

Langlois Public Library District
Board Meeting Agenda
Wednesday, April 3, 2019 at 6:30 pm
Langlois Fire Hall – 94322 First Street
Langlois, Oregon

Board Meeting

Call to Order
Assign Scribe – Secretary absent (excused)
Agenda Approval
Approval of Minutes (see correspondence).

Public Input*

Correspondence

Reading minutes at meetings – Carol Waxham

Director's Report

Health Grant Update
Financials

Unfinished Business

Policy Committee

New Business

National Library Week April 7-13, 2019 “Libraries = Strong Communities”
Nominees for Budget Committee
Bonus vs Salary

Board Education

Censure

Executive Session

OAR 192.660(2)(b) Personnel

Public Session resumes after Executive Sessions.

Adjournment

Next regular Board meeting: Wednesday May 1, 2019 at 6:30pm at the Fire Hall

*The Public may be able to present oral or written testimony to the Board. The Chair will set time allotted based upon number of speakers. “The right of public attendance guaranteed by Oregon Public Meeting Law does not include the right to participate by public testimony or comment.” ORS 192.630(1) Meetings are open to the public except for closed meetings specifically authorized.

The Board of Directors meet on the 1st Wednesday each month at 6:30 pm at the Langlois Fire Hall, 94322 First Street, Langlois OR.

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Turned
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Langlois Public Library
Profit & Loss Budget vs. Actual
July 2018 through March 2019

| | Jul '18 - Mar 19 | Budget | \$ Over Budget | % of Budget |
|---|--------------------|------------------|------------------|---------------|
| Income | | | | |
| Interest Income | 594.39 | 100.00 | 494.39 | 594.4% |
| Reimbursements | 1,083.55 | 0.00 | 1,083.55 | 100.0% |
| Other Resources | | | | |
| Grant - Tech Award (NLM) | 5,254.00 1 | | | |
| Grant - Prof. Development (NLM) | 2,000.00 2 | | | |
| Holiday Fair | 803.50 3 | | | |
| Annual Drive | 4,082.00 4 | | | |
| Book Sales | | | | |
| Summer Book Sale | 906.69 | | | |
| Book sales-in LPL | 593.15 | 0.00 | 593.15 | 100.0% |
| Annual Book Sale | 1,142.65 | 500.00 | 642.65 | 228.5% |
| Total Book Sales | 2,642.49 5 | 500.00 | 2,142.49 | 528.5% |
| Donations | | | | |
| Grant - Ready To Read | 1,000.00 6 | 1,500.00 | -1,147.00 | 23.5% |
| Library Services | 1,076.25 | 1,000.00 | 76.25 | 107.6% |
| Sprague Foundation | 2,000.00 | 1,000.00 | 1,000.00 | 200.0% |
| Grant - Youth Refresher (OSL) | 3,000.00 7 | | | |
| Total Other Resources | 22,211.24 | 5,000.00 | 17,211.24 | 444.2% |
| Tax - Current Year | 72,358.16 | 76,046.00 | -3,687.84 | 95.2% |
| Tax - Previous Years | 2,168.69 | 1,200.00 | 968.69 | 180.7% |
| Total Income | 98,416.03 8 | 82,346.00 | 16,070.03 | 119.5% |
| Gross Profit | 98,416.03 | 82,346.00 | 16,070.03 | 119.5% |
| Expense | | | | |
| Reimbursed Expense | 1,000.58 | 0.00 | 1,000.58 | 100.0% |
| Contingency | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| Other Expenses (inc. legal) | 400.00 | 1,000.00 | -600.00 | 40.0% |
| Materials and Services | | | | |
| Benefits | 1,004.00 | 4,700.00 | -3,696.00 | 21.4% |
| Grant - Prof. Development (NLM) | 2,000.00 | | | |
| Grant - Tech Award (NLM) | 1,558.25 | | | |
| Grant - Youth Refereshner (OSL) | 2,993.94 | | | |
| Bldg Repairs/Maint | 1,625.61 | 1,800.00 | -174.39 | 90.3% |
| Bookkeeping | 899.00 | 1,000.00 | -101.00 | 89.9% |
| Books & Publications | | | | |
| Publications-Adult | | | | |
| Audio | 0.00 | 150.00 | -150.00 | 0.0% |
| Books | 365.40 | 600.00 | -234.60 | 60.9% |
| Magazines | 433.22 | 500.00 | -66.78 | 86.6% |
| Movies | 986.78 | 1,100.00 | -113.22 | 89.7% |
| Newspapers | 361.75 | 400.00 | -38.25 | 90.4% |
| Total Publications-Adult | 2,147.15 | 2,750.00 | -602.85 | 78.1% |
| Publications-Children | | | | |
| Books | 336.13 | 400.00 | -63.87 | 84.0% |
| Magazines | 0.00 | 50.00 | -50.00 | 0.0% |
| Movies | 9.96 | 50.00 | -40.04 | 19.9% |
| Total Publications-Children | 346.09 | 500.00 | -153.91 | 69.2% |
| Books & Publications - Other | 141.79 | 0.00 | 141.79 | 100.0% |
| Total Books & Publications | 2,635.03 | 3,250.00 | -614.97 | 81.1% |
| Cataloging & Processing | 527.00 | 900.00 | -373.00 | 58.6% |
| Cleaning | 1,276.00 | 1,500.00 | -224.00 | 85.1% |
| Computer Maintenance | 2,686.74 | 3,500.00 | -813.26 | 76.8% |
| Equip & Furniture | 10.06 | 400.00 | -389.94 | 2.5% |
| Grant - Ready To Read | 75.00 | 1,000.00 | -925.00 | 7.5% |
| Groundskeeping | 320.00 | 1,300.00 | -980.00 | 24.6% |

Langlois Public Library
Profit & Loss Budget vs. Actual
 July 2018 through March 2019

| | Jul '18 - Mar 19 | Budget | \$ Over Budget | % of Budget |
|---------------------------------------|------------------|-------------------|------------------|---------------|
| Insurance | | | | |
| Insurance-Medical | 9,000.00 | 9,000.00 | 0.00 | 100.0% |
| Insurance-Property | 3,083.00 | 3,085.00 | -2.00 | 99.9% |
| Insurance-Workers | 564.90 | 565.00 | -0.10 | 100.0% |
| Total Insurance | 12,647.90 | 12,650.00 | -2.10 | 100.0% |
| Internet | 934.07 | 1,220.00 | -285.93 | 76.6% |
| Office Expense | | | | |
| Bank Charges | 22.30 | 0.00 | 22.30 | 100.0% |
| Copier | 1,193.86 | 0.00 | 1,193.86 | 100.0% |
| Investment Fees | 10.25 | 0.00 | 10.25 | 100.0% |
| Office Expense | 934.99 | 0.00 | 934.99 | 100.0% |
| Postage | 274.09 | 0.00 | 274.09 | 100.0% |
| Office Expense - Other | 0.00 | 3,535.00 | -3,535.00 | 0.0% |
| Total Office Expense | 2,435.49 | 3,535.00 | -1,099.51 | 68.9% |
| Professional Training Programs | 1,143.07 | 1,145.00 | -1.93 | 99.8% |
| Adult Programs | 463.22 | 500.00 | -36.78 | 92.6% |
| Children's Programs | 662.20 | 700.00 | -37.80 | 94.6% |
| Total Programs | 1,125.42 | 1,200.00 | -74.58 | 93.8% |
| Supplies | 844.30 | 874.00 | -29.70 | 96.6% |
| Utilities | 2,046.24 | 3,700.00 | -1,653.76 | 55.3% |
| Total Materials and Services | 38,787.12 | 43,674.00 | -4,886.88 | 88.8% |
| Personnel | | | | |
| Benefits | 5,705.00 | 7,000.00 | -1,295.00 | 81.5% |
| Librarian | 15,516.84 | 22,500.00 | -6,983.16 | 69.0% |
| Staff | 11,450.86 | 12,918.00 | -1,467.14 | 88.6% |
| Payroll Expense | 8,298.60 | 12,254.00 | -3,955.40 | 67.7% |
| Total Personnel | 40,971.30 | 54,672.00 | -13,700.70 | 74.9% |
| Unappropriated Fund Balance | 0.00 | 20,000.00 | -20,000.00 | 0.0% |
| Total Expense | 81,159.00 | 122,346.00 | -41,187.00 | 66.3% |
| Net Income | 17,257.03 | -40,000.00 | 57,257.03 | -43.1% |

Langlois Public Library
Profit & Loss Budget vs. Actual
July 2018 through March 2019

1. New Grant this year for the Langlois Village Health Initiative!
2. New Grant this year for Professional Development!
3. New Library event this year - not budgeted!
4. 1st Annual DRIVE - Not Budgeted income!
5. Library Book Sales were only budgeted for \$500. This was excellent at \$2,142.49 extra income not anticipated.
6. Most of our donations this year were in the Annual DRIVE.
7. New Grant this year - not budgeted in income!
8. The 1st three quarters of this year brought in 119.5% of the annual income anticipated, This is EXCELLENT! We still have 3 months left to our year!
9. EXCELLENT!!! AT 75% OF THE YEAR FINISHED, WE HAVE ONLY USED 66.3% OF OUR EXPENSES FOR THE YEAR!!! TOTALLY GREAT FOR THE LIBRARY!

Langlois Public Library
Balance Sheet 3.31.19
 As of March 31, 2019

| | Mar 31, 19 |
|---------------------------------------|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Checking-11 | 3,227.51 |
| Debit-12 | 2,977.11 |
| Savings-00 | 42.27 |
| Local Government Investment Po | 44,779.31 |
| Member - Rogue 87 | 15.52 |
| Total Checking/Savings | 51,041.72 |
| Total Current Assets | 51,041.72 |
| TOTAL ASSETS | 51,041.72 |
| LIABILITIES & EQUITY | |
| Equity | |
| Opening Balance Equity | 40,449.79 |
| Retained Earnings | -6,665.10 |
| Net Income | 17,257.03 |
| Total Equity | 51,041.72 |
| TOTAL LIABILITIES & EQUITY | 51,041.72 |

6:51 PM

04/02/19

Accrual Basis

Langlois Public Library
Balance Sheet 3.31.19
As of March 31, 2019

1. We are in GREAT FINANCIAL SHAPE with \$51,041.72 in our accounts!! Most of April's bills are already paid! We still have tax money coming in!

**Langlois Public Library
Board Meeting Minutes**
Wednesday, April 3, 2019 at 6:30 PM
Langlois Fire Hall- 94322 First Street
Langlois, Oregon

Board Meeting

Call to Order- 6:30 PM Board members Mike Murphy, Dave Terrusa and Marcia Heinzman present. Board members Tara O'Shea and Jo Heinzman absent; library director Karen Schaeffer absent.

Assign Scribe- Marcia volunteered to take meeting notes as Karen is absent.

Agenda Approval- Mike 1st ; Marcia 2nd. Unanimous vote to approve meeting agenda.

Approval of Minutes- Marcia read minutes from March meeting, as well as reading a letter to the board from Carol Waxham (see attached correspondence). Mike 1st Marcia 2nd. Unanimous vote to approve March 2019 minutes.

Public Input

Jo Reiber read a letter to the board (see attached).

Correspondence

Re: Carol Waxham's letter- the public does not get to have input into what goes into the board meeting minutes.

Unfinished Business

Policy Committee-- Marcia moved to dissolve the policy committee as there will be at least three new board members in July and matters of policy will be up to these board members. Mike 2nd. Unanimous yes vote.

New Business

National Library Week April 7-13 "Libraries=Strong Communities"-- This was an announcement that there would be information available in regarding this year's theme throughout the week.

Nominees for Budget Committee-- After some discussion and compromise, Marcia moved "The budget committee will be chosen by the board immediately prior to the budget committee meeting on May 1, 2019 at 6:30 PM at the Langlois Fire Hall. And that the proposed budget will be published on the LPL website to be available for public review by April 24, 2019." Mike 2nd. Unanimous yes vote

Bonus vs Salary-- Marcia moved to give Karen, Cynthia and Kathleen bonuses. Motion died for lack of a second.

Board Education

None this week

Executive Session

None

Adjournment

Mike moved; Marcia 2nd, meeting adjourned at 7:20 PM

Approved
[Signature]

Next meeting Wednesday, May 1, 2019, 6:30 PM, Langlois Fire Hall

PUBLIC INPUT – LANGLOIS PUBLIC LIBRARY BOARD OF DIRECTORS

APRIL 3, 2019

This election year, eight candidates are running for all five positions on the Library Special District Board of Directors. Since one of the duties of the Board is to orient new members, I request that all candidates receive a copy of the proposed budget when Budget Committee members receive their copies. In this manner, the candidates can shadow the budget process so that those elected will be better prepared to oversee the budget and understand library goals as reflected in the budget.

From
Jo Reber

Noted
Marcia
MOM