



Lincoln County Library District Board Regular Meeting
Wednesday, April 8 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
Resolution 2026-4-1	President	Appointment of Jane Cothron to the LCLD Board
Minutes Board Meeting March 11, 2026	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Bryan's appraisal / goals	President	Sign and approve
New Business		
Grant request from Waldport	Director	Per Bryan's input, Waldport changed its grant request for approval
Step increase for Director	President	Discuss and approve
Begin next FY COLA for staff in May	Director	Discuss and approve
Begin review of by-law language	Director	Set goals for completion of board review of by-laws, begin review of changes, and discuss other changes that need to be made

Good of the Order		
Next District Board Meeting April 8, 2026		Information
SDAO Regional Training Summit	Director	October 13-14 in Newport. Bryan can register anyone who is interested in attending
Adjourn	President	Motion

RESOLUTION No. 2026-4.1
**Appointment of Jane Cothron to Lincoln County Library
District Board**

WHEREAS, the Lincoln County Library District Board of Directors currently has a vacancy in Zone 3, and

WHEREAS, pursuant to Board by-laws and in accordance with ORS 198.320, a vacancy may be filled by appointment by the remaining majority of Board members,

Now, be it **RESOLVED**, that the Lincoln County Library District Board wishes to appoint Jane Cothron as Zone 3 Director, and

Be it **FURTHER RESOLVED** that the Lincoln County Library District recognize Chris Boyle posthumously for his many years of service to the District and to the residents of Lincoln County.

Adopted by the Board of Directors of the Lincoln County Library District this 8th Day of April, 2026.

Carla Clark, LCLD Board President

Bryan Miyagishima, LCLD Director



Lincoln County Library District Board Regular Meeting

Wednesday, March 11 2026

132 NE 15th Newport, OR 97365

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

Agenda		
Call Regular Meeting to Order	President	- Meeting called to order at 10:06 AM
Approval of the Agenda	President	
Topic	Lead	Purpose Outcome
Public Comment	President	Anyone may speak at this time
Minutes Board Meeting February 28, 2026	President	Approval Motion to approve: Virginia, Second: Tim, approved unanimously
Reports		
Board Reports	Board Members	Information <i>Board members Tim, Susan, and Virginia, along with Bryan attended the Yachats library grand opening celebration</i>
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Conflict of Interest and Whistleblower policies	Director	Continued from February. Creation and policies will be done along with revision of Board By-laws and employee handbook. <i>Bryan summarized his conversation with consultant from HR answers. COI and whistleblower policies will be part of amended by-laws. Bryan will bring changed language to March meeting for review.</i>

Bryan's appraisal	Board Chair	<i>Board moved to executive session, then reviewed their appraisal with Bryan. Virginia will email Bryan and electronic copy and appraisal will be signed in March meeting.</i>
New Business		
Ward 3 representative replacement	Director	Discussion <i>In accordance with ORS 198.320 and the LCLD board by-laws, "vacancies shall be filled by appointment by a majority of the remaining members of the Board of Directors." Bryan had approached former LCLD cataloger, Jane Cothron of Seal Rock, to fill the vacancy left by Chris Boyle's passing. The board approved this choice and will formally appoint Jane at the March board meeting.</i>
Board By-laws revision	Director	Begin review and revision of by-laws <i>Review and revision will continue in March and proceed during the Spring meetings.</i>
LCLD grants to libraries	Director	Discuss and approve <i>Driftwood Library application was approved for entire amount of \$20,000. Newport Library application was approved for the entire amount of \$9869.24. Toledo Library application was approved for the entire amount of \$20,000. Siletz Library application was approved for the entire amount of \$19,699. Waldport Library application was approved for the amount of \$14,935. A request for \$3400 for computer equipment purchased this fiscal year was declined. Bryan will notify libraries of their awards and funds will be distributed after July 1, 2026.</i>
Board training	Director	Schedule online training for future board meeting - <i>Bryan will arrange for an online training at a later Spring meeting</i>
Good of the Order		
Next District Board Meeting April 8, 2026		Information
Adjourn	President	Motion

March 2026 Financial Report

LGIP account: April 6, 2026: \$1,396,810.85 (redemption of \$100,000 scheduled for April 10, 2026)
 April 30, 2025: \$1,122,394.60

Activity

TradeDate	TransDesc	TotalAmount
03/31/2026	Accrual Income Div Reinvestment	\$4,832.53
04/01/2026	LGIP Fees - ACH Redemption	-\$0.05
03/16/2026	Redemption - ACH Redemption	-\$80,000.00
03/06/2026	Transfer from Lincoln County Treasurer	\$49,984.96

US Bank Accounts (April 6, 2026)

Checking \$16,174.92
 Money Market \$7,654.40

Upcoming payments

Library allocations: \$81,313.91
 Proquest (databases) \$2,326.38

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 \$25,419.38	March \$25,596.03	April \$26,666	May \$26,666	June \$26,666

Statement of Activity
Lincoln County Library District
 March 1-31, 2026

	TOTAL
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Revenue	
4000 Revenues	
4070 Ready-to-Read Grant	5,797.00
4080 Siletz	
4084 Siletz-Miscellaneous	18.99
Total for 4080 Siletz	\$18.99
4109 Property Tax Revenue 25/26	48,749.11
4800 Interest Income	4,986.71
4900 Miscellaneous Income	816.77
Total for 4000 Revenues	\$60,368.58
4108 Property Tax Revenue 24-25	1,023.08
Total for Revenue	\$61,391.66
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Gross Profit	\$61,391.66
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Expenditures	
5000 Personnel Services	
5100 Salaries and Wages	25,419.38
Total for 5000 Personnel Services	\$25,419.38
5200 Payroll Taxes	2,214.02
5250 Payroll Fees	396.00
5300 Employee Benefits	
5305 Health Benefits	8,467.72
5310 Retirement Benefits	7,377.16
Total for 5300 Employee Benefits	\$15,844.88
6000 Materials and Services	
6010 Professional Services	
6011 Accounting Services	900.00
Total for 6010 Professional Services	\$900.00
6030 General Office Expenses	
6033 Online Expenses	91.00
6040 Copier Lease	390.00
6060 Postage	11.95
6070 Public Relations	19.99
6075 Rent and Utilities	
6077 Maintenance and Supplies	47.49
6080 Telephone and Internet	217.77
6082 LCLD Water	71.12
Total for 6075 Rent and Utilities	\$336.38
6105 Vans	
6106 Fuel	410.64
Total for 6105 Vans	\$410.64
Total for 6030 General Office Expenses	\$1,259.96

Statement of Activity
Lincoln County Library District
 March 1-31, 2026

	TOTAL
6300 Travel/Training/Membership	
6310 Membership Fees	161.00
6320 Registration/Training/Travel	
6322 Travel/Meals/Housing	319.86
Total for 6320 Registration/Training/Travel	\$319.86
Total for 6300 Travel/Training/Membership	\$480.86
6400 Operating Fees/Insurance	
6410 Business Insurance	13,385.00
Total for 6400 Operating Fees/Insurance	\$13,385.00
6500 Reimbursement/Library Development	
6520 Library Development	\$6,000.00
6525 Online Databases	
6527 Mango Languages	200.00
6528 ProQuest (Heritage Quest)	2,326.68
Total for 6525 Online Databases	\$2,526.68
6550 Siletz	
6555 Siletz Collection Development	1,012.01
6557 Siletz Copier Lease	213.35
6558 Siletz Internet and Phone	166.89
6559 Siletz Gas	245.55
6560 Siletz Alarm	92.97
Total for 6550 Siletz	\$1,730.77
Total for 6520 Library Development	\$10,257.45
6600 Library Reimbursement	
6601 Lincoln City	42,965.66
6602 Newport	44,604.84
6603 Toledo	21,958.66
6604 Waldport	53,098.66
Total for 6600 Library Reimbursement	\$162,627.82
Total for 6500 Reimbursement/Library Development	\$172,885.27
6700 Bank Charges & Fees	25.00
Total for 6000 Materials and Services	\$188,936.09
7000 Capital Outlay	
7022 Debt Service - Principal	451.08
7023 Debt Service - Interest	1,947.12
7024 Escrow Fees	15.00
Total for 7000 Capital Outlay	\$2,413.20
Total for Expenditures	\$235,223.57
Net Operating Revenue	-\$173,831.91
Net Other Revenue	
Net Revenue	-\$173,831.91

Lincoln County Library District						
23-25 biennium working budget (as of March 2025) and proposed 25-27 budget						
	Current Period Act	Year to Date Actual	Bennial to Date	Biennial Budget	2025-27 Biennium	
	Mar 2026	July 2025 - March 2026	July 2025-June 2027	July 2023-June 2025	(proposed)	
Revenues						
4000 Revenues						
4010 Library Services and Technology Reading Grant			\$ -	\$ 15,000.00		
4020 Chinook Library Network	\$ -	\$ -	\$ -	\$ 44,000.00	\$ 44,000.00	
4030 Dolly Parton Imagination Library		\$ -	\$ -	\$ 10,000.00	\$ -	
4050 Lincoln County Law Library	\$ -	\$ 19,829.00	\$ 19,829.00	\$ 26,000.00	\$ 0.00	
4060 Previously Levied Taxes	\$ -	\$ -	\$ -	\$ 80,000.00	\$ 40,000.00	
4070 Ready to Read Grant	\$ 5,797.00	\$ 5,797.00	\$ 5,797.00	\$ 9,000.00	\$ 12,000.00	
4081 Siletz-Carry-over		\$ -	\$ -			
4082 Siletz-City of Siletz	\$ -	\$ 4,000.00	\$ 4,000.00	\$ 2,000.00	\$ 8,000.00	
4083 Siletz-Interest			\$ -	\$ 100.00	\$ 100.00	
4084 Siletz-Miscellaneous	\$ 18.99	\$ 18.99	\$ 18.99	\$ 5,000.00	\$ 5,000.00	
				\$ 30,000.00		
4090 State Forestry	\$ -	\$ 14,942.34	\$ 14,942.34		\$ 30,000.00	
4104 Property Tax Revenue 20/21			\$ -			
4105 Property Tax Revenue 21/22			\$ -	\$ 1,407,691.50		
4106 Property Tax Revenue 22/2	\$ -	\$ 3,843.25	\$ 3,843.25	\$ 1,407,691.50		
4107 Property Tax Revenue 23/2	\$ -	\$ 21,203.79	\$ 21,203.79			
4108 Property Tax Revenue 24/2	\$ 1,023.08	\$ 11,423.94	\$ 11,423.94			
4109 Property Tax Revenue 25/2	\$ 48,749.11	\$ 1,606,197.26	\$ 1,606,197.26		\$ 1,570,000.00	
4110 Property Tax Revenue 26/2	\$ -	\$ 8,044.65	\$ 8,044.65		\$ 1,570,000.00	
4800 Interest Income	\$ 4,986.71	\$ 41,096.49	\$ 41,096.49	\$ 2,000.00	\$ 80,000.00	
4900 Miscellaneous Income	\$ 816.77	\$ 2,971.06	\$ 2,971.06	\$ 10,000.00	\$ 10,000.00	
Total 4000 Revenues	\$ 61,391.66	\$ 1,739,367.77	\$ 1,739,367.77	\$ 3,048,483.00	\$ 3,369,100.00	
Uncategorized Income		\$ -	\$ -			
Services						
Available Cash On Hand				\$ 400,000.00	\$ 700,000.00	
Total Revenues	\$ 61,391.66	\$ 1,739,367.77	\$ 1,739,367.77	\$ 3,448,483.00	\$ 4,069,100.00	
Expenditures						
5000 Personnel Services						
5100 Salaries and Wages	\$ 25,419.38	\$ 236,391.92	\$ 236,391.92	\$ 644,460.00	\$ 640,000.00	
5200 Payroll Taxes	\$ 2,214.02	\$ 19,999.92	\$ 19,999.92	\$ 60,000.00	\$ 60,000.00	
5250 Payroll Fees	\$ 396.00	\$ 3,853.79	\$ 3,853.79	\$ 10,000.00	\$ 6,000.00	
Total 5000 Personnel Services	\$ 28,029.40	\$ 260,245.63	\$ 260,245.63	\$ 714,460.00	\$ 706,000.00	
5300 Employee Benefits						
5305 Health Benefits	\$ 8,467.72	\$ 46,472.60	\$ 46,472.60	\$ 60,000.00	\$ 150,000.00	
5310 Retirement Benefits	\$ 7,377.16	\$ 16,047.54	\$ 16,047.54	\$ 15,000.00	\$ 30,000.00	
Total 5300 Employee Benefits	\$ 15,844.88	\$ 62,520.14	\$ 62,520.14	\$ 75,000.00	\$ 180,000.00	

April 2026 Director's Report

Meeting with Yachats Library representatives - On March 30 I had the opportunity to meet with Yachats Library Director, Traci Altson, City Manager, Bobbi Price, and two members of the Yachats Library commission to speak further about Yachats possibly joining the Chinook Library network and becoming an official partner of the District. Some of the information that was presented to them about countywide services such as courier and interlibrary loan were new to the commission members, and there's still work that needs to be done in terms of dispelling fears about their volunteers learning how to use a new software. We will be arranging some demonstrations from Christopher for the Yachats volunteers regarding checking books in and out, placing materials on hold and receiving "held" materials from other libraries. Most of these circulation tasks are, I believe, things can be learned by their library volunteers. I have already spoken with Christopher about the need for creating training materials and he will be spending some of his remote working time this summer creating videos and handouts. I know that the Koha ILS is a step up from what they are currently using and that their director is looking forward to some of the features of a more contemporary ILS. Fingers crossed for successful conversations moving forward - there's still work to do but we're moving closer to a shared goal. On a different note, I'm happy to report that the Yachats Library Commission chair, David Rivinus, will be receiving the "Library Supporter of the Year" award at the upcoming Oregon Library Association Conference from April 22-24.

Lincoln County Cultural Coalition grants - as part of the LCCC board, we met to decide on grants for various Lincoln County cultural agencies. Although this work might seem a bit extraneous, the contacts made with the other board members and the knowledge of other cultural agencies around the county has been quite valuable. I'm sorry to report that the Toledo Public Library did not receive any grants due to their not having a 501C3 to receive funds (as stipulated by their funding sources). I'll work with them next year to see if the District might serve as a fiscal agent for these types of grants.

Oregon Library Association Vice-President work - I had already written previously about what had transpired with one of our Chinook partners, Clatsop Community College. Oregon's academic libraries are being cut back severely; they have lost 20% of librarians in the past 5 years due to budget cuts. One of the OLA board tasks this coming year will be to explore ways that the state legislature might write laws that benefit k-12 and college libraries. I know from previous experience that this might prove a difficult task; our lawmakers do not like to create laws requiring additional funding from the state. It's possible that working with the Higher Education Coordinating Commission and the Department of Education might be a way to exert some influence. I'll keep you informed as these conversations progress, although I'm not hopeful (unfortunately) of any sort of speedy solution.

Christopher and Bryan's adventures in driving the courier van - I'm very happy to report that there have been no major accidents or incidents, besides dumping books and leaving behind crates at the Driftwood Library! Our substitution pattern seems to be working with our library partners, but I know that we can't wait for Kaitlyn to return!

Appraisal Summary Lincoln County Library Service District Librarian 2025 (2026)

Data: 68.8% of the data came from partner libraries, 12.5% from LCCD staff and 18.8% from the Board.

1. STRATEGIC LEADERSHIP

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

81.3% indicated yes consistently

12.5% indicated generally yes

6.2% not applicable or not enough information

Comment summary: Bryan does a great job of effectively carrying out the Board responsibilities and priorities which include being proactive in creation of the library community. For example, he is leading quite well, seems motivated and has made unexpected community partner connections. He has visited the libraries frequently where he checks with the staff and makes inquiries about issues, participates in events, maintains a weekly drop-in session for directors.

2. DISTRICT MANAGEMENT

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

68.8% indicated strongly agree

31.3% indicated agree

Comment summary: Bryan's leadership skills build workable strategies that encourage community buy-in, are clear and provide sound district wide operational oversight. Such as his assistance with the new drop off strategy at Guin Library. He does great job managing, meeting agreed upon goals, providing supportive responses, and carrying out district activities. He is positive, willing, adaptable and flexible. He helped get a new van and decided to fix the old van as a backup bookmobile. He is a reliable courier backup. He has moved the District and Chinook network to Koha, strategized how to bring on more libraries. I'd like to see more final organization and documentation (ILS?).

3. COMMUNICATION, COMMUNITY ENGAGEMENT

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

75% indicated strongly agree

25% indicated agree

Comment summary: Bryan communicates effectively, encourages and builds positive relationships with staff, partners and the broader community to help all face local challenges. He operates on several organizational boards such as the Lincoln County Cultural Coalition and the Oregon Library Association executive committee. He is kind, caring, compassionate and thoughtful in his dealings with all stakeholders. He fosters partnerships and collaboration by building relationships and guiding groups to work effectively, such as with

the school district. He is an excellent writer and communications effectively through county-wide emails. He is always available to meet with folks, comes and visits directors and staff at their home library, has weekly drop-in meetings and helped arrange the Aspen/Koha training in 2025. He is inclusive and keeps our patrons in mind without micromanaging.

4. SUPERVISION, WORKPLACE CULTURE

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

62.5% Strongly agree

25% Not applicable

12.5% Agree

Comment summary: Bryan seems to treat employees with respect, but I don't work for him, and employees would be the best judge of this strength. He is an engaged and helpful supervisor who fosters a professional, thoroughly supportive and fair workplace with idea exchanges. He checks in with staff regularly to see if he can offer support. He goes to great lengths to showcase accomplishments and strengths of staff, treats everyone with respect and is very professional.

5. FINANCIAL MANAGEMENT

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

62.5% Strongly agree

25% Not applicable

12.5% Agree

Comment summary: So far, so good! Bryan demonstrates responsible stewardship of library district funds and resources. 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 financial operations very clear to the Board, budgets are realistic, planned and meet the needs of the District, even with emergency resources. I don't deal with District finances beyond what touches our library, but I am impressed with how resources are handled, the materials support from the District and individual library support. We receive weekly reports, budget updates, budget reviews and have been able to fund library priorities in the strategic plan and normal operational budget.

6. OTHER INPUT

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

Strengths: Bryan brings a calm demeanor, strong leadership, initiative, strong inter-library communication, and a, accessible 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, respect, teamwork, and operational effectiveness. He is not only interested in our events at the library, but he is always approachable and 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 their management, and an effective ability to connect people, ideas, and community needs. He actively encourages the strengths and creativity of others, good at group-building, allowing individuals to do their best work and making the district stronger as a whole. We are fortunate to have Bryan as our Director.

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. 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/](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.

Goals for Bryan Miyagishima for 2026-28

1. Shepherd the possible addition of Yachats Library into the Chinook Library Network and Lincoln County Library District.
2. Revise current agreement with city partners to account for new biennial budgeting process and addition of Yachats.
3. Along with LCLD Board, revise by-laws and employee handbook
4. Using the Chinook Libraries website and LCLD website, provide for more LCLD and Chinook Libraries documentation.
5. Work on accessibility issues for the District, including website accessibility and physical accessibility for the District office and vehicles.

LCLD Board Chair

Date

LCLD Director

Date