
Langlois Library Special Board Meeting

Location:	Langlois Fire Hall Community Room
Date:	January 09, 2019 - Wednesday
Time:	6:30 PM

Agenda details:

I. ADMINISTRATIVE MATTERS

- a. Public sign-in
- b. Roll call
- c. Approve Agenda

II. LPL FINANCIALS

- a. Review (ORS) 294.305 to 294.565 [Oregon Budget law].
- b. Examine financial records that were addressed at the January 2nd meeting.
- c. Publish current and correct financial data.

III. EMPLOYEE CONTRACT

IV. PUBLIC INPUT

*The Public may be able to present written testimony on subject(s) listed on the agenda.

"The right of the public attendance by Oregon Public Law does not include the right to participate by testimony or comment." ORS 192.630(1)

V. ADJOURNMENT

Posted Jan 4, 2019
Dave T.

3:49 PM

01/04/19

Cash Basis

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

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Income				
Interest Income	358.90	100.00	258.90	358.9%
Reimbursements	574.12	0.00	574.12	100.0%
Other Resources				
Holiday Fair	803.50			
Annual Drive	4,032.00			
Book Sales				
Book sales-in LPL	588.15	0.00	588.15	100.0%
Annual Book Sale	782.69			
Book Sales - Other	0.00	500.00	-500.00	0.0%
Total Book Sales	1,368.84	500.00	868.84	273.8%
Donations	288.00	1,500.00	-1,212.00	19.2%
Grant - Ready To Read	1,000.00	1,000.00	0.00	100.0%
Library Services	590.46	1,000.00	-409.54	59.0%
Sprague Foundation	2,000.00	1,000.00	1,000.00	200.0%
Grant - Youth Refresher (OSL)	3,000.00			
Total Other Resources	13,082.80	5,000.00	8,082.80	261.7%
Tax - Current Year	67,545.85	76,046.00	-8,500.15	88.8%
Tax - Previous Years	1,580.42	1,200.00	380.42	131.7%
Total Income	83,142.09	82,346.00	796.09	101.0%
Gross Profit	83,142.09	82,346.00	796.09	101.0%
Expense				
Reimbursed Expense	543.82			
Contingency	0.00	3,000.00	-3,000.00	0.0%
Other Expenses	0.00	1,000.00	-1,000.00	0.0%
Materials and Services				
Grant - Prof. Development (NLM)	174.40			
Grant - Tech Award (NLM)	697.35			
Grant - Youth Refresher (OSL)	3,003.24			
Bldg Repairs/Maint	1,519.02	3,000.00	-1,480.98	50.6%
Bookkeeping	464.00	1,100.00	-636.00	42.2%
Books & Publications				
Publications-Adult				
Audio	0.00	400.00	-400.00	0.0%
Books	249.03	1,350.00	-1,100.97	18.4%
Magazines	235.87	500.00	-264.13	47.2%
Movies	801.67	1,350.00	-548.33	59.4%
Newspapers	361.75	400.00	-38.25	90.4%
Total Publications-Adult	1,648.32	4,000.00	-2,351.68	41.2%
Publications-Children				
Books	43.24	300.00	-256.76	14.4%
Magazines	0.00	100.00	-100.00	0.0%
Movies	25.35	200.00	-174.65	12.7%
Total Publications-Children	68.59	600.00	-531.41	11.4%
Books & Publications - Other	141.79	0.00	141.79	100.0%
Total Books & Publications	1,858.70	4,600.00	-2,741.30	40.4%
Cataloging & Processing	414.25	1,300.00	-885.75	31.9%
Cleaning	660.00	1,600.00	-940.00	41.3%
Computer Maintenance	1,673.52	3,500.00	-1,826.48	47.8%
Equip & Furniture	0.00	1,400.00	-1,400.00	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%

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

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Insurance				
Insurance-Medical	5,673.00	9,000.00	-3,327.00	63.0%
Insurance-Property	0.00	3,335.00	-3,335.00	0.0%
Insurance-Workers	564.90	565.00	-0.10	100.0%
Total Insurance	6,237.90	12,900.00	-6,662.10	48.4%
Internet	583.00	1,500.00	-917.00	38.9%
Office Expense				
Benefits	615.00			
Bank Charges	0.20	0.00	0.20	100.0%
Copier	776.98	0.00	776.98	100.0%
Investment Fees	0.15	0.00	0.15	100.0%
Office Expense	1,227.71	0.00	1,227.71	100.0%
Postage	199.00	0.00	199.00	100.0%
Office Expense - Other	0.00	3,600.00	-3,600.00	0.0%
Total Office Expense	2,819.04	3,600.00	-780.96	78.3%
Professional Training Programs	75.47	500.00	-424.53	15.1%
Adult Programs	232.50	1,000.00	-767.50	23.3%
Children's Programs	373.20	800.00	-426.80	46.7%
Programs - Other	510.78	0.00	510.78	100.0%
Total Programs	1,116.48	1,800.00	-683.52	62.0%
Supplies	204.45	874.00	-669.55	23.4%
Utilities	1,217.46	3,700.00	-2,482.54	32.9%
Total Materials and Services	23,038.28	43,674.00	-20,635.72	52.8%
Personnel				
Librarian				
Librarian Bens	541.00			
Librarian - Other	8,618.24	22,500.00	-13,881.76	38.3%
Total Librarian	9,159.24	22,500.00	-13,340.76	40.7%
Staff	5,827.29	18,918.00	-13,090.71	30.8%
Payroll Expense	4,918.02	13,254.00	-8,335.98	37.1%
Total Personnel	19,904.55	54,672.00	-34,767.45	36.4%
Unappropriated Fund Balance	0.00	20,000.00	-20,000.00	0.0%
Uncategorized Expenses	3,394.00			
Total Expense	48,880.85	122,346.00	-75,465.35	38.3%
Net Income	36,261.44	-40,000.00	76,261.44	-90.7%

Langlois Public Library
Balance Sheet
As of December 31, 2018

	<u>Dec 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking-11	5,110.55
Debit-12	774.45
Savings-00	3,992.15
Local Government Investment Po	60,153.61
Member - Rogue 87	15.37
Total Checking/Savings	<u>70,046.13</u>
Total Current Assets	<u>70,046.13</u>
TOTAL ASSETS	<u><u>70,046.13</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	40,449.79
Retained Earnings	-6,665.10
Net Income	36,261.44
Total Equity	<u>70,046.13</u>
TOTAL LIABILITIES & EQUITY	<u><u>70,046.13</u></u>

Langlois Library District
Langlois Public Library
Special Board Meeting Minutes (~~CONFIDENTIAL~~)
January 9, 2019 @ 6:30pm

Board: Dave Terrusa, Jo Heinzman, and Marcia Heinzman (absent: Michael Murphy and Tara O'Shea)

Guests: Carol Waxham, Deanna McDermott, Roger Rieber, and Jo Rieber

Board Secretary: Karen Schaefer

Board Meeting: 6:30 pm start

Public Sign In: Jo Rieber, Deanna McDermott, and Carol Waxham

Agenda Approval: Approve as amended (Add Policy & Implied Contracts and ORS 192.630 (i) to be read at every meeting) Marcia, Jo 2nd, All 3 agreed

LPL Financials: Marcia read Carol's letter. Her main question was whether the \$3,394 in uncategorized expenses was for salary. This was for benefits since the new line item categories are still being developed. She also asked if we were using the Endowment Fund's principal and not just the interest. We explained that we do not have an Endowment Fund. Jo Rieber asked about the Endowment Fund as well. She was then asked whose name was on the Endowment Fund and replied to the group that it was the Friends of the Langlois Library.

Review of ORS 294.305 to 294.565 (Oregon Budget Law). 2011/2012 was the latest version and a supplement was added in 2014. Line items can move between Personnel and Materials & Supplies. It is the total budget figure that gets approved. Unless there is a change of 10% to the total budget figure the budget committee does not need to reconvene.

Explanation of the LPL Monthly Reports: Balance Sheet and the YTD Profit & Loss gives the whole picture of where the Library Financials are each month.

These reports will be on the new website, which opens shortly, as well as the Board Minutes Book. The Board also receives the reconciliation reports on the Rogue and LGIP (Government) Accounts monthly.

Jo Rieber inquired why usually the Public Input is only in written form. As a long standing member of the school board, Roger was asked if the School Board does it any differently. He acknowledged they also request the Public to sign in and then give their input. Roger said to participate is a privilege not a right. This meeting was an open dialog between the Board, Library Director, and the guests.

Adjournment: 7:58 pm

J.O.
D.T.
MM
Jo