



Lincoln County Library District Board
Regular Meeting
Tuesday July 13, 2021
12:00 p.m.
132 NE 15th
Newport, OR 9765

Agenda		
Call Regular Meeting to Order		President
Approval of the Agenda		President
Topic	Lead	Purpose Outcome
Minutes Board Meeting June 8, 2021	President	Approval
Oath of Office		
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Progress on Strategic Plan	Director	Discussion
Proposal to Hire Consultant for Reimbursement Formula Creation	Director	Approval
New Business		
Election of Board Officers 2021-2022	President	Approval
Resolution 2021-7.1 to Add Juneteenth to LCLD Holiday Calendar	Director	Approval
Resolution 2021-7.2 to Thank Emily Portwood	Director	Approval

for Service on LCLD Board		
Resolution 2021-7.3 to Recognize Contributions of Wayne Belmont to LCLD Upon His Retirement	Director	Approval
Resolution 2021-7-4 to Accept Grant from Cascade West Economic Development District for Siletz Public Library Public Access Computer System	Director	Approval
Siletz Public Library Meeting Room Policy & Guidelines	Director	Approval
Good of the Order		Information
Next District Board Meeting August 10, 2021, noon LCLD Administrative Office		Information
Adjourn	President	Motion



**Minutes
Lincoln County Library District
Board Meeting
June 8, 2021
132 NE 15th Newport, OR
12:00 p.m.**

ATTENDANCE—BOARD
Brian Fodness- President
Marta West
Chris Boyle
Virginia Tardaewether
Emily Portwood - Absent

ATTENDANCE—STAFF
MaryKay Dahlgreen, District Director

ATTENDANCE – GUESTS
Carla Clark – Board Member Elect

CALL TO ORDER
Board President Brian Fodness called the Budget Hearing to order at 12:05 p.m.

CALL THE ROLL AND ESTABLISH QUORUM
Quorum was established.

QUESTIONS AND PUBLIC COMMENT
There were no public present.

BUDGET HEARING CLOSED AT 12:06

REGULAR MEETING CALLED TO ORDER

APPROVAL OF AGENDA

Approved.

APPROVAL OF MEETING MINUTES

Marta moved and Virginia seconded approval of the Budget Committee & Regular Board minutes of April 13, 2021. Passed unanimously.

BOARD MEMBER REPORTS

Marta shared a compliment from a District patron who appreciated the pick up service made available by the Driftwood Library during the pandemic closures. Both Marta and Virginia appreciated the work of librarians in recommending titles to read.

DIRECTOR'S REPORT

The Siletz Public Library is now open Monday through Saturday. MaryKay noted that the District will be paying for all the virtual programs being offered during the Summer Reading Program using the District's Ready to Read Grant funds. The programs and their formats were reported.

We had a successful Lincoln County Reads program with Madeline Miller. We had 60 attending live with 92 visits to the recording that was posted for two weeks.

The van has been registered and titled. Logos were put on the van and the front window of the office.

Our LSTA (Library Services and Technology Act) Grant proposal was accepted by the State Library. It begins July 1, 2021.

I continue to do a monthly storytime for the Shangri La LEAP program and we have hired someone to clean the Siletz Library and the LCLD office every other week.

FINANCIAL REPORT

We are on track with the 2020-2021 budget. Chris moved and Marta seconded that the financial report be accepted. Vote to accept was unanimous.

OLD BUSINESS

Review Progress on Reimbursements/IGA Project

There was a review of the current process of reimbursements to libraries and the contracts between LCLD and the city governments which led to a discussion of the best approach for updating the process, developing a system for assigning population served and updating the IGA. MaryKay suggested hiring a consultant to create an updated process. The Board asked that the scope of work be inclusive of all the activities necessary and that the consultant who is hired provides options for the Board to make a decision from. Brian moved to authorize

MaryKay to identify a process for proceeding with a consultant to develop a updated process for library reimbursement and IGA creation. Virginia seconded. Approved unanimously.

NEW BUSINESS

Resolution No. 2021-6.1 for

-Adopting the 2021-2023 Biennial Budget:

Marta moved, and Virginia seconded adopting the 2021-2023 Budget, approved unanimously.

-Making Appropriations:

Chris moved, and Marta seconded adopting the Resolution Making Appropriations, approved unanimously.

-Imposing the Tax and Categorizing the Tax Per ORS 294.456:

Marta moved, and Chris seconded adopting the Resolution Imposing and Categorizing the Tax, approved unanimously.

Resolution No. 2021-6.2 to Surplus Van for Disposal

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

Resolution No. 2021-6.3 Designating a Registered Office and Registered Agent

Virginia moved and Marta seconded adopting the resolution. Approved unanimously.

Board Calendar 2021-2022

It was agreed to continue to meet on the second Tuesday of the month at noon. Chris moved, and Marta seconded adopting the calendar. Approved unanimously.

GOOD OF THE ORDER

NEXT DISTRICT BOARD MEETING

Tuesday July 13, 2021 at the District Office, 132 NE 15th, Newport at noon.

ADJOURNMENT

Meeting adjourned at 1:16 p.m.



Library Director's Report June 2021

General Updates

All the partner libraries are open to the public again, hours differ at each location. The summer reading program is progressing nicely and while the registrations are down at most locations they are still getting good participation.

We will be working with the Oregon Coast Stem Hub to distribute STEM kits again this summer and fall. We will also be talking with them about creating backpacks with books and activities that the libraries can circulate.

Board member, Carla Clark, applied for a grant, on behalf of LCLD, from the Cascade West Economic Development District to update the public access computer system at the Siletz Public Library. That project was funded for \$7,593.99 and will begin August 1, 2021.

Successes

We reviewed the fueling information we receive from the Lincoln County Public Works Department (we get our van gasoline from them) and found that while the old van was getting 17-19 mpg the new van is getting 28-29 mpg.

I participated in a panel for the OLA Public Library Division about working with Boards on June 18, 2021 via Zoom. I also attended the Dolly Parton Imagination Library Annual Homecoming via Zoom on June 15th and 16th.

The Siletz Valley Friends of the Library held their annual meeting on Thursday June 17th at the Siletz Public Library, it was their first in-person meeting in over a year.

Kind Words

We heard from a member of the **Oregon Coast Youth Book Preview Center** about how attending the meetings and creating book reviews had helped her as she is going back to college for her bachelor's degree. Here is a bit of her note to Jane and I:

Jane and Mary Kay,

Thank you both for the time you invest in guiding us as we write book reviews. When I first started with the group about 3 years ago, I had never written a book review. My first year was quite a learning curve and a bit rocky learning how to write a meaningful review. Through the years, the reviews have improved as I listen to others comments, hear others reviews and learn from the group. As I started college in the spring, I was curious how my writing class would go. I was quite pleased with the comments from my writing and psychology instructors.

I owe a lot of the success to the group and the help you all have contributed towards helping me become a strong writer.

Harris

And these additional comments:

If you need more info for the board, you may let them know that in the school year 2019-2020, over 200 reviewed books were donated to Crestview Heights Elementary Library and for the 2020-2021, over 250 reviewed books were donated (I donate the books after I review them). This resulted in the library having new culturally diverse books and other books that engage students and staff. I was told by the Superintendent that our school has the most diverse (and up to date) library in the school district. All the credit goes to the books that I reviewed from the center and donated. Without the center, our library would still be outdated and one-note. Thank you again for the opportunity to review books and then pass them along to youth who benefit from them. In addition to the 250+ books that were donated to the library, I put about 30-40 books on tables and allowed teachers to take 2 each for their classrooms. The looks on their faces and the comments they made while choosing books were priceless. Many of them exclaimed "I was looking for a book just like this!" I was able to do this twice this year. I think the staff was a bit surprised because they were brand new 2020-2021 books that they were able to choose from. In addition to that, the LGBTQIA+ youth books that I reviewed were donated to the Bravery Center. I was hoping to donate them to the NHS GSA Club, but due to Covid-19, clubs did not happen. If the club starts back up next year,

I will donate the LGBTQIA+ books to them in addition to the Bravery Center. Thank you again!

A huge shout-out to Jane for working with publishers to make sure we receive free review books, for shepherding the review group, and for maintaining the website: <https://firstthursdaybookreviews.wordpress.com/>

Wayne Belmont

Wayne has been Lincoln County Counsel for 35 years and is retiring this summer. He sent the following e-mail:

I'm retiring after 35 years with the County on July 9th. Kristin Yuille will be taking my place and she and Janet Harrison will be your contacts in the future. I will still be around doing some contract work for the County, so will be able to assist with transition.

The Library District holds a soft spot in my career activities because it filled such a vital need in the community. I remember fondly (at least in hindsight) the extensive work to form the district in 1988 (see attached), elect the first board (see attached) and submit initial money measures to the voters (and later local option taxes renewed every five years since) to fund its activities, initial and later contracts with the City libraries, figuring out District space (the final frontier), and of course our arrangement with the Law Library. All of these are actions I worked on with the Board of Commissioners, the Initial Library Task Force, and then later Director(s) and Board of the District. They were labors of love.

Please convey to the Library District Board my deep appreciation for the work they have and continue to do for our community. I hope to participate at some level in the continued success of the District, even if initially it is only as a patron and devourer of good reads! Post pandemic, the full return of library services, including the welcoming embrace of the physical space which is a library, will signal the return to normalcy for me. Can't wait to actually step foot in a library again! My wife Sal and I will remain in the area; this is our home and your services are an important part of our lives. Libraries: Read and Grow !! (heard that someplace, and really liked it)

Wayne

Upcoming

I am planning to be on vacation from August 16-20, 2021

Lincoln County Library District

Statement of Revenues and Expenditures - Cash Basis

For June 2021 and FY 2021

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues			
4000 Revenues			
4020 Chinook Library Network	\$ 1,249.31	\$ 14,707.47	\$ 22,000.00
4030 Dolly Parton Imagination Library			
4050 Lincoln County Law Library		\$ 12,828.90	\$ 13,000.00
4060 Previously Levied Taxes	\$ 3,167.04	\$ 9,873.03	\$ 40,000.00
4070 Ready to Read Grant	\$ -	\$ 4,399.00	\$ 4,400.00
4080 Siletz			
4081 Siletz-Carry-over			
4082 Siletz-City of Siletz		\$ 1,000.00	\$ 1,000.00
4083 Siletz-Interest			\$ 25.00
4084 Siletz-Miscellaneous		\$ 482.48	\$ 500.00
4090 State Forestry		\$ 34,461.12	\$ 10,000.00
4100 Property Tax Revenue 16/17		\$ 4,553.90	
4101 Property Tax Revenue - 17/18		\$ 3,501.55	
4102 Property Tax Revenue 18/19		\$ 8,416.78	
4103 Property Tax Revenue - 19/20		\$ 27,388.74	
4104 Property Tax Revenue - 20/21	\$ 28,060.48	\$ 1,370,363.43	\$ 1,308,507.00
4800 Interest Income	\$ 20.76	\$ 453.44	\$ 1,000.00
4900 Miscellaneous Income	\$ 500.00	\$ 21,166.64	\$ 4,000.00
Total 4000 Revenues	\$ 32,997.59	\$ 1,513,596.48	\$ 1,404,432.00
Services			
Available Cash On Hand			\$ 199,991.00
Total Revenues	\$ 32,997.59	\$ 1,513,596.48	\$ 1,604,423.00
Expenditures			
5000 Personnel Services			
5100 Salaries and Wages	\$ 22,763.55	\$ 279,653.48	\$ 280,698.00
5200 Payroll Taxes	\$ 2,142.40	\$ 27,025.98	\$ 25,000.00
5250 Payroll Fees	\$ 183.72	\$ 2,406.60	\$ 1,937.00

	Current Period Actual	Year to Date Actual	Annual Budget
Total 5000 Personnel Services	\$ 25,089.67	\$ 309,086.06	
5300 Employee Benefits			
5305 Health Benefits	\$ 1,445.10	\$ 22,929.44	\$ 17,526.00
5310 Retirement Benefits	\$ 989.92	\$ 11,879.04	\$ 11,868.00
Total 5300 Employee Benefits	\$ 2,435.02	\$ 34,808.48	
6000 Materials and Services			
6010 Professional Services			
6011 Accounting Services	\$ 450.00	\$ 14,450.23	\$ 13,000.00
6012 Legal Services	-	\$ 2,050.00	\$ 1,000.00
6013 IT Services			\$ 1,000.00
6014 General Services		\$ 2,053.00	
6015 Misc. Services		\$ 1,574.53	
Total 6010 Professional Services	\$ 450.00	\$ 20,127.76	
6030 General Office Expenses	\$ 140.00	\$ 420.00	
6031 Office Supplies	\$ 57.54	\$ 1,093.52	
6032 Office Equipment		\$ 1,672.19	
6033 Online Expenses	\$ 165.99	\$ 1,643.11	
6036 ByWater Solutions	\$ 21,210.00	\$ 21,210.00	\$ 21,500.00
6040 Copier Lease	\$ 224.00	\$ 3,170.22	\$ 2,688.00
6050 Mileage			\$ 3,000.00
6055 Orbis Cascade Alliance Courier			
6056 OCAC - LCLD		\$ 4,537.50	\$ 6,050.00
6060 Postage		\$ 406.95	\$ 2,000.00
6065 Professional Materials			\$ 9,000.00
6070 Public Relations	\$ 100.00	\$ 1,785.21	\$ 10,000.00
6075 Rent and Utilities			
6076 Electricity		\$ 132.37	
6077 Maintenance and Supplies	\$ 142.50	\$ 142.50	\$ 1,500.00
6078 Gas			
6079 Rent	\$ 1,300.00	\$ 16,505.00	\$ 16,200.00
6080 Telephone and Internet	\$ 134.97	\$ 1,681.24	\$ 1,608.00
6081 LCLD Garbage		\$ 34.88	
6082 LCLD Water	\$ 56.28	\$ 174.27	
6100 Supplies		\$ 441.73	\$ 3,954.00
6105 Vans			
6106 Fuel	\$ 214.99	\$ 2,137.82	\$ 5,000.00

	Current Period Actual	Year to Date Actual	Annual Budget
6107 Maintenance		\$ 1,308.81	\$ 2,000.00
6108 Supplies		\$ 39.10	\$ 500.00
Total 6105 Vans	\$ 214.99		
Total 6030 General Office Expenses	\$ 23,746.27	\$ 58,536.42	
6300 Travel/Training/Membership			
6310 Membership Fees		\$ 1,299.20	\$ 2,000.00
6320 Registration/Training/Travel			
6321 Registration		\$ 991.00	\$ 6,500.00
6322 Travel/Meals/Housing	\$ 42.00	\$ 174.00	\$ 6,500.00
Total 6300 Travel/Training/Membership	\$ 42.00	\$ 2,464.20	
6400 Operating Fees/Insurance			
6401 Misc. Fees		\$ 349.00	
6410 Business Insurance		\$ 510.00	\$ 6,000.00
6420 Election Fees	\$ 1,891.00	\$ 1,891.00	\$ 9,000.00
6430 Legal Notices	-	\$ 839.16	\$ 1,600.00
Total Operating Fees/Insurance	\$ 1,891.00	\$ 3,589.16	
6500 Reimbursement/Library Development			
6505 Contracted Library Services			\$ 874,855.00
6510 Cataloging/Interlibrary Loan/Reference			
6511 OCLC	\$ 3,415.30	\$ 61,178.58	\$ 59,100.00
Total 6510 Cataloging/Interlibrary Loan/Reference	\$ 3,415.30	\$ 61,178.58	
6520 Library Development			
6521 Support Local Libraries		\$ 5,000.00	
6523 Special Projects (Dolly Parton Imag. Library)			
6524 Summer Reading Programs	\$ 2,400.00	\$ 3,850.00	\$ 4,400.00
Total 6521 Support Local Libraries		\$ 8,850.00	
6525 Online Databases			\$ 6,500.00
6526 Library2Go (Overdrive)		\$ 7,994.72	
6527 Mango Languages		\$ 200.00	
6528 ProQuest (Heritage Quest)		\$ 1,968.51	
6529 Misc. Databases		\$ 3,068.16	
Total 6525 Online Databases	\$ -	\$ 13,231.39	
6550 Siletz			
6551 Materials, Supplies and Services	\$ 50.71	\$ 1,116.78	\$ 1,000.00
6554 Siletz Electricity	\$ 160.08	\$ 1,857.74	\$ 2,200.00
6555 Siletz Collection Development	\$ 430.21	\$ 3,859.50	\$ 4,580.00

	Current Period Actual	Year to Date Actual	Annual Budget
6556 Siletz Water/Sewer	\$ 192.00	\$ 1,248.00	\$ 1,155.00
6557 Siletz Copier Lease	\$ 897.94	\$ 1,509.04	\$ 1,220.00
6558 Siletz Internet and Phone	\$ 162.79	\$ 1,930.75	\$ 1,750.00
6559 Siletz Gas	\$ 30.59	\$ 903.42	\$ 825.00
6560 Siletz Alarm	\$ 85.17	\$ 340.68	\$ 550.00
6561 Siletz Programming	\$ 88.60	\$ 1,399.35	\$ 1,000.00
6562 Siletz Repair & Maintenance	\$ 180.00	\$ 1,307.40	\$ 1,000.00
6563 Siletz Useful			\$ 4,720.00
Total 6550 Siletz	\$ 2,278.09	\$ 15,472.66	
Total 6520 Library Development	\$ 4,678.09	\$ 37,554.05	
6600 Library Reimbursement			
Lincoln City	\$ 20,077.00	\$ 240,925.00	
Newport	\$ 29,945.00	\$ 359,337.00	
Toledo	\$ 6,599.00	\$ 79,187.00	
Waldport	\$ 16,284.00	\$ 195,408.00	
Total Library Reimbursement	\$ 72,905.00	\$ 874,857.00	
6700 Bank Charges & Fees	\$ 28.95	\$ 204.40	
Total 6000 Materials and Services	\$ 107,156.61	\$ 1,058,511.57	
Uncategorized Expense			
7000 Capital Outlay			
7010 Office Furniture and Equipment			
7011 Van Replacement			\$ 60,000.00
7020 Van		\$ 25,955.50	
Total 7000 Capital Outlay			
Operating Contingency			\$ 82,745.00
Unappropriated Ending Balance		\$ 25,243.00	\$ 28,194.00
Total Expenditures	\$ 134,681.30	\$ 1,428,361.61	\$ 1,604,423.00

RESOLUTION No. 2021-7.1
RESOLUTION ADDING JUNETEENTH AS A HOLIDAY

WHEREAS, Juneteenth commemorates June 19, 1865, when an officer of the Union army announced the end of slavery in Galveston, Texas, in accordance with President Abraham Lincoln's 1863 Emancipation Proclamation.

WHEREAS, in June 2021 the United State Congress passed and United State President, Joseph R. Biden, signed legislation designating June 19th "Juneteenth" a national holiday to commemorate the end of slavery in the United States; and

WHEREAS, the Lincoln County Library District is committed to the work of equity, equality and justice as exemplified by the designation of Juneteenth as a national holiday; and

NOW, THEREFORE be it **RESOLVED**, that Lincoln County Library District will begin to observe Juneteenth as a holiday beginning in June of 2022.

Adopted by the Board of Directors of Lincoln County Library District this 13th day of July, 2021

AYES:

NAYS:

ABSENT:

ABSTAIN:

LCLD Board President

LCLD Director

RESOLUTION No. 2021-7.2

THANKING EMILY PORTWOOD FOR HER SERVICE ON THE BOARD OF THE LINCOLN COUNTY LIBRARY DISTRICT

WHEREAS, Emily Portwood was elected to serve on the Lincoln County Library District Board in May of 2017 and began her term in July 2021; and,

WHEREAS, Emily Portwood was an engaged and active member of the Board during her tenure; and,

WHEREAS the members of the Board of the Lincoln County Library District wish to thank Emily Portwood for her years of service and many contributions to the effective governance of the Lincoln County Library District; and,

NOW THEREFORE, BE IT RESOLVED, that the LCLD Board hereby expresses its gratitude to Emily Portwood for her service to the District, for the valuable participation provided, and for all that she has contributed to the Lincoln County Library District; and,

FURTHER RESOLVED, that the Board wishes Emily Portwood continued success in all his endeavors and expresses our hope for her continued happiness and prosperity; and,

FURTHER RESOLVED, that a copy of this resolution be presented to Emily Portwood as a token of our respect.

The above resolution statements were approved and declared adopted on this 13th day of July, 2021.

President, LCLD Board

MaryKay Dahlgreen, LCLD Director

RESOLUTION No. 2021-7.3

HONORING WAYNE BELMONT, RETIRING LINCOLN COUNTY COUNSEL

WHEREAS, Wayne Belmont has served as the Lincoln County Counsel since 1986; and,

WHEREAS, Wayne Belmont was instrumental in the formation of the Lincoln County Library District in 1988; and,

WHEREAS, Wayne Belmont has provided support and guidance to the Board and staff of the Lincoln County Library District since the formation of the District; and

WHEREAS the members of the Board of the Lincoln County Library District wish to thank Wayne Belmont for his support and many contributions to the health of the Lincoln County Library District; and,

NOW THEREFORE, BE IT RESOLVED, that the LCLD Board hereby expresses its gratitude to Wayne Belmont for his service to the District, for the valued counsel provided, and for all that he has contributed to the Lincoln County Library District; and,

FURTHER RESOLVED, that the Board wishes Wayne Belmont continued success in all his endeavors and expresses our hope for his continued health and happiness; and,

FURTHER RESOLVED, that a copy of this resolution be presented to Wayne Belmont as a token of our respect

The above resolution statements were approved and declared adopted on this 13th day of July, 2021.

President, LCLD Board

MaryKay Dahlgreen, LCLD Director

RESOLUTION No. 2021-7.4
RESOLUTION AUTHORIZING EXPENDITURE OF A GRANT FROM
THE CASCADE WEST ECONOMIC DEVELOPMENT DISTRICT FOR
PUBLIC ACCESS COMPUTERS FOR THE SILETZ PUBLIC LIBRARY

WHEREAS, Lincoln County Library District (LCLD) adopted its fiscal year 2021-2023 budget on June 8, 2021 and

WHEREAS, LCLD has received a \$7,593.99 grant from the Cascade West Economic Development District for public access computers for the Siletz Public Library,

WHEREAS, in accordance with ORS 294.338 (2), awarded grants that are not accounted for in the current fiscal year's budget may not be expended with Board authorization;

Now, therefore be it RESOLVED, that LCLD is authorized to receive \$7,593.99 to update public access computers at the Siletz Public Library.

Adopted by the Board of Directors of Lincoln County Library District this 13th day of July, 2021

AYES:

NAYS:

ABSENT:

ABSTAIN:

LCLD Board President

LCLD Director

Library Meeting Room/ Community Room Policy and Guidelines

The Siletz Public Library provides a facility for meetings on a wide variety of topics. The meeting/ community room is reserved in accordance with the following priorities:

1. Library and SVFOL sponsored or related programs
2. City of Siletz and Confederated Tribes of Siletz Indians sponsored meetings
3. Educational, civic, charitable, and cultural programs sponsored by local non-profit agencies or organizations located within the Siletz Public Library service area
4. Groups affiliated with a local government agency
5. Commercial and private use

Endorsement

The Siletz Public Library and the Lincoln County Library District endorses the American Library Association's statement on "Meeting Rooms:" Article VI of the *Library Bill of Rights* states that such facilities should be made available to the public served by the given library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Authorization for Facility and Meeting Room Use

- The LCLD Librarian is responsible for managing all library facilities, including the public meeting room. The District Librarian or a duly authorized designee, including the Siletz Library Manager, shall implement the policies outlined in this document.
- The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement by the City of Siletz, the Library, the Lincoln County Library District, or the Lincoln County Library District board of the policies or beliefs of that group or organization.
- The meeting room may be reserved 12 months in advance.
- No group may reserve the meeting room more than once a month.
- The Library reserves the right to deny future use of the meeting room to any group or organization that does not follow its meeting room policies.

Policies Guiding the Use of the Meeting Room

- The meeting room shall not be used for any purpose that would prevent, discourage, or interfere with the use of the Library for purposes of research, reading, and study.
- Users of the meeting may be asked to leave if use is deemed disruptive or in any way contrary to library policy.
- Library staff may enter and remain in the meeting room at any time during a scheduled meeting.
- Unless admission is charged or a meeting is limited to a group's membership, any person may attend a meeting so long as that person complies with Library policies.
- Activities for minors, age 17 and under, must be supervised by responsible adults.

- Permission to use the meeting room is not transferable by any individual or group whose application is approved.
- Smoking (including e-cigarettes) is not allowed in or around the Library.
- Alcoholic beverages and marijuana products are not allowed in or around the Library.
- The applicant shall hold the City of Siletz, the Lincoln County Library District, their employees, and agents harmless from any claim, loss, or liability arising out of or related to the applicant's use of the premises, or from any condition of the used premises, including any such claim, loss, or liability which may be caused by or contributed to in whole or in part by the City, Library District, their employees and agents. The applicant shall indemnify the City and Library District, (1) for any damage to the Library's property occurring during the use thereof, whether or not the applicant is responsible therefore and (2) for expenses and costs, including attorney's fees, incurred by the City or Library District or their employees and agents, in defending against any claims or demands for losses or liability arising from or related to the applicant's use of the premises.

Meeting Room User Responsibilities

- The sponsoring organization or individual is responsible for providing any refreshments served, for keeping food and drink within the designated meeting space, for cleaning up afterwards, and for returning the room to its original condition.
- Time for setting up the meeting and cleaning up afterwards should be included in the meeting time requested.
- It is the responsibility of the person signing as authorized representative of the group to remain on the premises throughout the period for which it is reserved, to ensure the safety and security of attendees and the library facility and to further ensure that attendees observe the policies governing the public use of library facilities and meeting room.
- The sponsoring organization or individual is responsible for enforcing any current public health guidelines (ie. social distancing, masking, etc.).
- Library facilities and meeting room users agree to pay for any and all damages to library property including, but not limited to walls, floors, grounds, and furniture while applicant is using property.
- Meetings scheduled during library hours need to end 10 minutes before the library closes.
- The room may be reserved for hours when the library is closed. A key with a pouch containing opening and closing instructions may be picked up during library hours. The key and pouch should be returned immediately after the end of the meeting room use in the book return.

Applying for the Use of the Meeting Room

- The library has preemptive rights to use the meeting room with a minimum of two weeks' notice to a previously scheduled group.
- An application for use of the meeting room is found at the end of these policies and guidelines.
- The room is scheduled on a first-come, first-served basis, up to twelve months in advance.
- A signed application must be received in the office of the Library Manager up to twelve months ahead and prior to the meeting time requested.
- Applicants must be individuals 18 years or older.
- Payment of any required fees must be made prior to the meeting.
- The use of chairs, tables, lectern, and audio-visual equipment may be reserved, subject to availability. An indication of these requirements must be made on the application form. NOTE: The persons using the room will be responsible for arranging these items, and then for stacking chairs prior to departure and for otherwise leaving the room as they found it.
- The Library Manager, or other designee of the District Librarian, will approve or disapprove the application, and a copy will be returned to the applicant with this information.

Fee Schedule

- Library, City of Siletz, Confederated Tribes of Siletz Indians and other local government-exempt
- Non-profit/ community organizations- \$5 per meeting
- Commercial or private- \$20 per hour
- A refundable deposit of \$25 is required for all non-profit/ community organizations, commercial, and private groups.
- Separate guidelines and fees are in development for OCCC, OSU, and similar educational institutions.

Small Meeting Room

Use of the small meeting room is subject to the open hours of the library.

- The room may be used by individuals and groups of any age at any time when the room is not in use. Individuals or groups charging a fee must use the large meeting room (see relevant sections about fees and usage).
- Individuals and groups of any age may reserve the room for use any time during the library's regular hours. No advance notification is needed. No application is needed.
- Reservations will be noted on the library's meeting room use calendar.
- No reservations will be taken for repeated use by an individual or group.

Meeting Rooms: An Interpretation of the Library Bill of Rights

Many libraries provide meeting rooms and other spaces designated for use by the public for meetings and other events as a service to their communities. Article VI of the *Library Bill of Rights* states, “Libraries which make ... meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Libraries maintaining meeting room facilities should develop and publish policy statements governing use. These policies can properly define time, place, or manner of use; such qualifications should not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors. These statements should be made available in any commonly used language within the community served.

If meeting rooms in libraries supported by public funds are made available to the general public for non-library sponsored events, the library may not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates. For example, if a library allows charities and sports clubs to discuss their activities in library meeting rooms, then the library should not exclude partisan political or religious groups from discussing their activities in the same facilities. If a library opens its meeting rooms to a wide variety of civic organizations, then the library may not deny access to a religious organization. Libraries may wish to post a permanent notice near the meeting room stating that the library does not advocate or endorse the viewpoints of meetings or meeting room users.

Written policies for meeting room use should be stated in inclusive rather than exclusive terms. For example, a policy that the library’s facilities are open “to organizations engaged in educational, cultural, intellectual, or charitable activities” is an inclusive statement of the limited uses to which the facilities may be put. This defined limitation would permit religious groups to use the facilities because they engage in intellectual activities, but would exclude most commercial uses of the facility.

A publicly supported library may limit use of its meeting rooms to strictly “library-related” activities, provided that the limitation is clearly circumscribed and is viewpoint-neutral.

Written policies may include limitations on frequency of use, and whether or not meetings held in library meeting rooms must be open to the public. If state and local laws permit private as well as public sessions of meetings in libraries, libraries may choose to offer both options. The same standard should be applicable to all.

If meetings are open to the public, libraries should include in their meeting room policy statement a section that addresses admission fees. If admission fees are permitted, libraries shall seek to make it possible that these fees do not limit access to individuals who may be unable to pay, but who wish to attend the meeting. Article V of the *Library Bill of Rights* states that “a person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” It is inconsistent with Article V to restrict indirectly access to library meeting rooms based on an individual’s or group’s ability to pay for that access.

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Siletz, OR 97380
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Email: siletz@siletzlibrary.org

MEETING ROOM APPLICATION

Organization requesting use: _____

Authorized representative: _____

Address: _____

Phone: _____ Email: _____

Type of function: _____

Estimated attendance: _____

Date requested: _____ Begin time: _____ End time: _____

Alternate date: _____ Begin time: _____ End time: _____

Admission fee: yes _____ no _____

FEE SCHEDULE (make checks payable to **Lincoln County Library District)**

Library sponsored or local government – exempt

Non-profit or community organizations (\$5 per meeting) _____

Commercial or private (\$20 per hour X _____ hours) _____

Total due: _____

Failure to comply with the Library's policies may jeopardize future use of the meeting room.

Applicant's signature _____ Date _____

The person signing on behalf of the applicant represents that such a person has the authority to do so and hereby binds the applicant to comply with all the provisions and requirements of the Siletz Public Library policy on use of the meeting room.

The following is to be filled in by designated Library staff:

Date application received: _____ Fee: _____ Received fee: _____

Received cleaning deposit: _____

Approved: yes _____ no _____ Comments: _____

Staff signature: _____ Date: _____