



Lincoln County Library District Board
Regular Meeting
Thursday June 9, 2022
132 NE 15th and Online
Noon
Newport, OR 97365

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 Meeting May 10, 2022	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Building Purchase Update	Director	Information
Intergovernmental Agreement Update	Director	Information
New Business		
Cost of Living Increase Resolution #2022-6.1	Director	Approval
Good of the Order		Information
Next District Board Meeting July 12, 2022		Information
Adjourn	President	Motion



Minutes
Lincoln County Library District
Board Meeting
May 10, 2022
132 NE 15th Newport, OR and Zoom
12:00 p.m.

ATTENDANCE—BOARD

Chris Boyle
Virginia Tardaewether
Carla Clark
Susan Garner

GUEST

Susan Garner

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Chris Boyle called the Regular Board Meeting to order at 12:09 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Quorum was established.

PUBLIC COMMENT

APPROVAL OF MEETING MINUTES

Virginia moved and Carla seconded approval of the Regular Board minutes of April 12, 2022.
Passed unanimously.

BOARD MEMBER REPORTS

BOARD MEMBER APPOINTMENT

Virginia moved and Carla seconded appointment of Susan Garner as LCLD Board member in Zone 5. Unanimously approved.

DIRECTOR'S REPORT

MaryKay was a judge for the Waldport Public Library Young Writer's Contest. Sharon McCrum, staff at the Waldport Library does a wonderful job with programming for youth and this annual contest.

On June 15, Jane and MaryKay helped Newport Public Library staff move most of the children's collection into the meeting room while windows are being repaired.

MaryKay reminded the Board that they adopted a biennial budget last year so there is no annual budget process.

MaryKay was on vacation from April 22-26.

On May 7 MaryKay and Deb Trusty, director of the Toledo Public Library, represented LCLD at a parking lot carnival put together by businesses which share the parking lot. We gave away t-shirts, kids made bookmarks, and we talked about libraries.

MaryKay attended the Siletz City Council meeting on May 9th to discuss the new funding formula and Chris & Carla joined MaryKay in a meeting with Newport city manager, Spencer Nebel and Laura Kimberly, Newport library director to discuss new funding formula. Both meetings went well.

MaryKay talked about the Summer Reading Program and the Quest Books from the Sea Grant program that LCLD will be providing for libraries to give away to summer reading participants.

FINANCIAL REPORT

Everything is on track. MaryKay will bring a recommendation for a staff cost of living increase for the 2022-2023 year. Virginia moved approval of the financial report. Passed unanimously.

OLD BUSINESS

Building Purchase Update

David Ulbricht from SDAO is working with several financial institutions on obtaining financing for the building purchase. We have not had a report from him recently so MaryKay is exploring other funding options. She is also keeping Ron Cole, building owner, up to date on progress.

Funding Formula Update

Was covered in Director's Report. Board members asked MaryKay to visit library friends groups to explain the new formula.

NEW BUSINESS

Board Member Appointment

Was moved to beginning of meeting.

ADDED TO AGENDA

Changing Legislation on Board Member Absence

Several library districts are interested in possibly changing state statute that would allow special districts to create policy to remove elected Board members after a certain number of unexcused absences. Board members agreed that MaryKay should pursue this concept with the Oregon Library Association and the Special Districts Association of Oregon.

GOOD OF THE ORDER

Welcome to new Board member, Susan Garner

NEXT DISTRICT BOARD MEETING

MaryKay will not be able to be at the regularly scheduled meeting on Tuesday June 14th so the next regular meeting will be held on Thursday June 9, 2022, at noon.

ADJOURNMENT


Meeting adjourned at 1:00 p.m.



Library Directors Report June 2022

General Updates

Distributed 250 copies of *The Oregon Coast Quest Book* to partner and member libraries for summer reading program. The funding was provided by the Ready to Read Grant administered by the State Library of Oregon. The remainder of the 500 copies will be distributed when they arrive from Oregon Sea Grant.



This Oregon Coast Quest Book is brought to you by the Lincoln County Library District, using funds from the State Library of Oregon Ready to Read Grant. Participating libraries are Driftwood Public Library (Lincoln City); Newport Public Library, Siletz Public Library, Toledo Public Library, and Waldport Public Library.

LCLD will be co-hosting (with Oregon STEM Hub/Sea Grant) a Quest program at Big Creek Park on Tuesday July 12, 2022 from 4:00 to 8:00 p.m.

Lincoln County Reads 2022 Committee met to discuss programming ideas and publicity for local library programs and the virtual author events scheduled for October 16, 2022.

A promotional poster for "Lincoln County Reads 2022". The top half features the book cover for "Mexican Gothic" by Silvia Moreno-Garcia. Text on the poster includes: "Join libraries in Lincoln County as we all read the same book, Mexican Gothic, and join the author for an interview and presentation about the book. Copies of Mexican Gothic are available at all libraries in Lincoln County. Contact your local library for more information." The bottom half of the poster is titled "Author Events with Silvia Moreno-Garcia" and lists the date "10/16 2022", time "1:30 - 2:30 PM Spanish language presentation" and "3:00 - 4:00 PM Author presentation".

MaryKay met with the Oregon Library Association Legislative Committee to discuss their support for requesting changes to special district statute to provide for chronic absence of Board members. They agreed to support the request to SDAO which will be submitted by MaryKay and Christy Davis, Silver Falls Library District director, to the SDAO legislative committee.

ILS Feasibility Study focus groups will be held on June 6th at the Driftwood Library in Lincoln City and on June 8th at the Port Orford Public Library. This is the next phase in our federally funded (LSTA) project to lay the foundation for a shared library system in Lincoln County and perhaps beyond.

June 4, 2022 MaryKay is scheduled to judge 4H presentations for the Lincoln County Extension Service.

MaryKay attended the May 19th Siletz Valley Friends of the Library meeting to review the updated LCLD funding formula.

Upcoming

MaryKay will be on vacation from June 14th through 17th.

LCLD will be closed for Juneteenth on June 20, 2022. It is a holiday for staff.

Lincoln County Library District
Statement of Revenues and Expenditures - Cash Basis
May and FYTD 21/22

	Current Period Actual	Year to Date Actual	Biennial to Date	Biennial Budget
Revenues				
4000 Revenues				
4010 Library Services and Technology Reading Grant		\$ -	\$ -	\$ 15,000.00
4020 Chinook Library Network	\$ 3,163.00	\$ 17,578.28	\$ 17,578.28	\$ 44,000.00
4030 Dolly Parton Imagination Library		\$ -	\$ -	\$ 10,000.00
4050 Lincoln County Law Library		\$ 12,828.90	\$ 12,828.90	\$ 26,000.00
4060 Previously Levied Taxes	\$ 1,373.28	\$ 46,115.88	\$ 46,115.88	\$ 80,000.00
4070 Ready to Read Grant		\$ 4,698.37	\$ 4,698.37	\$ 9,000.00
4080 Siletz				
4081 Siletz-Carry-over		\$ -	\$ -	
4082 Siletz-City of Siletz		\$ -	\$ -	\$ 2,000.00
4083 Siletz-Interest		\$ -	\$ -	\$ 100.00
4084 Siletz-Miscellaneous	\$ 3,250.00	\$ 13,091.19	\$ 13,091.19	\$ 5,000.00
4090 State Forestry	\$ 2,805.65	\$ 15,008.00	\$ 15,008.00	\$ 30,000.00
4104 Property Tax Revenue 20/21		\$ 13,149.29	\$ 13,149.29	
4105 Property Tax Revenue 21/22	\$ 25,299.39	\$ 1,420,443.25	\$ 1,420,443.25	\$ 1,407,691.50
4106 Property Tax Revenue 22/23		\$ -	\$ -	\$ 1,407,691.50
4800 Interest Income	\$ 320.33	\$ 2,266.55	\$ 2,266.55	\$ 2,000.00
4900 Miscellaneous Income	\$ 18.00	\$ 18,176.11	\$ 18,176.11	\$ 10,000.00
Total 4000 Revenues	\$ 36,229.65	\$ 1,563,355.82	\$ 1,563,355.82	\$ 3,048,483.00
Services				
Available Cash On Hand				\$ 400,000.00
Total Revenues	\$ 36,229.65	\$ 1,563,355.82	\$ 1,563,355.82	\$ 3,448,483.00
Expenditures				
5000 Personnel Services				
5100 Salaries and Wages	\$ 23,899.05	\$ 258,066.24	\$ 258,066.24	\$ 610,640.00
5200 Payroll Taxes	\$ 2,142.07	\$ 30,231.12	\$ 30,231.12	\$ 60,000.00
5250 Payroll Fees	\$ 196.70	\$ 2,319.43	\$ 2,319.43	\$ 4,632.00
Total 5000 Personnel Services	\$ 26,237.82	\$ 290,616.79	\$ 290,616.79	\$ 675,272.00
5300 Employee Benefits				
5305 Health Benefits		\$ 17,341.20	\$ 17,341.20	\$ 36,684.00
5310 Retirement Benefits	\$ 989.82	\$ 10,888.02	\$ 10,888.02	\$ 23,736.00

Lincoln County Library District

Statement of Revenues and Expenditures - Cash Basis

May and FYTD 21/22

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
Total 5300 Employee Benefits	\$ 989.82	\$ 28,229.22	\$ 28,229.22	\$ 60,420.00
6000 Materials and Services				
6010 Professional Services				
6011 Accounting Services	\$ 450.00	\$ 19,522.77	\$ 19,522.77	\$ 30,000.00
6012 Legal Services		\$ -	\$ -	\$ 2,000.00
6013 IT Services		\$ 10,000.00	\$ 10,000.00	\$ 3,000.00
6014 General Services		\$ 5,531.25	\$ 5,531.25	
6015 Misc. Services		\$ 6,750.00	\$ 6,750.00	\$ 30,000.00
Total 6010 Professional Services	\$ 450.00	\$ 41,804.02	\$ 41,804.02	\$ 65,000.00
6030 General Office Expenses				
6031 Office Supplies		\$ 278.83	\$ 278.83	\$ 5,000.00
6032 Office Equipment	\$ 759.00	\$ 759.00	\$ 759.00	\$ 5,000.00
6033 Online Expenses	\$ 66.00	\$ 2,469.57	\$ 2,469.57	\$ 7,000.00
6036 ByWater Solutions		\$ -	\$ -	\$ 44,000.00
6040 Copier Lease	\$ 224.00	\$ 2,575.21	\$ 2,575.21	\$ 7,000.00
6050 Mileage		\$ -	\$ -	\$ 5,000.00
6055 Orbis Cascade Alliance Courier		\$ 4,038.00	\$ 4,038.00	
6056 OCAC - LCLD		\$ -	\$ -	\$ 10,000.00
6060 Postage		\$ 176.11	\$ 176.11	\$ 5,000.00
6065 Professional Materials		\$ 269.77	\$ 269.77	\$ 3,000.00
6070 Public Relations		\$ 1,220.42	\$ 1,220.42	\$ 5,000.00
6075 Rent and Utilities	\$ 170.42	\$ -	\$ -	
6076 Electricity		\$ 909.58	\$ 909.58	\$ 4,000.00
6077 Maintenance and Supplies	\$ 60.00	\$ 634.58	\$ 634.58	\$ 4,000.00
6078 Gas		\$ -	\$ -	
6079 Rent	\$ 1,300.00	\$ 15,600.00	\$ 15,600.00	\$ 34,000.00
6080 Telephone and Internet	\$ 149.97	\$ 1,512.07	\$ 1,512.07	\$ 4,000.00
6081 LCLD Garbage		\$ 279.00	\$ 279.00	\$ 1,000.00
6082 LCLD Water	\$ 57.29	\$ 664.10	\$ 664.10	\$ 4,000.00
6100 Supplies		\$ -	\$ -	
6105 Vans		\$ -	\$ -	
6106 Fuel	\$ 350.01	\$ 2,783.84	\$ 2,783.84	\$ 6,000.00
6107 Maintenance	\$ 91.42	\$ 169.42	\$ 169.42	\$ 4,000.00
6108 Supplies		\$ 53.09	\$ 53.09	\$ 3,000.00

Lincoln County Library District

Statement of Revenues and Expenditures - Cash Basis

May and FYTD 21/22

	Current Period Actual	Year to Date Actual	Biennial to Date	Biennial Budget
Total 6030 General Office Expenses	\$ 3,228.11	\$ 34,392.59	\$ 34,392.59	\$ 160,000.00
6300 Travel/Training/Membership				
6310 Membership Fees	\$ 180.00	\$ 1,710.37	\$ 1,710.37	\$ 10,000.00
6320 Registration/Training/Travel		-		
6321 Registration		1,149.00	1,149.00	10,000.00
6322 Travel/Meals/Housing		1,533.57	1,533.57	10,000.00
Total 6300 Travel/Training/Membership	\$ 180.00	\$ 4,392.94	\$ 4,392.94	\$ 30,000.00
6400 Operating Fees/Insurance				
6401 Misc. Fees		897.83	897.83	1,500.00
6410 Business Insurance		6,998.00	6,998.00	15,000.00
6420 Election Fees		-	-	5,000.00
6430 Legal Notices		540.00	540.00	3,500.00
Total 6400 Operating Fees/Insurance	\$ -	\$ 8,435.83	\$ 8,435.83	\$ 25,000.00
6500 Reimbursement/Library Development				
6505 Contracted Library Services		-	-	1,970,768.00
6510 Cataloging/Interlibrary Loan/Reference				
6511 OCLC	\$ 3,778.17	\$ 47,495.63	\$ 47,495.63	\$ 150,000.00
Total 6500 Cataloging/Interlibrary Loan/Reference	\$ 3,778.17	\$ 47,495.63	\$ 47,495.63	\$ 2,120,768.00
6520 Library Development				
6521 Support Local Libraries		3,500.00	3,500.00	
6523 Special Projects (Dolly Parton Imag. Library)		-	-	10,000.00
6524 Summer Reading Programs	\$ 1,816.57	2,378.12	2,378.12	9,000.00
Total 6520 Support Local Libraries	\$ 1,816.57	\$ 5,878.12	\$ 5,878.12	\$ 19,000.00
6525 Online Databases				
6526 Library2Go (Overdrive)		4,997.77	4,997.77	9,000.00
6527 Mango Languages		200.00	200.00	400.00
6528 ProQuest (Heritage Quest)		2,027.57	2,027.57	4,000.00
6529 Misc. Databases		-	-	
Total 6525 Online Databases	\$ -	\$ 7,225.34	\$ 7,225.34	\$ 13,400.00
6550 Siletz				
6551 Materials, Supplies and Services	\$ 62.89	6,972.36	6,972.36	2,000.00
6554 Siletz Electricity	\$ 177.18	1,835.13	1,835.13	4,000.00
6555 Siletz Collection Development	\$ 462.70	4,045.61	4,045.61	8,000.00
6556 Siletz Water/Sewer	\$ 96.00	960.00	960.00	2,400.00

Lincoln County Library District

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May and FYTD 21/22

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
6557 Siletz Copier Lease	\$ 115.00	\$ 699.00	\$ 699.00	\$ 3,000.00
6558 Siletz Internet and Phone	\$ 145.86	\$ 1,716.70	\$ 1,716.70	\$ 3,000.00
6559 Siletz Gas	\$ 82.12	\$ 894.49	\$ 894.49	\$ 2,000.00
6560 Siletz Alarm	\$ 57.20	\$ 625.51	\$ 625.51	\$ 700.00
6561 Siletz Programming	\$ 60.00	\$ 1,088.78	\$ 1,088.78	\$ 1,820.00
6562 Siletz Repair & Maintenance	\$ 60.00	\$ 3,648.57	\$ 3,648.57	\$ 4,000.00
6563 Siletz Useful	\$ 1,258.95	\$ 25,100.15	\$ 25,100.15	\$ 30,920.00
Total 6550 Siletz	\$ 3,075.52	\$ 38,203.61	\$ 38,203.61	\$ 63,320.00
6600 Library Reimbursement				
Lincoln City	\$ 23,530.00	\$ 258,832.00	\$ 258,832.00	
Newport	\$ 28,993.00	\$ 318,920.00	\$ 318,920.00	
Toledo	\$ 7,746.00	\$ 85,208.00	\$ 85,208.00	
Waldport	\$ 20,206.00	\$ 222,267.00	\$ 222,267.00	
Total 6600 Library Reimbursement	\$ 80,475.00	\$ 885,227.00	\$ 885,227.00	
6700 Bank Charges & Fees	\$ 26.00	\$ 314.00	\$ 314.00	
Total 6000 Materials and Services	\$ 91,212.80	\$ 1,060,265.62	\$ 1,060,265.62	
Uncategorized Expense				
6910 - CPA YE Adjustment	\$ 1,441.41			
7000 Capital Outlay				
7010 Office Furniture and Equipment				
7011 Van Replacement				\$ 10,000.00
7020 Van				
Total 7000 Capital Outlay				\$ 10,000.00
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	\$ 118,440.44	\$ 1,379,111.63	\$ 1,379,111.63	\$ 3,463,483.00
				\$ 2,084,371.37

RESOLUTION No. 2022-6.1
RESOLUTION ADOPTING 2022-2023 COST OF LIVING
ADJUSTMENT FOR LCLD STAFF

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

WHEREAS, due to inflation the cost of living has increased dramatically in 2022; and

WHEREAS, the Social Security Administration provided a cost of living adjustment of 5.9% to SS recipients in January 2022;

Now, therefore be it **RESOLVED**, that LCLD approve a 5% cost of living adjustment for the 2022-2023 fiscal year at the June 9, 2022 meeting of the Lincoln County Library District Board.

Adopted by the Board of Directors of Lincoln County Library District this 9th Day of June, 2022

AYES:

NAYS:

ABSENT:

ABSTAIN:

Chris Boyle, LCLD Board President

MaryKay Dahlgreen, LCLD Director

