121	Communications	314.70	1,339.77	3,000.00	1,660.23	44.66%
414-070-20140	Household Expense	0.00	213.95	700.00	486.05	30.56%
414-070-20141	COVID 19 PPE	(49.43)	795.94	1,500.00	704.06	53.06%
414-070-20150	Insurance	0.00	9,873.82	9,900.00	26.18	99.74%
414-070-20170	Maint - Equipment	0.00	0.00	16,330.00	16,330.00	0.00%
414-070-20175	Computer Services	0.00	0.00	500.00	500.00	0.00%
414-070-20180	Building Maintenance	186.00	1,137.20	5,000.00	3,862.80	22.74%
414-070-20181	Building Maintenance - SR Library	0.00	7.39	1,000.00	992.61	0.74%
414-070-20200	Membership	1,140.00	1,735.99	2,500.00	764.01	69.44%
414-070-20221	Printing	0.00	7.53	50.00	42.47	15.06%
414-070-20223	Postage	18.19	130.99	150.00	19.01	87.33%
414-070-20224	Office Supplies	77.39	1,936.04	2,500.00	563.96	77.44%
414-070-20225	STEER Office Supplies	0.00	15,640.47	15,630.00	(10.47)	100.07%
414-070-20230	Professional Services	2,464.44	12,293.79	18,200.00	5,906.21	67.55%
414-070-20231	Prof Serv-Election	10.00	701.00	1,000.00	299.00	70.10%
414-070-20232	Data Processing - Software	0.00	2,854.00	2,900.00	46.00	98.41%
414-070-20233	Prof Svcs-County	22,153.00	22,153.00	18,300.00	(3,853.00)	121.05%
414-070-20235	STEER Prof Service	0.00	9,280.00	9,280.00	0.00	100.00%
414-070-20240	Publications-Advertising	20.00	313.00	500.00	187.00	62.60%
414-070-20250	Rents & Leases-Equipment	219.32	1,498.47	3,000.00	1,501.53	49.95%
414-070-20270	Minor Equipment	0.00	0.00	1,000.00	1,000.00	0.00%
414-070-20278	Team Building	24.61	24.61	1,500.00	1,475.39	1.64%
414-070-20279	Summer Reading Prg Awards/Incentive	0.00	141.32	2,000.00	1,858.68	7.07%
414-070-20280	Spec Dept Expense	884.28	1,271.04	4,000.00	2,728.96	31.78%
414-070-20281	Volunteer Program	0.00	0.00	1,000.00	1,000.00	0.00%
414-070-20282	Magazines/Newspapers	125.74	190.69	600.00	409.31	31.78%
414-070-20283	Childrens Books 0-12 years	0.00	0.00	2,000.00	2,000.00	0.00%
414-070-20284	Books 18yrs-up	1,031.72	1,299.59	1,000.00	(299.59)	129.96%
414-070-20285	STEER Subscriptions	0.00	200.00	200.00	0.00	100.00%
414-070-20288	Cataloging	0.00	0.00	500.00	500.00	0.00%
414-070-20290	Travel & Training	132.37	132.37	500.00	367.63	26.47%
414-070-20292	Training/Education	0.00	183.67	750.00	566.33	24.49%
414-070-20300	Utilities	1,474.21	2,697.61	8,000.00	5,302.39	33.72%
414-070-20284-002	Books - Young Adult	0.00	0.00	1,500.00	1,500.00	0.00%
414-070-20284-004	Munson Books	0.00	0.00	5,000.00	5,000.00	0.00%
Total Services and Supplies		30,226.54	88,053.25	141,490.00	53,436.75	62.23%
414-070-30500	Department Allotment	0.00	0.00	31,130.00	31,130.00	0.00%
414-070-30510	Contribution to Wonder Bus	0.00	2,000.00	2,000.00	0.00	100.00%
Total Other Charges		0.00	2,000.00	33,130.00	31,130.00	6.04%
Total Fixed Assets		0.00	0.00	0.00	0.00	0.00%

414-070-70901	Intrafund Trans DN Reads (371)	0 00	0 00	18,000 00	18,000 00	0 00%
414-070-81000	Contingency	0 00	0 00	5,000 00	5,000 00	0 00%
Total Intrafund Transfers		0 00	0 00	23 000 00	23,000 00	0 00%
Total Expenses		42,418 13	163,784 47	355,820 00	192,035 53	46 03%
Revenues Over (Under) Expenditures		73,600 60	(12,568 07)	(82,870 00)	70,301 93	15 17%

Statement of Revenues and Expenditures
6 Months Ended 12/31/2020

		CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED
Revenues:						
414-371-90620	Grant Revenues	0 00	0 00	2,500 00	(2,500 00)	0 00%
414-371-90622	CLLS Grant	24,289 00	24,289 00	26,822 00	(2,533 00)	90 56%
414-371-90625	Miscellaneous	40 00	241 49	0 00	241 49	0 00%
414-371-91123	Gifts & Donations	0 00	10 00	0 00	10 00	0 00%
414-371-91125	Travel Reimbursements	0 00	0 00	1,000 00	(1,000 00)	0 00%
414-371-91126	DNCL Foundation	0 00	0 00	1,000 00	(1,000 00)	0 00%
414-371-91128	Service Club Donation	0 00	0 00	100 00	(100 00)	0 00%
414-371-91129	Humboldt Area/WR Foundation	0 00	0 00	500 00	(500 00)	0 00%
414-371-91132	Donations - CC Women's Club	0 00	0 00	200 00	(200 00)	0 00%
Total Revenues		24,329 00	24,540 49	32,122 00	(7,581 51)	76 40%
Expenses:						
414-371-10010	Payroll	0 00	0 00	30,000 00	30,000 00	0 00%
414-371-10015	Part-time/Temporary	1,296 75	11,943 49	0 00	(11,943 49)	0 00%
414-371-10020	Retirement	199 47	1,666 47	4,000 00	2,333 53	41 66%
414-371-10030	Employee Benefits	37 61	37 61	400 00	362 39	9 40%
Total Salaries and Benefits		1,533 83	13,647 57	34,400 00	20,752 43	39 67%
414-371-20121	Communications	209 07	643 78	1,200 00	556 22	53 65%
414-371-20200	Memberships	40 00	40 00	200 00	160 00	20 00%
414-371-20221	Printing	10 27	27 54	400 00	372 46	6 89%
414-371-20223	Postage	0 00	32 51	100 00	67 49	32 51%
414-371-20224	Office Supplies	69 88	389 82	800 00	410 18	48 73%
414-371-20240	Advertising/Publications	0 00	0 00	1,000 00	1,000 00	0 00%
414-371-20250	Rent	0 00	3,450 00	6,900 00	3,450 00	50 00%
414-371-20270	Minor Equipment	0 00	0 00	200 00	200 00	0 00%
414-371-20280	Special Department Expense	0 00	432 45	500 00	67 55	86 49%
414-371-20281	Volunteer Program	0 00	23 48	300 00	276 52	7 83%
414-371-20283	Books-ESL	390 41	390 41	500 00	109 59	78 08%
414-371-20284	Books	0 00	658 85	1,000 00	341 15	65 89%
414-371-20285	Manipulatives & Software	19 95	19 95	200 00	180 05	9 98%
414-371-20286	Books-Family Literacy	0 00	39 79	400 00	360 21	9 95%
414-371-20290	Travel & Training	0 00	0 00	1,000 00	1,000 00	0 00%
Total Services and Supplies		739 58	6,148 58	14,700 00	8,551 42	41 83%
414-371-30500	Department Allotment - Literacy	0 00	0 00	82 00	82 00	0 00%
Total Other Charges		0 00	0 00	82 00	82 00	0 00%
Total Fixed Assets		0 00	0 00	0 00	0 00	0 00%
414-371-70901	Intrafund Trans Library District (070)	0 00	0 00	(18,000 00)	(18,000 00)	0 00%
Total Intrafund Transfers		0 00	0 00	(18,000 00)	(18,000 00)	0 00%
Total Expenses		2,273 41	19,796 15	31,182 00	11,385 95	63 49%
Revenues Over (Under) Expenditures		22,055 59	4,744 34	940 00	3,804 34	504 72%

To: Beth Austin, DNCL Manager

From: Phoebe Lenhart, DNR literacy coordinator and education facilitator

Date: January 28, 2021

Regarding: February's 2021 DNR Report for the DNCL Board

*DNR has 39 students and 12 tutors. We offer the following weekly classes: 4 ESL/US Citizenship classes; 3 classes tutoring COR students; and 4 classes for adult learners.

*A very important study revealed that teens are reading less, with only 20% of teens in the US reading for pleasure. This study reported that, on the average, an eight-grader will spend 4 hours a day gaming, texting, and browsing online. This report encourages all parents to develop a daily habit of reading 20 minutes. Reading is a predictor of so many things in a child's/adult's life like academic success, improved writing skills, increased creativity in kids, and in developing empathy. All of these skills are needed to be successful in any pursuit and to be happy.

*The materials for the summer reading program (srp) arrived and are very exciting. The theme for this year's srp is "Reading Colors Your World" by iRead. There are 355 pages to this year's srp full of information such as: finding volunteers for small libraries, teen book clubs, "blessing bags", srp badges, mini succulent gardens, crystals, looking at different schools around the world, sponge parties, making seed bombs, fizzy moon sand, and shake and paint to share with you a few of the ideas offered. The srp was a "virtual success" last year, our first ever virtual srp. Nillie and Brandi are awesome and are ready for 2021! The srp is in great hands!

*A notice arrived regarding the Career Online High School (COHS) program that DNR sponsors. The organization responsible for COHS is Smart Horizons. Smart Horizons decided to end their partnership with Gale. This transition will end this relationship on July 31, 2021. At this point, nobody really knows what the future will bring.

*Still pending news about my applications for grants from the Crescent City's Women's Club, College of the Redwoods, and Grace Evangelical Lutheran Church.

*Attended DNCL staff meetings on December 28 and January 19, 2021.

*Completed the CLLS mid-year report for 2020-2021.

*Attended a webinar on, "Schools, Kids, and Families: Support During the Pandemic"; "Winning Library Grants: Shortcuts and Strategies for Success"; and "Transitioning Your Adult Programs to a Virtual Environment".

*Assisted the Friends.

Del Norte County Library District

Manager's Report for February 2021 Board Meeting

Book to Action 2021 Grant - CLA

Formal invitations for speaking have been sent to Kati Morton, Dr. Harjot Singh, and Bernadette Johnson. We have received confirmations from Kati Morton and Dr. Singh and are still waiting for a response from Bernadette Johnson since sending her proposed speaking date. Del Norte County Behavioral Health has agreed to be our community partner. The Del Norte Library Foundation has made a commitment to assist with \$400.00 toward speaker fees.

Energy Grant - PacifiCorp Foundation

We are in receipt of the \$3,500.00 we received for this grant. In our efforts to replace damaged windows of the main branch, we have received an estimate from Eureka Glass in the amount of \$13,155.87 for the north and south walls and we are expecting an estimate McKinleyville Glass shortly after they visited and measured our windows.

LSTA Grant - CSL

We have received our final check of \$4,500.00 from the state which puts this grant in a finalized status. I am working on compiling the before and after photos and videos into an electronic presentation to the community in order to highlight the remodeling work that was done.

Disaster Cohort Project - Northnet Library System

Through guidance and working with the NLS, the local nonprofit alliance group, WRCF, and Del Norte County Disaster Liaison Dennis Louy for collaboration, guidance, and feedback, our emergency procedures are now complete (document attached to this report for board review). I plan to invite Sheriff Apperson and the local fire department to provide some us with additional training in the near future.

Facility Maintenance

Main Branch - Pat Hawkins of First Service Plumbing came on January 14th due to water leaking around the heater. He said it was discovered the heaters in the electrical room were installed with incorrect pipes; as well there is duct tape wrapped around the pipes which is also not proper. It was discovered this is the source of our leak. Also, our thermostat does not automatically turn off and must be done so manually. We will have this fixed. However in the meantime, it is safe to use the heater. Pat states this will cost us approximately \$1500.00. We are still working toward the goal of replacing windows and flooring and plan to use our grant of \$3,500.00 from PacifiCorp Foundation for windows and are working with the Library Foundation in effort to obtain contributions toward flooring.

Smith River Branch - I purchased a vacuum cleaner for the facility as it was badly needed.

Del Norte Reads - Literacy Coordinator Phoebe reported the heat in the branch is inadequate; I offered to contact the landlord or purchase a space heater; Phoebe states she would rather bring her own space heater.

Website Maintenance

New items have been published to the website. Newsletters have been published to the website. Published board meeting minutes. Updated information on the Friends of the Library page and their application. Published Collection Development Policy. Published the recently modified board bylaws.

Newsletters and Weekly Columns Published

"Remembering Dr. Halls"

"Here to Serve You During the Pandemic"

"Logo Contest - Extending Our Deadline"

"Give Us Your Feedback"

"Looking for Work?"

Services and Programs

Our Curbside Services program continues to have a positive response from the community. We extended our book drop hours to now being open 24/7.

Services currently being offered are as follows:

- Borrower Card Services
- Curbside Pick-Up of Books and Movies
- e-books and Audio Books
- e-Newsletter Subscription
- Daily posts and announcements via our Facebook Page
- Content via our Twitter Page
- Weekly Online Story Time & Crafts (via Facebook and Twitter)
- Weekly Trivia with Prize Drawings
- Free Zip Book delivery
- Logo Contest
- Volunteer Opportunities with Friends of the Library
- Scholarship for Career Online High School, Where You can Earn an Accredited High School Diploma and a Career Certificate
- ESL Classes for Non-English Speakers
- U.S. Citizenship Classes

Smith River Branch

I attended a Smith River Water District board meeting; during that meeting, I introduced myself to their board and re-introduced myself to their facility manager, Eric. Eric and I have since been in contact regarding concerns they are having about homeless individuals loitering on their property. Eric states they plan on installing web cams outside of their facility to better monitor the property. We have not noticed any disturbances other than the mess that was found in December. The inventory process at the Smith River branch is not complete yet due to a temporary electrical issue that occurred during our last facility visit; this was due to electric work being done on the main water district building. I am currently evaluating our budget in light of eventually reopening both branches, the constraints of our payroll

budget, and the loss of staff we have had this past year. I am working with Angela on modifying our budget to enable the hire of one more staff member as man hours are imperative in order to keep the Smith River branch open.

Board Communications

Contact with board members on sending their SAS 99s & Related Party Questionnaires for Trustees to the CPA and assistance to board members in accessing their new library email accounts. Sent modified board bylaws to Trustees.

Friends of the Library

Attended Friends of the Library board meeting. Andrew Napier was appointed to President and Lynn Durkey was appointed to Treasurer. They plan to meet monthly on the last Wednesday of each month at 6:00 PM and they plan to have quarterly book sales. The Friends voted to contribute \$2,000.00 to our programs budget; they also plan to continue to financially support Del Norte Reads. They are also going to reach out to the schools regarding our logo contest.

Del Norte Library Foundation

Attended a Del Norte Library Foundation board meeting. They made a commitment to contribute \$400.00 toward speaker fees for the Book to Action 2021 initiative. They also had a discussion about assisting with the cost of new flooring for the main branch. They are also going to reach out to Coastal Connections and DNACA regarding our logo contest.

Other Items

- Attended NLS Administrative Council MidYear Meeting in which concerns were expressed from other libraries regarding pressure from the community to open back up in the midst of the pandemic.
- Attended a Book 2 Action 2021 webinar in which discussion took place regarding the importance of recruiting community partners for the project.
- Attended a California Public Library Directors networking call by CSL in which we discussed working from home and current statuses for libraries in the midst of the pandemic and their COVID-19 statistics and staying as virtual as possible.
- Attended Friends of the Library Board Meeting.
- Attended Del Norte Library Foundation Board Meeting.
- Placed advertisements for a Library Relief Worker via our website, social media, the workforce center, Lost Coast Outpost, the Chamber of Commerce, and our library newsletter.
- Work done on creation of more professional signage for the interior of the main branch.
- Added Chair Angela Stanley to the auditor's signature authorization list.
- Work done on scheduling and preparing to open back to normal hours.
- Cross training on various jobs with staff for the purpose of running efficiently during unexpected staff absences.
- Extra training provided to staff on quarantining of materials.
- Staff working on a goal to obtain up to 300 subscribers for the e-newsletter; reward will be take-out from Christinas's restaurant.

DEL NORTE COUNTY LIBRARY DISTRICT

EMERGENCY RESPONSE PROCEDURES

Some disasters allow time for preplanning, such as hurricanes and tsunamis. Other disasters, such as earthquakes, occur without notice. Libraries offer valuable resources that can assist the community and restore library services which are key in recovery for the community. These procedures outline guidelines to employees of the Del Norte County Library District for administering assistance before, during, and after disasters.

As an employee of the Library, you are to be actively involved in emergency preparations and response. When an emergency strikes, it is important that you be properly equipped so that you can assist your fellow employees, your patrons, and the community. Call 911 at any event of immediate danger, threat of danger, or medical emergency. In the event of evacuation, a person count will take place to ensure that everyone has left the building; for this reason, it is important that you inform the Library Director/Manager or another staff member before taking any offsite breaks and before leaving your shift. If evacuation is warranted, do not return to library facilities until approval has been given from law enforcement or city/county officials. In the event of any emergency, you are encouraged to always act in a way that prioritizes safety - *books and equipment can be replaced, lives cannot.*

The Library Director/Manager should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, alarm triggers, bomb threats, threats of violence, and the smell of smoke. If the Library Director/Manager is unavailable, the next highest ranked member of the Library Emergency Management Team should be notified. If an emergency results in the need to communicate information to you outside of business hours, the Library Director/Manager or their designee will contact you; for this reason, it is imperative you keep your personal information up to date with the Library via the Library's designated Employee Contact and Information Form.

Disaster Response Resources

Crescent City Police Dept	(707) 464-2133
DN County Sheriff	(707) 464-4191
Crescent City Fire Dept	(707) 464-9113
Crescent City Fire Protection	(707) 464-2421
Del Norte Ambulance	(707) 487-1116
Cal-Ore Life Flight	(707) 465-3804
Poison Control Center	(800) 222-1222
Del Norte Office of Emergency Services (OES)	(707) 464-7213
Pacific Power	(888) 221-7070
Coos Curry Electric	(541) 469-2103

EVACUATION

Throughout this document, you will see that there are emergencies which may lead to the need to evacuate the building. In the event of an emergency evacuation, circulation staff will announce that the building is being evacuated. For immediate evacuation, patrons must put their materials down and leave the building. Circulation staff is responsible for making sure patrons leave and for locking the doors. Make sure everyone, staff and patrons alike, are out of the building before leaving. Be sure to check every area and every room including offices and restrooms.

Calmly evacuate the building and proceed to the designated Emergency Assembly Area. The Emergency Assembly Area for the Main Branch and Del Norte Reads is the community plaza located just north of the building; be sure to move well away from the building and move away from flames and smoke. The Emergency Assembly Area for the Smith River Branch is the parking lot located in front of the building. Do not go back inside the building until after you have been given permission to by emergency authorities.

EARTHQUAKE

If you are indoors during the earthquake, **DROP** to the ground, take **COVER** by getting under a sturdy table or other piece of furniture and **HOLD** on and **COUNT** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and find a corner inside the building to crouch into. Keep away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture. Direct patrons to move away from bookshelves and stay away from objects that may fall. If you are inside the main branch, go to the children's area as there are no overhead lights or tall bookshelves in that section.

Do not use a doorway unless you know it is a strongly supported, load-bearing doorway and it is close to you. Stay inside under cover until after the shaking stops. Do not exit a building during the earthquake. Research has shown that most injuries occur when people inside a building attempt to move to try to go outside. Be ready as the electricity may go out or the sprinkler systems or fire alarms may turn on.

If you are outdoors during the earthquake, stay outside and move away from buildings, street-lights and utility wires. Once you are in the open, stay there until the shaking stops.

If you are in a moving vehicle, stop as quickly and safely as possible and stay inside the vehicle. Avoid stopping near or underneath buildings, trees, overpasses, and utility wires. Proceed carefully once the shaking has stopped. Avoid any roads, bridges, or ramps that may have been damaged by the earthquake.

Counting - If you were able to count to twenty during the earthquake, be prepared as a tsunami will likely occur within the next fifteen to thirty minutes. (Refer to the Tsunami section of this guide for further information and instructions.)

If you are trapped under debris, do not light a match and do not move about or kick up dust. Cover your mouth with a handkerchief or piece of clothing. Tap on a pipe or a wall so that rescuers can locate you. Avoid shouting and only do so as a last resort as shouting may cause you to inhale dangerous amounts of dust.

FIRE

You may extinguish small contained fires with the fire extinguishers located throughout the facility. To do so, you will **(PASS) PULL** the clip of the extinguisher, **AIM** for the base of the flame, **SQUEEZE**, and **SWEEP**. If you are not successful in extinguishing the fire or if you are not comfortable trying to extinguish the fire, identify a safe exit and leave the area immediately. Call 911 and report the fire.

Calmly evacuate the building and proceed to the designated Emergency Assembly Area. When you are evacuating, carefully touch closed doors before opening them. Do not open a door if it is hot.

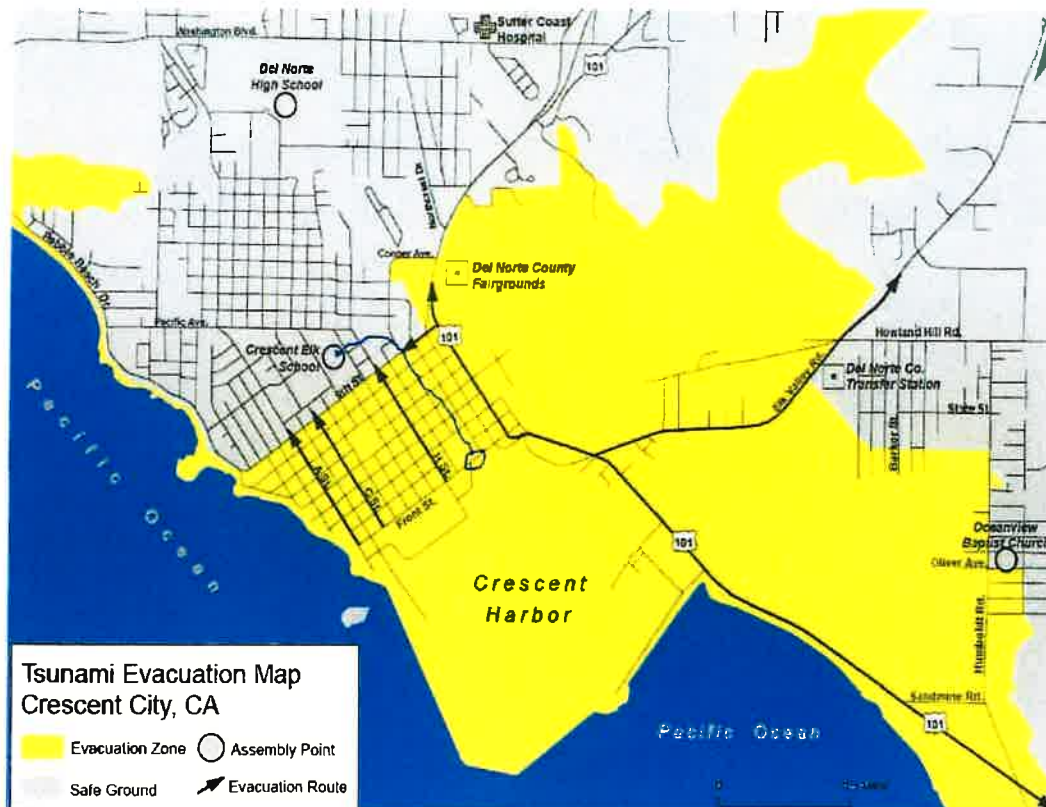
Do not attempt to re-enter the building until after you have been instructed to do so by emergency response authorities.

TSUNAMI

You may be notified that a Tsunami Warning has been issued via outdoor sirens, TV, radio stations, door-to-door contact by emergency responders, weather radios, or by announcements from airplanes. Follow the directions of emergency personnel; you may be asked to evacuate.

When the tsunami is approaching, some warning signs may include ground shaking, a loud ocean roar, and ocean water receding to the point of exposing the sea floor. If you observe any of these warning signs, immediately walk to higher ground or go inland. The tsunami may arrive within minutes and damaging surges may occur for 12 hours or possibly longer. Stay away from the coastal area until authorities permit you to return.

The main branch is in a tsunami inundation zone, therefore if a tsunami is imminent you should immediately evacuate to Crescent Elk School at 994 G Street. Do not return to the library until after you have been given permission to do so by county authorities. If you are traveling or working at another branch, be familiar with the tsunami inundation zones and only evacuate if you are in a tsunami zone.



POWER OUTAGE

If a power outage occurs in the main branch, emergency backup lights will power on; you may have to flip the switch on the circulation wall. If a power outage occurs at the Smith River branch or in the Del Norte Reads facility, notify everyone in the building to evacuate and use flashlights to lead occupants to the nearest exit. Check all areas of the building to ensure everyone is evacuated. Go to the designated assembly area and account for employees. Report any absentees to the Library Director/Manager and request assistance if necessary.

Contact the utility company and report the power outage and let them know if you are aware of any downed power lines or other hazards. Once you are able to re-enter the facility, turn off and disconnect equipment to prevent damage as surges may damage equipment and create a fire risk. Turn off and completely disconnect all large appliances.

Do not resume operations until after power is restored and equipment has been inspected and deemed safe. Once power is restored, major appliances and equipment still may not be safe to use. You may test the power by turning on a light first. Then, you may turn major equipment back on after 10 to 15 minutes.

SECURITY GATE ALARM

Should the Security Gate alarm be triggered, remain calm and courteous. You can't be positive that the patron who triggered the alarm is stealing. Never accuse anyone of theft by word, by facial expression, or by tone of voice. Always respond in a positive, non threatening manner.

After asking the patron to return to the counter, a typical response might be, "Excuse me, did I forget to check out one of your items? -or -"Did you perhaps pick up one of the library's books with your own things?" These are courteous questions, and they don't accuse the patron of theft. Be sure to smile and ask the questions in a friendly manner.

Process and desensitize all items again. If you discover an item that hasn't been properly checked out, do not accuse the patron of stealing. Simply act as if the error was an oversight as it more than likely was. If the patron causes the alarm to sound again, ask if there are any items on their person or in a bag that would cause the alarm to sound. Have them take them out and walk through again without them. If that clears them, hand the items around the gates and allow them to leave.

DANGEROUS PERSON

A panic button is located at the circulation desk of the main branch. If you are confronted by a dangerous person and you have access to a panic button, use it as inconspicuously as possible. Also, if possible and without creating suspicion, inform another employee, through chat, phone, or in person, that you need the "typewriter." "Typewriter" will inform the employee that 911 needs to be called. If an employee asks you for the "typewriter", call 911 immediately and as discreetly as possible.

Some tips for dealing with a dangerous person:

- Listen attentively and make every effort to comply with the requests of the dangerous person.
- Be especially cautious during the first five minutes of the interaction. These are the most critical minutes as the dangerous person is likely feeling most desperate during this time.
- Speak only when spoken to and do not crack jokes or be sarcastic.
- If possible, utilize tactics to delay difficult demands. Replies such as, "I'll ask" and "Let me find out" are encouraged. Never respond to demands with "No."
- Do not act aggressive or use aggressive language.
- Do not openly show your emotions as dangerous persons tend to manipulate their victims.
- Avoid making suggestions as the dangerous person may feel you are trying to trick them or create problems.
- Dangerous persons are less likely to harm a person they are looking at. Do not turn away from the dangerous person unless you are ordered to do so but be careful not to stare.
- Stay calm. A relaxed demeanor may relax the dangerous person.
- Carefully observe any avenue to escape; be sure that the escape will not endanger anyone else.

EXPLOSION

If you are indoors during the explosion, seek cover under sturdy furniture. Stay away from windows, mirrors, and electrical equipment and remain inside the facility until it is safe to exit. Do not use a match or a lighter even if the power is out. If you are trapped inside the facility, be prepared for possible further explosions. If smoke or fire is present, wedge a piece of cloth along the bottom of the door to keep smoke from coming in; close as many doors as possible between yourself and the fire.

If you are trapped under debris, do not light a match and do not move about or kick up dust. Cover your mouth with a handkerchief or piece of clothing. Tap on a pipe or a wall so that rescuers can locate you. Avoid shouting and only do so as a last resort as shouting may cause you to inhale dangerous amounts of dust.

BOMB THREAT

Bomb threats are usually reported via telephone. If this occurs, stay calm, be courteous and try to obtain as much information as possible. Pay close attention to details and take notes on everything said and heard, including voice characteristics and background noise. Notify staff so that 911 can be called.

Ask the caller these questions:

- When will the bomb explode?
- Where is the bomb?
- What kind of a bomb is it?
- What does the bomb look like?
- Did you place the bomb?
- Why did you place the bomb?
- Who is your target?
- What is your name?
- What is your address?
- What will make the bomb explode?

Suspicious Packages

If you receive a suspicious package, do not open it and notify staff and the Library Director/Manager immediately to ensure that the package is not opened. If you have touched the package, wash your hands thoroughly with soap and water. Do not shake, handle, purposely smell, or taste the package.

Some traits of suspicious packages:

- Excessive postage.
- No return address or unusual return address. Postmark may not match the return address.
- Almond smell or other suspicious odor.
- Unusual writing style such as rub on block letters or cut-and-paste letters.
- Misspelled common words.

- Package is lopsided or unusually thick or heavy for its size.
- Protruding wires.
- Oily outer wrappings.
- Indication of a powdery substance.

MEDICAL EMERGENCIES

Stay calm and call 911 immediately if the victim needs assistance due to an injury, immediate danger, or medical emergency. As well, you should request an ambulance if the victim has trouble breathing or is breathing in a strange way; has pressure or pain in the chest or abdomen; is bleeding severely; has slurred speech; appears to have been poisoned; has injuries to the head, neck, or back; or has possible broken bones. If possible, be near the individual as you are calling 911 and be prepared to provide vital following information to the dispatcher such as the age and gender of the victim (if you are unsure of the age, estimate), the nature of the emergency and whether or not the victim is conscious and breathing, and events leading up to the emergency.

If you are trained in first aid and if you are comfortable, you may provide care per your level of training until emergency responders arrive. Keep the victim as calm and as comfortable as possible. A First Aid kit should be used if need be and precautions should be taken to minimize exposure to blood and other bodily fluids. The First Aid kit of the main branch is located above the sink in the break room. The First Aid kit of Del Norte Reads is located in the staff desk. The First Aid kit of the Smith River branch is located in the staff desk. Stay with the victim until Emergency Responders arrive.

ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a populated area. If you observe suspicious activity or behavior, immediately inform the Library Director/Manager and the rest of the staff on duty. Get in the habit of doing this so that everyone will be aware of the situation as prepared as possible for potential danger.

If you hear or become aware of gunshots, take the following steps:

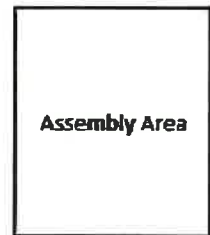
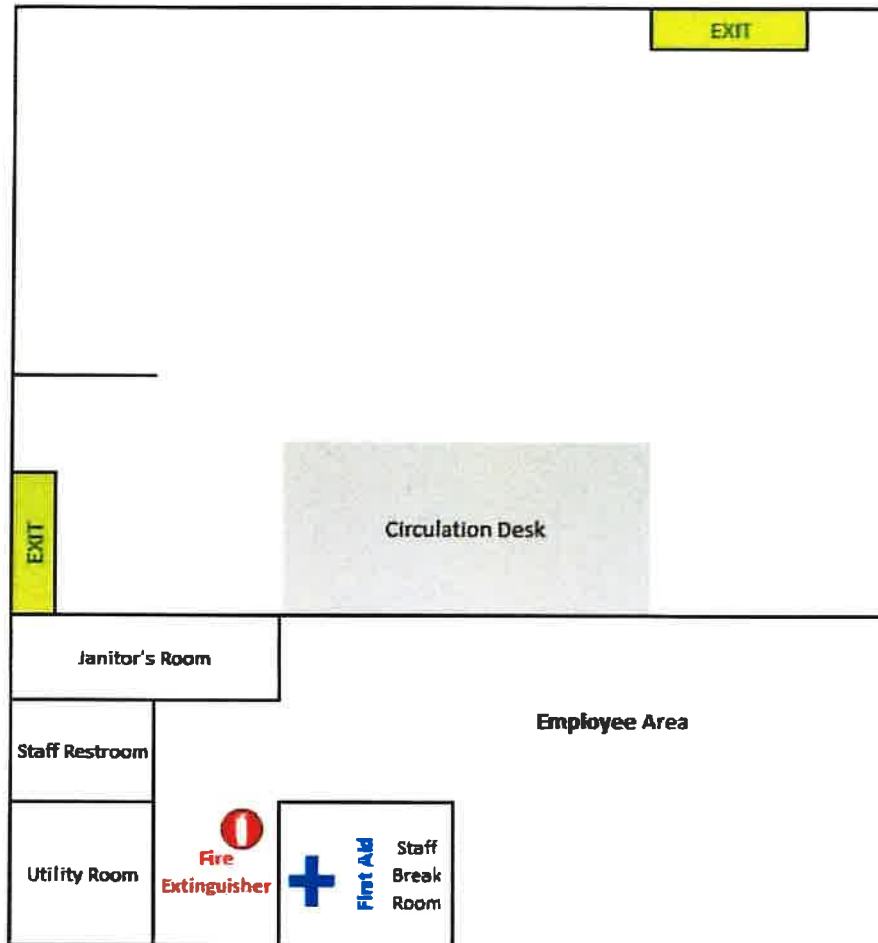
RUN. Getting away from the shooter(s) is your top priority. Leave your possessions behind and run away. If safe to do so, warn others nearby. Call 911 as soon as it is safe to do so. Do your best to describe the shooter(s), their locations, and weapons.

HIDE. If you are not able to escape safely, find a place to hide. Get out of the shooters view and stay very quiet. Silence your electronic devices and make sure they will not vibrate. Lock and block doors, close blinds, and turn off the lights. Do not hide in groups—spread out along walls or hide separately to make it more difficult for the shooter. Try to communicate with police silently - such as by putting a sign in an exterior window. Stay in place until law enforcement gives you notice that all danger is clear.

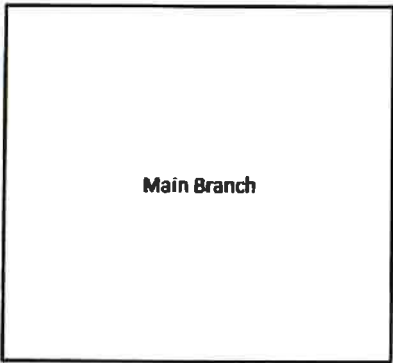
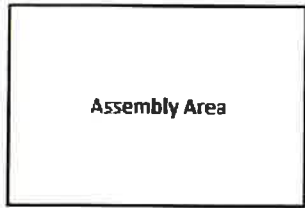
FIGHT. Your last resort is to defend yourself. Be intentional and fight as aggressively as you can in order to stop the shooter. Ambushing the shooter as a team with makeshift weapons such as chairs, fire extinguishers, scissors, and heavy books can distract and potentially disarm the shooter.

FACILITY MAPS

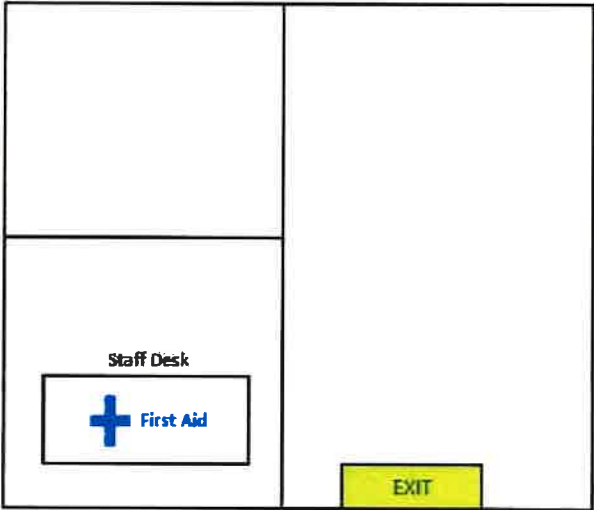
MAIN BRANCH



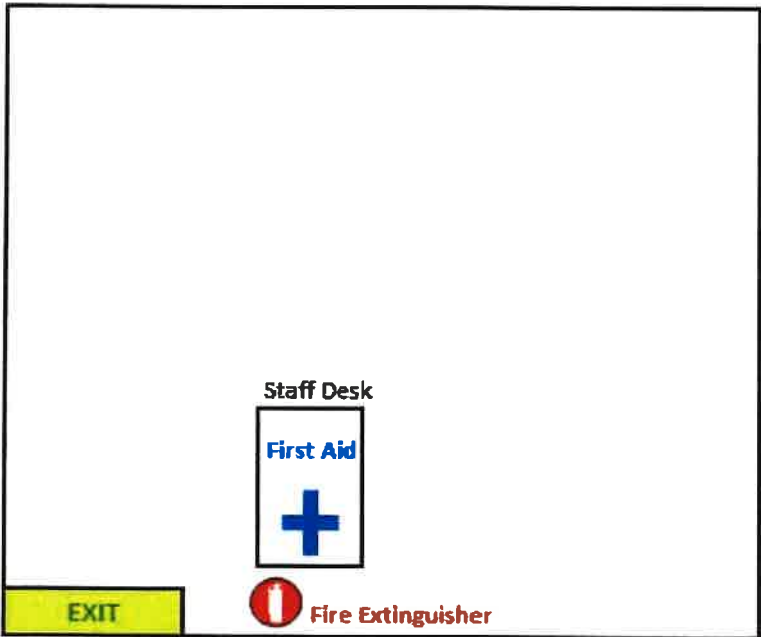
DEL NORTE READS



DEL NORTE READS



SMITH RIVER BRANCH



SECTION 4 – WORKPLACE SAFETY

SAFETY

You are expected to conduct all tasks in a safe and efficient manner to guard the safety of yourself, your fellow employees, and the public. Teamwork is the best approach to achieving safety at the Library. Your recommendations to improve safety practices are valuable and will be given thorough and genuine consideration by the Library. Although most safety directives are consistent throughout each department, you have the responsibility to identify and be familiar with the specific emergency plans for your role and working area.

Some Safety Specifics:

- In effort to ensure your safety as efficiently as possible, the Del Norte County Library District requires a minimum of two (2) employees be present inside the Library branch facility at all times during open hours.
- While we do allow employees to bring personal cell phones and other personal devices to work, we strictly prohibit the use of using your personal cell phone to call and/or text patrons even if your phone number is blocked. Use of Library phones, Library email, and postal mail containing the Library address are appropriate ways to facilitate contact with patrons. Use of personal cell phones with vendors and/or outside agencies may only be permitted via authorization from the Library Director/Manager.
- Getting into vehicles with patrons and going into patron's homes is prohibited. If there is a situation in which you feel an exception should be made, please see the Library Director/Manager.
- In the event of evacuation, a person count will take place to ensure that everyone has left the building; for this reason, it is important that you inform the Library Director/Manager or another staff member before taking any offsite breaks and before leaving your shift.
- When employees are out, regardless of the reason, the Library is obligated to keep their information confidential. Therefore, when taking phone calls from the public or requests to speak to employees who are out, you will state that such employee is "unavailable" as opposed to "out," "sick," "on vacation," or any other specific confidential information.

SAFETY REPORTING

All incidents, near-misses and injuries must be reported to the Library Director/Manager within twenty-four (24) hours via email, orally, or phone along with a Special Incident Report submitted to the Library Director/Manager within forty-eight (48) hours. The incident reporting process will determine what follow-up is required, if any. The employee should not have to make a guess as to whether the issue or incident is worthy of an incident report. When in doubt, file an incident report. All incident reports must be taken seriously and there will not be any negative action taken against the employee for filing the incident report. Following the report, there may be an interview to ensure all facts have been collected. The incident reporting follow-up process should include an investigation of the incident,

SECTION 5 – EMPLOYEE EXPECTATIONS

WORK HOURS

Your work hours and schedule shall be determined by the Library Director/Manager or designee to ensure the Library is always properly staffed and that operations are adequately covered. Your work hours will be calculated via a weekly basis and unless authorized by the Library Director/Manager, you are not permitted to work in excess of the amount of your weekly authorized amount of hours. Do not start work early, finish work late, do not work during your meal breaks, and do not perform any other extra or overtime work unless you are authorized to do so. All work you perform shall be reported on your timecard within the week worked. **As a paid employee, you are not permitted to work "off the clock" as this may result in a distortion in the amount of performance expected from the Library budget.** Incorrectly reported hours worked will be subject to disciplinary action.

ATTENDANCE

Library employees should abide by their schedules authorized by the Library Director/Manager. All employees are to be at their workstations and ready to begin work by their scheduled start time. If, for any reason, you are unable to report for work on time, you must notify the Library Director/Manager directly and as soon as possible; if you are unable to report for work at all and require a replacement, you must notify the Library Director/Manager directly and as soon as possible. You are expected to be engaged in work activities until the end of your shift. Except for occasional **unexpected** sick leave, all time off requests must be submitted at least two (2) weeks in advance in writing to the Library Director/Manager. Repeated unexcused tardiness or absences may result in disciplinary action. Three (3) days of unauthorized absence will be deemed to be a voluntary resignation without giving proper notice.

MEAL AND REST BREAKS

In compliance with California Wage and Labor Code, Library employees must take a thirty (30) minute lunch or meal break if they work 5 hours in a day. However, if the employee is working no more than six (6) hours in a day, the employee may waive their meal break. Employees are entitled to a fifteen (15) minutes rest period every four (4) hours. Paid rest breaks may not be combined with the unpaid meal break. Please take your breaks during a time that will not negatively affect Library operations; if this is not feasible, please consult with the Library Director/Manager as soon as possible so that staff can prepare for your absence.

PERSONAL APPEARANCE

The Library expects you to exercise appropriate judgement about your personal appearance, dress, hygiene, and grooming to be most effective in the performance of your duties. This good judgement includes time away from the Library when you are representing the Library. All Library employees and officers must be clean and well-groomed and clothing must project professionalism and be clean and in reasonable shape with no noticeable tears or stains. Employees may not wear clothing with crude language or inappropriate images/logos. Employees are asked to refrain from

wearing scents that constitute a nuisance to others. If management determines your personal appearance may present a conflict, you will be asked to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, or other reasonable means to resolve the conflict. The Library reserves the right to send you home if you are in violation of this policy in order to correct the violation. Factors that will be considered to determine if your appearance requires modification include:

- Your safety, the safety of others, and/or damage to property.
- Productivity and/or performance expectations.
- Offensiveness to others based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
- Corporate or societal norms.
- Patron complaints.

If you are sent home with a request to modify your appearance, you will not be paid for your time away from the Library.

WORK SPACE AND FACILITY TIDINESS

A clean and tidy work environment provides employees with a sense of health and well-being. While it may be tempting to put off the attendance to your work space, doing so puts others at risk of suffering an injury or illness and may even impact performance levels and Library operations. As well, guests will periodically tour the Library working areas and it is important we maintain a professional appearance.

Individual employee work spaces and circulation desks should be kept clean and reasonably tidy with no heavy items on overhead shelves. Please remember to close any windows and blinds near your work space before leaving your shift.

TELEWORK

The Library considers teleworking as an option that, when used appropriately, benefits both the Library and the employee. Teleworking is especially beneficial during declared global or local emergencies and individual personal circumstances in which an employee may need to physically relocate or physically distance for the protection of the community and the Library.

Teleworking is defined as allowing employees, during their scheduled work hours, to fulfill their job responsibilities at a different location other than their primary work location. For the purposes of this policy, teleworking is a voluntary work arrangement and not an entitlement. Teleworking does not change an employee's wages, job responsibilities, benefits, or any other basic terms and conditions of employment with the Library.

Guidelines and Conditions for Telework

- a. Teleworking is a voluntary arrangement between the employee and the Library Director/Manager. It is not an entitlement or employee right and is dependent on various factors such as operational needs of the Library, the employee's need for training/supervision, and the portability of the location in which the employee would conduct their telework. At any time, the employee may request the teleworking arrangement be discontinued. As well, the Library Director/Manager may terminate the arrangement at any time, in consideration with the needs of the Library.
- b. Hours and work assignments must be pre-established and put into writing in consultation between the employee and the Library Director/Manager. Any modifications to the arrangement over time, must also be established in writing.
- c. Teleworking is not to be a substitute for childcare or elder care. The employee must make arrangements for dependent care in the same fashion as would be made if working onsite. The employee must also minimize any personal disruptions, such as personal telephone calls and visitors. During teleworking hours, the employee will only engage in their Library business assigned tasks.
- d. If necessary, the Library Director/Manager may require employees that telework to briefly report to the facility, even when it is a scheduled teleworking day. Although rare, it is understood that emergent situations may necessitate this.
- e. Employees who telework remain obligated to the policies and procedures of the Employee Handbook and all other Library directives unless specified differently in this policy.
- f. The employee's wages, job responsibilities, benefits, and terms of employment remain unchanged by the employee's teleworking agreement.
- g. The teleworking employee will keep the Library Director/Manager informed, on a daily basis, of their work progress.
- h. Any travel between home and worksites will not be considered for mileage reimbursement.
- i. As indicated in the Employee Handbook, the employee must take reasonable precautions in order to prevent any unauthorized use or disclosure of confidential information. Employees who use cell phones, cordless phones, fax communications or email sent over the Internet - whether via a personal device or a device of Library property - should be aware that such forms of communication are subject to seizure.

Equipment and Supplies for Telework

- a. The Library will not reimburse the employee for ISP provider services, electricity/utility costs, phone service, furniture, or any other costs associated with teleworking; these all remain the responsibility of the employee.
- b. If chromebooks or other devices are available, the Library Director/Manager may authorize the employee to borrow such devices in order to assist with their teleworking duties. Other office supplies and equipment may be loaned to the employee at the discretion of the Library Director/Manager and if available.
- c. Any loss or damage of Library-issued materials may result in disciplinary action and/or termination of the teleworking arrangement. The employee may be required to reimburse the Library for the cost.

Insurance for Telework

Workers' Compensation coverage for job-related accidents remains the Library's responsibility during the employee's teleworking hours and while off premises if traveling for Library business. In the event of a work-related accident or injury, the employee must contact the Library Director/Manager as soon as circumstances permit. A designated Special Incident Report must be completed and submitted within 48 hours. The Library may investigate circumstances of the employee's workers' compensation claim(s). If the teleworking employee is working from their personal residence, the employee will remain liable for all accidents or injuries of their household members that are unrelated to the employee's work.

PROFESSIONALISM OUTSIDE THE LIBRARY

Remember that you represent the Del Norte County Library District. This means that when you attend Library sponsored functions and events, you are a snapshot of the Library to everyone who observes you. It is imperative you conduct yourself ethically and professionally in order to preserve the integrity of the Library.

CONFIDENTIALITY

As a Library employee, you may become aware of confidential information on patrons, Library business affairs, employee compensation, community partnerships, business opportunities, as well as other information unique to the Library. All Library employees must take reasonable precautions in order to prevent any unauthorized use or disclosure of such confidential information. As well, all confidential information in your possession or control must be immediately returned to the Library at the end of your employment. If you are ever unsure of your obligations under this policy, it is your responsibility to consult with your supervisor for clarification.

Employees who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of communication are subject to seizure and these methods of communication should not be used for confidential or sensitive information unless appropriate encryption measures are implemented.

CONFLICT OF INTEREST

You may not use the Library's time, resources, or equipment for your personal benefit however when not acting in your capacity as an employee, you are entitled the same privileges and responsibilities as a member of the public. You must manage your affairs in a manner that will avoid any real or perceived conflict of interest involving the Library. In particular, this means that you may not compete against the Library, divert business from the Library, accept cash gifts from patrons or vendors, or accept payment for speaking or writing on behalf of the Library.

The Library will provide you with the essential resources and equipment necessary to do your job. Any materials removed from the workplace will be subject to inspection without advance notice. Do not

SECTION 6 – COMPENSATION

TRACKING YOUR TIME

Time Cards are to be completed via the Library's approved timekeeping system and procedure. Non-exempt employees are required to make every effort to clock in and out as they begin and end work. Benefit time such as sick hours should be specifically noted for the days on which they occur. Failure to clock in and out correctly may result in loss of pay for unverifiable work and repeated failure to use the timekeeping system correctly may result in disciplinary action, up to and including termination. Purposeful falsification of a timecard is a fraudulent act for which an employee may be prosecuted. Furthermore, it is a serious violation for any supervisor or Director/Manager to instruct another employee to falsely report their hours worked.

PAYROLL

Library employees are paid once per month. Official payday will normally be on the (fifth) 5th of the month unless the 5th falls on a Saturday or Sunday, in which case payday will fall on the following work day. Please review your pay stub to ensure accuracy and if you discover a discrepancy, notify your supervisor immediately so that the best effort can be made to remedy the error. The Library is not able to provide advances to your regularly scheduled pay. **Upon termination of your employment, your final check will be processed with the normal payroll schedule as indicated above.**

OVERTIME

There may be times when you are asked to adjust your normal work schedule and work more than your authorized amount of weekly hours; only the Library Director/Manager and/or your supervisor are authorized to make such a request. If this occurs, you may be asked to decrease your hours the following week in order to ensure bookkeeping accuracy. Be sure to communicate with your supervisor on how you plan to modify your hours so that Library operations are not affected.

EMPLOYEE TRAVEL

Employee travel may only occur under the authorization of the Library Director/Manager. Employee travel involving the use of a private vehicle to perform Library business requires proof of personal insurance and a valid California driver's license before the trip is taken.

Library employees will be reimbursed for mileage incurred for Library business use of their privately owned vehicles based upon the per mile rate established by the Internal Revenue Service each year. Mileage reimbursement is determined from the point of a Library branch to the point of destination (which may or may not be another Library branch) and return to the original Library branch.

If a significant personal deviation is taken between the point of origin and destination, then the personal mileage portion will not be reimbursed.

DEL NORTE COUNTY LIBRARY DISTRICT PATRON CODE OF CONDUCT POLICY

Welcome to the Del Norte County Library. We want to provide you with a safe and enjoyable library experience. We ask that you conduct yourself accordingly with this DNCLD Patron Code of Conduct Policy while on our property.

The Library does not permit any activity that unreasonably interferes with the use and enjoyment of others or the operation of the library, including but not limited to:

- Use of hostile or aggressive language or gestures.
- Use of the Library while under the influence of any controlled substance or intoxicant.
- Loud talking or boisterous physical behavior.
- Using electronic devices in a manner that is disruptive to others.
- Wearing insufficient clothing (e.g. no top, no bottom, no shoes).
- Body hygiene or scent so offensive as to constitute a nuisance to others.
- Interfering with the free passage of staff or patrons in or on Library premises.
- Bringing animals/pets other than service animals into the Library. If a service animal shows any signs of aggression, you will be asked to leave immediately.
- Consuming food or drink in the Library.
- Violating the rules for acceptable use of the internet and/or Library public computers.

Using Library materials, equipment, fixtures, furniture, buildings, or grounds in any manner that:

- Is inconsistent with normal Library uses (e.g. bathing, shaving, grooming, washing clothes).
- Can be expected to damage Library property or the property of others.
- Is likely to cause personal injury to one's self or others.

Any observable behavior that is prohibited by law, including but not limited to:

- Smoking, including use of inhalant delivery systems, is not permitted inside any section of Library facilities.
- Smoking is not permitted within 25 feet of an entrance or exit.
- Drugs, any activity that uses open flames including candles and the use of tobacco products are prohibited anywhere in the Library.
- Sexual conduct, misconduct, or harassment (e.g. exposure, offensive touching, sexual acts).
- Viewing or printing illegal materials (e.g. child pornography).
- Selling or using alcohol or drugs.
- Threatening or harassing behavior (e.g. fighting or threatening to fight, brandishing a weapon, walking, verbally threatening to harm others).
- Unapproved entry in non-public areas.
- Theft of Library materials or items belonging to staff and/or other Library users.
- Unlawful possession of weapons.

Behavior that is prohibited by law or the DNCLD Patron Code of Conduct may result in the following consequences:

- Request to change the behavior or leave the Library.
- Suspension of Library privileges. (Continued violations will result in being banned from Library premises.)
- Intervention of law enforcement.

The Library Director/Manager or designated staff may instruct law enforcement to trespass offenders from Library property for repeated or serious offenses.

Appeal Process: Evictions may be appealed in writing to the Library Director/Manager; you will receive a response to your appeal within 7-14 business days. If the Library Director/Manager denies your appeal, one additional appeal may be submitted in writing to the Board of Directors, who will review your appeal at the next scheduled regular board meeting; you will receive a response to your appeal within 7-14 business days.