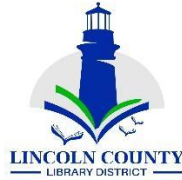


Lincoln County Library District Board Meeting
Wednesday February 14 2024
Siletz Public Library
255 SE Gaither St., Siletz, OR 97380

Agenda		
Call Regular Meeting to Order		President
Approval of the Agenda		President
Topic	Lead	Purpose Outcome
Public Comment	President	Anyone may speak at this time
Minutes Board Meeting Jan. 10 2024	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
New Business		
Inclement weather policy revision	Director	discussion
Siletz Meeting Room policy	Director	discussion
Next District Board Meeting March 13, 2024		Information



Lincoln County Library District Board
Special Meeting
Wednesday January 10 2024
132 NE 15th & Zoom
Newport, OR 97365

Present: Carla Clark, Tim Merrill, Susan Garner, Virginia Tardaewweather (remote),
Chris Boyle (remote), Bryan Miyagishima (secretary)

Agenda		
Call Regular Meeting to Order		President
Approval of the Agenda		President - Approved
Topic	Lead	Purpose Outcome
Public Comment	President	Anyone may speak at this time
Minutes Board Meeting Dec 13, 2023	President	Approval Motion to approve – Virginia, Second – Susan, approved unanimously
Reports		
Board Reports	Board Members	Information – no reports
Director's Report	Director	Information
Financial Report	Director	Acceptance – Motion to approve, Tim, second – Susan, approved unanimously
Old Business		
New Business		
Resolution 2024-1.1 Increasing internal review of District payroll	Director	Approval Motion to approve – Virginia, second – Susan, approved unanimously

Resolution 2023-8.2 Renewal of local option levy measure	Director	Approval – Motion to approve with date corrections – Virginia, Second – Tim, approved unanimously
Next District Board Meeting February 14, 2024		Information The Siletz Library's 17th birthday celebration will be February 10, with book sale and bake sale and drawing.

Lincoln County Library District
Statement of Revenues and Expenditures - Cash Basis
September and FYTD 23/24

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget	
	January 2024	July 2023-January 2024	July 2023-June 2025		
Revenues					
4000 Revenues					
4010 Library Services and Technology Reading Grant			\$ -	\$ 15,000.00	
4020 Chinook Library Network	\$ -	\$ -	\$ -	\$ 44,000.00	
4030 Dolly Parton Imagination Library		\$ -	\$ -	\$ 10,000.00	
4050 Lincoln County Law Library	\$ -	\$ 13,212.83	\$ 13,212.83	\$ 26,000.00	
4060 Previously Levied Taxes	\$ -	\$ 11,217.62	\$ 11,217.62	\$ 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			\$ -	\$ 5,000.00	
4090 State Forestry	\$ -	\$ 947.83	\$ 11,430.39	\$ 30,000.00	
4104 Property Tax Revenue 20/21			\$ -		
4105 Property Tax Revenue 21/22			\$ -	\$ 1,407,691.50	
4106 Property Tax Revenue 22/23	\$ 1,984.55	\$ 14,836.42	\$ 16,446.65	\$ 1,407,691.50	
4107 Property Tax Revenue 23/24	\$ 23,797.88	\$ 1,448,677.28	\$ 1,457,347.03		
4800 Interest Income	\$ 6,328.23	\$ 24,048.82	\$ 24,193.94	\$ 2,000.00	
4900 Miscellaneous Income	\$ -	\$ 11,650.00	\$ 11,650.00	\$ 10,000.00	
Total 4000 Revenues	\$ 32,110.66	\$ 1,524,590.80	\$ 1,545,498.46	\$ 3,048,483.00	
Uncategorized Income		\$ -	\$ -		
Services					
Available Cash On Hand				\$ 400,000.00	
Total Revenues	\$ 32,110.66	\$ 1,524,590.80	\$ 1,545,498.46	\$ 3,448,483.00	
Expenditures					
5000 Personnel Services					
5100 Salaries and Wages	\$ 14,840.05	\$ 89,628.26	\$ 104,656.12	\$ 610,640.00	

5200 Payroll Taxes	\$ 6,162.90	\$ 37,221.76	\$ 44,158.09	\$ 60,000.00	
5250 Payroll Fees	\$ 226.57	\$ 1,401.09	\$ 1,590.91	\$ 4,632.00	
Total 5000 Personnel Services	\$ 21,229.52	\$ 128,251.11	\$ 150,405.12	\$ 675,272.00	
5300 Employee Benefits					
5305 Health Benefits	\$ -	\$ 29,125.74	\$ 33,518.03	\$ 36,684.00	
5310 Retirement Benefits	\$ 559.80	\$ 2,500.61	\$ 3,300.48	\$ 23,736.00	
Total 5300 Employee Benefits	\$ 559.80	\$ 31,626.35	\$ 36,818.51	\$ 60,420.00	
6000 Materials and Services					
6010 Professional Services	\$ -	\$ -	\$ -		
6011 Accounting Services	\$ 450.00	\$ 11,700.00	\$ 14,750.00	\$ 30,000.00	
6012 Legal Services	\$ -	\$ 1,040.00	\$ 1,040.00	\$ 2,000.00	
6013 IT Services	\$ -	\$ 1,139.98	\$ 1,211.98	\$ 3,000.00	
6014 General Services			\$ -		
6015 Misc. Services	\$ -	\$ 6,575.26	\$ 7,925.26	\$ 30,000.00	
Total 6010 Professional Services	\$ 450.00	\$ 20,455.24	\$ 24,927.24	\$ 65,000.00	
6030 General Office Expenses	\$ -	\$ -	\$ -		
6031 Office Supplies		\$ 13.74	\$ 13.74	\$ 5,000.00	
6032 Office Equipment	\$ -	\$ 158.34	\$ 158.34	\$ 5,000.00	
6033 Online Expenses	\$ 91.99	\$ 986.21	\$ 986.21	\$ 7,000.00	
6036 ByWater Solutions	\$ -	\$ -	\$ -	\$ 44,000.00	
6040 Copier Lease	\$ 390.00	\$ 1,652.90	\$ 1,652.90	\$ 7,000.00	
6050 Mileage			\$ -	\$ 5,000.00	
6055 Orbis Cascade Alliance Courier	\$ -		\$ -		
6056 OCAC - LCLD			\$ -	\$ 10,000.00	
6060 Postage	\$ -	\$ -	\$ -	\$ 5,000.00	
6065 Professional Materials			\$ -	\$ 3,000.00	
6070 Public Relations	\$ -	\$ 2,007.20	\$ 2,007.20	\$ 5,000.00	
6075 Rent and Utilities			\$ -		
6076 Electricity		\$ 286.79	\$ 286.79	\$ 4,000.00	
6077 Maintenance and Supplies	\$ -	\$ 1,030.58	\$ 1,083.08	\$ 4,000.00	
6078 Gas		\$ -	\$ -		
6079 Rent		\$ -	\$ -	\$ 34,000.00	
6080 Telephone and Internet	\$ 149.97	\$ 1,049.79	\$ 1,199.76	\$ 4,000.00	
6081 LCLD Garbage		\$ 206.55	\$ 206.55	\$ 1,000.00	
6082 LCLD Water	\$ 84.07	\$ 550.77	\$ 550.77	\$ 4,000.00	
6100 Supplies	\$ -	\$ 24.93	\$ 24.93		
6105 Vans		\$ -	\$ -		

6106 Fuel	\$	-	\$	1,764.59	\$	1,997.23	\$	6,000.00
6107 Maintenance	\$	-	\$	48.08	\$	48.08	\$	4,000.00
6108 Supplies			\$	-	\$	-	\$	3,000.00
Total 6030 General Office Expenses	\$	716.03	\$	9,780.47	\$	10,215.58	\$	160,000.00
6300 Travel/Training/Membership								
6310 Membership Fees	\$	-	\$	689.00	\$	689.00	\$	10,000.00
6320 Registration/Training/Travel	\$	-	\$	-	\$	-		
6321 Registration	\$	-	\$	603.00	\$	603.00	\$	10,000.00
6322 Travel/Meals/Housing	\$	-	\$	315.20	\$	415.70	\$	10,000.00
Total 6300 Travel/Training/Membership	\$	-	\$	1,607.20	\$	1,707.70	\$	30,000.00
6400 Operating Fees/Insurance								
6401 Misc. Fees	\$	0.05	\$	0.05	\$	1,066.11	\$	1,500.00
6410 Business Insurance	\$	-	\$	-	\$	9,390.00	\$	15,000.00
6420 Election Fees	\$	-	\$	8,164.00	\$	8,164.00	\$	5,000.00
6430 Legal Notices	\$	-	\$	-	\$	-	\$	3,500.00
Total 6400 Operating Fees/Insurance	\$	0.05	\$	8,164.05	\$	18,620.11	\$	25,000.00
6500 Reimbursement/Library Development								
6505 Contracted Library Services			\$	-	\$	-	\$	1,970,768.00
6510 Cataloging/Interlibrary Loan/Reference			\$	-	\$	-		
6511 OCLC	\$	-	\$	56,957.63	\$	56,957.63	\$	150,000.00
Total 6500 Cataloging/Interlibrary Loan/Reference	\$	-	\$	56,957.63	\$	56,957.63	\$	2,120,768.00
6520 Library Development								
6521 Support Local Libraries	\$	-	\$	943.76	\$	943.76		
6523 Special Projects (Dolly Parton Imag. Library)	\$	-	\$	68.00	\$	68.00	\$	10,000.00
6524 Summer Reading Programs	\$	-	\$	336.94	\$	336.94	\$	9,000.00
Total 6520 Support Local Libraries	\$	-	\$	1,348.70	\$	1,348.70	\$	19,000.00
6525 Online Databases								
6526 Library2Go (Overdrive)	\$	-	\$	5,919.12	\$	5,919.12	\$	9,000.00
6527 Mango Languages			\$	-	\$	-	\$	400.00
6528 ProQuest (Heritage Quest)			\$	-	\$	-	\$	4,000.00
6529 Misc. Databases								
Total 6525 Online Databases	\$	-	\$	5,919.12	\$	5,919.12	\$	13,400.00
6550 Siletz								
6551 Materials, Supplies and Services	\$	14.95	\$	436.30	\$	436.30	\$	2,000.00
6554 Siletz Electricity	\$	176.77	\$	1,263.65	\$	1,263.65	\$	4,000.00
6555 Siletz Collection Development	\$	172.10	\$	2,162.62	\$	2,848.41	\$	8,000.00
6556 Siletz Water/Sewer			\$	-	\$	-	\$	2,400.00

6557 Siletz Copier Lease	\$	40.00	\$	935.52	\$	975.52	\$	3,000.00	
6558 Siletz Internet and Phone	\$	144.75	\$	1,003.26	\$	1,003.26	\$	3,000.00	
6559 Siletz Gas	\$	199.63	\$	441.42	\$	441.42	\$	2,000.00	
6560 Siletz Alarm	\$	88.56	\$	177.12	\$	177.12	\$	700.00	
6561 Siletz Programming	\$	47.58	\$	432.79	\$	432.79	\$	1,820.00	
6562 Siletz Repair & Maintenance	\$	-	\$	380.00	\$	432.50	\$	4,000.00	
6563 Siletz Useful	\$	-	\$	201.00	\$	201.00			
Total 6550 Siletz	\$	884.34	\$	7,433.68	\$	8,211.97	\$	30,920.00	
Total 6520 Library Development	\$	884.34	\$	14,701.50	\$	15,479.79	\$	63,320.00	
6600 Library Reimbursement									
6601 Lincoln City	\$	128,236.50	\$	128,236.50	\$	149,609.25			
6602 Newport	\$	149,289.00	\$	149,289.00	\$	174,170.50			
6603 Toledo	\$	54,968.00	\$	54,968.00	\$	64,129.33			
6604 Waldport	\$	136,525.50	\$	136,525.50	\$	159,279.75			
Total 6600 Library Reimbursement	\$	469,019.00	\$	469,019.00	\$	547,188.83			
6700 Bank Charges & Fees	\$	42.95	\$	287.90	\$	287.90			
Total 6000 Materials and Services	\$	471,112.37	\$	580,972.99	\$	675,384.78			
Uncategorized Expense									
6910 - CPA YE Adjustment			\$	-					
7000 Capital Outlay			\$	-	\$	-			
7010 Office Furniture and Equipment									
7011 Van Replacement							\$	10,000.00	
7020 Van									
7022 Debt Service - Principal (closing cost \$5,758.50)	\$	422.76	\$	2,915.52	\$	2,915.52			
7023 Debt Service - Interest	\$	1,975.44	\$	13,871.88	\$	13,871.88			
7024 Escrow Fees	\$	15.00	\$	105.00	\$	105.00			
Total 7000 Capital Outlay	\$	2,413.20	\$	16,892.40	\$	16,892.40	\$	10,000.00	
Uncategorized Expense (Fraud and closing cost)	\$	-	\$	-	\$	-			
Operating Contingency							\$	166,157.00	
Move to 6015- Misc Service							\$	15,000.00	
Total Operating Contingency							\$	151,157.00	
Unappropriated Ending Balance							\$	106,546.00	
Total Expenditures	\$	495,314.89	\$	757,742.85	\$	879,500.81	\$	3,463,483.00	\$ 2,583,982.19

Inclement Weather and Emergency Closures

Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt company operations. In extreme cases, these circumstances may require the closing of our office.

If the District makes the decision to close the office prior to the start of the business day, the closure will be announced via an organization-wide email from the **(designated individual)**. A closure message will also be recorded on the District's general voice message line. It is the responsibility of each employee to check his/her e-mail account and/or call the voice message line (or other point of contact) for an update, if there is any doubt regarding office operations.

If a decision is made to close the office after the business day has already begun, the closure message will also be announced via e-mail **(or other method)**.

Exempt employees will be paid for all absences (full-day or partial day) related to emergency closures.

Non-exempt/hourly employees will not be paid for time away from work due to office closure; however, with supervisory approval, available PTO (vacation) may be used. Non-exempt/hourly employees who have reported to work before the decision to close will be paid for time worked, or a minimum of two hours, whichever is greater.

SILETZ PUBLIC LIBRARY

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. These reservations can be made in January and July of each year for a 12 month period.
- 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.

SILETZ PUBLIC LIBRARY

- 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.
- It is the responsibility of the person signing as authorized representative of the group to clean up after using the meeting room. This includes taking trash and recycling (paper and cardboard only) to the outside dumpsters.
- 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 must be picked up during library hours, at least 30 minutes before the scheduled use. The key and pouch should be returned immediately after the end of the meeting room use in the book return.

SILETZ PUBLIC LIBRARY

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. Please allow a reasonable amount of time to make payments, check out the key bag, and ask questions.
- 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. Please be aware that the library WIFI is not available between 6PM and 9AM. 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.

SILETZ PUBLIC LIBRARY

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.

Adopted July 2, 1991, by the ALA Council.

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SILETZ PUBLIC LIBRARY

SILETZ PUBLIC LIBRARY

255 S Gaither St.

P.O. Box 130

Siletz, OR 97380

Phone: 541-444-285 Fax: 541-444-4512

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) _____

Deposit: (\$25) _____ Total due: _____

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

I have received, read, and will comply with the Meeting Room Policy.

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.

SILETZ PUBLIC LIBRARY

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: _____