



**Lincoln County Library District Board**  
**Regular Meeting**  
**Tuesday August 25, 2020**  
**12:00 p.m.**  
**Online**  
**141 NW 11<sup>th</sup>**  
**Newport, OR 97365**

<b>Agenda</b>		
Call Regular Meeting to Order	President	
Approval of the Agenda	President	
<b>Topic</b>	<b>Lead</b>	<b>Purpose Outcome</b>
<b>Public Comment</b>	President	Anyone may speak at this time
<b>Minutes</b> Board Meeting Meeting July 15, 2020	President	Approval
<b>Reports</b>		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
<b>Old Business</b>		
HR Audit	Director	Information
<b>New Business</b>		
<b>Work Session</b>		
Strategic Planning		Discussion
<b>Next District Board Meeting</b> September ?, 2020, noon LCLD Administrative Office OR Online		Information
<b>Adjourn</b>	President	Motion



Minutes  
Lincoln County Library District  
Board Meeting  
July 15, 2020  
12:00 p.m.  
Online

**ATTENDANCE—BOARD**

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

**ATTENDANCE—STAFF**

MaryKay Dahlgreen, District Director

**ATTENDANCE – GUESTS**

Lillian Curanzy, Newport Public Library  
Deborah Trusty, Toledo Public Library  
Darci Hanning, State Library of Oregon

**CALL TO ORDER**

Board President Brian Fodness called the meeting to order at 12:05 p.m.

**CALL THE ROLL AND ESTABLISH QUORUM**

Quorum was established.

**APPROVAL OF THE AGENDA**

There was a request to add an HR consulting proposal, it was tabled to the next meeting.

**PUBLIC COMMENT**

There were no public present.

**APPROVAL OF MEETING MINUTES**

Marta moved and Virginia seconded approval of the Regular Board minutes of June9, 2020.  
Passed unanimously.

**BOARD MEMBER REPORTS**

Virginia reported that her experience with curbside service at the Toledo Public Library has been very positive.

MaryKay noted that as long as Emily Portwood lives within LCLD District and until we receive a resignation letter from her, she is a member of the Board.

#### **DIRECTOR'S REPORT**

MaryKay included the Director's report in the Board packet. Siletz provides curbside service on Tuesday, Thursday, and Friday and it has been popular. We will not be re-opening the Siletz Library until at least after the Governor moves Lincoln County to Phase 2.

Some staff are getting discouraged about the library not being open but most understand the reason behind the closure.

District libraries are working with the Oregon Coast STEM Hub to distribute STEM materials to the children we see for summer reading.

#### **FINANCIAL REPORT**

June was the final month of the fiscal year. MaryKay discussed areas where we were underspent and overspent, all within acceptable levels. Virginia moved and Marta seconded that the financial report be accepted. Vote to accept was unanimous.

#### **OLD BUSINESS**

There was no Old Business

#### **NEW BUSINESS**

Election of Board Officers 2020-2021

Marta nominated and Virginia seconded Brian Fodness as President for coming year. Approved unanimously. Virginia nominated and Brian seconded Marta West as Treasurer. Approved unanimously.

Resolution No. 2020-7.1 Authorizing Expenditures of a Grant from the State Library of Oregon to Facilitate Library Re-Opening After COVID-19 Closure.

Marta moved and Chris seconded adopting the resolution. AYES: Brian Fodness, Chris Boyle, Virginia Tardaewether, Marta West, Emily Portwood.

#### **WORK SESSION**

The Board participated in a work session to discuss and begin development of a vision and mission for the District.

#### **GOOD OF THE ORDER**

#### **NEXT DISTRICT BOARD MEETING**

Tuesday August 25, 2020 at noon at the District Office, 141 NW 11<sup>th</sup>, Newport or online. This will include a strategic planning session.

#### **ADJOURNMENT**

Meeting adjourned at 3:25 p.m.



District Librarian's Report  
August 2020

**General Updates**

Curbside service at the Siletz Public Library is continuing but has been changed to Monday, Thursday, and Friday. It was very slow on Saturdays, so we are trying Friday instead.

We continue to hold weekly online meetings with library directors in Lincoln County for support and to share ideas and processes for phased reopening.

The Siletz Library will be deep cleaned in August thanks to Siletz Valley Friends of the Library and a grant from the Siletz Tribal Charitable Contribution Fund. Two "no overnight parking" signs were purchased and will be installed by the City of Siletz in the library parking lot.

**Progress toward Goals**

We are making progress on our strategic planning. At the last Board meeting we agreed to survey our partner libraries to get a better understanding of their expectations and hopes for the District. These results will assist the Board in moving forward with creating a vision and mission. The results of the survey are included in this packet and will be discussed during the Work Session portion of the meeting.

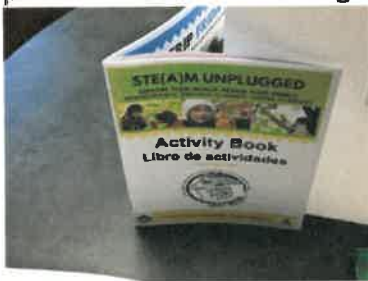
Creating and implementing a human resources program based on best practices is one of our goals. I took a 5-session basic HR course from HR Answers in July. One results of that course was to approach HR Answers to put in a bid for an HR audit. We received

the bid just prior to the July Board meeting and discussion was postponed until the August Board meeting. Since the July meeting I completed the course and have come to the conclusion that LCLD doesn't really need an HR audit, we know what we have and don't have for a robust human resources approach. We will be discussing the HR audit at the August Board meeting and my approach will be to determine which pieces of our HR program can be completed by staff and which would be better completed by HR professionals. We also have access to HR resources through our membership in SDAO.

Board training is included in the goals and again, SDAO has provided an opportunity for Board training through their Board Leadership Academy. Included in the packet is an overview of the Academy.

### Successes

In July the partner libraries met with the Oregon Coast STEM Hub and they agreed to provide the libraries with give-away STEM kits that include instructions for a number of



STEM projects and as well as a variety of STEM related tools. Our partners, Cait Goodwin and Tracy Crews, ordered materials and assembled kits that they delivered to the libraries in early August. They have proven very popular and the libraries will be asking families to share their experiences using the kits on social media.

Our colleagues at the Waldport Public Library, specifically Sharon McCrumb, have created a book based on 10 years of their baby story time. They held a virtual launch party on August 6<sup>th</sup> which was well attended and included a number of regular baby story time participants. I have a copy for each of you and will save them for our next in-person meeting.



**Partnerships**

Since the give-away STEM kits have been completed, we will begin discussion of discussion of putting together STEM kits that can be circulated through our libraries.

As a result of my position on the Board of the Special Districts Association of Oregon I am involved in two SDAO committees. One is the conference committee for the 2021 Conference which will be held virtually, and the others is membership on a task force that will be reviewing proposed OSHA Administrative Rules surrounding infectious diseases, specifically COVID-19.

**Upcoming**

- Carol Rasmussen Schramm has completed 12 years of service to LCLD as the manager of the Siletz Library. Jane Cothron, cataloger, has completed 21 years of service to LCLD.
- I will be out of the office on vacation from August 13 – August 21, returning on Monday, August 25<sup>th</sup>.





# Lincoln County Library District

## Statement of Revenues and Expenditures - Cash Basis

For July 2020

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Revenues</b>			
<b>4000 Revenues</b>			
4020 Chinook Library Network			\$ 22,000.00
4030 Dolly Parton Imagination Library			
4050 Lincoln County Law Library			\$ 13,000.00
4060 Previously Levied Taxes	\$ 29.68	\$ 29.68	\$ 40,000.00
4070 Ready to Read Grant			\$ 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
<b>Total 4080 Siletz</b>			
4090 State Forestry			\$ 10,000.00
4100 Property Tax Revenue 16/17	\$ 2,217.01	\$ 2,217.01	
4101 Property Tax Revenue - 17/18	\$ 1,468.33	\$ 1,468.33	
4102 Property Tax Revenue 18/19	\$ 1,645.87	\$ 1,645.87	
4103 Property Tax Revenue - 19/20	\$ 7,627.02	\$ 7,627.02	
4104 Property Tax Revenue - 20/21			\$ 1,308,507.00
4800 Interest Income	\$ 20.73	\$ 20.73	\$ 1,000.00
4900 Miscellaneous Income	\$ 1,416.39	\$ 1,416.39	\$ 4,000.00
<b>Total 4000 Revenues</b>	<b>\$ 14,425.03</b>	<b>\$ 14,425.03</b>	<b>\$ 1,404,432.00</b>
<b>Services</b>			
Available Cash On Hand			\$ 200,000.00
<b>Total Revenues</b>	<b>\$ 14,425.03</b>	<b>\$ 14,425.03</b>	<b>\$ 1,604,432.00</b>
<b>Expenditures</b>			
<b>5000 Personnel Services</b>			
5100 Salaries and Wages	\$ 34,818.60	\$ 34,818.60	\$ 280,698.00

	Current Period Actual	Year to Date Actual	Annual Budget
5200 Payroll Taxes	\$ 16,957.73	\$ 16,957.73	\$ 25,000.00
5250 Payroll Fees	\$ 379.98	\$ 379.98	\$ 1,937.00
<b>Total 5000 Personnel Services</b>	<b>\$ 52,156.31</b>	<b>\$ 52,156.31</b>	
5300 Employee Benefits			
5305 Health Benefits	\$ 1,338.93	\$ 1,338.93	\$ 17,526.00
5310 Retirement Benefits	\$ 989.92	\$ 989.92	\$ 11,868.00
<b>Total 5300 Employee Benefits</b>	<b>\$ 2,328.85</b>	<b>\$ 2,328.85</b>	
<b>6000 Materials and Services</b>			
6010 Professional Services			
6011 Accounting Services	\$ 527.50	\$ 527.50	\$ 13,000.00
6012 Legal Services			\$ 1,000.00
6013 IT Services			\$ 1,000.00
<b>Total 6010 Professional Services</b>	<b>\$ 527.50</b>	<b>\$ 527.50</b>	
<b>6030 General Office Expenses</b>			
6033 Online Expenses			
6036 ByWater Solutions	\$ 66.00	\$ 66.00	\$ 21,500.00
6040 Copier Lease	\$ 330.44	\$ 330.44	\$ 2,688.00
6050 Mileage			\$ 3,000.00
6055 Orbis Cascade Alliance Courier			
6056 OCAC - LCLD			\$ 6,050.00
6060 Postage	\$ 196.01	\$ 196.01	\$ 2,000.00
6065 Professional Materials			\$ 9,000.00
6070 Public Relations	\$ 100.00	\$ 100.00	\$ 10,000.00
6075 Rent and Utilities			
6076 Electricity			
6077 Maintenance and Supplies			\$ 1,500.00
6078 Gas			
6079 Rent	\$ 1,350.00	\$ 1,350.00	\$ 16,200.00
6080 Telephone and Internet	\$ 89.97	\$ 89.97	\$ 1,608.00
6081 LCLD Garbage			
6100 Supplies			\$ 3,954.00
6105 Vans			
6106 Fuel	\$ 114.31	\$ 114.31	\$ 5,000.00
6107 Maintenance			\$ 2,000.00
6108 Supplies			\$ 500.00

	Current Period Actual	Year to Date Actual	Annual Budget
<b>Total 6105 Vans</b>			
<b>Total 6030 General Office Expenses</b>	\$ 2,246.73	\$ 2,246.73	
<b>6300 Travel/Training/Membership</b>			
6310 Membership Fees	\$ 80.00	\$ 80.00	\$ 2,000.00
6320 Registration/Training/Travel			
6321 Registration			
6322 Travel/Meals/Housing			\$ 6,500.00
<b>Total 6300 Travel/Training/Membership</b>	\$ 80.00	\$ 80.00	\$ 6,500.00
<b>6400 Operating Fees/Insurance</b>			
6410 Business Insurance			\$ 6,000.00
6420 Election Fees			\$ 9,000.00
6430 Legal Notices	\$ 789.74	\$ 789.74	\$ 1,600.00
<b>Total Operating Fees/Insurance</b>	\$ 789.74	\$ 789.74	
<b>6500 Reimbursement/Library Development</b>			
6505 Contracted Library Services			\$ 874,855.00
<b>6510 Cataloging/Interlibrary Loan/Reference</b>			
6511 OCLC	\$ 9,694.32	\$ 9,694.32	\$ 59,100.00
<b>Total 6510 Cataloging/Interlibrary Loan/Reference</b>	\$ 9,694.32	\$ 9,694.32	
<b>6520 Library Development</b>			
6521 Support Local Libraries			
6523 Special Projects (Dolly Parton Imag. Library)			
6524 Summer Reading Programs			\$ 4,400.00
<b>Total 6521 Support Local Libraries</b>	\$ -		\$ 6,500.00
6525 Online Databases			
6526 Library2Go (Overdrive)	\$ 4,635.72	\$ 4,635.72	
6528 ProQuest (Heritage Quest)			
<b>Total 6525 Online Databases</b>	\$ 4,635.72	\$ 4,635.72	
<b>6550 Siletz</b>			
6551 Materials, Supplies and Services	\$ 222.74	\$ 222.74	\$ 1,000.00
6554 Siletz Electricity	\$ 149.07	\$ 149.07	\$ 2,200.00
6555 Siletz Collection Development	\$ 270.17	\$ 270.17	\$ 4,580.00
6556 Siletz Water/Sewer	\$ 96.00	\$ 96.00	\$ 1,155.00
6557 Siletz Copier Lease	\$ 50.82	\$ 50.82	\$ 1,220.00
6558 Siletz Internet and Phone	\$ 159.00	\$ 159.00	\$ 1,750.00
6559 Siletz Gas	\$ 0.94	\$ 0.94	\$ 825.00

	Current Period Actual	Year to Date Actual	Annual Budget
6560 Siletz Alarm			\$ 550.00
6561 Siletz Programming			\$ 1,000.00
6562 Siletz Repair & Maintenance			\$ 1,000.00
6563 Siletz Useful			\$ 4,720.00
<b>Total 6550 Siletz</b>	<b>\$ 948.74</b>	<b>\$ 948.74</b>	
<b>Total 6520 Library Development</b>	<b>\$ 5,584.46</b>	<b>\$ 5,584.46</b>	
<b>Total 6500 Reimbursement/Library Development</b>	<b>\$ 15,278.78</b>	<b>\$ 15,287.78</b>	
6700 Bank Charges & Fees	\$ 15.95	\$ 15.95	
<b>Total 6000 Materials and Services</b>	<b>\$ 18,938.70</b>	<b>\$ 18,938.70</b>	
Uncategorized Expense			
7000 Capital Outlay			
7010 Office Furniture and Equipment			
7011 Van Replacement			\$ 60,000.00
<b>Total 7000 Capital Outlay</b>			
Operating Contingency			\$ 82,745.00
Unappropriated Ending Balance			\$ 28,194.00
<b>Total Expenditures</b>	<b>\$ 73,423.86</b>	<b>\$ 73,423.86</b>	<b>\$ 1,604,423.00</b>

## Q1 If the Lincoln County Library District (LCLD) could do “three things” for your library, what would they be?

Answered: 5   Skipped: 0

#	RESPONSES	DATE
1	Continue to advocate and support the Newport Public Library A shared ILS Collaboration on countywide services, programs, projects, marketing	8/7/2020 10:01 AM
2	1. Have a true library district with all libraries participating and is equitable for all; one shared catalog, shared databases, consistent lending policies. 2. Same services available to all Lincoln County residents. Rural libraries are not able to provide the same services the larger libraries. Because the larger cities are paying more into their library or because they receive the larger part of the funding? 3. Staff development training for staff. This has begun to change for the better in the last couple of years but could be enhanced.	8/6/2020 10:53 AM
3	I am a idealistic dreamer so I tend to see our work as having the ability to positively change society for the better. My 3 things would be: 1. Assist us in influencing the hearts and minds of the community/county a. to value engaging with ideas, b. to value the democratic ideals of equal access, and c. to value sharing well-documented information. 2. We would love to offer a bookmobile that would venture into the remote areas. 3. We could use help in doing more outreach and then the nuts and bolts and money to act on the needs that are revealed.	7/29/2020 11:13 AM
4	1. Gathering and sharing information about grant opportunities, fundraising, etc. 2. Providing training opportunities to staff. 3. Organizing publicity and community outreach about what libraries do and how our system works.	7/28/2020 1:37 PM
5	1) Homebound services outside the city limits 2) Spanish language translation and cataloging 3) Continue to facilitate connections between the County libraries	7/28/2020 1:01 PM

## Q2 Besides financially, how would your library be impacted if LCLD were to go away tomorrow?

Answered: 5    Skipped: 0

#	RESPONSES	DATE
1	We wouldn't have courier service, the possibility to have a shared ILS system, the knowledge of the LCLD staff, shared library materials, OCLC for cataloging and ILL expenses.	8/7/2020 10:01 AM
2	Courier service for the county. Cataloging assistance. Shared catalog Assisting with summer reading performances.	8/6/2020 10:53 AM
3	The first thing I think about is the loss of MaryKay's leadership. The second thing is the loss of our ILS system and it's attendant magician Jane. We would also lose the ability to borrow from and connect with the other county libraries or we would have to work harder to figure out how to make those valuable connections. And we would have to figure out how to handle ILLs. We would possibly lose the ability to serve our county patrons depending on the choices the city made.	7/29/2020 11:13 AM
4	Negatively. The LCLD brings our libraries together- a great example is the weekly library directors' ZOOM meetings happening during the pandemic shutdown. I would like to see these continue (maybe less often) after things get back to "normal."	7/28/2020 1:37 PM
5	The loss of the OCLC subscription would be a MAJOR blow, as well as the loss of courier service. I don't think we could afford to share materials so freely if the district didn't exist. Additionally, we would no longer be able to provide free service to county residents, which would impact our service population and cause major issues with our popularity in the community.	7/28/2020 1:01 PM

### Q3 Do you consider LCLD a partner? Why or why not?

Answered: 5   Skipped: 0

#	RESPONSES	DATE
1	Yes, the LCLD has been a wonderful partner. We feel valued, heard, and supported. MaryKay is fantastic! This relationship will continue to improve. We had a fantastic staff development day in October 2019 too.	8/7/2020 10:01 AM
2	LCLD has only participated as a partner in the past by assisting with cataloging and summer reading performers. This is changing slowly increasing in bringing the libraries together and sharing ideas.	8/6/2020 10:53 AM
3	Yes, since MaryKay's hiring, I consider the LCLD a partner. Before that, it felt more like a hierarchical arrangement with the district in the superior position. Previously, there was no real interaction outside of Jane's invaluable assistance except for the trading of checks. This may have been because of the severe fracture that happened in 2012. I have been in my position since 2013. Currently, I feel that together we can do good things for the community.	7/29/2020 11:13 AM
4	Yes- the LCLD has similar goals as all the libraries- to get books and services to people who need and want them. It's great the the LCLD can advocate for all of us.	7/28/2020 1:37 PM
5	Yes, definitely. I didn't always feel that it was a partnership, but since MaryKay took over, it has really felt like we can talk freely about what changes we could make, and it feels less like we're being done "favors."	7/28/2020 1:01 PM

## Q4 Do you consider the other libraries in the county partners? Why or why not?

Answered: 5   Skipped: 0

#	RESPONSES	DATE
1	Yes, very much. We check in on a weekly basis (if not more often with some locations), share ideas, support each other, coordinate our summer reading programs, and more. The partnership will improve when we are all on the same ILS system.	8/7/2020 10:01 AM
2	The libraries are also growing slowly over the past few years. The libraries are beginning to collaborate more together to provide the same services to all patrons. The fall workshop should continue but should move more to a District event rather than an Ocean books event. We all share books together but more so with the Chinook libraries. Meeting on a regular basis enables the partnership to grow. The lunch meetings were nice but not always easy to attend.	8/6/2020 10:53 AM
3	I consider the Chinook Network libraries as partners. I do not consider Driftwood and Newport as partners. Maybe I don't know enough about how things are done, but it seemed to me that the Board and Deidre should not have let the split happen. I do not feel that the larger libraries truly value interaction with the small libraries. I ask myself "what possible value can we offer to the larger libraries" and I have no answer.	7/29/2020 11:13 AM
4	Yes- we have different circumstances, but all have similar goals.	7/28/2020 1:37 PM
5	Yes and no. I do consider them partners, but due to the consortium changes, it's harder to partner up than it should be. Increasingly, I feel that we're coming together in cooperative ways, though.	7/28/2020 1:01 PM



## Q5 What projects / services / programs would you recommend for collaboration across the county?

Answered: 5 Skipped: 0

#	RESPONSES	DATE
1	Newport Reads, but make it a Lincoln County Reads Program Summer Reading (we are doing this already) Winter Reads (for all ages, very simple) 1000 Books Before Kindergarten STEM Kits Library Geocaches (Newport has one, but this will allow the community to become more familiar with the library, services, art, and learn something new) A public awareness campaign about libraries and the power of your library card Look at the collection development policies for all of the libraries, our vendors, how we go about selecting materials, and maybe training Shared ILS system between all LCLD Libraries A history series focusing on the history in Lincoln County, but have the presentation at different libraries on certain days every month We have the Dolly Parton Imagination Library program too Cultural Pass Program All LCLD students having a library card and this being part of the registration process for students (ex. Leaders Library Card Challenge) Training opportunities that would benefit all of us Discounts at different stores and restaurants in Lincoln County for having a library card	8/7/2020 10:01 AM
2	Continue to collaborate on SRP so all county residents have equal access. Database purchases - pulling our resources will help get better prices from the vendors. Author visits - collaborate similar to SRP performers. Smaller libraries can't afford to bring a known author in but costs may be cut if an author can go to several locations. Not as easy for patrons to travel to the other libraries. Purchasing STEM equipment-Generally expensive. District purchase the equipment and check out to the various libraries.	8/6/2020 10:53 AM
3	Each of our communities are different from one another. One thing that very much colors what each library offers or is able to offer that is not in the control of the District is that we are all beholden to our city governments or college management and those relationships significantly impact our projects/services/programs. So, I think we need to be careful when we plan county wide initiatives of any sort. Having said that, I think Outreach Programs are a much needed program across the the county. I would name internet access as a service that is needed across the county. County-wide literacy projects are needed.	7/29/2020 11:13 AM
4	It would be great to have a bookmobile to serve hard to reach areas. It might also be interesting to collaborate in sponsoring job fairs and other career-related educational programming.	7/28/2020 1:37 PM
5	Definitely a county-wide ILS. As I mentioned earlier, finding some way to cooperate on homebound services and outreach so that it's not just a patchwork would be amazing. I also think that continuing to collaborate on programming and summer reading is a great idea.	7/28/2020 1:01 PM

## Q6 What three things would improve your library's services/programs?

Answered: 5   Skipped: 0

#	RESPONSES	DATE
1	Funding not being reduced Marketing An updated strategic plan that will help serve as a road map for the library	8/7/2020 10:01 AM
2	More space More money Marketing the libraries within the District. Coos Bay does an excellent job marketing their library. Individually we don't have that financial ability to market on a larger scale.	8/6/2020 10:53 AM
3	1. More (competent and capable) staff 2. More outreach 3. More space	7/29/2020 11:13 AM
4	1. More funding is always needed. 2. We need ideas about how to get better turnout for programs. 3. Help with advertising and promotion of services and programs.	7/28/2020 1:37 PM
5	1) More robust Spanish language cataloging and translation, 2) Access to more training opportunities for support staff, 3) Resource sharing between Oceanbooks and Chinook.	7/28/2020 1:01 PM

## Q7 Anything else you'd like to share about district services, your library's needs, etc?

Answered: 5   Skipped: 0

#	RESPONSES	DATE
1	We are going through a difficult situation with budget and staffing reductions as well as a lack of awareness from City officials on what the library does, how it operates, and the importance of this civic organization. The LCLD has been very supportive through the challenges. We are glad the LCLD is doing a strategic plan. The individual libraries are responsible to their city and it might not always align with the LCLD. We need updated agreements between LCLD and the City to help address this issue.	8/7/2020 10:01 AM
2	Support when dealing financial needs with the City or City Council. The District has grown under MaryKay significantly with bringing the libraries together more. I hope the libraries continue to cooperate together so all citizens in the county can receive equitable services.	8/6/2020 10:53 AM
3	I was fortunate in my first career as a teacher to be part of a dynamic, no holds barred, super effective teaching team. It is an experience that will forever color my ideas about what is possible. I want the district and its constituent libraries to be a model for service, progressiveness, and leadership. I want to be part of a district that is so awesome, librarians across the nation sign up to intern with us to learn "how it is done." Thanks for asking.	7/29/2020 11:13 AM
4	Our patrons are rural, and many don't have reliable internet access at home, so can't place holds and see what is new at the library. The pandemic has shown us how not being able to physically browse our shelves stops many people from being able to use our library.	7/28/2020 1:37 PM
5	It's been so wonderful to be communicating and cooperating with the other District libraries! It really offers a lot of support that I didn't feel I had, previously.	7/28/2020 1:01 PM





**Human Resource Services**  
for  
**Lincoln County Library District**  
*July 2020*

*Submitted by HR Answers, Inc.*  
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## Human Resource Services

*July 2020*

### SECTION 1 - INTRODUCTION TO HR ANSWERS, INC.

HR Answers, Inc. (HRA) is a regional consulting firm headquartered in Tigard, Oregon. It was founded in 1985 and is the largest independent human resources consulting firm in the Pacific Northwest. HRA cut W-2s for 46 employees in 2019. Our consulting staff includes both specialists and generalists who have more than a combined 150 years of combined experience and a wealth of practical, tested solutions to offer our clients. In addition, through our temporary staffing division, we have a flexible staff consisting of an additional 30 HR professionals.

We believe that our proposal will demonstrate our unique qualifications and the background and experience we would bring to any work for Lincoln County Library District, including:

- We are a firm known and respected for both the quality of our work and the professional competence of our staff, thereby increasing the likelihood of favorable reception by employees to our interactions and recommendations.
- We are noted for the quality of our deliverables.
- We have built a large part of our business providing high quality human resource services that reach a wide and varying audience and include such industries as healthcare, technology, finance, agriculture, retail, service, government agencies and not-for-profit organizations. Our HR Professionals are highly qualified consultants who bring many years of experience in both the public and private sectors, and expertise in all disciplines of human resources.
- The philosophical approach to all service engagements is to ensure the alignment of the tools/process/experience with the organization's strategic goals and professional needs.
- We place major emphasis on communicating and working closely with client project managers to achieve understanding, consensus, and ownership of the project results.
- HR Answers is an Equal Opportunity Employer registered as a Woman-owned Business Enterprise (WBE) in the state of Oregon, and is committed to bringing about diversity in the workplace.

## **SECTION 2 - PROJECT APPROACH/METHODOLOGY**

A general statement about our organization's approach may offer a frame of reference for the proposed project steps. HR Answers strongly believes that the successful execution of service delivery is a collaborative effort between the client and the consultant. No work should occur in isolation. Employee and organization commitment are enhanced by active participation of all involved parties. We strongly subscribe to the following principles:

- Every client is entitled to services and products that meet their particular needs. All services are developed to meet client specific objectives.
- Clients can expect access to consultants for information when they need it. Every effort will be made to provide a quick response to all questions and requests for service.
- The consulting team will continuously monitor the programs to make sure the original project objectives are met. The consultant and the client will determine evaluative criteria of each project so the success and end result of the project can be measured against the objectives.
- The organizations we serve are encouraged to participate in the project whenever possible and provide feedback throughout the project. In order to facilitate this, we will provide time at the beginning of the project for client input on design, and throughout to ensure the content and delivery continues to meet your needs.
- Each client can expect high quality project management and organization. Our project management process includes the development of a specific work plan and schedule, follow-up checkpoints to make sure the project stays on schedule and tasks are completed on-time, and weekly status updates with the client through e-mail, telephone and one-on-one conversations.
- When the project is done or the service contract is completed each client, should feel that they got more service then they requested and/or paid for. It is not enough that a client feels they got a "good value;" we want them to feel they got the "best value" possible.

We truly believe that each client is unique, with individual needs and desires. We offer a variety of different approaches and styles to accommodate differences in organization structure, culture, work environment, and goals. We recognize a key component of the success of any project is that the objectives align clearly with the goals and objectives of the organization.

## **SECTION 3 – HR SERVICES OBJECTIVES**

Human Resource Services  
Lincoln County Library District

Based on our discussion, it is our understanding that Lincoln County Library District is interested in a Human Resources Audit/Assessment, with the potential for assistance in the implementation of human resources compliance and best practice thereafter.

Description	Hours	@ \$180/hr
<ul style="list-style-type: none"> <li>Provide the District with our audit checklist and instructions for completion. The objective is to allow the client to assemble and forward all documents that can leave the facility legally. This will enable HRA to begin the audit process prior to the on-site visit.</li> </ul>		
<ul style="list-style-type: none"> <li>Off-Site analysis of documents returned to HRA</li> </ul>	8	\$1440
<ul style="list-style-type: none"> <li>On-Site visit – The assessment will continue with a visit to Lincoln County Library District’s corporate location to gather data, and review files and documents.</li> </ul>	5	\$900
<ul style="list-style-type: none"> <li>Analysis of information gathered</li> </ul>	10	\$1800
<ul style="list-style-type: none"> <li>Draft report</li> </ul>	5	\$900
<ul style="list-style-type: none"> <li>Review with client</li> </ul>	3	\$540
<b>Total Cost</b>		<b>\$5,580</b>

Travel costs billed at current IRS mileage and \$90/hr travel time. Anticipate 1 trip.

As a result of the HR Audit final meeting with Lincoln County Library District senior staff, HR Answers will be happy to discuss and then propose options to assist Lincoln County Library District with implementation of the findings.

Options:

- Recruit a part-time HR Generalist to implement the findings (HRA can assist with recruitment).
- Engage in HRA’s HR Partnering program where one of our generalists comes on-site part-time to implement the findings and then training the Director on on-going maintenance.

#### **SECTION 4 - PROJECT STAFF**

**PAUL H. HUTTER , SPHR– SENIOR CONSULTANT; PROJECT MANAGER**

Paul is a Senior Consultant with over 30 years of management and organizational development experience in both the private and public sectors. Paul is certified as a Senior Professional in Human Resources (SPHR) through the Human Resources Certification institute. Paul specializes in management development, has extensive knowledge and understanding of industry best practice in adult learning, organizational and management development and Human Resource



management for all sizes of organizations. In addition, Paul's skills include, Human Resource system management, project planning, training, staffing and recruitment, organizational design, labor contract negotiations, and corporate level strategic planning. Paul has extensive experience working with executive, management and staff in group settings and one-on-one meetings to explain and exchange information or facilitate discussions. Paul's expertise in this area has enabled him to provide this level of service to hundreds of clients. Paul has a passion for effective management and has a keen eye for alternative solutions within best practice and acceptable risk.

<b>SECTION 5 - SUMMARY</b>
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HR Answers is eminently qualified to carry out the work required to bring this project to a successful and acceptable conclusion. Our many years of delivering human resource services and our work with other private sector organizations provides us with insight that other firms may not possess. We are confident in the skills we have developed to conduct this work in a highly professional and successful manner.

Because of the size of our firm, we can assure you that all work will be completed as scheduled and/or agreed. We are able to back up our assigned consultants with other staff members should it be necessary.

It would be our pleasure to conduct this work for you, and we truly hope to have the opportunity to do so.

Respectfully,

Paul H. Hutter

Paul H. Hutter, SPHR  
Senior Consultant

Accepted:

Lincoln County Library District

\_\_\_\_\_  
Signature

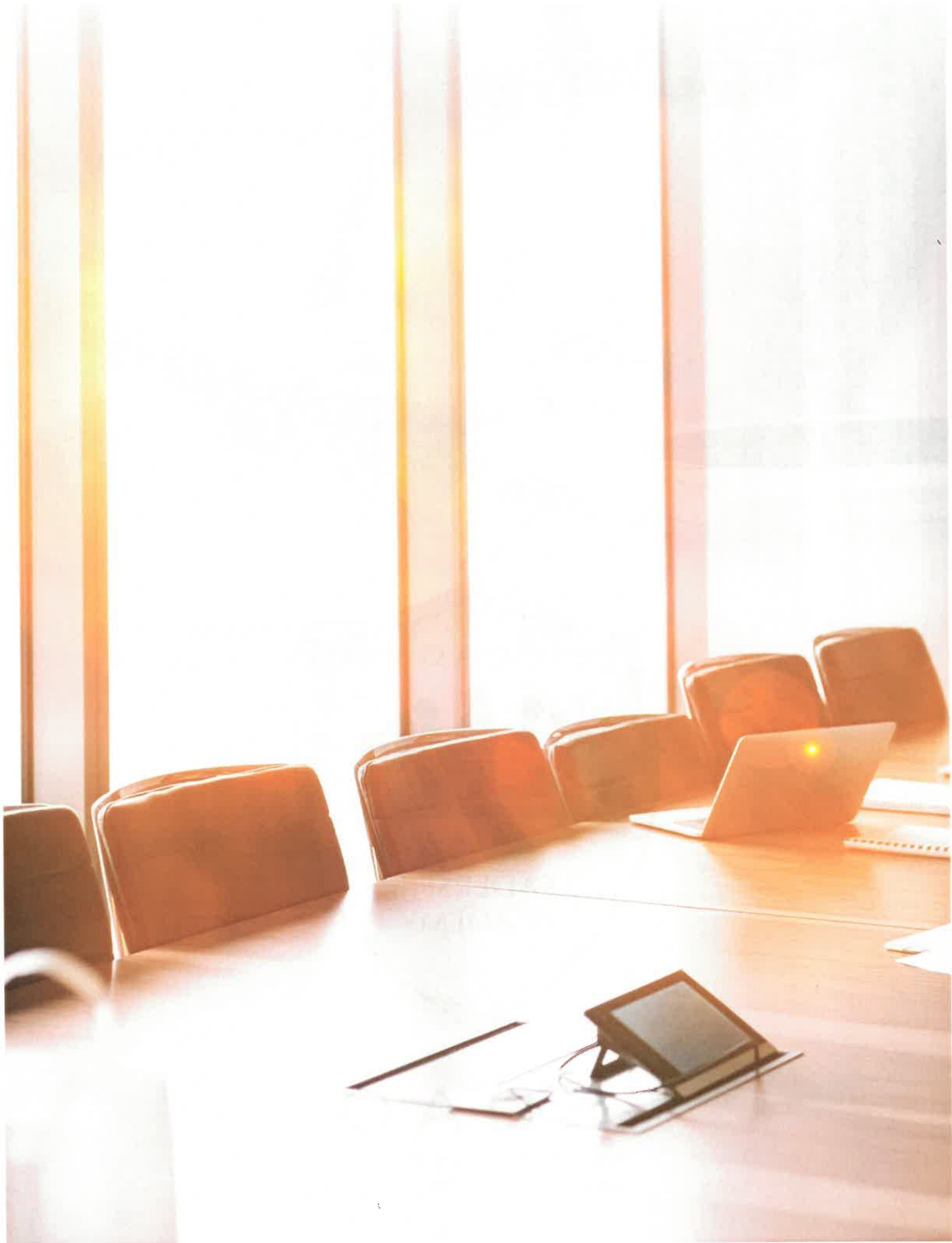
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SDAO

SPECIAL DISTRICTS  
ASSOCIATION OF OREGON





Special Districts Association of Oregon recognizes that being appointed or elected to a special district board comes with great responsibility. Staying educated on the rules and regulations that govern special districts is extremely important.

The SDAO Board Leadership Academy has been designed to ensure that Oregon's special district board members have all the tools necessary to provide superior leadership and governance to their communities. Our program offers current, in-depth training and education opportunities in several areas including board member basics, statutory obligations, risk management, and human resources.

Participants can individualize their course of study to fit their unique needs with three different certificate tracks. Bronze, silver, and gold certificates are available to those that finish the corresponding module requirements.

# PROGRAM BENEFITS

Special district board members who participate in this program will:

- Better understand the roles and responsibilities of being a board member for a special district
- Learn the regulations and risks facing special districts
- Develop board leadership skills
- Gain a broad understanding of special district governance

# ELIGIBILITY & ENROLLMENT

To participate in the program, participants must be a current board member, director or commissioner of an Oregon special district. The district must be a member of Special Districts Association of Oregon. Eligible individuals will need to complete an enrollment form and submit it to SDAO Member Services ([memberservices@sdao.com](mailto:memberservices@sdao.com)) to enroll. There is no charge to enroll and no obligation to finish. The only cost for the program is the cost to attend trainings.

# PROGRAM CURRICULUM

A curriculum of study has been developed for each module and each training will be available through courses provided by SDAO and approved affiliate organizations. In-person trainings will be held at regional trainings and conferences. Online options will also be made available. Credit-eligible courses will be specifically marked with the SDAO Board Leadership Academy logo within the course description and on any course marketing materials.





# MODULES

Below are the program modules and required trainings for each. All trainings must be completed in order to receive credit for the module. Trainings must be provided by SDAO or an approved affiliate organization.

## **Module 1: Board Member Basics**

*Participants will need to complete modules 1 and 2 to receive a bronze-level certificate.*

- Powers and Protections
- Roles and Responsibilities
- Representing the Board
- Ordinances and Resolutions
- Ethics
- Public Meetings

## **Module 2: Statutory Responsibilities**

*Participants will need to complete modules 1 and 2 to receive a bronze-level certificate.*

- Public Records
- Public Contracting
- Local Budgeting and Finance

## **Module 3: Risk Management**

*Participants will need to complete modules 1-3 to receive a silver-level certificate.*

- Analyzing Exposure to Risk
- Contingency Plans: Disaster Preparedness & Succession Planning
- ADA Compliance
- General Risk Management

## **Module 4: Human Resources**

*Participants will need to complete modules 1-4 to receive a gold-level certificate.*

- Evaluating your Executive Director / General Manager
- Harassment and Discrimination
- Wrongful Termination
- Cultural Diversity

Participants can receive a bronze, silver, or gold certificate after completing certain modules. All trainings within a module must be completed to receive credit for that module.

## *Bronze Certificate*

Participants will need to complete modules 1 and 2 to receive a bronze-level certificate.

## *Silver Certificate*

Participants will need to complete bronze-level requirements and module 3 to receive a silver-level certificate.

## *Gold Certificate*

Participants will need to complete silver-level requirements and module 4 to receive a gold-level certificate.

Participants will have three years to complete the requirements for the bronze certificate. There is no time requirement to achieve silver and gold levels; however, the bronze-level certificate must be earned within three years from the date of enrollment before silver and gold can be awarded.





# TRACKING AND COMPLETION

Participants will track their progress by using the self-tracking worksheet. Certificates will be provided to attendees at each training to facilitate tracking progress. When all trainings have been completed, individuals can apply for program certificate(s) by submitting their tracking worksheet and training certificates to [memberservices@sdao.com](mailto:memberservices@sdao.com).

*In order to receive credit for the trainings, participants must:*

- 1.) Complete the self-tracking worksheet
- 2.) Attach copies of certificates of completion for any applicable trainings
- 3.) Submit all documents to [memberservices@sdao.com](mailto:memberservices@sdao.com) or by mail to PO Box 12613 Salem, OR 97309. If materials are sent by mail, we highly encourage you to make copies for your records

# RECOGNITION

Participants who successfully complete the program will receive a certificate of completion, recognition at the SDAO Annual Conference, and a spotlight on SDAO's social media and newsletter.

# QUESTIONS

If you have any questions, please contact SDAO Member Services at 800-285-5461 or email us at [memberservices@sdao.com](mailto:memberservices@sdao.com).





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SPECIAL DISTRICTS  
ASSOCIATION OF OREGON

