



Lincoln County Library District Board Regular Meeting
Wednesday, December 10, 2025
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 November 12, 2025	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Library allocations for 2025-26	President	Approval
Library agreement with cities	Director	update
Bryan's appraisal	Director	Update
Resolution 2025 12.1 - Direct grants to libraries	Director	Approve allocation of funds, process and timeline
New Business		
Resolution 2025 12.2 – directing Bryan Miyagishima to serve as District Budget Officer	Director	Per Oregon law, the District must have a designated budget officer (as pointed out by our auditor)
Orbis courier pickup hub	Director	The District office will now serve as dropoff/pickup location for Orbis courier

Good of the Order		
Next District Board Meeting January 14, 2025		Information
Adjourn	President	Motion



Lincoln County Library District Board Regular Meeting

Wednesday, November 12, 2025

132 NE 15th Newport, OR 97365

Present: Chris Boyle, chair; Carla Clark, vice-chair (via zoom), Susan Garner, Tim Merrell, Virginia Tardaewether (via zoom), Bryan Miyagishima, secretary

Agenda		
Call Regular Meeting to Order	President	- Meeting called to order at 10:05AM
Approval of the Agenda	President	
Topic	Lead	Purpose Outcome
Public Comment	President	Anyone may speak at this time
Minutes Board Meeting October 15, 2025	President	Approval <i>Motion to approve: Susan, second: Tim / approved unanimously</i>
Reports		
Board Reports	Board Members	Information - no reports
Director's Report	Director	Information – in packet
Financial Report	Director	Acceptance
Old Business		
Library funding formula	President	Approval – <i>Motion to approve: Tim, Second: Susan / approved unanimously. Dollar amounts will be approved in December meeting. The chart on page 4 of the formula will be fixed to reflect correct zip codes.</i>
Library agreement with cities	Director	Update – <i>Bryan inquired of SDAO legal services and was referred to</i>

		<i>outside legal counsel. Am awaiting response.</i>
Bryan's appraisal	Director	Update Video training: https://tinyurl.com/lcldassess Executive Director Evaluation Performance Management Resource Guide <i>Carla and Virginia and Susan agreed to participate in the appraisal process. Bryan will convene a first meeting.</i>
New Business		
Direct grants to libraries	Director	As part of its strategic plan, the District will create a process for distributing surplus tax revenue as direct grants to libraries. <i>Bryan will have a application for review at the December meeting. Proposals should ideally address elements of the District's strategic goals.</i>
Good of the Order		
Next District Board Meeting December 10, 2025		Information
Adjourn	President	Motion – <i>adjourned at 11:06AM</i>

December 2025 Financial Report

LGIP Account:

December 5, 2025: \$1,996,102.26 (taxes collected: 1,390,978.43)

November 30, 2024: \$1,828,717.51 (taxes collected: 1,403,646.26)

US Bank

Checking: \$18,469.37

Money Market: \$7,654.17

Payroll:

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

*24 month average for the biennium

Upcoming major expenses:

Auditing from ISLER CPA (invoice not yet received – expected \$15,000)

Director's report for November 2025

Audit - I'm happy to report that we seem to be mostly finished with our auditing requirements for the past year. There's probably a document they're waiting on, but it looks like everything is in and that our audit should go well. On a pleasant note, we received our bill and it was slightly lower than the previous year. The one note that will need to be taken care of is in our budget creation, we failed to designate a "budget officer" for the process (we did designate a "president officer"). Oregon state law requires that we have a "budget officer," who has been the director in the past. We're getting that taken care of in this month's board meeting and will not have to deal with that in the future.

Useful replacement - one surprise problem that has cropped up is the need to replace the Useful software at all our library partners. Useful is the software that allows libraries to manage their public computers - setting time limits, providing for printing, making sure that computers are secure. One of the problems that we will all face is that we use "thin client" computers in all our libraries. That is, all the public computers are basically just monitors; there is one central computer that uses Useful that is utilized that all the "thin clients" depend upon. As part of our strategic plan objective of providing customized mentoring and support, I arranged one meeting with all our library partners and Christopher is working on a solution for Siletz that might be deployed at other libraries. There is no requirement that our library partners adopt the same solution, but we are all sharing information with each other so as to assist in finding a replacement.

SP alignment: Objective - The LCLD provides customized mentoring and support to member and partner libraries. Each year, connects with the individual library directors providing information, leadership, and encouraging shared expertise.

Eddyville outreach - we have been working with the Toledo Library in assisting them with their outreach efforts to Eddyville. I have committed to using a district vehicle to assist getting materials there every other Thursday morning, and Christopher has been assisting them with the software needed to check materials out without having an internet connection available.

SP alignment: 3. Objective - The LCLD provides customized mentoring and support to member and partner libraries. Each year, connects with the individual library directors providing information, leadership, and encouraging shared expertise.

Objective - The LCLD builds and maintains connections with partners in order to further the reach of library services.

Facilities - working with a tip from Chris Boyle, I scheduled roof treatment service with Newport roof and gutter and have arranged for twice yearly treatment of the roof. Speaking of roofs, we suffered a small leak at the Siletz Library. Carol contacted a local contractor who had done previous work on the roof and who will come work on it after the current storm eases. Fortunately, the leak seems to be because the barrier wasn't entirely sealed along the edge of the roof and the wind drove water inside, which found it's way through a light fixture into the building.

Upcoming activities - I will be attending the American Library Association's workshop on advocacy in Chicago from December 12-14. Along with Chris Boyle, I shall be playing the part of the grinch at the Newport Public Library on December 10, and doing a reading of "How the Grinch Stole Christmas" on December 19. I can state that this is vastly different from any academic library duties I have ever performed!

Library allocations, broken down by District funding formula:

Projected tax revenue for each year of biennium	\$1,570,000			
30% for District operations	\$471,000			
70% for county libraries	\$1,099,000			
5% of total for site based allocation	\$78500			
local revenue incentive for Siletz	\$800			
local revenue incentive for Waldport	\$11000			
remainder for per-capita allocation	\$1,008,700			
		Local revenue incentive	Site based allocation	Total allocation
Siletz per capita allocation at 11%	\$110,957	\$800	\$15,700	\$127,457
Waldport allocation at 28%	\$282,436	\$11,000	\$15,700	\$309,136
Lincoln City at 24% +site-based	\$242,088	NA	\$15,700	\$257,788
Newport at 25% +site-based	\$252,175	NA	\$15,700	\$267,875
Toledo at 12% +site-based	\$121,044	NA	\$15,700	\$136,744
Total dollars allocated				\$1,099,000

RESOLUTION No. 2025-12.1
DIRECT GRANTS TO LIBRARIES

WHEREAS, Lincoln County Library District (LCLD) is committed to distributing surplus tax revenues beyond budget projections to city and library partners, and

WHEREAS, the Lincoln County Library District received the sum of \$109,796.00 beyond projected tax revenues for the 2023-25 biennium, and

WHEREAS, the Lincoln County Library District remains committed to fostering excellence and innovation in Lincoln County public libraries,

Now, be it **RESOLVED**, that LCLD approves the distribution of funds totaling up to \$109,796 in the form of direct grants to Lincoln County public libraries in the 2026-27 fiscal year.

Adopted by the Board of Directors of the Lincoln County Library District this 10th Day of December, 2025

Chris Boyle, LCLD Board President

Bryan Miyagishima, LCLD Director

Lincoln County Library District Direct Grants to Lincoln County Public Libraries

The Lincoln County Library District Board has approved the amount of \$109,796 to provide directly to Lincoln County Public Libraries during this biennial budget period, 2025-2027. The Lincoln County Library District will award funds to public library partners for one or more projects for a total not to surpass \$20,000. Funds will be awarded at the outset of the 26-27 fiscal year. Applications will be accepted until February 28, 2026 and funding decisions made at the District's March Board meeting.

Funding Source

For its biennial budget, the District's budget committee makes a projection of expected revenues as a percentage of assessed property taxes within District boundaries and bases its allocations to partner libraries based upon this projection. In the past, tax revenues greater than the projected amount have been distributed directly to partner library city governments. This biennium, the District is piloting direct grants to county library partners to promote excellent and innovative services to county residents as part of its strategic plan.

Grant funds may not be used to fund infrastructure improvements normally paid for by city governments. They may be used to pay for equipment to be used in service of grant goals/objectives.

Application Process:

If proposing several projects, separate applications and budgets must be submitted for each.

Project Name:

Project goals (based upon selected elements of LCLD strategic plan)

Project summary (500 words or less)

Project objectives - including timeframe, milestones, and assessment measures

Sustainability (250 words or less): How will you ensure that the results of this project continue to serve desired aims into the future

Budget, including in-kind contributions

Grant funds should be spent by June 30, 2027. A final report on your project with narrative/summary, data indicating whether or not you met project objectives, and final budget will be due by August 31, 2027. A template will be provided during the 26-27 fiscal year.

RESOLUTION No. 2025-12.2
DESIGNATING DISTRICT BUDGET OFFICER

WHEREAS, Oregon state law requires that special districts designate a “budget officer” during its regular budget processes,

Now, be it **RESOLVED**, that the Lincoln County Library District designates its Executive Director, Bryan Miyagishima, to serve in the capacity as District Budget Officer for the duration of his employment with the District.

Adopted by the Board of Directors of the Lincoln County Library District this 10th Day of December, 2025

Chris Boyle, LCLD Board President

Bryan Miyagishima, LCLD Director