1. Agenda

   Documents:

   2020-01-16 Library Commission Agenda.pdf

2. Meeting Materials

   Documents:

   2019-10-15 Library Minutes.pdf
   2019-12-12 Library Minutes.pdf
   Financial Report.pdf

CITY OF YACHATS

LIBRARY COMMISSION
441 Hwy 101 N., Yachats
Civic Meeting Room, Room 1

January 16, 2020 at 10:00am

AGENDA

I. Meeting called to order

II. Minutes of October 8, 2019 and December 12, 2019

III. Reports
- A. Library Volunteers
- B. Friends of the Library
- C. Financial
- D. Other

IV. Commission Business
1. Approval of Children's Librarians
2. Update on consultant selection
3. Finances
4. Library Security
5. Policies and Procedures

V.
- A. Other Business
- B. From the Commission
- C. From the Floor

VII. Adjourn

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org .

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance.

Posted: 1/10/20

City of Yachats

LIBRARY COMMISSION
Quarterly Meeting
October 15, 2019

Draft Minutes

I. Call to Order

Chair Marv Wigle called the October 15, 2019 quarterly meeting of the Library Commission to order at 10:05 am in Room 3 of the Yachats Commons. Members present: Marion Godfrey, Nikki Carlson, Dianne Allen, David Rivinus, and Marv Wigle. Staff present: none. Audience: 8.

II. Minutes

A. April 11, 2019

Commissioner Godfrey moved to approve the July 9, 2019 meeting minutes as amended: Aye 5; No – 0.

III. Reports

A. Library Volunteers

Librarian Janet Rackleff reported 39 children received the Governor's Award and a gift bag from the Ladies Club. Over 300 children attended the program dates read over 976 books. They also had a musician and space alien entertainer.

B. Friends of the Library

Godfrey reported the Friends of the Library purchased four carrels and three book cases for the Children's Room. She noted she needed help moving the furniture when it arrives in October 2019. Sandy Dunn asked where the old furniture would go. Godfrey explained that was City property and the City would decide where stuff is stored once the Library takes what it needs. Godfrey asked Rackleff to organize the removal of existing books and placement on the new shelves.

C. Other -

Wigle asked for an IT update on how the Library was interfacing with COG. Librarian Janet Hickam indicated she was to email Brian Chytka from COG and copy Manager Beaucaire and Heather Hoen for IT requests. Godfrey clarified that Manager Beaucaire sent Chytka the information on the most recent update.

IV. Current Business

A. Library Management

On behalf of the Library Commission, Wigle expressed great appreciation and gratitude to Librarians Janet Hickam and Janet Rackleff for their extraordinary gift of time and skill to manage the Library and programs.

Wigle reported there have been four people chosen by the Library volunteers to fill the roles of Hickam and Rackleff. Wigle explained there was not a definitive process for appointing a replacement. Wigle reported Jane and Michael Shay were chosen to be the Children's Librarians. He reported Diane Allen and Rose Valentine were chosen to be the Head Librarians.

Commissioner Allen reported she has learned the role through the modeling by Rackleff. She originally got involved with the Library to work with volunteers. She saw this role as a great opportunity to serve the community and the Library. Wigle noted there was a draft of the job description for the position.

Godfrey asked how Allen saw the Library going forward. Allen noted the size, the advance of technology, the efforts to make the resource more available, and the improvements in safety.

Godfrey asked if Allen would be willing to work with the Library District? Allen indicated she did not see an issue with talking to the District. She noted there was a poll at the front desk which indicated a split on the use of eBooks. She reported she has had customers asking if they could use a card from another library, and she indicated the Yachats Library issues cards on the spot.

Minutes Recorder Anderson asked if a person could be Librarian and serve on the Commission. Sandy Dunn reported a person has been on the Commission, on the Friends Board, and served as Head Librarian. Dunn added that one of the Librarians comes to the Friends meeting to share information.

Commission Rivinus moved to appoint Diane Allen as co-Head Librarian: Aye – 4; No – 1; Abstain – 1 (Allen).

Rose Valentine stated she has been involved with libraries from a very young age and has played a role in library management. She recalled one of the first things she did when she moved to Yachats was to volunteer at the Library. She noted she believed staying current with technology was important but wanted to ensure the Library retain its community feel.

Valentine reported she has managed a children's library for ages 4 to 14, maintained all of the collections, did acquisitions, wrote for grants, and was involved in planning. She added they tried to be innovative with things like erecting a stage, having poetry readings, and involving community.

Rivinus clarified it was Valentine's suggestion to have co-Head Librarians.

Valentine stated she anticipated having one full day in the Library to do the work. Godfrey asked that Valentine attend Commission meetings.

Commissioner Carlson asked how the co-Head Librarians planned to divide up the job. Valentine indicated she and Allen have discussed their roles, and Allen noted that Rackleff has met with them as well. Allen added that she planned to keep her regular shift on the front desk.

Commission Godfrey moved to appoint Rose Valentine as co-Head Librarian: Aye – 5; No – 0.

Wigle indicated the Commission would appoint the Shays as Children's Librarians at a future meeting.

B. Library Policies and Procedures

1. Organization Chart

Carlson explained the draft chart was very rough. Godfrey reported it was very difficult to capture the relationships. Rivinus speculated that some processes could be streamlined.

Rivinus wanted to have the process of appointing Librarians to be established as the Commission did with Valentine and Allen.

Godfrey reported they were having a meeting next week to start editing the procedures, and Patty Hodgins would complete a final edit before the draft comes the Commission. Allen clarified there would be more concise summaries of specific sections. Godfrey stated there would be a hard copy of the policy manual at the front desk as well as on the main computer.

2. Safety

Allen explained the handout was one section of the policy manual.

Dunn recalled there was once a panic button behind the desk that notified the Public Works crew. It was noted that this button was no longer working. Godfrey noted the topic of a panic button came up after a City safety meeting. Godfrey believed that Manager Beaucaire had indicated she did not see Public Works as the responsible body for Library safety. Godfrey indicated she did not know how Manager Beaucaire was visualizing the communications for safety. Dunn suggested that an important aspect of having a panic button could be for the sense of security and safety for the volunteers. Godfrey indicated this issue would need to be further discussed with the City.

Allen explained the Commission could review the document at home, suggest changes, and bring back to the committee working on the document. The Commission agreed to this approach.

Allen raised the issue of requiring two people at the Library at all times. Godfrey recalled that Hoen was the source of the insurance person stating two people were required. Allen asked if Hoen was the person the Commission should be working with. Wigle stated the matter was for the safety of the volunteers. Allen noted there were not enough volunteers to staff two people during each shift. She indicated she was working to get more volunteers.

Allen asked if the second staff person had to be trained as a library volunteer and noted there are people who come to the Library regularly who could fill this role. The Commission believed the second person did not have to be a trained volunteer. Wigle suggested the second person at least complete a volunteer form. Godfrey suggested they include something the Newsletter asking for more volunteers. Anderson indicated the deadline for the Newsletter was the 23rd of the month.

C. Petersen Donation

Wigle thanked Marg Petersen for the generous donation of her late husband Bent Petersen's private library and her donation $150,000. Wigle indicated the Commission needed to get the books from Petersen's house. Wigle reported Carlson has agreed to organize this effort and to find a way to honor Petersen's late husband.

Dunn clarified that some of the books from Petersen's collection can go to the Friends Book Sale or to sell on eBay.

D. Library Expansion/Remodel

1. Bid Results

Wigle reported the City received one bid on the project from a firm in the valley for $320,000. Wigle noted this new donation gives the City $350,000 on-hand to spend on the project, noting this was enough to complete the project as it was drafted to bid. He noted the Library should keep around $40,000 in reserves and hoped the Friends could raise another $10,000 to meet this goal. Wigle reviewed the pros and cons of pursuing this approach to complete the project as is currently proposed.

Wigle suggested the first approach does not suitably leverage the current funding. He explained the City can increase the bid by 25% without having to redo the entire bid process. He noted this approach would increase the project amount to $400,000 and would require additional fundraising by the Friends for $90,000. He added this approach would require additional time.

Wigle explained a third approach could be to use the money on hand to secure a grant from the Ford Family Foundation to cover one-third of construction costs. Wigle explained a scenario where they could end up with over $650,000 to go toward the project and suggested it would best leverage the value of the money they have.

Wigle preferred working with a professional fundraiser to find appropriate grants and to hire a professional to do some type of needs assessment.

Rivinus asserted the option to proceed with the current plan for a 400 square foot expansion would not cover shelving needs of the Library. Godfrey noted the current expansion plan changes the roof line and would be expensive to increase the Library more at later date. She agreed with Rivinus that they needed additional space just to accommodate the Petersen collection. She believed using a professional to assess the situation was a good idea. Godfrey summarized she would rather wait longer for the project to be completed in order to do the job correctly. Carlson indicated that she preferred the third option to pursue a larger expansion and conduct a needs assessment

Marg Petersen suggested that the money they have now be used to address the needs of today and the additional funds could address the needs of the future.

Wigle noted a caveat that whatever they do, the Library needed to be sustainable over time. Allen suggested the second approach was a middle-ground approach, which could enable more sustainability. Allen asked for clarification on what sustainability meant. Wigle noted a person who did a needs assessment could help determine that factor.

Dunn stated the Friends previously wanted to do a larger expansion, even if the inside portion would not be remodeled. She noted the Friends could use additional storage. Dunn explained if the project was extended beyond March 2019, they would likely lose an $11,000 grant. She wondered if extending the project would bring in more bidders.

Wigle reported Hoen has informed the current bidder that there could be changes in the project. Rivinus reported there was another contractor who had intended to bid but did not have numbers from subcontractors to get his bid in on time.

Minutes taker Anderson stated the City went after free money with the Highway 101 project and that projected ended up costing the City over $600,000 out of pocket. Godfrey suggested a professional could help prevent this situation.

Reporter Quinton Smith asked for copies of the documents the Commission was referencing. Smith reminded the Commission that they should make documents available to the public. Wigle stated that no one gives them packets, and Anderson explained Clerk Jackson would create a packet with whatever was sent to her prior to the meeting. Anderson explained she could make hard copies of the packet if Commissioners requested one and that the audience would be provided with a hard copy. She also stated that any handouts at the meetings needed to be added to the file.

Rivinus moved to recommend to the City Council that they reject the current bid and, based on the recent infusion of funds resulting from the Petersen donation, the City reject the current bid and approve the Commission's request to engage a library grant write and/or consultant to provide information critical to 1) maximizing the value of our available funds and 2) satisfying the most needs of the library, both currently and for the future: Aye – 5; No – 0.

Rivinus reported he has been looking at how to do fundraising and to ensure funds are available. He provided an example of how they assume the Ford Family Foundation grant was a surety. He suggested the City hire someone who deeply understands fundraising. Rivinus noted that even if they got the Ford Family Foundation grant, they would still need to engage in significant fundraising. He stated he found Racheal Woody who specializes in library fundraising. He noted she was currently working with the Astoria library, and librarians from Astoria have indicated they were pleased with Woody's work. Rivinus reported Woody seemed very familiar with dealing with multiple entities involved in a government decision process. He noted she had already identified options for bricks and mortar work separate from programming. Rivinus added that Woody seemed to be easy to work with.

Wigle found Penny Hummel from Portland who did a needs assessment for the Oregon Library Association, as well as for Salem and libraries in California. He also suggested talking to the

District Librarian who might be familiar with these consultants. Rivinus clarified that Woody would be best for grant writing and Hummel might be best for assessing needs.

Petersen asked when the City wanted to receive her donation. Wigle indicated he would get the City Manager to contact Petersen. Dunn clarified Petersen's donation was to the City and not the Friends.

E. Commission Meeting Dates and Times

Godfrey noted Tuesday meetings would not work for Valentine suggested the second Thursday.

Carlson moved to move the quarterly Library Commission meetings to 10:00 am on the second Thursday of the month: Aye – 5; No - 0.

Commissioners asked about more frequent meetings. Wigle stated they could have work sessions when needed. Anderson stated they need to notify Clerk Jackson at least two days in advance of a special work session as the meeting must be posted 24 hours in advance.

III. Other Business

A. From the Commission

Anderson asked about Commissioners renewing their terms. Both Carlson and Godfrey indicated they wanted to renew their terms.

Rivinus asked that Commissioners come up with their fiscal needs list for the Finance Committee.

B. From the Floor

Dunn suggested the Commission could setup tables in Room 1 as they had done in Room 3.

Dunn noted in the organizational structure chart, the Head Librarian had arrows going to four groups and suggested they explain what the communications for each group should be. Carlson suggested they identify one person who would be the official spokesperson for the Library. Allen clarified that this person would speak for the four Co-Head Librarians.

Wigle closed the meeting at 11:52 am.

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Marv Wigle, Chair Date

Minutes prepared by H.H. Anderson on October 30, 2019

City of Yachats

LIBRARY COMMISSION
Work Session
December 12, 2019

Draft Minutes

I. Call to Order

Vice Chair Nikki Carlson called the December 12, 2019 special work session of the Library Commission to order at 10:00 am in Room 1 of the Yachats Commons. Members present: Marion Godfrey, Nikki Carlson, Dianne Allen, and David Rivinus. Absent: Marv Wigle. Staff present: Facilities Manager Heather Hoen. Audience: 6.

I. Expansion Project

Facilities Manager Heather Hoen reported the project is waiting for the evaluations before updating any plans. She indicated the plans are filed and easy to retrieve when needed.

II. Updates

Commissioner Rivinus reported he has been in contact with Rachel Woody, a fundraiser who specializes in library work, and has worked with the Astoria library. She has provided an estimate of $5,000 to perform the work. Rivinus has informed Woody about the changes and updates, and the fundraiser was well aware of and willing to work around changes. He also indicated she was willing to work with Ruth Metz.

Rivinus reported he was learning much about the City's finances as the Library representative to the Finance Committee. He reported they are approaching budget deadlines for FY21. Carlson reported she and Janet Hickam previously went through the budget line by line with the Commission Chair. Commissioner Allen indicated she received training on check writing. Allen stated there was an issue in a previous month about revenues for the Library being held up because of expenses for other departments. Allen reported there was a credit card for the Library that the four Librarians could check out.

Sue Forty, Financial Manager with OCWCOG, stated the City has credit cards through their bank but would be changing to a purchase card system. She indicated the current card has a $3,000 monthly limit, so if others have spent that, the Library could not charge to the card. She indicated the Library would likely get multiple purchase cards which would eliminate encountering the limit due to transactions by other departments. The Library's cards would have a limit, which the City Manager would establish. Forty explained they would get their monthly statements and a sheet for reporting expenses. Forty also reported the City was looking into purchasing housekeeping supplies in bulk so the Library would not have to order their own.

Rivinus reported the City has been working hard to overhaul the financial systems that were in need of greater efficiency and transparency.

Allen reported they were starting to use a cash drawer rather which would have to be balanced daily. Commissioner Godfrey asked how the cash for book sales that goes to the Friends of the Library would be handled and whether they would have to keep track of every copy and donation. Manager Beaucaire explained the monies brought in need to be attributed to a line item in the budget. Manager Beaucaire stated monies for the Friends need to be kept separately from Library money.

Allen explained to Manager Beaucaire that Martha Jirovec had stated they could get surplus furniture and supplies from surplus sales from places like OSU.

Allen reported Rose Valentine indicated Meredith Howell was interested in grant writing. Godfrey stated Howell did the fundraising for the original expansion project and had to stop because of her other work. Godfrey noted Howell received a grant from the Ford Family Foundation of around $5,000 to pay for her services. Rivinus stated Rachel Woody has demonstrated extensive knowledge of opportunities with different grant funders.

Allen reported work was in progress to get the Library data and software uploaded to the cloud. The plan is to be done by Friday, December 13, 2019.

The Commission discussed the Petersen donation and Marv Wigle's memo about where the donation goes. Rivinus recalled the Friends have stated they want to focus on the functioning of the Library and not capital building.

Godfrey reported the Policies and Procedures Manual was being sent to Patty Hodgins for editing. She indicated when it comes back, the Commission needs to review it closely to ensure their objectives were all included. She noted the Administration Manual was in progress. Carlson clarified there would be a limited number of people who could edit the document going forward. Rivinus added that some parts might need adjusting after they get the consultant's needs assessment report. Godfrey indicated the Word version would be kept on the password protected admin computer and the document on other computers would be pdf. Godfrey reviewed the process that will be followed for creating the Administration Manual.

Godfrey reported she sent letters to three people and they have received two replies. Commissioners discussed the next steps in contacting these consultants. Godfrey noted Manager Beaucaire asked that they ensure they are not charged for the first telephone contact. Godfrey noted she will be out of the country for three weeks. Rivinus indicated he would make contact and indicate that they will set up a meeting after the holidays.

Godfrey reported she and Wigle spoke with the Lincoln County Library Director who indicated she was comfortable working with any of the prospective consultants. Carlson clarified they were working on two projects with consultants: 1) fundraising and 2) needs assessment and space planning. Rivinus added that the system of governance should be addressed in the needs assessment. Godfrey reported the County Library Director indicated that the State was rewriting library regulations and would likely require for public libraries that they be funded by the city and have a paid director. She expected this action to happen within two or three years.

Carlson reported she has working on outreach but believed those activities should be taken over by Library volunteers. Godfrey suggested that the Head Librarian be involved with this outreach. Commissioners agreed to discuss this with the Librarians once they have acclimated to their new positions.

Godfrey reported she had the name of the consortium that manages the E-books program. She planned to contact her to ascertain how the program works and how much it costs. She suggested if over 50% of patrons want E-books, the Library should provide them. The Commission agreed Godfrey should gather more information.

Rose Valentine confirmed she talked to Howell who expressed interest in grant writing. The Commission noted they discussed this and would not be making decisions today.

Valentine provided an update on the migration to the cloud.

Godfrey noted that Hoen was still looking for an electrician to wire the area for the carrels.

Valentine and the Commission discussed removing a table from the Library and getting some new chairs. Godfrey anticipated the chairs could be purchased from funds with one of the grants the Friends received.

Carlson closed the work session at 11:05 am.

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Nikki Carlson, Chair Date

Minutes prepared by H.H. Anderson on December 30, 2019

Library 100-1030

Monthly Financial Detail Report

November-19

Printed: 1/6/2020
Period 05 - 05
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget
100	1030	304480	Gifts/Donations	$ 2,000.00	$ 813.50	$ 240.00	$ 1,053.50	52.68%
100	1030	304690	Other State Sources	$ 1,000.00	$ -	$ -	$ -	0.00%
100	1030	314861	Transfer from the General Fund	$ 27,549.00	$ -	$ -	$ -	0.00%
100	1030	314863	Transfer Visitor Amenities Support	$ 11,807.00	$ -	$ -	$ -	0.00%
			REVENUE	**$ 42,356.00**	**$ 813.50**	**$ 240.00**	**$ 1,053.50**	**2.49%**
100	1030	105160	Allocated Labor	$ 2,000.00	$ -	$ -	$ -	0.00%
			PERSONNEL	**$ 2,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**
100	1030	205222	Insurance	$ 1,500.00	$ 2,335.68	$ -	$ 2,335.68	155.71%
100	1030	205240	Office Materials & Supplies	$ -	$ -	$ -	$ -	0.00%
100	1030	205251	Telephones/Cell Phones/DSL	$ 1,500.00	$ 195.55	$ -	$ 195.55	13.04%
100	1030	205252	Utilities	$ 1,400.00	$ 354.01	$ 125.90	$ 479.91	34.28%
100	1030	205260	Contract Expense (all Professi	$ -	$ 2,686.25	$ 2,251.76	$ 4,938.01	0.00%
100	1030	205262	Legal	$ -	$ 133.00	$ -	$ 133.00	0.00%
100	1030	205282	Software	$ 3,500.00	$ -	$ -	$ -	0.00%
100	1030	205313	Equipment Repair	$ 5,000.00	$ -	$ -	$ -	0.00%
100	1030	205330	Building and Land Maintenance	$ 7,056.00	$ 442.00	$ 144.00	$ 586.00	8.30%
100	1030	205335	Custodial Support/Supplies	$ -	$ 100.00	$ -	$ 100.00	0.00%
100	1030	205340	Operating Materials & Supplies	$ 1,500.00	$ 519.71	$ -	$ 519.71	34.65%
100	1030	205345	Books and Periodicals\Children's Books/Programs	$ 12,000.00	$ 2,161.24	$ 2,038.63	$ 4,199.87	35.00%
100	1030	205474	Mowing/Trimming/Removal	$ -	$ 482.00	$ -	$ 482.00	0.00%
100	1030	205490	Material and Services	$ 3,300.00	$ 21.00	$ 50.00	$ 71.00	2.15%
			MATERIALS AND SERVICES	**$ 36,756.00**	**$ 9,430.44**	**$ 4,610.29**	**$ 14,040.73**	**38.20%**
100	1030	217126	Interfund Transfer - Capital Reserve	$ 3,600.00	$ -	$ -	$ -	0.00%
			TRANSFERS	**$ 3,600.00**	**$ -**	**$ -**	**$ -**	**0.00%**
			EXPENSE	**$ 42,356.00**	**$ 9,430.44**	**$ 4,610.29**	**$ 14,040.73**	**33.15%**
			Revenue Total	**$ 42,356.00**	**$ 813.50**	**$ 240.00**	**$ 1,053.50**	**2.49%**
			Expense Total	**$ 42,356.00**	**$ 9,430.44**	**$ 4,610.29**	**$ 14,040.73**	**33.15%**
			Net Gain/(Loss)	**$ -**	**$ (8,616.94)**	**$ (4,370.29)**	**$ (12,987.23)**	

General Ledger
Library Reserve 150.1030

User: YAMJIROVEC
Printed: 12/2/2019 2:40:19 PM
Period 01 - 04
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget
150	1030	300101	Beginning Balance	96,493.00	0.00	0.00	0.00	0.00
150	1030	300105	Hall Bequest	150,000.00	0.00	0.00	0.00	0.00
150	**1030**		**REVENUE**	**246,493.00**	**0.00**	**0.00**	**0.00**	**0.00**
150	1030	314861	Transfer from General Fund	60,585.00	0.00	0.00	0.00	0.00
150	1030	314870	Transfer from Library Oper	3,600.00	0.00	0.00	0.00	0.00
150	**1030**		**TRANSFERS**	**64,185.00**	**0.00**	**0.00**	**0.00**	**0.00**
			Revenue	**310,678.00**	**0.00**	**0.00**	**0.00**	**0.00**
150	1030	105150	Capitalized Labor	8,000.00	0.00	0.00	0.00	0.00
150	**1030**		**PERSONNEL**	**8,000.00**	**0.00**	**0.00**	**0.00**	**0.00**
150	1030	407942	Capital Outlay - City Amenitie	52,585.00	0.00	0.00	0.00	0.00
150	**1030**		**CAPITAL OUTLAY**	**52,585.00**	**0.00**	**0.00**	**0.00**	**0.00**
			Expense	**60,585.00**	**0.00**	**0.00**	**0.00**	**0.00**
Revenue Total				**310,678.00**	**0.00**	**0.00**	**0.00**	**0**
Expense Total				**60,585.00**	**0.00**	**0.00**	**0.00**	**0**
Grand Total				**250,093.00**	**0.00**	**0.00**	**0.00**	**0**