

**Lincoln County Library District Board
Regular Meeting
Tuesday, January 14, 2020, Noon
LCLD Administrative Office
141 NW 11th, Newport, OR**

Agenda	
Call to order	President
Call the Roll & Establish Quorum	Secretary to the Board (Director)
Approval of the Agenda	President

Topic	Lead	Purpose Outcome
Public Comment	President	Anyone may come forward at this time.
Minutes Board Meeting December 10, 2019	President	Approval
Reports		
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Board training	Director	Information
New Business		
Consideration of 457 Retirement Plan Move to ICMA-RC from Nationwide	Director	Decision
Good of the Order		Information
Next District Board Meeting February 11, 2020, noon LCLD Administrative Office		Information
Adjourn	President	Motion

Minutes
Lincoln County Library District
Board Meeting
December 10, 2019
12:00 p.m.
LCLD Administrative Office
141 NW 11th
Newport, OR

ATTENDANCE—BOARD

Brian Fodness- President
Emily Portwood - Phone
Virginia Tardaewether
Marta West
Chris Boyle

GUEST

Lillian Curanzy, Newport Public Library

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Board President Brian Fodness called the meeting to order at 12:05 P.M.

CALL THE ROLL AND ESTABLISH QUORUM

All members present, quorum was established.

APPROVAL OF THE AGENDA

Approved.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF NOVEMBER 12, 2019 MEETING MINUTES

Chris moved and Virginia seconded approval of the minutes of November 12, 2019. Passed unanimously.

DIRECTOR'S REPORT

- Highlighted written report including WWI exhibit at Siletz Public Library. Siletz staff submitted grant application to Tribal Charitable Fund for new staff computers.
- Regional gathering of Dolly Parton Imagination Library, the Ripey Foundation has agreed to fund ½ of the DPIL for another year.

- Mock Pura Belpre Award is based on the national Pura Belpre Award sponsored by REFORMA (librarians who serve Spanish speakers) to honor a Latinx author and illustrator.
- MaryKay attended Whoville Party at Waldport Public Library as the Grinch so couldn't attend the Siletz City Council meeting but did send a message to the Mayor to share with the city council about the Siletz Public Library holiday hours.
- MaryKay distributed a press release from Curry County about the role of special districts and how they are funded. There is a Curry County Commissioner who is looking at taking funds away from special districts for the County expenses. Special Districts Association of Oregon will be providing information about special districts at the meeting described in the press release.
- Handed out annual report from Driftwood Public Library that is a district requirement for each library we provide funding to.
- MaryKay talked about the Lincoln County librarians who attended the Guadalajara Book Fair with the Libros For Oregon project.

FINANCIAL REPORT

- We have received the bulk of our 2019 taxes of which 70% goes to our partner libraries. ½ in December and then the other half monthly from January through June.
- A fund of the Oregon Community Foundation has granted the District \$2,500 which is for general operating expenses. MaryKay would like to focus those funds for the needs assessment and strategic planning rather than just putting it in general fund.
- Emily asked if we could not pay bank charges, MaryKay will investigate that.

OLD BUSINESS

Director's Goals and Timeline

MaryKay has created the requested list of goals and timeline for the next calendar year. Virginia suggested that marketing and outreach plan might be better started after the strategic plan has been completed. We will move that to begin in October.

Approval of Local Option Levy

Chris moved and Virginia seconded approval of the local option levy, passed unanimously. Emily asked MaryKay to update the website with the election results.

Discussion of "What It Means to Be a Trustee" and "Trustee Competencies"

MaryKay demonstrated logging into the trustee training that is being provided by the State Library of Oregon.

NEW BUSINESS

2019-2020 Distributions to Libraries

After a discussion of the current formula Virginia moved and Marta seconded the funding distributions to our partner libraries for 2019-2020 based on the included formula.

Prevention of Workplace Discrimination, Harassment, and Retaliation Policy

Chris moved and Marta seconded approval of Resolution 2019-12.1. Passed unanimously.

Changes to Retirement Contributions

There was a discussion of how this should be handled in the future. Emily asked about Jane's evaluation in relation to the additional \$500 per month. Virginia moved and Emily seconded to add \$1077 to MaryKay's salary, \$500 month to Jane's salary, going forward the employer contribution will be 6% of gross salary for full time employees.

GOOD OF THE ORDER

MaryKay brought two additional items that are included in the packet. One is an annexation into the City of Newport and the other item is an article in the Newport News Times about an award Waldport Public Library received for an LSTA grant project.

Brian requested that MaryKay make the Board aware of notices about annexations when they arrive rather than when they have been decided upon.

NEXT DISTRICT BOARD MEETING

Tuesday January 14, 2020 at the District Office, 141 NW 11th, Newport.

ADJOURNMENT

Meeting adjourned at 1:30 p.m.

Lincoln County Library District
Statement of Revenues and Expenditures - Cash Basis
For December 2019 and FYTD Ended December 31, 2019

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues			
4000 Revenues			
4020 Chinook Library Network			25000.00
4050 Lincoln County Law Library		11873.88	15000.00
4060 Previously Levied Taxes	1154.66	8902.48	40000.00
4070 Ready to Read Grant	4405.00	4405.00	4300.00
4080 Siletz			
4081 Siletz-Carry-over			7000.00
4082 Siletz-City of Siletz			1000.00
4083 Siletz-Interest			10.00
4084 Siletz-Miscellaneous	200.00	548.51	500.00
Total 4080 Siletz	200.00	548.51	8510.00
4090 State Forestry		5094.27	10000.00
4100 Property Tax Revenue 16/17		2787.10	
4101 Property Tax Revenue - 17/18	1351.61	6481.46	
4102 Property Tax Revenue 18/19	2692.53	20467.52	
4103 Property Tax Revenue - 19/20	327223.13	1214592.35	1276772.00
4800 Interest Income	543.46	788.97	100.00
4900 Miscellaneous Income	2500.00	9891.77	1000.00
Total 4000 Revenues	340070.39	1285833.31	1380682.00
Services		16493.21	
Available Cash On Hand			161320.00
Total Revenues	\$ 340,070.39	\$ 1,302,326.52	\$ 1,542,002

Expenditures

5000 Personnel Services			273922.00
5100 Salaries and Wages	18934.65	94927.49	
5200 Payroll Taxes	8091.36	66095.13	
5250 Payroll Fees	213.99	1404.45	
Total 5000 Personnel Services	27240.00	162427.07	
5300 Employee Benefits			104000.00
5305 Health Benefits	1149.94	6899.64	
5310 Retirement Benefits	7457.00	23140.42	
Total 5300 Employee Benefits	8606.94	30040.06	
6000 Materials and Services			
6010 Professional Services			29454.00
6011 Accounting Services	375.00	26111.34	
6012 Legal Services	330.00	3685.00	
6013 IT Services		1439.50	
Total 6010 Professional Services	705.00	31580.44	
6030 General Office Expenses	90.95	1420.91	81795.00
6036 ByWater Solutions			21210.00
6040 Copier Lease	330.44	1693.35	
6050 Mileage		29.00	
6055 Orbis Cascade Alliance Courier			
6056 OCAC - LCLD		6050.00	
Total 6055 Orbis Cascade Alliance Courier		6050.00	
6060 Postage	65.22	374.50	
6065 Professional Materials		799.99	
6070 Public Relations	100.00	600.00	
6075 Rent and Utilities			
6076 Electricity		75.95	

6077 Maintenance and Supplies		194.05	
6078 Gas		93.74	
6079 Rent	1350.00	8274.92	
6080 Telephone and Internet	89.97	661.83	
6081 LCLD Garbage		146.16	
Total 6075 Rent and Utilities	1439.97	9446.65	
6100 Supplies	39.78	381.57	
6105 Vans			
6106 Fuel	829.08	2291.94	
6107 Maintenance	570.48	1360.64	
6108 Supplies		48.22	
Total 6105 Vans	1399.56	3700.80	
Total 6030 General Office Expenses	3465.92	45706.77	
6300 Travel/Training/Membership			15490.00
6310 Membership Fees		1417.58	
6320 Registration/Training/Travel			
6321 Registration	230.00	471.00	
6322 Travel/Meals/Housing	134.56	5431.85	
Total 6320 Registration/Training/Travel		5902.85	
Total 6300 Travel/Training/Membership	364.56	7320.43	
6400 Operating Fees/Insurance		700.00	16600.00
6420 Election Fees	23225.00	26672.00	
6430 Legal Notices		242.25	
Total Operating Fees/Insurance	23225.00	27614.25	
6500 Reimbursement/Library Development			870261.00
6505 Contracted Library Services	408447.00	408447.00	
6510 Cataloging/Interlibrary Loan/Reference			
6511 OCLC	4317.00	30385.12	
Total 6510 Cataloging/Interlibrary Loan/Reference	4317.00	30385.12	
6520 Library Development			86100.00
6521 Support Local Libraries			
6524 Summer Reading Programs		800.00	
Total 6521 Support Local Libraries		800.00	
6525 Online Databases			
6526 Library2Go (Overdrive)		4460.60	
Total 6525 Online Databases		4460.60	
6550 Siletz			
6551 Materials, Supplies and Services		70.34	
6554 Siletz Electricity	203.78	1261.66	
6555 Siletz Collection Development	710.51	2990.04	
6556 Siletz Water/Sewer	192.00	579.00	
6557 Siletz Copier Lease	50.82	304.92	
6558 Siletz Internet and Phone	158.66	791.20	
6559 Siletz Gas		152.64	
6560 Siletz Alarm	85.17	167.07	
6561 Siletz Programming	453.20	1775.12	
6562 Siletz Repair & Maintenance		820.00	
Total 6550 Siletz	1854.14	8911.99	
Total 6520 Library Development	1854.14	14172.59	
Total 6500 Reimbursement/Library Development	414618.14	453004.71	956361.00
6700 Bank Charges & Fees	15.95	101.70	
Total 6000 Materials and Services	442394.57		1099700.00
7000 Capital Outlay			35000.00
7010 Office Furniture and Equipment		7415.46	
Total 7000 Capital Outlay		7415.46	
Operating Contingency			29560.00
Total Expenditures	\$ 478,241.51	\$ 765,210.89	\$ 1,512,622

Lincoln County Library District
District Librarian's Report
January 14, 2020

Happy New Year!!!!

Siletz Library:

- I met with the staff of the Siletz Public Library on Thursday December 19, 2019 for our regular staff meeting. We discussed selling canvas bags with the Siletz Public Library logo on them to raise funds for a "book babies" program which will provide a book and information about the library to parents of newborns in Siletz.

Library District Director:

- The 2018-2019 Municipal Audit for LCLD was submitted to the Oregon Secretary of State's Office on December 31, 2019 bringing us up to date on audits. Our next audit will begin after the end of the 2019-2020 fiscal year in July of 2020.
- On Wednesday, December 18, 2019 I read to the children at the preschool story time as the Toledo Public Library as the "Grinch".



- I am working with US Bank to procure credit cards for three staff members to use on District business. Myself, Carol Rasumussen Schramm and Jane Cothron. In the past we have had a debit card but the bank does not recommend that since they are not as well protected when stolen or lost. Carol will use the card for purchases for the Siletz Library, Jane will primarily use the card for travel conferences and professional development and I will use the card for a variety of purchases.

Coming Up:

- The District Office and the Siletz Library will be closed on Monday January 20, 2020 to observe Dr. Martin Luther King, Jr. Holiday
- I will be attending a Budget Training by the Oregon Department of Revenue on Tuesday, January 28, 2020.

- I will be attending a community meeting about space planning for the Waldport Public Library on January 28, 2020.
- I will be attending the Special Districts Association of Oregon Annual Conference in Seaside February 6-9, 2020.



MaryKay Dahlgreen <marykay.dahlgreen@lincolncolibrarydist.org>

Fwd: Bethany left a review for Siletz Public Library on Google My Business

Carol Rasmussen Schramm <carol@lincolncolibrarydist.org>

Fri, Jan 3, 2020 at 5:32 PM

To: Ray Blacketer <rblacketer@siletzlibrary.org>, Mary Kay Dahlgreen <MaryKay.Dahlgreen@lincolncolibrarydist.org>

Back pat, back pat...

----- Forwarded message -----

From: **Google My Business** <googlemybusiness-noreply@google.com>

Date: Fri, Jan 3, 2020 at 4:44 PM

Subject: Bethany left a review for Siletz Public Library on Google My Business

To: <carol@lincolncolibrarydist.org>

Google My Business



Good job, you got a new
5-star review

[Read review](#)



Bethany Barnhart



Great library, everyone's nice and I always get the book I'm looking for.

