

Exhibit "A"

BY-LAWS OF THE CHETCO COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES

Draft of 7/17/75  
Adopted 8/4/75

Name: The name of this board shall be the Board of Trustees of the Chetco Community Public Library.

Purpose: The Board of Trustees shall govern the Chetco Community Public Library, the City Library of Brookings, Oregon, not inconsistent with Oregon library law, O.R.S. chapter 357.

Members: There shall be 5 members of the Board of Trustees. The Librarian is an ex-officio member of the Board without vote.

They shall be appointed by the Mayor of the City of Brookings with confirmation of the City Council. The Board of Trustees shall suggest names of candidates for the Mayor's consideration when making appointments.

The term of office shall be four years, or any term specified by Oregon law.

Unexpired terms shall be filled according to State law.

No member shall serve more than two full consecutive terms.

Meetings: The regular monthly meeting of the Board of Trustees shall be held on the first Tuesday of each month at 7:30 p.m. at the Library.

The annual meeting shall be held at the time of the regular meeting for the month of January at the usual place.

<sup>July</sup> Special meetings may be called by the Chairman, or upon the request of three members for the transaction of business stated in the call for the meeting. The Secretary shall notify Board members of special meetings.

In the event the meeting falls on a holiday, the Board shall select a suitable date for the meeting.

Any member missing three consecutive meetings without notifying the Chairman and giving reasonable excuse shall be replaced under the procedures outlined above.

In case of a long and continued absence of a member from Board meetings, due to unavoidable circumstances, the Chairman of the Board shall appoint a substitute who shall attend meetings and assume the voting powers and other duties of said member, until such time as the absent member may regularly attend meetings. Substitute Board members shall be persons with an active past or present interest in Library affairs (e.g., former librarians, board members, or Friends of the Library members). The substitute Board member shall be eligible to attend no more than three consecutive meetings. At the end of these three meetings, if the original Board member is unable to resume his/her active part on the Board, he/she shall be required to resign and the Mayor shall be asked to appoint a replacement.

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Officers and duties: The officers of the Board shall be chosen at the regular annual meeting of the Board, and shall be as follows: Chairman, Vice-chairman, Secretary, and Treasurer. An office (on the Board) shall not be held for more than two consecutive terms by the same individual (two, one-year terms). The Chairman of the Board shall preside at all meetings, appoint all committees, certify all bills approved by the Board, authorize any calls for special meetings, and generally perform the duties of a presiding officer.

In the absence of the Chairman, the Vice-chairman shall assume the duties of the Chairman and preside in his/her place.

The Secretary of the Board shall keep a true and accurate account of all proceedings of the Board meetings and shall mail the minutes of the Board meeting within one week following the meeting to all Board members; shall notify members of all regular meetings, and on authorization of the Chairman, of all special meetings; shall have custody of the minutes and other records of the Board; shall notify the appointing body of any vacancies on the Board.

The Treasurer shall have charge of the special library funds and income outside the appropriations in charge of the City Clerk and Recorder; shall sign checks on the account on the authorization of the Board; and shall report each meeting on the state of the funds.

Librarian: The Librarian shall be appointed by the Board of Trustees and shall serve as the secretary of the Board and shall have sole charge of the administration of the Library under the policy direction and review of the Board of Trustees.

The Librarian shall be held responsible for the supervision of the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget.

The Librarian shall attend all Board meetings except those at which his/her appointment or salary is to be discussed or decided.

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

Quorum: A quorum for the transaction of business shall consist of three members of the Board of Trustees, excluding the Librarian.

Order of Business: The order of business at the regular meetings shall be as follows: Call to order, approval of minutes, approval of treasurer's report, report of the Librarian, report of committees, communications, unfinished business, new business, approval of bills, and adjournment.

Amendments: Amendments to these bylaws may be introduced at any regular meeting of the Board with a quorum present; and adopted at the next regular meeting of the Board with a quorum present, but a unanimous vote of the members present, provided the amendment was stated in the call for the meeting.

POLICIES  
of the  
CHETCO COMMUNITY PUBLIC LIBRARY  
Board of Trustees

Adopted: August 4, 1975

I. OBJECTIVES OF THE LIBRARY:

To assemble, preserve and administer, in organized collections, books and related educational and recreational material in order to promote an enlightened citizenship and enriched personal lives.

To serve the community as a center of reliable information.

To support educational, civic, and cultural activities of groups and organizations within the limitations of the Library's facilities.

To provide opportunity and encouragement for children, young people, men, and women to educate themselves continuously.

To serve all residents of the community. Service will not be denied because of religious, racial, social, economic, or political status.

To provide guidance and assistance for people to obtain the information they seek.

To accept responsibility for securing information beyond its own resources by borrowing for patrons materials which are not owned by the Library and which cannot be purchased, or materials for which the demand does not justify purchase.

To maintain a balance in its services to men, women, young people, and children. The Library will cooperate with, but cannot perform the functions of school or other institutional libraries which are designed to meet curricular needs. The Library has materials for self study, but is not primarily designed to furnish reading required for academic study.

II. HOURS OF SERVICE:

The Library will be open the following hours:

1:00 - 8:00 p.m. on Monday through Thursday  
noon - 5:00 p.m. on Friday  
1:00 - 5:00 p.m. on Saturday

The Library will follow the City and County holiday schedules in regard to its holiday closures. However, the Library will close at 5:00 p.m. on Christmas and New Year's Eves and remain open the Friday and Saturday after Thanksgiving. The present City holidays are:

New Year's Day	Labor Day
Lincoln's Birthday (1st Mon., Feb.)	Veteran's Day (check with City each year)
Washington's " (3rd Mon., Feb.)	Thanksgiving Day
Memorial Day (Last Mon., May)	Christmas Day
July 4th	

If the holiday should be on a Sunday, the City offices are closed the following Monday.

### III. BORROWERS:

The following guidelines are appropriate inasmuch as the Chetco Community Public Library is funded by County and City funds. When they are met, the new patron will be asked to fill out the registration card, giving his local address, telephone number, and a local reference. A Library Card will then be issued to the new patron with his name and address and the date of expiration shown.

- A. Resident adult borrowers: A card is issued when proof of residency in the Brookings-Harbor (or Curry County) is furnished. Proof shall be in the form of a current Oregon driver's license showing the local address, a rent receipt or utility deposit receipt, a utility bill addressed to the patron, or a personalized check showing a local address. The Library will not consider food stamp identification cards to be sufficient proof of residency.
- B. Students: Current student body cards are acceptable as proof of residence, and a card is issued to the student if he is over 14 years of age. A student under 14 must also have his parent's signature on his registration card.
- C. Non-resident borrowers (Del Norte County residents): A Library card will be issued to persons not residing in Curry County upon the receipt of a \$5.00 per family non-resident fee with the completion of a regular application card.  
The \$5.00 fee will be retained and placed in the Trustee's Fund. It will not be refunded.  
The non-resident fee shall be renewed on the anniversary of the patron's initial registration.
- D. Temporary resident borrowers: The Library will issue Temporary Library cards to visitors in the area upon the receipt of a \$10.00 deposit with the completion of the regular application card. This category includes newcomers to the area who cannot yet furnish proof of residency.  
The \$10.00 deposit will be placed in the Trustee's Fund.  
In order to qualify for a refund of his temporary deposit, the patron must return all library materials, provide the Library with a forwarding address, and return his Library card with the deposit receipt.  
A \$10.00 check will be mailed to the patron at his forwarding address at the next Library Board of Trustees meeting following the return of the visitor's library card.

### IV. FINES AND OVERDUES:

- A. Fines for overdue books will be calculated at 2¢ per Library day up to the purchase price of the book.
1. Lost or destroyed books will be paid for in full at the suggested retail price. Destroyed books will be given to the offender upon receipt of the fine.
  2. If a lost book is recovered at a later date, a refund will be issued to the patron, such refund to be made from fine monies.

IV. FINES AND OVERDUES (cont.):

A. Fines (cont.):

3. Damaged books will be assessed by the Librarian who will set the fine in accordance with the amount of work and materials involved to repair the damages.

B. Habitual maltreatment of books will cause the patron to lose his/her Library privileges.

C. A patron having overdue books shall be notified about their being overdue three times before his/her Library privileges are withdrawn. Such notification shall be as follows:

1. The patron will be called or notified by post card two times that he has overdue material which should be returned. Such notification shall be after the material is overdue one week; or in the case of interlibrary loans and reserved materials, the notification will be immediately.

The second notification shall be two weeks following the first notice to the patron that Library materials are overdue.

2. Two weeks following the second notification to the patron about his overdue materials, a letter shall be mailed to the patron as follows:

"The Library's policy of service to our patrons is seriously handicapped when its materials are kept beyond a reasonable time.

We ask that you return the items shown at the bottom of this letter.

The Library Board has adopted a policy stating, "No materials will be allowed patrons with overdue items until all are returned or accounted for."--- February 1, 1971.

In order that you might continue to use the Library, we ask that you give your attention to clearing up this matter as soon as possible. A book drop is available for your use if we are not open when you return the books, magazines, or pamphlets. If you have records, please return them when we are open, as they will not fit into the drop.

We hope you realize that our primary interest is in assuring your continued use of the Library. Next to that, we would far rather recover the overdue book itself instead of any fines which may have accumulated against it.

Sincerely,

Librarian

Author

Title

Date Due

Cost

3. The patron's Library privileges will then be withdrawn, and he/she may not check material out until overdue items are returned or accounted for.

V. PURCHASE OF BOOKS FOR PRIVATE INDIVIDUALS:

It will be the Library policy not to purchase books for people other than staff members. The Library will provide purchase information (author, title, publisher's address, and cost) to patrons but cannot do the actual purchasing of materials.

VI. LIBRARY EMPLOYEES:

- A. Probation: New employees will be on a probationary status for six months after they are hired.

Following the satisfactory completion of a probationary period, employment should carry with it the assurance of continuous and permanent tenure as long as the employee performs his duties competently and in accordance with the aims and objectives of the Board of Trustees.

B. Librarian:

1. Job Description: The Librarian shall be appointed by the Board of Trustees and shall serve as the secretary of the Board and shall have sole charge of the administration of the Library under the policy direction and review of the Board of Trustees.

The Librarian shall be held responsible for the supervision and care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget.

Subject to policy guidance by the Board of Trustees, the Librarian plans, organizes, and directs the activities of the Library. He/she selects, orders, and classifies all library materials; conducts a publicity program for the Library, including writing all news releases; prepares the budget for examination and adoption by the Board; and is responsible for receipts, preparing voucher sheets for bills, and recording all Library expenditures.

2. Hours: The head Librarian shall work 40 hours per week.
3. Vacation: The Librarian shall have two calendar weeks paid vacation per year after one year's service to the Library. After five years' service, vacation time shall be three weeks, or according to established City regulations. Vacation time may be taken consecutively or day-by-day.

C. Assistant Librarians:

1. Job Description: Assistant Librarian(s) shall perform such duties assigned to them by the Librarian in order to accomplish the activities of the Library. They shall be sufficiently trained in order to supervise the activities of the Library in the absence of the Librarian.

2. Hours: The hours worked by Assistant Librarians will be arranged by the Librarian within the budgetary limitations of the Library's Budget.

VI. LIBRARY EMPLOYEES (cont.):

C. Assistant Librarians (cont.):

3. Vacation: Assistant Librarians shall be allowed one calendar week's paid vacation per year after one year's service to the Library. They shall be paid for what they would normally earn in a calendar week's working schedule.

D. Clerks:

1. Job Description: Clerks shall perform such duties assigned to them by the Librarian in order to accomplish the activities of the Library. They shall be responsible for the preparation of new materials for the Library's collection and for the maintaining of the collection in good order.
2. Hours: The hours worked by Clerks will be arranged by the Librarian within the budgetary limitations of the Library's budget.
3. Vacation: Clerks shall be allowed one calendar week's paid vacation per year after one year's service to the Library. They shall be paid for what they would normally earn in a calendar week's working schedule.

E. Building and Grounds Maintenance Personnel:

1. The Librarian shall contract, within the budgetary limitations of the Library budget, for the janitorial care of the building and for the maintenance of the Library's grounds.
2. Such personnel shall not be eligible for vacation and other benefits as their work is on a contractual basis.

F. Fringe Benefits:

1. Retirement: Regulations governing the participation of City employees in the retirement program selected by the City shall apply to all Library employees.
2. Accident Insurance: All Library employees are covered by the State Accident Insurance Fund for accidents occurring on the job.
3. Sick Leave: Only full-time (40 hours per week) employees shall be allowed sick leave, at the rate of one day per month, or twelve days per year. Sick leave may not be cumulated; however extension of sick leave may be granted by the Board.

Employees may use sick leave for absence due to personal illness, injury, exposure to contagious disease which could be communicated to other employees, and to the sudden and severe illnesses of a member of the immediate family. Medical and dental appointments of employees will not be counted as sick leave; however those appointments requiring the employee's attendance on family members shall be considered as sick leave.

VI. LIBRARY EMPLOYEES (cont.):

F. Fringe Benefits (cont.):

4. Purchase of books with the Library's discount: Staff members will be allowed to purchase books for their private use through the Library, thus allowing them to take advantage of the Library's discount.
5. Other benefits: The Board shall make every possible effort to secure benefits for eligible Library employees which are given to all other employees of the City of Brookings.

G. Staff Development: The Library Board will plan and budget for one professional trip per year for the Librarian who may choose to attend library conferences, workshops and/or professional meetings. Expenses such as mileage, registration, room and board, and substitute librarian's salary (if needed) will be provided.

VII. DISPLAYS AND EXHIBITS:

- A. It is the policy of the Library not to advertise commercial endeavors unless the project is specifically related to the goals of the Library.
- B. The Library will try to protect materials displayed but cannot be responsible for loss or damage to such material.
- C. Individual exhibitors shall be responsible for the mounting and dismantling of all displays and exhibits placed in the Library. Arrangements for the mounting and dismantling of displays are to be made in advance. Dismantling shall include the removal of any and all nails, hooks, hangers, holders, or other apparatus used in mounting the display.
- D. The locked glass case may have Library books on subjects relating to the display incorporated in each display. Use of this space is granted any group or individual whose purpose for the display promotes the welfare or educational enlightenment of the community. Reservations for this space are kept on the display calendar. Use of space is granted by the Librarian or the Assistant Librarian in charge of displays.

RESOLUTION NO. 184

WHEREAS, the revised State Statutes declare

357.490 In the ordinance or resolution establishing the library, the governing body shall determine the library board's responsibility for:

- (1) Appointment of the librarian and staff, fixing their compensation, determining their working conditions and prescribing their duties.
- (2) Formulating rules and policies for the governance of the library.
- (3) Preparing and submitting an annual budget request.
- (4) Approving, or delegating to the librarian the responsibility for approving, all expenditures from the library fund or the public library building fund.
- (5) Acceptance, use or expenditure of any real or personal property or funds donated to the library, or purchase, control or disposal of real and personal property necessary for the purposes of the library, except that each donation shall be administered in accordance with its terms, and all property or funds shall be held in the name of the governing body.
- (6) Selection of sites for public library building or for location of library facilities.
- (7) Entering into contracts.
- (8) Such other activities as the governing body may assign.

THEREFORE, BE IT RESOLVED by the Council of the City of Brookings, Oregon, in regular session this 12th day of November, 1975, that the Bylaws of the Board of Trustees of the Chetco Community Public Library, marked Exhibit "A" attached hereto and by reference incorporated herein, be adopted.

Robert F. Kess  
Mayor

ATTEST:

Marjorie B. Mc Kernan  
Recorder-Treasurer