

Lincoln County Library District Board Regular Meeting Tuesday, March 10, 2020, Noon LCLD Administrative Office 141 NW 11th, Newport, OR

Agenda	1711111111	Hewport, Or	
Call to order		President	
Call the Roll & Establish Q	ALIOPI INO		the Decod (D)
	uorum		the Board (Director)
Approval of the Agenda		President	
Topic	Lead		Purpose Outcome
Public Comment	President		Anyone may come forward at this time.
Minutes	President		Approval
Board Meeting February			1
11, 2020			
Reports			
Board Reports	Board Memb	ers	Information
Director's Report	Director		Information
Financial Report	Director		Acceptance
Old Business			
Budget Committee	Director		Approval
Appointments			1,
Board Training-Conflict of	Director		Information
Interest			
New Business			
Subscription to	Director		Approval
PolicyMap-Resolution			• •
Discussion of Personnel	Director		Discussion
Policy Components			
Good of the Order			Information
Next District Board			Information
Meeting			
April 14, 2020, noon			
LCLD Administrative			
Office			
Adjourn	President		Motion

Minutes
Lincoln County Library District
Board Meeting
February 11, 2020
12:00 p.m.
LCLD Administrative Office
141 NW 11th
Newport, OR

ATTENDANCE—BOARD
PRESENT
Brian Fodness- President
Emily Portwood
Marta West
Chris Boyle
ABSENT
Virginia Tardaewether (Phone)

ATTENDANCE—STAFF
MaryKay Dahlgreen, District Director

CALL TO ORDER

Board President Brian Fodness called the meeting to order at 12:00 P.M.

CALL THE ROLL AND ESTABLISH QUORUM
One member absent, quorum was established.

APPROVAL OF AGENDA

PUBLIC COMMENT

No members of the public were present.

APPROVAL OF MEETING MINUTES

Marta moved and Chris seconded approval of the minutes of January 14, 2020. Passed unanimously.

BOARD MEMBER REPORTS

Brian did a ride-along with courier driver, Gary Ruch, earlier this month. Brian reported Gary's good rapport with library staff at all the libraries serviced and his knowledge of the process. Brian attended the Special District Association of Oregon Conference 2020 in Seaside. He attended sessions "Life Cycle of a CEO", public records and "Financial Awareness for Elected Officials"

Emily also attended the SDAO Conference. She attended the following sessions: "Navigating Oregon Government Ethics Law"

"Board/Staff Interaction": discussion of the role of Board members and their individual interactions with staff and Board members expectations. Discussion of Board's responsibility to act as a body, not as individuals. Board orientation and expectations. Director has a responsibility to share Board decisions and actions with staff as soon as possible. Suggestion to insert a sunset clause in Resolutions if appropriate to create clear expectations. Budget line item is different than authorization to spend. Board needs to authorize expenditures. We haven't been doing enough resolutions. Create committees to address ad hoc issues and then bring to the Board. Use of surveys to determine issues without talking directly to the staff.

"Understanding Urban Renewal" Very complicated but can influence special taxing district's permanent rate. In 2017 law changed so that 3 of 4 specials districts must agree to the urban renewal district.

"Funding Options & Sources" USDA has a transportation grant that we could use for a courier van.

"Financial Awareness for Elected Officials" Lots of questions from the audience that detracted from the information being presented.

Lebanese restaurant in Seaside is fabulous.

Board orientation should include trip compensation process.

Energy Trust of Oregon provided information about energy savings. Emily suggested encouraging libraries to work with the Energy Trust as a Board initiative.

Marta attended the Lincoln County Special Districts Information Sharing Session which provided an overview of legal responsibilities of special districts including audits. Packet and video of session are online at https://www.co.lincoln.or.us/boc/page/special-districts-information-sharing-meeting

Marta noted that the League of Women's Voters has offered to help libraries with Census 2020.

DIRECTOR'S REPORT

Submitted administrative services agreement with ICMA-RC for 457 plan. Resolution is on agenda for this meeting. Noted participation in REFORMA National Conference Committee for 2021. Update on showing of "The Library That Dolly Built" from the Dolly Parton Imagination Library. Updated progress towards goals included in written report. Budget season starting. Meet with Darci Hanning from State Library and Lily Curanzy to talk about strategic planning. Will put short Board training on agenda each month. MaryKay was elected to a position on the SDAO Board as an at-large caucus representative. MaryKay will be attending Research in Public Libraries Institute in Chicago this summer. Move to new office has been very successful. Jane attended ALA Midwinter. Emily mentioned that one of her stores sends Advance Reader Copies to prisons. If LCLD can't give them away, we should consider that. Payroll is still a bit of a challenge but we're working through the problems with Asure. Met with CJ Drake and Lisa

Blank about STEM activities in LCLD libraries. Will meet with Toby and Heide from Neighbors for Kids about collection and summer reading program.

FINANCIAL REPORT

MaryKay highlighted several items on the financial report including previous years taxes and noted that our second State Forestry check has arrived. Election fee was \$32,000 and we had only budgeted \$16,000. Chris moved and Marta seconded acceptance of the financial report.

OLD BUSINESS

Resolution #2020-2.1 "Establish 457 Deferred Compensation Plan with ICMA-RC" Roll Call: Chris, Aye; Brian, Aye; Emily, Aye; Marta, Aye; Virginia, Absent.

Board Training-Local Budget Law

MaryKay reviewed the citizen's overview of local budget law. Discussed the complexity of local budget law and the process created by the Oregon Department of Revenue. Public notices need to be posted and citizen input is welcomed. Brian was concerned that notices in the News-Times wouldn't reach Lincoln City and South County. It was suggested that a Facebook post and notice on the website would be enough. It was also suggested that we send a notice to News Lincoln County.

NEW BUSINESS

2020-2021 Budget-Appoint Budget Officer & Adopt Budget Calendar

Discussion of requirements for Budget Committee members; must be electors in the District. Suggestion to discuss adopting a biennial budget with budget committee. It was agreed to start discussing a biennial budget at the November meeting. Emily moved and Marta seconded appointing MaryKay Dahlgreen as budget officer and adopting the budget calendar. Passed unanimously.

GOOD OF THE ORDER

MaryKay pointed out supplemental materials in Board packet: Gallup Poll on library usage with commentary from Ross at State Library, logo, newspaper articles about partner libraries.

NEXT DISTRICT BOARD MEETING

Tuesday March 10, 2020 at the District Office, 141 NW 11th, Newport at noon.

ADJOURNMENT

Meeting adjourned at 1:50 p.m.

and the second second

Statement of Revenues and Expenditures - Cash Basis For February 2020 and FYTD Ended February 29, 2020 Year to Date Annual Revenues Actual Budget 4020 Revenues Actual Budget 4020 Revenues Actual Budget 4020 Chinook Library Network 25500.00 2500.00 4020 Chinook Library Network 263.58 256.58 40000.00 4020 Stale Chinook Library Network 3566.22 4114.73 500.00 403 Siletz-Miscellaneous 560.07 7915.79 1000.00 403 Siletz-Miscellaneous 6554.27 11648.54 110000.00 403 Property Tax Revenue 18/13 6608.13 12267.59 1000.00	Statement of Revenues and Expenditures - Cash Basis For February 2020 and FYTD Ended February 29, 2020 Annual Indest Actual Actual Annual Revenues Actual Actual Annual Revenues 2500.00 2500.00 2500.00 Lincoln County Law Library 2500.00 2500.58 40c Lincoln County Law Library 250.00 250.58 40c Lincoln County Law Library 250.00 250.58 40c Lincoln County Law Library 250.00 250.58 40c Lincoln County Law Library 250.58 260.58 40c Lincoln County Law Library 250.58 250.58 40c Lilitorial County Law Library 250.58 250.58 40c State County Law Revenue 16/17 865.22 4114.73 85 Assister-Allerance 35.74 1164.85 100 Property Tax Revenue 18/19 6098.13 1276.71 11649.99 Property Tax Revenue 18/19 6098.13 1320.78 13806	Linco	coln County Library District	y District	
Poperty Tax Revenue 18/17 Annual Actual Budga Chinook Library Network 2500.00 2560.	Current Period Current Period Current Period Current Period Actual Actual Actual Actual Actual Actual Actual Actual Actual Budga	Statement o	of Revenues and Expendi	tures - Cash Basis	
Number Actual Vear to Date Annual Revenues Actual Actual Budga Revenues 2500.00 2500.00 256 Othinook Library 2500.00 2500.00 256 Incoin County Law Library 263.58 9260.58 400 Perviously Levied Taxes 263.58 9260.58 400 Ready to Read Grant 11873.88 156 Siletz-Ciry over 4405.00 44 2 Siletz-Ciry over 35 Siletz-Ciry over 70 2 Siletz-Ciry of Siletz 35 Siletz-Ciry over 70 3 Siletz-Interest 35 Siletz-Ciry over 74 44 Siletz-Miscellaneous 35 Siletz-Ciry over 70 4 Siletz-Miscellaneous 35 Siletz-Miscellaneous 70 5 State Forestry 6554.27 11648.54 100 Property Tax Revenue 18/19 6098.13 27371.10 12767 Property Tax Revenue 18/19 6098.13 1320794.58 13806 Miscellancous Income 16493.13 1320794.542 16493.21 <th>Name Actual Vear to Date Annual Revenues Actual Budg Revenues 2500.00 2500.00 256 Chinook Library 11873.88 156 P Previously Law Library 263.58 9560.58 400 P Previously Law Library 263.58 9560.58 400 P Previously Lawed Grant 263.58 9560.58 400 1 Siletz 4405.00 44 405.00 70 2 Siletz-Carry-over 73 71 70 70 70 2 Siletz-Carry-over 73 71 70 70 70 70 70 70 70 70 70 70 70 70 70 70 70</th> <th>For Feb</th> <th>ruary 2020 and FYTD Ended Feb</th> <th>ruary 29, 2020</th> <th></th>	Name Actual Vear to Date Annual Revenues Actual Budg Revenues 2500.00 2500.00 256 Chinook Library 11873.88 156 P Previously Law Library 263.58 9560.58 400 P Previously Law Library 263.58 9560.58 400 P Previously Lawed Grant 263.58 9560.58 400 1 Siletz 4405.00 44 405.00 70 2 Siletz-Carry-over 73 71 70 70 70 2 Siletz-Carry-over 73 71 70 70 70 70 70 70 70 70 70 70 70 70 70 70 70	For Feb	ruary 2020 and FYTD Ended Feb	ruary 29, 2020	
Revenues 2500.00 2500.20 2500.00 2500.00 2500.00 <	Revenues 2500.00 2500.20 2500.20 2500.20 <		Current Period Actual	Year to Date Actual	Annual Budget
tevenues 2500.00 2500.02 440	tevenues 2500.00 4400.00 <	Revenues			
Of Chinook Library Network 2500.00 2500.00 2500.00 Lincoln County Law Library 263.58 400 11873.88 150 Previously Levied Taxes 263.58 9260.58 400 P Ready to Read Grant 4405.00 43 1 Siletz-Carry-over 70 70 2 Siletz-Carry-over 70 70 2 Siletz-Carry-over 3566.22 4114.73 5 3 Siletz-Interest 3566.22 4114.73 5 4 Siletz-Miscellaneous 864.12 4189.99 70 Property Tax Revenue 16/17 864.12 4189.99 70 Property Tax Revenue - 17/18 6698.13 1226716.84 12767 Property Tax Revenue - 19/20 869.17 100 Property Tax Revenue - 19/20 860.36 1260.36 1 Miscellaneous Income 36.74 960.36 1 Miscellaneous Income 16493.21 16493.21 16493.21 Becash On Hand \$ 1,537,287.79 \$ 1,542,2	Of Chinook Library Network 2500.00 2500.00 2550.00 2550.00 2550.00 2550.00 2550.00 2550.00 2550.00 2550.00 2550.00 2550.00 2550.00 2550.00 2550.00 2550.00 2550.00 2550.00 2550.00 2550.00 4405.00 4414.73 4414	4000 Revenues			
Dimonic County Law Library 11873.88 156 Previously Levied Taxes 263.58 9260.58 400 Ready to Read Grant 4405.00 43 Islietz 4405.00 43 1 Siletz-Carry-over 70 70 2 Siletz-Carry-over 70 70 3 Siletz-Interest 3 Siletz-Interest 70 4 Siletz-Interest 4414.73 85 3 Siletz-Interest 4414.73 85 4 Siletz-Miscellaneous 865.22 4114.73 85 5 Siletz-Miscellaneous 865.42 4116.85 100 Property Tax Revenue 16/17 864.12 418.99 100 Property Tax Revenue 18/19 6098.13 7915.79 11 Property Tax Revenue 18/19 6098.13 1226716.84 1226716.84 Miscellaneous Income 36.74 906.36 1 Miscellaneous Income 16493.21 16493.21 16493.21 All Cash On Hand \$ 1,537,287.79 \$ 1,542,	Decincol County Law Library 11873.88 156 Previously Levied Taxes 263.58 9260.58 400 Saletz	4020 Chinook Library Network	2500.00	2500.00	25000.00
Previously Levied Taxes 263.58 906.058 400 Ready to Read Grant 4405.00 43 Isiletz 4405.00 43 1 Siletz-Carry-over 70 70 2 Siletz-City of Siletz 3566.22 4114.73 70 3 Siletz-Interest 4114.73 85 85 4 Siletz-City of Siletz 3566.22 4114.73 85 4 Siletz-Interest 4114.73 85 85 4 Siletz-Interest 864.12 4114.73 85 5 State Forestry 864.12 4189.99 70 Property Tax Revenue 16/17 864.12 4189.99 70 Property Tax Revenue 18/19 6098.13 27371.10 12767 Property Tax Revenue 18/19 6098.13 132071.10 160 Property Tax Revenue 19/20 36.74 960.07 7915.79 10 Miscellaneous Income 36.74 960.07 960.36 1 Miscellaneous Income 20843.13 1320794.58 13806 Bie Cash On Hand	Previously Levied Taxes 263.58 9260.58 4405.00 Ready to Read Grant 2416.50 4415.50 4415.50 Siletz-Carry-over 2 Siletz-Carry-over	4050 Lincoln County Law Library		11873.88	15000.00
Ready to Read Grant	Siletz-Carry-over 2 2 2 2 2 2 2 2 2	4060 Previously Levied Taxes	263.58	9260.58	40000.00
Siletz-Carry-over 70 2 Siletz-Carry-over 2 Siletz-Carry-over 10 2 Siletz-Carry-over 2 Siletz-Carry-over 10 3 Siletz-Interest 4114.73 5 44 Siletz-Miscellaneous 3566.22 4114.73 85 44 Siletz-Miscellaneous 6554.27 411648.54 100 Property Tax Revenue 16/17 864.12 4189.99 11648.54 100 Property Tax Revenue 18/19 60.07 7915.79 12767 Property Tax Revenue 18/19 6098.13 27371.10 10 Property Tax Revenue - 19/20 36.74 960.07 126716.84 1206.35 Miscellaneous Income 36.74 9891.77 10 Miscellaneous Income 16493.21 16493.21 1613 Sle Cash On Hand \$ 1,337,287.79 \$ 1,542,2 \$ 1,542,2	Siletz-Carry-over 70 2 Siletz-Carry-over 2 Siletz-Carry-over 10 2 Siletz-City of Siletz 3566.22 4114.73 5 3 Siletz-Interest 3566.22 4114.73 85 34 Siletz-Miscellaneous 6554.27 4114.73 85 44080 Siletz 4114.73 85 5 State Forestry 6554.27 4189.99 79 Property Tax Revenue 16/17 864.12 7915.79 7915.79 Property Tax Revenue - 17/18 6098.13 27371.10 10 Property Tax Revenue - 19/20 36.74 966.36 1 Miscellaneous Income 36.74 968.17 10 Miscellaneous Income 20843.13 1320794.58 13806 Jel Cash On Hand \$ 1,537,287.79 \$ 1,542,	4070 Ready to Read Grant		4405.00	4300.00
S1 Siletz-Carry-over 2 Siletz-Carry-over 10 2 Siletz-City of Siletz 2 Siletz-City of Siletz 10 3 Siletz-Interest 3566.22 4114.73 5 44 Siletz-Miscellaneous 356.22 4114.73 85 45 Siletz-Miscellaneous 4114.73 85 5 State Forestry 6554.27 11648.54 100 Property Tax Revenue 16/17 864.12 4189.99 10 Property Tax Revenue 18/19 6098.13 27371.10 12767 Property Tax Revenue 18/19 6098.13 1226716.84 1206.36 1 Miscellaneous Income 36.74 9891.77 10 Miscellaneous Income 16493.21 16493.21 16493.21 Second Revenues \$ 1,337,287.79 \$ 1,542,2	31 Siletz-Carry-over 2 Siletz-Carry-over 10 2 Siletz-City of Siletz 2 Siletz-City of Siletz 10 3 Siletz-Interest 3566.22 4114.73 5 44 Siletz-Miscellaneous 5554.27 4114.73 85 4080 Siletz 4114.73 85 State Forestry 6554.27 11648.54 100 Property Tax Revenue 16/17 864.12 4189.99 120 Property Tax Revenue 18/19 60.07 7915.79 120 Property Tax Revenue 18/19 6098.13 27371.10 10 Property Tax Revenue - 19/20 36.74 966.36 1 Miscellaneous Income 36.74 969.36 1 Miscellaneous Income 1320794.58 13806 Miscellaneous Income 16493.21 1613 Second Revenues \$ 1,537,287.79 \$ 1,542,	4080 Siletz			
2 Siletz-City of Siletz 2 Siletz-City of Siletz 10 3 Siletz-Interest 3566.22 4114.73 5 4 Siletz-Interest 4114.73 8 8 4 Siletz-Interest 4114.73 8 8 4 Siletz-Interest 4114.73 8 8 4 State Forestry 4114.73 8 8 Property Tax Revenue 16/17 864.12 4189.99 10 Property Tax Revenue - 17/18 6098.13 27371.10 17 Property Tax Revenue - 19/20 36.74 966.36 1 Interest Income 36.74 9891.77 10 Miscellaneous Income 16493.21 16493.21 1613 Ble Cash On Hand \$ 20,843.13 \$ 1,337,287.79 \$ 1,542,2	2 Siletz-City of Siletz 3 Siletz-Interest 44 Siletz-Interest 45 Siletz-Interest 46 Siletz-Interest 46 Siletz-Interest 47 Siletz-Interest 48 Siletz-Interest 48 Siletz-Interest 49 Siletz-Interest 40 Siletz-Interest 40 Siletz-Interest 50 Siletz-Interest 50 Siletz-Interest 6554.27 66554.27 7915.79	4081 Siletz-Carry-over			7000.00
3 Siletz-Interest 3566.22 4114.73 5 44 Siletz-Miscellaneous 3566.22 4114.73 5 4080 Siletz 4114.73 85 State Forestry 11648.54 100 Property Tax Revenue 16/17 864.12 11648.54 100 Property Tax Revenue - 17/18 960.07 7915.79 12767 Property Tax Revenue - 19/20 36.74 1226716.84 12767 Interest Income 36.74 996.36 1 Miscellaneous Income 36.74 9891.77 10 Miscellaneous Income 16493.21 16493.21 Sevenues \$ 1,337,287.79 \$ 1,542,2	3 Siletz-Interest 3566.22 4114.73 5184 5184 5184 5184 5184 5184 5184 5184	4082 Siletz-City of Siletz			1000.00
34 Siletz-Miscellaneous 3566.22 4114.73 5 14080 Siletz 4114.73 85 State Forestry 6554.27 11648.54 100 Property Tax Revenue 16/17 864.12 11648.54 100 Property Tax Revenue - 17/18 960.07 7915.79 12767 Property Tax Revenue - 19/20 36.74 906.36 1 Property Tax Revenue - 19/20 36.74 906.36 1 Miscellaneous Income 36.74 906.36 1 Miscellaneous Income 20843.13 1320794.58 13806 Aiscellaneous Income 16493.21 1613 Revenues \$ 1,337,287.79 \$ 1,542,	34 Siletz-Miscellaneous 3566.22 4114.73 5 14080 Siletz 4114.73 85 State Forestry 6554.27 11648.54 100 Property Tax Revenue 16/17 864.12 1648.54 100 Property Tax Revenue - 17/18 6098.13 27371.10 12767 Property Tax Revenue - 19/20 36.74 906.36 1 Property Tax Revenue - 19/20 36.74 906.36 1 Interest Income 36.74 906.36 1 Miscellaneous Income 20843.13 1320794.58 13806 Miscellaneous Income 16493.21 1613 Revenues \$ 20,843.13 \$ 1,337,287.79 \$ 1,542,	4083 Siletz-Interest			10.00
4080 Siletz 4114.73 8 State Forestry 6554.27 11648.54 10 Property Tax Revenue 16/17 864.12 4189.99 10 Property Tax Revenue - 17/18 960.07 7915.79 1276 Property Tax Revenue - 18/19 36.74 906.36 1276 Property Tax Revenue - 19/20 36.74 906.36 13 Miscellaneous Income 9891.77 1 Miscellaneous Income 9891.77 1 O00 Revenues 16493.21 16493.21 Sle Cash On Hand \$ 1,337,287.79 \$ 1,542	4080 Siletz 4114.73 8 State Forestry 6554.27 11648.54 10 Property Tax Revenue 16/17 864.12 4189.99 120 Property Tax Revenue - 17/18 960.07 7915.79 1276 Property Tax Revenue - 19/20 36.74 906.36 1276 Interest Income 36.74 906.36 1380 Miscellaneous Income 9891.77 1 Miscellaneous Income 1320794.58 1380 Miscellaneous Income 16493.21 16493.21 Sevenues \$ 1,337,287.79 \$ 1,542	4084 Siletz-Miscellaneous	3566.22	4114.73	200.00
State Forestry 6554.27 11648.54 1 Property Tax Revenue 16/17 864.12 4189.99 1 Property Tax Revenue - 17/18 960.07 7915.79 127 Property Tax Revenue - 19/20 36.74 906.36 127 Property Tax Revenue - 19/20 36.74 906.36 127 Interest Income 9891.77 138 Miscellaneous Income 9891.77 138 O00 Revenues 16493.21 16493.21 Revenues \$ 1,337,287.79 \$ 1,54	State Forestry 6554.27 11648.54 1 Property Tax Revenue 16/17 864.12 4189.99 1 Property Tax Revenue - 17/18 960.07 7915.79 127 Property Tax Revenue - 19/20 36.74 906.36 127 Property Tax Revenue - 19/20 36.74 906.36 127 Interest Income 906.36 138 138 Miscellaneous Income 9891.77 138 138 300 Revenues 16493.21 16493.21 16 3e Cash On Hand \$ 20,843.13 \$ 1,337,287.79 \$ 1,54	Total 4080 Siletz		4114.73	8510.00
Property Tax Revenue 16/17 864.12 4189.99 Property Tax Revenue - 17/18 960.07 7915.79 Property Tax Revenue - 18/19 6098.13 27371.10 Property Tax Revenue - 19/20 36.74 906.36 Interest Income 9891.77 Miscellaneous Income 9891.77 Miscellaneous Income 9891.77 O00 Revenues 1320794.58 Be Cash On Hand 16493.21 Revenues \$ 1,54	Property Tax Revenue 16/17 864.12 4189.99 Property Tax Revenue - 17/18 960.07 7915.79 Property Tax Revenue - 19/20 6098.13 27371.10 Property Tax Revenue - 19/20 36.74 906.36 Interest Income 9891.77 1320794.58 Miscellaneous Income 9891.77 13493.21 300 Revenues 16493.21 11 3le Cash On Hand \$ 1,337,287.79 \$ 1,54	4090 State Forestry	6554.27	11648.54	10000.00
Property Tax Revenue - 17/18 960.07 7915.79 Property Tax Revenue 18/19 6098.13 27371.10 Property Tax Revenue - 19/20 36.74 906.36 Interest Income 36.74 9891.77 Miscellaneous Income 9891.77 16493.21 O00 Revenues 16493.21 16493.21 Seevenues \$ 1,337,287.79 \$ 1,	Property Tax Revenue - 17/18 960.07 7915.79 Property Tax Revenue 18/19 6098.13 27371.10 Property Tax Revenue - 19/20 36.74 906.36 Interest Income 9891.77 Miscellaneous Income 9891.77 Miscellaneous Income 1320794.58 O00 Revenues 16493.21 Sle Cash On Hand \$ 20,843.13 \$ 1,337,287.79	4100 Property Tax Revenue 16/17	864.12	4189.99	
Property Tax Revenue 18/19 6098.13 27371.10 Property Tax Revenue - 19/20 1226716.84 1226716.84 Interest Income 36.74 906.36 906.36 Miscellaneous Income 9891.77 9891.77 1320794.58 16493.21 Sie Cash On Hand \$ 20,843.13 \$ 1,337,287.79 \$ 1,	Property Tax Revenue 18/19 6098.13 27371.10 Property Tax Revenue - 19/20 36.74 906.36 Interest Income 36.74 906.36 Miscellaneous Income 20843.13 1320794.58 Miscellaneous Income 16493.21 16493.21 Sevenues \$ 20,843.13 \$ 1,337,287.79 \$ 1,	4101 Property Tax Revenue - 17/18	20.096	7915.79	
Property Tax Revenue - 19/20 Property Tax Revenue - 19/20 1226716.84 122	Property Tax Revenue - 19/20 Property Tax Revenue - 19/20 1226716.84 1226716.84 1226716.84 1226716.84 1226716.84 1226736 1226716.84 1226736	4102 Property Tax Revenue 18/19	6098.13	27371.10	
Interest Income 36.74 906.36 Miscellaneous Income 20843.13 9891.77 Motor Revenues 20843.13 1320794.58 Je Cash On Hand \$ 20,843.13 \$ 1,337,287.79 \$ 1,	Interest Income 36.74 906.36 Miscellaneous Income 20843.13 1320794.58 3000 Revenues 16493.21 30e Cash On Hand \$ 20,843.13 \$ 1,337,287.79 \$ 1,	4103 Property Tax Revenue - 19/20		1226716.84	1276772.00
Miscellaneous Income Miscellaneous Income 9891.77 1 1000 Revenues 20843.13 1320794.58 1380 1000 Revenues 16493.21 16493.21 16493.21 101 Revenues \$ 20,843.13 \$ 1,337,287.79 \$ 1,542	Miscellaneous Income 9891.77 1 000 Revenues 20843.13 1320794.58 1380 ole Cash On Hand 16493.21 161 Revenues \$ 20,843.13 \$ 1,337,287.79 \$ 1,542	4800 Interest Income	36.74	906.36	100.00
1320794.58 138 1320794.58 138 1320794.58 138 1320794.58 138 13307287.79 \$ 1,54	1320794.58 138 1320794.58 138 1320794.58 138 13307,287.79 1337,287.79 13307,287.79 \$ 1,54	4900 Miscellaneous Income		9891.77	1000.00
ole Cash On Hand 16493.21 Revenues \$ 20,843.13 \$ 1,337,287.79 \$ 1,	Seevenues \$ 20,843.13 \$ 1,337,287.79 \$ 1,	Total 4000 Revenues	20843.13	1320794.58	1380682.00
Hand \$ 20,843.13 \$ 1,337,287.79 \$ 1,5	Hand \$ 20,843.13 \$ 1,337,287.79 \$ 1,1	Services		16493.21	
\$ 20,843.13 \$ 1,337,287.79 \$	\$ 20,843.13 \$ 1,337,287.79 \$	Available Cash On Hand			161320.00
		Total Revenues		\$ 1,337,287.79	\$ 1,542,002

LAPCIIUICAICS			273922 00
5000 Personnel Services			00.4355.73
5100 Salaries and Wages	17929.96	130179.34	
5200 Payroll Taxes	8203.85	88320.70	
5250 Pavroll Fees	126.49	1692.43	
Total 5000 Personnel Services	26260.30	220192.47	
5300 Employee Benefits			104000.00
5305 Health Benefits	1149.94	9199.52	
5310 Retirement Benefits	989.92	25120.26	
Total 5300 Employee Benefits	2139.86	34319.78	
6000 Materials and Services			
6010 Professional Services		344.60	29454.00
6011 Accounting Services	1137.59	30668.93	
6012 Legal Services	165.00	4510.00	
6013 IT Services		1439.50	
Total 6010 Professional Services	1302.59	36963.03	
6030 General Office Expenses	00.99	1707.65	81795.00
6036 ByWater Solutions		21210.00	
6040 Copier Lease	224.00	2141.35	
6050 Mileage	402.42	431.42	
6055 Orbis Cascade Alliance Courier			
6056 OCAC - LCLD		6050.00	
Total 6055 Orbis Cascade Alliance Courier		6050.00	
6060 Postage		427.85	
6065 Professional Materials		799.99	
6070 Public Relations	100.00	800.00	
6075 Rent and Utilities		16.	
6076 Electricity		75.95	
6077 Maintenance and Supplies		194.05	
6078 Gas		93.74	
6079 Rent	1350.00	10974.92	
6080 Telephone and Internet	89.97	841.77	
6081 LCLD Garbage		146.16	
Total Control Helliston	1439.97	12326.59	

o Too Supplies		397.46	
6105 Vans			
6106 Fuel	336.94	2952.59	
6107 Maintenance	42.15	1402.79	
6108 Supplies		48.22	
Total 6105 Vans	379.09	4403.60	
Total 6030 General Office Expenses	2611.48	50695.91	
6300 Travel/Training/Membership			15490.00
6310 Membership Fees		1694.58	
6320 Registration/Training/Travel	2933.94	2933.94	
6321 Registration		611.00	
6322 Travel/Meals/Housing	1030.99	6528.84	
Total 6320 Registration/Training/Travel	1030.99	10073.78	
Total 6300 Travel/Training/Membership	3964.93	11768.36	
6400 Operating Fees/Insurance		950.00	16600.00
6410 Business Insurance	5925.00	5925.00	
6420 Election Fees		26672.00	
6430 Legal Notices		242.25	
Total Operating Fees/Insurance	5925.00	33789.25	
6500 Reimbursement/Library Development			870261.00
6505 Contracted Library Services	68075.00	544597.00	
6510 Cataloging/Interlibrary Loan/Reference			
6511 OCLC	2874.73	33259.85	
Total 6510 Cataloging/Interlibrary Loan/Reference	2874.73	33259.85	
6520 Library Development			86100.00
6521 Support Local Libraries			
6524 Summer Reading Programs		800.00	
Total 6521 Support Local Libraries		800.00	
6525 Online Databases			
6526 Library2Go (Overdrive)		4460.60	
Total 6525 Online Databases		4460.60	
6550 Siletz			
6551 Materials, Supplies and Services	32.99	171.96	
6554 Siletz Electricity	188.58	1646 90	

\$ 1,512,622	\$ 997,293.31	\$ 116,964.77	Total Expenditures
29560.00			Operating Contingency
	7415.46		Total 7000 Capital Outlay
	7415.46		7010 Office Furniture and Equipment
35000.00			7000 Capital Outlay
1099700.00		88564.61	Total 6000 Materials and Services
	133.60	15.95	6700 Bank Charges & Fees
956361.00	602015.45	74744.66	Total 6500 Reimbursement/Library Development
	24158.60	3794.93	Total 6520 Library Development
	18898.00	3794.93	Total 6550 Siletz
	4702.50		6563 Siletz Userful
	3715.99	2895.99	6562 Siletz Repair & Maintenance
	1953.62		6561 Siletz Programming
	367.07		6560 Siletz Alarm
	460.00	163.36	6559 Siletz Gas
	1109.26		6558 Siletz Internet and Phone
	406.56	20.82	6557 Siletz Copier Lease
	771.00	00.96	6556 Siletz Water/Sewer
	3593.14	367.19	6555 Siletz Collection Development

Gifts, on the other hand, are not received by a public official, primarily, because of the public official's use of a public body's resources, but because gifts are offered by sources other than the public official's government employer or the public body represented by the public official. Sources of gifts are private individuals, businesses or organizations; they are public bodies that are not the employer of or represented by the public official. Sources of gifts may also be employees of the same public body of the public official and they offer gifts acquired with their personal resources, not the public body's resources. If something of economic value is received from the employer of or the public body represented by a public official, that "something" is not a gift, it is a financial benefit either allowed or prohibited by ORS 244.040.

Conflict of Interest

Oregon Government Ethics law defines actual conflict of interest [ORS 244.020(1)] and potential conflict of interest [ORS 244.020(13)]. In brief, a public official is met with a conflict of interest when participating in official action which could result in a financial benefit or detriment to the public official, a relative of the public official or a business with which either are associated.

The difference between an actual conflict of interest and a potential conflict of interest is determined by the words "would" and "could." A public official is met with an actual conflict of interest when the public official participates in action that would affect the financial interest of the official, the official's relative or a business with which the official or a relative of the official is associated. A public official is met with a potential conflict of interest when the public official participates in action that could affect the financial interest of the official, a relative of that official or a business with which the official or the relative of that official is associated.

Questions to ask yourself:

I own a business that my public body does business with. Yes / No

I have a relative that owns a business that my public body does business with. Yes / No A member of my household owns a business that my public body does business with. Yes / No

I have identified _____ a business or businesses with which I, my relatives and members of my household are associated.



What if I am met with a conflict of interest?

A public official must announce or disclose the nature of a conflict of interest. The way the disclosure is made depends on the position held. The following public officials must use the methods described below:

An elected public official, other than a member of the Legislative Assembly, or an appointed public official serving on a board or commission:

- (a) When met with a *potential* conflict of interest, announce publicly the nature of the potential conflict prior to taking any action thereon in the capacity of a public official; or
- (b) When met with an *actual* conflict of interest, announce publicly the nature of the actual conflict and refrain from participating* as a public official in any discussion or debate on the issue out of which the actual conflict arises or from voting on the issue.

Any other appointed official, including public officials in public bodies who are appointed, employed or volunteer:

Must provide a written notice to the person who appointed or employed them. The notice must describe the nature of the conflict of interest with which they are met [ORS 244,120(1)(c)].

My appointing authority is	
----------------------------	--

*NOTE: If a public official is met with an actual conflict of interest and the public official's vote is necessary to meet the minimum number of votes required for official action, the public official may vote.

The public official must make the required announcement and refrain from any discussion, but may participate in the vote required for official action by the governing body. [ORS 244.120(2)(b)(B)]

These circumstances do not often occur. This provision does not apply in situations where there are insufficient votes because of a member's absence when the governing body is convened. Rather, it applies in circumstances when all members of the governing body are present and the numbers of members who must refrain due to actual conflicts of interest make it impossible for the governing body to take official action.

If in doubt, contact the Oregon Government Ethics Commission to seek guidance prior to engaging in any action, decision or recommendation in your official capacity.

The following circumstances may exempt a public official from the requirement to make a public announcement or give a written notice describing the nature of a conflict of interest:

- If the conflict of interest arises from a membership or interest held in a particular business, industry, occupation or other class and that membership is a prerequisite for holding the public official position [ORS 244.020(13)(a)].
- If the financial impact of the official action would impact the public official, relative or business of the public official to the same degree (meaning equally or proportionately) as other members of an identifiable group or "class." The Commission has the authority to determine the minimum size of a "class" [ORS 244.020(13)(b) and ORS 244.290(3)(a)].
- If the conflict of interest arises from an unpaid position as officer or membership in a nonprofit corporation that is tax-exempt under 501(c)(3) of the Internal Revenue Code [ORS 244.020(13)(c)].

How is the announcement of the nature of a conflict of interest recorded?

The public body that is served by the public official will record the disclosure of the nature of the conflict of interest in the official records of the public body [ORS 244.130(1)].

Is a public official required to make an announcement of the nature of a conflict of interest each time the issue giving rise to the conflict of interest is discussed or acted upon?

The announcement needs to be made on each occasion the conflict of interest is met. For example, an elected member of the city council would have to make the public announcement one time during a meeting of the city council. If the matter giving rise to the conflict of interest is raised at another meeting, the disclosure must be made again at that meeting. An employee in a city planning department would have to give a separate written notice on each occasion they participate in official action on a matter that gives rise to a conflict of interest [ORS 244.120(3)].

If a public official failed to announce the nature of a conflict of interest and participated in official action, is the official action voided?

No. Any official action that is taken may not be voided by any court solely by reason of the failure of the public official to disclose an actual or potential conflict of interest [ORS 244.130(2)].

My positions as a	requires me to
announce the nature of conflicts of interest on	occasion.

OREGON GOVERNMENT ETHICS COMMISSION



3218 Pringle Rd. SE Suite 220 Salem, OR 97302-1544 Email: ogec.mail@Oregon.gov Phone: (503) 378 – 5105 Fax: (503) 373 – 1456

Web: http://www.oregon.gov/OGEC/

GOVERNMENT ETHICS LAWS OVERVIEW

Prohibited Use of Position or Office (ORS 244.040)	Public officials are prohibited from using or attempting to use their public positions to obtain financial benefits for themselves, relatives, household members, or businesses with which any is associated, if the benefit would not be available but for the public official holding the position.
Financial Interest in Public Contract (ORS 244.047)	A person who ceases to be a public official may not have a direct beneficial financial interest in a public contract (defined at ORS 279A.010) for two years after the date of its authorization, if the person played a significant role in authorizing (i.e., selecting, executing, recommending, or approving) that public contract as a public official.
Limits to Accepting Gifts (ORS 244.025; see ORS 244.020(10))	Public officials and their relatives are limited to accepting gifts (defined at ORS 244.020(7)) worth no more than an aggregate of \$50 in a given calendar year from any individual source reasonably known to have an economic interest in the public official's decision-making.
Conflicts of Interest (ORS 244.020(1); ORS 244.020(13); ORS 244.120)	When a public official, in an official capacity, is faced with making a decision, recommendation, or other action that "would" or "could" financially affect the official, a relative, or business with which either is associated, the public official is faced with an "actual" or "potential" conflict. A conflicted member of a governing body must provide notice of the conflict by making a public announcement, and if the conflict is "actual" (i.e., "would" financially affect) must refrain from participation in the matter. Most other public officials must provide written notice to a supervisor/employer. Either type of notice must state the nature of the conflict. A written notice must additionally request that the supervisor/employer dispose of the matter.
Nepotism Prohibitions (ORS 244.177 – 179)	Public officials may not directly – or participate in any interview, discussion, or debate to – appoint, employ, promote, discharge, fire, or demote a relative or household member of the public official. Public officials are also prohibited from supervising relatives and household members.

^{* &}lt;u>NOTE</u>: The terms "business", "business with which the person is associated", "member of the household", "public official", and "relative" are defined at ORS 244.020(2), (3), (11), (15), and (16), respectively.

<u>DISCLAIMER</u>: This document presents a brief overview of the most generally applicable Oregon Government Ethics duties and may not account for all relevant laws, exceptions or circumstances. It is <u>intended for use as a training tool only</u> and should not substitute for review of ORS Chapter 244 or consultation with an attorney or the Oregon Government Ethics Commission regarding application of the law in a specific situation.

RESOLUTION No. 2020-3.1 RESOLUTION SUBSCRIBING TO POLICYMAP DATABASE

WHEREAS, Lincoln County Library District (LCLD) is under assessment in preparation for a strategic planning process.	ertaking a community needs ess; and
WHEREAS, the database PolicyMap can provide national, sta assessment and planning process, as well as allow LCLD	ate, and county data for the needs to enter district data; and
WHEREAS, LCLD can share this resource with our partner	libraries;
Now, therefore be it RESOLVED, that LCLD subscribe to Pothe cost of \$2,200.	olicyMap for a period of 13 months at
Adopted by the Board of Directors of Lincoln County Libra 2020.	ary District this 10 th Day of March,
AYES: NAYS: ABSENT:	
Brian Fodness, LCLD Board President	MaryKay Dahlgreen, LCLD Director

AGENDA ITEM

Personnel Policy Considerations

Please think about the following for discussion at the Board meeting:

Employee benefits
Vacation Leave
Holidays
Sick Leave
Bereavement Leave
Jury Duty
Educational Assistance
Health Insurance
Life Insurance
Long-Term Disability

Work Schedules
Overtime
Use of Phone and Mail Systems
Rest and Meal Periods
Emergency Closings
Business Travel Expenses and Vehicle Use
Computer and Internet Usage
Telecommuting