



**Lincoln County Library District Board  
Regular Meeting  
Tuesday February 14, 2023  
132 NE 15<sup>th</sup> & Zoom  
Newport, OR 97365**

<b>Agenda</b>		
Call Regular Meeting to Order		President
Approval of the Agenda		President
<b>Topic</b>	<b>Lead</b>	<b>Purpose Outcome</b>
<b>Public Comment</b>	President	Anyone may speak at this time
<b>Minutes</b> Board Meeting January 31, 2023	President	Approval
<b>Reports</b>		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
<b>Old Business</b>		
Director Recruitment	Director	Discussion
Siletz Public Library Code of Conduct	Director	Decision
<b>New Business</b>		
LCLD Overview	Director	Decision
Appoint Budget Officer	Director	Decision
<b>Good of the Order</b>		Information
<b>Next District Board Meeting</b> March 14, 2023		Information
<b>Adjourn</b>	President	Motion



Minutes  
Lincoln County Library District  
Board Meeting  
January 31, 2023  
12:00 p.m.  
132 NE 15<sup>th</sup> and Zoom

ATTENDANCE—BOARD

Chris Boyle  
Virginia Tardaewether  
Carla Clark  
Susan Garner

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Chris Boyle called the Regular Board Meeting to order at 12:05 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Quorum was established.

PUBLIC COMMENT

APPROVAL OF MEETING MINUTES

Virginia moved and Susan seconded approval of the Regular Board minutes of December 13, 2022. Passed unanimously.

BOARD MEMBER REPORTS

Carla reported that the Siletz Valley Friends of the Library will be celebrating the library building birthday during February. Activities including cake, plant, and book sale will be held February 25, 2023 from 1:00 to 3:00. They are also raffling two large baskets, tickets available at the library.

## DIRECTOR'S REPORT

### **Building**

The sale of the building at 132 NE 15<sup>th</sup> from Ron Cole to Lincoln County Library District was completed on January 3, 2023. We have a 30 year contract at 6% interest. We are working with Santiam Escrow to handle the payments. The \$2,398.20 payment + \$15.00 escrow fee (total \$2,413.20) will be automatically deposited with Santiam Escrow on the 25<sup>th</sup> of the month and they will automatically deposit the payment into Ron Cole's account.

The building inspection revealed a serious issue in the crawl space which needed to be cleaned out and re-insulated. Ron Cole has had that taken care of. We will also be using the inspection document to create a maintenance checklist for the building.

### **Siletz**

Carol Rasmussen Schramm increased her work hours to 32 per week effective January 3, 2023. This will allow the library to be open 3 more hours a week. We have also added her to the LCLD health insurance. The District will begin contributing to her retirement (6% of salary) in July.

Teena Nelson, retired children's librarian from Driftwood Public Library, has been volunteering to present storytimes weekly at the library. They are getting between 10 and 20 attendees per session.

### **Meetings/Events**

Special Districts Association of Oregon held a Legislative Day in Salem on Friday, January 13, 2023. The day was devoted to discussion of the legislative needs of special districts. Speakers included Senator Cedric Hayden and (former) Rep. Brad Witt, both strong supporters of special districts.

LCLD hosted a Rotary social evening at the District Office on January 25, 2023. There were light appetizers and beverages for the 20 people who attended. Members of the Rotary Club of Newport host the socials once a month to provide fellowship and an opportunity to talk about their agencies and businesses.

### **Upcoming**

Budget Law Training in Albany, February 7, 2023

Special Districts Association of Oregon Annual Conference in Sun River, February 8-12, 2023

Oregon Library Association Legislative Day in Salem, February 15, 2023

Siletz Valley Friends of the Library will be celebrating the 16<sup>th</sup> birthday of the Library building on Saturday February 25, 2023 from 1:00 – 3:00. There will be a plant, bake and rummage sale along with birthday cake for everyone.

MaryKay also mentioned that she would like to draft a statement for the Board to review and approve clarifying the funding formula changes and the responsibilities of the District that have been the topic of the Newport News Times reporting and questions to the Newport Public Library Director.

#### FINANCIAL REPORT

We will be adding two lines to the financial report, Debt Service-Principal and Debt Service-Interest to accommodate our building purchase financial reporting. MaryKay asked about returning to an annual budget for 2023-2024 and the Board agreed that they wanted to continue with the biennial budget. Virginia moved and Carla seconded accepting the financial report. MaryKay noted that we are still working on the 2021-2022 audit but an extension has been filed with the Secretary of State's office.

#### OLD BUSINESS

##### **Director Recruitment**

We are a bit behind in the process. The position description is included in the Board packet for the Board to review. Once an advertisement for the position is created we can post the position.

#### NEW BUSINESS

##### **Board Member Elections**

Carla's position is the only one that isn't up for election. Susan would be running to complete Brian's term which expires in 2025. Virginia and Chris would both be running for a four-year term. We also need to fill Zone 1 in the north part of the county. We should have someone run rather appoint for Zone 1 since the election is May 16<sup>th</sup>.

##### **Code of Conduct Siletz Public Library-DRAFT**

Carol has written a new code of conduct for the Siletz Library and had local law enforcement (Lincoln County Sheriff's patrol) review. We won't be voting today because we want to give the public a chance to respond so will have the vote at the next meeting.

#### GOOD OF THE ORDER

#### NEXT DISTRICT MEETING

The next regular meeting of the LCLD Board will be held on Tuesday March 14, 2023 at noon at the LCLD office and on zoom.

#### ADJOURNMENT

Meeting adjourned at 1:10 p.m.



## Library Directors Report February 2023

### **General**

2021-2022 audit by Isler CPA will be done this month.

### **Building**

### **Siletz**

### **Meetings/Events**

Budget Law Training in Albany, February 7, 2023

Special Districts Association of Oregon Annual Conference in Sunriver, February 8-12, 2023

### **Upcoming**

Oregon Library Association Legislative Day in Salem, February 15, 2023

Storytime at Waldport Public Library February 21, 2023 at 10:00 a.m.

Siletz Valley Friends of the Library will be celebrating the 16<sup>th</sup> birthday of the Library building on Saturday February 25, 2023 from 1:00 – 3:00. There will be a plant, bake and rummage sale along with birthday cake for everyone.

EDI Cohort: Libraries Leading with Equity 1<sup>st</sup> session February 27, 2023 from 9:00 to 3:00 at the Tillamook Public Library

**Lincoln County Library District**  
**Statement of Revenues and Expenditures - Cash Basis**  
**JANUARY and FYTD 22/23**

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
	January 2023	July 2022-January 2023	July 2021-January 2023	
<b>Revenues</b>				
4000 Revenues				
4010 Library Services and Technology Reading Grant		\$ 20,000.00	\$ 30,000.00	\$ 15,000.00
4020 Chinook Library Network			\$ 17,578.28	\$ 44,000.00
4030 Dolly Parton Imagination Library		\$ -	\$ -	\$ 10,000.00
4050 Lincoln County Law Library		\$ 12,735.16	\$ 25,564.06	\$ 26,000.00
4060 Previously Levied Taxes	\$ 1,850.74	\$ 16,778.15	\$ 64,517.45	\$ 80,000.00
4070 Ready to Read Grant		\$ 5,877.00	\$ 10,575.37	\$ 9,000.00
4080 Siletz		\$ 1,025.33	\$ 1,025.33	
4081 Siletz-Carry-over		\$ -	\$ -	
4082 Siletz-City of Siletz		\$ 4,000.00	\$ 4,000.00	\$ 2,000.00
4083 Siletz-Interest		\$ -	\$ -	\$ 100.00
4084 Siletz-Miscellaneous		\$ 231.79	\$ 13,322.98	\$ 5,000.00
4090 State Forestry		\$10,189.40	\$ 25,197.40	\$ 30,000.00
4104 Property Tax Revenue 20/21			\$ 13,149.29	
4105 Property Tax Revenue 21/22		\$ 12,612.94	\$ 1,460,551.51	\$ 1,407,691.50
4106 Property Tax Revenue 22/23	\$ 13,323.80	\$ 1,401,474.55	\$ 1,401,474.55	\$ 1,407,691.50
4800 Interest Income	\$ 2,790.38	\$ 8,454.51	\$ 10,992.44	\$ 2,000.00
4900 Miscellaneous Income	\$ -	\$ 2,021.05	\$ 20,947.16	\$ 10,000.00
<b>Total 4000 Revenues</b>	<b>\$ 17,964.92</b>	<b>\$ 1,495,399.88</b>	<b>\$ 3,098,895.82</b>	<b>\$3,048,483.00</b>
Services				
Available Cash On Hand				\$ 400,000.00
<b>Total Revenues</b>	<b>\$ 17,964.92</b>	<b>\$ 1,495,399.88</b>	<b>\$ 3,098,895.82</b>	<b>\$3,448,483.00</b>
<b>Expenditures</b>				
5000 Personnel Services				
5100 Salaries and Wages	\$ 898.86	\$ 65,977.04	\$ 464,413.41	\$ 610,640.00
5200 Payroll Taxes		\$ 9,405.51	\$ 41,744.95	\$ 60,000.00
5250 Payroll Fees		\$ 5,644.76	\$ 8,394.34	\$ 4,632.00
<b>Total 5000 Personnel Services</b>	<b>\$ 898.86</b>	<b>\$ 81,027.31</b>	<b>\$ 514,552.70</b>	<b>\$ 675,272.00</b>
5300 Employee Benefits				

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
	January 2023	July 2022-January 2023	July 2021-January 2023	
5305 Health Benefits	\$ 2,898.07	\$ 11,707.69	\$ 29,072.06	\$ 36,684.00
5310 Retirement Benefits	\$ 989.92	\$ 6,929.44	\$ 18,807.38	\$ 23,736.00
Total 5300 Employee Benefits	\$ 3,887.99	\$ 18,637.13	\$ 47,879.44	\$ 60,420.00
6000 Materials and Services				
6010 Professional Services				
6011 Accounting Services	\$ 1,300.00	\$ 4,650.00	\$ 24,622.77	\$ 30,000.00
6012 Legal Services		\$ 3,795.00	\$ 3,795.00	\$ 2,000.00
6013 IT Services		\$ 20,000.00	\$ 30,000.00	\$ 3,000.00
6014 General Services			\$ 5,531.25	
6015 Misc. Services		\$ 13.00	\$ 6,813.00	\$ 30,000.00
Total 6010 Professional Services	\$ 1,300.00	\$ 28,458.00	\$ 70,762.02	\$ 65,000.00
6030 General Office Expenses		\$ 132.00	\$ 132.00	
6031 Office Supplies	\$ 122.53	\$ 249.44	\$ 679.22	\$ 5,000.00
6032 Office Equipment			\$ 1,458.00	\$ 5,000.00
6033 Online Expenses	\$ 85.99	\$ 1,020.65	\$ 3,677.38	\$ 7,000.00
6036 ByWater Solutions			\$ 21,634.00	\$ 44,000.00
6040 Copier Lease	\$ 224.00	\$ 1,680.22	\$ 4,658.09	\$ 7,000.00
6050 Mileage		\$ -	\$ -	\$ 5,000.00
6055 Orbis Cascade Alliance Courier		\$ 7,000.00	\$ 11,038.00	
6056 OCAC - LCLD		\$ -	\$ -	\$ 10,000.00
6060 Postage	\$ 62.05	\$ 124.13	\$ 300.24	\$ 5,000.00
6065 Professional Materials			\$ 269.77	\$ 3,000.00
6070 Public Relations	\$ 100.00	\$ 700.00	\$ 2,093.07	\$ 5,000.00
6075 Rent and Utilities		\$ -	\$ -	
6076 Electricity		\$ 357.06	\$ 1,450.17	\$ 4,000.00
6077 Maintenance and Supplies	\$ 60.00	\$ 862.50	\$ 1,557.08	\$ 4,000.00
6078 Gas		\$ -	\$ -	
6079 Rent		\$ 7,800.00	\$ 24,700.00	\$ 34,000.00
6080 Telephone and Internet	\$ 149.97	\$ 1,049.79	\$ 2,711.83	\$ 4,000.00
6081 LCLD Garbage		\$ 205.65	\$ 540.45	\$ 1,000.00
6082 LCLD Water	\$ 75.09	\$ 456.75	\$ 1,178.14	\$ 4,000.00
6100 Supplies		\$ -	\$ -	
6105 Vans		\$ -	\$ -	
6106 Fuel	\$ 204.59	\$ 2,228.14	\$ 5,325.63	\$ 6,000.00
6107 Maintenance		\$ 196.93	\$ 366.35	\$ 4,000.00

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
	January 2023	July 2022-January 2023	July 2021-January 2023	
6108 Supplies		\$ 843.84	\$ 896.93	\$ 3,000.00
<b>Total 6030 General Office Expenses</b>	<b>\$ 1,084.22</b>	<b>\$ 24,907.10</b>	<b>\$ 84,666.35</b>	<b>\$ 160,000.00</b>
6300 Travel/Training/Membership				
6310 Membership Fees	\$ -	\$ 1,648.43	\$ 3,358.80	\$ 10,000.00
6320 Registration/Training/Travel		\$ -	\$ -	
6321 Registration		\$ 383.94	\$ 1,532.94	\$ 10,000.00
6322 Travel/Meals/Housing		\$ 371.80	\$ 2,068.87	\$ 10,000.00
<b>Total 6300 Travel/Training/Membership</b>	<b>\$ -</b>	<b>\$ 2,404.17</b>	<b>\$ 6,960.61</b>	<b>\$ 30,000.00</b>
6400 Operating Fees/Insurance				
6401 Misc. Fees		\$ 548.83	\$ 1,810.66	\$ 1,500.00
6410 Business Insurance	\$ -	\$ 634.67	\$ 7,632.67	\$ 15,000.00
6420 Election Fees		\$ -	\$ -	\$ 5,000.00
6430 Legal Notices			\$ 540.00	\$ 3,500.00
<b>Total 6400 Operating Fees/Insurance</b>	<b>\$ -</b>	<b>\$ 1,183.50</b>	<b>\$ 9,983.33</b>	<b>\$ 25,000.00</b>
6500 Reimbursement/Library Development				
6505 Contracted Library Services		\$ -	\$ -	\$ 1,970,768.00
6510 Cataloging/Interlibrary Loan/Reference		\$ -	\$ -	
6511 OCLC	\$ 6,397.90	\$ 33,781.26	\$ 85,055.00	\$ 150,000.00
<b>Total 6500 Cataloging/Interlibrary Loan/R</b>	<b>\$ 6,397.90</b>	<b>\$ 33,781.26</b>	<b>\$ 85,055.00</b>	<b>\$2,120,768.00</b>
6520 Library Development				
6521 Support Local Libraries		\$ 3,640.00	\$ 7,140.00	
6523 Special Projects (Dolly Parton Imag. Library)		\$ -	\$ -	\$ 10,000.00
6524 Summer Reading Programs		\$ 2,203.59	\$ 4,669.47	\$ 9,000.00
<b>Total 6520 Support Local Libraries</b>	<b>\$ -</b>	<b>\$ 5,843.59</b>	<b>\$ 11,809.47</b>	<b>\$ 19,000.00</b>
6525 Online Databases				
6526 Library2Go (Overdrive)		\$ 5,389.69	\$ 10,387.46	\$ 9,000.00
6527 Mango Languages			\$ 200.00	\$ 400.00
6528 ProQuest (Heritage Quest)			\$ 2,027.57	\$ 4,000.00
6529 Misc. Databases			\$ -	
<b>Total 6525 Online Databases</b>	<b>\$ -</b>	<b>\$ 5,389.69</b>	<b>\$ 12,615.03</b>	<b>\$ 13,400.00</b>
6550 Siletz				
6551 Materials, Supplies and Services		\$ 192.03	\$ 7,354.09	\$ 2,000.00
6554 Siletz Electricity	\$ 191.74	\$ 1,322.83	\$ 3,330.23	\$ 4,000.00
6555 Siletz Collection Development	\$ 247.16	\$ 1,840.38	\$ 6,215.56	\$ 8,000.00
6556 Siletz Water/Sewer			\$ 960.00	\$ 2,400.00



	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget	
	January 2023	July 2022-January 2023	July 2021-January 2023		
6557 Siletz Copier Lease	\$ 40.00	\$ 479.32	\$ 1,349.96	\$ 3,000.00	
6558 Siletz Internet and Phone	\$ 148.70	\$ 1,030.06	\$ 2,892.57	\$ 3,000.00	
6559 Siletz Gas	\$ 275.76	\$ 532.68	\$ 1,507.31	\$ 2,000.00	
6560 Siletz Alarm		\$ 523.73	\$ 1,234.41	\$ 700.00	
6561 Siletz Programming	\$ 145.46	\$ 1,865.83	\$ 2,954.61	\$ 1,820.00	
6562 Siletz Repair & Maintenance	\$ 52.50	\$ 2,641.31	\$ 6,349.88	\$ 4,000.00	
6563 Siletz Useful			\$ 2,614.00		
<b>Total 6550 Siletz</b>	<b>\$ 1,101.32</b>	<b>\$ 10,428.17</b>	<b>\$ 36,762.62</b>	<b>\$ 30,920.00</b>	
<b>Total 6520 Library Development</b>	<b>\$ 1,101.32</b>	<b>\$ 21,661.45</b>	<b>\$ 61,187.12</b>	<b>\$ 63,320.00</b>	
<b>6600 Library Reimbursement</b>					
Lincoln City	\$ 21,564.00	\$ 150,949.00	\$ 433,311.00		
Newport	\$ 27,694.00	\$ 193,858.00	\$ 541,771.00		
Toledo	\$ 7,550.00	\$ 52,847.00	\$ 145,801.00		
Waldport	\$ 19,440.00	\$ 136,079.00	\$ 378,552.00		
<b>Total 6600 Library Reimbursement</b>	<b>\$ 76,248.00</b>	<b>\$ 533,733.00</b>	<b>\$ 1,499,435.00</b>		
6700 Bank Charges & Fees	\$ 16.00	\$ 111.90	\$ 441.90		
<b>Total 6000 Materials and Services</b>	<b>\$ 86,147.44</b>	<b>\$ 646,240.38</b>	<b>\$ 1,818,491.33</b>		
Uncategorized Expense					
<b>6910 - CPA YE Adjustment</b>		<b>\$ 1,441.41</b>			
7000 Capital Outlay		\$ 500.00	\$ 500.00		
7010 Office Furniture and Equipment					
7011 Van Replacement				\$ 10,000.00	
7020 Van					
7022 Debt Service - Principal (closing cost \$5,	\$ 398.20	\$ 6,156.70	\$ 6,156.70		
7023 Debt Service - Interest	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00		
7024 Escrow Fees	\$ 15.00	\$ 15.00	\$ 15.00		
<b>Total 7000 Capital Outlay</b>	<b>\$ 2,413.20</b>	<b>\$ 8,671.70</b>	<b>\$ 8,671.70</b>	<b>\$ 10,000.00</b>	
Uncategorized Expense (Fraud and closing cos	\$ -	\$ 1,256.80	\$ 1,256.80		
Operating Contingency				\$ 166,157.00	
Move to 6015- Misc Service				\$ 15,000.00	
<b>Total Operating Contingency</b>				<b>\$ 151,157.00</b>	
Unappropriated Ending Balance				\$ 106,546.00	
<b>Total Expenditures</b>	<b>\$ 93,347.49</b>	<b>\$ 755,833.32</b>	<b>\$ 2,390,851.97</b>	<b>\$3,463,483.00</b>	<b>\$1,072,631.03</b>

# SILETZ PUBLIC LIBRARY

## Code of Conduct

All people using Library services are entitled to:

- Use Library resources and services without discrimination
- Receive friendly and respectful service
- Expect free and equal access to information
- Enjoy a clean and safe environment
- Make proper use of the library and its resources without interference

To ensure an atmosphere that encourages the use and enjoyment of library resources and services, promotes safety of the public and library staff, and protects library materials, equipment, building, and grounds, the Siletz Public Library prohibits the following behaviors:

- Disruptive or unsafe activity or behavior that interferes with the use of the library by others or with performance of duties by staff. Examples include but are not limited to: climbing, running, loud talking, unnecessary noise, throwing things, pushing and shoving, and verbal or physical harassment of patrons or staff.
- Eating in the main library. Covered beverages are acceptable except at computer stations.
- Smoking in the library or on library grounds.
- Destroying, damaging, or defacing library property.
- Bringing animals other than approved service animals in the library, or leaving animals unattended outside the library.
- Using skateboards, roller blades, roller skate, or other sports equipment in the library or on the pavements near the entrances.
- Using library facilities for the purpose of bathing or sleeping.
- Conducting surveys, panhandling, or soliciting.
- Audible use of cell phones or other personal devices so that other patrons are disturbed.
- Anything in violation of federal, state, or local law.

The safety and well-being of children at the library is of serious concern. It is the intention of this policy to enlist the cooperation of parents and other adults responsible for children to ensure that the Siletz Public Library provides a safe and pleasant experience for all who use it. The Siletz Public Library staff is committed to helping children with activities related to the Library. However, it is not the Library staff's responsibility to serve as baby-sitters, teachers, or disciplinarians.

- Parents are responsible for the behavior of their children while the children are in the Library and on Library property.
- Children under the age of 10 may not be left unattended at the library.
- As it is for adults, violations of library's Code of Conduct are grounds for suspension of library privileges for youth.

## SILETZ PUBLIC LIBRARY

### **Exclusions**

When a library staff person becomes aware that any patron is violating a library rule, the staff person shall take appropriate enforcement measures. Appropriate enforcement measures include:

- For minor violations, the staff person may simply ask the patron to comply with the rule.
- For serious violations (including disruptive behavior and failure to comply when requested) and for repeated violations, the staff person may require the person to leave the library premises and not return the same day. Staff may call law enforcement if the patron refuses to leave the library.
- Any instance of serious violation shall be reported to the library manager or designee, who shall decide whether an additional sanction, including exclusion for a period of time, is appropriate.

To suspend library privileges, the Library Manager or designee shall notify the person of their exclusion from library property.

Persons wishing to appeal an exclusion may appeal by submitting a written request to the Director of the Lincoln County Library District within seven days of receiving an exclusion notice. The Director of the Lincoln County Library District or designee will then hear the appeal within one week of receipt of the appeal.

## Lincoln County Library District

In 1988 the Lincoln County Commission created the Lincoln County Library District pursuant to ORS 198 to provide library services in accordance with ORS 357.216 through 357.286. The boundaries of the District were Lincoln County with the exception of the cities of Lincoln City, Depoe Bay, Newport, Waldport, Toledo, and Yachats. The cities of Depoe Bay and Waldport annexed in several years after formation. The city of Siletz was included in the original order.

Special districts are local agencies which deliver specific services to specific communities. Operating under state laws, special districts are autonomous government entities that are accountable to the voters or landowners they serve. State officials, however, oversee special districts. For example, special districts must send their annual financial reports to the Secretary of State Audits Division. Districts must also follow state laws for public meetings, public records, public contracting, bonded debt, and elections. Special districts are limited purpose governments. They can provide only the services allowed by state law and supported by their residents.

Residents of the District (everyone in Lincoln County except for Lincoln City, Newport, Toledo and Yachats are eligible to vote in district elections (Board members and local option levys) and they pay taxes to the District. The permanent rate is \$0.2465 / \$1000 and a five year renewable local option levy currently provides \$0.0900 / \$1000.

The Lincoln County Library District contracts with the cities of Lincoln City, Newport, Siletz, Toledo, and Waldport to provide library services to residents of the District. Those Library Service Agreements are funded with 70% of the tax revenue received. 30% of the tax revenue is used for administration of the District and shared services, including a courier.

The current funding formula was adopted in December of 2021 and became effective with the 2022-2023 fiscal year. Siletz and Waldport are considered *member libraries* since their city residents also pay taxes to the District. The cities of Lincoln City, Newport, and Toledo are considered *partner libraries* because their city residents do not pay taxes to the District. The funds are allocated by population served (based on zip code populations from the PSU Population Center).

The following Board values guide the funding process:

- Fiduciary responsibility for providing services to residents of the District service area.
- Service model and funding will be directed toward enabling equitable service to the residents of the District.

- Allocation of funds will be equitable and fair (equitable for District residents and fair for member and partner libraries)
- It is not sustainable for the Board to use District funds to restore lost municipal funding to partner libraries and therefore it cannot be the policy of the Board.
- An understanding should be built and sustained over time between the District administration and the funding recipients about the nature and purpose of the District, Board, and funds.