



**Lincoln County Library District Board
Work Session & Regular Meeting
Wednesday September 22, 2021
132 NE 15th and online
Newport, OR 9765**

Join Zoom Meeting

<https://us02web.zoom.us/j/83446012863?pwd=Vi84dGJJSEtxVzE4WnBXbnpENXkzQT09>

Meeting ID: 834 4601 2863

Passcode: 097448

By Phone: 1 253 215 8782 US

Board Work Session #1 Funding Model Review		Agenda & Information Packet Attached
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 10, 2021	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Pandemic update	Director	Discussion
Funding Model Review Next Steps	Director	Decision

New Business		
Resolution-2021-9.1 Transferring Funding from Contingency to Professional Services	Director	Approval
Good of the Order		Information
Next District Board Meeting October 12, 2021, noon LCLD Administrative Office		Information
Adjourn	President	Motion



Minutes

**Lincoln County Library District
Board Meeting
August 10, 2021
132 NE 15th Newport, OR and Zoom
12:00 p.m.**

ATTENDANCE—BOARD

**Brian Fodness- Absent
Chris Boyle
Virginia Tardaewether
Carla Clark**

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Board member Virginia Tardaewether called the Regular Board Meeting to order at 12:05 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Quorum was established.

APPROVAL OF AGENDA

Approved.

APPROVAL OF MEETING MINUTES

Chris moved and Carla seconded to approve Regular Board minutes of July 13, 2021. Passed unanimously.

BOARD MEMBER REPORTS

Carla mentioned her unavailability for the September 14, 2021. Discussion was moved to end of agenda.

DIRECTOR'S REPORT

LCLD staff compiled 335 preschool STEM kits for distribution to the libraries. The materials, including a guide in English and Spanish, were supplied by the Oregon Coast STEM Hub.

Summer Reading Program is winding down.

Shortly after the last meeting, Board member Marta West resigned from the Board effective immediately. This Board will need to appoint a replacement from District 1.

August 3, 2021 paycheck reflected the 3% salary increase for all staff that was approved in the current budget.

Work on the Plenary Committee of the REFORMA National Conference Committee is moving along. The Conference will be held virtually in early November 2021.

Working with Suzy Beck, bookkeeper, to set up the 2021-2023 budget accounting. Suzy will be discontinuing her work with us after the audit prep is completed. MaryKay will work at locating a new bookkeeper.

MaryKay participated in a panel discussion about advocacy for the OLA Leadership Institute on July 31, 2021.

First meeting with our consultant on LSTA grant funded feasibility study was held on August 4, 2021.

LCLD was approached by the Oregon Coast Arts Bus Project and passed the information along to our partner libraries for setting up appointments for visits by the bus to their libraries. Virginia asked about ages for participation which MaryKay didn't have the answer to.

MaryKay will be on vacation from August 16-20, 2021.

We are working with City of Siletz on outdoor moving showings on August 20th and August 28th using the Siletz Library's movie license.

Carla talked about the Siletz Valley Friends of the Library fundraising activities for the next two months which will include a raffle for a variety of baskets and bake sale during the city wide garage sale.

FINANCIAL REPORT

This is the first report for the 2021-2023 biennial budget. MaryKay is working with Suzy and Summer to prepare for audit. Virginia moved and Carla seconded that the financial report be accepted. Vote to accept was unanimous.

OLD BUSINESS

Proposal to Hire Consultants for Reimbursement Formula Creation

MaryKay has been discussing this issue with Erin McCusker, director of the Umatilla County Special Library District. They have just completed this process. MaryKay would like to work with a team that includes facilitator, Ruth Metz; finance person, Summer Sears; process, Erin McCusker. The process will include:

1. Meeting with consulting team
2. Facilitated meeting with Board to discuss public input, values to guide process, what is the outcome desired. We would like to do that in September.
3. Scenario creations
4. Board provided with scenarios and adopt
5. Share with cities
6. Finalize the IGA for signature by July 30, 2021

Virginia asked if our strategic plan could be used as a basis for values, MK responded yes. MaryKay will provide materials to use as a basis for the initial Board discussion prior to the meeting.

Chris asked about budget. MaryKay responded that she is estimating \$30,000 and will have more detail after meeting with the team.

Chris moved to hire consultants for funding formula and IGA creation, Virginia seconded. Passed unanimously.

Election of Board Offices 2021-2022

Brian offered to continue as president. MaryKay suggested that Chris be treasurer since he can sign checks and lives close by so we have two Board members able to sign checks. Virginia moved and Carla seconded electing Brian Fodness as President and Chris Boyle as Treasurer. Passed unanimously.

NEW BUSINESS

Resolution 2021-8.1 Thanking Marta West for Her Service to the LCLD Board

Chris moved and Virginia seconded adopting the resolution. Passed unanimously.

Resolution 2021-8.2 Authorizing Participation in the Oregon Local Government Investment Pool

Chris moved and Virginia seconded adopting the resolution. Passed unanimously.

Board Member Replacement

Marta West has resigned her position on the LCLD Board. “When a vacancy becomes available on a district board between elections, the vacancy shall be filled by appointment of the remaining board members. If a majority of the Board is vacant or if a majority cannot agree, the county court shall fill the position. The person appointed to fill a vacancy by the board or the county court will serve until June 30th following the next regular district election at which the governing body members are elected (May in odd numbered years.) The successor elected at the next regular election shall serve for the unexpired term”

Board Bylaws Update

MaryKay put a copy of the bylaws with some comments and highlights in the Board packet for discussion. Article I we need to be sure our purpose is what is outlined in our establishment documents. Article II: Section 2 MaryKay suggested that the officers be President and Vice-President (or President-Elect) rather than having a treasurer. Article II: Section 5 Recall is the only legal option for removing members in Board bylaws. Article III: Section 8 Having treasurer position replaced by vice-president or president-elect. Article IV: Section 2 Do we need to adopt the annual report, there was discussion of what we should include there. MaryKay will make changes discussed and bring a draft to the next meeting for a vote. Virginia asked about having only one board member with signatory authority and MaryKay clarified that both officers have that authority.

GOOD OF THE ORDER

NEXT DISTRICT BOARD MEETING

We will wait to schedule the September meeting until we find out when our facilitator is available to work with the Board. Everyone is available the week of September 20– September 24, 2021 so we will aim for that.

ADJOURNMENT

Meeting adjourned at 1:00 p.m.



Library Director's Report September 2021

General Updates

Siletz Public Library staff are working on the public access computer grant project that was funded by the Oregon Cascades West Council of Governments for \$7594.00. Computers have been ordered and will be installed upon arrival.

There was a little over \$500 remaining in the Ready to Read grant from the State Library of Oregon and so, with permission from the State Library, we purchased art materials for libraries to distribute to children at the end of the Summer Reading Program.



The 2020-2021 Audit is in progress with Isler CPA. We are doing the work remotely at this point and don't know if the auditors will need to make a site visit.

The application for the Local Government Investment Pool was submitted and we have been accepted. A representative is working with the director to set up the account.

Successes

On September 9, 2021 I gave a presentation to Rotary of Newport about the Lincoln County Library District strategic plan.

The application for the 2021-2022 Ready to Read Grant was submitted to the State Library by the deadline of August 31, 2021. We requested funding for summer reading 2022.

Upcoming

I will be on vacation September 15-21 and September 27 -October 1.

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

August 21 and FYTD 21/22

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
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				\$ 26,000.00
4060 Previously Levied Taxes	\$ 3,733.86	\$ 8,484.06	\$ 8,484.06	\$ 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	\$ 7,594.00	\$ 7,794.00	\$ 7,794.00	\$ 5,000.00
4090 State Forestry	\$ 7,034.66	\$ 7,034.66	\$ 7,034.66	\$ 30,000.00
4104 Property Tax Revenue 20/21	\$ 3,713.78	\$ 9,328.61	\$ 9,328.61	
4105 Property Tax Revenue 21/22				\$ 1,407,691.50
4106 Property Tax Revenue 22/23				\$ 1,407,691.50
4800 Interest Income	\$ 13.54	\$ 29.40	\$ 29.40	\$ 2,000.00
4900 Miscellaneous Income		\$ 10,915.00	\$ 10,915.00	\$ 10,000.00
Total 4000 Revenues	\$ 22,089.84	\$ 43,585.73	\$ 43,585.73	\$ 3,048,483.00
Services				
Available Cash On Hand				\$ 400,000.00
Total Revenues	\$ 22,089.84	\$ 43,585.73	\$ 43,585.73	\$ 3,448,483.00
Expenditures				
5000 Personnel Services				
5100 Salaries and Wages	\$ 24,116.67	\$ 47,163.85	\$ 47,163.85	\$ 610,640.00
5200 Payroll Taxes	\$ 2,092.22	\$ 4,161.29	\$ 4,161.29	\$ 60,000.00
5250 Payroll Fees	\$ 186.26	\$ 409.27	\$ 409.27	\$ 4,632.00
Total 5000 Personnel Services	\$ 26,395.15	\$ 51,734.41	\$ 51,734.41	\$ 675,272.00
5300 Employee Benefits				
5305 Health Benefits	\$ 1,445.10	\$ 1,445.10	\$ 1,445.10	\$ 36,684.00
5310 Retirement Benefits	\$ 989.92	\$ 1,979.84	\$ 1,979.84	\$ 23,736.00
Total 5300 Employee Benefits	\$ 2,435.02	\$ 3,424.94	\$ 3,424.94	\$ 60,420.00
6000 Materials and Services				

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
6010 Professional Services				
6011 Accounting Services	\$ 450.00	\$ 900.00	\$ 900.00	\$ 30,000.00
6012 Legal Services				\$ 2,000.00
6013 IT Services				\$ 3,000.00
6014 General Services				
6015 Misc. Services				\$ 30,000.00
Total 6010 Professional Services	\$ 450.00	\$ 900.00	\$ 900.00	\$ 65,000.00
6030 General Office Expenses				
6031 Office Supplies		\$ 68.05	\$ 68.05	\$ 5,000.00
6032 Office Equipment				\$ 5,000.00
6033 Online Expenses	\$ 66.00	\$ 272.00	\$ 272.00	\$ 7,000.00
6036 ByWater Solutions				\$ 44,000.00
6040 Copier Lease	\$ 224.00	\$ 448.00	\$ 448.00	\$ 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	\$ 33.14	\$ 33.14	\$ 33.14	\$ 5,000.00
6065 Professional Materials				\$ 3,000.00
6070 Public Relations	\$ 100.00	\$ 200.00	\$ 200.00	\$ 5,000.00
6075 Rent and Utilities				
6076 Electricity		\$ 52.88	\$ 52.88	\$ 4,000.00
6077 Maintenance and Supplies	\$ 4.58	\$ 72.08	\$ 72.08	\$ 4,000.00
6078 Gas				
6079 Rent		\$ 2,600.00	\$ 2,600.00	\$ 34,000.00
6080 Telephone and Internet	\$ 134.97	\$ 262.34	\$ 262.34	\$ 4,000.00
6081 LCLD Garbage		\$ 27.90	\$ 27.90	\$ 1,000.00
6082 LCLD Water		\$ 113.57	\$ 113.57	\$ 4,000.00
6100 Supplies				
6105 Vans				
6106 Fuel	\$ 255.47	\$ 483.19	\$ 483.19	\$ 6,000.00
6107 Maintenance				\$ 4,000.00
6108 Supplies		\$ 53.09	\$ 53.09	\$ 3,000.00
Total 6030 General Office Expenses	\$ 818.16	\$ 8,724.24	\$ 8,724.24	\$ 160,000.00
6300 Travel/Training/Membership				
6310 Membership Fees	\$ 150.00	\$ 150.00	\$ 150.00	\$ 10,000.00
6320 Registration/Training/Travel				
6321 Registration	\$ 150.00	\$ 225.00	\$ 225.00	\$ 10,000.00
6322 Travel/Meals/Housing		\$ 68.04	\$ 68.04	\$ 10,000.00
Total 6300 Travel/Training/Membership	\$ 300.00	\$ 443.04	\$ 443.04	\$ 30,000.00
6400 Operating Fees/Insurance				

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
6401 Misc. Fees				\$ 1,500.00
6410 Business Insurance				\$ 15,000.00
6420 Election Fees				\$ 5,000.00
6430 Legal Notices				\$ 3,500.00
Total Operating Fees/Insurance				\$ 25,000.00
6500 Reimbursement/Library Development				
6505 Contracted Library Services				\$ 1,970,768.00
6510 Cataloging/Interlibrary Loan/Reference				
6511 OCLC	\$ 4,882.34	\$ 9,742.04	\$ 9,742.04	\$ 150,000.00
Total 6510 Cataloging/Interlibrary Loan/Reference	\$ 4,882.34	\$ 9,742.04	\$ 9,742.04	\$ 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 6521 Support Local Libraries				\$ 19,000.00
6525 Online Databases				
6526 Library2Go (Overdrive)		\$ 4,997.77	\$ 4,997.77	\$ 9,000.00
6527 Mango Languages				\$ 400.00
6528 ProQuest (Heritage Quest)				\$ 4,000.00
6529 Misc. Databases				
Total 6525 Online Databases	\$ -	\$ 4,997.77	\$ 4,997.77	\$ 13,400.00
6550 Siletz				
6551 Materials, Supplies and Services	\$ 4,847.59	\$ 4,847.59	\$ 4,847.59	\$ 2,000.00
6554 Siletz Electricity	\$ 194.43	\$ 362.82	\$ 362.82	\$ 4,000.00
6555 Siletz Collection Development	\$ 640.72	\$ 967.58	\$ 967.58	\$ 8,000.00
6556 Siletz Water/Sewer	\$ 96.00	\$ 192.00	\$ 192.00	\$ 2,400.00
6557 Siletz Copier Lease	\$ 40.00	\$ 80.00	\$ 80.00	\$ 3,000.00
6558 Siletz Internet and Phone	\$ 162.78	\$ 325.93	\$ 325.93	\$ 3,000.00
6559 Siletz Gas	\$ 15.99	\$ 43.93	\$ 43.93	\$ 2,000.00
6560 Siletz Alarm	\$ 370.00	\$ 370.00	\$ 370.00	\$ 700.00
6561 Siletz Programming		\$ 18.99	\$ 18.99	\$ 1,820.00
6562 Siletz Repair & Maintenance	\$ 958.93	\$ 1,033.93	\$ 1,033.93	\$ 4,000.00
6563 Siletz Useful				
Total 6550 Siletz	\$ 7,326.44	\$ 8,242.77	\$ 8,242.77	\$ 30,920.00
Total 6520 Library Development	\$ 7,326.44	\$ 13,240.54	\$ 13,240.54	\$ 194,320.00
6600 Library Reimbursement				
Lincoln City				
Newport				
Toledo				
Waldport				

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
Total Library Reimbursement				
6700 Bank Charges & Fees	\$ 25.95	\$ 55.25	\$ 55.25	
Total 6000 Materials and Services	\$ 13,802.89	\$ 33,105.11	\$ 33,105.11	
Uncategorized Expense				
7000 Capital Outlay				
7010 Office Furniture and Equipment				
7011 Van Replacement				\$ 10,000.00
7020 Van				
Total 7000 Capital Outlay				\$ 166,157.00
Operating Contingency				\$ 106,546.00
Unappropriated Ending Balance				\$ 3,463,483.00
Total Expenditures	\$ 42,633.06	\$ 88,264.46	\$ 88,264.46	\$ 3,463,483.00

RESOLUTION No. 2021-9.1

TRANSFERRING FUNDING FROM CONTINGENCY TO PROFESSIONAL SERVICES IN THE 2021-2023 BUDGET

WHEREAS, the 2021-2023 biennial budget was adopted in June 2021 by the Lincoln County Library District Board; and,

WHEREAS, at their August 2021 regular meeting the LCLD Board approved engaging consultants to assist with updating the funding model and intergovernmental agreement between LCLD and the cities in the county; and,

WHEREAS, the Director signed a memorandum of understanding with Ruth Metz Associates for a District Revenue Model Review beginning in September 2021 and an engagement letter with Summer Sears CPA for accounting consulting;

NOW THEREFORE, BE IT RESOLVED, that the LCLD Board approves transferring \$16,000 from Contingency to Professional Services in the 2021-2023 biennial budget for professional services from Ruth Metz Associates and Summer Sears CPA.

The above resolution statements were approved and declared adopted on this 22nd day of September, 2021.

Brian Fodness, President, LCLD Board

MaryKay Dahlgreen, LCLD Director

