

Lane Library District

AGENDA

District Board Meeting (Virtual)

Monday, January 25, 2021 at 5:00 PM

remotely by Zoom Meetings, email director.su@creswell-library.org for access

Convene Regular Meeting

Sue B.

Public input/questions

Consent calendar

LLD Board Meeting Minutes – December 28 Meeting

Library Director Report

Reconciliation of Finances, /December

Financial Reports (December)

Su L.

Old Business

Continuation of Library Services/ Pandemic Reopening Plans

Su L./All

Update on School District Collaboration

Nick C./Su L.

Audit Update

Su L.

Strategic Planning – SWOT Analysis Discussion

Su L./All

Employee Handbook (review updated work-to-date,

All

Complete Leave policies, start Health & Safety)

New Business

Next Meeting Agenda Items

All

Announcements and Upcoming "Events"

Next meeting: Monday, February 22, 5:00 pm

Lane Library District

Regular Board Meeting Minutes (draft)

Monday, December 28, 2020, 5:07 pm via Zoom Meetings (due to COVID-19 Pandemic restrictions)

Attending: Board Members: Sue Bowers, Eric Cullander, Shirley Griffith, Barb Jenkins, Erin Weatherly; Su Liudahl, Library Director and Board Secretary; and Nick Caum, Youth Librarian. No public present.

Sue B. convened the meeting at 5:07 PM.

Public Input: None

Consent Calendar (attached): Shirley G. moved to accept the consent calendar (minutes, Director's report, and reconciliations) as presented. Erin W. seconded. The motion passed unanimously.

Financial Report (November): Eric C. moved to approve the financial report as presented, Shirley G. seconded. The motion passed unanimously.

Old Business

Continuation of Services/Reopening Plan: Su L. reported that she prepared a web form and flyer to introduce a new Book-a-Librarian service where people can set up appointments for reading advisory, reference, tech help, etc. She will also start a virtual Coffee & Books next week. There was discussion about how we may need to reframe our discussion of reopening based on new findings about how the virus spreads. Sue B. also noted that we need to do a much better job of getting the word out about our services. Su L. outlines the new newsletter service that is available through our website provider and discussed how we might use it. Eric C. mentioned that we may be able to send something out through the school's distance learning communication system. Nick C. was already working on something along those lines and will investigate adding more information about our services.

Assistance to School District: Nick C. was able to do a classroom visit last month and enjoyed making the connection with students. He has been working with Creslane on the details of the Readathon which he will run for their students. It will take place from January 15 to February 15.

Employee Handbook: The Board was able to finalize most of the changes before the "leave" section, except for a couple of changes Su L. will make before the next meeting. The Board agreed by consensus to eliminate the reference to an employee's own legal proceedings from the Civic Duty Leave section and rework it to show that the District will pay employees while they serve as a juror or witness. The changes in Crime Victim's Leave and Domestic Violence Leave were approved with the changes made from the last meeting. In the section on Bone Marrow Donor Leave Su L. will add wording to clarify that employees can either use accrued paid leave or take unpaid time off. It was decided to keep the Uniformed Services Leave section but not to include the Oregon Military Family Leave section.

After discussion about Family and Medical Leave, everyone agreed to read that section and the one on Personal Leave before the next meeting so a decision can be made about whether to offer either or both. Board members will also come ready to discuss the Health and Safety section of the manual.

New Business

Strategic Planning: Sue B. suggested that those who are able may want to attend the SDAO conference the first week in February which includes a session on Strategic Planning. Then we could schedule a strategic planning session in late February. Su L. will send out registration information. Eric C. suggested that we may

want to do the Strengths/Weaknesses/Opportunities/Threats (SWOT) assessment at the January meeting. Su L. will provide a worksheet for that with the January Board Materials.

Agenda Items for Next Meeting: Same as December, along with the SWOT assessment.

Announcements:

No upcoming events. Barb J. shared that she plans to retire from the Board at the end of her term (June 30, 2021) so will not run for reelection. Eric C. and Shirley G. are also up for reelection this year. The deadline to file for the May 18 election is March 18.

Meeting adjourned at 6:32 pm.

The next regular meeting will be Monday, January 25, 5:00 pm.

Director's Report – January 22, 2021

December 2020 Statistics:

- We currently have 3,007 cardholders. We issued 6 new cards last month.
 - Expired cardholders from 1-1-2020 to 12-31-2020 were automatically renewed.
- 723 circulation transactions (Adult = 382; Junior = 276; YA = 65)
- 992 items were checked out through Library2Go in December. There were 9 new users last month. (I've included the Library2Go stats for 2020 on the next page so you can see how they changed over the course of the year.)
- Curbside service for December was 184 bags (36, 44, 50, 33, 21)
- Computer use for last month was 0.
- Our volunteers logged 10 hours at the circulation desk for the month. There were 4 hours logged in the annex (processing) for a total of 14 hours of volunteer time.
- Interlibrary loans from other libraries: 36. (Adult= 33; Junior= 1; YA= 2)
- Interlibrary loans to other libraries: 65
- Total items in collection: 37,655 physical items and 60,630 downloadable items through Library2Go.

Library Take-out: We experienced fewer curbside requests in December, but they are rebounding this month. Interestingly, Library2Go checkouts were up in December.

Closure/Reopening(?): I am encouraged to see case numbers decreasing in our area and vaccine rollout starting to pick up slightly. I am starting to think about summer programs and want to plan for being open and having in-person events—even if we must reschedule or adapt. I am working on this year's schedule of **Cars & Coffee** with a May starting date. It looks like many of our usual participants will have had the opportunity to be vaccinated by then and being outdoors makes it safer.

Coffee and Books started up again a couple of weeks ago. The group elected to stick with its existing members since it is still an awkward format for most of them. I am going to try to start one or two new book groups this month.

"Book-a-Librarian" and "Help Desk" services: I think Nick and I have each fielded one Book-a-Librarian query. We will give it another bit of marketing to see if we get more requests.

Creswell Library 2020 Statistics for Library@Go

New Users:

Month ▲	Users (143)	Users (chart)
1/1/2020	14	
2/1/2020	7	
3/1/2020	26	
4/1/2020	14	
5/1/2020	13	
6/1/2020	10	
7/1/2020	9	
8/1/2020	11	
9/1/2020	10	
10/1/2020	12	
11/1/2020	8	
12/1/2020	9	

Checkouts:

Month (12) ▲	Checkouts (12,563)	Checkouts (chart)
01/01/2020	1,015	
02/01/2020	935	
03/01/2020	978	
04/01/2020	1,140	
05/01/2020	1,062	
06/01/2020	1,150	
07/01/2020	1,141	
08/01/2020	1,188	
09/01/2020	1,035	
10/01/2020	973	
11/01/2020	954	
12/01/2020	992	

LLD Financial Narrative for December 2020 Financial Report

December 2020 Financial Report

Here is some information to help you understand the monthly financial report.

Beginning Fund Balances – These are the auditor's ending/starting fund balances, but I can't explain how they are different from my estimates since I haven't seen the audit yet. They clearly think there should be about \$5,000 more in the Building Reserve Fund so I assume we will need to transfer some funds from the general fund for that. The General Fund starting balance is lower than I had estimated but still much higher than we had budgeted. The audit should clarify that as well.

Revenue (revenue areas of the financial report are in green)

- General Fund – Tax Revenue – Previous Fiscal Year: A pleasant surprise that more previous-year revenue has been collected than I expected.
- General Fund – Tax Revenue – Current Fiscal Year: After December tax deposits we are at 99% of budgeted current year tax revenue.

Expenses (expense areas of the financial report are in peach)

Blue highlights indicate items for which we expect no further expense in 2020/2021.

- General Fund – Personnel Expenses – Workers' Compensation: Our 2020-2021 charges have been paid.
- General Fund – Operating Costs – OCLC: This is the cost of catalog records purchased from OCLC. This should be our annual payment.
- General Fund – Operating Costs – SIRSI: Our 2020-2021 fee was paid in full in July.

Green highlights indicate line items where most of our annual expenses have been paid.

Yellow highlights indicate line items which I would like to note or clarify.

- General Fund – Operating costs – Furniture & Equipment: This amount reflects the purchase of plexiglass for the service desk and a touchless hand-sanitizer station for the entry.

If you have any questions, please feel free to contact me before the meeting so I can prepare to adequately address your questions. Thank you!

~Su Liudahl
541-895-3053 or 541-954-6928 (cell)
Director.Su@creswell-library.org

Lane Library District

December 2020 Financial Report

	Dec 2020	Year-to-Date July 2020 - June 2021	2020/2021 Budget	Favorable (unfavorable) Variance	Year-to-Date (50% of Budget)
General Fund					
Resources					
Beginning Fund Balance		247,843	205,000	42,843	121%
A. Revenue Sources					
Copying	9	22	1,250	(1,228)	2%
Donations	1,180	3,471	3,000	471	116%
Fees	0	358	3,000	(2,642)	12%
Grants	0	0	5,000	(5,000)	0%
Interest Income-GF	327	1,182	1,500	(318)	79%
Misc. Income	0	0	1	(1)	
Tax Revenue					
Tax Revenue - Prev Fiscal Yrs	608	3,053	500	2,553	611%
Tax Revenue - Current Fiscal Yr	252,961	415,974	419,450	(3,476)	99%
Total Tax Revenue	253,569	419,027	419,950	(923)	100%
Total A. Revenue sources	255,085	424,060	433,701	(9,641)	98%
Total Resources		671,903	638,701	33,202	105%
Expense					
B. Personnel Services					
Hiring Expense	0	0	200	200	0%
Payroll Expenses					
Salaries	15,143	89,996	207,811	117,815	43%
Benefits & Taxes	4,589	27,528	75,000	47,472	37%
Worker's Comp	0	598	600	2	100%
Total Payroll Expenses	19,732	118,122	283,411	165,289	42%
Total B. Personnel Services	19,732	118,122	283,611	165,489	42%
C. Materials & Services					
Building Costs & Utilities					
Maintenance	0	1,163	5,000	3,837	23%
Utilities	968	4,111	10,950	6,839	38%
Total Building Costs & Utilities	968	5,274	15,950	10,676	33%
Collection & Program Costs					
Collection					
Processing supplies	0	1,179	2,000	821	59%
Electronic Resources	0	1,295	3,000	1,705	43%
Materials					
Materials for Adults	946	3,865	10,000	6,135	39%
Materials for Youth	222	4,457	15,000	10,543	30%
Total Materials	1,168	8,322	25,000	16,678	33%
Total Collection	1,168	10,796	30,000	19,204	36%
Programs					
Adult & Family Programs	0	47	3,000	2,953	2%
Children & Teen Programs	103	1,349	10,000	8,651	13%
Total Programs	103	1396	13000	11,604	11%
Total Collection & Program Costs	1,271	12,192	43,000	30,808	28%
Contract Services					
Audit/Review	3,000	3,000	9,000	6,000	33%
Bookkeeping	0	0	800	800	0%
Janitorial	0	1,908	8,000	6,092	24%
Total Contract Services	3,000	4,908	17,800	12,892	28%
Insurance					
Building/Liability Insurance	0	0	5,500	5,500	0%

Lane Library District
December 2020 Financial Report

	Dec 2020	Year-to-Date July 2020 - June 2021	2020/2021 Budget	Favorable (unfavorable) Variance	Year-to-Date (50% of Budget)
Operating Costs					
Janitorial Supplies	0	286	5,000	4,714	6%
Technology-related Equipment	0	300	6,000	5,700	5%
Copying/printing Expense	151	1,014	3,500	2,486	29%
Volunteer Expense	304	304	1,000	696	30%
Security (quarterly)	0	360	1,000	640	36%
OCLC Cat-Express	648	648	750	102	86%
Computer Software	90	725	3,000	2,275	24%
Elections Cost	0	0	1,500	1,500	0%
Equipment Maintenance	0	0	1,500	1,500	0%
Furniture & Equipment	0	1,486	2,000	514	74%
Office Supplies	42	390	2,000	1,610	20%
General Operating Costs	17	1,344	2,500	1,156	54%
Legal Fees	0	0	1,000	1,000	0%
Notices & Publicity	0	166	1,500	1,334	11%
Postage and Delivery	92	130	1,500	1,370	9%
SIRSI	0	8,006	8,500	494	94%
Telecommunications	589	3,538	8,500	4,962	42%
Debt Service	14,866	14,866	35,000	20,134	42%
Total Operating Costs	16,799	33,563	85,750	52,187	39%
Staff & Board Development					
Membership & Dues	0	476	1,000	524	48%
Travel & Training	0	0	500	500	0%
Total Staff & Board Development	0	476	1,500	1,024	32%
Total C. Materials & Services	22,038	56,413	164,000	107,587	34%
D. Capital Outlay	0	0	0	0	0%
X Transfers to Other Funds					
General Operating Contingency	0	0	20,590	20,590	0%
Transfer to Building Res Fund	0	0	0	0	0%
Total X Transfers to Other Funds	0	0	0	0	0%
Total Expense	41,770	174,535	447,611	273,076	39%
Reserve for Future Expenditure		497,368	125,000	(239,874)	398%
Building Reserve Fund					
Resources					
BRF Beginning Fund Balance		19,491	14,000	5,491	139%
Loan Proceeds	0	0	100,000	(100,000)	0%
Grants - BRF	0	0	200,000	(200,000)	0%
Interest Income - BRF	9	67	200	(133)	34%
Contributions - BRF	0	148	5,000	(4,852)	3%
Transfer from General Fund	0	0	0	0	0%
Total Resources	9	19,706	319,200	(299,494)	6%
Expenses					
Capital Campaign Expense	0	0	250	250	0%
Contract Services	0	0	10,000	10,000	0%
Construction Expense	0	0	308,950	308,950	0%
Total Expenses	0	0	319,200	319,200	0%
Reserve for Future Expenditure		19,706	0	19,706	100%

Lane Library District
Balance Sheet
As of December 31, 2020

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · General Fund Checking	22,532.17
1015 · Cash	140.40
1020 · LGIP - General Fund	504,275.40
1025 · LGIP - Reserve Funds	14,324.10
Total Checking/Savings	<u>541,272.07</u>
Other Current Assets	
Due from Bldg Rsv to Gnrl Fund	49,126.48
1100 · Property Tax Receivable	26,589.10
Total Other Current Assets	<u>75,715.58</u>
Total Current Assets	<u>616,987.65</u>
TOTAL ASSETS	<u>616,987.65</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	4,537.07
Total Accounts Payable	<u>4,537.07</u>
Credit Cards	
Siuslaw Mastercard	7.84
Total Credit Cards	<u>7.84</u>
Other Current Liabilities	
Clearing Friends of the Library	7,867.25
Due to General Fund	49,126.48
Accrued Employee 457 (b)	786.41
Accrued Employer 457 (b)	4,683.87
Deferred Property Tax	26,589.10
2100 · Payroll Liabilities	6,314.49
Total Other Current Liabilities	<u>95,367.60</u>
Total Current Liabilities	<u>99,912.51</u>
Total Liabilities	99,912.51
Equity	
3000 · General Fund Balance	-233,363.88
1110 · Retained Earnings	500,697.38
Net Income	249,741.64
Total Equity	<u>517,075.14</u>
TOTAL LIABILITIES & EQUITY	<u>616,987.65</u>