



Lincoln County Library District Board
Regular Meeting
Tuesday April 13, 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 March 9, 2021	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Strategic Plan Review	Director	Information
New Business		
Next District Board Meeting May11,2021, noon LCLD Administrative Office OR Online		Information
Adjourn	President	Motion



**Minutes
Lincoln County Library District
Board Meeting
March 9, 2021
Noon
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 12:00 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

Chris moved and Marta seconded approval of the Regular Board minutes of February 10, 2021.
Passed unanimously.

BOARD REPORTS

There were none

DIRECTOR'S REPORT

The Siletz Library is open to the public on a limited basis from 10:00 a.m. to 4:00 p.m. Monday through Friday. The other Lincoln County Libraries are also opening on a limited basis over the next few weeks.

After finding out on February 18, 2021 that the building that houses our offices had been sold we have located another office building and will be moving in the week of March 15-19, 2021 pending the Board's approval to sign the lease.

The courier van we have ordered is on a rail car heading west and is expected to arrive by the end of March.

We have contracted with a graphic artist to refine our logo, determine colors, create a style guide and create templates. These are an activities of our strategic plan focus area on marketing.

The 2019-2020 audit has been completed and filed with the Secretary of State's office and has been posted on our website.

FINANCIAL REPORT

We are on track with revenue and expenditures. We will overspend in rent/utilities since our new office will be more expensive and we will need to pay utilities. We have underspent on our van fuel and can use that to make up the difference through the fiscal year and the larger amount will be included in the 2021-2023 budget. Chris moved and Marta seconded approval of the financial report. Motion passed unanimously.

Virginia Tardaewether arrived.

OLD BUSINESS

Strategic Plan Update

The final 2021-2024 Strategic Plan is in the packet. It was reviewed and Chris moved and Marta seconded acceptance of the plan. Motion passed unanimously.

NEW BUSINESS

Lease for New Office at 132 NE 15th in Newport

There was a discussion of the reasons for moving and the increased cost. Pictures of the new office were shown to the Board. Chris moved and Virginia seconded approval of a one-year lease. Motion passed unanimously.

Appoint 2021-2023 Budget Committee

We have five individuals who are willing to serve on the budget committee. Virginia moved and Marta seconded approving appointment of Budget Committee. Motion passed unanimously.

GOOD OF THE ORDER

Board members should respond to Brian about MaryKay's evaluation before the April.

NEXT DISTRICT BOARD MEETING

Wednesday April 13, 2021 at noon at the District Office, 132 NE 15th , Newport or online.

ADJOURNMENT

Meeting adjourned at 12: 45 p.m.

DRAFT

Reimbursement Formula and Intergovernmental Agreement Timeline

LCLD

TASK

February - March 2021

April-May 2021

Research Options



Create Projections



Meet with Library Staff

Meet with cities

Formula adopted and estimates sent

Contracts Signed

Reimbursements begin



Strategic Plan 2021-2024

Lincoln County Library District Strategic Plan 2021-2024

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

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

Focus Area Priority #1 District As Connector

Goal #1 District residents will have improved access to library materials delivered to their local libraries.

Objectives:

1. The District will have a new courier van in service by June 30, 2021

Activities:

- a. Work with ORCPP for best deal.
- b. Order van
- c. Brand the van

2. A funding formula and intergovernmental agreements between LCLD and the cities will be in place by January 2023.

Activities:

- a. Create timeline
- b. Review possible funding formulas by March 31, 2021
- c. Create projections using possible funding formulas by May 31, 2021
- d. Present to library staff and city staff by September 30, 2021
- e. Adopt a formula and send estimates by December 31, 2021
- f. Intergovernmental Agreements with cities signed by June 30, 2022
- g. Reimbursements under new formula begin in December 2022

3. A shared integrated library system (ILS) for the District will be available to residents by June 30, 2024.

Activities:

- a. Write Library Services and Technology Act(LSTA) grant for ILS feasibility study
- b. Contract with consultant for ILS feasibility study
- c. Review findings of study
- d. Decide on best option and pursue
- e. Migrate and operationalize system.

4. LCLD will conduct a needs assessment with Lincoln County library staff to determine training needs by June 2022.

Activities:

- a. Review State Library of Oregon continuing education needs assessment as basis for LCLD needs assessment.

5. Ongoing discussions, based on the November 2020 Operations, Governance and Facilities Needs Assessment, will take place with the Library Commission of the City of Yachats through June 2023.

Activities:

- a. Make the District available for discussions with the Library Commission as requested.

Focus Area Priority #2 Marketing

Goal #1:

1. Lincoln County residents and policy makers will have a better awareness of library services available through the Lincoln County Library District and partner libraries.

Objectives:

1. Website usage will increase by 10% by December 31, 2021
2. LCLD will have a recognizable brand on all District materials and services.

Activities:

- a. Graphic designer will be retained to finalize logo, select colors & fonts, create templates for letterhead, business cards and other branded materials, and create a consistent style guide.

- b. Signage for courier van and office will be created and placed.
- c. Business cards will be created for District staff and Board members.

Focus Area Priority #3 Lifelong Learning

Goal #1 District residents will have access to county-wide library programs that foster lifelong learning

Objectives:

1. District residents will have the opportunity to participate in an “everyone reads” program in partnership with city libraries by June 2021.

Activities:

- a. Serve as fiscal agent for author program
- b. Coordinate publicity between libraries

2. LCLD will work with partner libraries to provide summer reading program for the children in Lincoln County by June 2021.

Activities:

- a. Coordinate planning cooperative summer activities with partner libraries
- b. Use funding from State Library of Oregon Ready to Read Grant for programming at all libraries.

3. LCLD will conduct a needs assessment with Lincoln County residents and libraries to determine the most effective approach to fostering lifelong learning June 2022.

Activities:

- a. Create and deploy community survey.
- b. Create programming based on survey results.