



**Lincoln County Library District Board
Budget Hearing & Regular Meeting
Tuesday June 13, 2023
132 NE 15th & Zoom
Newport, OR 97365**

Budget Hearing Agenda	
Call to order Budget Hearing per ORS 294.438 & 294.453	President
Call the Roll & Establish a Quorum	Secretary to the Board (Director)
Questions and Public Comments	Public
Close Budget Hearing	President

Agenda		
Call Regular Meeting to Order		President
Approval of the Agenda		President
Topic	Lead	Purpose Outcome
Public Comment	President	Anyone may speak at this time
Minutes Board Meetings & Executive Sessions March, 17, 2023 April 28, 2023 May 5, 2023 May 9, 2023 Budget Committee May 9, 2023 May 15, 2023 May 19, 2023 May 26, 2023	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information

Financial Report	Director	Acceptance
Old Business		
Employment Agreement between LCLD and Bryan Miyagishima	President	Decision
New Business		
Resolution No. 2023-6.1 Adopting the 2023-2025 Budget, Making Appropriations, Imposing the Tax and Categorizing the Tax per ORS 294.456	President	Decision
MaryKay Dahlgreen Retirement Letter	Director	Information
Resolution No. 2023-6.2 Credit Card	President	Decision
Resolution No. 2023-6.3 Cost of Living Increase	President	Decision
Good of the Order		
Next District Board Meeting July 11, 2023		Information
Adjourn	President	Motion



Minutes
Lincoln County Library District
Work Session & Board Meeting
March 17, 2023
2:00 p.m.
Zoom and 132 NE 15th
Newport, OR 97365

ATTENDANCE—BOARD

Chris Boyle
Virginia Tardaewether
Carla Clark
Susan Garner

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

ATTENDANCE – GUEST

Teri Dresler, SDAO Senior Consultant

CALL TO ORDER

Chris Boyle called the Work Session to order at 2:05 p.m.

Chris Boyle called the Regular Meeting to order at 3:30 p.m.

APPROVAL OF AGENDA

Approved

PUBLIC COMMENT

There was no public present.

OLD BUSINESS

Director Recruitment

Virginia moved and Carla seconded approval of the director recruitment materials presented by Teri Dresler during the work session, with changes that were discussed by Board. Passed unanimously.

NEW BUSINESS

Resolution #2023-3.1 Declaring March 31, 2023 Jane Cothron Day

Virginia moved and Carla seconded adoption of Resolution #2023-3.1

GOOD OF THE ORDER

ADJOURNMENT

Meeting adjourned at 3:45 p.m.

DRAFT



Minutes
Lincoln County Library District
Board Meeting and Executive Session
April 28, 2023
1:00 p.m.
Zoom and 132 NE 15th
Newport, OR 97365

ATTENDANCE—BOARD

Chris Boyle
Virginia Tardaewether
Carla Clark
Susan Garner

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

ATTENDANCE – GUEST

Teri Dresler SDAO Senior Consultant

CALL TO ORDER

Chris Boyle called the Regular Meeting to order at 1:00 p.m.

Chris Boyle called the Executive Session to order at 1:00 p.m.

(a) To consider the employment of an officer, employee, staff member or agent if: (i) the job has been publicly advertised, (ii) regularized procedures for hiring have been adopted, and (iii) in relation to employment of a public officer, there has been an opportunity for public comment. For hiring a chief executive officer, the standards, criteria and policy to be used must be adopted in an open meeting in which the public had an opportunity to comment. This reason for executive session may not be used to fill vacancies in an elective office or on any public committee, commission or other advisory group, or to consider general employment policies. ORS 192.660(2)(a) and 192.660(7).

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Chris Boyle called the Executive Session to order at 1:05 p.m.

Chris Boyle called the Regular Meeting back to order at 2:00 and adjourned the meeting.

DRAFT



**Minutes
Lincoln County Library District
Executive Session & Board Meeting
May 5, 2023
9:45 a.m.
Zoom and 132 NE 15th
Newport, OR 97365**

ATTENDANCE—BOARD

Chris Boyle
Virginia Tardaewether
Carla Clark
Susan Garner

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

ATTENDANCE – GUEST

Teri Dresler SDAO Senior Consultant

CALL TO ORDER

Chris Boyle called the Regular Meeting to order at 9:45 a.m.

Chris Boyle called the Executive Session to order at 9:50 a.m.

(a) To consider the employment of an officer, employee, staff member or agent if: (i) the job has been publicly advertised, (ii) regularized procedures for hiring have been adopted, and (iii) in relation to employment of a public officer, there has been an opportunity for public comment. For hiring a chief executive officer, the standards, criteria and policy to be used must be adopted in an open meeting in which the public had an opportunity to comment. This reason for executive session may not be used to fill vacancies in an elective office or on any public committee, commission or other advisory group, or to consider general employment policies. ORS 192.660(2)(a) and 192.660(7).

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Chris Boyle called the Regular Meeting back to order at 1:00 p.m. and adjourned the meeting.

DRAFT



Minutes
Lincoln County Library District
Budget Committee
2023-2025 Biennial Budget
May 9, 2023
Noon
Online and in office 132 NE 15th
Newport, OR

ATTENDANCE—BOARD

Virginia Tardaewether
Chris Boyle ABSENT
Carla Clark
Susan Garner

ATTENDANCE – APPOINTED BUDGET COMMITTEE MEMBERS

Karen Apland
Jim Buisman
Jon Zagel
Charlsy Afuso
Paul Reno

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Board Member Carla Clark called the meeting to order at 12:00 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Roll was called with 8 Budget Committee Members present, thus there was a quorum

WELCOME, GROUNDRULES, HOUSEKEEPING

MaryKay Dahlgreen welcomed everyone and thanked them for their time and service

INTRODUCTIONS

Members of the Budget Committee introduced themselves.

ELECTION OF BUDGET COMMITTEE CHAIR

Carla Clark was elected chair of the budget committee unanimously

BUDGET PRESENTATION

MaryKay Dahlgreen presented the proposed 2023-2025 biennial budget, explaining each of the lines and then explaining specific areas as necessary.

PUBLIC COMMENTS

There were no public comments

DISCUSSION, APPROVAL, SET TAX RATE

Karen Aplan moved to approve the budget as presented: Jim Buisman seconded approval of the budget as revised. There were no questions and the motion passed unanimously.

Jim Buisman moved to approve the tax rate at the current \$0.2465 per \$1,000 of assessed value, Jon Zagel seconded. There were no questions and the motion passed unanimously.

Jim Buisman moved to approve the local option levy rate of \$0.0900 per \$1,000 of assessed value, Jon Zagel seconded. There were no questions and the motion passed unanimously.

ADJOURNMENT

Carla Clark closed the Budget Committee meeting at 1:12 p.m.



Minutes
Lincoln County Library District
Board Meeting
May 9, 2023
132 NE 15th Newport, OR and Zoom
1:15 p.m.

ATTENDANCE—BOARD

Chris Boyle ABSENT
Virginia Tardaewether
Carla Clark
Susan Garner

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Carla Clark called the Regular Board Meeting to order at 1:15 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 March 14, 2023.
Passed unanimously.

BOARD MEMBER REPORTS

DIRECTOR'S REPORT

MaryKay reviewed the written report included in the packet.

FINANCIAL REPORT

Everything is on track. Virginia moved and Susan seconded approval of the financial report. Passed unanimously.

OLD BUSINESS

Director Recruitment Update

The Board will be interviewing three candidates on Monday May 15, 2023. In addition to the Board there is a panel of stakeholders who will be interviewing as well.

NEXT DISTRICT BOARD MEETING

The next regular meeting of the LCLD Board will be held on Tuesday June 13, 2023 at noon at the LCLD office.

ADJOURNMENT

Meeting adjourned at 1:30 p.m.



**Minutes
Lincoln County Library District
Executive Session & Board Meeting
May 15, 2023
1:45 p.m.
Zoom and 132 NE 15th
Newport, OR 97365**

ATTENDANCE—BOARD

Chris Boyle
Virginia Tardaewether
Carla Clark
Susan Garner

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

ATTENDANCE – GUEST

Teri Dresler SDAO Senior Consultant

CALL TO ORDER

CALL TO ORDER

Chris Boyle called the Regular Meeting to order at 1:20 p.m.

Chris Boyle called the Executive Session to order at 1:22 p.m.

(a) To consider the employment of an officer, employee, staff member or agent if: (i) the job has been publicly advertised, (ii) regularized procedures for hiring have been adopted, and (iii) in relation to employment of a public officer, there has been an opportunity for public comment. For hiring a chief executive officer, the standards, criteria and policy to be used must be adopted in an open meeting in which the public had an opportunity to comment. This reason for executive session may not be used to fill vacancies in an elective office or on any public committee, commission or other advisory group, or to consider general employment policies. ORS 192.660(2)(a) and 192.660(7).

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Chris Boyle called the Regular Meeting back to order at 1:55 p.m.

OLD BUSINESS

Library Director Selection

Susan moved and Virginia seconded that the LCLD Board offer Sam Passey the position of Director of the Lincoln County Library District. And naming Bryan Miyagishima as alternate if Sam doesn't accept the position. Passed unanimously.

GOOD OF THE ORDER

ADJOURNMENT

Meeting adjourned at 2:10 p.m.



**Minutes
Lincoln County Library District
Executive Session & Board Meeting
May 19, 2023
3:00 p.m.
Zoom and 132 NE 15th
Newport, OR 97365**

ATTENDANCE—BOARD

Chris Boyle
Virginia Tardaewether
Carla Clark
Susan Garner

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

ATTENDANCE – GUEST

Teri Dresler, SDAO Senior Consultant

CALL TO ORDER

Chris Boyle called the Regular Meeting to order at 3:10 p.m.

Chris Boyle called the Executive Session to order at 3:11 p.m.

(a) To consider the employment of an officer, employee, staff member or agent if: (i) the job has been publicly advertised, (ii) regularized procedures for hiring have been adopted, and (iii) in relation to employment of a public officer, there has been an opportunity for public comment. For hiring a chief executive officer, the standards, criteria and policy to be used must be adopted in an open meeting in which the public had an opportunity to comment. This reason for executive session may not be used to fill vacancies in an elective office or on any public committee, commission or other advisory group, or to consider general employment policies. ORS 192.660(2)(a) and 192.660(7).

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Chris Boyle called the Regular Meeting back to order at 3:20.

OLD BUSINESS

Director Recruitment

Virginia moved and Carla seconded to not accept Sam Passey's counter-offer and to offer the position to Bryan Miyagishima if Sam didn't accept the original offer. Passed unanimously.

ADJOURNMENT

Meeting adjourned at 3:40 p.m.



Minutes
Lincoln County Library District
Executive Session & Board Meeting
May 26, 2023
4:00 p.m.
Zoom
Newport, OR 97365

ATTENDANCE—BOARD

Chris Boyle
Virginia Tardaewether
Carla Clark
Susan Garner

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

ATTENDANCE – GUEST

Teri Dresler SDAO Senior Consultant

CALL TO ORDER

Chris Boyle called the Regular Meeting to order at 4:00 p.m.

Chris Boyle called the Executive Session to order at 4:01 p.m.

(a) To consider the employment of an officer, employee, staff member or agent if: (i) the job has been publicly advertised, (ii) regularized procedures for hiring have been adopted, and (iii) in relation to employment of a public officer, there has been an opportunity for public comment. For hiring a chief executive officer, the standards, criteria and policy to be used must be adopted in an open meeting in which the public had an opportunity to comment. This reason for executive session may not be used to fill vacancies in an elective office or on any public committee, commission or other advisory group, or to consider general employment policies. ORS 192.660(2)(a) and 192.660(7).

Chris Boyle called the Regular Meeting back into order at 4:15 p.m.

OLD BUSINESS

Library Director Employment Agreement

Virginia moved and Carla seconded approval of the employment agreement counter-offer from Bryan Miyagishima for the position of LCLD Director. Approved unanimously.

ADJOURNMENT

Meeting adjourned at 4:20 p.m.

DRAFT

Lincoln County Library District

Statement of Revenues and Expenditures - Cash Basis

May and FYTD 22/23

	Current Period Actual May 2023	Year to Date Actual July 2022-May 2023	Biennial to Date July 2021-May 2023	Biennial Budget
Revenues				
4000 Revenues				
4010 Library Services and Technology Reading Grant				
4020 Chinook Library Network	\$ 3,318.67	\$ 17,886.49	\$ 35,464.77	\$ 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	\$ 4,409.01	\$ 27,129.66	\$ 74,868.96	\$ 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		\$ 1,264.46	\$ 14,355.65	\$ 5,000.00
4090 State Forestry	\$ -	\$ 11,086.74	\$ 26,094.74	\$ 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	\$ 3,611.45	\$ 1,452,989.97	\$ 1,452,989.97	\$ 1,407,691.50
4800 Interest Income	\$ 1,806.00	\$ 17,600.86	\$ 20,138.79	\$ 2,000.00
4900 Miscellaneous Income	\$ -	\$ 6,905.64	\$ 25,831.75	\$ 10,000.00
Total 4000 Revenues	\$ 13,145.13	\$ 1,591,114.25	\$ 3,194,610.19	\$ 3,048,483.00
Uncategorized Income		\$ 328.06	\$ 328.06	
Services				
Available Cash On Hand				\$ 400,000.00
Total Revenues	\$ 13,145.13	\$ 1,591,442.31	\$ 3,194,938.25	\$ 3,448,483.00
Expenditures				
5000 Personnel Services				
5100 Salaries and Wages	\$ 19,244.50	\$ 165,835.14	\$ 564,271.51	\$ 610,640.00
5200 Payroll Taxes	\$ 1,667.11	\$ 18,530.38	\$ 50,869.82	\$ 60,000.00
5250 Payroll Fees	\$ 189.82	\$ 6,470.28	\$ 9,219.86	\$ 4,632.00
Total 5000 Personnel Services	\$ 21,101.43	\$ 190,835.80	\$ 624,361.19	\$ 675,272.00
5300 Employee Benefits				
5305 Health Benefits	\$ 1,506.74	\$ 20,478.84	\$ 37,843.21	\$ 36,684.00
5310 Retirement Benefits	\$ 493.62	\$ 10,392.82	\$ 22,270.76	\$ 23,736.00

	Current Period Actual		Year to Date Actual		Bennial to Date		Biennial Budget
	May 2023		July 2022-May 2023		July 2021-May 2023		
Total 5300 Employee Benefits	\$ 2,000.36		\$ 30,871.66		\$ 60,113.97		\$ 60,420.00
6000 Materials and Services							
6010 Professional Services							
6011 Accounting Services	\$ 450.00		\$ 17,300.00		\$ 37,272.77		\$ 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	\$ 945.00		\$ 958.00		\$ 7,758.00		\$ 30,000.00
Total 6010 Professional Services	\$ 1,395.00		\$ 42,053.00		\$ 84,357.02		\$ 65,000.00
6030 General Office Expenses	\$ -		\$ 132.00		\$ 132.00		
6031 Office Supplies			\$ 409.30		\$ 839.08		\$ 5,000.00
6032 Office Equipment			\$ 199.98		\$ 1,657.98		\$ 5,000.00
6033 Online Expenses	\$ 85.99		\$ 1,364.61		\$ 4,021.34		\$ 7,000.00
6036 ByWater Solutions	\$ 21,634.00		\$ 21,634.00		\$ 43,268.00		\$ 44,000.00
6040 Copier Lease	\$ 224.00		\$ 2,576.22		\$ 5,554.09		\$ 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	\$ 68.38		\$ 247.48		\$ 423.59		\$ 5,000.00
6065 Professional Materials			\$ 60.00		\$ 329.77		\$ 3,000.00
6070 Public Relations	\$ 100.00		\$ 1,150.00		\$ 2,543.07		\$ 5,000.00
6075 Rent and Utilities			\$ -		\$ -		
6076 Electricity			\$ 836.78		\$ 1,929.89		\$ 4,000.00
6077 Maintenance and Supplies	\$ 101.99		\$ 1,152.97		\$ 1,847.55		\$ 4,000.00
6078 Gas			\$ -		\$ -		
6079 Rent			\$ 6,500.00		\$ 23,400.00		\$ 34,000.00
6080 Telephone and Internet	\$ 149.97		\$ 1,649.67		\$ 3,311.71		\$ 4,000.00
6081 LCLD Garbage			\$ 323.85		\$ 658.65		\$ 1,000.00
6082 LCLD Water	\$ 62.32		\$ 706.03		\$ 1,427.42		\$ 4,000.00
6100 Supplies			\$ -		\$ -		
6105 Vans			\$ -		\$ -		
6106 Fuel	\$ 260.05		\$ 3,249.40		\$ 6,346.89		\$ 6,000.00
6107 Maintenance			\$ 242.29		\$ 411.71		\$ 4,000.00
6108 Supplies			\$ 843.84		\$ 896.93		\$ 3,000.00
Total 6030 General Office Expenses	\$ 22,686.70		\$ 50,278.42		\$ 110,037.67		\$ 160,000.00
6300 Travel/Training/Membership							
6310 Membership Fees			\$ 1,949.00		\$ 3,659.37		\$ 10,000.00
6320 Registration/Training/Travel			\$ -		\$ -		
6321 Registration			\$ 708.94		\$ 1,857.94		\$ 10,000.00
6322 Travel/Meals/Housing	\$ 3,180.57		\$ 4,521.29		\$ 6,218.36		\$ 10,000.00
Total 6300 Travel/Training/Membership	\$ 3,180.57		\$ 7,179.23		\$ 11,735.67		\$ 30,000.00

	Current Period Actual		Year to Date Actual		Biennial to Date		Biennial Budget
	May 2023		July 2022-May 2023		July 2021-May 2023		
6400 Operating Fees/Insurance							
6401 Misc. Fees				\$ 949.79	\$ 2,211.62	\$ 1,500.00	
6410 Business Insurance				\$ 9,016.67	\$ 16,014.67	\$ 15,000.00	
6420 Election Fees				-	-	\$ 5,000.00	
6430 Legal Notices		\$ 40.00		40.00	580.00	\$ 3,500.00	
Total 6400 Operating Fees/Insurance		\$ 40.00		\$ 10,006.46	\$ 18,806.29	\$ 25,000.00	
6500 Reimbursement/Library Development							
6505 Contracted Library Services				\$ -	\$ -	\$ 1,970,768.00	
6510 Cataloging/Interlibrary Loan/Reference				\$ -	\$ -		
6511 OCLC		\$ 3,956.03		53,305.57	104,579.31	\$ 150,000.00	
Total 6500 Cataloging/Interlibrary Loan/Refer		\$ 3,956.03		\$ 53,305.57	\$ 104,579.31	\$ 2,120,768.00	
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		\$ 4,720.00		6,923.59	9,389.47	\$ 9,000.00	
Total 6520 Support Local Libraries		\$ 4,720.00		\$ 10,563.59	\$ 16,529.47	\$ 19,000.00	
6525 Online Databases							
6526 Library2Go (Overdrive)				\$ 5,389.69	\$ 10,387.46	\$ 9,000.00	
6527 Mango Languages				\$ 200.00	\$ 400.00	\$ 400.00	
6528 ProQuest (Heritage Quest)				\$ 3,748.53	\$ 5,776.10	\$ 4,000.00	
6529 Misc. Databases					\$ -		
Total 6525 Online Databases		\$ -		\$ 9,338.22	\$ 16,563.56	\$ 13,400.00	
6550 Siletz							
6551 Materials, Supplies and Services		\$ 18.78		1,651.78	8,813.84	\$ 2,000.00	
6554 Siletz Electricity		\$ 179.56		2,060.53	4,067.93	\$ 4,000.00	
6555 Siletz Collection Development		\$ 318.25		2,800.34	7,175.52	\$ 8,000.00	
6556 Siletz Water/Sewer				-	960.00	\$ 2,400.00	
6557 Siletz Copier Lease		\$ 40.00		639.32	1,509.96	\$ 3,000.00	
6558 Siletz Internet and Phone		\$ 141.09		1,612.45	3,474.96	\$ 3,000.00	
6559 Siletz Gas		\$ 156.51		1,363.88	2,338.51	\$ 2,000.00	
6560 Siletz Alarm				612.29	1,322.97	\$ 700.00	
6561 Siletz Programming		\$ 52.89		3,114.08	4,202.86	\$ 1,820.00	
6562 Siletz Repair & Maintenance		\$ 60.00		4,021.31	7,729.88	\$ 4,000.00	
6563 Siletz Useful		\$ -		1,434.00	4,048.00		
Total 6550 Siletz		\$ 967.08		\$ 19,309.98	\$ 45,644.43	\$ 30,920.00	
Total 6520 Library Development		\$ 5,687.08		\$ 39,211.79	\$ 78,737.46	\$ 63,320.00	
6600 Library Reimbursement							
6601 Lincoln City		\$ 21,564.00		\$ 237,205.00	\$ 519,567.00		
6602 Newport		\$ 27,694.00		\$ 304,634.00	\$ 652,547.00		
6603 Toledo		\$ 7,550.00		\$ 83,047.00	\$ 176,001.00		
6604 Waldport		\$ 19,440.00		\$ 213,839.00	\$ 456,312.00		

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
	May 2023	July 2022-May 2023	July 2021-May 2023	
Total 6600 Library Reimbursement	\$ 76,248.00	\$ 838,725.00	\$ 1,804,427.00	
6700 Bank Charges & Fees	\$ 17.00	\$ 204.85	\$ 534.85	
Total 6000 Materials and Services	\$ 113,210.38	\$ 1,040,964.32	\$ 2,213,215.27	
Uncategorized Expense				
6910 - CPA YE Adjustment		\$ 1,441.41		
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 \$5,758..)	\$ 404.20	\$ 7,767.48	\$ 7,767.48	
7023 Debt Service - Interest	\$ 1,994.00	\$ 9,982.02	\$ 9,982.02	
7024 Escrow Fees	\$ 15.00	\$ 75.00	\$ 75.00	
Total 7000 Capital Outlay	\$ 2,413.20	\$ 18,324.50	\$ 18,324.50	\$ 10,000.00
Uncategorized Expense (Fraud and closing cost)	\$ -	\$ (1,220.81)	\$ (1,220.81)	
Operating Contingency				\$ 166,157.00
Move to 6015- Misc Service				\$ 15,000.00
Total Operating Contingency				\$ 151,157.00
Unappropriated Ending Balance				\$ 106,546.00
Total Expenditures	\$ 138,725.37	\$ 1,279,775.47	\$ 2,914,794.12	\$ 3,463,483.00 \$ 548,688.88



EMPLOYMENT AGREEMENT

Bryan K. Miyagishima

THIS EMPLOYMENT AGREEMENT ("Agreement") is made and entered into July 1, 2023, by and between the Lincoln County Library District, a municipal corporation ("District"), and Bryan K. Miyagishima ("Director"). This Agreement shall be effective upon signing by both parties hereto.

RECITALS

WHEREAS, the District desires to employ Bryan K. Miyagishima for the position of Director according to the terms and conditions set forth in this Agreement; and

WHEREAS, Bryan K. Miyagishima desires to accept such employment according to the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1: DUTIES AND RESPONSIBILITIES

- A. Job Description. The Director shall have all responsibilities and authorities, and shall perform all duties, as specifically set forth in the job description attached hereto as Exhibit A and incorporated herein by this reference, as such job description is amended from time to time.
- B. Board of Directors. The Director serves at the pleasure of the District's Board of Directors ("the Board"), and the Board is responsible for supervising and reviewing the Director's performance.
- C. No Undue Interference. Except as necessary to evaluate the Director's performance, the Board agrees that it will not unduly interfere in the administration of District affairs which are the responsibility of the Director, including but not limited to directing or

supervising staff under the Director's supervision. The Board further agrees to direct its concerns about District operations to the Director, and the Director agrees to respond promptly to all inquiries from the Board.

- D. Exclusive Employment. Unless otherwise authorized in writing by the Board, the Director agrees to remain in the exclusive employ of District, and shall not seek, accept, or become employed by any other employer until after the effective date of termination of this Agreement. The term "employed" under this paragraph shall not be construed to include occasional teaching, writing, or consulting performed during Director's time off.

SECTION 2: TERM

- A. Probationary Period. The Director shall serve an initial probationary period ("Probationary Period") of six (6) months commencing on the first day of employment. During this Probationary Period the District may terminate this employment relationship for any reason upon written notice to the Director of such termination.
- B. Contract Term; Non-Renewal. Beginning the first day following the Probationary Period, this Agreement shall have an initial term of one (1) year. Unless earlier terminated or as otherwise agreed to by the parties in writing, this Agreement shall renew automatically on the same terms and conditions as herein provided for additional one-year periods. Separate from and in addition to any other rights of termination under this Agreement, either party may notify the other party of that party's intention not to renew this Agreement by providing written notice of such non-renewal to the other party at least ninety (90) days before the end of the then-current term.
- C. Notification to Board. It shall be the responsibility of the Director to notify the Board of timelines within the Agreement by placing such notice on a regular District Board meeting agenda.

SECTION 3: TERMINATION AND SEVERANCE

- A. Termination Without Cause. The District may terminate this Agreement without cause by giving written notice of termination to the Director.
- B. Termination for Cause. The District may terminate this Agreement for cause in the event the Director:
- 1) Is convicted of a felony act;
 - 2) Engages in an act of dishonesty or malfeasance that puts the District at legal or financial risk;
 - 3) Engages in an act of moral turpitude that does or could impact the District's favorable reputation in the community; or

- 4) Fails to adequately address performance deficiencies following written notice from the Board identifying such deficiencies, directing a reasonable and attainable course of corrective action, and establishing a reasonable timeline for completion of such corrective action.
- C. Resignation. To resign in good standing, the Director shall provide written notice of resignation to the Board at least fifteen (15) calendar days prior to the final day of employment.
- D. Severance Pay. If the Director is involuntarily terminated without cause before the expiration of the current term of the Agreement, the Director shall be entitled to a severance payment in a lump sum amount equal to three (3) months' gross pay.

No severance shall be paid if Director's termination occurs:

- 1) During the Probationary Period;
- 2) Following a Notice of Non-Renewal as provided in paragraph 2.B;
- 3) For Cause as provided in paragraph 3.B;
- 4) Due to resignation of the Director as provided in paragraph 3.C; or
- 5) Due to the Director's death, or disability sufficient to prevent the Director from performing the duties of the position.

SECTION 4: PERFORMANCE EVALUATION

- A. Performance Goals. Annually the Board and the Director shall work collaboratively to define and prioritize goals and performance objectives for the Director necessary for the proper operation of the District and for the attainment of District's mission statement, goals, and objectives.
- B. Evaluation. The Board shall review and evaluate the performance of the Director at least once annually in advance of the adoption of the annual operating budget. The Director's performance shall be evaluated based on, but not limited to, the duties set forth in the Director's job description and the Director's success in implementing the established goals and performance objectives. Pursuant to ORS 192.660(2)(i), the evaluation shall take place in executive session unless the Director requests an open session. During or following the evaluation the Board shall provide an adequate opportunity for the Director to discuss the evaluation with the Board. The result of the evaluation shall be reduced to writing and signed by both parties.

SECTION 5: PROFESSIONAL DEVELOPMENT

- A. Professional Dues. Subject to availability of funds the District shall budget for the professional dues of the Director to participate in the Oregon Library Association (OLA) and American Library Association (ALA), and such other professional associations approved by the Board deemed beneficial to the Director and the District.
- B. Professional Development. Subject to the availability of funds the Director shall be entitled to payment or reimbursement of reasonable travel, meals, and other reasonable expenses incurred to attend approved professional training, conferences, and other professional development activities.
- C. Outside Organizations. The Director may participate and hold office in outside organizations provided such participation does not unreasonably interfere with the Director's performance of duties on behalf of the District.

SECTION 6: HOURS OF WORK

- A. Work Week. The minimum work week for the Director shall be forty (40) hours, plus any additional work time reasonably required to discharge the duties and responsibilities of the office of Director.
- B. Work Schedule. The Director's work schedule shall be set at the Director's discretion as needed to accomplish the duties and responsibilities of the position, subject to the Board's review and approval.

SECTION 7: SALARY AND BENEFITS

- A. Exempt Position. The position of Director is salaried and exempt from the payment of overtime.
- B. Compensation. For services provided the District shall compensate the Director in the amount of **\$100,000.00** (One Hundred Thousand Dollars) per year, paid in installments according to the District's regular employee compensation schedule. Increases in compensation may be given at the Board's discretion based on satisfactory job performance or other criteria established by the Board.
- C. Automobile Usage. The Director shall provide his or her own vehicle to conduct District business. The Director shall obtain automobile insurance in minimum coverage amounts to meet the damage caps of Oregon Tort Claims Act, and naming the District as an additional insured. The Director shall be entitled to reimbursement for mileage incurred on District business at the applicable mileage rate set by the Internal Revenue Service.
- D. Retirement Benefit. The Director may participate in a 457 retirement program available to all full-time employees. The District shall contribute to such retirement program at the percentage level in effect for other employees at the time this Agreement is signed, but in no event shall the District's contribution amount be less than six percent (6%) of

Director's gross monthly salary. The District's contributions shall begin upon completion of the Probationary Period.

- E. Health Insurance Benefit. The District shall provide a monthly stipend of \$2,400.00 to the Director to cover health insurance costs through the 2023-2025 biennium. This health insurance stipend may be continued, discontinued, or modified thereafter at the Board's discretion based on availability of funds and market conditions.
- F. Life Insurance; Long-Term Disability Insurance. Effective on the first day of the month following the Director's effective employment date, the District shall provide to the Director a Term Life Insurance policy and a Long-Term Disability policy at terms determined by the Board.
- G. Paid Leave. The Director shall receive twelve (12) days of paid vacation leave and twelve (12) days of paid sick leave the first year of employment, with increases over time as provided in the District's Personnel Policies. Vacation leave will begin to accrue on the first day of employment but may not be used until after the completion of the Probationary Period without Board authorization. Sick leave shall begin to accrue on the first day of employment at the rate of one (1) day per month and may be used in any month after the month earned. Accrual and administration of leaves shall be in accordance with the Personnel Policies set by the District.
- H. Holidays. The Director shall be entitled to the following paid holidays.

New Year's Day	Labor Day
Presidents' Day	Veteran's Day
Martin Luther King Jr.'s Day	Thanksgiving Day
Memorial Day	Christmas or Hanukkah
Juneteenth	One floating holiday
Fourth of July	
- I. Reduction of Benefits. Notwithstanding any other term or condition of this Agreement, the District may, after providing written notice to the Director, reduce the Director's compensation and/or benefits subject to the availability of funds, or to reflect a reduction in the Director's duties and responsibilities.

SECTION 8: GENERAL PROVISIONS

- A. Effective Dates. This Agreement shall become effective **July 1, 2023**. The Director's first day of employment shall be **July 1, 2023**.
- B. Entire Agreement. This Agreement shall constitute the entire agreement between the parties regarding the subject matter herein described.

- C. Modification of Agreement. The Board may establish new or modified terms and conditions of employment, provided that such terms and conditions are not inconsistent with the provision of this Agreement or any state or federal law. This Agreement may be amended only by mutual written agreement of the parties hereto.
- D. Savings Clause. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable by legislation or by a court of law, the remainder of this Agreement shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- E. Prevailing Party Fees. In the event legal action becomes necessary to interpret or enforce any part of this Agreement, the prevailing party in such action shall be entitled to recover from the other party its legal costs and reasonable attorney's fees incurred in such proceeding, both at trial and on any appeal therefrom.

IN WITNESS WHEREOF the Board has caused this Agreement to be signed and executed on its behalf of the District by its President, and the Director has signed and executed this Agreement, on the day and year first above written.

LINCOLN COUNTY LIBRARY DISTRICT

DIRECTOR

By _____
Chris Boyle, Board President

By _____
Bryan K. Miyagishima, Director

LIBRARY DIRECTOR

Agency: Lincoln County Library District	FLSA: Exempt
Reports to: LCLD Board of Directors	Representation: Non-Represented
Pay Range: \$90,000 - \$110,000	Date Adopted: March 2023

GENERAL POSITION SUMMARY:

Under the authority of the Board of Directors serves as the Chief Executive Officer of the LCLD. The position is responsible for the overall management and operation of the District including library administration, financial management, policy development and administration, board activities and planning, community, library members, and partner relations, operations of the Siletz Public Library, and assuring that goals of the Board and District are fulfilled.

SUPERVISION PROVIDED:

This position provides full-scope supervision of 6 district staff.

SUPERVISION RECEIVED:

This position reports to the LCLD Board of Directors

ESSENTIAL FUNCTIONS:

Library Administration

1. Participate as a member of LCLD Board and staff team.
2. Direct and manage the operation of LCLD according to the vision, mission, policies, goals, agreements with cities, and the LCLD strategic plan.
3. Supervise LCLD personnel, including performance appraisals at least annually or more frequently as needed and disciplinary actions when required.
4. Keep accurate public and financial records in accordance with Oregon laws and the policies of the Board.
5. Evaluate effectiveness of District services in relation to the changing needs of the communities and libraries as part of an ongoing strategic planning process.

Financial

1. Administer property tax in accordance with Board policy.
2. Develop and administer the biennial budget following Oregon Budget Law with oversight from the Board and Budget Committee.
3. Approve and direct, in accordance with law and regulations of the Board, the purchases and expenditures of the LCLD within the limits of the budget.
4. Meet the requirements of the auditing process in a timely manner.

Policy

1. Initiate and coordinate the development of human resources, operational, financial, budgeting, contracting, and other policies necessary for Special District administration for approval by the Board.
2. Communicate and administer the implementation of Board approved policies.

Board Activities & Planning

1. Develop and monitor strategic plans with the Board, based on the needs of the residents of Lincoln County Library District.
2. Attend all regular and special meetings of the Board and take part in the deliberations on all aspects of governing a special library district. This position does not vote.
3. Work with the Board President to create a monthly agenda.
4. Provide monthly written reports and/or presentations to the Board regarding LCLD business and activities
5. Compile and distribute Board packets to the Board and public as required by State of Oregon public meetings law.
6. Ensure that minutes of Board meetings and the records of the District are kept up to date. This includes taking minutes, submitting draft minutes for Board approval, and posting approved minutes on the District website as required by the State of Oregon record retention schedule.
7. Thoroughly orient new Board members and make ongoing training available.
8. Assure that Board members are familiar with related professional organizations (such as Special Districts Association of Oregon and the Oregon Library Association) and the resources they offer to LCLD, the Board, and the Director.

Community Relations & Library Members and Partners

1. Represent the District in dealing with businesses, government agencies, non-profit agencies, libraries, and the general public.
2. Attend community meetings as appropriate.
3. Join community organizations such as service clubs as appropriate.
4. Develop and maintain working relationships with public entities, libraries and their Boards and community organizations.
5. Provide active marketing, outreach and relationship building.
6. Maintain open avenues of communication with the library community.
7. Provide support and problem-solving assistance for the member and partner libraries.
8. Maintain resources to share about library trends, policies and other relevant topics with member and partner libraries.
9. Working with partner and member libraries, create opportunities to improve library services for all residents of LCLD.

Siletz Public Library Operations

1. LCLD Administers the Siletz Public Library under contract with the City of Siletz and this position requires the incumbent to work cohesively with the Siletz Public Library.
2. Develop, administer, supervise, and coordinate work of Siletz Public Library staff in cooperation with the Library Manager.
3. Manage the budget of the Siletz Public Library
4. Serve as liaison with Siletz Valley Friends of the Library, Siletz City Council, and other appropriate organizations and agencies.
5. Provide an annual evaluation for Siletz Public Library staff members.

EDUCATION, CERTIFICATION, & EXPERIENCE:

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

Education: Master's degree in Library Science or a closely related field.

Experience: Five years of progressively responsible experience in library operations including budget management, preferred, including two years in a supervisory capacity, record of community involvement and professional contributions in the library field. Any satisfactory equivalent combination of experience and training that demonstrates the ability to perform the essential duties and responsibilities of the position.

Certification: Valid driver's license and an insurable driving record required.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge

- Thorough knowledge of the principles and practices of modern Library systems and programs.
- Thorough knowledge of Library collection, classification and selection tools and techniques.
- Considerable knowledge of local government administration.
- Considerable knowledge of equipment and facilities required in a comprehensive Library system.
- Working knowledge of the principles and practices of office management, work organization and supervision.
- Considerable knowledge of community Library needs and resources.

Skills

- Skill in operation of computers, peripheral computer devices and hardware, standard office equipment and specialized library services equipment.
- Skill in using word processing, spreadsheet, database, desk-top publishing, and website management software.

Abilities

- Ability to plan, organize, coordinate, and implement a comprehensive Library system.
- Ability to coordinate, analyze, and utilize a variety of reports and records.
- Ability to accurately classify and catalog library materials.
- Proven ability to manage personnel.

WORKING CONDITIONS

The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This level has a work environment that is usually well protected, free (minimal 0-20%) from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. Must drive to various library locations on a regular basis in the course and scope of duties.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position(s) at this level function with a continual (80%+) mental demand. Priorities and demands on self and organization unit are continual. Interruptions are constant and can often impact whole work schedule. Risk and adverse impact must be considered regarding most decisions where there is often incomplete information.

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed. While performing the duties of this job the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools or controls and talk and hear. The employee is occasionally required to kneel and crouch. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

SIGNATURES

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbent Name

Incumbent Signature

Date

Supervisor Name

Supervisor Signature

Date

RESOLUTION No. 2023-6.1

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Lincoln County Library District hereby adopts the budget for the biennium 2023-2025 in the total of **\$3,648,164** now on file at the Lincoln County Library District office, 132 NE 15th St. Newport, OR 97333

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the biennium beginning July 1, 2023 and for all the purposes shown below are hereby appropriated:

\$3,648,164

General Fund

Library District Operations	\$3,352,987
Other Requirements	<u>\$295,177</u>

Fund Total	\$3,648,164
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IMPOSING THE TAX

BE IT RESOLVED that the Board of Directors for the Lincoln County Library District hereby imposes the taxes provided for the in the adopted budget:

- (1) At the rate per \$1,000 of assessed value of \$0.2465 for operations; and
- (2) At the rate per \$1,000 of assessed value of \$0.0900 for local option tax.

And that these taxes are hereby imposed and categorized for the tax years of 2023-2024 and 2024-2025 upon the assessed value of all taxable property within the district as follows:

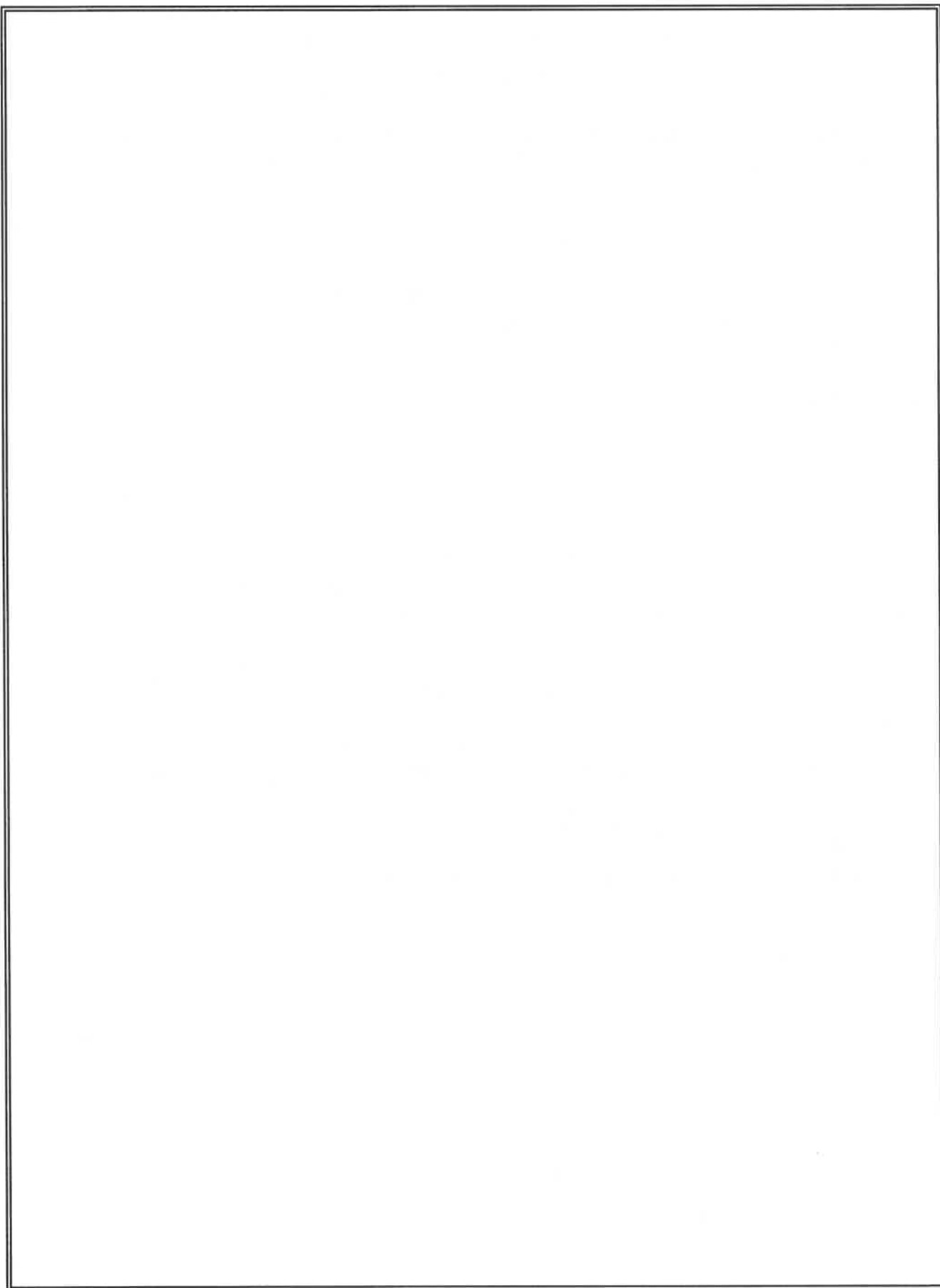
CATEGORIZING THE TAX

General Government Limitation	Excluded from Limitation
Permanent Rate Tax \$0.2465/\$1,000	
Local Option Tax \$0.0900/\$1,000	
Debt Service Fund	\$0.00

The above resolution statements were approved and declared adopted on this 13th day of June 2023.

Chris Boyle, LCLD Board President

MaryKay Dahlgreen, LCLD Director



RESOURCES
General Fund

(Fund)

Lincoln County Library District

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Biennium _2023-2025		
	Actual		Adopted Budget This Biennium Year 2021-2023 __		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2019-2020	First Preceding Year 2020-2021					
1	\$253,317	\$335,804	\$400,000	1 Available cash on hand* (cash basis) or	\$400,000	\$400,000	1
2				2 Net working capital (accrual basis)			2
3	\$57,807	\$34,461	\$80,000	3 Previously levied taxes estimated to be received	\$60,000	\$60,000	3
4	\$1,031	\$456	\$2,000	4 Interest	\$20,000	\$20,000	4
5				5 Transferred IN, from other funds			5
6				6 OTHER RESOURCES			6
7				7			7
8	\$4,405	\$4,399	\$9,000	8 Ready to Read Grant	\$10,000	\$10,000	8
9		\$0	\$30,000	9 Library Services and Technology Act Grant	-	-	9
10	\$26,771	\$34,461	\$30,000	10 State Forestry	\$15,000	\$15,000	10
11	\$11,873	\$12,828	\$26,000	11 Lincoln County Law Library	\$26,500	\$26,500	11
12	\$23,774	\$16,538	\$44,000	12 Chinook Library Network Payments	\$44,000	\$44,000	12
13	\$600	\$0	\$10,000	13 Dolly Parton Imagination Library	\$0	\$0	13
14	\$17,400	\$19,998	\$10,000	14 Miscellaneous Income	\$10,000	\$10,000	14
15				15 Siletz-Carry Over	\$0	\$0	15
16	\$15	\$0	\$100	16 Siletz - Interest	\$1,000	\$1,000	16
17	\$4,149	\$482	\$5,000	17 Siletz -Miscellaneous	\$5,000	\$5,000	17
18	\$1,000	\$1,000	\$2,000	18 Siletz - City of Siletz	\$8,000	\$8,000	18
19				19			19
20				20			20
21				21			21
22				22			22
23				23			23
24				24			24
25				25			25
26				26			26
27				27			27
28				28			28
29	\$402,142	\$460,427	\$648,100	Total resources, except taxes to be levied	\$599,500	\$599,500	\$0
30			\$2,815,383	Taxes estimated to be received	\$3,048,664	\$3,048,664	
31	\$1,361,281	\$1,424,098		Taxes collected in year levied			
32	\$1,763,423	\$1,884,525	\$3,463,483	TOTAL RESOURCES	\$3,648,164	\$3,648,164	\$0

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

150-504-020 (rev 10-16)

**FORM
LB-30**

**REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

LB-30

General Fund

(name of fund)

Historical Data

Actual

Second Preceding
Year 2019-2020

First Preceding
Year 2020-2021

Adopted Budget
This Biennium
2021-2023

1

2

3

4

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33

34

35

36

206,616

119,645

2,152

43,068

371,481

4.65

40,460

80,856

12,356

33,156

97,193

816,897

1,080,918

7,415

7,415

1,459,814

302,770

27,624

2,406

28,158

360,958

4.65

20,050

59,054

2,662

9,497

117,769

873,857

1,082,889

25,055

25,055

1,468,902

584,640

26,000

60,000

4,632

60,420

735,692

4.65

65,000

160,000

30,000

25,000

194,320

1,970,768

2,445,088

0

0

0

3,180,780

REQUIREMENTS FOR:
(Name of Org. Unit or Program & Activity)

PERSONNEL SERVICES

LCLD Staff Salaries

Siletz Staff Salaries

Lincoln County Law Library Staff

Payroll Taxes

Payroll Fees

Benefits

TOTAL PERSONNEL SERVICES

Total Full-Time Equivalent (FTE)

MATERIALS AND SERVICES

Professional Services

General Office Expenses

Membership/Travel/Training

Operating Fees and Insurance

Library Development

Library Reimbursement

TOTAL MATERIALS AND SERVICES

CAPITAL OUTLAY

Furniture and Equipment

Van Replacement

TOTAL CAPITAL OUTLAY

ORGANIZATIONAL UNIT / ACTIVITY TOTAL

644,460

26,000

60,000

10,000

75,000

815,460

4.65

65,000

125,000

20,000

25,000

200,000

2,102,527

2,537,527

0

3,352,987

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

26

27

28

29

30

31

32

33

34

35

36

644,460

26,000

60,000

10,000

75,000

815,460

4.65

65,000

125,000

20,000

25,000

200,000

2,102,527

2,537,527

0

3,352,987

Budget For Next Biennium 2023-2025

Adopted By
Governing Body

Lincoln County Library District

**FORM
LB-30**

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
General Fund
(name of fund)

Lincoln County Library District
(name of Municipal Corporation)

Historical Data				REQUIREMENTS DESCRIPTION	Budget For Next Biennium 2023-2025		
Actual		Adopted Budget This Biennium 2021-2023	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2019-2020	First Preceding Year 2020-21						
1			1	PERSONNEL SERVICES NOT ALLOCATED			
2			2				
3			3				
4	0	0	4	TOTAL PERSONNEL SERVICES			
5			5	Total Full-Time Equivalent (FTE)			
6			6	MATERIALS AND SERVICES NOT ALLOCATED			
7			7				
8			8				
9	0	0	9	TOTAL MATERIALS AND SERVICES			
10			10	CAPITAL OUTLAY NOT ALLOCATED			
11			11				
12			12				
13	0	0	13	TOTAL CAPITAL OUTLAY			
14			14	DEBT SERVICE			
15			15	Principal	\$10,400	\$10,400	
16			16	Interest	\$47,500	\$47,500	
17	0	0	17	TOTAL DEBT SERVICE			
18			18	SPECIAL PAYMENTS			
19			19				
20			20				
21	0	0	21	TOTAL SPECIAL PAYMENTS			
22			22	INTERFUND TRANSFERS			
23			23				
24			24				
25			25				
26			26				
27			27				
28	0	0	28	TOTAL INTERFUND TRANSFERS			
29		166,157	29	OPERATING CONTINGENCY			
30		10,000	30	RESERVED FOR FUTURE EXPENDITURE			
31		106,546	31	UNAPPROPRIATED ENDING BALANCE			
32	0	0	32	Total Requirements NOT ALLOCATED			
33		3,180,780	33	Total Requirements for ALL Org.Units/Programs within fund			
34			34	Ending balance (prior years)			
35	0	0	35	TOTAL REQUIREMENTS			

RESOLUTION No. 2023-6.2 DIRECTOR CREDIT CARD

RESOLVED; the Lincoln County Library District LCLD desires to provide a corporate credit card to the incoming District Director of LCLD. The Board hereby approves and grants the Board President and the current District Director authority to act on behalf of LCLD in making application and obtaining corporate credit cards from U.S. Bank:

RESOLVED FURTHER; the Board approves and designates Bryan Miyagishima as the Cardholder and grants the express permission and authority to facilitate the use of such credit card on behalf of LCLD, in accordance to the terms and conditions set forth in the Credit Card Agreement and any modifications or amendments thereto:

Resolved Further; the Board grants authority to the Board President to remove any, delete or suspend any designated cardholder's privileges without further Board action.

Resolved Further; this resolution shall continue in full force and effect until written notice of revocation has been duly received by LCLD has had reasonable time and opportunity to act thereon.

We CERTIFY FURTHER; the Board has full power and lawful authority to adopt the foregoing resolutions and to confer the powers therein granted to the persons named.

Adopted on June 13, 2023 by the Lincoln County Library District Board.

Chris Boyle, LCLD Board President

MaryKay Dahlgreen, LCLD Director

RESOLUTION No. 2023-6.3 COST OF LIVING INCREASE

WHEREAS, Lincoln County Library District (LCLD) is committed to paying staff a living wage; and

WHEREAS, a 3% annual increase has been factored into the 2023-2025 LCLD budget adopted by the Board of Directors,

Now, be it **RESOLVED**, that LCLD approve a 3% cost of living increase for the staff of LCLD for the 2023-2024 fiscal year.

Adopted by the Board of Directors of the Lincoln County Library District this 13th Day of June, 2023

Chris Boyle, LCLD Board President

MaryKay Dahlgreen, LCLD Director

