



LINCOLN COUNTY
LIBRARY DISTRICT

**Lincoln County Library District Board
Regular Meeting
Wednesday July 15, 2020
12:00 p.m.
Online & LCLD Administrative Office
141 NW 11th
Newport, OR 97365**

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 Meeting June 9, 2020	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
New Business		
Election of Board Officers 2020-2021	President	Approval
Resolution No. 2020-7.1 to Authorize Expenditure in Fiscal Year 2020-2021 for COVID-19 Recovery	President	Approval
Work Session		
Strategic Planning		Discussion
Next District Board Meeting August ?, 2020, noon LCLD Administrative Office OR Online		Information
Adjourn	President	Motion

**Minutes
Lincoln County Library District
Board Meeting
June 9, 2020
12:00 p.m.
Online**

ATTENDANCE—BOARD

Brian Fodness- President
Emily Portwood-arrived at 12:45 p.m.
Marta West
Chris Boyle
Virginia Tardaewether

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

ATTENDANCE – GUESTS

Lillian Curanzy, Newport Public Library

CALL TO ORDER

Board President Brian Fodness called the meeting to order at 12:10 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Quorum was established.

QUESTIONS AND PUBLIC COMMENT

There were no public present.

BUDGET HEARING CLOSED AT 12:15

REGULAR MEETING CALLED TO ORDER

APPROVAL OF AGENDA

Approved.

APPROVAL OF MEETING MINUTES

Virginia moved and Marta seconded approval of the Budget Committee & Regular Board minutes of May 12, 2020. Passed unanimously.

BOARD MEMBER REPORTS

Virginia asked for information about checking out books from libraries since the libraries are only providing curbside service.

Brian talked about the Board President elections at the next Board meeting and asked members to think about stepping up, although he would be willing to continue as President.

DIRECTOR'S REPORT

MaryKay included the Director's report in the Board packet. Siletz began curbside service on May 18th. It has been a slow beginning but patrons are grateful for the opportunity to check out materials. We will not be re-opening the Siletz Library until at least after the Governor moves Lincoln County to Phase 2. A discussion of requiring masks ensued. There has also been discussion in the library community about the role of the library in requiring patrons to sign in for contact tracing. What she learned was that there is currently no requirement for libraries to collect that information from patrons. Continuing to hold online meetings with library directors in Lincoln County on a weekly basis. MaryKay discussed her progress on goals that were set last year, especially in light of the COVID-19 situation. She noted the work that Carol Rasmussen Schramm has been putting together a variety of activities for the summer reading program. Guidance from the State Librarian, with input from OHA and the Governor's Office, has been released and was shared with the Board.

FINANCIAL REPORT

We are on track with the 2019-2020 budget. Marta moved and Virginia seconded that the financial report be accepted. Vote to accept was unanimous.

OLD BUSINESS

Strategic Planning

MaryKay proposed the Board convene a four hour work session to begin working on a strategic plan, particularly having the Board develop a vision and mission at this meeting. Darci Hanning, consultant at the State Library, has agreed to facilitate the meeting as well as working with MaryKay on the remainder of the process. Lily provided an overview of the project and a short discussion followed.

NEW BUSINESS

Resolution No. 2020-6.1 for Adopting the FY 2020-2021 Budget, Making Appropriations, Imposing the Tax and Categorizing the Tax Per ORS 294.456

Virginia moved and Marta seconded adopting the resolution. APPROVE: Brian Fodness, Chris Boyle, Virginia Tardaewether, Marta West, Emily Portwood.

Board Calendar 2020-2021

It was agreed to continue to meet on Tuesdays at noon.

GOOD OF THE ORDER

Take care and stay safe.

NEXT DISTRICT BOARD MEETING

Wednesday July 15, 2020 at the District Office, 141 NW 11th, Newport at noon or online. This will be a strategic planning session.

ADJOURNMENT

Meeting adjourned at 1:16 p.m.



District Librarian's Report
July 2020

General Updates

Curbside service at the Siletz Public Library continues and is offered on Tuesday, Thursday, and Saturday. We are not planning to re-open to the public until, at the least, Lincoln County has been approved for Phase 2 by the Governor. With the recent outbreak we don't expect to open anytime soon.

We continue to hold weekly online meetings with library directors in Lincoln County for morale support and to share ideas and processes for phased reopening.

Progress toward Goals

There was a discussion at the last Board meeting about the impact the pandemic has had on the Director's ability to make progress on goals that were agreed upon by the Director and the Board in December 2019. It was agreed that the Director would report on what work was being carried out during this time and create revised goals and timeline that will reflect both the disruption of the pandemic and overly ambitious goals and timelines from December. This will be presented for initial discussion at the June 9, 2020 Board meeting.

Successes

The curbside service in Siletz has been welcomed by both staff and patrons. Children and families are signing up for Summer Reading Program and the staff at Siletz is promoting and distributing a variety of "make and take" projects to replace in person programming.

Challenges

Some staff are getting discouraged that we can't provide our regular service.

Partnerships

Library directors had a meeting with staff from the Oregon Coast STEM Hub and we will be working with them to distribute STEM materials to the children participating in the summer reading program at our partner libraries. They will provide printed materials and discovery kits for libraries to give away. We also began discussion of putting together STEM kits that can be circulated through our libraries.

Upcoming

- I have attended three sessions of the five session series of human resources workshops, HR Basics: What You Don't Know Can Hurt You, presented by HR Answers, an HR firm that we work with, through June 24th.
- I am planning to take some time off during July and during August. I will let you know when I have confirmed plans.



MaryKay Dahlgreen <marykay.dahlgreen@lincolncolibrarydist.org>

COVID-19 Response Grant - request approved

1 message

State Library of Oregon Grants Portal <administrator@grantinterface.com>

Fri, May 8, 2020 at 11:11 AM

Reply-To: mini.grants@state.or.us

To: marykay.dahlgreen@lincolncolibrarydist.org

Cc: mini.grants@state.or.us

Congratulations MaryKay,

Your request on behalf of **Lincoln County Library District** for **\$1,500.00** for your project, **Protective equipment and supplies for library re-opening**, has been approved. This email will serve as official notification - please save a copy for your records.

Please note that this FFY2019 federal funding comes to your organization via the Institute of Museum and Library Services (IMLS), as administered by the State Library of Oregon's Library Services & Technology Act (LSTA) Program. Please refer to **our online guide** regarding allowable costs, and how to best acknowledge this funding source in any online and/or printed materials or signage.

You will have until **August 31, 2020**, to spend these funds, and we will provide a reimbursement once you have **submitted a claim** with supporting receipts and/or other documentation. Please send these via email to mini.grants@state.or.us at any point, and if you can't include an e-signature beforehand, please send the claim form anyway and we can prepare it for your e-signature on our end. We will also follow up with you in Summer 2020 with a very simple report form to gather some additional information on your project. As always, please reach out to us with any and all questions at mini.grants@state.or.us!

Thanks, and be safe!

Ross Fuqua & Greta Bergquist
Library Support & Development Services
State Library of Oregon

RESOLUTION No. 2020-7.1
RESOLUTION AUTHORIZING EXPENDITURE OF A GRANT FROM
THE STATE LIBRARY OF OREGON TO FACILITATE LIBRARY RE-
OPENING AFTER COVID-19 CLOSURE

WHEREAS, Lincoln County Library District (LCLD) adopted its fiscal year 2020-2021 budget on June 9, 2020 and

WHEREAS, LCLD has received approval to reimburse re-opening expenditures for the Siletz Library which has been closed due to COVID-19 with a \$1,500 grant from the State Library of Oregon; and

WHEREAS, in accordance with ORS 294.338 (2), awarded grants that are not accounted for in the current fiscal year's budget may not be expended with Board authorization;

Now, therefore be it RESOLVED, that LCLD is authorized to receive reimbursement of up to \$1,500 in FY 2020-2021 for materials needed to reopen the Siletz Public Library after the COVID-19 closure.

Adopted by the Board of Directors of Lincoln County Library District this 15th Day of July, 2020

AYES:

NAYS:

ABSENT:

ABSTAIN:

Brian Fodness, LCLD Board President

MaryKay Dahlgreen, LCLD Director

**Lincoln County Library District
141 NW 11th
PO Box 2027
Newport, OR 97365**

STRATEGIC PLANNING TIMELINE

March – June 2020

Community Profile and Feedback Campaign

- As a Capstone project for her Master's of Librarianship from the University of Washington Lily Curanzy created a community profile and suggestions for a feedback campaign for the Lincoln County Library District strategic planning process.

July 15, 2020

Board Work Session to draft Vision and Mission

- Darci Hanning, staff at the State Library of Oregon, will facilitate a Board work session to draft a vision and mission for LCLD.

July – September 2020

Community Feedback and Input

- LCLD staff will create processes to solicit and receive community feedback about their wants and needs for library service in Lincoln County. This will include surveys and focus groups. We won't be able to do in-person meetings but are looking at alternatives for receiving feedback from our most remote residents.

October 2020

Meeting with Board, partner library representative and LCLD staff

- Darci Hanning and MaryKay Dahlgreen will have reviewed the community feedback and arranged it for presentation to the Board, partner library representatives, and LCLD staff for discussion. Vision and mission will have been approved by the Board at that point. The group will prioritize library services to be provided by LCLD and will draft one or two sample goals.

November -December 2020 Write Strategic Plan

- Based on all the previous work, MaryKay and Darci will draft goals for Board approval and they, with input from LCLD staff, will draft objectives, measures and targets. This will result in a strategic plan for presentation to the Board at their January 2021 regular meeting.

January 2021

Board approve Strategic Plan

- After the Board approves the plan, MaryKay will create a timeline and reporting schedule to track progress on the plan.

Lincoln County Library District

Board By-laws

ARTICLE I: NAME; STATEMENT OF PURPOSE

This municipal corporation shall be called the Lincoln County Library District, having been organized under the provisions of ORS 357.216 to 357.286, and exercising the powers and authority, and assuming the responsibilities as described in said statutes.

The purpose of this municipal corporation shall be to provide all Lincoln County residents with excellent library service.

ARTICLE II: FISCAL YEAR; BUDGET

The fiscal year shall be July 1 – June 30. Each year the district shall determine and fix the amount of money to be levied and raised by taxation. The total amount in dollars and cents shall not exceed the established permanent tax base of \$0.2465 per \$1,000 of the true cash value of all taxable property and any approved local option tax (currently \$0.0900 per \$1,000) within the district computed in accordance with ORS 308.207.

ARTICLE III: BOARD OF DIRECTORS; OFFICERS

Section 1. The Board of Directors shall be made up of five members; each elected to represent the zone in which the member resides. Elections shall be held in May in odd numbered years; members take office July 1 of the same year. The term of office is four years.

Section 2. The officers shall be a President and a Treasurer; they shall be elected from the current members of the Board of Directors at the first Board meeting of the fiscal year, taking office at that meeting after the election is held. The district librarian shall be the Secretary for the district [ORS 357.226].

Section 3. The district shall require bond or crime insurance covering any member of the governing body or any officer or employee of the district who is charged with possession and control of district fund and the bond or insurance shall be paid from district funds.

Section 4. Vacancies shall be filled by appointment by a majority of the remaining members of the Board of Directors. If a majority of the positions is vacant, or if a majority cannot agree, the vacancies shall be promptly filled by the county commissioners. [ORS 198.320] An appointee shall reside in the zone in which the vacancy occurs.

Section 5. Directors may be recalled according to procedures outlined in ORS 198.410-198.440.

Section 6. Directors may receive an amount not to exceed \$20.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The district shall provide for reimbursement of a director for actual and reasonable travel and for other expenses necessarily incurred by a director in performing official duties.

Section 7. The President shall serve a term of one year, with the option of running for another term. The President shall preside at all meetings of the Board of Directors, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board of Directors, co-sign checks and generally perform other duties associated with that office.

Section 8. The Treasurer shall serve a term of one year, with the option of running for another term. The Treasurer will co-sign checks and perform other duties designated by the Board of Directors and associated with that office.

Section 9. The Secretary shall keep or cause to be kept a true and accurate record of all meetings of the Board of Directors; shall issue or cause to be issued notice of all regular and special meetings of the Board of Directors, including proper notification of the media and all persons who have requested regular notice; co-sign checks; and shall perform or cause to be performed such other duties as are generally associated with that office.

ARTICLE IV: MEETINGS

Section 1. The regular meetings shall be held each month, the date and hour to be set by the Board of Directors at its annual meeting (first meeting of the fiscal year). The location shall be a facility within Lincoln County which complies with current Oregon laws regarding access for disabled persons.

Section 2. The annual meeting, which shall be for the purpose of the election of officers and adoption of an annual report, shall be held at the time of the regular meeting every year in July or the first meeting of the fiscal year.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown, so far as circumstances will permit:

- a) Call meeting to order
- b) Roll call of members and introductions
- c) Adoption of the agenda
- d) Announcements
- e) Review of past minutes of previous regular meeting and any intervening special meeting
- f) Financial Report
- g) District librarian's report
- h) Committee reports – if any committees have been formed
- i) Correspondence
- j) Public Comment
- k) Decision Items
- l) Discuss Items
- m) Professional development
- n) Set the next agenda
- o) Announce the next Board meeting
- p) Adjournment

Section 4. Special meetings may be called by the Secretary at the direction of the President, or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 5. Proper notification of the media and all persons who have requested regular notice will be given for all regular, annual and special meetings.

Section 6. A quorum for the transaction of business at any meeting shall consist of 3 members of the Board of Directors present in person.

Section 7. Conduct of meetings. Decisions will be by consensus when possible. Proceedings of meetings will be governed by *Robert's Rules of Order*.

ARTICLE V: DISTRICT LIBRARIAN; STAFF

Section 1. The Board of Directors shall appoint a qualified district librarian who shall be the executive and administrative officer of the district on behalf of the Board of Directors, under its review and direction.

Section 2. The district librarian shall recommend to the Board of Directors the appointment of and specify the duties of all other staff and shall be responsible for the proper direction and supervision of the staff.

Section 3. The district librarian shall be responsible for the care and maintenance of district property for an adequate and proper selection of library materials, equipment and supplies in keeping with the stated policy of the Board of Directors, for the efficiency of services provided, and for financial operation, including co-signing checks, within the limitations of the budgeted appropriation.

Section 4. The district librarian shall have interim authority to appoint, without prior approval of the Board of Directors, a part-time or temporary staff, provided that any such appointment shall be reported to the Board of Directors at its next regular meeting.

ARTICLE VI: COMMITTEES

Section 1. The Board of Directors may establish special committees of one or two members for such specific purposes as the business of the Board of Directors may require from time to time. The duties of a special committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the Board of Directors.

Section 2. All special committees shall make a progress report to the Board of Directors at each of its regular meetings.

Section 3. A budget committee shall be appointed in accordance with ORS 294.336, and shall serve in the manner so prescribed.

Section 4. No committee will have other than advisory powers, unless by suitable action of the Board of Directors, it is granted specific and limited power to act.

ARTICLE VII: GENERAL

Section 1. Decisions will be made by consensus when possible. Otherwise, an affirmative vote of the majority of all members of the Board of Directors present at the time shall be necessary to approve any action before the Board of Directors. The President may vote upon and may move or second a proposal before the Board.

Section 2. The by-laws may be amended by the majority vote of all members of the Board of Directors, provided written notice of the proposed amendment shall have been mailed or emailed to all members at least 10 days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board of Directors, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand; but such suspension, to be valid, may be taken only at a meeting at which four-fifths of the members of the Board of Directors shall be present and at least three of those present shall so approve.

Adopted: November 12, 1989
Corrected: November 26, 1989
Amended: May 15, 1990
Amended: April 21, 1997
Amended: November 10, 2015



LINCOLN COUNTY
LIBRARY DISTRICT

Lincoln County Library District Community Profile and Feedback Campaign

2020

MLIS Capstone Project
By Lillian Curanzy

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Introduction

Purpose and Context

The Lincoln County Library District (LCLD) is a special taxing district that provides access to public library services to residents of the unincorporated areas of Lincoln County, Oregon. Since its creation, LCLD has worked to establish this access to the populous coastal region of the county. The time has come to evaluate how well the District meets the needs of those living in all areas of the county.

The 2020 pandemic continues to have considerable effects on socio-economic conditions both locally and globally. Lincoln County's economy is diverse; however, pandemic-related safety measures have greatly decreased revenue from tourism—a principle segment of the local economy. Library and other social services become increasingly important following economic disasters, especially in places with higher than average poverty rates. While the true impact of the pandemic is unknown at this time, this report acts as a benchmark for future comparison and action.

Community Profile

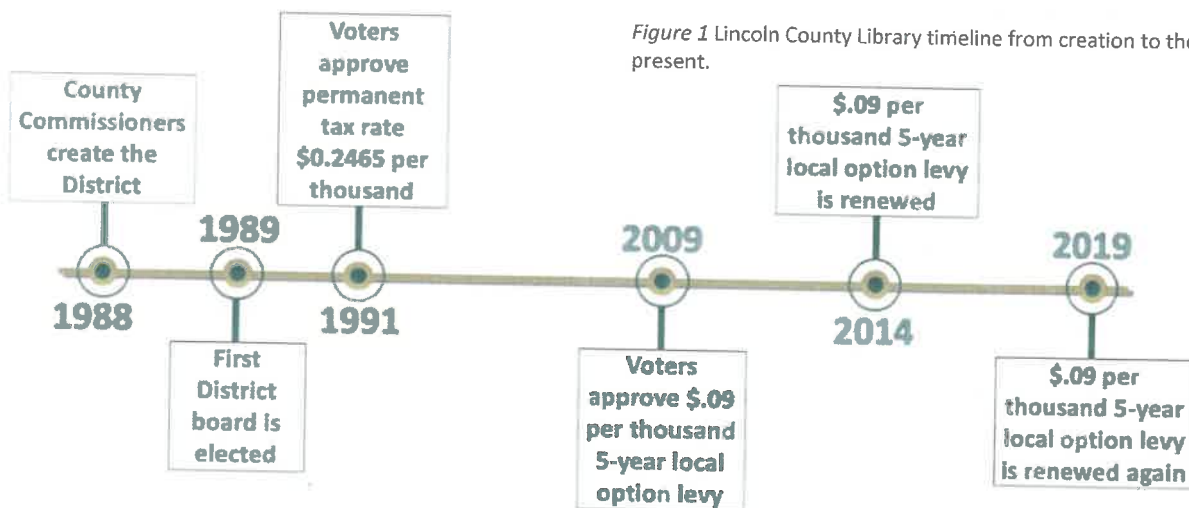
This profile will explore demographic information related to Lincoln County as a whole in addition to the characteristics of current library users who reside within the LCLD service area. It will establish demographic trends and compare those with current library users. This will identify populations who may not be utilizing LCLD services and inform priority groups for the next part of the project—a community feedback campaign.

Feedback Campaign Recommendations

In order to engage with District patrons, it is necessary to identify appropriate methods of communication as well as possible locations, formats, and modalities. The rural nature of the District's service area requires a persistent, comprehensive approach

History

The Lincoln County Library District (LCLD) is a special taxing district that provides access to public library services to residents of Lincoln County, Oregon. In 1988, the County Commissioners created the Lincoln



County Library District, in 1989 a Board was elected, and in 1991 the voters approved a permanent tax rate of \$0.2465 per thousand. In 2009 the voters approved a \$0.09 per thousand 5-year local option levy to assure continuing service to Lincoln County residents. The 5-year local option levies were renewed in 2014 and 2019 at the same rate. The District's service area covers 1,194 square miles and the service population is 25,120.

Current Operations

The purpose of LCLD is to provide fee-free library access to residents of the unincorporated areas of the county. In theory, residents from outside the cities of Newport, Toledo, Yachats, and Lincoln City are able to

utilize city libraries as a result of these tax-funded subsidies. The library services and access provided by LCLD include a free library card and use of all resources provided by city libraries located in Lincoln County.

In addition to distributing 70% of District revenue to city libraries, LCLD funds provide a countywide interlibrary courier service, cataloging support, and cooperates closely with the city libraries in the District. The District

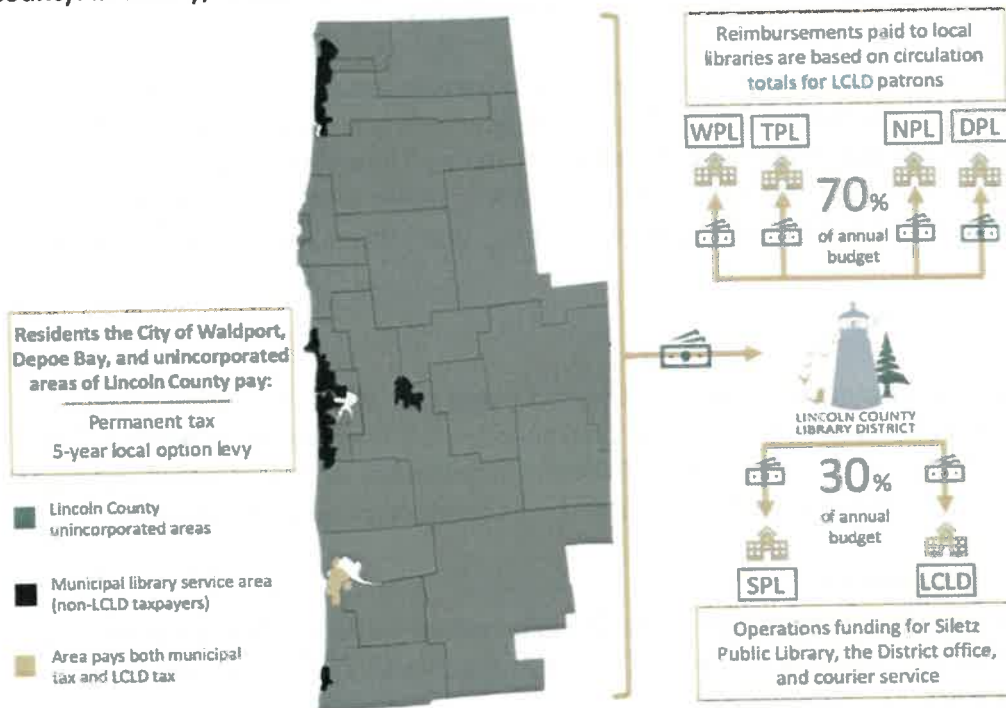


Figure 2 LCLD funding model shows the area of the county responsible for funding the District and how those funds are currently distributed. 70% of the annual budget is spent in the form of reimbursements to libraries in Waldport, Toledo, Newport and Lincoln City. The remaining 30% covers operating costs for Siletz Public Library and the district office as well as funding District services to local libraries.

contracts with and provides funding to the cities of Lincoln City, Newport, Waldport, Toledo, and Siletz to provide library services to residents of unincorporated Lincoln County and Depoe Bay.

Challenges

Need for Updated Funding Model

At the time that the District was created, the three public libraries in the county were located in Lincoln City, Newport, and Toledo. The City of Siletz has been in the district boundaries since the original funding election in November 1990. Waldport, and Depoe Bay annexed into the District in 1992 so their citizens could use the three city libraries without paying a non-resident fee. Currently Lincoln City, Newport, and Toledo have a verbal reciprocal agreement to allow residents of all three cities to use all three libraries without a fee. In the last 30 years Waldport and Siletz have established city funded libraries. The 70% of District tax receipts is

distributed to Waldport, Toledo, Newport, and Lincoln City while the Siletz Library is administered by LCLD using their portion of that 70%.

Currently, library reimbursements are based on circulation to LCLD residents and city library expenditures. In theory, those libraries that circulate more items to LCLD users would be entitled to higher reimbursement from the District. These circulation numbers are difficult to calculate or accurately estimate using the two systems, Chinook Library Network, and Oceanbooks. Consequently, we believe they have not been reported correctly for some time. While physical item circulation is an important statistic, it is likely that a more appropriate metric could better inform library reimbursement amounts.

Two Consortiums, One District

In 2012, two of the Lincoln County libraries, Newport and Driftwood, changed their library software and created a consortium with the libraries of Tillamook County. Due to budget limitations and the variable needs of different libraries, the new software was not implemented uniformly by the District libraries.

At this time, the libraries of Waldport, Toledo, and Siletz joined The Chinook Library Network (CLN). Administered by LCLD, CLN provides a shared catalog to seven county, city, and community college libraries from Lincoln, Clatsop, and Tillamook counties.

The use of two library systems is problematic for several reasons. Complications related to resource sharing are the most noticeable to patrons who must rely on library staff to fill interlibrary loan requests for items owned by a library located less than 10 miles away. To avoid the delay caused by an interlibrary loan, patrons will visit the owning library themselves—costing their home library valuable circulation statistics.

Community Profile

Methods and Data Sources

LCLD serves 25 voting districts across the county. Visualizations in this report are presented in the context of these districts, their encompassing ZIP Codes, or census tracts. *Figure 3* shows these districts as numbered regions. Municipal library service areas are shown in black.

Most data were collected from open sources and compiled, visualized, and analyzed with publicly available tools. Population and demographic data are taken from Portland State University's Population Research Center and the 2014-2018 5-year estimates from the American Community Survey. Some demographic analysis is included from county-level economic and health services status reports. These reports provide additional context to census figures. Broad population data is supplemented by Lincoln County school District enrollment data supplied by the Oregon Department of Education.

Library user information is taken from the two library systems operating in the District. Data collection and management practices vary by library; therefore, some user data are missing or require additional normalization. Because user records are purged on different schedules throughout the district, those users whose library accounts expired over five years ago are not included in patron dispersal or age analyses

Description of Regions and Ballot Measure Results

The 2019 ballot measure to extend the expiring 5-year tax levy was included in a November special election. The library measure was the only one on the ballot for the majority of voters. Typically, special elections draw



Table 1 Voting districts in Lincoln County that are included in Lincoln County Library District Elections. District numbers correspond with map regions¹.

#	District	Yes%	Turnout
11	Agate Beach	61.11%	29.51%
23	Alsea	78.99%	37.86%
20	Bayview	78.36%	50.27%
19	Big Elk	71.43%	12.17%
6	Depoe Bay	69.25%	41.40%
13	East Toledo	64.74%	31.56%
16	Eddyville	70.09%	26.77%
15	Elk City	71.88%	29.36%
7	Fogarty Creek	73.22%	40.61%
12	Fruitvale	65.69%	34.15%
5	Kern	76.69%	40.41%
10	Otter Rock	76.40%	49.17%
9	Rock Creek	72.55%	33.44%

#	District	Yes%	Turnout
3	Rose Lodge	64.46%	24.40%
4	Schooner Creek	71.32%	34.86%
18	Seal Rock	71.63%	43.82%
24	Seaview	75.40%	41.51%
8	Siletz	73.60%	25.38%
17	South Beach	75.80%	29.51%
2	Sunset East	70.92%	37.86%
1	Sunset West	73.08%	50.27%
21	Tidewater	63.49%	12.17%
22	Waldport	77.37%	41.40%
25	Yachats	82.50%	31.56%
14	Yaquina	70.19%	26.77%
Average		72%	35.53%

Figure 3 Numbered regions are the voting districts that determine LCLD funding. These districts receive fee free library services through the District.

lower voter turnouts than general elections. Voter turnout rates varied by

region. Overall, the results to extend the 5-year tax levy that supports the District were positive. The approval rate is well above 60% in each voting district. Agate Beach, Rose Lodge, and East Toledo returned the lowest rates of approval. Agate beach is geographically close to a public library (Newport) Yachats, Alsea, and Waldport have the highest approval rates. These districts are similarly situated at the south end of the county. Though Waldport has a city library, Waldport voters overwhelmingly approved extending the levy with an above average voter turnout. Yachats has a volunteer-run city library that is not a part of the District.

Summary of Lincoln County

Geography and Access

Lincoln County has a long narrow shape that emphasizes its coastline. Unsurprisingly, the population is concentrated on the coast and along main thoroughfares—Highways 20, 18, and 34. Figure 4 displays principle roads in the county and significant state forestlands and private timberlands. Despite the population distributions outlined in Figure 5, there are far-flung communities found in more remote areas of the county.

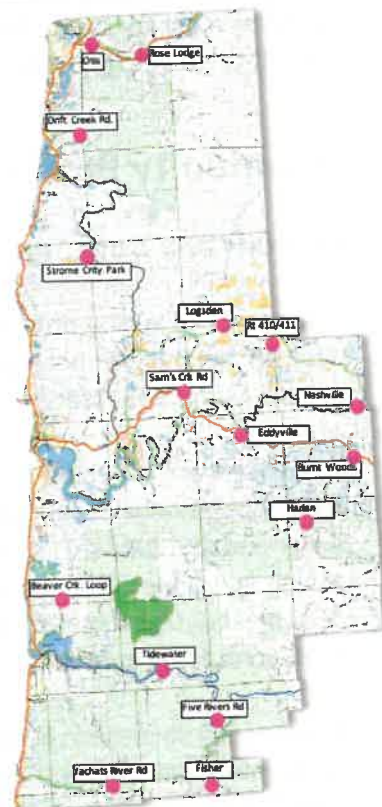


Figure 4 Map of Lincoln County with major roads, national forestlands, urban boundaries. Remote populated areas are marked and labelled.

Broadband

Some of these isolated communities—and a few less isolated communities—do not have access to high speed (25/3 mbps). The Federal Communications Commission (FCC) provides broadband mapping that can be filtered by service type and speed. Based on this resource, 100% of Lincoln County has access to at least two high speed internet providers. Residents of Lincoln County would likely disagree with this finding and further research quickly reveals that industry leaders and open broadband activists strongly question the accuracy of the federal agency's data collection practices^{2,3}.

Zoning and Land Use

The Siuslaw National Forest takes up 27% of Lincoln County's 634,580 acres. Additional timberlands, grazing lands, lakes, streams, and clearings are all included in the forestland designation equating to 90% of the county⁴. Rural and agricultural lands combined make up only about 4% of the county. Only 3% of the county is zoned urban. Lincoln County is also home to the Confederated Tribes of Siletz Indians which owns a little over 15,000 acres.

Payment in Lieu of Taxes (PILT) is a federal program that provides funds roughly equal to \$2.77/acre of federally owned land. The purpose of this program is to offset the loss of tax income by local governments due to the presence of untaxable federal lands. In 2019, Lincoln County received \$326, 406—approximately 1.5% of the county's property tax revenue^{5,6}.

Economy

Based on the most recent economic summary report prepared for the Lincoln County Commissioners in 2014, Lincoln County's economy grew 12% between 2003 and 2013 despite the global economic downturn in 2008. The report highlights the significance of ports to the strong economies of Newport, Depoe Bay, and Toledo. A lack of a harbor or port is attributed to Lincoln City's lower median income⁷.

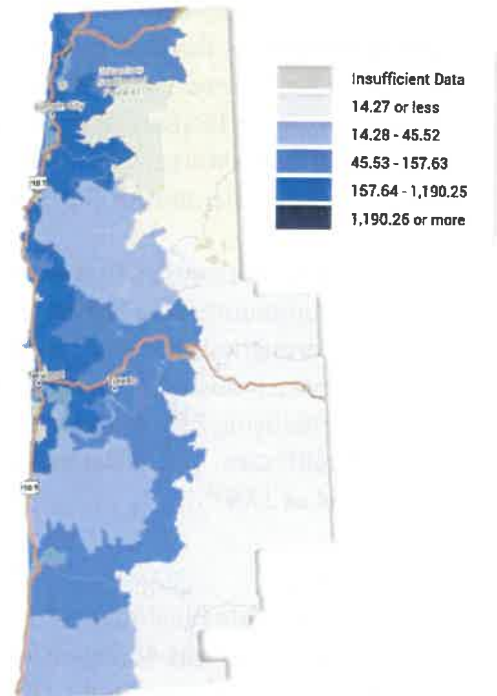


Figure 5 Population density per sq. mile in Lincoln County by ZIP Code.

Location	Median income (household)	Poverty rate (individuals)	Percent change in income 2012-2018
U.S.	63,179	11.8%	+23%
Oregon	59,393	12.6%	+19%
Lincoln County	46,061	13.6%	+10%
Depoe Bay	54,241	7.1%	+25%
Lincoln City	38,010	20.9%	+28%
Newport	45,250	17.2%	-4%
Siletz	41,676	23.4%	+12%
Toledo	57,975	16.1%	+28%
Waldport	46,367	14.9%	+29%
Yachats	49,293	4.2%	+16%

Table 2 Income and poverty rates for 2018 are estimates from American Community Survey estimates 2014-2018. Percent change in income is calculated using 2012 and 2018 incomes.

However, since the publication of the 2014 economic summary, income distribution has shifted. Previously, Newport had the highest median income among the seven most populous cities and towns in the county. The most recent estimates show significant gains in median income among all but Newport, the only city to see a decline⁸. *Table 2* illustrates this change.

Poverty rates are higher than national, state, and county averages in 70% of these seven areas. These rates are higher among single parent households and highest in those with single female heads of household and children—47% countywide⁹. A notable attribute of Lincoln County’s economy is the high percentage of households that receive Social Security and Retirement benefits. Out of 40,696 residents 16 years of age or older, only 46% are currently in the workforce. Conversely, 74% of households receive Social Security and/or Retirement benefits¹⁰.

The same natural resources that draw a substantial retirement community also attract a sizeable tourist population throughout the year. As a result, Lincoln County’s service industry is the dominant sector of the economy, employing 21% of the workforce. Educational services, health care, and social assistance industries are a close second at 17%¹¹.

Demography

According to the latest estimates from Portland State University’s Population Research Center, Lincoln County’s population was 48,260 in 2019, up 50 from the previous year¹². Families make up 59.3% of the 21,110 households in the county. Of these families, just under 30% include a person 65 years of age or older. Almost 20% of families in Lincoln County have a member who is under the age of 18¹³. Of the non-family households, 78% are residents who live alone. Almost 40% of these single residents are 65 years of age or older. Since older residents are likely to have limited mobility, there is a higher risk of loneliness and its negative mental and physical effects.

Oregon’s median age is 39.1 years. *Table 3* displays Lincoln County’s median age by ZIP Code. Population centers within those ZIP Codes act as familiar proxies in this table. Disability and poverty rates are included to examine any relationships between the attributes that may present an unmet need. The town of Eddyville and its encompassing ZIP Code have one of the lowest median ages and the highest poverty and disability rates. The next highest rates are nearly 50% lower than those found in the Eddyville region. While it might seem likely that higher median ages would correlate to a higher incidence of disability, reporting practices may not reflect the true prevalence among older residents. Those who are retired would have no need to file for disability benefits in order to receive Social Security assistance. Therefore, residents of employment age would have more reason to claim their disabilities with the appropriate federal agencies. The reverse of this trend is visible among regions with the highest median age. This analysis highlights two vulnerable communities: isolated older residents and those of employment-age who are unable to work due to a disability.

Region	Median Age	Disability Rate	Poverty Rate
Blodgett	53	17.27%	14.03
Depoe Bay	58	22.71%	10.55
Eddyville	43	58.13%	41.87
Logsden	64	20.49%	12.07
Neotsu	51	16.98%	11.19
Newport	45	17.16%	17.34
South Beach	59	23.84%	8.18
Lincoln City	51	20.49%	19.69
Otis	49	19.68%	20.96
Otter Rock	64	20.93%	8.37
Seal Rock	64	29.74%	13.81
Siletz	43	28.48%	22.71
Gleneden Beach	65	19.56%	3.79
Toledo	43	17.75%	13.77
Waldport	58	30.75%	16.83
Tidewater	53	29.35%	20.04
Yachats	58	24.37%	12.01

Table 3 Median age, disability, and poverty rates in Lincoln County by ZIP Code, 2014-2018 estimates. High medians and rates are highlighted red, lows are blue.

Ethnicity, Race, and Language

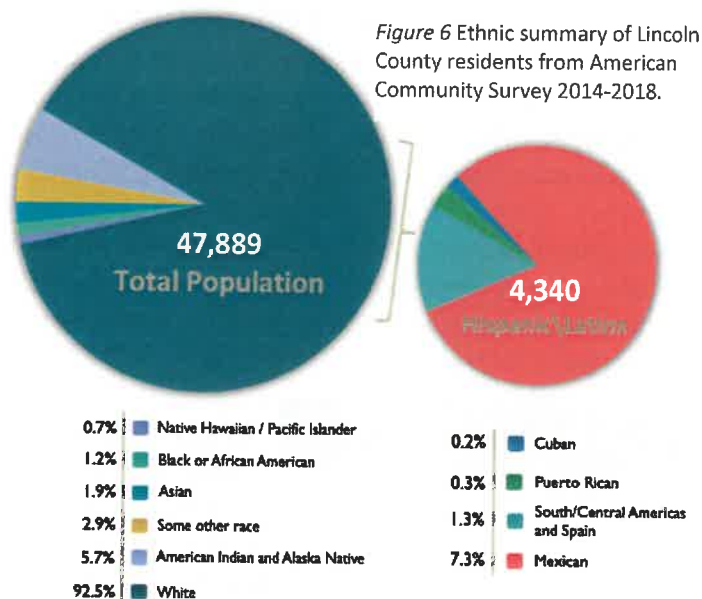
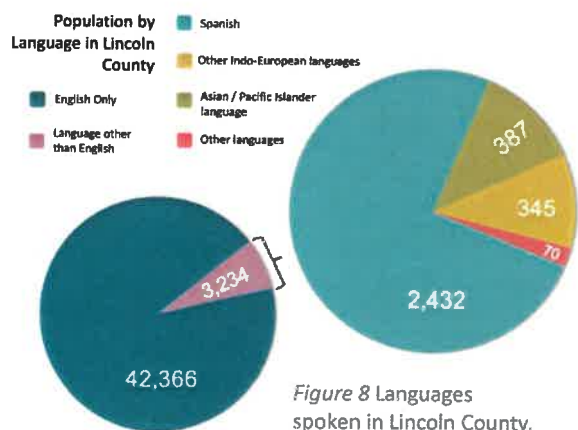
Lincoln County is overwhelmingly white and English speaking. The Latinx population is the largest minority in the area followed by American Indian and Alaskan Native¹⁴.

The Confederated Tribes of Siletz Indians is a significant population in the county. This community is significant both historically and culturally. Reservation lands are located north and east of the City of Siletz.

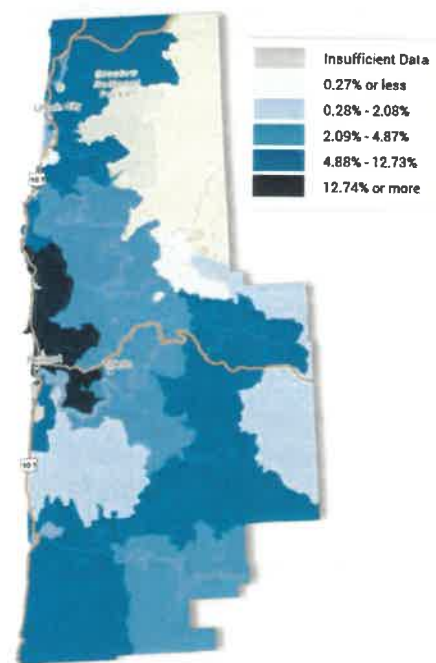
Race and ethnicity information collected by the school district shows an increase in diversity among enrolled students than the county-wide numbers¹⁵. *Table 4* displays the higher percentages of Latinx students—22.6%. This is an increase of 13.5% when compared to the Census results. Additionally, the

Race or Ethnicity	LCSD Only	Total
American Indian/Alaska Native		
Native	4.5%	5.7
Asian	0.8%	1.9
Native Hawaiian/Pacific Islander		
Islander	0.3%	0.7%
Black/ African American		
American	0.4%	1.2%
Hispanic/Latinx	22.6%	9.1%
White (non-Hispanic)	62.3%	83.4%
Multiracial	9.1%	N/A

Table 4 Lincoln County School District (LCSD) student race and ethnicity percentages from school year 2019-2020. The total LCSD K-12 student enrollment for this period is 5,631.



inclusion of a multiracial designation allows for the representation of more than 500 students. There is no multiracial equivalent within the Census. The distribution of Hispanic and Latinx populations are displayed in *Figure 7*. Like the majority of the general population, Lincoln County's Latinx community is concentrated on the coast. More narrowly, in the county's central coast region in and around Newport. In terms of the LCLD service area, South Beach and areas north of Lincoln City are key areas to provision multilingual communication when implementing the feedback campaign



Language diversity is in-keeping with the county's broad ethnic makeup. However, the available data does not fully represent the Spanish-speaking population or those who speak languages indigenous to Central and South America.

LCLD Libraries and Current Library Users

This part of the profile is meant to briefly analyze the distinct communities of each LCLD library and how their rural users (those living in unincorporated regions) are represented. Each library in the district uses LCLD as a patron type. This patron type is applied to both adult and juvenile cardholders and designates that the patron lives in Lincoln County but outside the library's service area.

A key takeaway from a government report examining national library usage by household indicates that distance plays a significant role in frequency of use. Usage is highest (52% nationwide) when households live within a mile of a public library. This number decreases to 34% (and below) when residents live 10 miles or more from a library¹⁶.

Area	Avg. miles to library
West (region)	1.9
Oregon	2.1

Table 5 Shows average distance to public libraries from households in the Western United States and Oregon.

A later national study evaluates regional differences in the average distances from households to public libraries. After dividing the country into four large regions, average distances were calculated by region and state¹⁷. In the context of Lincoln County, distances between libraries and distances to the nearest public library from remote areas of the county will dictate potential opportunities for service expansion.

In performing a similar—though much simpler—analysis, the populated areas marked in *Figure 4* were used to track the library-library and area-library distances within the county. Since only LCLD libraries were included,

Region	ZIP Code	Count
Alsea	97324	13
Blodgett	97326	47
Depoe Bay	97341	1529
Eddyville	97343	180
Logsdan	97357	109
Neotsu	97364	507
Newport	97365	1115
South Beach	97366	752
Lincoln City	97367	1098
Otis	97368	1560
Otter Rock	97369	156
Rose Lodge	97372	2
Seal Rock	97376	813
Siletz	97380	715
Gleneden Beach	97388	568
Toledo	97391	1383
Waldport	97394	2421
Tidewater	97390	214
Yachats	97498	467

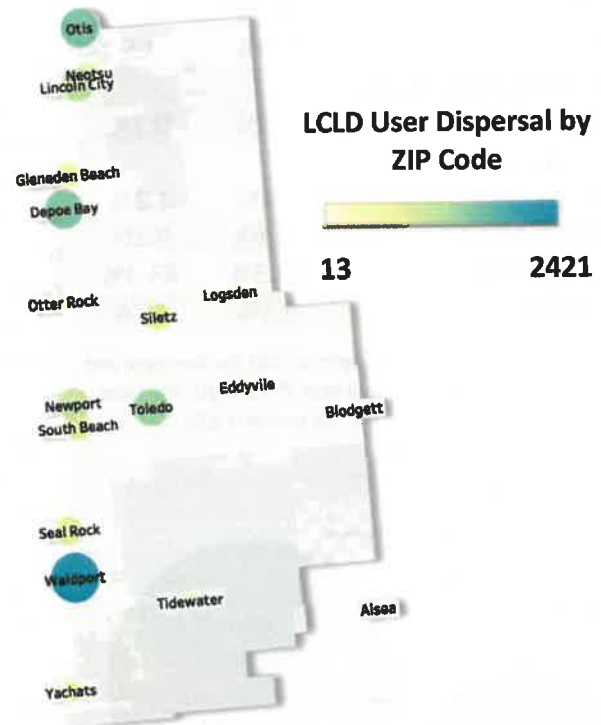


Table 6 Shows library users with the LCLD patron type, indicating residence within unincorporated areas of the county. Counts (total number of registered LCLD patrons) are given by ZIP Code. The presence of Newport, Toledo, and Lincoln City addresses may be attributed to the use of post office boxes by rural residences or staff error selecting patron type when creating patron account.

academic libraries and Yachats Public Library were not part of the calculation. This analysis yields an average distance of 10.35 miles from populated areas to a public library within the LCLD district¹⁸.

This figure is much higher than the Oregon average taken from the U.S. Department of Education study. An analysis of the home ZIP codes of LCLD library users (shown in Table 5) indicates that distance is a barrier to library use in Lincoln County, as well.

LCLD Libraries

This section describes the residents of Lincoln County who currently use its libraries. Each branch represents a different community with various geographies, demographics, services, and collections. Unless otherwise noted, patrons included in this portion in the profile are LCLD patrons living outside the county's incorporated areas. Service area populations and registered patron totals are taken from the 2018-2019 Oregon Public Library Statistical Report. Newport Public Library's registered patron total is updated to exclude patron accounts that had expired before April 2020.

As a rule, libraries are very careful to limit the amount of patron personal information that is gathered and preserved. "Data for data's sake" can be a dangerous philosophy with potentially serious implications for library users. The recent cyber-attack perpetrated against Tillamook County illustrates this risk. Additionally, data collection related to identifiable information or circulation history impedes vital efforts to guarantee the intellectual freedom and privacy of library users.

It is necessary to collect some user information in order to establish patron identity and provide services. Home or mailing address, birthdate, and total counts of registered patrons are the only datapoints used in this profile. No other information is necessary for the delivery of library services. In fact, birthdate is not a required field in patron accounts at Lincoln City's Driftwood library, further limiting the amount of personally identifiable data in the system. Ages analysis can be helpful when designing programs and developing collections. Low usage rates by an age group may reflect a lack of appropriate programs or library materials. Maps and charts depicting the information discussed below can be viewed online^{19,20,21}.

Siletz Public Library (SPL) is the most recently constructed library in the District. It was built to serve the rural communities of the central county to the north Toledo. The City of Siletz has one of the lowest median ages in the county (43 years). Similarly, the library has the youngest dominant age range of all the LCLD branches—10 to 20 years old. SPL's service area has a population of 3,007. Out of 2,350 registered patrons (78% of the service population), 26% are LCLD patrons. These patrons live in each region of the county but mostly occupy the areas around Siletz, Logsdon, and Toledo.

Toledo Public Library (TPL) has a service area population of 5,725. 50 % of this service area hold a Toledo library card. Like Siletz, Toledo has one of the lowest median ages in the county (43 years). Though the dominant age range for library users is 60-70 years, the next highest range is from 10-20 years. The combined total of these two ranges is aligned with Toledo's overall age demographic. Among TPL's LCLD patrons, there is representation from most of the south county. The majority of TPL's LCLD patrons live in the Toledo, Newport, and Eddyville areas. The high volume of Newport area patrons can be attributed to a reciprocal agreement between Toledo and Newport libraries not to charge city residents for library cards but to designate them LCLD patrons instead.

Waldport Public Library (WPL) serves a population of 5,658. 85% of this population hold a library card. Despite having their own municipal library, this service area pays the LCLD tax levy. As seen in *Table 1*, Waldport returned the second highest approval rate for the 5-year levy extension. This, coupled with high library usage, paints a picture of strong public library support in the area. Waldport's median age is 58 and its LCLD patrons' dominant age range is 65-75. Unlike Siletz and Toledo libraries, WPL does not have a parallel spike in young LCLD users. This indicates that Waldport's younger population lives mostly inside the city limits. The majority of WPL's LCLD users live close to Waldport. Other large populations of LCLD users live in Seal Rock, Tidewater, and Yachats.

Newport Public Library (NPL) serves a population of 18,021. Based on the calculated patron total, 86% of NPL's service area have library cards. Of these, 28% are LCLD patrons. The highest volume of NPL LCLD patrons live in Waldport, but there are sizable numbers in Seal Rock, Depoe Bay, Toledo, and Siletz. Newport has a relatively low median age of 45 years. Among LCLD patrons, the dominant age range is 65-75 years. This leading age range aligns with a high rate of Waldport users.

NPL is a significant outlier within the Public Library Statistical Report and has been for a number of years. NPL claims a number of registered patrons that is almost equal with its service population. This draws the accuracy of these numbers into question. Therefore, this profile offers an alternative. If the calculation described at the top of this section is altered to exclude all expired accounts as of April 2020, the total percentage of registered NPL patrons drops from 86% to 39% and the LCLD patron percentage changes from 28% to 30%. Regardless of the actual number of registered patrons, the percentage of LCLD patrons remains fairly constant.

Driftwood Public Library (DPL) in Lincoln City has a service population of 15,055. 43% of the population are library users. Of these users, 53% are LCLD patrons. DPL does not collect birthdates to identify their patrons, so no age analysis is available for this location. DPL's LCLD patrons are largely located in the area surrounding Lincoln City, Otis, and Depoe Bay. Very few LCLD patrons live in other areas including Siletz and Logsden. This may be due to the way the LCLD designation is applied to DPL patrons (lack of reciprocal agreements used by NPL and TPL), the use of P.O. boxes, or limited road infrastructure between central county and Lincoln City.

Feedback Campaign

Goals

The goal of this endeavor is two-fold. Feedback collection will allow the District and local libraries to better serve their users. Increased interaction with community members will spread awareness of the existence of the District and its purpose. Awareness of the District will bolster library consciousness in general.

Marketing

A feedback campaign creates various opportunities to interact with current and potential library users. By initiating a marketing campaign just before or concurrent to feedback collection, the District can easily meet its awareness goal. Though they positively affect each and every library patron regardless of LCLD designation, District services are performed out of sight and are largely unknown to users. As a result, points of contact between the District and the public are limited.

However, the courier service can be leveraged to distribute information and contribute to District promotion. The courier shifts hundreds of library materials between LCLD libraries each week. For a limited amount of time, paper inserts placed in items transported by the courier can be used to thank users and share information. *Figure 10* presents an example of what information a courier insert may contain. A link to the feedback survey, the District website, and a statement of LCLD’s purpose are some basic details to include. Placing inserts in courier items will temporarily divert staff time and require buy-in from local libraries.



Figure 9 Courier insert example.

Another way the courier can draw more attention to the District is through the courier vehicle itself in the tradition of library outreach vehicles. The District owns a large, white panel van that displays the District name and generic library symbol. Wrapping the van with more dynamic LCLD branding and an exciting message is a passive way to increase District presence across the county.

Additional marketing that specifically addresses the feedback campaign including survey questions, tabling locations, and incentives can be communicated through various local platforms.



Figure 10 Example of colorful LCLD van.

Local Radio Programs

Lincoln County Connections

Hot Topics

Newport Today

KYAQ

Online Locations

LCLD Website

Public Library Websites

Social Media

Local Online Newspapers

Beachconnection.net

Newsinlincounty.com

Oregoncoastdailynews.com

Yachatsnews.com

State and Local Print

Newport News-Times—Newport

News Guard—Lincoln City

Oregon State Grange

Ruralite

It is important that marketing and feedback collection materials be offered in Spanish. Additionally, there is an opportunity to partner with Oregon State University’s Extension Services to record a bilingual statement. KYAQ’s Sunday Spanish language segment is the ideal platform for this statement. A partnership with Centro de Ayuda in Newport will allow the District to expand its respondent pool and incorporate the needs of the Spanish-speaking community into local library services.

Financial Impact

Staff time is the most significant investment of this feedback campaign. The campaign can be scaled up or down based on initial response rate or financial limitations. Costs associated with printing, advertising, and postage will vary based on survey modality and how robust the marketing campaign becomes. If the District decides to include an incentive to support higher response rates, this can also be done fairly inexpensively. A well-promoted raffle can ignite interest and free candy can draw respondents to an even table.

Feedback Modes

Community feedback collection is driven by surveys and a survey will be the main data collection method for this campaign. There are some aspects of feedback collection for which surveys are not optimized. Ideally, a few feedback methods are used concurrently. Some methods, like a survey, are passive and some are engaging, establishing relationships between District staff and community members. In order to simplify this process, the campaign will encompass the entire county and embrace responses from residents of both incorporated and unincorporated areas. However, residents of unincorporated areas should make up the majority of the sample. The target sample size for a county-wide feedback campaign is at least 379 respondents.

Survey

While guidance pertaining to library services is a main outcome, best practices outline the use of general language when phrasing questions. This allows respondents to consider the questions as they relate to their whole lives and not feel limited when completing the survey. A short length of 7-10 questions supports a high response rate and reduces analysis time.

Online

This modality is low cost, supports wide distribution, and streamlines response analysis. In addition to linking to the survey from the District website and social media, cooperation with LCLD libraries will boost responses and diversify respondents. External partnerships will extend the survey's reach. The Lincoln County School District can help the campaign reach children and their families. Local institutions and agencies that provide access to public computers like Oregon Coast Community College and WorkSource Oregon can link to surveys from their landing pages.

Paper

Since portions of the county have no access to a computer or the internet, a paper survey is necessary in order to reach the most diverse group of respondents. City libraries are friendly locations for passive survey responses, though samples from these locations will be limited to current library users.

In addition to dispensing surveys at city services like laundromats and food pantries, rural businesses are an option to provide paper surveys and a drop box for completed forms. Bless Your Heart Café and Bakery in Burnt Woods, Rose Lodge Market, and several mobile home parks are all located in unincorporated areas of the county. Utilizing popular boat launches, RV parks, and recreation areas as distribution locations allows the District to meet rural non-library users where they are, especially in the summer months.

A mailed survey is especially important for non-library users who are homebound or otherwise difficult to reach. Addresses can be obtained from the Lincoln County Assessor's Office for residences that fall in the LCLD service area. These addresses can be easily cross-referenced against a list of predefined criteria—like low internet connectivity—in order to reach residences that may not discover the survey on their own.

In-person Events

Summer in Lincoln County offers a variety of weekly, annual, and monthly events. Many are free and attract visitors from unincorporated areas of the county. In-person events are an opportunity to provide passive and engaging feedback collection at the same time. Depending on the event, staff may decide to focus on collecting responses to a single question, like "Describe your ideal community," and provide means to answer the question in an interactive way. Sticky notes on a poster-board or colorful pens on butcher paper are popular ways to achieve this.

Conversations with community members can take place inside and outside of the library to collect anecdotal representations of the challenges patrons face to reach the library and navigate information in their daily lives. In many ways this the most meaningful approach to understanding how local libraries can best serve their rural communities.

When in-person events are scheduled, these venues will be ideal for reaching rural residents.

- Yachats Commons
- Siletz Valley Grange
- Salmon River Grange

Questions

1. What do you like most about where you live?
2. Describe your ideal community.
3. How is this ideal community different from where you live now?
4. What is a significant challenge in your life?
5. What would improve your chances of overcoming this challenge?
6. Is there a particular subject or skill you would like to learn?
7. Do you live in an unincorporated area of Lincoln County?
8. If yes, where do you call home? Ex. Depoe Bay, Rose Lodge, Elk City, Seal Rock, Logsden, etc.

Focus Groups

Enlisting the help of existing advisory and community groups will provide deeper, more nuanced feedback. Some potential groups to partner with are: Friends groups and volunteers from District libraries, Lincoln County School District staff and students, library staff, local chambers of commerce, and local service groups.

Timeline

Due to increased demand on staff, feedback collection time should be limited to four weeks. Late spring to early summer is the ideal time to begin collecting feedback. Summer Reading season is a busy time for staff, but it draws large numbers of respondents to libraries and public spaces in general. Here on the coast, there are events just about every weekend that draw people from all areas of the county.

The figure displays two versions of a survey form side-by-side. The left form is the online version, featuring a dark header with a lighthouse logo and the text 'LINCOLN COUNTY LIBRARY DISTRICT'. Below the header, the title 'Lincoln County Library District Community Feedback Survey 2021' is prominently displayed, followed by a brief instruction: 'Take a few minutes to answer some questions about your Lincoln County community. We appreciate your feedback!'. The survey questions are presented in a clean, modern layout with light blue borders around the answer areas. The right form is the paper version, which has a white background and a simpler, more traditional layout. It contains the same questions as the online version, but the text is smaller and the overall design is less visually appealing. Both forms include questions about where respondents live, their ideal community, and challenges they face.

**Lincoln County Library District
Community Feedback Survey 2021**

Take a few minutes to answer some questions about your Lincoln County community. We appreciate your feedback!

What do you like most about where you live?

Your answer

Describe your ideal community.

Your answer

How is this ideal community different from where you live now?

Your answer

What is a significant challenge in your life?

Your answer

What would improve your chances of overcoming this challenge?

Your answer

Is there a particular subject or skill you would like to learn?

Your answer

Do you live in an unincorporated area of Lincoln County?

☐ Yes

☐ No

If yes, where do you call home? Ex. Depoe Bay, Rose Lodge, Elk City, Seal Rock, Tidewater, Logsdon, etc.

Your answer

Figure 11 Online surveys streamline response and analysis but are not universally accessible. The paper version will have the same questions.

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²⁰View Patron Distribution Maps: <https://tinyurl.com/LCLD-patrons>

²¹View Community Profile Maps: <https://tinyurl.com/lcld-community-profile>

--Diedre Conkling, District Librarian
Lincoln County Library District

The Early Years

It appears that the County Commissioners finally tired of this yearly ritual and set up a Lincoln County Public Library Board in July 1976. The board was "to establish a method of taxation to support public libraries in providing better library service to all the people of Lincoln County." (Dalton, p. 79) The board consisted of eight citizen members from different areas of the county. The County Commissioners then authorized funding for a library consultant to help with this process. The cynics among the librarians seem to think this may have been an attempt to get the librarians off their backs. On February 15, 1978, Phyllis I. Dalton presented her study, *Countywide Cooperative Library Service, Lincoln County, Oregon--An Action Plan*.

So that people living in jurisdictions supporting public libraries will not pay twice for public libraries, the amount paid by the people living in cities with public libraries into the serial library levy will be returned to the cities. The remaining funds will be distributed to the incorporated cities with public libraries according to population and according to per capita support. This fund will be an equalization grant. It will be based on the percentage the population of an individual city with a public library is to

the total population of all cities with public libraries in Lincoln County. This percentage will be applied to one-half of the remaining funds. The Grant will also be based on the percentage the per capita city support of a public library in an individual city is to the total per capita city support of all cities with public libraries in Lincoln County. This percentage will be applied to the other half of the remaining funds. The total of these two amounts becomes the Equalization Grant. The Library Levy Refund to the cities prevents the double payment of taxes for library service and the Equalization Grant allows for extended use of the public libraries countywide. (Dalton, 1978)

Needless to say, this proposal was difficult to explain to the public. The general feeling was that this levy really was double taxation.

So, the librarians continued their yearly pilgrimage to the County Commissioners requesting funding. The citizen boards and librarian task forces continued to try to find a way to fund countywide library service. By 1982 Newport, Lincoln City, and Toledo were charging a \$15 non-resident fee. The fee grew to \$45-\$50 by 1990.

Now That We Have a District What Do We Do?

Ten years after the Dalton report and with continued lobbying from area librarians, citizens, and the special Library Task Force, the Lincoln County Commissioners voted to form the Lincoln County Library District on October 12, 1988. The formation of the Library District was the suggestion presented to the Lincoln County Commissioners by the Library Task Force. The Library Task Force draft report (undated) recommended:

The Lincoln County Commissioners establish a library district with a tax base-supported library and service to the underserved community in Lincoln County. Other recommendations included that the board be elected by zones, that cities could opt to be excluded from the district, and that a portion of tax receipts be contracted to Lincoln City, Newport and Toledo libraries to compensate them for services offered to non-residents. Additional funds would be used for outreach services, other county-wide services, and administrative costs. Residents would be taxed at a rate which would fund these services. The suggested rate to compensate existing libraries is \$20 per capita. (Minutes, 5/4/89)

Previous to the formation of the district the County Commissioners held public hearings. No real opposition to the formation of a library district was presented. The library district was formed "without either a vote of the county's residents or provision of a source of funding" (Lidman, 1998). The cities of Lincoln City, Newport and Toledo already had libraries, that were well supported by city tax revenue, and were not included in the district. Later the cities of Depoe Bay, Waldport, and Yachats withdrew from the district.

The first library district board was elected on March 28, 1989. The board members represented 5 zones in the county. The new board members were Margaret Drescher (Zone 1), Debbie Dowell (Zone 2), Carol Fisher (Zone 3), Anne Swinehart (Zone 4), and Ruthanne Lidman (Zone 5). Fortunately a very strong board was elected since they had more issues to address than any of them may have imagined. They were also wise enough to seek help from local librarians and other advisors. Ruthanne Lidman probably states this best.

We convened ourselves as the Board of Directors for the first time on May 4, 1989, elected a President (me) and a Secretary pro tem (Anne Swinehart), and learned that we had inherited a debt of \$1,095.00; the cost of holding the election which put us in office! It was a bit overwhelming to start out in debt. None of us had any prior experience with running a municipal corporation; we knew nothing about Oregon budget laws....

We had so many things to learn, and so many things to do, and we had no staff--none. We had to write and adopt by-laws, a mission statement, goals and objectives. We needed to adopt a temporary budget and convince someone to fund it! We had to purchase directors & officers insurance, design and print stationery, appoint a registered agent, and formally establish and record the district's boundaries for taxing purposes. The County Commissioners provided just \$2,200.00 to get us through fiscal '89-90; plus, they paid-off that initial debt of \$1,095.00.

Once we had an operating budget and those other basics taken care of, we needed to design the district's long-term program, decide what the staffing requirements would be, create an appropriate budget, and write the necessary job descriptions. Most importantly, we needed to decide what kind of long-term funding base would be the best, and then find a way to make that funding happen.

During the next few months the library district board met with Jim Sheppke, Library Development Administrator, Oregon State Library; Wayne Belmont, Lincoln County Legal Counsel; Ed Todd, Assistant Assessor of Lincoln County; Dana Jenkins, Elections Manager and local librarians. The Board members also began touring local libraries and other library districts. They gathered information about districts from every source they discovered during their investigation. By September 30, 1989 a mission statement and goals were developed.

Mission Statement: Providing all Lincoln County residents with excellent library service.

- Goals:
1. Fee-free access to library services and materials for all Lincoln County residents.
 2. Develop county-wide outreach services to the elderly, handicapped and to those lacking transportation.
 3. Develop county-wide preschool library programs, including adequate materials.

4. Develop county-wide access to a broad range of reference services.

By February, 1990 the Board decided to place a measure on the May 15, 1990 to establish a tax base for the library district. They decided to keep the tax base below \$.50 per \$1,000. The proposed tax base was \$416,466. A PAC, the Library Access Committee, was formed to campaign for the measure. Through the PAC's efforts and the regular reports in the media about the library district development, excellent publicity was created for the election. However, the election failed by 93 votes and it was back to the drawing board.

Funding--Finally!

Though disappointed with the election results, the library district board was not unprepared. They had developed two plans based on passage or failure of the measure. A budget request for 1990/91 funding was quickly prepared and presented to the County Commissioners. However, at the June 19, 1990 board meeting a decision had to be made about whether to go for a serial levy or wait until November and try again for a tax base. Though it would delay funding and might have been more risky, the board decided it was best to try for a tax base to ensure stable funding.

By the end of July new officers had been elected: Margaret Drescher, president and Anne Swinehart, secretary. The decision had been made to keep the proposed tax base at the same amount, \$416,466. The reasons for the failure of the election had been fully discussed. It was felt that the library district might be in a stronger position if they developed contracts for library services with the cities before the election. They were already requesting samples of intergovernmental agreements from other library districts. The County Commissioners gave the library district \$6,250 in funding for 1990/91. And so, the election process began again.

November 1990 was an interesting time to try to pass a tax base. Measure 5, a tax limitation measure, was also on the ballot. The library district board spoke out loudly against Measure 5. Yes, the library district tax base was approved by the voters on November 6, 1990. One local paper caught the irony of the passage of the library tax base along with the passage of Measure 5. Cameron Brandt asked in a *News-Times* editorial:

Why...did 14 of the precincts that voted to give the Lincoln County Library District a \$416,466 tax base also vote for the passage of Measure 5, a property tax rate cap expected to cause deep cuts in municipal library services?

Of the other 19 precincts involved in the district, three voted for the district's tax base and against Measure 5, five voted against both the tax base and Measure 5 and 10 voted against the tax base and for Measure 5. One precinct voted for the tax base and tied over Measure 5. (Brandt, 11/21/90)

Carol Fisher, board member in 1990, says that "the people of Lincoln County should be congratulated for their foresight in voting for a tax base instead of a serial levy."

Not the End of the Story

The library district board was thrilled that the tax base measure passed and that they were assured funding in 1991/92 but the tax revenue would not be received until late November or early December 1991. They had to decide when to hire a director, develop a contract for the director, advertise the position, conduct interviews and hire someone. They were continuing to work on an intergovernmental agreement with the cities that would allow fee-free service to people living in the county/district. Insurance for the district and staff was needed. They needed to develop the 1991/92 budget. Funding to tide the district over until November also needed to be found.

Believe it or not, all of this was accomplished by this group of volunteers by July 1, 1991. They had hired help for some parts of the process but the majority of the work really was done by this volunteer board of directors. Ruthanne Lidman did much of the work of a director when she served as board president. After her resignation from the board, she was awarded a professional services contract with the library district and continued with this effort. The members of the board in 1990-91 were Margaret Drescher (president), Fredda Butler, Carol Fisher, and Anne Swinehart (secretary pro tem) with Susan Garner and Bette Owens filling vacancies. Board members met with library boards and city councils in their efforts to get intergovernmental agreements approved. They developed a very professional and lasting contract for a library director. They applied for an LSCA grant which was awarded to the district. And basically spent many hours out in the community talking about the library district.

Of course others played a strong role in the success of the district. The local librarians, Blythe Jorgenson (Toledo), Carole Dickerson (Newport), Patty Heringer (Lincoln City), Jane Appling (Newport), Janet Webster (Guin Library, HMSC) and others were an integral part of the whole process. The support, participation, and leadership roles taken on by the local librarians really made the formation of the library district possible. Wayne Belmont, County Counsel, has continued to give his support to the library district, with the approval of the County Commissioners. The others involved with this process are too numerous to name.

The people involved with this effort always carefully planned and set goals. A part of this planning was the *Action Plan* developed by Phyllis Dalton in 1978. The board, before going too far with action, developed a mission statement and goals that helped give them direction. Election losses were studied and weak points found that were corrected in future efforts.

The intergovernmental agreements that were approved by most of the cities after about a year and a half of work also helped give the libraries and the library district direction. Contracts

were offered to all of the cities. The City of Yachats turned it down. The City of Waldport did sign a contract and received funding for a year before the city was annexed into the library district. The cities of Newport, Toledo, Lincoln City all signed contracts by July 1991. The City of Siletz was the only city annexed into the library district, November 6, 1990. They also signed a contract.

Efforts continued to annex the cities of Waldport, Depoe Bay, and Yachats into the library district. Annexation of the City of Waldport was placed on the November 5, 1991 ballot and was defeated. Annexation measures for the cities of Waldport and Depoe Bay were placed on May 19, 1992 ballot. This time the measures passed. The extra effort put forth by citizens in both communities made these successes possible. The only city that still has not placed the annexation issue on a ballot is the City of Yachats. The Yachats City Council has agreed to put it on a ballot some time in the future several times, but no date has ever been set.

The Lincoln County Library District Board hired me as the first director. I began working for the district on July 8, 1991. I had moved to Oregon from the Weber County Library System, Utah, in January 1991 and took a temporary position as a reference librarian at Linfield College. That job was fun and helped me realize that I really did want to continue working in Oregon. Serving as the district librarian has been very interesting. This is an exciting position that is constantly changing. I feel very fortunate to have had the opportunity to play a role in the development of the Lincoln County Library District.

We have accomplished many things since July 1991. But that is another story. Give us a call to find out more.

References:

(Most of the information was gathered from conversations, letters, minutes, and newspaper clippings on file in the Lincoln County Library District office.)

Brandt, Cameron. "Voting Abstracts Reveal new Candidates in County." *News-Times*, Newport, OR: November 21, 1991.

Dalton, Phyllis L. *Countywide Cooperative Library Service, Lincoln County Oregon - An Action Plan*. Sacramento, CA: 1989.

Lidman, Ruthanne. Notes. January 16, 1998.

Lincoln County Library District Board Minutes (May 4, 1998 - July 24, 1991)

Phone conversations 1/20 & 1/21/98 with Debbie Dowell, Carol Fisher, Patty Heringer, and Blythe Jorgensen.

RESOURCES
General Fund

(Fund)

Lincoln County Library District
(Name of Municipal Corporation)

Historical Data				RESOURCE DESCRIPTION	2020-2021			
Actual		Adopted Budget This Year Year 2019 - 2020	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2017-2018	2018-2019							
1	\$ 191,025	\$ 202,543	\$ 161,320	1 Available cash on hand* (cash basis) or	\$ 200,000	\$ 200,000	\$ 200,000	1
2				2 Net working capital (accrual basis)				2
3		\$ 44,924	\$ 40,000	3 Previously levied taxes estimated to be received	\$ 40,000	\$ 40,000	\$ 40,000	3
4	\$ 33	\$ 981	\$ 100	4 Interest	\$ 1,000	\$ 1,000	\$ 1,000	4
5				5 Transferred IN, from other funds				5
6				6 OTHER RESOURCES				6
7	\$ 4,223	\$ 4,236	\$ 4,300	7 Ready to Read Grant	\$ 4,400	\$ 4,400	\$ 4,400	7
8	\$ 58,470	\$ 16,511	\$ 10,000	8 State Forestry	\$ 10,000	\$ 10,000	\$ 10,000	8
9		\$ 23,052	\$ 15,000	9 Lincoln County Law Library	\$ 13,000	\$ 13,000	\$ 13,000	9
10	\$ 20,390	\$ 22,253	\$ 25,000	10 Chinook Library Network Payments	\$ 22,000	\$ 22,000	\$ 22,000	10
11	-	-	-	11 Dolly Parton Imagination Library	-			11
12		\$ 2,159	-	12 TBCC Courier Fund	-			12
13	\$ 5,325	\$ 8,039	\$ 1,000	13 Miscellaneous	\$ 4,000	\$ 4,000	\$ 4,000	13
14	-	-	\$ 7,000	14 Siletz-Carryover				14
15	-		\$ 10	15 Siletz-Interest	\$ 25	\$ 25	\$ 25	15
16	\$ 141	\$ 2,163	\$ 500	16 Siletz-Miscellaneous	\$ 500	\$ 500	\$ 500	16
17		\$ 1,000	\$ 1,000	17 Siletz-City of Siletz	\$ 1,000	\$ 1,000	\$ 1,000	17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	\$ 279,607	\$ 327,861	\$ 265,230	29 Total resources, except taxes to be levied	\$ 295,925	\$ 295,925	\$ 295,925	29
30			\$ 1,276,772	30 Taxes estimated to be received	\$ 1,308,507	\$ 1,308,507	\$ 1,308,507	30
31	\$ 1,261,928	\$ 1,308,287		31 Taxes collected in year levied				31
32	\$ 1,541,535	\$ 1,636,148	\$ 1,542,002	32 TOTAL RESOURCES	\$ 1,604,432	\$ 1,604,432	\$ 1,604,432	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

Lincoln County Library District
(name of Municipal Corporation)

General Fund
Administration

Historical Data				REQUIREMENTS FOR: (Name of Org. Unit or Program & Activity)	Budget For Next Year 2020-2021			
Second Preceding Year 2017-2018	Actual	First Preceding Year 2018-2019	Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1				PERSONNEL SERVICES				1
2	\$ 179,341	\$ 196,617	\$ 197,285	1 LCLD staff Salaries	\$ 207,113	\$ 207,113	\$ 207,113	2
4			\$ 61,367	3 Siletz Staff Salaries	\$ 60,585	\$ 60,585	\$ 60,585	3
5	\$ 89,073	\$ 91,262	\$ 15,000	4 Lincoln County Law Library Staff	\$ 13,000	\$ 13,000	\$ 13,000	4
6				5 Payroll Taxes	\$ 25,000	\$ 25,000	\$ 25,000	5
7	\$ 78,734	\$ 470		6 Payroll Fees	\$ 1,937	\$ 1,937	\$ 1,937	6
8	\$ 347,148	\$ 55,242	\$ 104,000	7 Benefits	\$ 29,394	\$ 29,394	\$ 29,394	7
9	\$ 4.65	\$ 343,591	\$ 377,652	8 TOTAL PERSONNEL SERVICES	\$ 337,029	\$ 337,029	\$ 337,029	8
10		\$ 4.65	\$ 4.65	9 Total Full-Time Equivalent (FTE)	\$ 4.65	\$ 4.65	\$ 4.65	9
11	\$ 125	\$ 23,045	\$ 29,454	MATERIALS AND SERVICES				10
12	\$ 65,514	\$ 39,554	\$ 81,795	11 Professional Services	\$ 15,000	\$ 15,000	\$ 15,000	11
13	\$ 6,660	\$ 9,893	\$ 15,490	12 General Office Expenses	\$ 85,000	\$ 85,000	\$ 85,000	12
14	\$ 6,053	\$ 6,338	\$ 16,600	13 Membership/Training/Travel	\$ 15,000	\$ 15,000	\$ 15,000	13
15	\$ 82,512	\$ 92,193	\$ 86,100	14 Operating Fees and Insurance	\$ 16,600	\$ 16,600	\$ 16,600	14
16	\$ 830,981	\$ 856,710	\$ 870,261	15 Library Development	\$ 90,000	\$ 90,000	\$ 90,000	15
26				16 Library Reimbursement	\$ 874,855	\$ 874,855	\$ 874,855	16
27	\$ 991,845	\$ 1,027,733	\$ 1,099,700	27 TOTAL MATERIALS AND SERVICES	\$ 1,096,455	\$ 1,096,455	\$ 1,096,455	26
29				CAPITAL OUTLAY				27
30			\$ 35,000	29 Furniture and Equipment	\$ 60,000	\$ 60,000	\$ 60,000	29
35			\$ 35,000	30 Van Replacement				30
				TOTAL CAPITAL OUTLAY	\$ 60,000	\$ 60,000	\$ 60,000	35
	\$ 1,338,993	\$ 1,371,324	\$ 1,512,352	TOTAL LIBRARY DISTRICT OPERATIONS	\$ 1,493,484	\$ 1,493,484	\$ 1,493,484	
			\$ 29,650	Operating Contingency	\$ 82,754	\$ 82,754	\$ 82,754	
				Reserved for Future Expenditure				
			\$ 29,650	Unappropriated Ending Balance	\$ 28,194	\$ 28,194	\$ 28,194	
	\$ 202,542	\$ 264,824		TOTAL OTHER REQUIREMENTS	\$ 110,948	\$ 110,948	\$ 110,948	
				Ending balance (prior years)				
36	\$ 1,541,535	\$ 1,636,148	\$ 1,542,002	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	\$ 1,604,432	\$ 1,604,432	\$ 1,604,432	36

