



LINCOLN COUNTY
LIBRARY DISTRICT

**Lincoln County Library District Board
Regular Meeting
Wednesday February 10, 2021
12:00 p.m.
Online**

Agenda		
Call Regular Meeting to Order		President
Call Roll and Establish Quorum		Director
Approval of the Agenda		President
Topic	Lead	Purpose Outcome
Public Comment	President	Anyone may speak at this time
Minutes Board Meeting Minutes January 19, 2020	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Timeline for updating IGA and funding formula	Director	Discussion
Strategic Plan Update	Director	Approval
Policy on Financial Management Resolution 2021-2.1		
Policy on Contracting Resolution 2021-2.2	Director	Approval
New Business		
Appoint Budget Officer	President	Approval
Biennial Budget Resolution 2021-2.3	Director	Approval
Next District Board Meeting March 9, 2021, noon LCLD Administrative Office OR Online		Information
Adjourn	President	Motion

Minutes
Lincoln County Library District
Board Meeting
January 19, 2021
3:00 p.m.
Online

ATTENDANCE—BOARD

Chris Boyle

Brian Fodness

Emily Portwood-ABSENT

Virginia Tardaewether

Marta West

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Board President, Brian Fodness, called the meeting to order at 3:00 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Quorum was established.

APPROVAL OF THE AGENDA

Approved

PUBLIC COMMENT

There was none.

APPROVAL OF MEETING MINUTES

Marta moved and Chris seconded approval of the Regular Board minutes of December 8, 2020
Passed unanimously.

BOARD REPORTS

Virginia voiced her appreciation for the help selecting materials she has gotten from the Toledo Library staff with their curbside service.

DIRECTOR'S REPORT

Siletz Library is still closed for in-person service, but they are offering curbside service. The first one-half of the distribution to our partner libraries has been delivered, the other ½ will be delivered over the next six months.

We are entering budget season and the Oregon Department of Revenue has scheduled budget trainings which I have signed up for. I will bring a budget calendar to the next meeting and the Board will need to appoint a Budget Officer, which is usually the Director. Brian brought up the discussion of biennial budgets and MaryKay will bring information on that to the February meeting.

The Director attended the Research in Public Libraries Institute in December and found it incredibly valuable and will be following up with other Oregon librarians who attended.

The Newport Library Foundation has invited the other Lincoln County libraries to participate in their everyone reads program as Lincoln County Reads! The other libraries have agreed to participate and have provided some funding. The District will be contributing \$1000.00 from our annual grant from the Onedatta Fund of the Oregon Community Foundation. The book selected is *Circe* by Madeline Miller and we are arranging a virtual presentation by the author in April.

FINANCIAL REPORT

We are on track with revenue and expenditures. In checking on the OCLC expenditure it looks as if we are now on track. We have overbudgeted in a couple of areas because of the pandemic so will need to move some funding around before the end of the fiscal year. We talked about the timeline for the van purchase and decided that it needs to be purchased before the end of the fiscal year. I will report progress on van each month. Our auditor had to ask for an extension from the Secretary of State's office which we received.

OLD BUSINESS

Director Self Evaluation

Board members received the director's self-evaluation and were asked if there were questions. The next step is to complete review form and send to Brian for compilation. The completed evaluation will be on the agenda at the March meeting. There was a discussion of how to weight things and that may be something we change every year to assist in setting priorities.

Intergovernmental Agreements Between Cities and LCLD

Marta asked that we use a different font other than New Times Roman, suggested Ariel. There were a couple of conversations with the attorney, specifically about the unique nature of the District. She provided two options for reimbursement as an attachment to the agreement. MaryKay asked for a discussion of the agreement and an update of the timeline. Brian wanted to know who was going to apply the formula or if the District should do them. He and Marta both want a side-by-side comparison of each library. The big issue is creating the service populations and getting consensus between the libraries. Do we do this in two phases or one phase? Board members agreed that we should figure out the impact, work with the libraries, and decide on a formula before we make any changes. The current contract is still in effect until it is replaced. The director will create a timeline for the process and bring it to the next meeting.

Chris Boyle left the meeting at this point. There is still a quorum

Strategic Plan Update

MaryKay will provide an update at the February meeting which will include the discussions held at the meeting today.

NEW BUSINESS

LSTA Grant Application

We had embarked on creating an RFP for a shared system between the Lincoln County Libraries, but it has become apparent that we need to have more information about options for a shared system. MaryKay would like to put that on hold and write a grant to pay for a feasibility study that explores options for a shared system. I would ask for \$30,000 from LSTA and \$5,000 would be from the District. Marta moved and Virginia seconded pursuing an LSTA grant for a feasibility study. Unanimously approved.

Introduce Policies on Contracting and Financial Management

These are important policies for the District to have and the director wanted to introduce them at this meeting and then put them on the agenda for the February meeting.

GOOD OF THE ORDER

NEXT DISTRICT BOARD MEETING

Wednesday February 10, 2021 at noon at the District Office, 141 NW 11th, Newport or online.

ADJOURNMENT

Meeting adjourned at 4:20 p.m.



District Librarian's Report
February 2021

General Updates

The Siletz Library is currently closed for in-person use but is still offering curbside service four days a week. This will continue indefinitely. The same is true of our partner libraries: Newport, Lincoln City, and Waldport. Toledo is open for limited browsing by appointment.

There are two Board positions that will be open for the May 18, 2021 election. Zone 1 (Marta West) and Zone 2 (Emily Portwood). Candidate filing is February 6, 2021 to March 18, 2021. Information on the election from the County Clerk and the filing form are included in the Board packet.

As we discussed updating the IGA between LCLD and the cities it was discovered that we don't have copies of our establishment papers. County Clerk, Dana Jenkins, hunted them down for me and I have included them in the Board packet. The original zone map included was changed in 2014.

Successes

All of the libraries in the county have agreed to participate in Lincoln County Reads and all have contributed funding. The book is *Circe* by Madeline Miller. She will present an online program on April 25, 2021 in the afternoon. We have some funding for publicity and are exploring purchasing additional copies of the book for all the libraries.

We just learned that the Siletz Tribal Charitable Contribution Fund has awarded the Siletz Valley Friends of the Library a \$1,294 grant to replace broken blinds in the Siletz

Library meeting rooms. SVFOL will add \$2,000 to that grant to cover the cost of the blinds.

The Special District Association of Oregon annual conference was held virtually on February 3rd and 4th. I served on the conference committee although it was SDAO staff who did all the work to make it happen. I found it very useful and am becoming accustomed to virtual conferences, and actually prefer them in some ways.

Upcoming

- Libraries will be closed on Monday February 15, 2021 in celebration of President's Day.
- Filing with the County Clerk's office for Zone 1 and 2 positions on the Lincoln County Library District Board is open from February 6 – March 18, 2021. The election will be on May 18, 2021.
- I will be attending a stakeholders meeting for the Newport Public Library strategic planning process on February 23, 2021.

Lincoln County Legal Counsel
Lincoln County Courthouse
225 W. Oak Street
Newport, OR 97365
Phone: 263-6611 ext 309

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR LINCOLN COUNTY, OREGON

In the Matter of)
FORMATION OF LINCOLN COUNTY) FINAL ORDER
LIBRARY DISTRICT)

WHEREAS the Board of Commissioners initiated formation of a library district as described in ORS 357.216 through ORS 357.286 by order dated August 10, 1988; and

WHEREAS after notice pursuant to law, a hearing was held before the Board on September 9, 1988, at 10:30 a.m., to consider the formation of the Lincoln County Library District; and

WHEREAS following the hearing the Board entered an order approving the formation of the proposed district, and further ordered that a final hearing on the matter be held on October 12, 1988, to consider written requests, if any, for an election pursuant to ORS 198.810(2); and

WHEREAS insufficient written requests for an election on the question of formation of the district were filed with the Board as required in ORS 198.810(2) to require placement of the question of formation on the next available ballot; and

WHEREAS the Board received testimony at the final public hearing on October 12, 1988, at 10:15 a.m., and considers the formation of the district to be in the public interest;

NOW, THEREFORE, THE BOARD HEREBY ORDERS AS FOLLOWS:

1. That the Lincoln County Library District is hereby formed pursuant to ORS Chapter 198.

2. That the purpose of the district is to provide library services in accordance with ORS 357.216 through ORS 357.286.

3. That the boundaries of the district shall be concurrent with the boundaries of Lincoln County, excluding therefrom the corporate limits of the cities of Newport, Lincoln City, Toledo, Depoe Bay, Yachats, and Waldport.

4. That pursuant to ORS 357.216 to ORS 357.286, and as ordered in the order on formation adopted by this Board on the 9th day of September, 1988, the officers of the district shall be a board of five members who shall be elected by zone, in

Lincoln County Legal Counsel
Lincoln County Courthouse
225 W. Olive Street
Newport, OR 97365
Phone: 255-6511 ext 308

1 accordance with ORS 357.241(1)(a). The boundaries of the zone
2 shall be as set forth in Exhibit "A," attached hereto and made a
part of this order.

3 5. That copies of this order be filed pursuant to
4 ORS 198.780 with the Oregon Department of Revenue, the Oregon
5 Secretary of State, the Lincoln County Clerk, and the Lincoln
County Assessor.

6 6. That copies of this order be forwarded to the City
Recorder for each of the incorporated cities in Lincoln County.

7 7. That a copy of this order be forwarded to Carole
8 Dickerson of the Library Task Force.

9 DATED this 12th day of October, 1988.

10 LINCOLN COUNTY BOARD OF COMMISSIONERS

11 
12 NORMA McMILLIN, Chairman

13 
14 FRANK ARMSTRONG, Commissioner

15 
16 ALBERTA BRYANT, Commissioner

FILED

AUG 22 1990

NOTICE OF MEASURE ELECTION

LINCOLN COUNTY LIBRARY DISTRICT

At 4:00 o'clock P.M.
CLERK: Victoria A. McEwen, Clerk
Deputy

Notice is hereby given that on Tuesday, November 6, 1990, an election will be held in Lincoln County, Oregon. The polls will be open from 7:00 a.m. to 8:00 p.m. The following shall be the ballot title for the measure submitted to the electors thereof: 21-4

LINCOLN COUNTY LIBRARY DISTRICT TAX BASE

QUESTION: Shall the Lincoln County Library District establish a tax base of \$416,466 beginning the fiscal year 1991-92?

EXPLANATION: The District has no tax base. The District seeks funds to increase library resources. Most of the initial tax revenues will be used to reimburse the existing libraries to create fee-free access for all District residents. The remaining funds would be used to pay the operating expenses of the District. The services are planned as additions to the resources provided by libraries in the county.

LINCOLN COUNTY LIBRARY DISTRICT

BY Margaret Drescher
Margaret Drescher, Chair
Board of Directors

County Lincoln		Election GENERAL November 6, 1990		Issue or Candidates MEASURE NO. 21-4 - Lincoln County Library District Tax Base MEASURE NO. 21-4 - Lincoln County Library District Tax Base												10 Item No. 115 App. 1990 STATE OF OREGON ABSTRACT OF VOTES	
Page 1 of 1 pages																Separate Sheets for 1. President Vice-President 2. National Committeeman 3. Delegates at Large 4. Delegates - Districts 5. U.S. Senator and Congressman 6. State Offices 7. Judicial Offices 8. State Senators 9. State Representatives 10. Others	
Name or No. of Precinct	Ballot Number →	Yes	No														
03 Alsea		159	219														
04 Seaview		203	236														
06 Tidewater		69	125														
07 Five Rivers		29	42														
09 Yachats #2		95	98														
10 Bayview		287	197														
29 Edenvew		97	89														
30 Yaquina		45	40														
31 Seal Rock		270	211														
32 South Beach		193	138														
33 Agate Beach		17	28														
34 Otter Rock		94	76														
40 Depoe Bay #2		282	206														
41 Kern		301	228														
43 Cutler City #2		33	30														
44 Cutler City #3		15	14														
47 Nelscott #2		57	46														
54 Sunset East #1		194	128														
55 Sunset East #2		97	75														
56 Sunset West		114	88														
57 Rose Lodge		273	296														
60 Big Elk		26	38														
61 Bittner		67	71														
62 Elk City		24	29														
63 Fruitvale		71	89														
64 Little Elk		52	64														
65 Moody		75	63														
66 Nashville		16	26														
67 Siletz #1		132	154														
68 Siletz #2		173	143														
69 Spruce		134	133														
70 Tum Tum		9	41														
71 Rock Creek		72	52														
TOTAL		3775	3513														
I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.				Signature of County Clerk: Gloria A. McEwen, Lincoln County Clerk <i>Gloria A. McEwen</i>				Date of Abstract Nov. 15, 1990									
ABSTRACT OF VOTES AT GENERAL AND SPECIAL ELECTIONS: Votes cast for Governor must be on separate page or pages. For additional instructions see ORS 250.810.				ABSTRACT OF VOTES AT PRIMARY ELECTIONS: Separate sheets for Democratic, Republican, Nonpartisan, and other candidates. Separate sheets for candidates for City, County (including precinct) and State office. For additional instructions, see ORS 249.410.													

FILED

AUG 22 1990

BEFORE THE LINCOLN COUNTY LIBRARY DISTRICT

BOARD OF DIRECTORS

4:00 P.M.
COLONIA A. McEWEN, clerk
Deputy

In the Matter of)
)
SETTING AN ELECTION TO ESTABLISH) RESOLUTION NO. 90-6
TAX BASE FOR FISCAL YEAR 1991-92)

WHEREAS the Lincoln County Library District was organized under the provisions of ORS 357.216 through 357.286 to exercise powers of a municipal corporation in providing public library services and facilities; and

WHEREAS the Board of Directors, as the governing body for the Library District, has determined it would be in the best interests of the citizens of Lincoln County to increase library services and develop library access programs for Lincoln County residents by establishment of a district tax base of \$416,466 beginning fiscal year 1991-92;

NOW, THEREFORE, THE BOARD HEREBY RESOLVES AND ORDERS THAT:

1. An election be held on November 6, 1990, to establish a tax base of \$416,466 for the Lincoln County Library District.
2. That the Notice of Measure Election, attached hereto and incorporated herein as Exhibit "A," be filed with the Lincoln County Clerk for publication, as required by law.

DATED this 21 day of August, 1990.

LINCOLN COUNTY LIBRARY
DISTRICT BOARD OF DIRECTORS

Margaret Edrecher
Beth Linn
Anne A. Swinehart
Carol L. Fisher
Fredda Butler

LINCOLN COUNTY
LIBRARY DISTRICT

Office or Measure
MEASURES

County
Lincoln

Session
PRIMARY
MAY 19, 1992

Page 1 of 1 pages

Candidate or Measure	MEASURE NO. 21-3 Annexation of Depoe Bay to Lincoln County Library District		MEASURE NO. 21-5 Annexation of Waldport to Lincoln County Library District		MEASURE NO. 21-5 Annexation of Waldport to Lincoln County Library District		MEASURE NO. 21-5 Annexation of Waldport to Lincoln County Library District	
	Yes	No	Yes	No	Yes	No	Yes	No

Name or
No. of Precinct

	203	204	211	212				
03 Alsea	136	75	169	76				
04 Seaview	165	72	202	81				
06 Tidewater	64	46	84	48				
07 Five Rivers	27	15	28	16				
09 Yachats No. 2	83	34	94	37				
10 Bayview	254	73	295	84				
29 Edenvue	106	35	105	34				
30 Yaquina	35	7	35	7				
31 Seal Rock	266	73	277	77				
32 South Beach	175	52	178	49				
33 Agate Beach	22	11	21	10				
34 Otter Rock	93	28	85	29				
40 Depoe Bay No. 2	293	93	246	100				
41 Kern	349	91	304	111				
43 Cutler City No. 2	46	11	43	13				
47 Melacott No. 2	64	12	60	15				
54 Sunset East	182	42	160	60				
55 Sunset North	235	65	222	78				
56 Sunset West	142	22	134	28				
57 Rose Lodge	117	37	111	40				
60 Big Elk	19	13	19	13				
61 Bittner	66	27	66	26				
62 Elk City	16	14	15	15				
63 Fruitvale	88	27	83	27				
64 Little Elk	47	18	47	20				
65 Moody	71	21	75	18				
66 Nashville	17	14	17	14				
67 Siletz No. 1	134	58	133	57				
68 Siletz No. 2	164	49	160	55				
69 Spruce	137	47	139	45				
70 Tum Tum	20	17	17	19				
71 Rock Creek	58	24	55	24				

STATE OF OREGON
ABSTRACT OF VOTES

- Separate sheets for
1. President
 2. National Committeeman
 3. Delegate at Large
 4. Delegate - District
 5. U.S. Senator and Congressman
 6. State Offices
 7. Judicial Offices
 8. State Senators
 9. State Representatives
 10. Others

CERTIFIED TO BE A TRUE AND
CORRECT COPY OF THE ORIGINAL
DATE 06/08/92
DANA W. JENKINS, COUNTY CLERK

I certify the votes recorded on this abstract correctly
summarize the tally of votes cast at the election
indicated.

Signature of county clerk
Dana W. Jenkins, Lincoln County Clerk

Date of abstract
May 20, 1992

ABSTRACT OF VOTES AT GENERAL AND
SPECIAL ELECTIONS

Votes cast for governor must be on separate
page or pages.

ABSTRACT OF VOTES AT PRIMARY ELECTIONS

Separate sheets for Democratic, Republican, Nonpartisan and other
candidates.

Separate sheets for candidates for city, county (including precinct) and state
offices.

BEFORE THE BOARD OF COMMISSIONERS

FOR LINCOLN COUNTY, OREGON

In the Matter of

ANNEXATION OF CITIES OF DEPOE
BAY AND WALDPOR TO THE LINCOLN
COUNTY LIBRARY DISTRICT

ANNEXATION FINAL
ORDER NO. 6-92-1412

WHEREAS an election to annex the Cities of Depoe Bay and Waldport to the Lincoln County Library District was held on May 19, 1992; and

WHEREAS in accordance with ORS 198.867, the Board has been provided with a certificate from the Lincoln County Library District certifying approval of the annexation requests within the District's boundaries and, attached thereto, certificates from the Cities of Depoe Bay and Waldport attesting to the approvals of voters within those respective cities' boundaries, all documents incorporated herein by this reference; and

WHEREAS the Board, being in receipt of the aforementioned certificates, must now enter an Order annexing the territories to the District;

NOW, THEREFORE, IT IS HEREBY ORDERED AS FOLLOWS:

1. That the Board approves the annexation of the Cities of Depoe Bay and Waldport to the Lincoln County Library District. The areas to be annexed are described as: The corporate limits of the City of Depoe Bay as of January 31, 1992; and the corporate limits of the City of Waldport as of January 23, 1992.

3. That, in accordance with ORS 198.867, the areas above described are included within the boundaries of the District and are subject to all liabilities of the district in the same manner and to the same extent as other territory included in the district.

3. That all proceedings relative to this annexation are hereby ratified, approved, and confirmed.

4. That copies of this final order and attachments be delivered to Diedre Conkling, District Librarian; Evan Boone, City Attorney for Depoe Bay, P. O. Box 510, Newport, OR 97365; David Gordon, City Attorney for Waldport, P. O. Box 1270, Newport, OR 97365; County Assessor; County Surveyor; County Clerk; the Oregon Department of Revenue, 955 Center Street NE,

Lincoln County Legal Counsel
Lincoln County Courthouse
225 W. Olive Street
Newport, Oregon 97365
Phone: 265-6611, Ext. 308

LINCOLN COUNTY LIBRARY DISTRICT

AREA IN DISTRICT AREA OUT OF DISTRICT

THE CITY OF SILETZ IS WITHIN THE DISTRICT.

THE CITIES OF DEPOE BAY, LINCOLN CITY, NEWPORT, TOLEDO, WALDPORT & YACHTS ARE NOT WITHIN THE DISTRICT.

OCEAN

PACIFIC

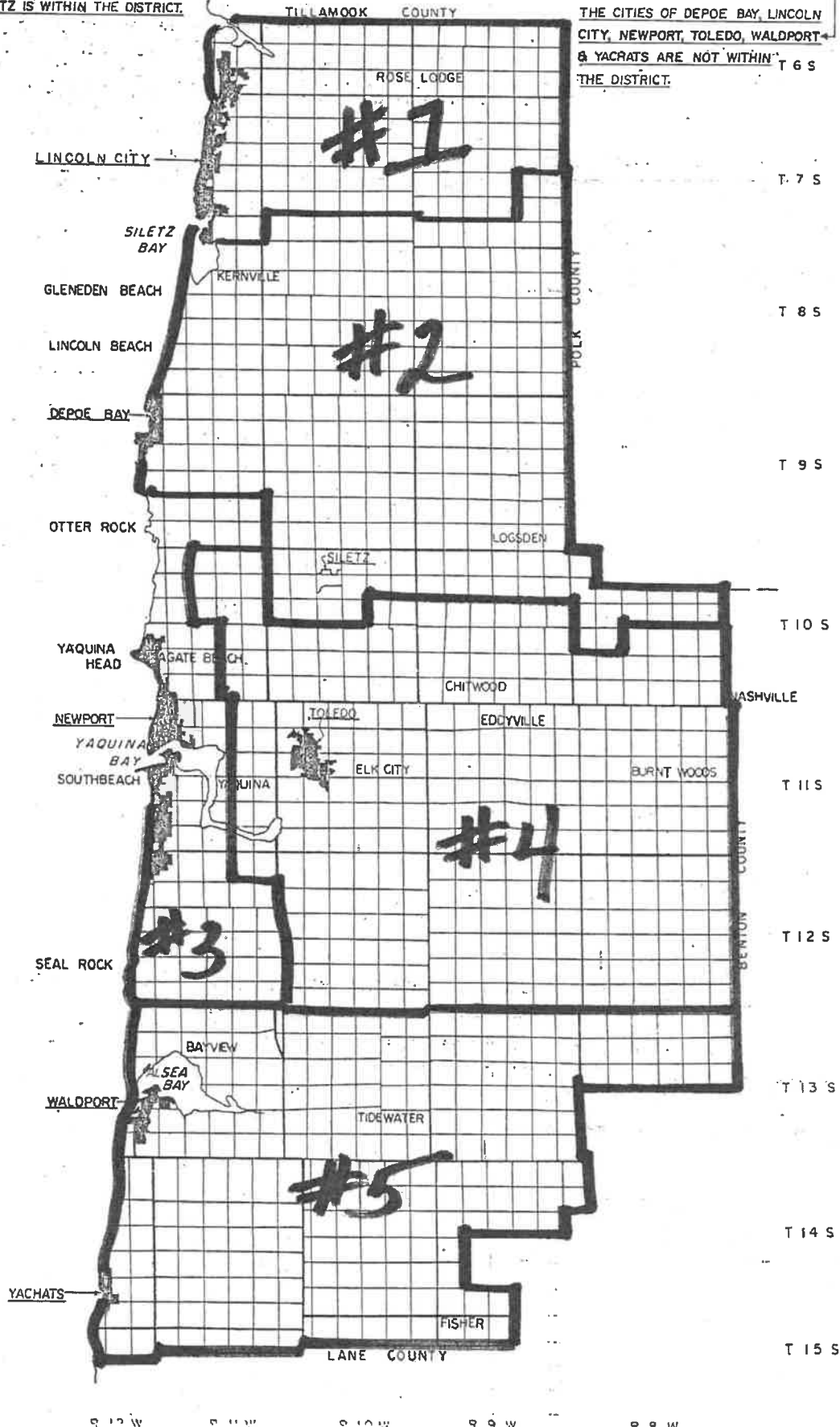


Exhibit A

Lincoln County Legal Counsel
Lincoln County Courthouse
225 W. Olive Street
Newport, Oregon 97365
Phone: 265-6611, Ext. 308

Salem, Oregon 97310; and the Secretary of State, Rules and
Records Section, Room 142, State Capitol, Salem, OR 97310.

DATED this 17th day of June, 1992.

LINCOLN COUNTY BOARD OF COMMISSIONERS

Don Lindly
DON LINDLY, Chair

Andy Zedwick
ANDY ZEDWICK, Commissioner

Nancy E. Leonard
NANCY E. LEONARD, Commissioner

CERTIFICATE

The Lincoln County Library District held an election on May 19, 1992, to consider the annexation of the Cities of Depoe Bay (Measure #21-3) and Waldport (Measure #21-5) to the Lincoln County Library District. The results of that election were as follows:

Annexation of Depoe Bay to
Library District

YES: 3691 NO: 1223

Annexation of Waldport to
Library District

YES: 3679 NO: 1326

In accordance with ORS 198.867 and the attached Abstract of Votes certified by the Lincoln County Clerk, the District hereby certifies the results of the election and the approval of the measures and requests that the Lincoln County Board of Commissioners enter a final order annexing the territory within the Cities of Depoe Bay and Waldport to the Lincoln County Library District.

Accompanying this certification are copies of the certifications of the results of the elections within the boundaries of the Cities of Depoe Bay and Waldport as presented to the District by the governing bodies of those cities.

DATED this 15th day of June, 1992.

LINCOLN COUNTY LIBRARY DISTRICT
BOARD OF DIRECTORS

By Wayne Belmont
WAYNE BELMONT
District Counsel

SPECIAL DISTRICT DIRECTOR INFORMATION FORM

LINCOLN COUNTY LIBRARY DIST (District Name)

District No: **089**

Attn: MaryKay Dahlgreen marykay.dahlgreen@lincolncolibrarydist.org

PO Box 2027

(Mail Address)

Phone: 265-3066

Newport, OR 97365

ed: Y vbm: Y dir: Y LIBRARY

☐ The information below is correct

☐ Corrections should be made as indicated

↓ Signature of Contact Person: ↓



PART I

Director Name	Zone	Elec or Appt	El Date	Term Exp	Length
✓ MARTA L. WEST	1	E	05/16/17	06/30/21	4 year
✓ EMILY PORTWOOD	2	E	05/16/17	06/30/21	4 year
CHRIS D. BOYLE	3	E	05/21/19	06/30/23	
VIRGINIA TARDAEWETHER	4	E	05/21/19	06/30/23	
BRIAN FODNESS	5	E	05/21/19	06/30/23	

PART II - Complete the following for appointed directors only.

Name of Appointee	Name of Director Replaced	Date Replaced Director Elected	Length of Term

Date of District Director Election: May 18, 2021
This Form Must Be Returned By: January 27, 2021



Dana W. Jenkins
LINCOLN COUNTY CLERK
225 W. Olive Street-Room 201
Newport, Oregon 97365

County of Lincoln
"Customer Service is #1"
www.co.lincoln.or.us/clerk/
(541) 265-4131

DATE: January 22, 2021

TO: All Special Districts

FROM: Dana Jenkins, Lincoln County Clerk

RE: Director Election on May 18, 2021

The election for special district directors will be held on May 18, 2021. Please review the enclosed information regarding your directors, and make additions and corrections as necessary. Directors check-marked will be up for election according to our records. For any position where there is a vacancy or an appointment and the term will not expire until 2023, it must go on the 2021 ballot for a 2-year unexpired term.

PLEASE RETURN THE FORM BY EMAIL BEFORE JANUARY 27, 2021. Please email to: djenkins@co.lincoln.or.us This is very important, especially if you have any changes or additions!

Please return form to: djenkins@co.lincoln.or.us

The County Clerk will publish a Notice of Director Election for all districts on February 2 in the News Guard and February 3 in the News Times. Candidates file verified signatures or \$10.00 filing fee not later than 5:00pm March 18, 2021 with the Lincoln County Clerk.

Please complete Part II on the information form if applicable. If the form is not returned to this office by the specified time, the election officer shall prepare the notice for the district using the most current information available. When a person is appointed to fill a vacancy in a district office, please let me know as soon as you can.

I am also enclosing a candidate filing form (SEL 190). Feel free to make as many copies of the form as needed. You may also find this form and more information on our website at: <http://www.co.lincoln.or.us/clerk/>. Click on "May 18, 2021 Special Election Information".

If you have any questions, please do not hesitate to contact our office at 541.265.4131 or djenkins@co.lincoln.or.us

Thank you for all your help!

Candidate Filing District

SEL 190rev 01/21
ORS 255.235

i This form must be filed with county elections official. All information must be completed or the form will be rejected.

2021 District Election Filing Dates**Candidate Filing** February 6, 2021 to March 18, 2021**Withdrawal Date** March 18, 2021**This filing is an**☐ **Original**☐ **Amendment****Office Information**

Filing for Office of:

District, Position or County:

Filing Information☐ Filing with the required \$10.00 fee☐ Prospective Petition**Candidate Information****Name of Candidate**

First

MI

Last

Suffix

How you would like your name to appear on the ballot**Candidate Residence/Route Address**

Street Address

City

State

Zip

Candidate Mailing Address and Contact Information: At least one phone number and email address is required.

Street Address or PO Box

City

State

Zip

Work Phone

Home Phone

Cell Phone

Fax

Email Address

Web Site, if applicable

Race and Ethnicity *Optional***Occupation (present employment)** If no relevant experience, None or NA must be entered.**Occupational Background (previous employment)** If no relevant experience, None or NA must be entered.

Educational Background (schools attended) If no relevant experience, None or NA must be entered.

Complete name of School (no acronyms)

Last Grade completed

Diploma/Degree/Certificate

Course of Study

Educational Background (other) Attach a separate sheet if necessary.

Prior Governmental Experience (elected or appointed) If no relevant experience, None or NA must be entered.**Campaign Finance Information (not applicable to candidates for federal office)**

A candidate must file a Statement of Organization not later than three business days of first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the Campaign Finance Manual for the procedural and legal requirements of establishing and maintaining a candidate committee.

By signing this document, I hereby state that:

- I will qualify for said office if elected
- All information provided by me on this form is true to the best of my knowledge

**Warning**

Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office at the same election. (ORS 249.013 and ORS 249.170)

Candidate's Signature

Date Signed

Lincoln County Library District

Statement of Revenues and Expenditures - Cash Basis

For January 2021 and FYTD 2020

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues			
4000 Revenues			
4020 Chinook Library Network	\$ 5,956.59	\$ 5,956.59	\$ 22,000.00
4030 Dolly Parton Imagination Library			
4050 Lincoln County Law Library		\$ 12,828.90	\$ 13,000.00
4060 Previously Levied Taxes	\$ 423.32	\$ 2,001.75	\$ 40,000.00
4070 Ready to Read Grant	\$ -	\$ 4,399.00	\$ 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		\$ 8,263.96	\$ 10,000.00
4100 Property Tax Revenue 16/17		\$ 4,553.90	
4101 Property Tax Revenue - 17/18		\$ 3,501.55	
4102 Property Tax Revenue 18/19	\$ 618.68	\$ 6,944.58	
4103 Property Tax Revenue - 19/20	\$ 646.52	\$ 24,948.88	
4104 Property Tax Revenue - 20/21	\$ 18,340.42	\$ 1,287,584.79	\$ 1,308,507.00
4800 Interest Income	\$ 36.71	\$ 359.15	\$ 1,000.00
4900 Miscellaneous Income	\$ 1,263.06	\$ 7,313.31	\$ 4,000.00
Total 4000 Revenues	\$ 27,285.30	\$ 1,368,856.36	\$ 1,404,432.00
Services			
Available Cash On Hand			\$ 199,991.00
Total Revenues	\$ 27,285.30	\$ 1,368,856.36	\$ 1,604,423.00
Expenditures			
5000 Personnel Services			
5100 Salaries and Wages	\$ -	\$ 163,468.82	\$ 280,698.00
5200 Payroll Taxes	\$ -	\$ 14,798.12	\$ 25,000.00
5250 Payroll Fees	\$ -	\$ 1,461.73	\$ 1,937.00

	Current Period Actual	Year to Date Actual	Annual Budget
Total 5000 Personnel Services	\$ -	\$ 179,728.67	
5300 Employee Benefits			
5305 Health Benefits	\$ 1,338.93	\$ 9,970.62	\$ 17,526.00
5310 Retirement Benefits	\$ 989.92	\$ 6,929.44	\$ 11,868.00
Total 5300 Employee Benefits	\$ 2,328.85	\$ 16,900.06	
6000 Materials and Services			
6010 Professional Services			
6011 Accounting Services	\$ 4,450.00	\$ 7,731.25	\$ 13,000.00
6012 Legal Services	\$ 1,050.00	\$ 1,050.00	\$ 1,000.00
6013 IT Services			\$ 1,000.00
6014 General Services		\$ 480.00	
Total 6010 Professional Services	\$ 5,500.00	\$ 9,261.25	
6030 General Office Expenses			
6031 Office Supplies	\$ 288.41	\$ 499.78	
6032 Office Equipment		\$ 537.95	
6033 Online Expenses	\$ -	\$ 1,163.26	
6036 ByWater Solutions			\$ 21,500.00
6040 Copier Lease	\$ 224.00	\$ 1,940.96	\$ 2,688.00
6050 Mileage			\$ 3,000.00
6055 Orbis Cascade Alliance Courier			
6056 OCAC - LCLD		\$ 4,537.50	\$ 6,050.00
6060 Postage	\$ 44.65	\$ 240.66	\$ 2,000.00
6065 Professional Materials			\$ 9,000.00
6070 Public Relations	\$ 100.00	\$ 700.00	\$ 10,000.00
6075 Rent and Utilities			
6076 Electricity			
6077 Maintenance and Supplies			\$ 1,500.00
6078 Gas			
6079 Rent	\$ 1,350.00	\$ 9,450.00	\$ 16,200.00
6080 Telephone and Internet	\$ -	\$ 764.82	\$ 1,608.00
6081 LCLD Garbage			
6100 Supplies		\$ 441.73	\$ 3,954.00
6105 Vans			
6106 Fuel	\$ 135.48	\$ 1,082.78	\$ 5,000.00
6107 Maintenance		\$ 1,308.81	\$ 2,000.00
6108 Supplies		\$ 39.10	\$ 500.00

		Current Period Actual	Year to Date Actual	Annual Budget
Total 6105 Vans	\$	135.48		
Total 6030 General Office Expenses	\$	2,142.54	\$ 22,707.35	
6300 Travel/Training/Membership				
6310 Membership Fees			\$ 1,089.20	\$ 2,000.00
6320 Registration/Training/Travel				
6321 Registration	\$	119.00	\$ 247.00	\$ 6,500.00
6322 Travel/Meals/Housing	\$	66.00	\$ 132.00	\$ 6,500.00
Total 6300 Travel/Training/Membership	\$	185.00	\$ 1,468.20	
6400 Operating Fees/Insurance				
6410 Business Insurance				\$ 6,000.00
6420 Election Fees				\$ 9,000.00
6430 Legal Notices			\$ 789.74	\$ 1,600.00
Total Operating Fees/Insurance	\$	-	\$ 789.74	
6500 Reimbursement/Library Development				
6505 Contracted Library Services				\$ 874,855.00
6510 Cataloging/Interlibrary Loan/Reference				
6511 OCLC	\$	4,475.62	\$ 37,241.97	\$ 59,100.00
Total 6510 Cataloging/Interlibrary Loan/Reference	\$	4,475.62	\$ 37,241.97	
6520 Library Development				
6521 Support Local Libraries				
6523 Special Projects (Dolly Parton Imag. Library)				
6524 Summer Reading Programs				\$ 4,400.00
Total 6521 Support Local Libraries	\$	-		
6525 Online Databases				\$ 6,500.00
6526 Library2Go (Overdrive)	\$	3,359.00	\$ 7,994.72	
6528 ProQuest (Heritage Quest)				
Total 6525 Online Databases	\$	3,359.00	\$ 7,994.72	
6550 Siletz				
6551 Materials, Supplies and Services	\$	268.98	\$ 607.67	\$ 1,000.00
6554 Siletz Electricity	\$	153.66	\$ 1,061.87	\$ 2,200.00
6555 Siletz Collection Development	\$	143.50	\$ 2,145.32	\$ 4,580.00
6556 Siletz Water/Sewer	\$	96.00	\$ 672.00	\$ 1,155.00
6557 Siletz Copier Lease	\$	50.82	\$ 304.92	\$ 1,220.00
6558 Siletz Internet and Phone	\$	134.97	\$ 1,250.45	\$ 1,750.00
6559 Siletz Gas	\$	165.46	\$ 349.69	\$ 825.00
6560 Siletz Alarm	\$	-	\$ 170.34	\$ 550.00

	Current Period Actual	Year to Date Actual	Annual Budget
6561 Siletz Programming	\$ -	\$ 450.01	\$ 1,000.00
6562 Siletz Repair & Maintenance		\$ 362.90	\$ 1,000.00
6563 Siletz Useful			\$ 4,720.00
Total 6550 Siletz	\$ 1,013.39	\$ 7,375.17	
Total 6520 Library Development	\$ 4,372.39	\$ 15,369.89	
6600 Library Reimbursement			
Lincoln City	\$ 20,077.00	\$ 140,540.00	
Newport	\$ 29,945.00	\$ 209,612.00	
Toledo	\$ 6,599.00	\$ 46,192.00	
Waldport	\$ 16,284.00	\$ 113,988.00	
Total Library Reimbursement	\$ 72,905.00	\$ 510,332.00	
6700 Bank Charges & Fees	\$ 15.95	\$ 111.65	
Total 6000 Materials and Services	\$ 89,596.50	\$ 597,282.05	
Uncategorized Expense			
7000 Capital Outlay			
7010 Office Furniture and Equipment			
7011 Van Replacement			\$ 60,000.00
Total 7000 Capital Outlay			
Operating Contingency			\$ 82,745.00
Unappropriated Ending Balance			\$ 28,194.00
Total Expenditures	\$ 91,925.35	\$ 793,910.78	\$ 1,604,423.00

Reimbursement Formula and Intergovernmental Agreement Timeline

TASK	February - March 2021	April-May 2021	June-July 2021	Aug-Sept 2021	Oct-December 2021	June 30, 2022	December 31, 2022
Research Options							
Create Projections							
Meet with Library Staff							
Meet with cities							
Formula adopted and estimates sent							
Contracts Signed							
Reimbursements begin							

Resolution No. 2021-2.1

Resolution revising the Financial Management Policy

WHEREAS, the Lincoln County Library District Board of Directors reviews its policies regularly to ensure that they're up to date; and

WHEREAS, the District has reviewed the current Financial Management Policy;

Now, therefore be it RESOLVED, that the Board updates the Financial Management Policy as presented in the attached document during the Board's meeting of February 10th, meeting.

Adopted by the Board of Directors of Lincoln County Library District this 10th day of February, 2021

.

ATTEST:

Brian Fodness, President

MaryKay Dahlgreen, Secretary



Financial Management Policy

I. Introduction

These guidelines are designed to:

- Protect the assets of the LCLD;
- Ensure the maintenance of accurate records of the LCLD's financial activities;
- Provide a framework of operating standards and behavioral expectations; and,
- Ensure compliance with federal, state and local legal reporting requirements

Exceptions to written policies may only be made with the prior approval of the Board of Trustees. Changes or amendments to these policies may be approved by the Board of Trustees at any time. All personnel with financial responsibilities are expected to be familiar with and operate within the parameters of these policies.

II. Accounting

The LCLD's accounting system shall be designed specifically to:

- Assemble information on all finance-related transactions and events.
- Provide the ability to analyze all data collected.
- Classify data according to the chart of accounts.
- Record data in the appropriate books of accounts.
- Report data to management and outside parties in an appropriate format and in a timely manner.
- Maintain accountability of assets.
- Retain data according to the State of Oregon's retention schedule for special districts.

The accounting system shall include:

- A general ledger.
- Subsidiary journals as necessary, including revenue, expenditures, and payroll.
- Written documentation supporting, authorizing, and explaining individual financial transactions including invoices, bank statements, purchase orders, payroll, transfers, etc.
- Any other data deemed necessary to prepare financial statements.

III. Fraud Prevention

Adopted:

Lincoln County Library District Board

Fraud is defined as a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means.

All fraudulent acts or related misconduct are included under this policy and include, but are not limited to, such activities as:

- Embezzlement, theft, misappropriation or other financial irregularities;
- Forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, other financial documents, electronic files);
- Improperities in the handling or reporting of financial transactions;
- Misappropriation of funds, securities, supplies, inventory or any other asset (such as furniture, fixtures, equipment, materials), including assets of the LCLD, patrons, suppliers, or others with whom there is a business relationship;
- Authorizing or receiving payment for goods not received or services not performed;
- Authorizing or receiving payments for hours not worked or expenses not accrued and documented;
- Profiteering as a result of insider knowledge of LCLD activities.

Fraud and related misconduct will not be tolerated. Employees found to have participated in such conduct will be subject to disciplinary action, up to and including termination.

Trustees and employees are expected to use their best efforts to recognize risks and exposures inherent to their areas of responsibility and to be aware of indications of fraud and related misconduct. Any Trustee or employee who knows or suspects fraud or related misconduct shall report that to the President of the Board of Trustees or the District Director.

When fraud or related misconduct is reported, an appropriate investigation and all necessary action will be undertaken. All investigations of alleged wrongdoing will be conducted in accordance with applicable laws and LCLD policies/procedures. During or following the investigation, the Board may choose to consult with legal counsel and take appropriate steps to minimize recurrence.

IV. Investment Policy

It is the policy of the LCLD to invest public funds in a manner which will provide the highest return with the maximum security while meeting cash flow demands.

All investments will conform to all applicable laws and regulations governing the investment of public funds.

A. Objective

The Primary Objectives of the LCLD's financial investments are, in priority order:

Adopted:

Lincoln County Library District Board

- **Safety of Principal** – Safety of principal is the foremost objective. All investments shall be undertaken in a manner that seeks first to preserve capital and second to fulfill other investment objectives.
- **Liquidity** – The LCLD's investment portfolio will remain sufficiently liquid to enable the LCLD to meet all operating requirements which might be reasonably anticipated.
- **Return on Investments (Yield)** – The LCLD's investments should generate the highest available return without sacrificing the first two objectives.

B. Funds

The Board may establish funds for money and securities of the LCLD. All monies from whatever source derived will be receipted into funds established by the Board under authority of law.

C. Delegation of Authority

The District Director and Board shall implement the investment program and establish investment procedures consistent with this policy. No person may engage in an investment transaction except as provided under the terms of this policy.

D. Deposit Requirements

The LCLD's Board of Trustees shall designate its public depositories. Any eligible financial institution that has offices within the State of Oregon may become a public depository of the funds of the Library.

E. Reporting

The District Director shall provide the Board with monthly reports which clearly provide the following information regarding the investment portfolio:

- types of investment and cash position
- depository institutions,
- principal balances

F. Ethics and Conflicts of Interest

Those involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the Library investment program, or that could impair their ability to make impartial decisions.

G. Electronic Transfers

The following type of transactions may be conducted by electronic transfer between financial institutions in order to expedite the transfer of funds as well as maximize interest earnings:

- Direct deposit of telecom tax funds and credit card receipts
- All investment transfers for certificates of deposit and savings accounts authorized by the Board
- Payroll for LCLD employees and fees associated with payroll processing
- Health insurance payments for LCLD employees
- Utility payments, Internet and telecom service payments

Adopted:

Lincoln County Library District Board

- Credit card payments
- Other services with a monthly subscription cost or contract payment as approved by the Board of Trustees
- To satisfy long-term bond or debt obligations when required by a depository trust company

The Board or District Director will maintain appropriate documentation of the transactions so these may be audited as required by statute.

H. Personal Use of District Assets

Neither the District Director nor any Board member will use or permit the use of LCLD funds, vehicles, equipment, telephones, materials or property for their own personal benefit or profit. Neither the District Director nor a Board member will ask or require a LCLD employee to perform services for the personal benefit or profit of a Board member or the District Director. The District Director and all Board members will safeguard LCLD property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

I. Segregation of Fiscal Duties and Internal Controls

No one person should control or perform all key aspects of a transaction or financial event. Segregation of duties is an important internal control activity that helps detect errors in a timely manner and deters improper activities. Internal controls instituted by the LCLD will assist the Board in maintaining adequate fiscal oversight of the expenditure of funds.

V. Control Policies and Procedures

The LCLD follows these policies and procedures to ensure control and an effective accounting system:

- All financial transactions shall conform to standard accounting procedures and Oregon Revised Statutes and Administrative Regulations (ORS).
- All transactions are authorized properly.
- Duties are segregated. As much as is practical, no single individual should be able to (1) authorize a transaction, (2) record the transaction in the accounting system, and (3) take custody of the assets resulting from the transaction.
- Accounting records and documentation are designed and maintained properly.
- Access to assets and records is controlled.
- Accounting data is reviewed periodically and compared to underlying records.
- All financial records are retained and secured in accordance with ORS .
- Records no longer required to be retained are destroyed securely.
- Payroll records and processing are reviewed periodically.
- Physical assets are reviewed periodically and an inventory is maintained.
- The District Director shall submit the prior month's financial report to the Board of Directors with the packet for the regular monthly meeting.

Adopted:

Lincoln County Library District Board

- Financial computer systems shall be maintained in a secure environment, accessed only by documented/authorized personnel, and regularly maintained to prevent data loss.
- Annual audits shall be performed in compliance with ORS and generally accepted accounting principles (GAAP) for governmental entities.

VI. Cash and Purchasing

The LCLD shall follow these specific policies for cash and purchasing:

A. Cash disbursement:

- Check-signing authority is limited to the Library Director and every Board Trustee
- Two signatures are required on each check.
 - Some regularly-recurring bills and payments may be paid electronically by the District Director or designee. Bills and payments authorized to be paid electronically shall be established annually by Board resolution. Invoices must be retained and reviewed by the Board of Trustees.
- Authorization of payment is required by the District Director or designee.
- Original invoices shall be attached to checks before signing.
- Pre-signing any check is prohibited.
- Blank checks are prohibited.
- Checks shall be numbered sequentially.
- The check stock shall contain security safeguards to prevent fraud.
- The check stock shall be secured and use shall be documented.
- Voided checks shall be defaced and retained in the financial records.
- Signature stamps are prohibited.

B. Cash handling

- Deposits shall be performed weekly.

C. Petty Cash handling

- The Petty Cash fund is to be used for small purchases or for purchases to solve an immediate need when a LCLD-issued credit card is not available or is not practical to use.
- The LCLD will maintain a Petty Cash fund of \$75.00 in a locked space. Only the District Director and Staff should access these funds. Transactions should be reimbursed only with a receipt. At any time total cash and receipts will equal \$75.00.
- When cash is low, the District Director can request funds equal to the total amount of receipts to replenish the Petty Cash fund. The request is made by submitting the Petty Cash log with receipts to the Accountant.
- The District Director or Board may conduct an unscheduled check of all Petty Cash funds to insure proper handling.

D. District Director and the Board shall review bank account reconciliations monthly.

E. Available surplus funds may be invested according to ORS with the primary consideration being the security of public funds.

Adopted:

Lincoln County Library District Board

F. Banking shall be conducted according to ORS and applicable accounting practices.

G. Purchasing

- Original invoices shall be required.
- Employees of the LCLD shall not serve as independent contractors to the LCLD.
- Employees of the LCLD shall not accept consideration from an outside entity while performing LCLD duties.

H. Vacation reserve

- The LCLD shall retain a vacation reserve of at least 75 percent of all employees' outstanding vacation and holiday accrual.

I. Expenditures approval

- The Board shall approve all expenditures for supplies, materials, equipment, or any contract obligating the LCLD in excess of \$3,000 with the following exceptions:
 - Purchase of emergency services or materials which cannot be delayed until the next Board meeting but exceed \$3,000. Such purchases must be approved by the Board President and comply with ORS.
 - Payments of monthly statements, composed of individual invoices not exceeding \$3,000, incurred while conducting regular library business such as purchasing office supplies, fuel for LCLD vehicles or paying credit card statements.
 - Regular payments on contracts that have been pre-approved by the Board.
- The District Director shall authorize all expenditures or contracts up to \$3,000 except Contracts for legal services.
 - Total expenditures within a budgetary fund category (e.g. Materials and Services) may not exceed the budgeted allocation of that category without prior approval of the Board.
- LCLD credit card limits are set by the Board when they approve the card use for personnel.

VII. Credit Cards

The LCLD may utilize credit cards to facilitate a predefined set of small (typically under \$1000) routine purchases of budgeted items, subject to subsequent approval, administered by employees who are both accountable and responsible for the related transactions subject to prudent financial controls. As provided by the policy, the District Director is the administrator of the district credit cards. The District Director follows the policies and procedures set out in this policy.

The credit card is issued by the bank used by the LCLD. The cards are the property of the LCLD and are issued to employees by the bank after Board approval. The LCLD credit card shall be used only to charge official LCLD purchases. Monthly, the billing statements and the purchase

Adopted:
Lincoln County Library District Board

receipts are submitted by cardholders and then reviewed and reconciled by District Director and sent to the Accountant for payment.

A. Credit Card Limits

Limits will be set for each cardholder by the Board. These may include: a single transaction purchase limit; Spending limit allowed per day; Spending limit per month; Credit Card spending limit.

B. Restricted Purchases

The following is a list of restricted purchases:

Examples of Authorized Purchases

Professional Dues
Office and Other Supplies
Conference Registrations & Travel
Equipment Supplies
Event Refreshments
Subscriptions
Repair and Maintenance
Room Rentals
Training Programs
Operational Supplies
Books and Videos

Examples of Blocked Purchases

Cash Advances
Adult Entertainment
Tobacco Products
Cash Refunds
Controlled Substances
Alcoholic Beverages

Examples of Unauthorized Purchases

Any Personal Items or Use
Unbudgeted Items
Personal Service Contracts
Unsecured Internet Purchases – non-https:// sites
Trade Service Agreements
Purchase Requiring 1099 Form

Exceptions to the above may be granted by the District Director on a limited basis upon a showing of sufficient justification or extenuating circumstances.

Adopted:

Lincoln County Library District Board

C. Reconciling Accounts

Each transaction on the monthly billing statement is compared with receipts submitted by the purchasing staff member and assigned an account number before being sent to the Accountant for payment.

D. Paying the Bill

The LCLD credit card(s) will be paid in full each month after reconciliation with the receipts

E. Responsibilities

- The District Director will:
 - Provide administrative oversight for successful operation of the credit card program
 - Ensure that appropriate procedures are in place and approve all special procedure issues.
 - Update the credit card procedures for LCLD as needed
 - Verify that funds are budgeted for the transactions of LCLD cardholders
 - Review and audit credit card data and transactions.
 - Monitor cardholder compliance with LCLD rules
 - Reconcile the monthly billing statements to appropriate submitted receipts
 - Monitor cardholder purchases during the month
 - Report lost, stolen or fraudulent use of the credit cards to the credit card vendor.
- The Cardholder is responsible for:
 - Treating the LCLD credit card with the same care as they do with their own personal credit cards. The card should be maintained in a secured location and the account number should be carefully guarded.
 - Only the individual whose name appears on the face of the card is entitled to use the card. The card shall not be loaned to another individual for any reason.
 - Obtaining purchase documentation (sales receipt, itemized packing slip, service receipt, etc.) from the merchant for every purchasing card transaction to support the purchase. If someone other than the cardholder receives the shipment or service, the cardholder is still responsible for obtaining the supporting documentation.
 - Receipts shall be given to the District Director who will reconcile the card purchases to the monthly billing statement on a timely basis. Failure to do so will result in a loss of cardholder privileges.
 - Working with the merchant to correct any problems, exchanges or credits.
 - Not accepting cash in lieu of a credit card credit for returns.

Adopted:
Lincoln County Library District Board

- Reporting a lost or stolen card to the card issuer immediately. Also notify the District Director as soon as possible.
- Returning the credit card to the District Director upon termination of employment, upon change in employment that no longer requires a credit card or upon request from the District Director or the Board
- Not misusing the credit card. Failure to comply with the Credit Card policy and procedures and other LCLD policies that relate to purchases will result in the revocation of purchasing card privileges. If the purchasing card is used for unlawful or improper purposes, the employee may also be subject to disciplinary action for that misconduct.

VIII. Personnel

Employment policies shall include procedures that reasonably protect LCLD assets:

- A. Employment applications shall include:
 - A statement that false information or misrepresentation can be cause for disqualification or dismissal.
 - A criminal background check with candidate's written approval.
 - Reference checks.
- B. Appropriate staff supervision
- C. Rotation of duties/cross-training.
- D. Communication and confirmation of policies and ethics
- E. Employee and financial contractor fidelity coverage (bonding) is required (when applicable)

F. Staff Reimbursement for Purchases

Staff members may occasionally need to purchase materials for the Library with their personal funds. Staff may submit itemized receipts for these purchases to the Director and pending Director and Board Approval a reimbursement check will be issued within 30 days.

G. Staff Reimbursement for Travel Expense

Employees will be reimbursed for travel expenses incurred in the performance of their work. Any cost incurred should be the most economical with the Library's best interest.

Any employee of the Library incurring expenses for Library related business shall be reimbursed as follows:

- ☑ Official travel in privately owned vehicles shall be reimbursed in accordance with the rates as set forth in the LCLD travel policies and procedures.
- ☑ Air travel shall not be first class unless other rates are unavailable. Under reasonable circumstances, or for necessary expediency, the Board may authorize other travel means.
- ☑ Lodging shall be reimbursable at the actual expense. Receipts must be provided for all lodging.

Adopted:

Lincoln County Library District Board

- ☐ Parking, tolls, and public transport shall be reimbursable at the actual expense. Receipts must be provided for all parking, tolls and public transport.
- ☐ Conference and registration fees shall be approved in advance by the District Director, and may be prepaid when necessary and appropriate.
- ☐ Use of rental vehicles is allowed when more feasible than other types of available transportation.
- ☐ The LCLD will reimburse an employee for meals at required training sessions. Oregon per diem rates apply. All expenses should be reported on the Travel Expense Reimbursement Form and submitted for Director and Board Approval.
- ☐ Other necessary expenses which were unforeseeable prior to travel may be approved by the Board upon presentation of documentation of the need for such expense.

Expenses not in compliance with the travel expense policy will not be reimbursed or paid by the Board, e.g. costs incurred by family members or staff attendance at events not approved by the Director or the Board.

IX. District Assets and Capital Outlay

The District Director shall not allow assets to be unprotected, inadequately maintained, or unnecessarily risked. Accordingly, s/he may not:

- A. Fail to insure against theft and casualty losses to at least 80 percent of replacement value and against liability losses.
- B. Subject facilities to improper use or insufficient maintenance.
- C. Unnecessarily expose the LCLD, its Board, or staff to claims of liability.
- D. Make any purchase (1) contrary to state statutes and regulations concerning conflicts of interest; (2) of over \$500 without having obtained comparative prices and quality; (3) of over \$3,000 without evaluating a balance of long-term quality and cost. Such evaluation shall be presented to the Board to use as they make their decision.
- E. Fail to protect intellectual property, information, and files from loss or damage.
- F. Receive, process, or disburse funds under insufficient controls to meet the Board-appointed auditor's standards.
- G. Fail to follow state law regarding investment of capital assets in secure instruments.

Capital outlay shall include expenditures on the following:

- A. Land acquisition or improvement, including improvements and installations on the grounds;
- B. Building construction, expansion, or remodeling;
- C. Installation, addition, or replacement of major building systems such as heating and cooling, electrical, plumbing, and other services;
- D. Shelving;
- E. Depreciable equipment, which includes items that have an anticipated useful life exceeding one year, cost \$5,000 or more, retain their original shape and use, and are nonexpendable.

Adopted:

Lincoln County Library District Board

Equipment, including nonexpendable equipment costing less than \$5,000, must be inventoried.

X. Surplus Property

Surplus property is defined as any personal property of the LCLD that has been determined by the District Director or designee as being of no use or value to the District. See the Surplus Property Disposal Policy for details.

Resolution No. 2021-2.2

Resolution revising the Contracting Policy

WHEREAS, the Lincoln County Library District Board of Directors reviews its policies regularly to ensure that they're up to date; and

WHEREAS, the District has reviewed the current Contracting Policy;

Now, therefore be it RESOLVED, that the Board updates the Contracting Policy as presented in the attached document during the Board's meeting of February 10th, meeting.

Adopted by the Board of Directors of Lincoln County Library District this 10th day of February, 2021

ATTEST:

Brian Fodness, President

MaryKay Dahlgreen, Secretary



Contracting Policy

Lincoln County Library District (LCLD) follows the Oregon Model Public Contracting Rules (ORS 279A.065) when purchasing goods and services and for construction projects, subject to the additions or exceptions provided in this policy.

1. Local Contract Review Board Except when otherwise provided in LCLD policies, the powers and duties of the Local Contract Review Board (LCRB) under the Public Contracting Code shall be exercised and performed by the LCLD Board of Directors.
2. Delegation of Contracting Authority Unless expressly limited by the Local Contract Review Board or LCLD policies, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the board president, district director, or his/her designee, including the authority to enter into emergency contract pursuant to ORS 279B.080 and 279C.320(1).
3. Personal Services Contracts Personal services shall be defined to include those services that require specialized technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: architects, engineers, surveyors, attorneys, accountants, auditors, computer programmers, artists, designers, performers, and consultants. The district director or his/her designee shall have the authority to determine whether a particular service is a "personal service" under this definition.

Personal service contracts do not require a competitive bidding process. When screening or selecting a personal service contractor, the district will consider qualifications, performance history, expertise, knowledge, creativity, and the ability to exercise sound judgment. The selection is based primarily on these factors rather than price.

Unless otherwise provided in this section, contracts for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services shall be awarded according to ORS 279C.110(3). A contract for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services may be entered into by direct appointment if such contract is estimated not to exceed \$45,000 in a fiscal year, or if the project described in the contract consists of work that has been substantially described,

Adopted:
Lincoln County Library District Board

planned or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under this policy, and the new contract is a continuation of that project.

4. Sole Source Procurement When necessary, the district's Local Contract Review Board, district director, or his/her designee may enter into a sole source procurement pursuant to ORS 279B.075.

5. Electronic Advertising Pursuant to ORS 279C.360 and ORS 279B.055C(4c), electronic advertisement of public contracts in lieu of newspaper publication is authorized when it is cost effective to do so. The board president, district director, or designee shall have the authority determine when electronic publication is appropriate, and consistent with the district's public contracting policies (OAR 137-47-0270(3)).

Resolution No. 2021-2.3

Resolution Adopting a Biennial Budget Cycle

WHEREAS, the ORS 294.323 allows a municipal corporation, by ordinance, resolution, or charter to provide that the budget and budget documents for the municipal corporation be prepared for a period of 24 months; and

WHEREAS, ORS 294.323 requires that when the governing body of a municipal corporation prepares a biennial budget, the governing body shall certify to the assessor for each fiscal year of the budget period the ad valorem property tax amount or rate for the ensuing year; and

WHEREAS, the District has reviewed the issues involved with providing a biennial budget;

Now, therefore be it RESOLVED, that the Board adopts a biennial budget cycle beginning with the 2021-2023 biennium at the Board's meeting of February 10th, 2021

Adopted by the Board of Directors of Lincoln County Library District this 10th day of February, 2021

.


ATTEST:

Brian Fodness, President

MaryKay Dahlgreen, Secretary


Benefits and Challenges of Biennial Budgeting

OGFOA Fall 2019 Conference



Speakers

- Tom Hickmann, Chief Executive Officer, Tualatin Valley Water District
- Mary Otley, Chief Financial Officer, Benton County
- Sharon Wojda, Chief Financial Officer, City of Bend



Biennial Budget Overview

- ORS 294.323 provides option for budgeting for 12 month fiscal year or 24 month biennial budget period
- Governing body can provide for 12 or 24 month budget period by ordinance, resolution or charter

What's Different...What's the Same?

Same

- Annual audit
- Annual disclosures and postings on EMMA
- Annual levy of property taxes
- Still have budget adjustments during budget period

Different

- 2 yr legal budget – flexibility of spending between years
- Produce final budget document once every 2 years (including the LB and UR forms)

Sample Budget Calendar

- September – Internal Service Funds budget (for cost allocation)
- October - Forecast General Revenues
- November – Budget instructions and targets
- December – Departments build budgets
- January – Report Preliminary Budget
- February – Revise targets/instructions
- March – Develop complete proposed budget
- April – Budget Committee considers budget
- June – Formal publication and adoption

Other Considerations

- Frequency of Budget Committee meeting to approve property taxes and state shared revenues
- May have annual budget for component units
- Annual update and adoption of Capital Improvement Program
- Annual update and adoption of fees and charges

Panel Discussion – Pros and Cons

Pros	Cons
<ul style="list-style-type: none">• Flexibility• Longer term outlook• Less time commitment (for finance, departments, and Budget Committee)• \$\$ savings related to document production	<ul style="list-style-type: none">• Staff less familiar with process since not as frequent• Less engagement Budget Committee• “Set it and forget it” – difficult to keep dept. engaged in budget maintenance

Panel Discussion – Challenges

Initial Implementation

- Software limitations
- Staff time investment
- May need to change Budget Committee terms
- Learning curve, training and education
 - Finance and Budget Staff
 - Operating Departments
 - Governing Body and Budget Committee

Ongoing

- Annual audit vs biennial budget
- Develop reports that variety of audiences can understand
- Budget document requires more years of historical information (may have software limitation)
- Project budget vs. biennial budget vs. construction season

Definitely worth the upfront investment!

Questions?

Tom Hickmann

- Tom.Hickmann@tvwd.org
- (503) 848-3000

Mary Otley

- mary.k.otley@co.benton.or.us
- (541) 766-6767

Sharon Wojda

- swojda@bendoregon.gov
- (541) 693-2158

