



**Lincoln County Library District Board
Regular Meeting
Tuesday, June 9, 2020
12:00 p.m.
Online**

Budget Hearing Agenda	
Call to order Budget Hearing per ORS 294.438 & 294.453	President
Call the Roll & Establish a Quorum	Secretary to the Board (Director)
Questions and Public Comments	Public
Close Budget Hearing	President

Agenda		
Call Regular Meeting to Order		President
Approval of the Agenda		President
Topic	Lead	Purpose Outcome
Minutes Board Meeting and Budget Committee Meeting May 12, 2020	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Strategic Planning	Director	Discussion
New Business		
Resolution No. 2020-6.1 Resolution for Adopting the FY 2020-2021 Budget, Making Appropriations, Imposing the Tax and Categorizing the Tax per ORS 294.456	Director	Approval

Board Calendar 2020-2021		Approval
Good of the Order		Information
Next District Board Meeting July 7, 2020, noon LCLD Administrative Office OR Online		Information
Adjourn	President	Motion

RESOURCES

General Fund

(Fund)

Lincoln County Library District

(Name of Municipal Corporation)

Historical Data				RESOURCE DESCRIPTION	2020-2021			
Actual			Adopted Budget This Year Year 2019 - 2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2017-2018	2018-2019							
1	\$ 191,025	\$ 202,543	\$ 161,320	1 Available cash on hand* (cash basis) or	\$ 200,000	\$ 200,000	1	
2				2 Net working capital (accrual basis)			2	
3		\$ 44,924	\$ 40,000	3 Previously levied taxes estimated to be received	\$ 40,000	\$ 40,000	3	
4	\$ 33	\$ 981	\$ 100	4 Interest	\$ 1,000	\$ 1,000	4	
5				5 Transferred IN, from other funds			5	
6				6 OTHER RESOURCES			6	
7	\$ 4,223	\$ 4,236	\$ 4,300	7 Ready to Read Grant	\$ 4,400	\$ 4,400	7	
8	\$ 58,470	\$ 16,511	\$ 10,000	8 State Forestry	\$ 10,000	\$ 10,000	8	
9		\$ 23,052	\$ 15,000	9 Lincoln County Law Library	\$ 13,000	\$ 13,000	9	
10	\$ 20,390	\$ 22,253	\$ 25,000	10 Chinook Library Network Payments	\$ 22,000	\$ 22,000	10	
11	-	-	-	11 Dolly Parton Imagination Library	\$ -		11	
12		\$ 2,159	-	12 TBCC Courier Fund	\$ -		12	
13	\$ 5,325	\$ 8,039	\$ 1,000	13 Miscellaneous	\$ 4,000	\$ 4,000	13	
14	-	-	\$ 7,000	14 Siletz-Carryover			14	
15	-		\$ 10	15 Siletz-Interest	\$ 25	\$ 25	15	
16	\$ 141	\$ 2,163	\$ 500	16 Siletz-Miscellaneous	\$ 500	\$ 500	16	
17		\$ 1,000	\$ 1,000	17 Siletz-City of Siletz	\$ 1,000	\$ 1,000	17	
18				18			18	
19				19			19	
20				20			20	
21				21			21	
22				22			22	
23				23			23	
24				24			24	
25				25			25	
26				26			26	
27				27			27	
28				28			28	
29	\$ 279,607	\$ 327,861	\$ 265,230	29 Total resources, except taxes to be levied	\$ 295,925	\$ 295,925	\$ -	
30			\$ 1,276,772	30 Taxes estimated to be received	\$ 1,308,507	\$ 1,308,507		
31	\$ 1,261,928	\$ 1,308,287		31 Taxes collected in year levied				
32	\$ 1,541,535	\$ 1,636,148	\$ 1,542,002	32 TOTAL RESOURCES	\$ 1,604,432	\$ 1,604,432	\$ -	

150-504-020 (rev 10-16)

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

Lincoln County Library District
(name of Municipal Corporation)

General Fund

Historical Data				REQUIREMENTS FOR: (Name of Org. Unit or Program & Activity)				Budget For Next Year 2020-2021					
Actual		Adopted Budget This Year 2019-2020						Proposed By Budget Officer		Approved By Budget Committee		Adopted By Governing Body	
Second Preceding Year 2017-2018	First Preceding Year 2018-2019												
1				1	PERSONNEL SERVICES							1	
2	\$ 179,341	\$ 196,617	\$ 197,285	2	LCD staff Salaries			\$ 207,113	\$ 207,113			2	
			\$ 61,367	3	Siletz Staff Salaries			\$ 60,585	\$ 60,585			3	
4			\$ 15,000	4	Lincoln County Law Library Staff			\$ 13,000	\$ 13,000			4	
5	\$ 89,073	\$ 91,262		5	Payroll Taxes			\$ 25,000	\$ 25,000			5	
6	\$	\$ 470		6	Payroll Fees			\$ 1,937	\$ 1,937			6	
7	\$ 78,734	\$ 55,242	\$ 104,000	7	Benefits			\$ 29,394	\$ 29,394			7	
8	\$ 347,148	\$ 343,591	\$ 377,652	8	TOTAL PERSONNEL SERVICES			\$ 337,029	\$ 337,029			8	
9	4.65	4.65	4.65	9	Total Full-Time Equivalent (FTE)			4.65				9	
10				10	MATERIALS AND SERVICES							10	
11	\$ 125	\$ 23,045	\$ 29,454	11	Professional Services			\$ 15,000	\$ 15,000			11	
12	\$ 65,514	\$ 39,554	\$ 81,795	12	General Office Expenses			\$ 85,000	\$ 85,000			12	
13	\$ 6,660	\$ 9,893	\$ 15,490	13	Membership/Training/Travel			\$ 15,000	\$ 15,000			13	
14	\$ 6,053	\$ 6,338	\$ 16,600	14	Operating Fees and Insurance			\$ 16,600	\$ 16,600			14	
15	\$ 82,512	\$ 92,193	\$ 86,100	15	Library Development			\$ 90,000	\$ 90,000			15	
16	\$ 830,981	\$ 856,710	\$ 870,261	16	Library Reimbursement			\$ 874,855	\$ 874,855			16	
26				26								26	
27	\$ 991,845	\$ 1,027,733	\$ 1,099,700	27	TOTAL MATERIALS AND SERVICES			\$ 1,096,455	\$ 1,096,455	\$ -		27	
28				28	CAPITAL OUTLAY							28	
29				29	Furniture and Equipment							29	
30			\$ 35,000	30	Van Replacement			\$ 60,000	\$ 60,000			30	
35			\$ 35,000	35	TOTAL CAPITAL OUTLAY			\$ 60,000	\$ 60,000	\$ -		35	
\$	1,338,993	\$ 1,371,324	\$ 1,512,352		TOTAL LIBRARY DISTRICT OPERATIONS			\$ 1,493,484	\$ 1,493,484				
			\$ 29,650		Operating Contingency			\$ 82,754	\$ 82,754				
					Reserved for Future Expenditure								
					Unappropriated Ending Balance			\$ 28,194	\$ 28,194				
			\$ 29,650		TOTAL OTHER REQUIREMENTS			\$ 110,948	\$ 110,948				
	202,542	\$ 264,824			Ending balance (prior years)								
\$	1,541,535	\$ 1,636,148	\$ 1,542,002	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL			\$ 1,604,432	\$ 1,604,432	\$ -		36	

Minutes
Lincoln County Library District
Fiscal Year 2020-2021 Budget Committee Meeting & Public Hearing
May 12, 2020 at 12:00 p.m.
Online

ATTENDANCE—BOARD

Brian Fodness
Emily Portwood
Virginia Tardaewether
Chris Boyle
Marta West

ATTENDANCE – APPOINTED BUDGET COMMITTEE MEMBERS

Shirley Hanes
Jan Hansen
Jim Buisman
Terrel Aldredge

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Board President Brian Fodness called the meeting to order at 12:10 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Roll was called with 9 Budget Committee Members present, thus there was a quorum

WELCOME, GROUNDRULES, HOUSEKEEPING

MaryKay Dahlgreen welcomed everyone and thanked them for their time and service. This is being recorded. She also asked Budget Committee Members to raise their hand when they want to speak and keep themselves muted when they are not talking.

INTRODUCTIONS

Members of the Budget Committee introduced themselves.

ELECTION OF BUDGET COMMITTEE CHAIR

Brian Fodness nominated and Jim Buisman seconded Chris Boyle as Budget Committee Chair. Chris was elected unanimously.

BUDGET PRESENTATION

MaryKay Dahlgreen presented the proposed 2020-2021 budget, explaining each of the lines and then explaining specific areas, as necessary.

PUBLIC COMMENTS

There were no public comments

DISCUSSION, APPROVAL, SET TAX RATE

Jim Buisman moved to accept the budget as presented with the recommendations discussed by the Budget Committee relating to reducing the Library Development line by \$10,000 and increasing the Operating Contingency line by \$10,000 to avoid potential double payment of data bases. Shirley Hanes seconded. There was no discussion and the motion passed unanimously.

Jim Buisman moved to approve the tax rate at the current \$0.2465 per \$1,000 of assessed value. Jan Hansen seconded. There was no discussion and the motion passed unanimously. Jim Buisman moved to approve the local option levy rate of \$0.0900 per \$1,000 of assessed value and Terrell Aldredge seconded. There was no discussion and the motion passed unanimously.

ADJOURNMENT

Chis Boyle, Budget Committee Chair, adjourned the Budget Committee meeting at 1:30 p.m.

Minutes
Lincoln County Library District
Board Meeting
May 12, 2020
After Budget Committee Meeting at Noon
Online

ATTENDANCE—BOARD

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

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Board President Brian Fodness called the meeting to order at 1:42 P.M.

CALL THE ROLL AND ESTABLISH QUORUM

All present, quorum was established.

APPROVAL OF AGENDA

Approved.

PUBLIC COMMENT

No members of the public were present.

APPROVAL OF MEETING MINUTES

Marta moved and Chris seconded approval of the minutes of March 10, 2020. Passed unanimously.

BOARD MEMBER REPORTS

Board members reported that they missed the libraries being open. Emily reported that her bookstore is donating books to Driftwood for Little Free Libraries. Brian reported that because of the social distancing he is signed checks remotely and so has not been signing invoices. MaryKay has been noting the date the checks were sent to Brian for the financial records.

DIRECTOR'S REPORT

MaryKay included the Director's report in the Board packet. She is incredibly grateful that the Board has allowed us to continue paying staff during the closures. All staff have been doing the work that they can during the closures. We have resumed the courier once a week since the libraries are beginning curbside service. Library directors have been having Zoom meetings

once a week to commiserate and plan for re-opening. Updated on progress toward goals. Most of our partnerships have been suspended for the time being. MaryKay did participate as a judge in the Lincoln County 4-H presentations. State Library had funding available from LSTA for pandemic concerns and LCLD received a \$1500 grant for re-opening preparation. Emily suggested smaller increments in goals, so they are achievable and reportable.

FINANCIAL REPORT

MaryKay provided the March and April financial reports. We are on track with our 2019-2020 Budget. Moving forward we will be using gross salary for salaries, payroll taxes will just be employer paid taxes (SS, Medicare, UI). Chris moved and Marta seconded accepting the Financial Report. Passed unanimously.

OLD BUSINESS

Pandemic Policy Review

MaryKay pointed out Resolution No. 2020-3.2 Adopting the Pandemic Response Policy. She provided the Board with an updated Pandemic Policy which was discussed. "You should be fever-free for 24 hours before returning" was taken out of General Precautions on page 1. It was recommended that OSHA and Governor's Office be added to Resources. There was concern about naming the policy "pandemic policy" when it is focused on COVID-19. It was also noted that we need to name authorities whose guidance we are following. Emily brought up the issue of contact tracing and patron privacy. MaryKay will do more research and bring something about libraries and contact tracing to the Board in June. MaryKay suggested we create guidelines as we move through this and as things come up, we will create additional guidelines. MaryKay will work on an emergency management policy that will be an umbrella for these guidelines. Chris moved and Virginia seconded making the recommended changes and making them guidelines rather than a policy.

Board Training-postponed till next meeting.

NEW BUSINESS

Restarting Courier Service and Siletz Library Operations

We are now running the courier once a week which seems to be sufficient. MaryKay presented a plan for curbside service at the Siletz Library which will begin on May 18, 2020.

GOOD OF THE ORDER

Take care and stay safe.

NEXT DISTRICT BOARD MEETING

Tuesday June 9, 2020 at the District Office, 141 NW 11th, Newport at noon.

ADJOURNMENT

Meeting adjourned at 1:30 p.m.



District Librarian's Report
June 2020

General Updates

Curbside service at the Siletz Public Library began on Tuesday May 19, 2020 and is offered on Tuesday, Thursday, and Saturday. The Library has received plexiglass shields for the front desk and has them on order for the computer area. We are not planning to re-open to the public until Lincoln County has been approved for Phase 2 by the Governor. The County Commission decided to hold off on requesting approval for Phase 2 for the time being. The opening to the public will be in increments, based on the Phase we are in.

We continue to hold weekly online meetings with library directors in Lincoln County for morale support and to share ideas and processes for phased reopening.

The 2020-2021 budget was approved by the LCLD Budget Committee at their May 12, 2020 meeting. A budget hearing will be held just before the June 9, 2020 Board meeting and adoption will be voted on at that meeting. There was a legal notice (LB-1) in the Newport News Times on Wednesday June 3, 2020. The meeting will be held online and, if they wish, members of the public will be able to connect by phone and provide input during the time assigned for public comment.

I have attached a letter we received, along with a large packet of court filings, from Davis, Wright, Tremaine LLP about our status as a class member in a class action lawsuit. This is the Linn County lawsuit brought against the State of Oregon about state forest management. This letter makes us aware that Linn County has filed a motion for costs

and attorney fees to be paid out of the settlement so the class members would not be asked to directly pay any fees or costs.

Progress toward Goals

There was a discussion at the last Board meeting about the impact the pandemic has had on the Director's ability to make progress on goals that were agreed upon by the Director and the Board in December 2019. It was agreed that the Director would report on what work was being carried out during this time and create revised goals and timeline that will reflect both the disruption of the pandemic and overly ambitious goals and timelines from December. This will be presented for initial discussion at the June 9, 2020 Board meeting.

Successes

The curbside service in Siletz has been welcomed by both staff and patrons. Children and families are beginning to sign up for Summer Reading Program and the staff at Siletz has created a variety of "make and take" projects to replace in person programming.

Challenges

The pandemic.

Partnerships

The Oregon Coast Stem Hub is under new leadership and we had a zoom discussion about working together to provide STEM materials and information in Lincoln County during this time.

Cancelled

I had registered for a Research in Public Libraries Institute in the Chicago area in July. That has been changed into a much shorter, virtual presentation in December. We will receive a refund of our \$1300 registration fee, less the \$150 for the virtual institute.

Upcoming

- I attended an orientation for new SDAO Board Members (I was elected to an at-large position at the SDAO Conference in February) and will attend my first Board meeting, online, on Thursday June 11, 2020.
- I have registered for an online workshop, Library 2.020: Small, Rural, and Independent Libraries, sponsored by the San Jose State University School of Information. It will be held online, Wednesday June 17, 2020 from 12:00 to 3:00 p.m.
- I have registered for a series of human resources workshops, HR Basics: What You Don't Know Can Hurt You, presented by HR Answers, an HR firm that we work with through June 24th.

**NOTICE TO CLASS MEMBERS
REGARDING ENTRY OF JUDGMENT AND REQUEST FOR FEES AND COSTS**

County of Linn v. State of Oregon and the State Forestry Department, 16CV07708
Circuit Court of the State of Oregon
Twenty Third Judicial District
Linn County

The Circuit Court of the State of Oregon for Linn County (the "Court") authorizes this notice. This notice is not a solicitation from a lawyer. The purpose of this notice is to inform class members that a general judgment and money award in the amount of \$1,065,919,400 has been entered in this case, and that plaintiff Linn County has requested an award of attorney fees, costs, and disbursements out of that total.

Why is this governmental entity receiving this notice?

Your governmental entity is receiving this notice because it has been identified as a class member in this class action lawsuit. Linn County filed this breach of contract case against the State of Oregon on March 10, 2016. On October 11, 2016, the Court certified a class consisting of: (a) Linn County and all other Oregon counties that conveyed forestlands to the State of Oregon pursuant to ORS 530.010 *et seq.* and predecessor laws and statutes (the "Act"), and (b) all other local government entities that share or receive revenue generated under the Act. The Court appointed Linn County as the class representative and the law firm of Davis Wright Tremaine LLP as the lawyers for the class.

On November 23, 2016, a notice was mailed to your governmental entity that explained its rights as a class member, including its right to exclude itself from the class during the exclusion period stated in the notice. The notice explained:

As a member of the class, your organization does not need to take any further action to participate in the case and potentially share in any recovery of damages from the Defendants. If your governmental entity chooses to take no action, its interest as a class member will be represented by Linn County and by the lawyers for the class members, who have been appointed by the court, and your organization may be bound by the terms of any final judgment entered in the class action.

If your governmental entity chooses, it may exclude itself from the case so that your organization is not bound by the result. If your governmental entity excludes itself from the case, however, it will not share in the recovery of any money damages.

Your governmental entity did not exclude itself from the case, so it may be entitled to receive a share of the money award obtained by Linn County on behalf of the class.

What is the status of this case?

This case was tried before a jury from October 24, 2019 through November 20, 2019. The jury returned a verdict in favor of Linn County and the class in the amount of \$1,065,919,400.

On March 6, 2020, the Court entered a general judgment and money award in the amount of \$1,065,919,400, plus simple interest at the rate of nine percent per annum on any unpaid principal from March 6, 2020 until the money award is fully satisfied. The State of Oregon has appealed that judgment.

Is this governmental entity entitled to payment?

Your governmental entity is identified in the general judgment as a class member, and it may be entitled to recover a portion of the money award. However, the money award will not be distributed until after all appeals are completed or unless the case is settled. At that point, if the State remains liable to the class for some or all of the money award, a claims process will determine the amount owed to each class member.

Linn County's request for fees, costs, and disbursements.

The November 23, 2016 notice sent to this governmental entity also explained:

The Court has appointed the law firm of Davis Wright Tremaine LLP, 1300 SW Fifth Ave., Suite 2400, Portland, Oregon 97201, to represent the class.

The attorneys for the class will ask the Court to award any attorney fees based on a percentage of the total recovery of the class, and will not ask your governmental entity to directly pay any fees or costs.

On May 5, 2020, Linn County filed a Motion for Costs and Attorney Fees Pursuant to ORCP 32 M. In that motion, Linn County requests an attorney fee award equal to fifteen percent of the total recovery of the class. Based on the judgment amount of \$1,065,919,400, the requested fee award is \$159,887,910. Linn County also requests an award of the additional costs and disbursements it incurred in this case in the amount of \$598,322.28. Linn County's motion and supporting materials are enclosed with this notice.

The Court has scheduled a hearing on Linn County's motion for July 20, 2020 from 9:30 to 11:30 am. The hearing will be held in Courtroom 5 of the Linn County Courthouse, 300 SW Fourth Ave., Albany, OR 97321. If class members wish to object to Linn County's motion, they must do so by filing a written objection with the Court by no later than July 1, 2020, and by furnishing a copy to class counsel at the address below.

How do we get additional information?

Please do not call the Court or any judge's office about this matter. If your governmental entity would like further information, please contact class counsel at the following address:

John A. DiLorenzo, Jr.
Davis Wright Tremaine LLP
1300 SW Fifth Avenue, Suite 2400
Portland, OR 97201
Tel: (503) 241-2300

May 8, 2020

Thomas McHill
Circuit Judge
Linn County Circuit Court



OFFICE OF THE DIRECTOR

Kate Brown, Governor

Oregon
Health
Authority

500 Summer St NE E20

Salem OR 97301

Voice: 503-947-2340

Fax: 503-947-2341

Reopening Guidance through Phase 1

Sector: Libraries

Specific Guidance for Libraries:

Libraries have unique challenges to address in the context of this public health crisis. Libraries provide access to materials that are checked out to individuals and then returned and made available to others. In addition to library materials, library facilities provide shared resources such as study spaces, computers and equipment, programming spaces, and seating areas that are used by multiple people every day. This sharing of resources is at the heart of library service.

Libraries will make decisions regarding reopening their buildings to the public based on guidance from local health authorities and local jurisdictions. For libraries that choose to open their buildings to the public, this guidance should be taken into account.

Libraries are required to:

- Limit the number of patrons in the library building and focus on maintaining at least six (6) feet of distance between all individuals. Each library should determine maximum occupancy to maintain at least six (6) feet of physical distancing, considering areas of the library prone to crowding and limit admittance accordingly.

Libraries may need to consider closing or rearranging areas of the library building where people gather and required physical distancing cannot be maintained such as:

- Meeting rooms
- Study rooms
- Seating areas
- Public computers
- Children's play areas

Libraries that cannot maintain at least six feet of distance between people should not open the building to the public and may instead want to consider services such as partial or appointment-based access, holds pick-up, curbside/contactless service, or mail delivery of materials.

- Post clear signs (available at healthoregon.org/coronavirus) listing COVID-19 symptoms, asking employees and patrons with symptoms to stay home, and listing

who to contact if they need assistance.

- Use signs to encourage physical distancing.
- Frequently clean and sanitize work areas, high-traffic areas, and commonly touched surfaces in both public and employee areas of the library. Libraries without adequate cleaning supplies should not open the building to the public.
- Follow collection safe handling recommendations from [IMLS study](#).
- Strictly follow social distancing guidelines for any in-person programming offerings. Offering programming through virtual options such as online and radio is recommended.
- Remove all toys from children's areas.
- Encourage all employees to wear cloth, paper, or disposable face coverings.

To the extent possible, libraries should, but are not required to:

- Encourage all patrons to wear cloth, paper, or disposable face coverings. If a library sets a policy that all patrons are required to wear cloth, paper, or disposable face coverings, library management should consult with their legal counsel to determine whether such a requirement can be enforced.
- Consider placing clear plastic or glass barriers at service desks or in other places where maintaining six (6) feet of physical distance between employees and patrons is more difficult.
- Encourage one-way flow with marked entrances and exits, but do not block egress for fire exits. Use signs to direct one-way flow of traffic.
- Use signs and tape on the floor to maintain physical distancing while waiting for assistance at service desks or outside the facility when timed access or curbside/contactless services cause a line to be formed.
- Consider offering alternative order ahead and pick up options, such as curbside/contactless pickup as appropriate and applicable.
- Review and implement [General Guidance for Employers](#), as applicable.

Additional Resources:

- [OHA Guidance for the General Public](#)
- [OHA General Guidance for Employers](#)

Additional State Resources Needed:

- Reopening checklist
- Symptoms and resource signs
- Signs to discourage gathering

WORKPLACES DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist employers in making (re)opening decisions during the COVID-19 pandemic, especially to protect vulnerable workers. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect employees at higher risk for severe illness?

ALL YES



ANY NO



DO NOT OPEN

Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Encourage social distancing and enhance spacing between employees, including through physical barriers, changing layout of workspaces, encouraging telework, closing or limiting access to communal spaces, staggering shifts and breaks, and limiting large events, when and where feasible
- ✓ Consider modifying travel and commuting practices. Promote telework for employees who do not live in the local area, if feasible.
- ✓ Train all employees on health and safety protocols

ALL YES



ANY NO



MEET SAFEGUARDS FIRST

Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if an employee gets sick
- ✓ Regularly communicate and monitor developments with local authorities and employees
- ✓ Monitor employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ALL YES



OPEN AND MONITOR

ANY NO



MEET SAFEGUARDS FIRST





Lincoln County Library District Pandemic Response

Purpose: To establish the protocol to be used in the event of a pandemic. If there is a pandemic, the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of local public health officials. Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crisis. It is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours due to the pandemic.

Definitions:

Pandemic Plan: A pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage. Recovery from a pandemic may be slow and limited staff, service and hours may be necessary for an extended period.

Pandemic: A pandemic is the worldwide spread of a new disease. (World Health Organization <https://www.who.int>)

Social distancing: Remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

General Precautions:

If you or someone in your household experiences symptoms of COVID-19 (Coronavirus) such as fever, cough, or shortness of breath, do not come to work. Call your healthcare provider and they will help you decide if you need an appointment. If they choose to test you and the results are positive, remain off work until cleared. If you test negative, you may return to work when you feel better and are no longer contagious. Any time taken off for illness will be paid as sick leave (if no sick leave is available vacation time may be used).

If you know you have been exposed to coronavirus, contact your healthcare provider. If they determine you should be quarantined until the incubation period has passed, obtain documentation that includes the quarantine dates and notify the Director. You will be paid for your normal weekly hours during the quarantine period with regular pay (not sick, vacation, or personal leave).

Adopted 3-10-2020
Lincoln County Library District Board

The best way to prevent the spread of the any virus is to wash hands and disinfect surfaces frequently. Because of our role in the community, library staff should share accurate information and model evidence-based practices. The library will continue to operate as usual until the Director determines we have reached Level 1, 2, or 3 as defined below. Per policy, the Director, in consultation with two Board members, will determine if hours should be limited or the library closed.

General precautions that should be followed during any cold or flu season:

- Disinfectant wipes and hand sanitizer will be made available to patrons, and staff will regularly check that all restroom soap dispensers are full.
- Staff should wash their hands (for 20 seconds) and use hand sanitizer regularly throughout the day, and should not touch their faces
- Patrons with room reservations will be allowed to determine for themselves if they'd like to proceed with their meeting

Listed below are the library's levels of pandemic response, with examples for how each level will be managed. The examples given are not exhaustive, and other criteria than what is listed may be used to determine the appropriate response level.

Level 1: Precautionary Measures. Local testing and tracing are adequate. Local or state officials require social distancing

- Library hours will remain the same
- Library programs and outreach events will be cancelled as needed at the discretion of the Director in consultation with the Siletz Library Manager
- Staff should avoid close contact with patrons and co-workers. Maintain a distance of 6 feet and wash your hands after contact is made.
- Staff should only share phone, keyboards, and other work equipment after disinfecting between uses and washing hands between uses.

Level 2: Restricted Access. Local testing and tracing capacity are strained. Local and state officials require social distancing and no groups above 10

- Library hours for the public may be limited
- All library programs and outreach events will be cancelled or rescheduled
- Patrons with room reservations outside of new limited hours will be notified their reservations have been cancelled, and staff will work with them to reschedule
- Patrons with room reservations within new limited hours will be allowed to determine for themselves if they'd like to proceed with their meeting or reschedule. If they choose to proceed, they will be required to disinfect tables, doorknobs, light switches, or any other surfaces touched during the meeting.

- Staff hours may be reduced, but all employees will be required to report to work when assigned. If not assigned to work, they will be paid for their normal weekly hours with regular pay (not sick, vacation, or personal leave)

Level 3: Take out only. Local testing and tracing are strained. Local and state officials have instituted a stay at home order.

- The Library will be closed to the public
- All meeting room reservations will be cancelled
- Material due dates will be extended
- Staff will telework as possible
- Alternative work schedules to minimize contact.
- Limited hours for pickup
- If not assigned to work, they will be paid for their normal weekly hours with regular pay (not sick, vacation, or personal leave)

Level 4: Stay home, virtual services only. Local testing and tracing are unstable. Local and state officials have issued a stay at home order.

- Library closed to the public
- Staff will telework as possible. If not assigned work, they will be paid for their normal weekly hours with regular pay (not sick, vacation, or personal leave).

Resources

[Governor's Office](#)

[OSHA](#)

[Centers for Disease Control](#)

[Oregon Health Authority](#)

[Lincoln County Public Health](#)

Adopted 3-10-2020

Lincoln County Library District Board

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	Current Period Actual	Year to Date Actual	Annual Budget
Expenditures			
5000 Personnel Services			273922.00
5100 Salaries and Wages		189453.25	
5200 Payroll Taxes	6453.28	111861.56	
5250 Payroll Fees		1980.41	
Total 5000 Personnel Services	6453.28	303295.22	
5300 Employee Benefits			104000.00
5305 Health Benefits	1149.94	12649.34	
5310 Retirement Benefits	989.92	28090.02	
Total 5300 Employee Benefits	2139.86	40739.36	
6000 Materials and Services			
6010 Professional Services		344.60	29454.00
6011 Accounting Services	1236.25	32715.17	
6012 Legal Services		4510.00	
6013 IT Services		1439.50	
Total 6010 Professional Services	1236.25	39009.27	
6030 General Office Expenses	66.00	1935.63	81795.00
6036 ByWater Solutions	21210.00	42420.00	
6040 Copier Lease	224.00	2919.79	
6050 Mileage		431.42	
6055 Orbis Cascade Alliance Courier			
6056 OCAC - LCLD		6050.00	
Total 6055 Orbis Cascade Alliance Courier		6050.00	
6060 Postage		450.35	
6065 Professional Materials		799.99	
6070 Public Relations	100.00	1280.00	
6075 Rent and Utilities			
6076 Electricity		75.95	

	Current Period Actual	Year to Date Actual	Annual Budget
6077 Maintenance and Supplies		194.05	
6078 Gas		93.74	
6079 Rent	1350.00	16374.92	
6080 Telephone and Internet	89.97	1111.68	
6081 LCLD Garbage		146.16	
Total 6075 Rent and Utilities	1439.97	17996.50	
6100 Supplies		397.46	
6105 Vans			
6106 Fuel	21.13	3509.72	
6107 Maintenance		1402.79	
6108 Supplies		48.22	
Total 6105 Vans	21.13	4960.73	
Total 6030 General Office Expenses	23061.10	79641.87	
6300 Travel/Training/Membership			15490.00
6310 Membership Fees		1754.58	
6320 Registration/Training/Travel		2933.94	
6321 Registration		731.00	
6322 Travel/Meals/Housing		6576.84	
Total 6320 Registration/Training/Travel	0.00	10241.78	
Total 6300 Travel/Training/Membership	0.00	11996.36	
6400 Operating Fees/Insurance		950.00	16600.00
6410 Business Insurance		5925.00	
6420 Election Fees		26672.00	
6430 Legal Notices	58.14	300.39	
Total Operating Fees/Insurance	58.14	33847.39	
6500 Reimbursement/Library Development			870261.00
6505 Contracted Library Services	68075.00	816897.00	
6510 Cataloging/Interlibrary Loan/Reference			
6511 OCLC	4317.00	59349.98	

	Current Period Actual	Year to Date Actual	Annual Budget
Total 6510 Cataloging/Interlibrary Loan/Reference	4317.00	59349.98	86100.00
6520 Library Development			
6521 Support Local Libraries			
6523 Special Projects (Dolly Parton Imag. Library)	5000.00	5000.00	
6524 Summer Reading Programs	971.79	1818.29	
Total 6521 Support Local Libraries	5971.79	6818.29	
6525 Online Databases		2200.00	
6526 Library2Go (Overdrive)		4460.60	
6528 ProQuest (Heritage Quest)		1968.51	
Total 6525 Online Databases		8629.11	
6550 Siletz			
6551 Materials, Supplies and Services		231.96	
6554 Siletz Electricity	149.86	2194.42	
6555 Siletz Collection Development	81.99	4015.95	
6556 Siletz Water/Sewer	96.00	1059.00	
6557 Siletz Copier Lease	653.49	1161.69	
6558 Siletz Internet and Phone	159.00	1586.49	
6559 Siletz Gas	83.91	770.53	
6560 Siletz Alarm		452.24	
6561 Siletz Programming		2199.72	
6562 Siletz Repair & Maintenance		4715.47	
6563 Siletz Useful		4702.50	
Total 6550 Siletz	1224.25	23089.97	
Total 6520 Library Development	7196.04	38537.37	
Total 6500 Reimbursement/Library Development	79588.04	914784.35	956361.00
6700 Bank Charges & Fees	15.95	280.45	
Total 6000 Materials and Services	103959.48		1099700.00
Uncategorized Expense			
7000 Capital Outlay			35000.00

	Current Period Actual	Year to Date Actual	Annual Budget
7010 Office Furniture and Equipment		7415.46	
Total 7000 Capital Outlay		7415.46	
Operating Contingency			29560.00
Total Expenditures	\$ 112,552.62	\$ 1,431,009.73	\$ 1,512,622

RESOLUTION No. 2020-6.1

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Lincoln County Library District hereby adopts the budget for fiscal year 2020-2021 in the total of \$1,604,432 now on file at the Lincoln County Library District office.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2020 and for all the purposes shown below are hereby appropriated:

\$1,604,432.

General Fund

Library District Operations	\$1,493,484
Other Requirements	<u>\$110,948</u>

Fund Total	\$1,604,432
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IMPOSING THE TAX

BE IT RESOLVED that the Board of Directors for the Lincoln County Library District hereby imposes the taxes provided for in the adopted budget:

- (1) At the rate per \$1,000 of assessed value of \$0.2465 for operations; and
- (2) At the rate per \$1,000 of assessed value of \$0.0900 for local option tax.

And that these taxes are hereby imposed and categorized for the tax year of 2020-2021 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

General Government Limitation

Excluded from Limitation

Permanent Rate Tax	\$0.2465/\$1,000
Local Option Tax	\$0.0900/\$1,000
Debt Service Fund	

\$0.00

The above resolution statements were approved and declared adopted on this 9th day of June 2020.

Brian Fodness, LCLD Board President

MaryKay Dahlgreen, LCLD Director

