

**Lincoln County Library District Board
Regular Meeting
Tuesday, August 13, 2019
Noon
LCLD Administrative Office
141 NW 11th
Newport, OR**

Agenda	
Call to order	President
Call the Roll & Establish Quorum	Secretary to the Board (Director)
Approval of the Agenda	President

Topic	Lead	Purpose Outcome
Swear in Newly Elected Board Members		
Elect Board President and Board Treasurer		
Public Comment	President	Anyone may come forward at this time. Comment on any Topic not on the Agenda. Public comment will be invited on Agenda items at time of consideration. Only those who sign up will be heard at that time. Only Board directed general discussion is permitted.
Minutes Board Meeting June 11, 2019	President	Approval
Reports		
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Retirement Program Issue	Director	Information
Audits	Director	Information

The Lincoln County Library District (LCLD) helps guarantee library service to all residents of Lincoln County, Oregon. The Library District has a countywide service focus that provides connecting links among libraries, individuals and organizations. The Library District mission is to stabilize, strengthen and expand information services and resources and involvement in the Lincoln County community.

Board Practices Assessment	President	Discussion
2018-19 and 2019-20 Revised Budget Resolutions	Director	Acceptance
New Business		
Resolution to Designate a Registered Agent for the Lincoln County Library District	President	Decision
Update Director's Employment Agreement	President	Decision
5 Year Local Option Levy Election	President	Decision
Good of the Order		Information
Next District Board Meeting September 10, 2019 Noon LCLD Administrative Office		Information
Adjourn	President	Motion

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Minutes
Lincoln County Library District
Board Meeting
June 11, 2019
12:00 P.M.
Guin Library
Hatfield Marine Science Center
Newport, OR

ATTENDANCE—BOARD

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

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

ATTENDANCE—PUBLIC

Rob Mills, Special Districts Association of Oregon
Paul Nielsen, Isler CPA
Laura Kimberly, Director Newport Public
Shanta Carter, Admin. Ass't. to George Dunkel, SDAO
Rob Mills, Special District Association of Oregon
Terry Tillman

BUDGET HEARING

CALL TO ORDER

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

CALL THE ROLL AND ESTABLISH QUORUM

Five members were present, quorum was established.

BUDGET HEARING CLOSED AT 12:05

BOARD BEST PRACTICES ASSESSMENT

Rob Mills conducted a best practices assessment with the LCLD Board. He will send his notes from the meeting as well as his recommendations for the Board. That will be discussed at the next Board meeting.

OLD BUSINESS

Audit

Paul Nielsen, auditor from Isler CPA, discussed the findings which are contained in his letters to the Board about the 2016-2017 audit that was just completed. Nielsen discussed the material weakness of separation of duties discovered and mentioned that it will also occur in the 2017-2018 audit. He also explained “materiality” as it relates to municipal audits.

APPROVAL OF PREVIOUS MEETING MINUTES—May 14, 2019

Chris Boyle moved to accept the previous meeting minutes and the budget committee minutes. Emily Portwood seconded the motion. Motion passed unanimously.

REPORTS

Director’s Report

Attached. Director noted that she will be attending Siletz City Council meetings to deliver Siletz library reports that Sally Jennings, Siletz Valley Friends of the Library, has been delivering for many years. The meetings are the second Monday of the month at 7:00 p.m.

Financial Report

Attached. Chris Boyle moved, and Marta West seconded to accept financial report. Motion passed unanimously.

OLD BUSINESS

Lease on Office Space at 141 NW 11th, Newport

I spoke with Wayne Belmont, Lincoln County Attorney, about the draft lease. He would like to include more clarity around our use of the meeting space and options for getting out of the lease if necessary. We also need something in writing from the building owner about allowing Shangri La to sublet to LCLD. Marta moved to authorize MaryKay and Brian to sign the lease after review of, and agreement with requested changes by Wayne Belmont and Board members.

NEW BUSINESS

Resolution No. 06-2019-1, Resolution for Adopting the FY 2019-2020 Budget, Making Appropriations, Imposing the Tax, and Categorizing the Tax per ORS 294-456

Marta West moved and Brian Fodness seconded adoption of Resolution No. 06-2019-1. Motion passed unanimously.

Board Calendar

Board will meet on the second Tuesday at noon for the 2019-2020. There will not be a meeting in July 2019.

NEXT DISTRICT BOARD MEETING

The next meeting will be August 13, 2019 at 12:00 pm at the LCLD office.

ADJOURN

Meeting was adjourned at 2:20 p.m.

Lincoln County Library District
District Librarian's Report
August 13, 2019

Siletz Library:

- The [Siletz Library](#) has been staying open until 8:00 on Thursday evenings while school is out of session. The last open evening will be August 29th. Programs have been well received and well attended. This is the final week of performances and next week will be the wrap up party.
- The Siletz Library participated in [National Night Out](#) and co-hosted an outdoor showing of Goonies on Tuesday August 6, 2019. Carol, MaryKay, and Brian attended:



- The Siletz Valley Friends of the Library had their Book and Bake Sale on Saturday August 10th, during Pow Wow weekend.
- Siletz will offer a family cooking class the last week of August.
- I have been attending the Siletz City Council meetings on the first Monday of the month at 7:00 p.m. to report on Siletz Library activities.

Office:



- Brian, Jane and MaryKay painted the new offices before we moved in.
- We are very pleased with our new space and our neighbors at [Shangri La](#), everyone has been most kind and welcoming.
- Jane and I drove to Salem in late July to pick up 3 task chairs and a file cabinet from [Oregon Corrections Enterprises](#) so we would have a locking file and desk chairs for the staff. The remainder of our furniture will arrive on Saturday August 17th. Corrections Enterprises will deliver, assemble and place the furniture.

Activities of the District Librarian:

- I participated in the OLA Leadership Institute as a mentor June 18-21, 2019. It was very successful and will be held again in 2021.
- I took vacation from June 27-July 2 and July 29 – August 2.
- I attended a meeting with two members of the Yachats Library Commission to discuss our mutual interests. We are planning to invite the library director to our regular district director meetings.
- I participated in an initial meeting of the OLA Special Districts task force. We are looking at ways OLA can cooperate more closely with SDAO to spread the word about libraries.
- I have had several meetings about preparing for the local option levy renewal election.
- I attended, along with four Board members, a Board training provided by SDAO which was very useful.

Activities of Partner Libraries:

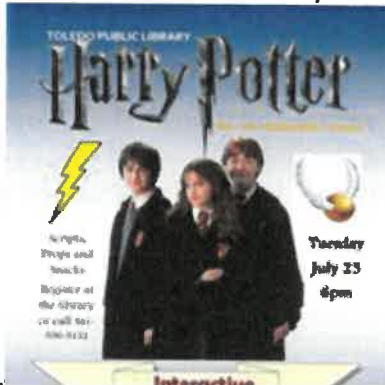
- [Newport Public Library](#) is working with their ILS provider to be able to use Sierra remotely from outreach sites to sign patrons up for library cards and check items in and out. They will have a mobile hotspot and laptop that will be designated for this purpose. The Sharp's copier downstairs near the reference desk is going to be upgraded with the newest model, the Sharp MX-2630N color workgroup document system. The library is installing EnvisionWare that will allow patrons will be able to fax, scan and print in color or black and white, view and pay for their print jobs prior to printing, and do wireless printing. The Library will kick off their Centennial Celebration on Saturday September 14, 2019 with a variety of activities that day and through the year.



- [Waldport Public Library](#) held A Universe of Heroes Cosplay Festival on Saturday August 3rd with great success. And received a grant from the Confederated Tribes of the Siletz to upgrade computer hardware and software.



- The [Toledo Public Library](#) has a variety of programs including preschool storytime, Chapters & Challenges and Family Space Camp. They hosted author Michael Tidemann, author of Letters from Elk City on July 27th and an interactive Harry Potter day on July



23rd.

- [Driftwood Little Libraries](#) are little houses on posts that have been decorated by local teens, each with a bright, vibrant theme of its own. These houses will be placed throughout the community and will contain a selection of free books and audio-visual materials available to the public 24 hours a day, seven days a week and do not require a library card to use. Items found in the Driftwood Little Libraries can be enjoyed for any amount of time, and users are encouraged to share items with friends and family, and don't necessarily need to be returned to the location where they were found. Travelers may use the libraries as well and may return items to any little library in the country. Donations to the libraries are also always welcome.

Coming Up:

- The State Library Board will be holding their meeting at the Newport Public Library on Friday August 16, 2019. I will be visiting Lincoln County libraries with the State Librarian on Thursday August 15, 2019.
- I am working with the directors of Newport Public Library and Driftwood Public Library to organize an all staff in-service day for Lincoln County Libraries and Tillamook County Library. We are planning for October 18th from 9:00 to 3:00 at the Newport Public Library. Libraries will be closed so all staff can attend. Board members are invited to participate as well.
- Carol Rasmussen Schramm and I will be attending the Association of Rural and Small Library Conference in Burlington, VT from September 2-8, 2019. Carol received a grant from the State Library to attend.

Financial Report:

- We are in the 2019-2020 fiscal year. I haven't set up the report that will include the budgeted amount and year to date but we do have revenues and expenditures by month. As of July 1, 2019 we had \$266,049 in our combined accounts. This will get us by until we start collecting the 2019-2020 taxes. We do not make payments to libraries until December of each year.
- Personnel services doubled in August as we moved to monthly pay from bi-weekly.
- Accounting services included our bill for the 2016-2017 audit from Isler CPA.
- ByWater Solutions under Computer Network is for our ILS and we receive repayment from the libraries in the Chinook network.
- We have not paid rent at the new location yet, we are still trying to figure out how to do an automatic deposit so September will be rather large.
- Under office furniture we have paid for the three chairs and file cabinet and will be billed for the rest of the furniture after it arrives.

Lincoln County Library District

REVENUE AND EXPENDITURES BY MONTH

July 1 - August 12, 2019

	JUL 2019	AUG 1-12, 2019	TOTAL
Income			
4000 Revenues			\$0.00
4050 Lincoln County Law Library	11,873.88		\$11,873.88
4060 Previously Levied Taxes	1,862.72	2,475.69	\$4,338.41
4100 Property Tax Revenue 16/17	679.68	749.38	\$1,429.06
4101 Property Tax Revenue - 17/18	1,181.88	872.44	\$2,054.32
4102 Property Tax Revenue 18/19	4,791.96	5,612.32	\$10,404.28
4800 Interest Income	59.03	39.51	\$98.54
Total 4000 Revenues	20,449.15	9,749.34	\$30,198.49
Total Income	\$20,449.15	\$9,749.34	\$30,198.49
GROSS PROFIT	\$20,449.15	\$9,749.34	\$30,198.49
Expenses			
5000 Personnel Services			\$0.00
5100 Salaries and Wages	7,578.92	15,559.38	\$23,138.30
Total 5000 Personnel Services	7,578.92	15,559.38	\$23,138.30
5200 Payroll Taxes	3,064.30	6,437.53	\$9,501.83
5250 Payroll Fees		641.00	\$641.00
5300 Employee Benefits	7,407.42		\$7,407.42
5305 Health Benefits	1,149.94	1,149.94	\$2,299.88
Total 5300 Employee Benefits	8,557.36	1,149.94	\$9,707.30
6000 Materials and Services			\$0.00
6010 Professional Services			\$0.00
6011 Accounting Services	922.50	8,420.00	\$9,342.50
6012 Legal Services	1,595.00	1,155.00	\$2,750.00
6013 IT Services	75.00	64.50	\$139.50
Total 6010 Professional Services	2,592.50	9,639.50	\$12,232.00
6030 General Office Expenses	58.82	45.83	\$104.65
6035 Computer Network			\$0.00
6036 ByWater Solutions		21,210.00	\$21,210.00
Total 6035 Computer Network		21,210.00	\$21,210.00
6040 Copier Lease	329.86	224.00	\$553.86
6050 Mileage	29.00		\$29.00
6055 Orbis Cascade Alliance Courier			\$0.00
6056 OCAC - LCLD		6,050.00	\$6,050.00
Total 6055 Orbis Cascade Alliance Courier		6,050.00	\$6,050.00
6060 Postage	43.71		\$43.71
6065 Professional Materials		25.00	\$25.00
6070 Public Relations	100.00	100.00	\$200.00
6075 Rent and Utilities			\$0.00
6076 Electricity	198.99	75.95	\$274.94
6077 Maintenance and Supplies	194.05		\$194.05
6078 Gas	19.24	36.88	\$56.12
6079 Rent	174.92		\$174.92

	JUL 2019	AUG 1-12, 2019	TOTAL
6080 Telephone and Internet	128.12	193.96	\$322.08
6081 LCLD Garbage	125.95	20.21	\$146.16
Total 6075 Rent and Utilities	841.27	327.00	\$1,168.27
6100 Supplies	38.68		\$38.68
6105 Vans			\$0.00
6106 Fuel	369.71		\$369.71
6107 Maintenance	18.50	40.98	\$59.48
Total 6105 Vans	388.21	40.98	\$429.19
Total 6030 General Office Expenses	1,829.55	28,022.81	\$29,852.36
6300 Travel/Training/Membership			\$0.00
6310 Membership Fees		420.00	\$420.00
6320 Registration/Training/Travel			\$0.00
6321 Registration		375.00	\$375.00
6322 Travel/Meals/Housing	1,892.57	68.00	\$1,960.57
Total 6320 Registration/Training/Travel	1,892.57	443.00	\$2,335.57
Total 6300 Travel/Training/Membership	1,892.57	863.00	\$2,755.57
6400 Operating Fees/Insurance	200.00		\$200.00
6420 Election Fees	3,447.00		\$3,447.00
6430 Legal Notices	242.25		\$242.25
Total 6400 Operating Fees/Insurance	3,889.25		\$3,889.25
6500 Reimbursement/Library Development			\$0.00
6510 Cataloging/Interlibrary Loan/Reference			\$0.00
6511 OCLC	4,160.98		\$4,160.98
Total 6510 Cataloging/Interlibrary Loan/Reference	4,160.98		\$4,160.98
6520 Library Development			\$0.00
6521 Support Local Libraries			\$0.00
6524 Summer Reading Programs	600.00	200.00	\$800.00
Total 6521 Support Local Libraries	600.00	200.00	\$800.00
6550 Siletz			\$0.00
6551 Materials, Supplies and Services	40.00		\$40.00
6555 Siletz Collection Development	368.38	229.12	\$597.50
6556 Siletz Water/Sewer	94.00	96.00	\$190.00
6557 Siletz Copier Lease	50.82		\$50.82
6558 Siletz Internet and Phone	156.12		\$156.12
6561 Siletz Programming	485.00	706.00	\$1,191.00
Total 6550 Siletz	1,194.32	1,031.12	\$2,225.44
Total 6520 Library Development	1,794.32	1,231.12	\$3,025.44
Total 6500 Reimbursement/Library Development	5,955.30	1,231.12	\$7,186.42
6700 Bank Charges & Fees	15.95		\$15.95
Total 6000 Materials and Services	16,175.12	39,756.43	\$55,931.55
7000 Capital Outlay			\$0.00
7010 Office Furniture and Equipment	122.46	1,336.00	\$1,458.46
Total 7000 Capital Outlay	122.46	1,336.00	\$1,458.46
Total Expenses	\$35,498.16	\$64,880.28	\$100,378.44
NET OPERATING INCOME	\$ -15,049.01	\$ -55,130.94	\$ -70,179.95
NET INCOME	\$ -15,049.01	\$ -55,130.94	\$ -70,179.95