

CITY OF LINCOLN CITY
LIBRARY BOARD MEETING AGENDA

Wednesday, September 3, 2025, 3:30 p.m.

Library - Community Room

801 SW Hwy 101

#201

Lincoln City, OR 97367

If you wish to speak on an agenda or non-agenda item, please sign up on the sheet near the entrance door to the Library Meeting Room. You will be called to speak during the “Comments from the Public” section.

Public comments can be submitted to librarypubliccomment@lincolncity.org, by attending the Library Board Meeting, or by telephone. Public comments submitted by email will be entered into the official record, distributed to the governing body, and summarized; however, due to personal privacy issues they are not generally published in the online agenda packet. PUBLIC COMMENT VIA EMAIL WILL ONLY BE RECOGNIZED UPON RECEIPT OF AN EMAIL.

Citizens requesting to give public comment via telephone must email librarypubliccomment@lincolncity.org no later than 9:30am on the meeting day. The request must include the person’s name, the subject the person wishes to address, and the phone number the person intends to use for the meeting. Instructions will be sent to the person requesting prior to the meeting. Persons giving public comment via telephone will need to leave the microphone muted until the public comment portion of the meeting.

Public Comments for the Library Board Meeting may be provided through the published notice located at: <https://www.lincolncity.org/publicmeetings>. Comments will be accepted until six hours before the start of the meeting and will require email verification.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, for a hearing-impaired device, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting. To request information in an alternate format or other assistance, please contact the City’s ADA Coordinator, Kevin Mattias, at [541-996-1221](tel:541-996-1221) or kmattias@lincolncity.org. Visit <https://www.lincolncity.org/residents/ada-accessibility> webpage to view how the City continues to remain in compliance with Title II of the Americans with Disabilities Act regarding City programs, services, processes, and facilities.

The Library Board reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the meeting.

Agenda materials for this meeting are available at www.lincolncity.org/publicmeetings.

A. CALL TO ORDER

B. MINUTES

C. LIBRARY REPORT AND STATISTICS

C.1 September Report to the Library Board

C.2 Library of Things Circulation Statistics

D. OLD BUSINESS

E. NEW BUSINESS

E.1 Chinook Library Network Memorandum of Understanding

F. COMMENTS FROM BOARD MEMBERS UNRELATED TO AGENDA

G. COMMENTS FROM THE PUBLIC

Article I, Section 8, of the Oregon Constitution provides: No law shall be passed restraining the free expression of opinion, or restricting the right to speak, write, or print freely on any subject whatever; but every person shall be responsible for the abuse of this right. Be advised: Comments by citizens under this Public Comments Section of the Agenda are solely the opinions and statements of the speakers and are not statements by the City of Lincoln City, the Library Board and do not represent the opinions of the City of Lincoln City, its officers and employees or the Library Board.

H. ADJOURNMENT



**CITY OF LINCOLN CITY
LIBRARY BOARD
MINUTES OF THE MEETING**

January 2, 2025, 3:30 p.m.

Board Members Present: Richard Townsend - Board Member

Susan Zappa - Board Member
Brittany Anderson - Board Member
Robert Pfohman - Board Member
Chester Noreikis - Board Member

Board Members Absent: Peter Clifford - Board Member

Staff Present: Kirsten Brodbeck-Kenney - Driftwood
Public Library Director

The final minutes for this meeting are supplemented by an electronic recording of the meeting, which may be listened to online at www.lincolncity.org/publicmeetings. The staff reports and other documents related to this meeting are also available at the same location.

CALL TO ORDER

The Meeting was called to order at 3:38 PM

MINUTES

Approval of the November 6th minutes

Susan Zappa moved to accept the minutes of the November 6th meeting, with Brittany Anderson seconding. The vote to accept was unanimous.

Minutes of October 2024 meeting

Susan Zappa moved to accept the minutes of the October 2024 meeting, with Brittany Anderson seconding. The vote to accept was unanimous.

LIBRARY REPORT AND STATISTICS

2023-24 State Library Statistical Report Highlights

The board reviewed the 2023-24 library statistical report. Susan Zappa noted that it is good to see an increase in volunteer hours post-pandemic.

October 2024 Statistics

The board reviewed the October 2024 statistical reports.

January 2024 Director's Report

Brodbeck-Kenney reported on the library's Winter Solstice and "Noon Year's Eve" activities. Solstice was attended by 80 people, and the children's "Noon Year's Eve" event drew 62 children and parents.

The roster of authors for the Oregon Legacy author series is set.

OLD BUSINESS

NEW BUSINESS

iCurate Diversity Audit Report

The board reviewed the results of the iCurate diversity audit of the library's collection. This audit reveals that DPL's collection is very strong in terms of representing a wide range of diverse life experiences. Some areas where the collection could use development include: religion titles on Judaism and Islam; fiction featuring Middle Eastern voices; and nonfiction covering East Asia and South America.

FY 2025-26 Budget Input

The board identified staffing and building improvements as priorities for the upcoming budget, particularly noting that the library's lighting needs attention.

COMMENTS FROM BOARD MEMBERS UNRELATED TO AGENDA

No comments from the board.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

ADJOURNMENT

The Meeting was adjourned at 4:21 PM.



**CITY OF LINCOLN CITY
LIBRARY BOARD
MINUTES OF THE MEETING**

August 13, 2025, 3:30 p.m.

Board Members Present:	Robert Pfohman - Board Member
	Peter Clifford - Board Member
Board Members Absent:	Richard Townsend - Board Member
	Susan Zappa - Board Member
	Brittany Anderson - Board Member
	Chester Noreikis - Board Member
Staff Present:	Kirsten Brodbeck-Kenney - Driftwood Public Library Director

The final minutes for this meeting are located online at www.lincolncity.org/publicmeetings. The staff reports, motions, and other documents related to this meeting are also available at the same location.

CALL TO ORDER

The Meeting was called to order at 3:40 PM by acting chair Peter Cliffords.

MINUTES

LIBRARY REPORT AND STATISTICS

Library Director's Report August 2025

Due to the lack of quorum, this item will be reviewed at the September meeting.

Robert Pfohman - Board Member joined the meeting at 3:25 pm.

Kirsten Brodbeck-Kenney - Driftwood Public Library Director joined the meeting at 3:25 pm.

OLD BUSINESS

NEW BUSINESS

Chinook Network MOU and Bylaws for Board Review

Due to the lack of quorum, this item will be reviewed at the September meeting.

COMMENTS FROM BOARD MEMBERS UNRELATED TO AGENDA

COMMENTS FROM THE PUBLIC

ADJOURNMENT

The Meeting was adjourned at 3:40 PM due to lack of quorum.

City of Lincoln City Driftwood Public Library Board Communication

Director's Report to the Library Board

Meeting Date: 9/3/2024

Primary Staff Contact: Kirsten Brodbeck-Kenney

Department: Driftwood Public Library

Email: kbrodbeck-kenney@lincolncity.org

Update on Koha ILS Migration

As you know, in March the library migrated to our new Integrated Library System software. The initial migration of patron and catalog information went very well, with few notable errors. What errors we encountered we were able to discover and address relatively quickly.

Unfortunately, the ILS integration with our RFID software (which controls checkouts and security) has been rougher. While we have found solutions for most issues, it is still not as fast or convenient as the previous ILS. I am in conversation with library directors who also use Koha to learn what solutions they've been able to implement. This may entail switching to new RFID software and equipment in the next fiscal year.

Summer Reading

Attendance at Summer Reading events has been excellent this year! All of the performers have drawn crowds of 30-70 attendees, with the most popular thus far being Reptile Views (as usual).

Janelle Winn deserves kudos as the designer of this year's t-shirt and the artwork on other prizes. All of the libraries in Lincoln County were so impressed with the art that they chose to use it for their t-shirts as well.

New Library Card Designs

In celebration of our new membership in the Chinook Network, Janelle Winn also designed five new library cards, and patrons can select any of the designs. Folks with existing library cards are welcome to select a new one, but should keep in mind that they will need to update any saved library card numbers on the library catalog and in the Libby app.

Dark and Stormy Night

The Driftwood Library Foundation will sponsor our Dark & Stormy Night author series again this October. This ongoing series highlights authors from the Pacific Northwest

who write genre fiction such as mystery, horror, suspense, fantasy/science fiction, and romance.

Longtime D&SN supporter Keith Rosson will return on October 2nd to discuss his latest horror novel, *Coffin Moon*. This vampire novel is set in Portland in 1975, and has already been promoted by Stephen King and Joe Hill as a heck of a ride. We are excited to welcome Keith back, and also excited that he is meeting commercial and critical success. He first visited the library when his first novel, *The Mercy of the Tide*, was published in 2017.

On October 9th, our featured author is Gabriel Urza. Urza is a former public defender, and his latest novel, *The Silver State*, is a legal thriller. Urza was also a finalist for the Oregon Book Award in 2019 with his novella *The White Death: An Illusion*.

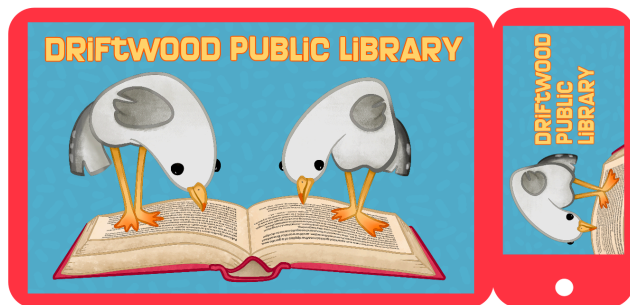
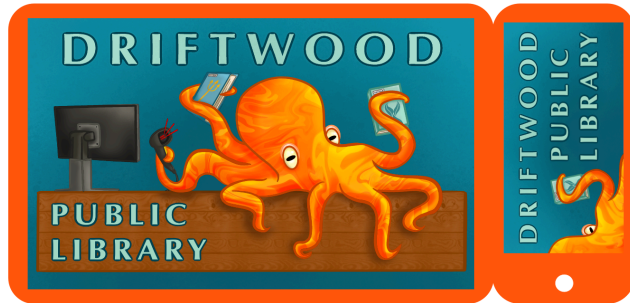
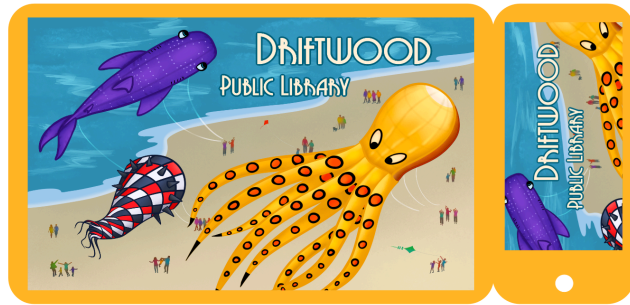
I'm personally very excited to welcome our speaker on October 16th, Neena Viel. Viel is a Black horror author from Washington. Her horror novel *Listen to Your Sister* has generated a lot of buzz, and I found it creepy, thrilling, and moving.

Finally, on October 23rd, we'll be joined by Don Henwood. Don is the author of a trilogy of novels featuring Sherlock Holmes. The first novel in the series is *Sherlock Holmes: A Baker's Dozen Demise*.

The line up is as follows:

October 2nd: Keith Rosson
October 9th: Gabriel Urza
October 16th: Neena Viel
October 23rd: Don Henwood

Attachments:



Library of Things Use Statistics

We are still working on formatting statistics from the new software, and determining how best to correlate them with the old statistical reports. In the meantime, I have been doing some work looking into the use statistics of some of our more unconventional items here at the library.

Board Games

In 2022, DPL launched our circulating board game collection with 15 games selected by staff. This program has been very successful, and we are in the process of cataloging a number of donated games, as well as selecting the next round of game purchases. We have chosen to focus on unique games that most library patrons are unlikely to already own. The 15 games in the collection have collectively circulated 124 times. The most popular game is Cascadia, a game that prompts the players to create successful biomes! When we launched this collection, we were concerned that pieces might frequently go missing, but thus far we have only needed to purchase replacement pieces for two games.

State Parks Day Passes

Last year, DPL took part in a pilot program through the Oregon Parks & Recreation Department to provide State Parks day passes to the public. The library received four passes good through August 2025. The passes have checked out a total of 24 times. It is uncertain whether OPRD will have funding to continue this program, but if not, the library may purchase passes to continue the program.

Aquarium Passes

The Oregon Coast Aquarium's Culture Pass program allows the library to make 5 passes available on a monthly basis. These passes grant free admission to the Oregon Coast Aquarium for the cardholder and three guests. This program has been so wildly popular that the library is forced to hold a monthly lottery to determine which lucky patrons get to check out the pass that month. In total, these passes have checked out 147 times since 2022, which means that up to 588 people have been able to visit the aquarium free of charge!

City of Lincoln City Driftwood Public Library Board Communication

Chinook Library Network Memorandum of Understanding

Meeting Date: 9/3/2024

Primary Staff Contact: Kirsten Brodbeck-Kenney

Department: Driftwood Public Library

Email: kbrodbeck-kenney@lincolncity.org

Question:

Should the Driftwood Public Library Board recommend that City Council approve the Memorandum of Understanding between the Chinook Library Network member libraries?

Staff Recommendation:

Staff recommends the Driftwood Public Library Board recommend the approval of the MOU.

Background:

DPL is already functionally a member of the Chinook Library Network as of launching the migration to our new ILS software in March. We currently practice reciprocal borrowing between the member libraries. This agreement formalizes the library's membership.

Potential Motions:

I move that the Driftwood Public Library Advisory Board recommend Council formalizes this memorandum of understanding and signs the agreement.

CHINOOK LIBRARY SYSTEM INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT is made and entered into this day of _____ by the municipalities of Newport, Toledo, Siletz, Waldport, and Lincoln City, and by Tillamook County, the Lincoln County Library District, and by Oregon Coast Community College, Tillamook Bay Community College, and Clatsop Community College. These municipalities and community college districts are collectively referred to herein as "Chinook Library System" and CLS and, individually, as "Consortium member".

WHEREAS, ORS 190.010 to ORS 190.111 authorizes units of local government to enter into a written agreement with other units of local governments for the performance of authorized functions and activities; and

WHEREAS, ORS 357.410(3) authorizes cities and community college districts to jointly provide library services; and

WHEREAS, CLS members have a longstanding tradition of sharing library resources and expertise; and

WHEREAS, the libraries of Toledo, Waldport, Siletz, Tillamook Bay Community College, Oregon Coast Community College, and Clatsop Community college have utilized a shared integrated library system (ILS) utilizing the Koha ILS provided by Bywater Library Services; and

WHEREAS, the libraries of Newport, Lincoln City, and Tillamook County have entered into an agreement with Bywater Library Services to utilize the same shared Koha ILS; and

WHEREAS, all consortium members find that it is in their patrons' best interests to establish a resource sharing service which allows patrons to request certain materials from the holdings of other CLS members, and for enhanced delivery of library materials by other CLS members.

NOW THEREFORE, the LLC members do agree as follows:

I. PURPOSE:

- A. The purpose of this agreement is to utilize the Resource Sharing feature of the shared software system to further improve CLS patrons' access to a wider selection and number of resources.

II. TERMS OF AGREEMENT:

- A. This agreement shall be effective from the date set forth above, and shall continue until terminated by the Consortium members.
- B. CLS, according to its bylaws, shall adopt a minimal common set of policies to carry out this agreement, such as borrowing limitations, hold policies; collection of fees and fines; but the existing policies and procedures of each Consortium member library take precedence.
- D. All respective government agencies will continue to cooperate to facilitate sharing of library materials. The Lincoln County Library District will continue to provide courier services for all Lincoln County Libraries and provide technical assistance with the ILS for all libraries.
- E. A Consortium member may withdraw from participation in this agreement by giving each member library 90 days written notice.

III. REVIEW

- A. The Directors of the CLS member libraries will periodically review this Agreement and will bring any proposed changes to their governing bodies as

needed.

IV. MODIFICATIONS

This Agreement contains the entire agreement between the Consortium members hereto and supersedes any and all prior express and/or implied statements, negotiations and/or agreements between the Consortium members, either oral or written. Any Consortium member to this agreement may from time to time request changes in the scope of the agreement as set forth herein. No changes shall be valid unless in writing and signed by all Consortium members to this agreement.

V. INDEMNITY

Each aforementioned Consortium member agrees to defend, hold harmless and indemnify the other Consortium members, their officers, employees, board members, and agents from any and all liability, damages, costs, expenses, and attorney fees arising out of the Consortium member's negligence or unlawful intentional act while engaged in the activities arising out of this agreement.

VI. COUNTERPARTS

This agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

Approved: Approved:

By: _____ By: _____

Date: _____ Date: _____

Approved: Approved:

By: _____ By: _____

Date: _____ Date: _____

Approved: Approved:

By: _____ By: _____

Date: _____ Date: _____

Chinook Library Network Bylaws

ARTICLE I - NAME

The name of the body shall be the Chinook Library Network.

ARTICLE II - OBJECT

The object of the Chinook Library Network shall be to provide for shared collections for member libraries.

ARTICLE III - MEMBERS

Section 1. Scope

Chinook is composed of libraries and other institutions along the northern Oregon Coast committed to sharing materials among each other.

Section 2. Membership types

Chinook is composed of the following types of members:

- Academic libraries
- Public libraries

Each member may designate one primary and one alternate person from their institution to act on the member's behalf.

Section 3. Membership rights and responsibilities

Members of the Chinook Library Network have the following rights:

- One vote per member institution at membership meetings;
- Eligibility to have a representative serve on the User Council.

In accepting membership, institutions agree to abide by the Intergovernmental Agreement of Chinook Libraries, these Bylaws, and all rules of the Chinook Library Network existing, adopted, or revised.

Section 4. New members

New members may be added to the Chinook Library Network by a majority vote of the User Council.

ARTICLE IV - USER COUNCIL

Section 1. Authority and purpose

The Chinook Library Network shall be governed by a User Council. The User Council shall consider all matters and devise all policies necessary or desirable for the operation of the Chinook System and shall enforce and uphold and implement appropriate rules and procedures with exclusive authority over all matters not reserved to the authority of the individual libraries in the Intergovernmental Agreement.

Section 2. Composition

Voting members of the User Council shall consist of 7 representatives. There should be an uneven number of representatives to facilitate voting outcomes. Representative classifications are recommended as follows:

1. Two representatives of academic libraries;
2. Five representatives of public libraries

Representatives shall be reviewed annually and voted on in a membership meeting as needed. If the Council or individual members determine that reapportionment is needed, apportionment of representatives will be changed by amending these bylaws using the process delineated in the Bylaws.

Section 3. Representative responsibilities

User Council representatives are responsible for soliciting input on Chinook issues from the institutions within their classification and for bringing up member comments and concerns to the User Council. They are also responsible for regularly communicating the actions and happenings of the User Council and Chinook Library Network to the institutions they represent.

Section 4. Term

The term of representation on the User Council shall be three years or until a successor is elected.

ARTICLE V - OFFICERS

Section 1. Officers and duties

The officers of the User Council shall be a Chair and a Vice-Chair. These officers shall perform the duties prescribed by these bylaws and those duties described for President and Vice-President respectively in the parliamentary authority.

The duties of the chair include:

- Convening user council meetings, setting user council meeting agenda, and ensuring that meeting minutes are taken and distributed
- Acting as a public representative of the consortium as needed
- Any additional duties voted upon by the user council

The duties of the vice-chair include:

- Acting as the chair when the chair is unavailable

Section 2. Nominations and election

Nominations for Chair and Vice Chair shall be taken from the floor during the first regular User Council meeting after July 1.

The candidate receiving a plurality of votes cast shall be elected.

Section 3. Term of office

Officers shall be elected to serve for one year or until their successors are elected. Their term of office shall begin upon election.

Section 4. Resignation and vacancies

An officer desiring to resign shall submit their resignation in writing to the User Council. A resignation shall be effective when received or at a subsequent effective date which is stated in the resignation.

A vacancy in the Chair or Vice Chair position shall be filled by the User Council for the unexpired portion of the term for the vacant office at the next User Council meeting after the vacancy occurs.

ARTICLE VI - MEETINGS

Section 1. Membership meetings

There shall be an annual meeting of the entire membership held in April or May. The meeting shall include a review of the state of the Chinook Library Network and the filling of any vacant representative positions.

A quorum shall be seventy percent of members.

Section 2. User Council meetings

Regular meetings of the User Council shall be held quarterly unless canceled by a majority vote of the User Council.

Special meetings may be called at the discretion of the Chair or at the request of four User Council representatives. The purpose of the meeting shall be stated in the call. Except in case of emergencies, at least one week's notice shall be given.

A quorum of the User Council shall be a majority of voting representatives and at least one academic library representative.

Section 3. Virtual participation

Attendees may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among attendees.

Section 4. Electronic voting

The membership and User Council may vote on issues via email or other electronic means as well as during meetings, provided that quorum for the number of voters is satisfied. Except in case of emergencies, at least one week's notice of the vote shall be given, and representatives shall be given at least one week to vote.

Section 5. Minutes

The Vice Chair or designee shall be responsible for taking minutes of the meeting and distributing those minutes to the User council and Chinook Library Network membership before the next regular meeting.

ARTICLE VII - COMMITTEES

Section 1. Standing committees

There shall be the following standing committees with at least 3 members, which act in an advisory role to the User Council:

1. *Cataloging*: Responsible for making recommendations on cataloging standards and database integrity.
2. *Circulation*: Reviews and makes recommendations on common loan rules and circulation standards;
3. *Courier*: Evaluates and makes recommendations for improving sharing of items among Chinook institutions.

Standing committee members should not be representatives on the User Council but must be from member institutions, save for libraries where the director fulfills multiple roles.

Each standing committee shall report to the Chair and User Council at least once per administrative year.

Section 2. Special committees

Special committees may be appointed at the discretion of the User Council or Chair as necessary to assist the user Council in accomplishing the purposes of the Chinook Library Network.

Special committee members need not be representatives on the User Council or from member institutions.

The Chair or designee shall be an *ex-officio* member of all special committees.

ARTICLE VIII - ADMINISTRATIVE OPERATIONS

Section 1. Administrative year

The administrative year of the Chinook Library Network shall be July 1st to June 30th.

Section 2. Fiscal agent

The user council may appoint a fiscal agent for the Chinook Library Network through a vote of the council.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Chinook Library Network in all cases in which they are applicable and not inconsistent with these Bylaws, the Intergovernmental Agreement of Chinook Libraries, or any policies and procedures the User Council may adopt.

ARTICLE X - AMENDMENT OF BYLAWS

Amendments to these Bylaws may be proposed by a petition of at least seven members or recommended by the User Council. They may be amended by a two-thirds vote of the members present at any regular or special meeting of the membership where a quorum is present provided notice and proposed changes or amendments are submitted in writing to each member at least fourteen days in advance of the scheduled vote.

Last amended: November, 2024