



**Lincoln County Library District Board**  
**Regular Meeting**  
**Tuesday January 11, 2022**  
**Online**  
**Noon**  
**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 December 14, 2021	President	Approval
<b>Reports</b>		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
<b>Old Business</b>		
Approved Funding Model Update	Director	Information
Strategic Plan Progress Report	Director	Information
<b>New Business</b>		
Potential Building Purchase	Director	Information
<b>Good of the Order</b>		
<b>Next District Board Meeting</b> February 8, 2022		Information
<b>Adjourn</b>	President	Motion





**Minutes**  
**Lincoln County Library District**  
**Board Meeting**  
**December 14, 2021**  
**132 NE 15<sup>th</sup> Newport, OR and Zoom**  
**12:00 p.m.**

**ATTENDANCE—BOARD**

Brian Fodness  
Chris Boyle  
Virginia Tardaewether  
Carla Clark

**ATTENDANCE—STAFF**

MaryKay Dahlgreen, District Director

**GUESTS**

Laura Kimberly, Director of the Newport Public Library  
Kirsten Brodbeck-Kenney, Director of the Driftwood Public Library

**CALL TO ORDER**

Board President Brian Fodness called the Regular Board Meeting to order at 11:45 a.m.

**CALL THE ROLL AND ESTABLISH QUORUM**

Quorum was established.

**APPROVAL OF AGENDA**

**PUBLIC COMMENT**

## APPROVAL OF MEETING MINUTES

Chris moved and Virginia seconded approval of the Regular Board minutes of November 9, 2021. Passed unanimously.

## BOARD MEMBER REPORTS

### DIRECTOR'S REPORT

First meeting for Lincoln County Reads 2022 was held.

Presented on the Newport Today radio program with Laura Kimberly from the Newport Library on November 18, 2021. We talked about activities in libraries and Laura's participation in *Libros for Oregon* at the Guadalajara Book Fair.

On November 29, 2021 MaryKay participated in a town hall meeting about the State Library of Oregon Five Year Plan for Library Services and Technology Act funds.

LCLD received a \$1000 general purpose grant from the Oregon Community Foundation

The 2021 Ready to Read Grant report was completed and submitted to the State Library of Oregon. LCLD used funds to pay for virtual summer reading program performances.

MaryKay spoke with David Ulbricht from SDAO about obtaining financing to purchase the building we are currently renting for office space. He will provide information after the first of the year and offered to come to the January 2022 Board meeting to speak to the Board.

Attended the Driftwood Library Board meeting on December 1, 2021. Information about LCLD services and the philosophy behind the new funding formula was provided to Board members.

On December 8, 2021 MaryKay had a conversation with and provided resources to Naomi Steenson from the Yachats Library Commission about their plan to hire a part time library director.

On December 9, 2021 Mary Markland, director of the Guin Library at the HMSC hosted a visit to the library and the Innovation Lab and the new Marine Science Building.

MaryKay will be out of the office for holidays and on vacation from December 23<sup>rd</sup> through December 31<sup>st</sup>.

### FINANCIAL REPORT

We have received the majority of our 2021-2022 property taxes, and they were deposited into our new Local Government Investment Pool account that was set up earlier in the year.

## OLD BUSINESS

### Funding Model

Chris moved and Carla seconded adopting the alternative funding model as presented during the work session just completed. Passed unanimously. Board members agreed that the process was very effective, and the model is what the Board was hoping for. The Board also agreed that the model is fair and equitable. The Board also discussed the importance of providing solid and comprehensive information about the process and model to our members and partners. Thanks were given to our consultants, Ruth Metz and Erin McCusker, as well as to our partner and member library directors who were involved in the process.

## NEW BUSINESS

### SDAO Conference Planning

MaryKay reminded the Board about the SDAO conference that will be held in Eugene and virtually February 10-13, 2022. She will send the information to the Board and each member will let her know if they would like to attend.

### 2021-2022 Library Reimbursement

MaryKay presented the current reimbursement formula for the current year. These funds will be sent to the libraries between now and June 2022. They will each receive one half in December and then 1/12 every month through June. Chris moved and Virginia seconded approval of the 2021-2022 reimbursement. Passed unanimously.

## GOOD OF THE ORDER

MaryKay will be on vacation the last week of December.

## NEXT DISTRICT BOARD MEETING

The next regular meeting will be held on January 11, 2022, at noon.

## ADJOURNMENT

Meeting adjourned at 12:30 p.m.





## Library Directors Report January 2022

### General Updates

On December 15, 2021 MaryKay provided a “Grinch” Storytime for the Shangri La Leap program via Zoom.

On December 16, 2021 the First Advisory Board meeting for the LSTA funded ILS feasibility study was held via zoom. There were library representatives from every county on the Coast. The discussion was facilitated by our consultant, Carson Block, and was focused on explaining the project and getting feedback from libraries on important components for collaboration around an integrated library system as well as other opportunities for collaboration.

We had a Lincoln County Reads 2022 planning meeting on Thursday, January 6, 2022.

### Upcoming

January 12, 2022 Meeting with Newport City Manager and Library Director about LCLD funding formula that will begin in 2022-2023.

January 12, 2022 Newport Public Library Advisory Board update on LCLD activities

January 17, 2022 The Office will be closed and the courier will not run in order to celebrate the Martin Luther King Jr. holiday.

January 25-28, 2022 MaryKay will be on vacation depending on Covid 19 situation.





**Lincoln County Library District**  
**Statement of Revenues and Expenditures - Cash Basis**  
**December and FYTD 21/22**

	Current Period Actual	Year to Date Actual	Biennial to Date	Biennial Budget	Biennial Budget Balance
<b>Revenues</b>					
<b>4000 Revenues</b>					
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		\$ 12,828.90	\$ 12,828.90	\$ 26,000.00	
4060 Previously Levied Taxes	\$ 5,178.56	\$ 39,040.87	\$ 39,040.87	\$ 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	\$ 500.00	\$ 8,641.19	\$ 8,641.19	\$ 5,000.00	
4090 State Forestry		\$ 7,145.90	\$ 7,145.90	\$ 30,000.00	
4104 Property Tax Revenue 20/21		\$ 35,910.57	\$ 35,910.57		
4105 Property Tax Revenue 21/22	\$ 79,007.26	\$ 1,336,816.24	\$ 1,336,816.24	\$ 1,407,691.50	
4106 Property Tax Revenue 22/23				\$ 1,407,691.50	
4800 Interest Income	\$ 736.57	\$ 798.23	\$ 798.23	\$ 2,000.00	
4900 Miscellaneous Income	\$ 1,000.00	\$ 14,656.86	\$ 14,656.86	\$ 10,000.00	
<b>Total 4000 Revenues</b>	<b>\$ 86,422.39</b>	<b>\$ 1,455,838.76</b>	<b>\$ 1,455,838.76</b>	<b>\$ 3,048,483.00</b>	
Services					
Available Cash On Hand				\$ 400,000.00	
<b>Total Revenues</b>	<b>\$ 86,422.39</b>	<b>\$ 1,455,838.76</b>	<b>\$ 1,455,838.76</b>	<b>\$ 3,448,483.00</b>	<b>\$ 1,992,644.24</b>
<b>Expenditures</b>					
<b>5000 Personnel Services</b>					
5100 Salaries and Wages	\$ 42,516.55	\$ 161,716.57	\$ 161,716.57	\$ 610,640.00	
5200 Payroll Taxes	\$ 10,611.58	\$ 21,458.00	\$ 21,458.00	\$ 60,000.00	
5250 Payroll Fees	\$ 501.52	\$ 1,506.32	\$ 1,506.32	\$ 4,632.00	
<b>Total 5000 Personnel Services</b>	<b>\$ 53,629.65</b>	<b>\$ 184,680.89</b>	<b>\$ 184,680.89</b>	<b>\$ 675,272.00</b>	
5300 Employee Benefits					
5305 Health Benefits	\$ 1,445.10	\$ 8,670.60	\$ 8,670.60	\$ 36,684.00	
5310 Retirement Benefits	\$ 1,979.84	\$ 5,939.52	\$ 5,939.52	\$ 23,736.00	
<b>Total 5300 Employee Benefits</b>	<b>\$ 3,424.94</b>	<b>\$ 14,610.12</b>	<b>\$ 14,610.12</b>	<b>\$ 60,420.00</b>	
<b>6000 Materials and Services</b>					
6010 Professional Services					
6011 Accounting Services	\$ 450.00	\$ 8,060.67	\$ 8,060.67	\$ 30,000.00	
6012 Legal Services				\$ 2,000.00	
6013 IT Services				\$ 3,000.00	

**Lincoln County Library District**  
**Statement of Revenues and Expenditures - Cash Basis**  
**December and FYTD 21/22**

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget	Biennial Budget Balance
6014 General Services		\$ 5,531.25	\$ 5,531.25		
6015 Misc. Services				\$ 45,000.00	
<b>Total 6010 Professional Services</b>	<b>\$ 450.00</b>	<b>\$ 13,591.92</b>	<b>\$ 13,591.92</b>	<b>\$ 65,000.00</b>	
<b>6030 General Office Expenses</b>					
6031 Office Supplies		\$ 91.93	\$ 91.93	\$ 5,000.00	
6032 Office Equipment				\$ 5,000.00	
6033 Online Expenses	\$ 66.00	\$ 1,539.57	\$ 1,539.57	\$ 7,000.00	
6036 ByWater Solutions				\$ 44,000.00	
6040 Copier Lease	\$ 336.22	\$ 1,341.48	\$ 1,341.48	\$ 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		\$ 109.72	\$ 109.72	\$ 5,000.00	
6065 Professional Materials		\$ 221.77	\$ 221.77	\$ 3,000.00	
6070 Public Relations	\$ 100.00	\$ 600.00	\$ 600.00	\$ 5,000.00	
6075 Rent and Utilities					
6076 Electricity		\$ 383.47	\$ 383.47	\$ 4,000.00	
6077 Maintenance and Supplies	\$ 60.00	\$ 312.08	\$ 312.08	\$ 4,000.00	
6078 Gas					
6079 Rent	\$ 1,300.00	\$ 9,100.00	\$ 9,100.00	\$ 34,000.00	
6080 Telephone and Internet	\$ 134.97	\$ 802.22	\$ 802.22	\$ 4,000.00	
6081 LCLD Garbage		\$ 139.50	\$ 139.50	\$ 1,000.00	
6082 LCLD Water	\$ 57.29	\$ 354.37	\$ 354.37	\$ 4,000.00	
6100 Supplies					
6105 Vans	\$ 224.38				
6106 Fuel		\$ 1,429.34	\$ 1,429.34	\$ 6,000.00	
6107 Maintenance				\$ 4,000.00	
6108 Supplies		\$ 53.09	\$ 53.09	\$ 3,000.00	
<b>Total 6030 General Office Expenses</b>	<b>\$ 2,278.86</b>	<b>\$ 20,516.54</b>	<b>\$ 20,516.54</b>	<b>\$ 160,000.00</b>	
<b>6300 Travel/Training/Membership</b>					
6310 Membership Fees	\$ 150.00	\$ 1,264.37	\$ 1,264.37	\$ 10,000.00	
6320 Registration/Training/Travel					
6321 Registration	\$ 189.00	\$ 744.00	\$ 744.00	\$ 10,000.00	
6322 Travel/Meals/Housing	\$ 339.00	\$ 68.04	\$ 68.04	\$ 10,000.00	
<b>Total 6300 Travel/Training/Membership</b>	<b>\$ 339.00</b>	<b>\$ 2,076.41</b>	<b>\$ 2,076.41</b>	<b>\$ 30,000.00</b>	
6400 Operating Fees/Insurance					
6401 Misc. Fees	\$ 548.83	\$ 548.83	\$ 548.83	\$ 1,500.00	
6410 Business Insurance				\$ 15,000.00	
6420 Election Fees				\$ 5,000.00	

**Lincoln County Library District  
Statement of Revenues and Expenditures - Cash Basis  
December and FYTD 21/22**

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget	Biennial Budget Balance
6430 Legal Notices		\$ 540.00	\$ 540.00	\$ 3,500.00	
<b>Total Operating Fees/Insurance</b>	<b>\$ 548.83</b>	<b>\$ 1,088.83</b>	<b>\$ 1,088.83</b>	<b>\$ 25,000.00</b>	
6500 Reimbursement/Library Development					
6505 Contracted Library Services					
6510 Cataloging/Interlibrary Loan/Reference					\$ 1,970,768.00
6511 OCLC	\$ 3,778.17	\$ 23,985.71	\$ 23,985.71	\$ 150,000.00	
<b>Total 6510 Cataloging/Interlibrary Loan/Refer</b>	<b>\$ 3,778.17</b>	<b>\$ 23,985.71</b>	<b>\$ 23,985.71</b>	<b>\$ 2,120,768.00</b>	
6520 Library Development					
6521 Support Local Libraries			\$ -		
6523 Special Projects (Dolly Parton Imag. Library)			\$ -	\$ 10,000.00	
6524 Summer Reading Programs		\$ 561.55	\$ 561.55	\$ 9,000.00	
<b>Total 6521 Support Local Libraries</b>		<b>\$ 561.55</b>	<b>\$ 561.55</b>	<b>\$ 19,000.00</b>	
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					
<b>Total 6525 Online Databases</b>	<b>\$ -</b>	<b>\$ 4,997.77</b>	<b>\$ 4,997.77</b>	<b>\$ 13,400.00</b>	
<b>6550 Siletz</b>					
6551 Materials, Supplies and Services	\$ 254.99	\$ 5,395.05	\$ 5,395.05	\$ 2,000.00	
6554 Siletz Electricity	\$ 175.28	\$ 1,125.70	\$ 1,125.70	\$ 4,000.00	
6555 Siletz Collection Development	\$ 218.58	\$ 2,460.54	\$ 2,460.54	\$ 8,000.00	
6556 Siletz Water/Sewer	\$ 96.00	\$ 480.00	\$ 480.00	\$ 2,400.00	
6557 Siletz Copier Lease	\$ 40.00	\$ 464.00	\$ 464.00	\$ 3,000.00	
6558 Siletz Internet and Phone	\$ 170.93	\$ 986.78	\$ 986.78	\$ 3,000.00	
6559 Siletz Gas	\$ 74.74	\$ 192.94	\$ 192.94	\$ 2,000.00	
6560 Siletz Alarm	\$ 85.17	\$ 540.34	\$ 540.34	\$ 700.00	
6561 Siletz Programming	\$ 330.98	\$ 505.50	\$ 505.50	\$ 1,820.00	
6562 Siletz Repair & Maintenance	\$ 82.50	\$ 1,363.93	\$ 1,363.93	\$ 4,000.00	
6563 Siletz Useful		\$ 2,614.00	\$ 2,614.00		
<b>Total 6550 Siletz</b>	<b>\$ 1,529.17</b>	<b>\$ 16,128.78</b>	<b>\$ 16,128.78</b>	<b>\$ 30,920.00</b>	
<b>Total 6520 Library Development</b>	<b>\$ 1,529.17</b>	<b>\$ 21,688.10</b>	<b>\$ 21,688.10</b>	<b>\$ 194,320.00</b>	
<b>6600 Library Reimbursement</b>					
Lincoln City	\$ 141,182.00	\$ 141,182.00	\$ 141,182.00		
Newport	\$ 173,955.00	\$ 173,955.00	\$ 173,955.00		
Toledo	\$ 46,478.00	\$ 46,478.00	\$ 46,478.00		
Waldport	\$ 121,237.00	\$ 121,237.00	\$ 121,237.00		
<b>Total Library Reimbursement</b>	<b>\$ 482,852.00</b>	<b>\$ 482,852.00</b>	<b>\$ 482,852.00</b>		
6700 Bank Charges & Fees	\$ 25.95	\$ 184.05	\$ 184.05		

**Lincoln County Library District**  
**Statement of Revenues and Expenditures - Cash Basis**  
**December and FYTD 21/22**

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget	Biennial Budget Balance
<b>Total 6000 Materials and Services</b>	\$ 491,801.98	\$ 565,983.56	\$ 565,983.56		
Uncategorized Expense					
7000 Capital Outlay					
7010 Office Furniture and Equipment					
7011 Van Replacement				\$ 10,000.00	
7020 Van					
<b>Total 7000 Capital Outlay</b>				\$ 166,157.00	
Operating Contingency				\$ 15,000.00	
Move to 6015 - Misc Services				\$ 151,157.00	
<b>Total Operating Contingency</b>				\$ 106,546.00	
Unappropriated Ending Balance					
<b>Total Expenditures</b>	\$ 66,004.57	\$ 281,873.74	\$ 281,873.74	\$ 3,463,483.00	\$ 3,181,609.26



# Strategic Plan 2021-2024

## Lincoln County Library District Strategic Plan 2021-2024

**Vision:** We envision collaborative and innovative library services that connect all the residents of Lincoln County.

**Mission:** The Lincoln County Library District provides leadership to assure equitable service and materials for the libraries and residents of the District.

### Focus Area Priority #1 District As Connector

**Goal #1** District residents will have improved access to library materials delivered to their local libraries.

#### Objectives:

1. The District will have a new courier van in service by June 30, 2021

#### Activities:

- a. Work with ORCPP for best deal. **January 2021**
- b. Order van **February 2021**
- c. Brand the van **March 2021**

2. A funding formula and intergovernmental agreements between LCLD and the cities will be in place by January 2023.

#### Activities:

- a. Create timeline
- b. Review possible funding formulas by March 31, 2021
- c. Create projections using possible funding formulas by May 31, 2021
- d. Present to library staff and city staff by September 30, 2021 **The funding formula will be presented to cities by February 29, 2022**
- e. Adopt a formula and send estimates by December 31, 2021 **Formula adopted at December 14, 2021 Board meeting, estimates being created as of 1/2022**
- f. Intergovernmental Agreements with cities signed by June 30, 2022
- g. Reimbursements under new formula begin in December 2022

3. A shared integrated library system (ILS) for the District will be available to residents by June 30, 2024.

**Activities:**

- a. Write Library Services and Technology Act(LSTA) grant for ILS feasibility study **Grant awarded July 1, 2021**
- b. Contract with consultant for ILS feasibility study **Contract completed November 2021**
- c. Review findings of study
- d. Decide on best option and pursue
- e. Migrate and operationalize system.

4. LCLD will conduct a needs assessment with Lincoln County library staff to determine training needs by June 2022.

**Activities:**

- a. Review State Library of Oregon continuing education needs assessment as basis for LCLD needs assessment.

5. Ongoing discussions, based on the November 2020 Operations, Governance and Facilities Needs Assessment, will take place with the Library Commission of the City of Yachats through June 2023.

**Activities:**

- a. Make the District available for discussions with the Library Commission as requested. **Additional discussion held in December 2021 with Commission member about hiring part time director**

## **Focus Area Priority #2 Marketing**

### **Goal #1:**

1. Lincoln County residents and policy makers will have a better awareness of library services available through the Lincoln County Library District and partner libraries.

**Objectives:**

1. Website usage will increase by 10% by December 31, 2021 **Begin tracking in January 1, 2022 with first report on July 1, 2022**
2. LCLD will have a recognizable brand on all District materials and services.

**Activities:**

- a. Graphic designer will be retained to finalize logo, select colors & fonts, create templates for letterhead, business cards and other branded materials, and create a consistent style guide. **January 2022 -- Mostly completed, need business cards and consistent style guide.**
- b. Signage for courier van and office will be created and placed. **Completed March 2021**
- c. Business cards will be created for District staff and Board members. **Not completed, will have completed by March 30, 2022.**

### Focus Area Priority #3 Lifelong Learning

**Goal #1** District residents will have access to county-wide library programs that foster lifelong learning

**Objectives:**

1. District residents will have the opportunity to participate in an “everyone reads” program in partnership with city libraries by June 2021.

**Activities:**

- a. Serve as fiscal agent for author program **Completed for 2021, planning begun for 2022**
- b. Coordinate publicity between libraries **Completed for 2021, planning begun for 2022**

2. LCLD will work with partner libraries to provide summer reading program for the children in Lincoln County by June 2021.

**Activities:**

- a. Coordinate planning cooperative summer activities with partner libraries **Completed for 2021, planning begun for 2022**
- b. Use funding from State Library of Oregon Ready to Read Grant for programming at all libraries. **Completed for 2021, planning begun for 2022**

3. LCLD will conduct a needs assessment with Lincoln County residents and libraries to determine the most effective approach to fostering lifelong learning June 2022.

**Activities:**

- a. Create and deploy community survey.
- b. Create programming based on survey results.