

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

**Board Meeting**

Call to Order  
Agenda Approval  
Approval of Minutes

**Public Input\***

**Correspondence**

**Director's Report**

**Unfinished Business**

Policy Work  
Employee Contract

**New Business**

**Board Education**

**Executive Session**

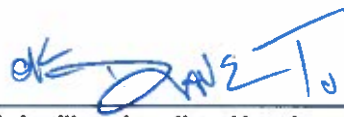
Public Session resumes after Executive Sessions.

**Adjournment**

Next regular Board meeting: Wednesday March 6, 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 1<sup>st</sup> Wednesday each month at 6:30 pm at the Langlois Fire Hall, 94322 First Street, Langlois OR.



4:03 PM  
02/05/19  
Cash Basis

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

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1. Income was not in budget!
2. Income was not in budget!
3. Income was not in budget!
4. Received 2X the budgeted amount!
5. NEW MONEY - Not in budget!
6. \$8,425 over the income projected for the whole year.
7. Moved from other areas of the budget!
8. New grant - not in budget.
9. New grant - not in budget.
10. New grant - not in budget.
11. Moved from other areas of the budget.
12. 103.8% of BUDGETED Income for the entire year, with 41.67% of the year left! Excellent!!
13. 48.8% of the expenses are available to be used, with only 41.67% of the year left and most of our 'annual only' bills have been paid.. EXCELLENT!!
14. Last year 8.7% of the current year taxes came in from 2/1-6/30/18 (\$6,452.46). We are \$6,827 from our anticipated tax revenue.
15. We have received 142.2% of our PROJECTED amount of previous years taxes so far!
16. We received 2 grants this year which pays for \$5,200 worth of new youth and health collection items!
17. Number 17 - because I like the number AND we are not just doing fine, we are doing GREAT with our own fundraising and grant writing!!

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

	Jul '18 - Jan 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Interest Income	489.72	100.00	389.72	489.7%
Reimbursements	669.79	0.00	669.79	100.0%
<b>Other Resources</b>				
Holiday Fair	803.50 <sup>1</sup>			
Annual Drive	4,082.00 <sup>2</sup>			
<b>Book Sales</b>				
Summer Book Sale	807.69 <sup>3</sup>			
Book sales-in LPL	593.15	0.00	593.15	100.0%
Book Sales - Other	0.00	500.00	-500.00	0.0%
<b>Total Book Sales</b>	<b>1,400.84</b>	<b>500.00</b>	<b>900.84</b>	<b>280.2%</b>
Donations	336.00	1,500.00	-1,164.00	22.4%
Grant - Ready To Read	1,000.00	1,000.00	0.00	100.0%
Library Services	803.00	1,000.00	-197.00	80.3%
Sprague Foundation	2,000.00 <sup>4</sup>	1,000.00	1,000.00	200.0%
Grant - Youth Refresher (OSL)	3,000.00 <sup>5</sup>			
<b>Total Other Resources</b>	<b>13,425.34 <sup>6</sup></b>	<b>5,000.00</b>	<b>8,425.34</b>	<b>268.5%</b>
Tax - Current Year	69,219.83 <sup>14</sup>	76,046.00	-6,826.17	91.0%
Tax - Previous Years	1,706.46 <sup>15</sup>	1,200.00	506.46	142.2%
<b>Total Income</b>	<b>85,511.14</b>	<b>82,346.00</b>	<b>3,165.14</b>	<b>103.8% <sup>12</sup></b>
<b>Gross Profit</b>	<b>85,511.14</b>	<b>82,346.00</b>	<b>3,165.14</b>	<b>103.8%</b>
<b>Expense</b>				
Reimbursed Expense	722.18	0.00	722.18	100.0%
Contingency	0.00	3,000.00	-3,000.00	0.0%
Other Expenses (inc. legal)	0.00	1,000.00	-1,000.00	0.0%
<b>Materials and Services</b>				
Benefits	2,202.00 <sup>7</sup>	4,450.00	-2,248.00	49.5%
Grant - Prof. Development (NLM)	2,199.93 <sup>8</sup>			
Grant - Tech Award (NLM)	755.13 <sup>9</sup>			
Grant - Youth Refresher (OSL)	3,003.24 <sup>10</sup>			
Bldg Repairs/Maint	1,370.97	1,800.00	-429.03	76.2%
Bookkeeping	551.00	1,000.00	-449.00	55.1%
<b>Books &amp; Publications</b>				
<b>Publications-Adult</b>				
Audio	0.00	150.00	-150.00	0.0%
Books	346.50	600.00	-253.50	57.8%
Magazines	373.82	500.00	-126.18	74.8%
Movies	897.21	1,200.00	-302.79	74.8%
Newspapers	361.75	400.00	-38.25	90.4%
<b>Total Publications-Adult</b>	<b>1,979.28</b>	<b>2,850.00</b>	<b>-870.72</b>	<b>69.4%</b>
<b>Publications-Children</b>				
Books	83.53	300.00	-216.47	27.8%
Magazines	0.00	100.00	-100.00	0.0%
Movies	9.96	100.00	-90.04	10.0%
<b>Total Publications-Children</b>	<b>93.49</b>	<b>500.00</b>	<b>-406.51</b>	<b>18.7%</b>
<b>Books &amp; Publications - Other</b>	<b>141.79</b>	<b>0.00</b>	<b>141.79</b>	<b>100.0%</b>
<b>Total Books &amp; Publications</b>	<b>2,214.56</b>	<b>3,350.00</b>	<b>-1,135.44</b>	<b>66.1% <sup>16</sup></b>
Cataloging & Processing	414.25	1,100.00	-685.75	37.7%
Cleaning	886.00	1,500.00	-614.00	59.1%
Computer Maintenance	1,933.52	3,500.00	-1,566.48	55.2%
Equip & Furniture	0.00	400.00	-400.00	0.0%
Grant - Ready To Read	0.00	1,000.00	-1,000.00	0.0%
Groundskeeping	320.00	1,300.00	-980.00	24.6%

4:03 PM  
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 Cash Basis

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

	Jul '18 - Jan 19	Budget	\$ Over Budget	% of Budget
<b>Insurance</b>				
Insurance-Medical	6,900.00	9,000.00	-2,100.00	76.7%
Insurance-Property	3,083.00	3,335.00	-252.00	92.4%
Insurance-Workers	564.90	565.00	-0.10	100.0%
<b>Total Insurance</b>	<b>10,547.90</b>	<b>12,900.00</b>	<b>-2,352.10</b>	<b>81.8%</b>
<b>Internet</b>	<b>699.60</b>	<b>1,500.00</b>	<b>-800.40</b>	<b>46.6%</b>
<b>Office Expense</b>				
Bank Charges	0.20	0.00	0.20	100.0%
Copier	889.60	0.00	889.60	100.0%
Investment Fees	10.15	0.00	10.15	100.0%
Office Expense	733.29	0.00	733.29	100.0%
Postage	274.09	0.00	274.09	100.0%
Office Expense - Other	0.00	3,600.00	-3,600.00	0.0%
<b>Total Office Expense</b>	<b>1,907.33</b>	<b>3,600.00</b>	<b>-1,692.67</b>	<b>53.0%</b>
<b>Professional Training Programs</b>	<b>283.50</b>	<b>500.00</b>	<b>-216.50</b>	<b>56.7%</b>
Adult Programs	463.22	500.00	-36.78	92.6%
Children's Programs	622.21	700.00	-77.79	88.9%
<b>Total Programs</b>	<b>1,085.43</b>	<b>1,200.00</b>	<b>-114.57</b>	<b>90.5%</b>
<b>Supplies</b>	<b>777.06</b>	<b>874.00</b>	<b>-96.94</b>	<b>88.9%</b>
<b>Utilities</b>	<b>1,501.76</b>	<b>3,700.00</b>	<b>-2,198.24</b>	<b>40.6%</b>
<b>Total Materials and Services</b>	<b>32,653.18</b>	<b>43,674.00</b>	<b>-11,020.82</b>	<b>74.8%</b>
<b>Personnel</b>				
Benefits	3,000.00 <sup>16</sup>	3,000.00	0.00	100.0%
Librarian	12,066.88	22,500.00	-10,433.12	53.6%
Staff	8,579.98	17,918.00	-9,338.02	47.9%
<b>Payroll Expense</b>	<b>6,095.46</b>	<b>12,254.00</b>	<b>-6,158.54</b>	<b>49.7%</b>
<b>Total Personnel</b>	<b>29,742.32</b>	<b>55,672.00</b>	<b>-25,929.68</b>	<b>53.4%</b>
<b>Unappropriated Fund Balance</b>	<b>0.00</b>	<b>20,000.00</b>	<b>-20,000.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>63,117.68</b>	<b>123,346.00</b>	<b>-60,228.32</b>	<b>51.2%</b> <sup>13</sup>
<b>Net Income</b>	<b>22,393.46</b>	<b>-41,000.00</b>	<b>63,393.46</b>	<b>-54.6%</b> <sup>17</sup>

4:05 PM  
02/06/19  
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Langlois Public Library  
**Balance Sheet**  
As of January 31, 2019

	<u>Jan 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking-11	1,071.09
Debit-12	975.09
Savings-00	1,042.22
Local Government Investment Po	53,074.33
Member - Rogue 87	15.42
<b>Total Checking/Savings</b>	<u>56,178.15</u>
<b>Total Current Assets</b>	<u>56,178.15</u>
<b>TOTAL ASSETS</b>	<u><u>56,178.15</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	40,449.79
Retained Earnings	-6,685.10
Net Income	22,393.46
<b>Total Equity</b>	<u>56,178.15</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>56,178.15</u></u>

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**Langlois Public Library**  
**Balance Sheet**  
**As of January 31, 2019**

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1. Hi All: Things to note:
  - \*The NLM Grant money has not come in yet, but we have already been needing to use the funds (\$7253).
  - \*The e-rate money has also not been deposited (\$741) yet.
  - \*We just had a large check we sent out for our annual insurance bill (\$3,083)

Our Annual Book Sale is on the 23rd of this month.

There is still \$8,000 in taxes we have not yet received.

## Langlois Public Library Minutes February 6<sup>th</sup> 2019

The meeting of the Langlois Library was called to order at 6:30 P.M.

Present were Dave Terrusa, Tara O'Shea, Jo Heinzman, Michael Murphy.  
Guest Shala Kudlac board counsel.

Members of the public present, Roger Reiber, Jo Reiber, Sue Orbom, Erick Orbom,  
Paulianne Balch-Rancourt and Carol Waxham.

Added to the agenda was an executive session ORS 192.660(2)(h). To confer with legal  
counsel concerning legal rights and duties of current litigation or litigation likely to be  
filed.

Agenda was approved as changed.

Mike moved to approve the agenda, Tara 2<sup>nd</sup> all in favor.

Approval Jan 2<sup>nd</sup> minutes. Mike moved, Tara 2<sup>nd</sup> all approved.

Approval of Jan 9<sup>th</sup> Minutes Tara moved, Jo 2<sup>nd</sup> all approved.

Public input.

Jo Rieber, read her list. Submitted list in writing to board to consider.

No action.

The request had no standing as far as the board could take action on.

Jo R spoke to the board and Jo H interrupted her and said we had already answered  
those questions.

Jo R continued asking why the board could not help with the elections and was told that  
is not our job. Refer to the county..

Point of Order. Chair recognized the point of order..Chair stated the answer had been  
answered by the board. You can get all your information from the county.

Sue Orbom, (not recognized by the chair) asked who was planning on running. To which  
the chair said that is none of their business.

Others on the board said "I haven't made up my mind yet, and we may not run or wait  
until the last day to file".

Correspondence none.

Mike summarized the financial report and copies were given to members of the public.  
The financial's are on track and we are doing very well.

More income that wasn't on this months report are still be to added. Including 8  
thousand yet to be paid from taxes. And some grant money.

Bills have been paid for the month of January.

*DAT*

No Directors report given due to her attending a seminar.  
No committee meeting was done due to Marcia getting injured.  
Karen's contract reviewed by the board.  
Jo Moved to accept the Directors contract. Tara 2<sup>nd</sup>. All approved.

6:50 the board adjourned to go into executive session.  
ORS 192.660(2)(h). To confer with legal counsel concerning legal rights and duties of current litigation or litigation likely to be filed.

7:25 The board reconvened to regular session. And no further business was conducted.

The meeting adjourned at 7:27 p.m.

acting Secretary  
Jo Weinman

Noted  
Dore Turner