



**Lincoln County Library District Board Regular Meeting
 Wednesday February 12, 2025
 132 NE 15th & Zoom
 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 January 15 2025	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Migration update	Director	
New Business		
Newport Library Strategic Plan	Director	Information
What's going on in Toledo?	Director	Information from Harrison Baker, director of TPL
Good of the Order		
Next District Board Meeting February 12, 2025		Information
Adjourn	President	Motion



**Lincoln County Library District Board Regular Meeting
 Wednesday January 15, 2025
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Present: Carla Clark (vice-chair), Susan Garner, Virginia Tardaewweather, Tim Merrill (zoom), Bryan Miyagishma (secretary)

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Call Regular Meeting to Order		President
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Public Comment	President	Anyone may speak at this time
Minutes November 20	President	Approval Motion: Virginia / Second: Susan, approved unanimously
Reports		
Board Reports	Board Members	Information Yachats is waiting for funding. Virginia was at Toledo Public with granddaughter and overheard a couple of patrons saying that soon there would be no need for multiple cards. At Siletz, there will be a birthday party of Feb. 8. There will also be several fundraising efforts going along with that. There will be baskets for raffle and a gift card tree. Larry Weaver stopped at the library and liked the idea of a storywalk in honor of Bonnie. The Friends and the City are also interested in contributing to this effort. Carol may have to travel to Wyoming in the spring to attend to family business and Bryan is working with her to accommodate scheduling. Newport has a new adult services librarian.
Director's Report	Director	Information December was quiet. There was a nice sendoff for Darci Adolf at the office. The

		libraries appreciated receiving a holiday card. Christopher had a meeting with other members of the migration committee at Pacific City, Christopher, Mark Irmischer (Driftwood), Danielle Meninger (Tillamook), and Lillian Curanzy (Newport). Bryan had a meeting on zoom with librarians from Jackson County, Coos County, and Corvallis to help plan for advanced Koha training sometime in the future as part of the migration grant. Josephine County had terminated the county library lease in Grants Pass, but Bryan felt optimistic that this would be resolved.
Financial Report	Director	Acceptance Motion: Virginia/ Second: Susan. Accepted unanimously
Old Business		
Migration update	Director	Bryan demonstrated the new Aspen catalog pages for Siletz and Newport with new logo and browsing categories.
New Business		
Upcoming business - 2025-27 budget committee - Board elections (Tim and Carla expiring)	Director	Bryan asked if board members knew of individuals who might be interested in serving on the budget committee.
Protecting local patrons and residents	Guests: Laura Kimberly (Newport) and Kirsten Brodbeck Kenney (Driftwood)	Information Laura took over the community outreach position with Newport City Government this past year. There was a community meeting on Monday night hosted by a local community group that worked with local Latinx/indigenous community. There was a similar meeting in Lincoln City. There were 130 people in attendance with an immigration attorney in attendance, Rep. David Gomberg, and representatives from the local sheriff and police departments. Information about residents' rights was shared. The event was held to try to allay fears and let people know their rights. The library also works on "harm

		<p>reduction” with hygiene items available and naloxone available at the desk. There are also now garden spaces available for the local community.</p> <p>Current events have been rough on library staff, especially for those staff who are members of marginalized communities. Driftwood tries to provide as much information as possible to their staff and tries to encourage self-care. Morale is problematic for both libraries.</p> <p>Kirsten is a member of the Oregon DOE LGBTQIA2S+ strategic task force that meets to revise the student success plan for students who identify in these categories. (there are other task forces for other groups). They issue guidance to schools about how best to support these students, point them to resources, and try to find grant funding. They have been having discussions because of public records law and have been trying to figure out how the youth members of this committee can have their identities protected while still following public records laws. They have been talking about supreme court decisions regarding gender and Title IX and it’s good to know that Oregon students are protected by state laws. In Lincoln City, there’s been a renewed energy in the queer community to organize and reach out for protection.</p>
Good of the Order		
Next District Board Meeting February 12, 2025		Information
Adjourn	President	Motion

Financial Snapshot for February 2025:

Oregon LGIP: January 31, 2025: \$1,325,204.78 / January 2024 balance: \$942,037.18

Recent activity:

12/30/2024	Redemption - ACH Redemption	-40000
12/31/2024	Accrual Income Div Reinvestment - Distributions	7591.74
01/02/2025	LGIP Fees - ACH Redemption (2 @ \$0.05 - From 6364) - December 2024	-0.1
01/13/2025	Transfer from Lincoln County Treasurer - LINCOLN COUNTY TREASURER	20431.05
01/17/2025	Redemption - ACH Redemption	-500000
01/31/2025	Accrual Income Div Reinvestment - Distributions	6422.14
02/03/2025	Redemption - ACH Redemption	-10000
02/03/2025	LGIP Fees - ACH Redemption (1 @ \$0.05 - From 6364) - January 2025	-0.05
02/05/2025	Transfer from Lincoln County Treasurer - LINCOLN COUNTY TREASURER	3372.02

U.S. Bank:

Checking: \$17,101.21

Money Market: \$5,400.06

Payroll expenses

July	August	September	October	November	December
\$25,433.77	\$25,565.06	\$26,732.74	\$27,516	\$25,785.59	\$26,023.65
January	February	March	April	May	June
\$27,608.89					

Upcoming major expenses (checks and bills paid by CC may not be reflected in activity):

Bywater Solutions: \$3,010.00 – LSTA project, so will be reimbursed

Proquest: \$1757.54 – Ancestry databases

Watson Label Products - \$564.20 – barcode labels for Siletz books

Library Allocation - \$79,001.16

Waldport	25,777.08
Lincoln City	20,910.42
Newport	21,653.75
Toledo	10,659.92

Lincoln County Library District

Statement of Activity

January 2025

	TOTAL
Revenue	
4000 Revenues	
4106 Property Tax Revenue 22-23	1,620.10
4107 Property Tax Revenue 23-24	18,566.87
4800 Interest Income	6,610.62
4900 Miscellaneous Income	55.64
Total 4000 Revenues	26,853.23
Total Revenue	\$26,853.23
GROSS PROFIT	\$26,853.23
Expenditures	
5000 Personnel Services	
5100 Salaries and Wages	53,632.54
Total 5000 Personnel Services	53,632.54
5200 Payroll Taxes	4,857.64
5250 Payroll Fees	832.95
5300 Employee Benefits	
5305 Health Benefits	11,766.26
Total 5300 Employee Benefits	11,766.26
6000 Materials and Services	
6010 Professional Services	
6011 Accounting Services	3,900.00
6012 Legal Services	5,130.00
Total 6010 Professional Services	9,030.00
6030 General Office Expenses	
6031 Office Supplies	700.80
6033 Online Expenses	72.00
6040 Copier Lease	282.85
6060 Postage	4.01
6070 Public Relations	49.89
6075 Rent and Utilities	
6077 Maintenance and Supplies	45.00
6080 Telephone and Internet	179.96
6082 LCLD Water	97.67
Total 6075 Rent and Utilities	322.63
6105 Vans	
6106 Fuel	390.64
6107 Maintenance	399.92
Total 6105 Vans	790.56
Total 6030 General Office Expenses	2,222.74

Lincoln County Library District

Statement of Activity

January 2025

	TOTAL
6300 Travel/Training/Membership	
6310 Membership Fees	322.00
6320 Registration/Training/Travel	
6322 Travel/Meals/Housing	472.41
Total 6320 Registration/Training/Travel	472.41
Total 6300 Travel/Training/Membership	794.41
6500 Reimbursement/Library Development	
6520 Library Development	3,010.00
6525 Online Databases	
6528 ProQuest (Heritage Quest)	1,767.54
Total 6525 Online Databases	1,767.54
6550 Siletz	
6551 Materials, Supplies and Services	98.94
6554 Siletz Electricity	181.05
6555 Siletz Collection Development	466.34
6557 Siletz Copier Lease	186.72
6559 Siletz Gas	247.13
6560 Siletz Alarm	92.97
6562 Siletz Repair & Maintenance	3,660.00
Total 6550 Siletz	4,933.15
Total 6520 Library Development	9,710.69
6600 Library Reimbursement	
6601 Lincoln City	125,462.50
6602 Newport	129,922.50
6603 Toledo	63,959.50
6604 Waldport	154,662.50
Total 6600 Library Reimbursement	474,007.00
Total 6500 Reimbursement/Library Development	483,717.69
6700 Bank Charges & Fees	24.05
Total 6000 Materials and Services	495,788.89
7000 Capital Outlay	
7022 Debt Service - Principal	446.60
7023 Debt Service - Interest	1,951.60
7024 Escrow Fees	15.00
Total 7000 Capital Outlay	2,413.20
Total Expenditures	\$569,291.48
NET OPERATING REVENUE	\$ -542,438.25
NET REVENUE	\$ -542,438.25

Strategic Goals and Objectives

Focus Area: Celebrate Diversity: Cultural Awareness

Goal 1: Residents will have equitable access to programs, services, and materials that celebrate and reflect diverse cultures, languages, and identities. The Library will foster an inclusive environment where all community members feel represented and welcomed.

IA. Objective: By June 30, 2030, at least **6%**¹ of the Library's print collection will consist of non-English language materials.

IB. Objective: By June 30, 2027, Spanish-speaking staff will be available during at least **70%** of open hours to assist patrons.

IC. Objective: By December 31, 2027, the Library will assess and expand bilingual signage and wayfinding materials through an **annual review process**, ensuring increased accessibility in key public spaces based on community needs and feedback.

ID. Objective: By June 30, 2028, at least **80%** of press releases, library signage, marketing materials, and library policies will be available in **both English and Spanish**, with additional translations provided based on community demographics.

IE. Objective: By June 30, 2029, the Library will offer at least six programs, services, or cultural celebrations annually that highlight diverse traditions, histories, and voices.

IF. Objective: By June 30, 2029, the Library will increase the **World Languages Collection circulation by 20%** and implement **at least two outreach initiatives** annually to promote these materials within the community.

Focus Area: Connect to the Online World: Public Internet Access

Goal 2: Residents will have equitable access to the Internet, digital devices, and technology support to enhance their work, education, and personal interests.

2A. Objective: Wi-Fi, Internet, and library device usage (including hotspots, laptops, and eReaders) will increase by **25%** over the period of the strategic plan.

¹ In July 2024, the Newport Public Library non-English language print collection is 4.7%.

2B. Objective: By June 30, 2027, at least 40% of participants in digital literacy classes will report increased confidence in using digital devices and navigating the online world, as measured by a post-program survey.

2C. Objective: The Library will achieve a 25% increase in the use of electronic resources, including e-books, databases, and online learning platforms, over the period of the strategic plan.

2D. Objective: The Library will offer at least 30 Book-A-Librarian sessions per year, including reference assistance interactions related to technology support, digital resources, and device use.

2E. Objective: The Library will increase awareness and usage of technology in the Library of Things collection, with at least 50% of available devices (hotspots, laptops, and eReaders) checked out at least once per quarter, and a 10% increase in reference assistance interactions related to technology support, including Book-A-Librarian sessions.

Focus Area: Create Young Readers: Early Literacy

Goal 3: Children from birth to age five and their families will have access to programs, resources, and services that support early literacy, language development, and a lifelong love of reading.

3A. Objective: By June 30, 2026, the Library will expand early literacy outreach by establishing partnerships with at least three local organizations that serve young children and families.

3B. Objective: By June 30, 2028, participation in early literacy programs—including Preschool Storytime, Bilingual Storytime, and Toddler Time—will increase by 20% compared to the FY 2023-2024 baseline.

3C. Objective: By June 30, 2029, the Library will expand access to early literacy resources by increasing the availability of take-home materials, interactive early learning stations, and caregiver education opportunities.

3D. Objective: By June 30, 2030, at least 75% of caregivers attending early literacy programs will report feeling more confident in supporting their child’s language and literacy development, as measured by a post-program survey.

Focus Area: Learn to Read and Write: Adult, Teen, and Family Literacy

Goal 4: Children, teens, and adults will have the support they need to improve their literacy skills in order to meet their personal goals and fulfill their responsibilities as parents, citizens, and workers.

4A. Objective: By June 30, 2026, the Library will establish partnerships with at least three local organizations to expand literacy support services for all ages, including GED preparation, adult literacy tutoring, digital literacy training, and early literacy programs.

4B. Objective: By June 30, 2028, participation in literacy programs—including one-on-one tutoring, reading clubs, writing workshops, English language learning (ELL) programs, early literacy storytimes, and family literacy initiatives—will increase by **20%** compared to the FY 2023-2024 baseline.

4C. Objective: By June 30, 2029, the Library will develop and distribute **at least 100 literacy kits** tailored to different learning needs. Kits will be evaluated annually for effectiveness and updated based on patron feedback and literacy trends. These will include:

- **Early Literacy Kits (Babies & Toddlers):** Board books, sensory toys, rhyming activities, and caregiver guides on building early literacy skills.
- **Emerging Reader Kits (Preschool - Grade 2):** Phonics books, sight word flashcards, read-along audiobooks, and interactive activities.
- **Youth & Teen Literacy Kits:** Engaging chapter books, comprehension workbooks, and creative writing prompts.
- **Adult Literacy Kits:** Practical reading materials, workbooks, vocabulary-building tools, and access to digital literacy resources.
- **Family Literacy Kits:** Multigenerational reading materials, bilingual books, shared learning activities, and tips for family reading engagement.

4D. Objective: By June 30, 2030, at least **75% of participants** in literacy programs and literacy kit users will report increased confidence in their reading, writing, or digital literacy skills, as measured by an annual **post-program and post-kit survey**.

Focus Area 5: Stimulate Imagination: Reading, Writing, and Listening for Pleasure

Goal 5: The Library will provide engaging opportunities for readers, writers, and listeners of all ages to explore and enjoy literature, storytelling, and creative expression.

5A. Objective: By June 30, 2026, the Library will expand its writing programs by offering at least two additional workshops or events annually that support creative writing, storytelling, or publishing.

5B. Objective: By June 30, 2027, the Library will strengthen community reading initiatives by collaborating with local organizations to host at least one countywide or community reading program per year.

5C. Objective: By June 30, 2028, the Library will increase its digital and audiobook collections by **15%**, ensuring diverse and accessible materials for all users.

5D. Objective: By June 30, 2029, the Library will enhance reader engagement by developing new book discussion opportunities, such as themed book clubs, author talks, or reader advisory programs, with at least **two** new offerings annually.

Focus Area 6: Visit a Comfortable Place: Physical and Virtual Spaces

Goal 6: The Library will provide welcoming, accessible, and adaptable spaces—both physical and virtual—that support lifelong learning, community engagement, and the evolving needs of Newport residents. Through facility enhancements, technology upgrades, and long-term planning, the Library will create an inviting environment that fosters connection, creativity, and discovery.

6A. Objective: By March 11, 2025, the Library will successfully join the Chinook Library Network, expanding access to shared resources and improving the user experience.

6B. Objective: By June 30, 2026, the Library will upgrade the McEntee Meeting Room’s technology to enhance accessibility and functionality for community events and programs.

6C. Objective: By June 30, 2026, the Library will update and replace furniture, including new seating for public computer stations, to improve user comfort and accessibility.

6D. Objective: By June 30, 2027, the Library will complete the interior and exterior painting project to refresh and maintain an inviting environment.

6E. Objective: By June 30, 2027, the Library will conduct a facility needs assessment, including community input, to explore potential expansion and infrastructure improvements.

6F. Objective: By June 30, 2028, based on the findings of the facilities needs assessment, the Library will develop a Library Facilities Master Plan, outlining future space and infrastructure improvements to meet growing community needs.

6G. Objective: By June 30, 2028, the Library will continue enhancing outdoor landscaping and integrating public art to create a more welcoming and vibrant space for community engagement.

Focus Area: Welcome to the United States: Services for New Immigrants

Goal 7: New immigrants and refugees will have access to **reliable information, resources, and support** on citizenship, language learning, employment, public schooling, health and safety, and other essential services to help them successfully participate in community life.

7A. Objective: By June 30, 2026, the Library will evaluate and implement **effective communication strategies** to connect with new immigrants, including multilingual materials and outreach initiatives.

7B. Objective: By June 30, 2027, the Library will establish and maintain **at least three active partnerships** with organizations that serve immigrant and refugee communities to enhance access to services and resources.

7C. Objective: By June 30, 2028, the Library will provide **at least four programs annually** that support immigrant and refugee needs, such as citizenship resources, language learning, and employment assistance.