

# Lincoln County Library District

## BOARD MEETING MINUTES

August 23, 2011

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

**Call meeting to order:** The meeting was called to order at 2:05 p.m. by Chris Boyle.

**Roll call of members and introductions** (if needed): Board Members: Chris Boyle, Vic Bucy, Virginia Tardaewether, and John O'Brian. Also present: Peter Rayment (Toledo), and Diedre Conkling (LCLD).

**Oath of Office:** Chris Boyle administered the oath of office to Vic Bucy.

**Adoption of Agenda: Action:** The agenda was approved as presented. Consent

**Announcements from Board Members:** Chris will not be at the September meeting. John thought earlier that he might not be at the September meeting but it turns out he will be able to make it.

**Review of past Minutes: June 2011: Action:** It was moved by Virginia and seconded by John that the minutes be approved as presented. Unanimous.

**Financial Reports:** End of Year Report - June 2011 and July 2011

**June Report: Revenue:** The year ended with the Library District in good financial condition. June tax revenue was \$46,699.94. This was \$16,347.80 less than budgeted but we received more revenue than budgeted in other areas. Previously levied taxes received were \$4,882.80 bringing the total to \$28,089.07 more than anticipated. We received \$19,276.38 in reimbursement from the County for the Law Library covering 2009/2010 and 2010/2011. The City of Siletz sent \$1,025.23 for the Siletz Library. **Total Revenue:** \$78,4494.09 bringing the total revenue for the year to \$40,148.28 more than anticipated.

**Expenditures:** Personnel Services expenditures were the usual for the month. We went over slightly in a couple of areas, as anticipated with the addition of a courier driver, but the overall expenditures were within the budget. Materials and Services: Again, most of the expenses were the usual monthly expenses. We did pay the full year of membership to CRSN and there were expenses for the American Library Association conference for Jane and Diedre. The election fees were higher than anticipated because we had all 5 positions up for election, \$8,983.00. The final reimbursement payments for the year were made to all of the contracting libraries. **Total Expenditures:** \$123,767.50.

**July Report: Revenue:** Previously levied revenue was \$10,383.56. The carryover from 2010/2011 was \$165,314.11. This is \$35,314.11 more than anticipated. We received \$710.79 in unexpended Waldport Urban Renewal monies. Siletz carryover from 2010/2011 was \$21,990.43 or \$6,470.43 more than budgeted. This means that Siletz should not need to withdraw very much of their Library Development funding early. **Total Revenue:** \$198,399.37.

**Expenditures:** As usual, not a lot was expended in July beyond the usual personnel and utilities expenditures. The Library District did pay \$3,000.00 for summer reading program performers. This is more than was received in the Ready-to-Read Grant as the Board indicated they wanted to do. We may go over a bit by the end of the year because of supplies and any performers paid for in June 2012 but it won't be by much. **Total Expenditures:** \$53,670.83.

**Action:** The financial reports were accepted as presented. Consent.

**District Librarian's Report and Correspondence:** Most of the information is in the written report.

- A. **New Library Computer System:** We are working on getting out a request for proposals (RFP) or something similar by the end of August. Diedre is setting up a meeting with Wayne Belmont to find out what more we need to do. Several of the Library Directors and others have meet and developed a list of the things we would like to see in a new system. We have also begun a patron survey so that the public can have input into the system. A letter to the editor, signed by all of the Lincoln County Library Directors was placed in the local newspapers. We don't know how much the system will cost yet. It will ultimately cost less since there will be a reduction in costs since we will not be paying for equipment and a system administrator and will be paying for the Internet in a different way. This system is only for the circulation of library materials, patron records and access to databases. LCLD documents are not a part of this system. What we keep and how we keep our documents is defined by the Oregon State Archives but they are not a part of the ILS.
- B. **Board Election Information:** Diedre passed around the complete Board election information sent by Dana Jenkins, the County Clerk. Board members had already received information for their zone from the County Clerk.
- C. **Insurance Company:** John asked if Diedre had worked on finding information for reviewing and selecting an insurance company. We are still with the same insurance company we have been for the last few years but since Lorrie Crook retired they no longer have an office in Lincoln County. Diedre has not yet done this.

**Public Comment:** There was no public comment.

**Decision Items:**

- A. **Election of Officers:** The officers to be elected are President and Treasurer: **Action:** It was moved by Vic and seconded by John that Chris be elected President and Virginia be elected Treasurer Unanimous
- B. **Adopt Meeting Calendar:** The meeting calendar presented had an incorrect day for October. The day was changed to October 11 from October 14 It was moved by Virginia and seconded by John to adopt the calendar as corrected with meetings being held on the second Tuesday of each month at 2:00 p.m. Unanimous.

**Discussion Items:**

- A. **Update on work being done to get a new Integrated Library System (ILS):** Most of this information is above and in the District Librarian Report. As we get more information and when the documents are ready the information will be sent to the Board. The Board will be approving the final contract. John suggested that the Board meet with the vendors closest to being the system we want. Janet Webster had suggested earlier that we might be able to set up a day at her library where we can have samples of the vendors' systems on computers at her library and people can wander from station to station and try them out. We may have a good estimate of what a system would cost before we actually get final information from the vendors.

**B. Report on activities at libraries in the county**

Peter reported that 326 kids signed up in Toledo for the summer reading program. This is the most they have had sign-up since 2002, when they had a children's' librarian. Peter has been working on their annual statistical report and found that their circulation has been pretty flat this last year.

- C. Items for press release:** People are still asking questions about some of the bad newspaper articles that were written about the change in CRSN. So much of the information in those articles was incorrect, as was the consultant's report prepared for Tillamook County. We thought about sending out corrections to the articles in a letter to the editor. However, the letter we came up with just really didn't seem to work the way we wanted so the current plan is send out articles and letters about what we are now doing to get a new computer system instead of going backwards. It is a more positive approach. If we keep getting a lot of questions about the past articles we may have to write a letter or article with corrections but we would rather stay away from that if we can.

**Professional Development:** Parts of the Policy and Procedure Manual:

1. ORS Chapter 198 — Special Districts Generally. This is fairly long so was not printed out.
2. ORS Chapter 357 — Libraries; Archives; Poet Laureate – 357.216 Library Districts. This section was printed out for the Board.

**Set the next agenda:** There will be an update on what progress is being made with getting a new ILS.

**Next Board Meeting:** The next Board meeting will be held on Tuesday, September 13, 2011 at 2:00 p.m.

**Adjournment:** The meeting was adjourned at 3:14 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

September 13, 2011

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

**Call meeting to order**: The meeting was called to order at 2:02 p.m. by John O'Brien.

**Roll call of members and introductions** (if needed): Board members present: Vic Bucy, Dawn Dauble, John O'Brien, and Virginia Tardaewether. Others present: Diedre Conkling (LCLD).

**Adoption of agenda: Action**: The agenda was approved as presented. Consent

**Announcements from Board Members**: None

**Review of past Minutes**: August 2011 Action: The minutes were approved as presented. Consent

**Financial Reports**: August 2011

**Revenue**: Tax Revenue will not begin coming in until November but we do receive taxes from previous years, 7,464.50. We are getting a small refund from funds that were not used by the Waldport Urban Renewal District and we had a small Workers Compensation refund from SDAO which brings miscellaneous to \$111.87. We also received the first quarter of State Forestry money. **Total Revenue**: \$8946.90.

**Expenditures**: Personal Services Expenditures were all the same with salaries, taxes and insurance, \$27,000.23. The Copier Lease is a bit higher this month because we paid the usual maintenance fee of \$644.70 and the monthly lease. The rent is usually paid quarterly at \$1,275. The registration fees of \$150 were for John and Diedre to attend the Board training. The cost for OCLC this month was \$1,884.78. Most of the Siletz expenditures, other than Personal Services, were for utilities and collection development. We often buy used dvd's for the library at Blockbuster but we are also trying out DVA. The distribute used dvd's that other libraries have returned because they no longer need them. Siletz collection development was \$1,420.59 for books and dvd's. **Total Expenditures**: \$35,814.22.

**District Librarian's Report and Correspondence**:

Most of the important information in the report but here are a few other items.

- A. Banned Books Week, is September 24 – October 1, 2011. Most of the libraries will probably do displays and press releases.
- B. Developing a transition for Wanda from work: Wanda had bad news last week about her cancer and the chemo therapy is no longer working. She has been working part-time but may not be able to do this anymore. We will be working with SDAO insurance and anyone else we need in order to work through the changes in employment that are probably coming.

**Public Comment**: There was no public comment.

**Decision Items**: There were no decision items

**Discussion Items:**

- A. Update on work being done to get a new Integrated Library System (ILS)
  - 1. Update on work being done to get a new Integrated Library System (ILS):  
**OCLC:** They have been contacted to find out what the cost would be of separating Newport and Driftwood from the current LCLD account and getting them new accounts. I found out today that I will need to gather more information about numbers of items anticipated to be added and the number of ILL's being done. I will get this information to OCLC this week.
  - 2. **Libraries2Go:** We have contacted ODLG to let them know that there will be a change in our agreement but we don't know what libraries will be where yet. I have suggested that we may not want to finalize changes until maybe December or January. All of the libraries want to continue to have the Library2Go materials so we do want to make this change.
  
- B. **Yearly Statistical Report:** This report is submitted every year and covers LCLD and Siletz. There was no discussion about the report.
  
- C. **Report on activities at libraries in the county:**  
Siletz: The Siletz Valley Friends of the Library had a booth at the CTSI PowWow as part of their fundraising campaign. They are raising funds to restain the outside of the Siletz Library.

**Professional Development:** Parts of the Policy and Procedure Manual: Oregon Government Ethics Laws: A Guide for Public Officials

**Set the next agenda:** There will be an update on the RFP process.

**Next Board Meeting:** Tuesday, October 11, 2011 at 2:00 p.m.

**Adjournment:** The meeting was adjourned at 2:45 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

October 11, 2011

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

**Call meeting to order**: The meeting was called to order by Chris Boyle at 1:58 p.m.

**Roll call of members and introductions** (if needed): Board members present: Chris Boyle, John O'Brien, Vic Bucy and Dawn Dauble. Others present: Diedre Conkling (LCLD).

**Adoption of agenda**: **Action**: The agenda was adopted without any changes. Consent.

**Announcements from Board Members**: John needs to leave the November meeting early, Chris might not be able to attend the November meeting but doesn't know yet. We will be opening the RFP's and spending time going through them. There may not be anything to vote on so it might not be a problem if there is not a quorum. We do hope that some of the library directors will be able to attend the meeting so. We will begin the evaluation process. We also want to open the demonstrations, which will not be on November 8, to library staff as well so will need to meet in another location.

**Review of past Minutes**: September 2011: The spelling of John's last name was corrected.

**Action**: The minutes were approved as corrected. Consent

**Financial Reports**: September 2011: **Revenue**: LCLD received \$9,956.65 in previously owed taxes as well as some funds from the Waldport Urban Renewal District and a small Worker's Compensation refund from SDAO. **Total Revenue**: \$10,015.54.

**Expenditures**: The Personal Services expenditures were all regular monthly expenditures. We did purchase a new motherboard for a CRSN laptop computer. CRSN will reimburse LCLD for this expense. The van fuel may look high at \$648.18 is payment for 2 months. Under registration the \$416.25 is the bundle registration for Jane and Diedre to attend the ALA Midwinter Meeting and Summer Conference. This is the least expensive registration package. Diedre had two days of meeting with SDAO in Salem so stayed over night one between the meetings. The Oregon Public Library Director's meeting was fairly early in the morning so Diedre went to Salem the night before. The higher quarterly bill for OCLC was paid, \$4,879.22. We use OCLC for catalog records, Interlibrary Loans and WorldCat. We did hear that the State Library is having to prepare a budget for the Governor's office which has a reduction in the amount libraries will receive for the Ready-to-Read grants, used by us for the Summer Reading Program. The Materials and Services expenditures for the Siletz Library, \$1,072.59, are mostly for a few office supplies, some new books and DVD's and utilities. **Total Expenditures**: \$43,783.96.

**Action**: Approve the budget as presented. Consent

**District Librarian's Report and Correspondence:** Most of the report can be found through the hotlink.

- A. Siletz Building: The Siletz Valley Friends of the Library (SVFOL) are raising money to retain or paint the outside of the building. They, as always, are doing careful research in deciding on a solution for the problems with the stain and any mold issues.
- B. Employee Long Term Disability: Work is being done to move Wanda to long term disability. When Wanda is feeling good she may come in and volunteer. We did not know if that was alright with the long term disability and it was one of the many questions we asked SDAO and Standard Insurance.
- C. Surveys: We have gotten a lot of surveys recently including the one from Special Districts about Best Practices. The Best Practices Survey has been submitted for LCLD and CRSN. And the other surveys are filled out as they come in.

**Public Comment:** No public comment

### Decision Items

- A. **Appoint or reappoint Budget Committee members:** Three of the terms expire on November 30, 2011. Diedre will check with Gerry Bellavita to see if he would like to continue to be on the committee. Chris will check with Ron Williams and Dick Moody to see if they would like to continue to be on the committee. The Board did not officially fill the position vacated by Vic with Barbara Smith-Huggins. **Action:** It was moved to appoint Barbara Smith-Huggins to position 2 on the Budget Committee. Moved by John, Seconded by Chris. Unanimously approved.
- B. **Longevity Credit and Rate Lock Agreement:** LCLD received a Longevity Credit and Rate Lock Agreement from SDAO which will save some money on our insurance. The locked rate is for two years. LCLD was part of the previous three year agreement which just expired. **Action:** LCLD agrees with accepting the to be a part of the Longevity Credit program and authorizes Diedre to sign the agreement. Moved by Vic, Seconded by John. Unanimously approved.
- C. **Next steps with RFP and Patron Survey:** Diedre will write a letter to the editor thanking people for filling out the survey and mentioning a bit about the answers. The letter will also mention the RFP. As little jargon as possible will be used in the letter. We have put a question and answer section on the wiki so that the information is available to all vendors. The Board had been in agreement with the RFP but had not done a final vote on it so it was felt that it would be good to have a vote on record. **Action:** The work on the RFP and getting it out is appreciated by the Board. The Board agrees with the plan and process in the RFP for finalizing the proposals. Moved by John, Seconded by Vic. Unanimously approved.

### Discussion Items

#### A. Report on activities at libraries in the county

- 1. Siletz: (see the District Librarian's Report)

2. Waldport: The Waldport Friends of the Library are hosting a program on Saturday, October 15, 2 p.m., at the Waldport Community Center with Paulann Petersen, the Poet Laureate of Oregon.

**Professional Development:** John asked about the SDAO workshop on October 19. Diedre will make sure he has the full information in the next day or so.

**Set the next agenda:** The November meeting will mostly be about accepting and opening the RFP's and then beginning the evaluation process.

**Next Board Meeting:** The next LCLD Board meeting will be held on Tuesday, November 8, 2011 at 2:00 p.m. in the LCLD office.

**Adjournment:** The meeting was adjourned at 2:58 p.m.



# Lincoln County Library District

## BOARD MEETING

November 8, 2011

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

The meeting was called to order at 2:00 p.m. by Chris Boyle,  
Present: Vic Bucy, Dawn Dauble, and Virginia Tardaewether. Others present: Diedre Conkling  
(LCLD), Peter Rayment (Toledo), Kathy Searl (OCCC)

### Discussion

The proposals were opened and the Board and others present began looking through, discussing and evaluating them:

- ByWater Solutions
- Equinox Software
- Innovative Interfaces (III)
- LibLime
- Polaris
- Tillamook County
- The Library Corporation (TLC)
- Visionary Technology in Library Solutions (VTLS)

Another meeting will be set for the library directors and Board members to continue the discussion the proposals.

**Next Board Meeting:** The next Board meeting will be held on Tuesday, December 13, 2011.

**Adjournment:** The meeting was adjourned at 3:30 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

December 13, 2011

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

**Call meeting to order**: The meeting was called to order at 2:00 p.m. by Chris Boyle.

**Roll call of members and introductions** (if needed): Chris Boyle, John O'Brien, Vic Bucy and Virginia Tardaewether. Dawn Dauble called and is unable to attend today's meeting. Also present: Peter Rayment (Toledo) and Diedre Conkling (LCLD)

**Adoption of agenda: Action**: The agenda was approved as presented. Consent

**Announcements from Board Members**: Both John and Chris said that they will not be at the February Board meeting.

**Review of past Minutes**: October 2011 and November 2011: **Action**: The minutes were approved as presented. Consent

**Financial Reports**: October and November 2011: Just went the November report because the totals from October are represented.

**Revenue**: The taxes for this year have begun to come in. Tax Revenue is \$902,536.33. Previously Levied Taxes is \$4,031.56 which means that we are over the budgeted amount by \$4,517.46. We received \$10,109.91 in State Forestry putting us over the budgeted amount by \$1,480.16. It is always hard to know how much we will receive in State Forestry and Diedre was afraid that we would get no more than \$4,000 this year.

**Total Revenue**: \$916,766.30.

**Expenditures**: Personal Services is all of the regular expenses. We are saving some in personnel costs for the rest of the year. This is good because we don't really know what all of the costs of changing to a new system are going to be. The other expenditures were regular monthly expenditures.

**Siletz**: Revenue: This is the first year when we have not had to prepay most of the Siletz reimbursement. The only reimbursement given to Siletz was \$1,600. The carry-over from last year paid for all of the previous months' expenditures and for most of November. Personnel expenditures were normal. We have been steadily purchasing new items for the Siletz collection. Total expenditures were \$4,432.20.

### District Librarian's Report and Correspondence

- A. **Replacing old computers**: We had two ancient computers that were computers that we got over 10 years ago on a grant from the Gates Foundation. We were able to get the very good prices at Staples. The new computer for bookkeeping we got for \$350 off the normal price. Not everything is set up yet on the new computers. There is still one old computer in Siletz that needs to be replaced.
- B. **Weeding at the Siletz Library**: For a couple of months now I have been able to make time each Monday to begin weeding the Siletz Library collection. This has not been done in the last 5 years, since the move to the new library. I am currently checking fiction materials that have not circulated since 2006, or earlier, to see if they

are items that we want to keep in the collection. I have found a few items that had been reported missing and a number of items out of place, which is to be expected and is one of the reasons it is good to go through this process. The library isn't large enough to keep everything so this needs to be done periodically so that there is enough shelf space for new items.

- C. **Siletz Parking Lot Lights:** In about 9 months since the last time replaced the parking lot lights they have gone out again. It costs quite a bit to replace the lights because we need to pay for the travel to the library. This time a ballast needed to be replaced. The electrician did not know why they are going out so frequently. The Board felt the lights may be a bad design and we may need to see if something different needs to be purchased. John said he would be glad to help look into this. The light at the post office seems to also go out every year.
- D. **Siletz Server:** After the old thin clients were removed we still needed to get all of the computers disconnected from the server. We had a person from ActionNet out to give a static IP address to all of the individual computers. This means that if one computer goes down all of the rest can still work. This also gets rid of the very noisy server.
- E. **Change Board Meeting Times:** Would it be possible to change the Board meeting times to one hour earlier. **Action:** The meeting schedule will be from 1 – 2:30 p.m. beginning in January. Consent.

#### Decision Items

- A. **Siletz hours;** This is a policy issue so has to be approved by the Board. Most years are covered by our policy but last year and this year were didn't quite work with our adopted policy. Staff was asked what hours they would like to have the library closed. The request is to close all day on December 24 and close early, at 4:00 p.m., on December 31. **Action:** It was moved by John and seconded by Virginia to approve these hours. Unanimous.
- B. **Declare items surplus:**
  - LCLD:** 2 Gateway computers, 1 Lexmark printer. 1 barcode scanner
  - Siletz:** 1 server, 1 UPS (backup power supply), 1 dot matrix printer, 1 receipt printer:It may be that a couple of the items can be sold, others will just be discarded. Diedre will check into this possibility of selling a couple of the items.  
**Action:** It was moved by John and seconded by Virginia to declare these items surplus. Unanimous
- C. **Yearly reports from contracting libraries presented.** We received all of the yearly reports from the contracting libraries on time, by November 15. This might be the first time this has happened. This makes it possible for reimbursement payments be made to all of the libraries on December 15. These reports are information to the Board about how the libraries are doing. **Action:** The Board approves beginning reimbursement payments, as stipulated in the contract, on December 15. Moved by Moved by Vic and seconded by John. Unanimous.

#### Discussion Items:

- A. **Update on the RFP process:** Chris asked about who is going to pay for any additional costs that come with moving to a new system. Each library will be paying for their share of the costs. We don't know what all these will be beyond the price for

the system. There are some things that are going to need to be paid for like the Library2Go subscription and the Orbis Cascade Alliance courier. Diedre has been looking at ways to be able to fully add the cataloging position back into the Library District. This position was part of the Library District until 2004, as was the Orbis Cascade Alliance Courier payment. This is when our contracts were changed.

Demonstrations of two systems, ByWater Solutions and TLC, have already occurred. The next scheduled demonstration will be with VTLIS. After the demonstrations it would be good for the library directors to get together for an evaluation of the systems and to make a decision about going with one of these systems or contracting with Tillamook County. For most of the libraries the Tillamook County system will cost a little more but would be the easiest way to continue with resource sharing. With the other systems it will be possible to continue with resource sharing but it is more of a challenge.

Driftwood and Newport are only interested in contracting with the Tillamook Library but they do want to continue doing the same kind of resource sharing we are doing now. The people in these 2 libraries have been sent all of the emails about what is happening with the other public libraries and the community college libraries to keep them updated and to give them the opportunity to be full participants in the discussion.

For the public we hope to make it so that they do not see a major change in resource sharing. We can still allow items to be returned to any library. The courier will still be connecting with all of the libraries. The contracting libraries still need to treat District residents in the same way they do city residents.

As the Library District it seems important to find the best solution for all of the libraries in the county but it is not clear what the best answer is at this point.

**B. Any changes in the LCLD contracts** with Newport, Driftwood, Toledo, Waldport and Siletz need to be presented at this time with final approval by April. This is a yearly announcement of the opportunity to change contracts. Currently 70% of the revenue goes directly to the contracting libraries, 10% goes to direct library services and 20% is for indirect library services and funding needed to run the Library District. The way the funds are divided between the libraries is based on a formula that is in the contract: 65% based on circulation, 35% based on operating expenditures.

**C. Report on activities at libraries in the county:**

**Driftwood:** Sue Jenkins will be retiring at the end of December. Kirsten Brodbeck-Kenney has been appointed as the interim director.

**Toledo:** Toledo is 5<sup>th</sup> in the state in the percentage of youth in the community who signed up for the summer reading program. The Library District was able to fund two programs for all of the libraries last summer using Ready-to-Read funds and District funds. Peter has been very pleased with the two library system demonstrations we have had so far. On January 10 he will be presenting some information at the Toledo City Council work session and be doing a full report at the following Toledo City Council meeting.

**Set the next agenda:** The main discussion probably will be about a new library computer system.

**Next Board Meeting:** Tuesday, January 10, 2012. The meeting will begin at 1:00 p.m.

**Adjournment:** The meeting was adjourned at 3:15 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

January 10, 2012

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

**Call Meeting to Order**: The meeting was called to order 1 p.m. by Chris Boyle.

**Roll call of members and introductions** (if needed): Board Members Present: Vic Bucy, Chris Boyle, John O'Brien, Virginia Tardaewether, and Dawn Dauble. Others Present: Jill Tierce (Waldport), Ted Smith (Newport), Peter Rayment (Toledo) and Diedre Conkling (LCLD).

**Adoption of agenda**: **Action**: The agenda was approved as presented. Consent

**Announcements from Board Members**: Chris and John mentioned that they probably would not be at the February Board meeting. Diedre will try to find another day in February when we might have a quorum.

**Review of past Minutes**: December 2011, **Action**: Virginia moved that the minutes be adopted as presented, seconded by John. Consent

**Financial Reports**: December 2011: **Revenue**: LCLD received \$94,530 in Tax Revenue and \$6,753 in Previously Levied Taxes. State Forestry revenue was \$10,110. **Total Revenue**: \$101,324.67.

**Expenditures**: Personal Services expenditures were the same as usual, \$38,052.56. The expenses not part of the usual ones included purchasing plane tickets for Jane and Diedre to attend the American Library Association (ALA) 2012 Midwinter Meeting in Dallas, TX. The first half of this year's reimbursement payments were made to all of the contracting libraries. Two computers, a PC and a laptop were purchased for \$1,323.72 to replace the computer used for cataloging and the one used for bookkeeping. The old computers were well over 10 years old and no longer functioning well. Staples had some excellent sales so it was a good time to replace the computer. **Total Expenditures**: \$451,153.63.

**Action**: John moved that the financial report be approved as presented., Seconded by Virginia. Unanimous approval.

**District Librarian's Report and Correspondence**: Most of the report is in the written report.

- A. Special Districts Association of Oregon (SDAO) Conference: If any Board members would like to attend the conference in February just fill out the registration form on-line. The Library District will be billed.
- B. Year-end Tax forms: All of the end of the year tax forms have been completed and submitted to the IRS and Social Security.
- C. Time off: After the ALA Midwinter Meeting Diedre is taking about 3 days off.

Decision Items:

A. Selection of a library computer system (RFP information), Overview of Issues :

LCLD is a little behind in making a decision on which computer system with which to contract. If the decision is made in the next couple of weeks the companies can get the system set up within our timeline. It is important to be financially responsible.

No matter what system is chosen we still want to do resource sharing between the libraries. We are thinking about the ways that this can be done and plan on having a system that is still very convenient for library patrons.

There is also concern that whatever is done not affect passage of the Local Option Tax in the future. We will have everything up and running long before time for the election and we hope that patrons will like the majority of the changes.

Ted questioned whether or not ByWater was too young a company to be doing business with since it has only been around 3 years and has a small staff. The Newport and Driftwood libraries are joining Tillamook County Library and contracting with Innovative Interfaces.

ByWater provides services and support in using Koha. By contracting with ByWater we would be using Koha, which is an open source system that has been under development for over 10 years. There is an opinion that the Koha product is going to be more flexible and innovative than most and certainly more than Innovative Interfaces. It appears that ByWater will provide quick help while the more proprietary companies, like Innovative Interfaces can take several months to respond.

One thing to think about is that we are not tied to one consortial arrangement. We can work with any library in the state as long as they are on the Orbis Cascade Alliance Courier.

If we go with two systems people in the county may end up with two library cards instead of one. Everyone in the county would still be able to use any of the other libraries in the county.

Most popular items are available in most of the libraries and dividing the network may not really affect the patrons very much.

**Action:** The LCLD Board will contract with ByWater for a new ILS and will contract with them for a 3 year term and have it renew. In the next 60 days we are going to try to resolve the problems that we may have with resource sharing other issues. Moved by John and seconded by Vic.

The motion was then amended for the contract to be with ByWater for 2 years and renew for up to 6 years and the cost is not to change for 5 years, as is in the sample contract from ByWater. Moved by Vic and seconded by Dawn: Vote: 4 in favor (Chris, Vic, Dawn and John) and 1 no vote (Virginia).

Then the original motion was voted on as amended: Vote: 4 in favor (Chris, Vic, Dawn and John) and 1 no vote (Virginia).

Virginia was not sure that two years would give enough time to know if the system was going to work the way we want and was not about going with ByWater.

Follow-up: Diedre will go over the contract with Wayne Belmont and then get it signed by Chris or another LCLD Board member.

Discussion Items:

- A. **SDAO Conference** (Sunriver, February 9 – 12, 2011): Who is interested in attending the conference?
- B. **LCLD Contracts:** Any changes in the LCLD contracts with Newport, Driftwood, Toledo, Waldport and Siletz need to be presented at this time with final approval by April.
- C. **Report on activities at libraries in the county:** Waldport: William Stafford celebration at the Waldport Community Center on January 21. Toledo: The libraries have nailed down the summer program, Toledo was 3<sup>rd</sup> percentage of those that completed the program last summer and Waldport was 5<sup>th</sup>.
- D. **Items for press release:** Get an article out as soon as possible that the LCLD Board has made a decision and we are working on the contract for a new ILS.

**Set the next agenda:** Next agenda will include a memorandum of understanding and other items related to a new system.

**Next Board Meeting:** Tuesday, February 14, 2012 at 1:00 p.m. is the regular date. Diedre will see if it is possible to set up a meeting sometime after February 16.

**Adjournment:** The meeting was adjourned at ?



# Lincoln County Library District

## BOARD MEETING MINUTES

March 13, 2012

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

**Call meeting to order** – The meeting was called to order at 1 p.m. by Chris Boyle

**Roll call of members and introductions** (if needed): Board Members present: Chris Boyle, Vic Bucy, and John O'Brien. Others present: Peter Rayment (Toledo), Diedre Conkling (LCLD)

**Adoption of agenda: Action:** The agenda was approved as presented. Consent.

**Announcements from Board Members:** John reported on what he has learned so far about the lights in the Siletz parking lot. He talked with someone from J & J Electric who said it was the nature of the bulb to go out so often. To make a change we would have to change the light fixture. Sometimes people from the fire department have changed the light bulbs but Diedre said that this is not a good option when we want to replace all bulbs around the building. The CTSI also probably have a truck that can be used for replacing bulbs. It just depends on how quickly or convenient it is at the time. John will explore other alternatives for maybe replacing the fixtures to use different kinds of bulbs.

**Review of past Minutes:** January 2012: Correction: The amended ByWater Contract motion was moved by Vic. **Action:** The minutes were approved as corrected. Consent.

**Financial Reports:** January and February 2012: Only reviewed in detail the February Report.

**Revenue:** We received \$7,258.01 in Tax Revenue, \$1,937.16 in Previously Levied Taxes, \$70,256.70 from CRSN to reimburse expenditures and \$9,998.70 in State Forestry. We have received more in State Forestry than expected which will help us pay for the computer network this year. **Total Revenue:** The total revenue received is \$89,493.71.

**Expenditures:** The Personal Expenditures are the same as always. A Computer Network line was added anticipating that the Board would approve the resolution changing the budget and adding a line to show payments for the computer network migration. The Business insurance cost for this year was \$5,027 after we filled out the Best Practices forms for SDAO and got some credit for following Best Practices. Monthly reimbursement payments have been made to the local public libraries. John asked about any progress made in getting a new van. Diedre has not gotten around to doing this yet though has made a few starts on the process. The current van runs very well. **Total Expenditures:** \$116,392.07

**Action:** The Financial reports were approved as presented.

**Resolution 3-12:** The resolution adds a line and \$28,700 to the budget for the Computer Network. Most of this will be reimbursed to LCLD by the other libraries in the network.

**Action:** The resolution was moved moved by Vic and seconded by John. Approved. Unanimous

**District Librarian's Report and Correspondence:** There is a full written report.

- A. **Local Budget Workshop:** The publications that have to be made have changed a bit. Only one Budget Committee meeting announcement needs to be made in the paper as long as there is an announcement on our website. The Budget Hearing announcement must still be in the newspaper and it has a bit more added to it than in the past so we probably don't save a lot of money in our newspaper publications.
- B. **Special Districts Association (SDAO) Annual Financial Report:** A copy is available for anyone who wants to look at it. SDAO remains a healthy organization.
- C. **Update on State Commission on Ethics Public Officials Guidelines:** The link to this was sent out to the Board but we also have one paper copy in the office for people to look at. It is a long document so it did not seem reasonable to print up multiple copies.
- D. **New Requirement for Libraries – reporting suspected child abuse:** OLA is gathering information on training opportunities for libraries. John mentioned checking with the Department of Human Services. We have found that there is good training information there and SDAO may add to the training
- E. **Meeting with Library Directors and others:** We did have one good meeting and plan on having more throughout the year, maybe quarterly. It is a good way to stay connected with each other.

**Decision Items:**

- A. **Approve a Memorandum of Understanding** for libraries joining the new computer network. It has been reviewed by people in all of the libraries and by Wayne Belmont, County Counsel. **Action:** Moved that the Memorandum of Understanding be approved as is by John, seconded by Vic. Approved. Unanimous.
- B. **Name the new computer network:** A list with a number of possible names was presented. There was not just one suggestion that everyone liked but some liked the idea of using a fish or bird in the name. The Board felt that Network more clearly describes our set-up than System. **Action:** It was moved to adopt the name Chinook Library Network. Moved by Vic and seconded by John. Unanimous.
- C. **Set the budget calendar** Diedre presented the Board with a possible budget calendar with the Budget Committee meeting being held on the same day as the May Board meeting with the Board meeting following the Budget Committee meeting. Chris might not be at the May meeting. **Action:** Approved the budget calendar as presented. Moved by Vic and seconded by John. Unanimous.
- D. **Review Budget Committee Members** and add any that are needed: It was decided to ask all of last years members if they would like to continue to be on the Budget Committee. Three of the terms have expired so those terms will be extended for 3 years if the individuals want to continue. The final approval will be made at the April Board meeting.

**Discussion Items:**

- A. **Any changes in the LCLD contracts** with Newport, Driftwood, Toledo, Waldport and Siletz need to be presented at this time with final approval by April. This is a yearly announcement and we have not yet received any comments from the local libraries.
- B. **Report on activities at libraries in the county:**

1. Peter will be taking MOU to the next Toledo City Council meeting.
2. Siletz Birthday party: Chris and John attended and seemed well attended and the cake was good.
3. Waldport has a NOAA speaker coming April 25.

**E. Items for press release:** Ted Smith (Newport) has a press release about the new library networks prepared and will be addressing some of the changes coming in April. We are all going to work together on press releases.

**F. More Discussion About the New Network:** These are just some bits and pieces about what is happening. Diedre did send out a small message to libs-or suggesting to libraries that they could join our new network. Several libraries think it sounds interesting and Clatsop Community College decided they want to join and will be part of the Network by the end of June. Diedre also sent a message to the Astoria and Seaside Public libraries about the possibility of joining with us. The librarian in Astoria said they, with Seaside, have an LSTA grant to look at the library system possibilities. Also, information about the new network has been sent to the State Library so that they will know what we are doing. After we get the network up and running then it will be time when we can go out to other libraries and give them the opportunity to join with us.

**Set the next agenda:** No items suggested.

**Next Board Meeting:** Tuesday, April 10, 2012 at 1:00 p.m.

**Adjournment:** The meeting was adjourned at 1:50 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

April 10, 2012

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

**Call meeting to order**: The meeting was called to order by Chris Boyle at 1:00 p.m.

**Roll call of members and introductions** (if needed): Members Present: Chris Boyle, Dawn Dauble, Virginia Tardaewether, John O'Brien, and Vic Bucy. Others present: Peter Rayment (Toledo) and Diedre Conkling (LCLD).

**Adoption of agenda**: Add Board member suggestions for the budget. **Action**: Approved as amended. Consent.

**Announcements from Board Members**: Chris probably will not be at the May meeting.

**Review of past Minutes**: March 2012: **Action**: The minutes were approved as presented. Consent.

**Financial Reports**: March 2012:

**Revenue**: LCLD received in Tax Revenue \$34,527.26 and in Previously Levied Taxes \$3,183.05. We are right on track for getting basically all that we anticipated in the budget.

**Total Revenue**: 37,713.50.

**Expenditures**: Personnel expenditures were the same with total expenditures at \$17,374.26. Under CRSN Expenditures and the Travel and Training sections is Jane Cothron's registration for the OLA Conference. Diedre will not be attending the conference this year. Previously reported is that half of the migration funds have been paid to Bywater (\$14,350). The rest will be paid when the system is up and running. The libraries all received their monthly reimbursement. In the Siletz expenditures there will be some overspending in the Collection Development to make sure that no holds are lost with the division of the library networks. We have always tried to get our fair share of the popular titles in Siletz. Sometimes we have waited for some of the donations to come in from regular donors who donate popular items but we aren't waiting as long at this time.

**Total Expenditures**: \$88,213.63.

**Action**: Approval of the budget report was moved by Vic and seconded by Virginia. The budget was approved by consent.

**District Librarian's Report and Correspondence**: It has been 2 ½ weeks since the last Board meeting. Diedre took one week of vacation time and then was sick for a week.

- A. **Jury Duty**: Diedre is on Jury Duty for the month of April so may not be around at the usual times.
- B. **New State Library Website**: The Oregon State Library has a new website to help the public find Oregon libraries and information at <http://librariesoforegon.org/>. They did send us a few bookmarks about the new site.
- C. **Health Insurance information**: After the request for proposals were sent the various health insurance providers by SDAO we ended up continuing with PacificSource. The good thing that came out of this process is that we will not be seeing an increase in the

cost for health benefits this coming year. We will probably be back into double digit increases again next year, as we have been for over 10 years, but we have a bit of a reprieve this year.

- D. **ByWater Training:** The training for staff on using our new Koha system will be held the Oregon Coast Community College April 30 – May 2 in the Community Room. The training is limited to 30 people and we probably have about 26 people on the first day and fewer on the following day. The first day is more general information and circulation information. The following days are for cataloging, administration functions, and doing reports. ByWater sends out good and very short videos on some of these areas so there is always training available.

**Public Comment:** None

**Decision Items:**

- A. **Review Budget Committee Members and add any that are needed.** All of the members with expiring terms agreed to continue to be on the Budget Committee and all of the old members also seem willing to continue. **Action:** It was moved to reappoint the Budget Committee members with expiring terms. Moved by Virginia and seconded by John. Unanimous approval.
- B. **Other:** None

**Discussion Items:**

- A. **Any changes in the LCLD contracts** with Newport, Driftwood, Toledo, Waldport and Siletz need to be presented at this time with final approval by April. No changes were suggested this year so this item will be taken off of the agenda until later during the next fiscal year.
- B. **Budget suggestions:** Cost of living: – 3% try and maybe more and give a chart with more, possibility of the third part-time person as a possibility, work on interior of the office, one more
- C. **MOU's for Computer Network Received** and other updates: We have received signed MOU's from all of the cities and community colleges. It was suggested that a letter be sent to the Siletz City Council letting them know that the Siletz Library will be a part of the Chinook Library Network.

**D. Report on activities at libraries in the county:**

1. Toledo - The Toledo City council was unanimous in their vote to join with the Chinook Library Network.
2. Waldport - The Summer reading program t-shirts have come in and they are a good color and design. A retired commander of NOAA is speaking on April 22. This is a Chetaqua program. Waldport held a Lego contest that was lots of fun for everyone, including the judges.
3. More About the Library Networks: The Intralibrary Loans (those to libraries that have been in CRSN, not including Tillamook) has been a little awkward but will only last until the Oceanbooks Network goes live in May. After that the requests to the Oceanbooks Network will be through our Interlibrary Loan process using OCLC.

People will still be able to return items to any library and the courier will continue to move items between all of the Lincoln County libraries. The main problem will be where items can be picked up. We plan on letting patrons place their own Interlibrary Loan request, though they will be reviewed before being sent to OCLC. In the long run this may give people more flexibility. However, we probably will get complaints about the process for about 6 months. The Chinook Library Network will probably have good numbers of bestsellers available so these probably will not need to be requested.

**E. Items for press release** – Publicity for right now will probably be just continuing to get information out to the public about the new computer networks.

**F. Any new things for the LCLD Budget:** We probably want to add one more new computer in Siletz for their circulation desk. Fuel costs go up so that area will probably need to be increased next year. We have not purchased a new van but we will keep a new van as a line item. We continue to put several thousand dollars in this line to make sure we can purchase a van when we need one.

Personnel is the largest issue. Diedre would like to add one more part-time library assistant to work on Interlibrary Loans and help with bookkeeping instead of hiring just a bookkeeper. We need to fully pay for Jane instead of paying only a quarter of the costs for her position, with CRSN paying the rest until now. So, figuring about how much money we have for personnel is a challenge. Last year we did not increase staff pay last year. It would be good to increase pay this year by at least 3% or more. Part-time staff gives us so much more flexibility but it is a frustrating situation to not be able to provide health insurance for everyone.

We should not see any real decreases in our property tax revenue. The only upcoming event that will affect the property taxes is the annexation of Roads End. When that happens we will have a decrease in the amount of property taxes coming in but it will also mean a decrease in the amount of reimbursement sent to the Driftwood Library because there will be less circulation to LCLD patrons.

**Professional Development:** Nothing beyond keeping informed about the new systems.

**Set the next agenda:** No suggestions.

**Next Board Meeting:** Tuesday, May 8, 2012 following the Budget Committee Meeting

**Budget Committee Meeting:** Tuesday, May 8, 2012 at 1:00 p.m.

**Adjournment:** The meeting was adjourned around 2:15 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

May 8, 2012

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

This meeting is beginning immediately following the LCLD Budget Committee meeting. It will start at approximately 2:30 p.m.

- 2:30 – 2:45 p.m. Call meeting to order: 2:30 p.m. by Vic  
Roll call of members and introductions (if needed): Chris, Vic, John, Dawn, Diedre
- Adoption of agenda: Adopt as presented  
Announcements from Board Members: Consent  
Review of past Minutes: April 2012: Approved  
Financial Reports: April 2012  
What would it take to run the Siletz Library better? More hours. Tribal request.  
M – C, S – Vic Unanimous
- 2:45 – 2:50 p.m. District Librarian's Report and Correspondence:
- 2:50 – 3:00 p.m. Public Comment
- 3:00 – 3:05 p.m. Decision Items  
A.  
B. Other
- 3:05 – 3:20 p.m. Discussion Items  
A. Updates on the Chinook Library Network: Logo happening,  
B. Report on activities at libraries in the county:  
C. Items for press release  
D. Other: Increase staff wages more sometime later in the year may be a possibility by want to make sure the funds are available to do that later in the year.
- 3:20 – 3:25 p.m. Professional Development:
- 3:25 – 3:30 p.m. Set the next agenda  
Announce next: **Board Meeting:** Tuesday, June 12, 2012 following the Budget Hearing.  
**Budget Hearing:** Tuesday, June 12 at 1 p.m.
- Adjournment: 3:02 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

June 12, 2012

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

1:00 – 1:15 p.m. Budget Hearing: 1:05 pm – Closed the meeting immediately since there was not public present.

1:15 –1:30 p.m. Call meeting to order: John O'Brien chairing, 1:08 p.m.  
Roll call of members and introductions (if needed): John, Dawn, Diedre, Chris  
Adoption of agenda  
Announcements from Board Members  
Review of past Minutes: May 2012  
Financial Reports: May 2012

1:30 – 1:40 p.m. District Librarian's Report and Correspondence

1:40 –1:50 p.m. Public Comment

1:50 – 2:10 p.m. Decision Items  
A. Approve the 2012/2013 Budget – Resolution Adopting the Budget, 6-12  
B. Other

2:10 – 2:20 p.m. Discussion Items  
A. Updates on the Chinook Library Network: [www.chinooklibraries.org](http://www.chinooklibraries.org)  
B. Report on activities at libraries in the county  
C. Items for press release  
D. Other

2:20 – 2:25 p.m. Professional Development:

2:25 – 2:30 p.m. Set the next agenda  
Announce next: **Board Meeting:** No meeting in July.  
Next meeting: August 14, 2012

Adjournment: 1:45 p.m.