



Lincoln County Library District Board Regular Meeting
Wednesday, February 18, 2026
132 NE 15th 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 January 14 2026	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Statistics from last quarter	Christopher Davis	As past of our strategic plan, the District will use a random week to report on courier statistics to show value of program
Conflict of Interest and Whistleblower policies	Director	HR Answers has been contacted and Bryan will work with them to create a draft of both
Yachats update	Director	The director of the Yachats Library asked for possible numbers for annual library allocation for Yachats – report on these numbers and its impact on existing service agreements with cities

New Business		
Selection of co-chair	Board Chair	Board must select a co-chair to replace Carla
Bryan's Appraisal	Board Chair	The Board will review input on Bryan's appraisal form and determine next steps
Good of the Order		
Next District Board Meeting March 11, 2026		Information
Adjourn	President	Motion



Lincoln County Library District Board Regular Meeting

Wednesday, January 14, 2026

132 NE 15th Newport, OR 97365

Present: Carla Clark (chair), Susan Garner, Tim Merrell, Virginia Tardaewether, Bryan Miyagishima (secretary)

Agenda		
Call Regular Meeting to Order	President	Meeting called to order at 10:01AM
Approval of the Agenda	President	
Topic	Lead	Purpose Outcome
Public Comment	President	Anyone may speak at this time
Minutes Board Meeting December 10, 2025	President	Approval Motion to approve: Tim/ second: Susan – approved unanimously
Reports		
Board Reports	Board Members	Information – Susan visited the new Yachats Library building and commented that it was a beautiful space with room for meetings.
Director’s Report	Director	Information
Financial Report	Director	Acceptance – Move to accept: Tim / Second: Virginia , accepted unanimously
Old Business		
Library agreement with cities	Director	update
Bryan’s appraisal	Director	Review and discussion
New Business		
Conflict of Interest and Whistleblower policies	Director	Our auditor recommended creation of these policies.

		Bryan has a couple of samples for discussion.
Good of the Order		
Next District Board Meeting February 11, 2026		Information
Adjourn	President	Motion

February 2026 Financial Report

LGIP account: February 12, 2026: \$1,527,410.26
 February 3, 2025: \$1,342,204.78

Activity

TradeDate	TransDesc	TotalAmount
02/10/2026	Transfer from Lincoln County Treasurer - LINCOLN COUNTY TREASURER	9808.53
02/06/2026	Transfer from Lincoln County Treasurer - LINCOLN COUNTY TREASURER	11500.5
01/30/2026	Accrual Income Div Reinvestment - Distributions	6198.81
02/02/2026	LGIP Fees - ACH Redemption (1 @ \$0.05 - From 6364) - January 2026	-0.05
01/15/2026	Redemption - ACH Redemption	-600000
01/13/2026	Transfer from Lincoln County Treasurer - LINCOLN COUNTY TREASURER	56553.9

US Bank Accounts (Jan 8, 2026)

Checking \$86,185.78
 Money Market \$7,654.29

Upcoming payments

SDAO Business Insurance: 13,185.00
 Waldport \$26,549.33
 Toledo \$10,979.33
 Newport \$22,302.42
 Lincoln City \$21,482.83

Payroll:

July \$25,433.77	August \$26,538.49	Sep \$26,699.65	Oct \$26,399.85	November \$25,517.12	December \$26,301.27
January 26,394.49	February \$26,666	March \$26,666	April \$26,666	May \$26,666	June \$26,666

February 2026 Director's Report

Probably the most rewarding time I have spent this past month has been in individual meetings with librarians. I met with the Director of the Tillamook County Library, Don Allgeier, early in February. This was in preparation for the User Council meeting of the Chinook Library Network. He had to move the meeting date and so I was unable to attend the council meeting in person. And so Don and I just chatted ourselves about the issues being brought up in the agenda, the progress being made by the Library network, and staff's general satisfaction in using the new ILS. I'm very happy to report that Tillamook is a very happy partner with us and their staff is very much enjoying playing with the Koha ILS. And they are very much enjoying the cost savings from using an open source ILS; I believe that I mentioned in an earlier update that they are looking forward to opening a new branch in South Tillamook County funded entirely with savings from using Koha.

I've been meeting/communicating with librarians from Toledo, Waldport, and Siletz as they are putting together wish lists for the LCLD grants to libraries. Toledo is looking to do some really big things with library outreach. Carol Rasmussen Schramm has been talking with her staff in Siletz about the library's needs and has been putting together a good list for purchases. Waldport is looking to finance some education outreach as well as replace computers. These meetings help us meet our strategic goal of customized mentoring for libraries. I think that these grants, as well as being a welcome source of funding, have been a good idea for libraries to think about their future needs. This grant program, I believe, will put us well on our way to meeting our District's strategic goal of "providing funding opportunities to support member and partner libraries' activities as they extend the reach of their library services."

I also spent a few hours meeting with the children's librarian from Waldport, Sharon McCrum. I forwarded her a solicitation for nominations for "green library projects" and suggested that Waldport's "Pollinator Days" festival was deserving of such an award. I'm glad that Sharon took this to heart and sent in an application to the International Federation of Library Associations and Institutions. Fingers crossed that the IFLA agrees that Waldport deserves acknowledgement.

Finally, one last mention about Waldport. I was pleased to be sitting in a zoom meeting with new Waldport Director, [Alison Kalnins-Mcgrath](#), with other public library directors. I had earlier told Alison that she should begin attending these meetings and I was very much pleased to see her there. I think that while we always want our office to provide excellent service to our library partners, one of the best things that we can do through our mentoring is to help our libraries become stronger.

Lincoln County Library District (LCLD) Fast Facts

- **Geography:** The district is comprised of all unincorporated areas of Lincoln County, as well as the incorporated areas of Siletz and Waldport.
- **Population served:** 25,489 (from State Library of Oregon statistical data)
- **Funding:** LCLD has a permanent tax rate of .25 per \$1,000.00 plus an additional taxed rate of .09 per \$1,000.00 approved every 5 years. The district received \$ 1,522,831.33 in taxpayer funding in the 24/25 fiscal year.
- **Mission:** The Lincoln County Library District works with existing Lincoln County libraries to provide library services to ALL Lincoln County residents.
- **Benefits for partner libraries:** As compensation for these services, LCLD provides in return:
 - Courier services throughout the county to ensure sharing of materials from cooperating libraries
 - Payment for all OCLC services for county libraries (approximately \$60,000/yr)
 - Billing agency for consortial services, including: ILS, databases, and e-books, allowing smaller libraries to pay less, and
- **Direct compensation for partners:** Historically, LCLD has provided the majority of its compensation to partner libraries in the form of direct payments to municipalities. The District sets aside 70% of its expected tax revenues for these payments. In the 24/25 fiscal year, LCLD made the following payments to its partners: Waldport: \$309,324.99 / Lincoln City: \$250,924.99 / Newport: \$259,845.00 / Toledo: \$127,918.99.

* The City of Siletz entered into an agreement with LCLD for the District to maintain its library operations. Therefore, the District withholds Siletz's payment to help pay for these services. The formula used to derive these amounts adds up the zip code populations for these municipalities and surrounding areas, then subtracts the municipal population (because the cities tax themselves for library services). Calculations for the city of Waldport, however, retain the city's population because the city remains part of LCLD's taxing district.

If Yachats were a partner library, what it might expect to receive:

LCLD sets aside 5% of its projected revenue (\$1,570,000 FY 26) for equal "site-based shares". Using this formula, Yachats would derive \$13,083 as its "site-based" allocation. LCLD further sets aside approximately 30% of its revenue for per-capita based allocation. Applying the per-capita formula to Yachats, LCLD would first apportion the total 97498 zip code population of 2141 individuals, then subtract the city's population of 1006 to arrive at the figure of 1135 LCLD residents served or approximately 4.1% of LCLD residents. Therefore, Yachats would realize \$41,356 as its per-capita portion. Yachats' total amount, using the District formula, would be approximately \$54,439 per annum for the biennium.

Lincoln County Library District Director's Appraisal Form

16 responses

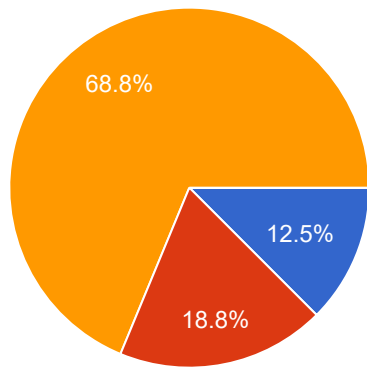
[Publish analytics](#)

Optional information - if you would like to identify your role within the Library District (your responses will remain confidential)

Please describe your role within the Lincoln County Library District (optional)

 Copy

16 responses



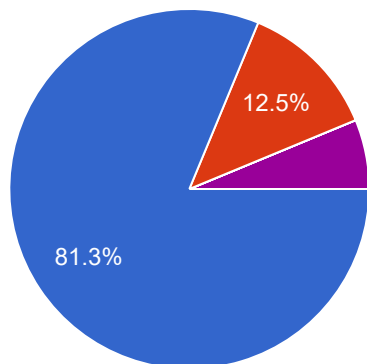
- I am a LCLD staff
- I am a board member
- I work at a partner library
- I am a community partner (not affiliated with a library)

Strategic Leadership

1. Is the Director effectively carrying out the responsibilities and priorities established by the Board (including policies, goals, and the strategic plan)?

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16 responses



- Yes, consistently
- Generally yes
- Needs improvement
- Unsure
- Not applicable (not enough information to provide input)



Please elaborate on your response to Question 1

9 responses

Bryan is leading quite well.

Bryan does a great job of effectively carrying out the responsibilities and priorities established by the Board (including policies, goals, and the strategic plan).

Goals are referred to, reported on and worked on during scheduled board meetings.

Seems motivated

Bryan has been proactive in anticipating and implementing positive change at the District level, and for individual libraries within the District.

Has made connections to community partners faster than I expected.

I am not very knowledgeable about policies, goals, and the strategic plan.

Bryan is engaged in his work. We see him often in our space, and I know he travels to other libraries in LC often. He has shown up to library events. He has participated in holiday events. He has maintained a weekly drop-in session for directors to build community across the service area.

Our library is visited frequently by the Director. He checks in with staff and inquires about ant issues we are experiencing.

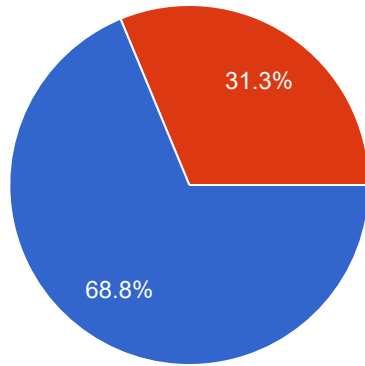
District Management



2. Does the Director provide clear leadership and sound operational oversight for LCLD services - e.g. ILS support, courier, e-resources - including decision-making, follow-through, and adaptability)?

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16 responses



- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Not applicable (I do not have enough information to provide input)



Please elaborate on your response to Question 2

10 responses

I strongly agree that Bryan's leadership skills are clear and sound.

Bryan does an excellent job of providing clear leadership and sound operational oversight for LCLD services.

The director anticipates the ongoing business of the district and is continually carrying out activities to meet the agreed upon goals.

Yes, he does a great job managing and supporting everyone with a willingness to be flexible for others.

Bryan leads with wisdom and understanding, offering insights in support of District and community goals.

Got new van when needed and decided to fix old van as back up and a way to start bookmobile.

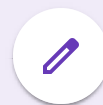
Adaptability is very good, courier backup (substitution) could be better.

I can only speak to the ILS and the courier, but Bryan has brought a lot of knowledge to the position. He's been good at strategizing the direction we want to move the Chinook network in: finalizing the move to Koha, discussing how to bring in new libraries, making sure the courier works, and so on. To move from agree to strongly agree, I'd like to see the loop closed with a bit more final organization and documentation, but everything works.

Bryan came up with a new strategy related to drop-site in combination with centralizing the drop-site. He was responsive to Guin's operational needs as we expressed them. He expressed that he wished to be helpful to us in any way, and has worked with us to make that a seamless transition with more community buy-in.

We have only had positive, helpful and supportive responses from the the Director.

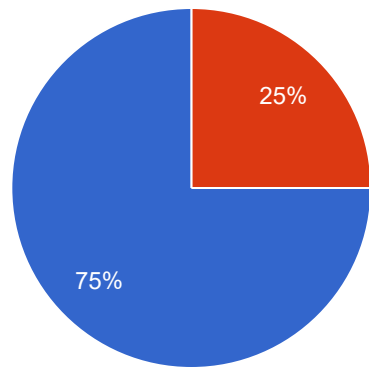
Communication and community engagement





3. Does the Director communicate effectively and build positive relationships with staff, partners, and the broader community?

16 responses



- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Not applicable (not enough information to provide input)



Please elaborate on your response to Question 3

9 responses

This is a particular strength.

Bryan communicates effectively and build positive relationships with staff, partners, and the broader community. He's on several boards for different organizations such as the Lincoln County Cultural Coalition, Oregon Library Association executive committee and much more.

This is a strong point for Bryan. He is kind, compassionate and thoughtful in his dealings with board members, staff, and collaborative partners.

He has done a great job fostering partnership and collaboration with numerous entities including the school district.

Bryan is great at building relationships and partnerships.

Just read weekly updates

This is a strength- Bryan is excellent at bringing people together and guiding them to work effectively.

This is Bryan's strength. I'd say he is always available to meet with folks, comes and visits directors and staff at their respective libraries, has a weekly drop-in meeting available for directors, and helped arrange the Koha/Aspen training in 2025. Bryan isn't someone who forgets people or leaves anyone out. He's excellent at imagining the big picture and keeping in mind our core audience, our patrons. He provides leadership without micromanaging or ego.

Bryan is an excellent writer and a caring individual. He has been able to communicate effectively through county-wide emails, providing encouragement as we face challenges.

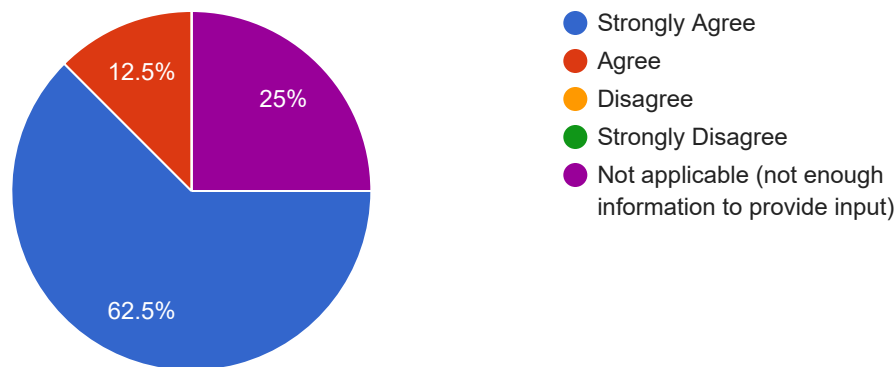
Supervision and workplace culture



4. Does the Director treat employees with respect and foster a professional, supportive, and fair workplace?



16 responses



Please elaborate on question 4

8 responses

He seems to but I don't work for him.

Bryan treats employees with respect and foster a professional, supportive, and fair workplace. He checks in with staff regularly and sees if he can offer support.

It appears to be a strength, but employees would be the best judge.

Bryan goes to great lengths to showcase the strength and accomplishments of staff. He is an engaged and helpful supervisor who can both teach to and learn from staff.

I have always seen him as respectful and courteous but as I'm not a LCLD employee I don't have firsthand experience.

I have only ever known Bryan to be thoroughly supportive and professional.

I have not observed anything but the best

From what I've witnessed, Bryan treats everyone with respect and is very professional.

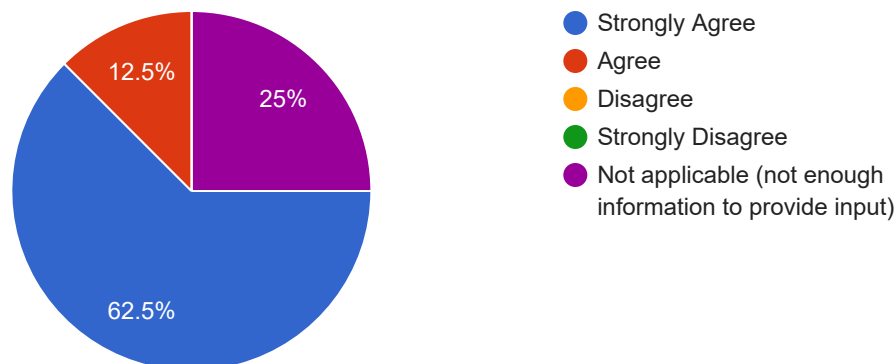
Financial Management



5. Does the Director demonstrate responsible stewardship of library district funds and resources (including budgeting, transparency, and long-term sustainability)?



16 responses



Please elaborate on your response to Question 5

7 responses

So far, so good!

Bryan demonstrates responsible stewardship of library district funds and resources (including budgeting, transparency, and long-term sustainability). I think there is some frustration with members of the Newport Library Advisory Committee about the funding model still for partner libraries.

The director makes the financial operations of the district very clear to board members. Budgets are planned that are realistic, meet the needs of the district and will handle unplanned emergencies.

I don't deal with District finances beyond what touches our library. From my perspective, I am impressed with Bryan's handling of funds and resources, as shown in the District's material support for individual libraries.

Sends us weekly reports with updates on budget

He's been open about funds concerning the Chinook Network. We do need some final answers on Koha costs.

I worked with Bryan to review the budget with the board. He was able to fund library priorities connected to, and exceeding, the strategic plan and normal operational budget.

Other input (optional)



6. What is one strength the Director brings to the role, and one area where additional growth or focus would be helpful?

14 responses

Communication is a clear strength. Bryan has a wealth of experience, and that's helpful too. I can't think of a weakness.

Strength:

Bryan brings strong leadership, initiative, and a collaborative approach to his role. He is highly engaged, responsive, and genuinely invested in the success of the organization and its staff. His willingness to step in, problem-solve, and move work forward reflects a deep commitment to service, teamwork, and operational effectiveness.

Area for Growth:

An area where additional focus would be helpful is in consistently reinforcing clear communication and supervisory pathways when work involves staff who do not report directly to him. Ensuring supervisors are looped in early supports clarity, accountability, and trust across teams, and strengthens shared leadership and organizational alignment.

He is not only interested in our events at the library, but he always makes sure to spend time individually with us staff to make sure we are doing well. Feeling appreciated is wonderful.

Flexible communication, rapid responses, patience, willingness, dedicated respect for others.

The director has a deep commitment to and knowledge of public libraries, and an effective ability to connect people, ideas, and community needs. He actively encourages the strengths and creativity of others, allowing individuals to do their best work and making the district stronger as a whole. We are fortunate to have Bryan as our Director.

a strength is his flexibility and his easy to approach demeanor.

I don't have any ideas for additional growth - I appreciate his willingness to collaborate and support community partners.

Good with inter-library communication.

Bryan's interpersonal skills are a huge asset to the District and its libraries. I don't see him truly lacking anywhere, so I will just note that he is still relatively new to the position, and I look forward to seeing how he further shapes his role from such a strong starting point.

His knowledge about library management and respect for people are strengths. Growth will come with experience.

Seeing the big picture, but also in bringing details out



Bryan is very good at group building and finding the positive in situations.

Has a very calm demeanor, pleasant to work with, and an all-around good guy. Needs to work on returning library material on time.

Building connections with people and making sure everyone is included is Bryan's strength. I don't so much have an area of growth to recommend as a way to bring the Chinook Network growth full circle. We need a final repository for all Chinook Network documentation, marketing, and training materials. If a new director came on board, there isn't one place I could point them to to learn about the network and their responsibilities. All that said, I'm not sure this is feasible without creating a website and no other director has developed a good solution. Unfortunately, it's hard to have a shared repository when half the libraries use Google products and the other half Microsoft. It's been decided that meeting notes will go on <https://chinooklibraries.org/> but we need a members-only portal or Aspen website with a shared calendar. This may need to be a Chinook User Group To-do rather than a Bryan to-do.

The Director is accessible and an excellent resource for our library.

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