



**Lincoln County Library District Board
Special Meeting
Wednesday September 20, 2003
132 NE 15th Ave, 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 August 9, 2003	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
New Business		
Selection of Vice-President	President	
Resolution 2023-9.1 Thanking the City of Siletz for Their Financial Donation to the Lincoln County Library District	Director	Decision
Formal support for LCLD Book Review group	Director	Discussion
Accessible access to LCLD office	Director	Discussion
Next District Board Meeting October 11, 2023		Information



Lincoln County Library District Board
Special Meeting
Wednesday August 9 2023
132 NE 15th & Zoom
Newport, OR 97365

In attendance, Chris Boyle, Carla Clark, Susan Garner, Virginia Tardaewweather,
Tim Merrill

Meeting was called to order at 11:00 AM

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
Swearing in of new board members	President	
Selection of new President	President	Chris Boyle was selected unanimously
Minutes Board Meeting June 13, 2023	President	Approved
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Meetings dates/times for FY 23-24		Meetings for FY 23-24 will be held on the second Wednesday of the month, location TBA. Motion by Susan, second by Virginia. Passed 5-0.

New Business		
Resolution 2023-8.1 Designating a Registered Office and Registered Agent	Director	Motioned by Tim and seconded by Susan. Passed 5-0.
Resolution 2023-8.2 Budget adjustment for office building maintenance	President	Resolution was tabled until the next budget process hearings.
Resolution 2023-8.3 Submission of local option levy measure	President	Motioned by Virginia and seconded by Susan. Failed by 0-5 vote.
Next District Board Meeting September 13, 2023		Information

Director's Report, September 2023

ILS Migration Project update:

We had a successful meeting with Tillamook County Library Director, Don Allgeier, and Tillamook Community College Librarian, Clare Sobotka on Friday, September 8, along with Newport Library director, Laura Kimberly, and Driftwood Public Library director, Kirsten Brodbeck-Kenney. The topic of the meeting was governance of the new ILS system and we made good headway into coming up with key points that needed to be addressed in any agreement that we create. The real purpose of the meeting was to get greater commitment from the Oceanbooks consortium and I think that we ended with a renewed commitment towards moving forward on this project.

Our next meeting is scheduled for September 28th on zoom. Representatives from Corvallis Public Library and Jackson County Libraries will be present talking about their experiences using Koha. Librarians from Seaside Public Library have also been invited to attend as they are investigating moving to a new ILS.

Annual Audit

An in-person visit with our auditing firm has been scheduled for the week of October 30th.

Office management update:

Progress has been achieved with our retirement funds company! Our one full-time staff, Carol Rasmussen-Schramm has now been receiving funds in her retirement accounts, after many support calls.

Our accountant, Marina, and I have been working to resolve our payroll lines in our budget – namely, making sure to separate payroll taxes, payroll, and processing fees. This has been a bit of a learning curve on my part. We're also working to keep track of funds in a biennial budget – this has been a learning curve on her part.

Ready to Read Grant 2024:

Grant proposal was submitted to the State Library of Oregon for \$4,918 in R2r grant funds.

Lincoln County Reads update:

Deb Trusty (Toledo) and Carol Rasmussen-Schramm are investigating using the book, *As the Condor Soars*, for the 2023 Lincoln County Reads presentation. From the publisher:

As recently as the 1970s, few dared imagine that Oregon would ever welcome back the majestic California Condor. Nobody would have predicted record numbers of Snowy Plovers on the coast. Oregon's raptors and fish-eating birds were almost decimated. Yet, thanks to Oregon's ornithologists, the birds are returning. As the Condor Soars presents a series of engaging essays about the efforts these scientists have made, and continue to make, to reduce the decline of Oregon's bird species and restore their habitats...

This full-color book is beautifully illustrated by noted Oregon artist Ram Papish and includes over eighty stunning photographs by some of the state's finest nature photographers. Fifty capsule biographies of noted avian scientists round out the inspirational stories about the monumental efforts that have taken shape in recent decades. Accessibly written for scientists and laypeople alike, As the Condor Soars is a gift to everyone who cares about the conservation and restoration of Oregon's birds.

The artist, Ram Papish, is a local coast resident. The editor, Susan Haig, is a retired OSU professor. We foresee that setting up a presentation would be fairly easy given their proximity, and well under our projected budget. Possible venues for a presentation include the Guin Library or the new auditorium at the Hatfield Marine Science Center.

RESOLUTION No. 2023-9.1

THANKING THE CITY OF SILETZ FOR THEIR FINANCIAL DONATION TO THE LINCOLN COUNTY LIBRARY DISTRICT

WHEREAS, The City of Siletz, Oregon has been a longstanding partner of the Lincoln County Library District, and,

WHEREAS, the Siletz Public Library is a valued member of the Chinook Library Network; and,

WHEREAS, the City of Siletz has provided a generous donation of \$4,000.00 to the Lincoln County Library District, and,

NOW THEREFORE, BE IT RESOLVED, that the Lincoln County Library District Board expresses its gratitude to the City of Siletz for their donation to the District, and,

FURTHER RESOLVED, that the Lincoln County Library District looks forward to its continued partnership with the City of Siletz and Siletz Public Library, and,

FURTHER RESOLVED, that a copy of this resolution be presented to the City of Siletz as an expression of our thanks and commitment to continued provision of library services to the City of Siletz, the Siletz Public Library, and Lincoln County residents.

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

Chris Boyle, President, LCLD Board

Bryan Miyagishima, LCLD Director

Lincoln County Library District

Statement of Revenues and Expenditures - Cash Basis

July and FYTD 23/24

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
	August 2023	July 2023-August 2023	July 2023-August 2025	
Revenues				
4000 Revenues				
4010 Library Services and Technology Reading Grant				\$ 15,000.00
4020 Chinook Library Network	\$ -	\$ -	\$ -	\$ 44,000.00
4030 Dolly Parton Imagination Library				\$ 10,000.00
4050 Lincoln County Law Library	\$ 13,212.83	\$ 13,212.83	\$ -	\$ 26,000.00
4060 Previously Levied Taxes	\$ 2,241.36	\$ 5,559.22	\$ 5,559.22	\$ 80,000.00
4070 Ready to Read Grant				\$ 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				\$ 5,000.00
4090 State Forestry	\$ 947.83	\$ 947.83	\$ 947.83	\$ 30,000.00
4104 Property Tax Revenue 20/21				
4105 Property Tax Revenue 21/22				\$ 1,407,691.50
4106 Property Tax Revenue 22/23	\$ 4,044.87	\$ 9,796.17	\$ 9,796.17	\$ 1,407,691.50
4800 Interest Income	\$ 1,382.08	\$ 2,907.57	\$ 2,907.57	\$ 2,000.00
4900 Miscellaneous Income	\$ -	\$ -	\$ -	\$ 10,000.00
Total 4000 Revenues	\$ 21,828.97	\$ 32,423.62	\$ 19,210.79	\$ 3,048,483.00
Uncategorized Income				
Services				
Available Cash On Hand				\$ 400,000.00
Total Revenues	\$ 21,828.97	\$ 32,423.62	\$ 19,210.79	\$ 3,448,483.00
Expenditures				
5000 Personnel Services				
5100 Salaries and Wages	\$ 14,615.77	\$ 14,615.77	\$ 14,615.77	\$ 610,640.00
5200 Payroll Taxes	\$ 6,073.57	\$ 6,073.57	\$ 6,073.57	\$ 60,000.00

5250 Payroll Fees	\$	189.82	\$	73.36	\$	73.86	\$	4,632.00
Total 5000 Personnel Services	\$	20,879.16	\$	20,762.70	\$	20,763.20	\$	675,272.00
5300 Employee Benefits								
5305 Health Benefits	\$	4,392.29	\$	11,556.58	\$	11,556.58	\$	36,684.00
5310 Retirement Benefits	\$	381.22	\$	1,182.00	\$	1,182.00	\$	23,736.00
Total 5300 Employee Benefits	\$	4,773.51	\$	12,738.58	\$	12,738.58	\$	60,420.00
6000 Materials and Services								
6010 Professional Services								
6011 Accounting Services	\$	450.00	\$	900.00	\$	900.00	\$	30,000.00
6012 Legal Services	\$	-	\$	990.00	\$	990.00	\$	2,000.00
6013 IT Services	\$	72.00	\$	109.25	\$	109.25	\$	3,000.00
6014 General Services	\$	-	\$	-	\$	-	\$	-
6015 Misc. Services	\$	1,890.00	\$	4,662.76	\$	4,662.01	\$	30,000.00
Total 6010 Professional Services	\$	2,412.00	\$	6,662.01	\$	6,661.26	\$	65,000.00
6030 General Office Expenses	\$	13.74	\$	13.74	\$	13.74	\$	-
6031 Office Supplies	\$	-	\$	-	\$	-	\$	5,000.00
6032 Office Equipment	\$	-	\$	40.99	\$	40.99	\$	5,000.00
6033 Online Expenses	\$	19.99	\$	110.98	\$	110.98	\$	7,000.00
6036 ByWater Solutions	\$	-	\$	-	\$	-	\$	44,000.00
6040 Copier Lease	\$	224.00	\$	544.90	\$	544.90	\$	7,000.00
6050 Mileage	\$	-	\$	-	\$	-	\$	5,000.00
6055 Orbis Cascade Alliance Courier	\$	-	\$	-	\$	-	\$	10,000.00
6056 OCAC - LCLD	\$	-	\$	-	\$	-	\$	5,000.00
6060 Postage	\$	-	\$	-	\$	-	\$	3,000.00
6065 Professional Materials	\$	-	\$	1,539.10	\$	1,539.10	\$	5,000.00
6070 Public Relations	\$	-	\$	-	\$	-	\$	-
6075 Rent and Utilities	\$	-	\$	54.43	\$	54.43	\$	4,000.00
6076 Electricity	\$	55.00	\$	115.00	\$	115.00	\$	4,000.00
6077 Maintenance and Supplies	\$	-	\$	-	\$	-	\$	-
6078 Gas	\$	-	\$	-	\$	-	\$	34,000.00
6079 Rent	\$	149.97	\$	299.94	\$	299.94	\$	4,000.00
6080 Telephone and Internet	\$	-	\$	29.55	\$	29.55	\$	1,000.00
6081 LCLD Garbage	\$	69.70	\$	144.79	\$	144.79	\$	4,000.00
6082 LCLD Water	\$	-	\$	-	\$	-	\$	-
6100 Supplies	\$	-	\$	-	\$	-	\$	-
6105 Vans	\$	-	\$	-	\$	-	\$	-
6106 Fuel	\$	603.32	\$	603.32	\$	603.32	\$	6,000.00

6107 Maintenance	\$	-	\$	-	\$	-	\$	4,000.00
6108 Supplies	\$	-	\$	-	\$	-	\$	3,000.00
Total 6030 General Office Expenses	\$	1,135.72	\$	3,496.74	\$	3,496.74	\$	160,000.00
6300 Travel/Training/Membership								
6310 Membership Fees	\$	153.00	\$	153.00	\$	153.00	\$	10,000.00
6320 Registration/Training/Travel	\$		\$	225.00	\$	225.00	\$	
6321 Registration	\$		\$	-	\$	-	\$	10,000.00
6322 Travel/Meals/Housing	\$	-	\$	-	\$	-	\$	10,000.00
Total 6300 Travel/Training/Membership	\$	153.00	\$	378.00	\$	378.00	\$	30,000.00
6400 Operating Fees/Insurance								
6401 Misc. Fees	\$	-	\$	-	\$	-	\$	1,500.00
6410 Business Insurance	\$	-	\$	-	\$	-	\$	15,000.00
6420 Election Fees	\$	-	\$	8,164.00	\$	8,164.00	\$	5,000.00
6430 Legal Notices	\$	-	\$	-	\$	-	\$	3,500.00
Total 6400 Operating Fees/Insurance	\$	-	\$	8,164.00	\$	8,164.00	\$	25,000.00
6500 Reimbursement/Library Development								
6505 Contracted Library Services	\$	-	\$	-	\$	-	\$	1,970,768.00
6510 Cataloging/Interlibrary Loan/Reference	\$	-	\$	-	\$	-	\$	
6511 OCLC	\$	368.66	\$	54,560.19	\$	54,560.19	\$	150,000.00
Total 6500 Cataloging/Interlibrary Loan/Reference	\$	368.66	\$	54,560.19	\$	54,560.19	\$	2,120,768.00
6520 Library Development								
6521 Support Local Libraries	\$	-	\$	-	\$	-	\$	
6523 Special Projects (Dolly Parton Imag. Library)	\$	-	\$	-	\$	-	\$	10,000.00
6524 Summer Reading Programs	\$	-	\$	-	\$	-	\$	9,000.00
Total 6520 Support Local Libraries	\$	-	\$	-	\$	-	\$	19,000.00
6525 Online Databases								
6526 Library2Go (Overdrive)	\$	-	\$	5,919.12	\$	5,919.12	\$	9,000.00
6527 Mango Languages	\$	-	\$	-	\$	-	\$	400.00
6528 ProQuest (Heritage Quest)	\$	-	\$	-	\$	-	\$	4,000.00
6529 Misc. Databases	\$	-	\$	-	\$	-	\$	
Total 6525 Online Databases	\$	-	\$	5,919.12	\$	5,919.12	\$	13,400.00
6550 Siletz								
6551 Materials, Supplies and Services	\$	54.89	\$	79.28	\$	79.28	\$	2,000.00
6554 Siletz Electricity	\$	177.60	\$	342.21	\$	342.21	\$	4,000.00
6555 Siletz Collection Development	\$	352.34	\$	510.40	\$	510.40	\$	8,000.00
6556 Siletz Water/Sewer	\$	-	\$	-	\$	-	\$	2,400.00
6557 Siletz Copier Lease	\$	40.00	\$	311.97	\$	311.97	\$	3,000.00

6558 Siletz Internet and Phone	\$	141.30	\$	282.53	\$	282.53	\$	3,000.00
6559 Siletz Gas	\$	18.01	\$	38.82	\$	38.82	\$	2,000.00
6560 Siletz Alarm	\$	-	\$	-	\$	-	\$	700.00
6561 Siletz Programming	\$	25.23	\$	52.21	\$	52.21	\$	1,820.00
6562 Siletz Repair & Maintenance	\$	65.00	\$	132.50	\$	132.50	\$	4,000.00
6563 Siletz Useful	\$	-	\$	-	\$	-	\$	-
Total 6550 Siletz	\$	874.37	\$	1,749.92	\$	1,749.92	\$	30,920.00
Total 6520 Library Development	\$	874.37	\$	7,669.04	\$	7,669.04	\$	63,320.00
6600 Library Reimbursement								
6601 Lincoln City	\$	-	\$	-	\$	-	\$	-
6602 Newport	\$	-	\$	-	\$	-	\$	-
6603 Toledo	\$	-	\$	-	\$	-	\$	-
6604 Waldport	\$	-	\$	-	\$	-	\$	-
Total 6600 Library Reimbursement	\$	-	\$	-	\$	-	\$	-
6700 Bank Charges & Fees	\$	17.00	\$	34.00	\$	34.00	\$	-
Total 6000 Materials and Services	\$	4,960.75	\$	80,963.98	\$	80,963.23	\$	-
Uncategorized Expense								
6910 - CPA YE Adjustment	\$	-	\$	1,441.41	\$	1,441.41	\$	-
7000 Capital Outlay	\$	-	\$	-	\$	-	\$	-
7010 Office Furniture and Equipment								
7011 Van Replacement							\$	10,000.00
7020 Van								
7022 Debt Service - Principal (closing cost \$5,758.50)	\$	412.35	\$	822.65	\$	822.65	\$	-
7023 Debt Service - Interest	\$	1,985.85	\$	3,973.75	\$	3,973.75	\$	-
7024 Escrow Fees	\$	15.00	\$	30.00	\$	30.00	\$	-
Total 7000 Capital Outlay	\$	2,413.20	\$	4,826.40	\$	4,826.40	\$	10,000.00
Uncategorized Expense (Fraud and closing cost)	\$	-	\$	-	\$	-	\$	-
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	\$	33,026.62	\$	119,291.66	\$	119,291.41	\$	\$3,463,483.00
								\$3,344,191.59