



LINCOLN COUNTY  
LIBRARY DISTRICT

**Lincoln County Library District Board  
Regular Meeting  
Tuesday October 13, 2020  
12:00 p.m.  
Online  
141 NW 11<sup>th</sup>  
Newport, OR 97365**

<b>Agenda</b>		
Call Regular Meeting to Order	President	
Approval of the Agenda	President	
<b>Topic</b>	<b>Lead</b>	<b>Purpose Outcome</b>
<b>Public Comment</b>	President	Anyone may speak at this time
<b>Minutes</b> Board Meeting Minutes August 25, 2020	President	Approval
<b>Reports</b>		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
<b>Old Business</b>		
HR Contract – Resolution #2020-10.1	Director	Approval
LCLD Vision & Mission	All	Approval
<b>New Business</b>		
Director Evaluation	Director	Discussion
Draft Contracts with Cities	Director	Discussion
<b>Next District Board Meeting</b> November 10, 2020, noon LCLD Administrative Office OR Online		Information
<b>Adjourn</b>	President	Motion



Minutes  
Lincoln County Library District  
Board Meeting  
August 25, 2020  
12:00 p.m.  
Online

ATTENDANCE—BOARD

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

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

ATTENDANCE – GUEST

Darci Hanning, State Library of Oregon

CALL TO ORDER

Board President Brian Fodness called the meeting to order at 12:05 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Quorum was established.

APPROVAL OF THE AGENDA

Approved

PUBLIC COMMENT

There were no public present.

APPROVAL OF MEETING MINUTES

Marta moved and Virginia seconded approval of the Regular Board minutes of July 15, 2020.  
Passed unanimously.

BOARD MEMBER REPORTS

There were no Board member reports.

DIRECTOR'S REPORT

MaryKay included the Director's report in the Board packet. Siletz provides curbside service on Tuesday, Thursday, and Friday and it has been popular. Other libraries in the county are offering curbside service as well. We will not be re-opening the Siletz Library until at least after the Governor moves Lincoln County to Phase 2. We did purchase cleaning supplies, protective

equipment and have locks installed on the restrooms using federal funds through the State Library of Oregon. The Orbis courier will be starting up again on September 14, 2020, dropping interlibrary loan materials at Guin Library for District libraries. It will run once a week.

Siletz Valley Friends of the Library paid for a deep cleaning using grant funds from the Siletz Tribal Charitable Fund and their own funds. The City of Siletz paid for and installed two "No Overnight Parking" in the Siletz parking lot.

Oregon Coast STEM Hub has created kits of STEM materials for libraries to give to children and families when they pick up materials at the libraries.

Sharon McCrumb, staff at the Waldport Library, has created a picture book to celebrate the 10<sup>th</sup> anniversary of baby story time.

As a result of being on the Board of Special Districts Association of Oregon I am involved on two committees; the 2021 conference committee and a committee who are monitoring the temporary administrative rules being created by Oregon OSHA.

I will be attending the virtual Association of Bookmobile and Outreach Services in mid-October.

Carol Schramm has been with the District for 12 years and Jane Cothron has been with the District for 21 years.

#### FINANCIAL REPORT

The new fiscal year has begun. We will not collect taxes until November so will be using cash on hand until then. We will have a good idea of level of tax collection by December. We have started preparation for the 2019-2020 audit. Chris moved and Marta seconded that the financial report be accepted. Vote to accept was unanimous.

#### OLD BUSINESS

HR Audit: I requested a quote from HR Answers for an HR audit in July. The cost would be \$5,500. Since I received that quote I have decided that we don't need an audit, we know what we don't have, so I would like to request a proposal for specific tasks that require specific HR expertise.

#### NEW BUSINESS

No new business

#### WORK SESSION

Darci Hanning led a discussion of our strategic planning. The presentation from that meeting are attached. After discussion, the Board agreed to the following vision and mission:

**Vision:** We envision collaborative and innovative library services that connect all the residents of Lincoln County.

**Mission:** The Lincoln County Library District provides leadership for equitable services and materials to the libraries and residents of the District.

Next steps will be 1. MK will gather community feedback 2. Darci and MK will pull out themes 3. A meeting with partner library directors + one 4. Survey staff of partner libraries

GOOD OF THE ORDER

NEXT DISTRICT BOARD MEETING

Tuesday October 13, 2020 at noon at the District Office, 141 NW 11<sup>th</sup>, Newport or online.

ADJOURNMENT

Meeting adjourned at 1:26 p.m.





District Librarian's Report  
September & October 2020

**General Updates**

Limited open hours and patron access will begin at the Siletz Library on Tuesday, October 6, 2020. Hours will be Tuesday – Friday from 10:00 a.m. to 4:00 p.m. Ten (including staff) people total will be allowed in the building at the same time. We have sneeze guards at the circulation desk and between computers and will require masks and social distancing of 6 feet. We will have masks and hand sanitizer available for patron use and will assure cleaning of surfaces between patrons. Only one restroom will be open and patrons will need to get key from the staff. Patrons will be limited to 30 minutes in the library for either browsing or computer use, or a combination of those two. We are limiting access to adults over the age of 16, currently. We will be reviewing these rules on a continual basis. Curbside service will still be available by appointment.

We continue to hold weekly online meetings with library directors in Lincoln County for support and to share ideas and processes for phased reopening. Newport is planning on reopening for in person service on October 19<sup>th</sup>, Driftwood is taking reservations for computer use but not browsing, Toledo is staying with curbside service for now and Waldport is open for browsing and computer use.

**Progress toward Goals**

**Included in goals set in January 2020**

- Process & timeline for policy creation and adoption
  - Working with HR Answers to contract for employee policy manual.
  - Other policy creation on hold, no timeline created

- Procedure manual
  - No progress
- Succession planning
  - No progress
- Strategic planning
  - Process begun, vision and mission on agenda for approval at 10-13-20 meeting. Community feedback process in progress. Meeting with partner libraries scheduled for 11-10-20. We have moved the completion date back to early 2021
- Board handbook
  - No progress
- Job descriptions for staff
  - Included in HR Answers contract
- Evaluations for staff
  - Included in HR Answers contract
- 2020-2021 budget
  - Adopted
- Capstone project with UW student
  - Completed
- Marketing and outreach plan
  - No progress
- Board training
  - Available from State Library and SDAO
- Delineate LCLD and Siletz budget
  - Have started doing this during bill paying and budget preparation, more work needed.
- Attend SDAO conference
  - Attended
- Attend OLA conference
  - Cancelled
- Ongoing professional development
  - 5-week introduction to human resources class
  - Webinar on race and re-opening libraries
  - First Thursday book discussion group
  - SDAO human resources training
  - Upcoming Association of Bookmobile and Outreach Services conference
  - Upcoming Research in Public Libraries Institute
  - Class on Critical Theory and Libraries

#### **Additional**

- Created Covid-19 guidelines for District and Siletz
- Completed transfer from Nationwide to ICMA-RC for 457b retirement program



- Participated in SDAO task force on Oregon OSHA infectious diseases temporary administrative rules
- Initiated virtual weekly meeting with partner library directors during pandemic
- Revised Ready to Read grant to fund Dolly Parton Imagination Library since we couldn't do in-person performances for summer reading program
- Provided t-shirts for Siletz and Library District summer reading program
- Worked with Oregon Coast STEM Hub to organize and distribute STEM kits for libraries to distribute
- Worked with Siletz staff and LCLD staff to plan and execute phased re-instatement of services, both at Siletz and the LCLD courier.
- Outline process for procurement of a shared integrated library system for Lincoln County Libraries and began drafting request for proposal (RFP) process

### **Successes**

Survived another two months.

The Siletz Valley Friends of the Library received a grant from the Siletz Tribal Charitable Contribution Fund that was used to deep clean the Siletz Library. This is done annually since we do not have regular janitorial service at the Library.

### **Upcoming**

- Association of Bookmobile and Outreach Services Conference October 13, 2020 through October 16, 2020, virtually
- Working on conference committee for SDAO Annual conference (virtual) to be held in February 2021



## **SILETZ PUBLIC LIBRARY REOPENING INFORMATION**

With Lincoln County moving forward into Phase 2, the Siletz Library is happy to announce that we will be offering limited indoor services beginning on October 6. Staff have worked hard over the last months to prepare the building and create procedures which maximise safety for patrons and staff.

Thanks to the Siletz Valley Friends of the Library and a grant from the CTSI, the library received a thorough and deep cleaning.

Staff have made some physical changes in the building (clear signage, sneeze guards, keyboard covers, sanitizing supplies, removing seating, etc.) which will help everyone to maintain physical distancing when in the building.

The staff of the Siletz Library appreciate the continuing patience of our patrons. It's been a long haul for all of us, but we are very glad to be able to see you again in person!

### **TEMPORARY LIBRARY HOURS**

Starting October 6, the library will be open Tuesday-Friday from 10-4.

### **SERVICES BEING RESTORED**

- Browsing of the collection
- Checkout and returns at the circulation desk
- Limited access to public computers and the printer/copier
- Limited public restroom access

### **CONTINUING SERVICES**

- Curbside pickup is still available- call to make arrangements.
- Returned items will continue to be quarantined- this means returned items will not be available for checkout for several days

### **RULES FOR PATRONS**

1. Face coverings are required
  - If you need a mask, please ask for one.

- If you are not able to wear a face covering, the library can provide access to materials through curbside pickup.
- Our wifi signal reaches outside- you are welcome to use it from outside the building during working hours. There is currently no password.
- 2. Social distancing is required.
  - Please maintain at least a 6' distance between yourself and others.
  - Please stop at the hand sanitizer station as you enter the library and use the provided supplies.
  - Signage and floor markings have been placed in the library as a reminder.
- 3. 10 people maximum in the building
  - If staff see that this limit has been reached, you may be asked to wait outside.
- 4. 30-minute maximum time inside the library each day.
- 5. Computer and printer use-
  - When using a computer station or the printer, please wipe down the keyboard, mouse, or printer touchpad before and after use with the provided supplies.
  - 30-minute limit on computer use
- 6. One restroom will be available for patron use.
  - A key is required, so ask at the circulation desk.
  - Staff will clean restrooms regularly.
- 7. The library telephone will not be available for non-staff use. Telephones are hard to sanitize and pose a health risk with multiple people using it each day.
- 8. When browsing the collection, place any items you have touched but do not wish to check out on a shelving cart or table. Staff will take care of them for you.
- 9. Children at the library-
  - At this time, we ask that you leave children under the age of 16 at home. This will help us manage the maximum number of people in the building.
  - We encourage teachers to get a "Classroom" library card. They can choose and check out books for their students. We have done this in the past and found it to work very well.
- 10. No gatherings or meeting room use for now. This will be reconsidered as we see how things go.

**Lincoln County Library District**  
**Statement of Revenues and Expenditures - Cash Basis**  
**For August 2020 and FY2020**

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues</b>			
<b>4000 Revenues</b>			
4020 Chinook Library Network			\$ 22,000.00
4030 Dolly Parton Imagination Library			
4050 Lincoln County Law Library	\$ 12,828.90	\$ 12,828.90	\$ 13,000.00
4060 Previously Levied Taxes	\$ 64.94	\$ 94.62	\$ 40,000.00
4070 Ready to Read Grant			\$ 4,400.00
4080 Siletz			
4081 Siletz-Carry-over			
4082 Siletz-City of Siletz			\$ 1,000.00
4083 Siletz-Interest			\$ 25.00
4084 Siletz-Miscellaneous	\$ 200.00	\$ 200.00	\$ 500.00
4090 State Forestry	\$ 1,634.10	\$ 1,634.10	\$ 10,000.00
4100 Property Tax Revenue 16/17	\$ 1,215.10	\$ 3,432.11	
4101 Property Tax Revenue - 17/18	\$ 574.28	\$ 2,042.61	
4102 Property Tax Revenue 18/19	\$ 883.16	\$ 2,529.03	
4103 Property Tax Revenue - 19/20	\$ 5,711.40	\$ 13,338.42	
4104 Property Tax Revenue - 20/21			\$ 1,308,507.00
4800 Interest Income	\$ 21.97	\$ 42.70	\$ 1,000.00
4900 Miscellaneous Income	\$ 1,512.99	\$ 2,929.38	\$ 4,000.00
<b>Total 4000 Revenues</b>	<b>\$ 24,646.84</b>	<b>\$ 39,071.87</b>	<b>\$ 1,404,432.00</b>
<b>Services</b>			
Available Cash On Hand			\$ 199,991.00
<b>Total Revenues</b>	<b>\$ 24,646.84</b>	<b>\$ 39,071.87</b>	<b>\$ 1,604,423.00</b>
<b>Expenditures</b>			
<b>5000 Personnel Services</b>			

	Current Period Actual	Year to Date Actual	Annual Budget
5100 Salaries and Wages		\$ 46,631.91	\$ 280,698.00
5200 Payroll Taxes		\$ 5,144.42	\$ 25,000.00
5250 Payroll Fees		\$ 379.98	\$ 1,937.00
<b>Total 5000 Personnel Services</b>		<b>\$ 52,156.31</b>	
5300 Employee Benefits			
5305 Health Benefits	\$ 1,338.93	\$ 2,677.86	\$ 17,526.00
5310 Retirement Benefits	\$ 989.92	\$ 1,979.84	\$ 11,868.00
<b>Total 5300 Employee Benefits</b>	<b>\$ 2,328.85</b>	<b>\$ 4,657.70</b>	
<b>6000 Materials and Services</b>			
6010 Professional Services			
6011 Accounting Services	\$ 450.00	\$ 977.50	\$ 13,000.00
6012 Legal Services			\$ 1,000.00
6013 IT Services			\$ 1,000.00
<b>Total 6010 Professional Services</b>	<b>\$ 450.00</b>	<b>\$ 977.50</b>	
<b>6030 General Office Expenses</b>			
6033 Online Expenses	\$ 870.39	\$ 951.38	\$ 21,500.00
6036 ByWater Solutions			\$ 2,688.00
6040 Copier Lease	\$ 224.00	\$ 554.44	\$ 3,000.00
6050 Mileage			
6055 Orbis Cascade Alliance Courier			
6056 OCAC - LCLD	\$ 4,537.50	\$ 4,537.50	\$ 6,050.00
6060 Postage		\$ 196.01	\$ 2,000.00
6065 Professional Materials			\$ 9,000.00
6070 Public Relations	\$ 100.00	\$ 200.00	\$ 10,000.00
6075 Rent and Utilities			
6076 Electricity			
6077 Maintenance and Supplies			\$ 1,500.00
6078 Gas			
6079 Rent	\$ 1,350.00	\$ 2,700.00	\$ 16,200.00
6080 Telephone and Internet	\$ 134.97	\$ 224.94	\$ 1,608.00
6081 LCLD Garbage			
6100 Supplies			\$ 3,954.00
6105 Vans			

	Current Period Actual	Year to Date Actual	Annual Budget
6106 Fuel	\$ 173.61	\$ 287.92	\$ 5,000.00
6107 Maintenance	\$ 32.50	\$ 32.50	\$ 2,000.00
6108 Supplies			\$ 500.00
<b>Total 6105 Vans</b>	<b>\$ 206.11</b>		
<b>Total 6030 General Office Expenses</b>	<b>\$ 7,422.97</b>	<b>\$ 9,684.69</b>	
<b>6300 Travel/Training/Membership</b>			
6310 Membership Fees	\$ 305.00	\$ 385.00	\$ 2,000.00
6320 Registration/Training/Travel			
6321 Registration	\$ 79.00	\$ 79.00	\$ 6,500.00
6322 Travel/Meals/Housing			\$ 6,500.00
<b>Total 6300 Travel/Training/Membership</b>	<b>\$ 384.00</b>	<b>\$ 464.00</b>	
6400 Operating Fees/Insurance			
6410 Business Insurance			\$ 6,000.00
6420 Election Fees			\$ 9,000.00
6430 Legal Notices		\$ 789.74	\$ 1,600.00
<b>Total Operating Fees/Insurance</b>	<b>\$ -</b>	<b>\$ 789.74</b>	
6500 Reimbursement/Library Development			
6505 Contracted Library Services			\$ 874,855.00
6510 Cataloging/Interlibrary Loan/Reference			
6511 OCLC	\$ 5,399.52	\$ 15,093.84	\$ 59,100.00
<b>Total 6510 Cataloging/Interlibrary Loan/Reference</b>	<b>\$ 5,399.52</b>	<b>\$ 15,093.84</b>	
6520 Library Development			
6521 Support Local Libraries			
6523 Special Projects (Dolly Parton Imag. Library)			
6524 Summer Reading Programs			\$ 4,400.00
<b>Total 6521 Support Local Libraries</b>	<b>\$ -</b>		
6525 Online Databases			\$ 6,500.00
6526 Library2Go (Overdrive)		\$ 4,635.72	
6528 ProQuest (Heritage Quest)			
<b>Total 6525 Online Databases</b>	<b>\$ -</b>	<b>\$ 4,635.72</b>	
<b>6550 Siletz</b>			
6551 Materials, Supplies and Services		\$ 222.74	\$ 1,000.00
6554 Siletz Electricity	\$ 144.32	\$ 293.39	\$ 2,200.00

	Current Period Actual	Year to Date Actual	Annual Budget
6555 Siletz Collection Development	\$ 404.05	\$ 759.20	\$ 4,580.00
6556 Siletz Water/Sewer	\$ 96.00	\$ 192.00	\$ 1,155.00
6557 Siletz Copier Lease	\$ 50.82	\$ 101.64	\$ 1,220.00
6558 Siletz Internet and Phone		\$ 318.27	\$ 1,750.00
6559 Siletz Gas	\$ 17.76	\$ 18.70	\$ 825.00
6560 Siletz Alarm			\$ 550.00
6561 Siletz Programming			\$ 1,000.00
6562 Siletz Repair & Maintenance	\$ 362.90	\$ 362.90	\$ 1,000.00
6563 Siletz Useful			\$ 4,720.00
<b>Total 6550 Siletz</b>	<b>\$ 1,075.85</b>	<b>\$ 2,268.84</b>	
<b>Total 6520 Library Development</b>	<b>\$ 1,075.85</b>	<b>\$ 6,904.56</b>	
<b>Total 6500 Reimbursement/Library Development</b>	<b>\$ 6,475.37</b>	<b>\$ 21,998.40</b>	
6700 Bank Charges & Fees	\$ 15.95	\$ 31.90	
<b>Total 6000 Materials and Services</b>	<b>\$ 14,748.29</b>	<b>\$ 33,946.23</b>	
Uncategorized Expense			
7000 Capital Outlay			
7010 Office Furniture and Equipment			
7011 Van Replacement			\$ 60,000.00
<b>Total 7000 Capital Outlay</b>			
Operating Contingency			\$ 82,745.00
Unappropriated Ending Balance			\$ 28,194.00
<b>Total Expenditures</b>	<b>\$ 17,077.14</b>	<b>\$ 90,760.24</b>	<b>\$ 1,604,423.00</b>



# Lincoln County Library District

## Statement of Revenues and Expenditures - Cash Basis

**For Sept 2020 and FY2020**

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues</b>			
<b>4000 Revenues</b>			
4020 Chinook Library Network			\$ 22,000.00
4030 Dolly Parton Imagination Library			
4050 Lincoln County Law Library		\$ 12,828.90	\$ 13,000.00
4060 Previously Levied Taxes	\$ 113.89	\$ 208.51	\$ 40,000.00
4070 Ready to Read Grant			\$ 4,400.00
4080 Siletz			
4081 Siletz-Carry-over			
4082 Siletz-City of Siletz			\$ 1,000.00
4083 Siletz-Interest			\$ 25.00
4084 Siletz-Miscellaneous		\$ 200.00	\$ 500.00
4090 State Forestry		\$ 1,634.10	\$ 10,000.00
4100 Property Tax Revenue 16/17	\$ 958.82	\$ 4,390.93	
4101 Property Tax Revenue - 17/18	\$ 532.27	\$ 2,574.88	
4102 Property Tax Revenue 18/19	\$ 739.74	\$ 3,268.77	
4103 Property Tax Revenue - 19/20	\$ 3,054.57	\$ 16,392.99	
4104 Property Tax Revenue - 20/21			\$ 1,308,507.00
4800 Interest Income	\$ 19.25	\$ 61.95	\$ 1,000.00
4900 Miscellaneous Income		\$ 2,929.38	\$ 4,000.00
<b>Total 4000 Revenues</b>	<b>\$ 5,418.54</b>	<b>\$ 44,490.41</b>	<b>\$ 1,404,432.00</b>
<b>Services</b>			
Available Cash On Hand			\$ 199,991.00
<b>Total Revenues</b>	<b>\$ 5,418.54</b>	<b>\$ 44,490.41</b>	<b>\$ 1,604,423.00</b>
<b>Expenditures</b>			
<b>5000 Personnel Services</b>			

Revenues									
5100 Salaries and Wages	\$	22,867.82	\$	69,499.73	\$	280,698.00			
5200 Payroll Taxes	\$	1,889.63	\$	7,034.05	\$	25,000.00			
5250 Payroll Fees	\$	181.10	\$	561.08	\$	1,937.00			
<b>Total 5000 Personnel Services</b>	<b>\$</b>	<b>24,938.55</b>	<b>\$</b>	<b>77,094.86</b>					
5300 Employee Benefits									
5305 Health Benefits	\$	1,338.93	\$	4,016.79	\$	17,526.00			
5310 Retirement Benefits			\$	1,979.84	\$	11,868.00			
<b>Total 5300 Employee Benefits</b>	<b>\$</b>	<b>1,338.93</b>	<b>\$</b>	<b>5,996.63</b>					
<b>6000 Materials and Services</b>									
6010 Professional Services									
6011 Accounting Services	\$	450.00	\$	1,427.50	\$	13,000.00			
6012 Legal Services					\$	1,000.00			
6013 IT Services					\$	1,000.00			
<b>Total 6010 Professional Services</b>	<b>\$</b>	<b>450.00</b>	<b>\$</b>	<b>1,427.50</b>					
<b>6030 General Office Expenses</b>									
6033 Online Expenses	\$	66.00	\$	1,017.38					
6036 ByWater Solutions					\$	21,500.00			
6040 Copier Lease	\$	330.44	\$	884.88	\$	2,688.00			
6050 Mileage					\$	3,000.00			
6055 Orbis Cascade Alliance Courier									
6056 OCAC - LCLD			\$	4,537.50	\$	6,050.00			
6060 Postage			\$	196.01	\$	2,000.00			
6065 Professional Materials					\$	9,000.00			
6070 Public Relations	\$	100.00	\$	300.00	\$	10,000.00			
6075 Rent and Utilities									
6076 Electricity									
6077 Maintenance and Supplies					\$	1,500.00			
6078 Gas									
6079 Rent	\$	1,350.00	\$	4,050.00	\$	16,200.00			
6080 Telephone and Internet	\$	134.97	\$	359.91	\$	1,608.00			
6081 LCLD Garbage									
6100 Supplies					\$	3,954.00			
6105 Vans									

<b>Revenues</b>									
6106 Fuel	\$	159.61		\$	447.53		\$	5,000.00	
6107 Maintenance				\$	32.50		\$	2,000.00	
6108 Supplies							\$	500.00	
<b>Total 6105 Vans</b>	<b>\$</b>	<b>159.61</b>							
<b>Total 6030 General Office Expenses</b>	<b>\$</b>	<b>2,141.02</b>		<b>\$</b>	<b>11,825.71</b>				
<b>6300 Travel/Training/Membership</b>									
6310 Membership Fees				\$	385.00		\$	2,000.00	
6320 Registration/Training/Travel									
6321 Registration				\$	79.00		\$	6,500.00	
6322 Travel/Meals/Housing							\$	6,500.00	
<b>Total 6300 Travel/Training/Membership</b>	<b>\$</b>	<b>-</b>		<b>\$</b>	<b>464.00</b>				
6400 Operating Fees/Insurance									
6410 Business Insurance							\$	6,000.00	
6420 Election Fees							\$	9,000.00	
6430 Legal Notices				\$	789.74		\$	1,600.00	
<b>Total Operating Fees/Insurance</b>	<b>\$</b>	<b>-</b>		<b>\$</b>	<b>789.74</b>				
6500 Reimbursement/Library Development									
6505 Contracted Library Services							\$	874,855.00	
6510 Cataloging/Interlibrary Loan/Reference									
6511 OCLC	\$	5,753.04		\$	20,846.88		\$	59,100.00	
<b>Total 6510 Cataloging/Interlibrary Loan/Reference</b>	<b>\$</b>	<b>5,753.04</b>		<b>\$</b>	<b>20,846.88</b>				
6520 Library Development									
6521 Support Local Libraries									
6523 Special Projects (Dolly Parton Imag. Library)									
6524 Summer Reading Programs							\$	4,400.00	
<b>Total 6521 Support Local Libraries</b>	<b>\$</b>	<b>-</b>							
6525 Online Databases							\$	6,500.00	
6526 Library2Go (Overdrive)				\$	4,635.72				
6528 ProQuest (Heritage Quest)									
<b>Total 6525 Online Databases</b>	<b>\$</b>	<b>-</b>		<b>\$</b>	<b>4,635.72</b>				
<b>6550 Siletz</b>									
6551 Materials, Supplies and Services				\$	222.74		\$	1,000.00	
6554 Siletz Electricity	\$	155.17		\$	448.56		\$	2,200.00	

<b>Revenues</b>									
6555 Siletz Collection Development	\$	307.05		\$	1,066.25		\$	4,580.00	
6556 Siletz Water/Sewer	\$	96.00		\$	288.00		\$	1,155.00	
6557 Siletz Copier Lease	\$	50.82		\$	152.46		\$	1,220.00	
6558 Siletz Internet and Phone	\$	159.27		\$	477.54		\$	1,750.00	
6559 Siletz Gas	\$	15.99		\$	34.69		\$	825.00	
6560 Siletz Alarm	\$	85.17		\$	85.17		\$	550.00	
6561 Siletz Programming							\$	1,000.00	
6562 Siletz Repair & Maintenance				\$	362.90		\$	1,000.00	
6563 Siletz Useful							\$	4,720.00	
<b>Total 6550 Siletz</b>	\$	<b>869.47</b>		\$	<b>3,138.31</b>				
<b>Total 6520 Library Development</b>	\$	<b>869.47</b>		\$	<b>7,774.03</b>				
<b>Total 6500 Reimbursement/Library Development</b>	\$	<b>6,622.51</b>		\$	<b>28,620.91</b>				
6700 Bank Charges & Fees	\$	15.95		\$	47.85				
<b>Total 6000 Materials and Services</b>	\$	<b>9,229.48</b>		\$	<b>43,175.71</b>				
Uncategorized Expense									
7000 Capital Outlay									
7010 Office Furniture and Equipment							\$	60,000.00	
7011 Van Replacement									
<b>Total 7000 Capital Outlay</b>							\$	82,745.00	
Operating Contingency							\$	28,194.00	
Unappropriated Ending Balance									
<b>Total Expenditures</b>	\$	<b>35,506.96</b>		\$	<b>126,267.20</b>		\$	<b>1,604,423.00</b>	

**RESOLUTION No. 2020-10.1**  
**RESOLUTION AUTHORIZING CONTRACT FOR HUMAN**  
**RESOURCES SERVICES**

WHEREAS, Lincoln County Library District (LCLD) Financial Policy requires Board approval for contracts more than \$3,000; and

WHEREAS, LCLD has engaged with HR Answers to provide a variety of human resources services including:

- Performance Evaluation Form/Process Recommendations
- Position Description Review/Edit/Development (four positions)
- Pay Practices
- Pay Ranges
- Creation of "Print Ready" Employee Handbook
- Job Application Review/Edit; and

WHEREAS, HR Answers has submitted a confidential proposal to provide those services for \$3,100;

Now, therefore be it RESOLVED, that LCLD is authorized enter into an agreement with HR Answers to provide the above mentioned services for \$3,100.

Adopted by the Board of Directors of Lincoln County Library District this 13<sup>th</sup> Day of October, 2020

AYES:

NAYS:

ABSENT:

ABSTAIN:

Brian Fodness, LCLD Board President

MaryKay Dahlgreen, LCLD Director



## **LINCOLN COUNTY LIBRARY DISTRICT**

Developed by the LCLD this vision and mission are being discussed for final approval for inclusion in the LCLD Strategic Plan:

### **VISION:**

We envision collaborative and innovative library services that connect all the residents of Lincoln County.

### **MISSION:**

The Lincoln County Library District provides leadership for equitable services and materials to the libraries and residents of the district.

Everybody in the county has library service

\*equitable = fair and impartial

## **UPDATED STRATEGIC PLANNING TIMELINE**

October 13, 2020	Approve Vision and Mission
October/November	Community Feedback
November 10, 2020	Meeting with partner libraries (directors and board members) to review community feedback and begin developing goals.
December 2020	Meet with LCLD staff to complete goals and activities
January 2021	Write strategic plan
February 2021	Board votes on adoption of Strategic Plan





Lincoln County Library District  
PO Box 2027, 141 NW 11<sup>th</sup>  
Newport, OR 97365  
541-265-3066  
<https://lincolncolibrarydist.org>

## RESULTS BASED POSITION DESCRIPTION

**Position:** District Director  
**Status:** Exempt  
**Organization:** Position located in the administrative office of the Lincoln County Library District (LCLD)  
**Reports to:** LCLD Board of Directors  
**Supervises:** LCLD personnel including Siletz Public Library staff  
**Works with:** LCLD Board, staff members, consortia, professional committees, State Library of Oregon, partner libraries  
**Primary Customers:** LCLD taxpayers, partner library directors, personnel, and board members from Lincoln County libraries, task force and committee members, city, county and state government officials, library patrons, vendors, community stakeholders, grant funders

### Purpose of the Position:

To manage the operations of the LCLD and support and strengthen the development of excellent library services in Lincoln County by working cooperatively with the partner libraries.

### RESULT #1

40% District Director – The LCLD operates efficiently, effectively, and with the laws of the State of Oregon and the approved policies of the LCLD Board of Directors.

### ACTIVITIES

#### Administration

- Participate as a member of LCLD Board and staff team.
- Direct and manage the operation of LCLD according to the vision, mission, policies, goals, agreements with cities, and the LCLD strategic plan.
- Supervise LCLD personnel, including performance appraisals at least annually or more frequently as needed and disciplinary actions when required.
- Keep accurate records in accordance with Oregon laws and the policies of the Board.
- Evaluate effectiveness of District services in relation to the changing needs of the communities and partner libraries.

#### **Financial**

- Develop the annual budget following Oregon Budget Law with oversight from the Board and Budget Committee.
- Approve and direct, in accordance with law and regulations of the Board, the purchases and expenditures of the LCLD within the limits of the budget.
- Meet the requirements of the auditing process in a timely manner.

#### **Policy**

- Initiate and coordinate the development of policies for approval by the Board.
- Communicate and administer the implementation of Board approved policies.

#### **Planning**

- Develop strategic plans with the Board, based on the needs of the residents of Lincoln County.

#### **Community Relations**

- Represent the District in dealing with businesses, government agencies, non-profit agencies, libraries and the general public.
- Attend community meetings as appropriate.
- Join appropriate organizations.
- Develop and maintain working relationships with public entities, libraries and their Boards and community organizations.
- Provide active marketing, outreach and relationship building.

### **RESULT #2**

15% - The LCLD Board of Directors have access to up-to-date information and knowledge in order to fulfill the requirements of their elected positions.

#### **ACTIVITIES**

- Attend all regular and special meetings of the Board and take part in the deliberations. This position does not vote.
- Work with the Board President to create a monthly agenda.
- Provide monthly written reports and/or presentations to the Board regarding LCLD business and activities
- Compile and distribute Board packets to the Board in advance of the meeting.
- Ensure that minutes of board meetings and the records of the District are kept up to date.
- Thoroughly orient new Board members and make ongoing training available.
- Assure that Board members are familiar with related professional organizations (such as Special Districts Association of Oregon and the Oregon Library Association) and the resources they offer to LCLD, the Board, and the Director.

**RESULT #3**

25% - Library partners of the LCLD have timely access to knowledgeable consulting services, well organized training and shared information in an atmosphere of outstanding customer service.

**ACTIVITIES**

- Maintain open avenues of communication with the library community.
- Provide support and problem-solving assistance for the partner libraries.
- Maintain resources to share about library trends, policies and other relevant topics with partner libraries.
- Develop capacity to improve library services for all residents of LCLD.

**RESULT #4**

10% - Administer the Siletz Public Library.

**ACTIVITIES**

- Develop, administer, supervise, and coordinate work of Siletz Public Library staff in cooperation with the Library Manager.
- Manage the budget of the Siletz Public Library
- Serve as liaison with Siletz Valley Friends of the Library, Siletz City Council, and other appropriate organizations and agencies.
- Provide an annual evaluation for Siletz Public Library staff members.

**RESULT #5**

10% Professional development – Residents and partners of LCLD have an awareness of new and emerging trends, best practices and legal issues facing libraries.

**ACTIVITIES**

- Extend and enhance professional knowledge.
- Attend training, meetings, and conferences to develop relevant knowledge and skills.
- Maintain membership and actively participate in state and national professional library associations and activities.



## Ratings

The following scale is used for all ratings in the review.

**AP - Achieving/ Performing** – consistently delivers results based on LCLD vision and outcomes and values

**D - Does not meet expectations** –Is not doing the job; needs significant improvement quickly.

**GO – Growth Opportunities** – areas to improve or need training or assistance; is there a situation that you would like to change or would have liked to do something differently.

Lincoln County Library District – Employee Performance Appraisal	
Employee Name	MaryKay Dahlgreen
Position	Director
Supervisor Name	LCLD Board
Position	LCLD Board
Review Period	2019-2020
Date of Review	
Type of Appraisal	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Entrance <input type="checkbox"/> Exit <input type="checkbox"/> Other _____
Reviewed by	<input type="checkbox"/> Self <input type="checkbox"/> Supervisor
Overall Rating	<input type="checkbox"/> Achieves Performance Standards <input type="checkbox"/> Does Not Achieve Performance Standards
Signatures	
Supervisor's Name	
Supervisor's Signature	

Date	
Employee Comments	
Employee's Signature	
Date	
Reviewer's Name	
Reviewer's Signature	
Date	

Annual Performance Appraisal Checklist	
Date	
Employee Name	
Supervisor Name	
____1.	ROJD reviewed by employee and supervisor
____2.	Employee's self-appraisal of expectations and standards provided to supervisor
____3.	Peer and customer input requested (if desired).
____4.	Supervisor's written comments
____5.	Review by a board member <b><u>before</u></b> discussion with the employee
____6.	<p>Discussion(s) with employee held on:</p> <p>Date _____ Time _____ Location _____</p> <p>Date _____ Time _____ Location _____</p>
____7.	New work plan written for the coming year, including goals and benchmarks

____ 8.	ROJD updated by supervisor and filed appropriately
____ 9.	All signatures complete before making copies
____ 10.	Set dates for check in meetings

First Date - \_\_\_\_\_

Second Date - \_\_\_\_\_

Third Date - \_\_\_\_\_

Fourth Date - \_\_\_\_\_

### Section I. Self-Assessment Employee

**What were the goals for this last year:**

**What progress was made toward these goals?**

**What worked well; what are you most proud of; what did you learn?**

**What was challenging; what would you change; what would work better if you did something differently?**



Section II. Getting Results Supervisor		
Goal	Result(s)	Rating AP: Achieves/ Performs D: <i>Does not meet expectations</i> GO: Growth Opportunities
<b>Comments:</b> To what extent did the staff member achieve the goals for the position this past period? To what extent did the staff member do everything possible to reach the goals?		

### Section III. Demonstrating Performance Standards

**Ratings:**

**AP - Achieving/ Performing** – consistently delivers results based on LCLD vision and outcomes and values

**D - Does not meet expectations** –Is not doing the job; needs significant improvement quickly.

**GO – Growth Opportunities** – areas to improve or need training or assistance.

	Description	Rating
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Knock your socks off attitude</li> <li>• Negotiates realistic customer expectations</li> <li>• Seeks customer input to plan and evaluate services</li> <li>• Identifies customer needs when making decisions</li> <li>• Meets commitments to customers</li> <li>• Balances needs of internal and external customers</li> <li>• Proactive</li> </ul>	

<b>Dependability - Reliability</b>	<ul style="list-style-type: none"> <li>• Responsibly uses and cares for LCLD assets – vehicles, computers, etc.</li> <li>• Uses LCLD finances according to Board approved policy in meeting position requirements</li> <li>• Conscious of health, safety and security in all actions</li> <li>• Accepts accountability for actions</li> <li>• Meets commitments</li> <li>• Meets work standards</li> <li>• Stays balanced in stress situations</li> <li>• Meets attendance expectations</li> <li>• Achieves results and/or meets targets.</li> <li>• Constantly learns from and improves in his or her work.</li> </ul>	

<b>Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Develops effective working relationships               <ul style="list-style-type: none"> <li>○ Demonstrates teamwork and collaboration</li> <li>○ Shares information with others</li> <li>○ Demonstrates mutual respect</li> <li>○ Takes responsibility for self</li> <li>○ Practices effective conflict resolution</li> <li>○ Demonstrates flexibility and open-mindedness</li> <li>○ Effective ambassador of the LCLD</li> </ul> </li> <li>• Communicates effectively               <ul style="list-style-type: none"> <li>○ Is receptive to feedback</li> <li>○ Communicates openly and honestly in a timely manner</li> <li>○ Uses good listening skills</li> </ul> </li> </ul>	

<b>Managing Performance</b>	<ul style="list-style-type: none"> <li>• Establishes clear performance expectations               <ul style="list-style-type: none"> <li>○ Sets clear objectives</li> <li>○ Develops work plan based on LCLD strategic plan and the ROJD of the position</li> <li>○ Resolves performance problems</li> </ul> </li> <li>• Encourages personal growth and innovation               <ul style="list-style-type: none"> <li>○ Supports the ideas of others</li> <li>○ Demonstrates initiative</li> <li>○ Accepts additional responsibility</li> </ul> </li> <li>• Makes good decisions in a variety of situations               <ul style="list-style-type: none"> <li>○ Uses collaborative decision-making</li> <li>○ Identifies and defines problems before seeking solutions</li> <li>○ Anticipates and prevents problems</li> <li>○ Considers impact of decisions</li> <li>○ Finds best fit solutions</li> <li>○ Thinks outside the box</li> <li>○ Demonstrates creative problem solving</li> </ul> </li> </ul>	

<b>Productivity</b>	<ul style="list-style-type: none"> <li>• Demonstrates job skills and knowledge</li> <li>• Applies organization mission and values</li> <li>• Participates in collaborative projects</li> <li>• Establishes team expectations and responsibilities</li> <li>• Achieves ROJD results</li> <li>• Manages time effectively</li> <li>• Manages priorities</li> </ul>	

Quality	<ul style="list-style-type: none"> <li>• Makes improvements in processes and systems</li> <li>• Learns from mistakes</li> <li>• Uses data appropriately</li> <li>• Demonstrates accuracy and attention to detail</li> <li>• Manages change effectively</li> </ul>	

<b>Work Environment - Safety</b>	<ul style="list-style-type: none"> <li>• Follows LCLD Safety and Loss Control Policies</li> <li>• Practices safety and security procedures</li> <li>• Keeps work area safe &amp; clean</li> <li>• Creates a results-focused environment</li> <li>• Demonstrates collaborative attitudes and behaviors</li> <li>• Supports library ideals               <ul style="list-style-type: none"> <li>○ Protects intellectual freedom</li> <li>○ Advocates life-long learning</li> <li>○ Ensures customer privacy</li> <li>○ Provides public access to information</li> </ul> </li> <li>• Supports concepts and activities leading to continuous improvement and being a learning organization               <ul style="list-style-type: none"> <li>○ Generates new ideas</li> <li>○ Challenges the status quo</li> <li>○ Takes risks</li> <li>○ Recognizes and acts on opportunities</li> </ul> </li> </ul>	



#### Section IV. Summary Assessment- Next Steps

**Comments:** How is the staff member performing overall? What are the most notable areas of strength? What are the next steps for growth or improvement?

#### Section V. Supervisor Feedback Employee

What needs do you have or what support do you need to do your work more effectively?

## Section VI. Next Year's Goals

Goals and Benchmarks – What Strategic Plan goals are referenced with these work goals?