



**LINCOLN COUNTY
LIBRARY DISTRICT**
Lincoln County Library District Board
Regular Meeting
Tuesday March 9, 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 February 10, 2021	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Strategic Plan Update	Director	Approval
New Business		
Lease for New Office at 132 NE 15 th Newport, OR 97365	Director	Approval
Appoint 2021-2023 Budget Committee	President	Approval
Next District Board Meeting April 13, 2021, noon LCLD Administrative Office OR Online		Information
Adjourn	President	Motion

Minutes
Lincoln County Library District
Board Meeting
February 10, 2021
Noon
Online

ATTENDANCE—BOARD

Chris Boyle-ABSENT
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

Marta moved and Brian seconded approval of the Regular Board minutes of January 19, 2021.
Passed unanimously.

BOARD REPORTS

Marta West filed for re-election to the LCLD Board in Zone 1.

Brian commented on the sessions he attended at the SDAO Conference which was held virtually in early February. Key take-aways from the session on Director performance evaluations was to ensure the Board's participation in annual goal setting.

DIRECTOR'S REPORT

Two Board positions will be open for the May 18, 2021 election. Also included in the packet today is the establishment papers for the District that were requested and received from the County Clerk's office. We will keep a file of those documents in the office.

MaryKay had a discussion with two members of the Yachats Library Commission about the feasibility study completed by consultant, Penny Hummel. There are newly elected city councilors and the city manager has resigned so the Commission will be moving slowly, with a building remodel as their priority.

Siletz Valley Friends of the Library received a grant from the Siletz Tribal Charitable Contribution to replace blinds in the meeting rooms. SVFOL has budgeted funding for the project as well.

FINANCIAL REPORT

We are on track with revenue and expenditures. We have overbudgeted in a couple of areas because of the pandemic so will need to move some funding around before the end of the fiscal year. Virginia moved and Marta seconded approval of the financial report. Motion passed unanimously.

OLD BUSINESS

Timeline for Updating IGA and Funding Formula

MaryKay walked through the timeline included in the Board packet. Two other districts are going through the same process so I have examples to work from.

Strategic Plan Update

MaryKay will bring the completed strategic plan to the next meeting. She is meeting with Darci at the end of February to finalize.

Policy on Financial Management Resolution 2021-2.1

Virginia moved and Marta seconded adoption of the resolution. Voice vote was held. Brian, Marta, Virginia voted yes. Chris and Emily were absent.

Policy on Contracting Resolution 2021-2.2

Virginia moved and Marta seconded adoption of the resolution. Voice vote was held. Brian, Marta, Virginia voted yes. Chris and Emily were absent.

NEW BUSINESS

Appoint Budget Officer

Brian moved and Marta seconded that Director, MaryKay Dahlgreen, be appointed as budget officer. Passed unanimously.

Biennial Budget Resolution 2021-2.2

After discussion and review of the materials included in the packet Virginia moved and Marta seconded adoption of the resolution. Voice vote was held. Brian, Marta, Virginia voted yes. Chris and Emily were absent.

GOOD OF THE ORDER

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

NEXT DISTRICT BOARD MEETING

Wednesday March 9, 2021 at noon at the District Office, 141 NW 11th, Newport or online.

ADJOURNMENT

Meeting adjourned at 12: 56 p.m.



LINCOLN COUNTY LIBRARY DISTRICT

District Librarian's Report March 2021

General Updates

The Siletz Library is now open for limited patron use Tuesday – Friday 10:00 to 4:00. They are also continuing curbside service. The other public libraries in the county are in various stages of providing services in the library.

We found out on February 18th that the owner of the building we currently have offices in has sold the building and we need to be out by the end of March. We were very lucky to locate an office space that will work very well for us and is within our price range. We will be moved out of our current office by March 19th and can begin moving into our new office on March 15th.

Successes

The courier van that we have ordered through Power Ford (using the ORCPP system) is on a rail car heading our way. Our contact at the dealership expects the van to be here by the end of March.

We have begun advertising Lincoln County Reads and are all looking forward to reading the book and attending the online program on April 25th.

I attended the on-line stakeholders meeting for the Newport Public Library strategic planning process on February 23rd. There were a large number of stakeholders present and they all provided valuable input. We will be updated on the planning process regularly.

Lincoln County Library District Statement of Revenues and Expenditures - Cash Basis

For February 2021 and FYTD 2020

Revenues	Current Period Actual	Year to Date Actual	Annual Budget
4000 Revenues			
4020 Chinook Library Network	\$ 4,640.37	\$ 10,596.96	\$ 22,000.00
4030 Dolly Parton Imagination Library			
4050 Lincoln County Law Library		\$ 12,828.90	\$ 13,000.00
4060 Previously Levied Taxes	\$ 706.39	\$ 2,708.14	\$ 40,000.00
4070 Ready to Read Grant	\$ -	\$ 4,399.00	\$ 4,400.00
4080 Siletz			
4081 Siletz-Carry-over			
4082 Siletz-City of Siletz			\$ 1,000.00
4083 Siletz-Interest			\$ 25.00
4084 Siletz-Miscellaneous			\$ 500.00
4090 State Forestry	\$ 12,711.82	\$ 200.00	\$ 10,000.00
4100 Property Tax Revenue 16/17		\$ 20,975.78	
4101 Property Tax Revenue - 17/18		\$ 4,553.90	
4102 Property Tax Revenue 18/19		\$ 3,501.55	
4103 Property Tax Revenue - 19/20	\$ 851.53	\$ 7,796.11	
4104 Property Tax Revenue - 20/21	\$ 1,430.61	\$ 26,379.49	
4800 Interest Income	\$ 9,762.42	\$ 1,297,347.21	\$ 1,308,507.00
4900 Miscellaneous Income	\$ 23.72	\$ 382.87	\$ 1,000.00
Total 4000 Revenues	\$ 35,777.86	\$ 1,404,634.22	\$ 1,404,432.00
Services			
Available Cash On Hand			\$ 199,991.00
Total Revenues	\$ 35,777.86	\$ 1,404,634.22	\$ 1,604,423.00
Expenditures			
5000 Personnel Services			
5100 Salaries and Wages	\$ 23,459.26	\$ 186,928.08	\$ 280,698.00
5200 Payroll Taxes	\$ 2,292.33	\$ 17,090.45	\$ 25,000.00
5250 Payroll Fees	\$ 181.10	\$ 1,642.83	\$ 1,937.00

	Current Period Actual	Year to Date Actual	Annual Budget
Total 5000 Personnel Services	\$ 25,932.69	\$ 205,661.36	
5300 Employee Benefits			
5305 Health Benefits	\$ 1,338.93	\$ 11,309.55	\$ 17,526.00
5310 Retirement Benefits		\$ 6,929.44	\$ 11,868.00
Total 5300 Employee Benefits	\$ 1,338.93	\$ 18,238.99	
6000 Materials and Services			
6010 Professional Services			
6011 Accounting Services	\$ 450.00	\$ 8,181.25	\$ 13,000.00
6012 Legal Services	\$ 1,000.00	\$ 2,050.00	\$ 1,000.00
6013 IT Services		\$ 480.00	\$ 1,000.00
6014 General Services		\$ 960.00	
6015 Misc. Services	\$ 960.00		
Total 6010 Professional Services	\$ 2,410.00	\$ 11,671.25	
6030 General Office Expenses			
6031 Office Supplies		\$ 499.78	
6032 Office Equipment		\$ 537.95	
6033 Online Expenses	\$ 66.00	\$ 1,229.26	
6036 ByWater Solutions			\$ 21,500.00
6040 Copier Lease	\$ 224.00	\$ 2,164.96	\$ 2,688.00
6050 Mileage			\$ 3,000.00
6055 Orbis Cascade Alliance Courier			
6056 OCAC - LCLD		\$ 4,537.50	\$ 6,050.00
6060 Postage		\$ 352.46	\$ 2,000.00
6065 Professional Materials			\$ 9,000.00
6070 Public Relations	\$ 100.00	\$ 800.00	\$ 10,000.00
6075 Rent and Utilities			
6076 Electricity			\$ 1,500.00
6077 Maintenance and Supplies			
6078 Gas			
6079 Rent	\$ 1,350.00	\$ 10,800.00	\$ 16,200.00
6080 Telephone and Internet	\$ 134.97	\$ 1,034.76	\$ 1,608.00
6081 LCLD Garbage		\$ 441.73	\$ 3,954.00
6100 Supplies			
6105 Vans			
6106 Fuel	\$ 182.85	\$ 1,265.63	\$ 5,000.00
6107 Maintenance		\$ 1,308.81	\$ 2,000.00

	Current Period Actual	Year to Date Actual	Annual Budget
6108 Supplies		\$ 39.10	\$ 500.00
Total 6105 Vans	\$ 182.85		
Total 6030 General Office Expenses	\$ 2,057.82	\$ 25,011.94	
6300 Travel/Training/Membership			
6310 Membership Fees	\$ 80.00	\$ 1,169.20	\$ 2,000.00
6320 Registration/Training/Travel			
6321 Registration		\$ 377.00	\$ 6,500.00
6322 Travel/Meals/Housing		\$ 132.00	\$ 6,500.00
Total 6300 Travel/Training/Membership	\$ 80.00	\$ 1,678.20	
6400 Operating Fees/Insurance			
6410 Business Insurance			\$ 6,000.00
6420 Election Fees			\$ 9,000.00
6430 Legal Notices		\$ 789.74	\$ 1,600.00
Total Operating Fees/Insurance	\$ -	\$ 789.74	
6500 Reimbursement/Library Development			
6505 Contracted Library Services			\$ 874,855.00
6510 Cataloging/Interlibrary Loan/Reference			
6511 OCLC	\$ 3,415.30	\$ 40,657.27	\$ 59,100.00
Total 6510 Cataloging/Interlibrary Loan/Reference	\$ 3,415.30	\$ 40,657.27	
6520 Library Development			
6521 Support Local Libraries	\$ 2,500.00	\$ 2,500.00	
6523 Special Projects (Dolly Parton Imag. Library)			
6524 Summer Reading Programs			
Total 6521 Support Local Libraries	\$ 2,500.00		\$ 4,400.00
6525 Online Databases			
6526 Library2Go (Overdrive)		\$ 7,994.72	\$ 6,500.00
6528 ProQuest (Heritage Quest)			
6529 Misc. Databases	\$ 3,068.16	\$ 3,068.16	
Total 6525 Online Databases	\$ 3,068.16	\$ 11,062.88	
6550 Siletz			
6551 Materials, Supplies and Services	\$ 168.00	\$ 775.67	\$ 1,000.00
6554 Siletz Electricity		\$ 1,061.87	\$ 2,200.00
6555 Siletz Collection Development	\$ 274.72	\$ 2,607.47	\$ 4,580.00
6556 Siletz Water/Sewer	\$ 96.00	\$ 768.00	\$ 1,155.00
6557 Siletz Copier Lease	\$ 110.82	\$ 415.74	\$ 1,220.00
6558 Siletz Internet and Phone	\$ 163.09	\$ 1,278.57	\$ 1,750.00

	Current Period Actual	Year to Date Actual	Annual Budget
6559 Siletz Gas	\$ 189.19	\$ 538.88	\$ 825.00
6560 Siletz Alarm	\$ -	\$ 170.34	\$ 550.00
6561 Siletz Programming	\$ 95.98	\$ 545.99	\$ 1,000.00
6562 Siletz Repair & Maintenance		\$ 362.90	\$ 1,000.00
6563 Siletz Useful			\$ 4,720.00
Total 6550 Siletz	\$ 1,097.80	\$ 8,525.43	
Total 6520 Library Development	\$ 6,665.96	\$ 22,088.31	
6600 Library Reimbursement			
Lincoln City	\$ 20,077.00	\$ 160,617.00	
Newport	\$ 29,945.00	\$ 239,557.00	
Toledo	\$ 13,198.00	\$ 59,390.00	
Waldport	\$ 16,284.00	\$ 130,272.00	
Total Library Reimbursement	\$ 79,504.00	\$ 589,836.00	
6700 Bank Charges & Fees	\$ 15.95	\$ 127.60	
Total 6000 Materials and Services	\$ 94,149.03	\$ 691,860.31	
Uncategorized Expense			
7000 Capital Outlay			
7010 Office Furniture and Equipment			\$ 60,000.00
7011 Van Replacement			
Total 7000 Capital Outlay			\$ 82,745.00
Operating Contingency			\$ 28,194.00
Unappropriated Ending Balance			\$ 1,604,423.00
Total Expenditures	\$ 121,420.65	\$ 915,760.66	\$ 1,604,423.00



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 ILS for the District will be available to residents by June 30, 2024.

Activities:

- a. Write 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.

**Lincoln County Library District
141 NW 11th
PO Box 2027
Newport, OR 97365**

2021-2023 Budget Calendar

- 2/9/2021 LCLD District Board Appoint Budget Officer
- 3/9/2021 LCLD District Board Appoint Budget Committee
- 4/1/2021 Proposed budget prepared
- 3/17/2021 Send notice of Budget Committee Meeting to Newport News Times
- 3/24/2021 1st Notice of Budget Committee Meeting published in Newport News Times
- 4/1/2021 2nd Notice of Budget Committee Meeting published on LCLD website
- 4/13/2021 Budget Committee Meeting at 12:00 p.m. Followed by LCLD Board meeting.
- 4/28/2021 Send Notice of Budget Hearing and Summary of Budget to Newport News Times and published on LCLD website
- 5/1/2021 Notice of Budget Hearing and Summary of Budget published in Newport News Times
- 5/11/2021 Budget hearing, adopt budget, make appropriations and declare tax levy during regular LCLD Board meeting
- 7/15/2021 File 2 copies tax certification form and 2 copies of resolutions with the Lincoln County Assessor.
- 9/30/2021 File a copy of the complete budget document including budget message, budget detail sheets, meeting notices or affidavits of publication, resolutions and tax certification to the Lincoln County Clerk

**Lincoln County Library District
Budget Committee Members
2021**

<u>NAMES & ADDRESSES</u>	<u>TERMS</u>
Shirley Hanes Waldport, OR 541-563-6055 <u>Shine rn@yahoo.com</u>	2019-2022
Jan Hansen Waldport, OR 97392 541-563-3396 <u>jhansen@peak.org</u>	2019-2022
Clare Hansen Seal Rock, OR <u>clarehans@gmail.com</u>	2021-2025
Carla Clark Siletz, OR <u>carlotta7@gmail.com</u>	2021-2025
Jim Buisman Siletz, OR <u>jhuisman@yahoo.com</u>	2020-2024