1. Agenda

   Documents:

   2020-10-15 Library Commission Agenda.pdf

2. Meeting Materials

   Documents:

   2020-07-23 Library Minutes.pdf
   Yachats Library Strategic Plan 2019.Pdf

3. No Agenda
   There is no agenda available for this meeting, please review the minutes.

CITY OF YACHATS
LIBRARY COMMISSION
Via ZOOM Meeting
Thursday, October 15, 2020 at 10:00am
Regular Quarterly Meeting
AGENDA

Join Zoom Meeting
https://us02web.zoom.us/j/81538238851?pwd=akpodUFPS0t1RzlzOTQvdTR2MzNvQT09
Meeting ID: 815 3823 8851
Passcode: 879649
One tap mobile
+16699006833,,81538238851#,,,,,,0#,,879649# US (San Jose)
+12532158782,,81538238851#,,,,,,0#,,879649# US (Tacoma)
Dial by your location
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
Meeting ID: 815 3823 8851
Passcode: 879649
Find your local number: https://us02web.zoom.us/u/ktUuSf1EY

AGENDA

I. Meeting called to order
II. Announcements and Correspondence
   a. Formal welcome of new commissioners
III. Approval of Draft Minutes July 23, 2020
IV. Reports
   a. Financial
   b. Librarians
   c. Friends
   d. Volunteers
V. Current Commission Business
   a. Assessment progress
   b. Policies and procedures
   c. Discussion of electronic book system
VI. Other Business
   a. From the Commission
   b. From the Floor
VII. Adjourn meeting

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 10/09/20

City of Yachats

LIBRARY COMMISSION
Quarterly Meeting
July 23, 2020

Draft Minutes

I. Call to Order

Chair Nikki Carlson called the July 23, 2020 quarterly meeting of the Library Commission to order at 10:05 am via Zoom. Members present: Marion Godfrey, Nikki Carlson, and David Rivinus. Staff present: Community Services Coordinator Heather Hoen and Deputy Recorder Kimmie Jackson. Librarians present: Rose Valentine and Dianne Allen. Audience: 4.

II. Minutes

A. January 16, 2020

Commissioner Godfrey moved to approve the January 16, 2020 and March 5, 2020 minutes as amended: Aye – 3; No – 0.

III. Interviews with Prospective Commissioners

Carlson explained the candidates would be appearing in fifteen-minute intervals and the Commission could cover other agenda items as time permitted between interviews.

A. Nancy Lefever

Commissioners introduced themselves to Nancy Lefever. Lefever stated she was currently a book editor and writer and has been a psychotherapist, drug counselor, and a marketer. She reported she was an avid reader and believed in using libraries rather than purchasing books. She had volunteered to be a Library volunteer but the volunteer roster was full. Rivinus summarized what Lefever's role could be as a Commissioner, using many of her skills. Lefever reported she ran an intake center for a community health center and was accustomed to managing politics and many forms of input. Lefever reported she has signed a long-term lease and plans to be in the area long-term. Godfrey stressed the importance of teamwork. Rivinus explained that there has been centralization of government of Yachats to a professional staff where it has previously been run by committees and volunteers. Lefever clarified that the Commission falls under the City, the Friends were a separate group, and there are no paid Library staff.

Rivinus moved to recommend to the City Council that they appoint Nancy Lefever to the Library Commission: Aye – 3; No – 0.

B. Naomi Steenson

Commissioners introduced themselves to Naomi Steenson. Steenson stated she has lived in Yachats for three years, she has worked in the social services and hospitality industries, managed adult disability services in Oregon counties, and served as Governor's advocate and children's ombudsmen for the State reporting to the Governor. She reviewed some of her work on "messy" cases in the State human services area. Steenson summarized learning how to work amid upheaval and constant change. She stated the most important lesson was learning to lose one's ego. She also noted her transition to learning to be pragmatic and strategic.

Steenson asked what model or vision the Commission currently had for the Library and its role in the community. Rivinus indicated this question was one reason the Commission wanted to bring in a consultant. He noted the centralization of governance within the City and the move to adhere to consistent procedures. He summarized the vision to be a library that reflects the needs and wishes of the community. Godfrey noted the social role of the Library within the community, such as residents and travelers using computers and volunteers providing information on how to get services. She noted the Library serves people for nearby communities and a large tourist base. Godfrey noted the changes in state and county rules around libraries. Steenson stated she truly wanted to be helpful to the Library and to serve the community.

Rivinus moved to recommend to the City Council that they appoint Naomi Steenson to the Library Commission: Aye – 3; No – 0.

C. Vicky West

Commissioners introduced themselves to Vicky West. West stated she and her husband purchased property 21 years ago and finally got their house built last year. She indicated she was an avid reader and has volunteered at the Eugene library for many years, she has been an accountant, her husband was an architect, and she was ready to volunteer in the community. Rivinus stated the Commission had a need to better understand financial documents and budgeting. Rivinus explained the Library interacts with four or five different entities, creating a need for diplomacy. He noted the Library was facing significant changes, including new Commissioners, new volunteers, the expansion, and a new Friends Board member. West reported her volunteer work in Eugene was with the children's library and their story time. West noted she had volunteered with the Yachats Children's Program. West explained the type of work she has done in accounting, including work in Estonia.

Rivinus moved to recommend to the City Council that they appoint Vicky West to the Library Commission: Aye – 3; No – 0.

Carlson explained the Commission was appointing three new Commissions as she was resigning as of August 1, 2020.

West clarified that the Library Commission meets quarterly. Rivinus added there would likely be extra meetings given the current work in progress.

IV. Budget Discussion

City Manager Shannon Beaucaire joined the meeting to review the budget. Manager Beaucaire reviewed the factors in creating the City's budget given the situation with the pandemic, forecasting revenues at fifty percent of the average of the last three years. She explained the restricted portion of the Visitor Amenities Fund that supports the Library. This restricted portion could only be expended on tourism promotion and tourism related facilities. She asked the Commission and Librarians to attach a note to expenses and funding requests to explain how that expense applies to tourism to provide justification for use of the restricted funds.

Manager Beaucaire reviewed the income line items in the budget. She noted the allocated labor included support for the Community Services Coordinator Heather Hoen and possibly some support from Public Works.

Manager Beaucaire reported the expenses reflected the numbers given to her. She highlighted:

- Additional funding for legal expenses
- Increase in insurance of 12%
- No transfers to capital reserves this year.

Regarding the Capital Reserves fund, Manager Beaucaire reported:

- The Hall Bequest was separated out as a line item
- There were no transfers into the fund
- There was an allocation of $50,000 for capital should expenses arise around the needs assessment.
- The allocated labor of $7,500 was 15% of the capital outlay and included staff time spent on capital projects.

Rivinus stated he has found different philosophies on using capital reserves, including keeping reserves so that it could be used to build funds versus expending the monies on major projects. Manager Beaucaire stated that decision would be a discussion for the Commission that could be recommended to Council. Sandy Dunn clarified there was currently $306,000 available for capital spending.

Manager Beaucaire showed how to find the financial reports on the website. She noted the Library operating costs were in the General Fund and the capital reserves were in General Reserves.

Manager Beaucaire explained the City was switching from a cash to an accrual basis for accounting. She noted this change meant that monthly reports are not closed until late in the following month.

Rivinus clarified that previous years of financial reports were not on the website.

V. Upcoming Activities for Needs Assessment

Commissioner Rivinus reported they are moving forward with the assessments and the first meeting would begin on August 6, 2020. He reported Penny Hummel would be meeting with four small groups, including the Commissioners, the librarians, City staff, and the Library volunteers. He noted she would take a tour of the Library, and then begin to establish who will be included in the dialog for input. Rivinus indicated Hummel would meet with as many volunteers and patrons of the library as possible.

VI. Update on Library Policies and Procedures

Godfrey explained that Chuck Carlson and Patty Hodges have completed their editing of the policy document, and they have sent the edited version to other Commissioners. Carlson stated they could vote to accept them after all editing was complete. Rivinus suggested they have the Penny Hummel, the library consultant, review them as well. Godfrey clarified that 90% of the contents cover what has been done in the past and the intent is to ensure all volunteers follow the same procedures.

Godfrey noted the administrative policy document could not be reviewed until Commissioners could meet in person.

Carlson asked if the City was going to have regularly scheduled meetings on budgeting. Manager Beaucaire explained they could conduct them by zoom if the Commission wanted them.

VII. Update on Library Activities

Rose Valentine reported the system for book reserving and pick-up was going well. She reported she was in the Library on Tuesdays to go through correspondence and maintenance of various tasks. She stated Jane Shay was coordinating the weekly book giveaways in the Pavilion on Thursdays. Dianne Allen reported there were two volunteers staffing the book pick-up on Wednesdays and there were ten volunteers working on the program She noted there have not been a lot of people using this program. She noted that these volunteers were working on other tasks when they were not fulfilling orders. Allen reported they were trying to get yachatsnews.com to run a story.

Carlson asked how a person who did not have computer access could get books. Allen reported people can call on Tuesdays when volunteers were there to put in orders. She stated 10:00 am to noon was the best time on Tuesday to call. Allen reviewed the process they are using to hand out the orders. She stated they let the books sit for three to six days when they are returned.

Rivinus asked how the Librarians were doing with the new procedures. Valentine explained how they have adjusted to regular “chores” and the pandemic, noting that being away from the library for longer periods due to COVID has meant that volunteers need more time to review the processes. Valentine indicated the break has allowed her to review everything in more detail and to learn more about what was needed. Allen reported she and Valentine were working well together and have figured out how not to duplicate each other's work. She added they were looking forward to working with Hummel.

VIII. Update from Friends of the Library

Sandy Dunn stated the Friends have moved all books from the 501 Building, they are using Room 8 at the Commons for storage, and they are not soliciting for book donations. She reported they have had two pop-up book sales on weekends that have generated over $2,300, and she thanked Sue May and Sara Moore for organizing and making this event happen. She also thanked the volunteers for moving books and the City for allowing book storage in Room 8. Dunn stated their goal was to disburse as many books as possible from Room 8 in anticipation of that room eventually being used for events again. Dunn reported they are meeting with Hummel on August 7, 2020 and the next popup book sale would be August 9, 2020.

Dunn reported the Lions Club donated $1,000 at the beginning of July 2020 and $250 from a local resident. She indicated they have not lost any additional grant money but that this situation might change. She noted they have not applied for additional grant money as they need some timeline to proceed. Dunn noted Meredith Howell was stilling willing to assist in completing the Ford Family Foundation grant if her time allows when they are ready to proceed.

Dunn stated she had a letter of commitment from Marg Petersen, and that Peterson had asked that she delay her planned July donation until later in this calendar year or the spring of 2021. However, if the $50,000 was needed for matching funds for a grant, she would be willing to make the payment when needed.

IX. Other Business

A. From the Commission

Rivinus reported he had a discussion with Marg Petersen who reported she redefined the payment schedule for her donation to the Friends of the Library. Rivinus reported Peterson indicated she has already sent a payment to the Friends, she would give a second payment at groundbreaking, and she would make the final payment upon completion.

Godfrey suggested they definitely need to adopt an electronic book system and to work with OverDrive media and the state system (a consortium). She suggested they need to gather background information on costs and system catalog compatibility. Godfrey asked that this topic be on the agenda for the next meeting and suggested they could possibly get a grant to help fund the program.

B. From the Floor - none

Carlson adjourned the meeting at 11:57 am.

Nikki Carlson, Chair		Date

Minutes prepared by H.H. Anderson July 29, 2020

Yachats Library strategic Plan 2019-2024

Mission: The Yachats Public Library is a lending library that provides its users with the facility and the resources to access and share information that entertains and/or enlightens.

Goal A: Ensure the sustainability of current programs.

Objective 1: Continue and enhance the recruitment, support and training for volunteers.

Objective 2: Adopt a formal organizational chart that identifies the relationships among the City of Yachats, the Library Commission, the Librarians, the Library Volunteers and the Friends of the Library.

Objective 3: Develop position descriptions for the Library Commission, the Head Librarian, the Children's Librarian, the Library Volunteers, and any other positions deemed necessary by the Commission in consultation with the Librarians, such as Coordinators to facilitate the Volunteers program, Technical/Computer operations, or Community outreach programs.

Objective 4: Ensure that existing policies and procedures are a) written and included in a procedures manual, b) included in a timely manner in volunteer training sessions.

Goal B: Examine the feasibility of developing new programs related to reading, viewing and listening for pleasure and enlightenment.

Objective 1: Continue to expand the Children's Reading and other library related Children's Programs.

Objective 2: Enhance outreach programs to hard-to-serve patrons and the community in general.

Objective 3: Explore the possibility of developing adult reading programs.

Objective 4: Explore the possibility of collaborating with local organizations such as the Academy of Arts and Sciences by supporting and contributing to their programs.

Objective 5: Support local authors and artists by having local author readings or local artist displays in the library.

Objective 6: Evaluate the need for and availability of an appropriate E-book host connection. [As per Marv's recommendation, I moved this from Goal D.]

Objective 7: Explore expanded availability of library boxes around town as part of library outreach. [This was penciled in on my old copy; I added it officially.]

Goal C: Ensure that Library technology is adequate to the needs of the patrons and staff.

Objective 1: Maintain and enhance public access to computers, printers, copiers, etc.

Objective 2: Periodically investigate, acquire and install a "state of the art" computer system for the library operations computers.

Objective 3: Ensure standardization of hardware and software for both public and internal library operations computers.

Objective 4: Develop a process for reporting and timely repair and update of public and library operations computers and other technologies.

Goal D: Anticipate and plan for future needs and interests.

Objective 1: Continue work on the plans and funding for the expansion/remodel of the existing library building.

Objective 2: identify and establish a relationship with an experienced grant writing professional who can provide expertise necessary for a) identifying appropriate grant opportunities, b) preparing and submitting grant applications and documents, and c) managing grant funds.

Objective 3: Develop policies and procedures for managing funds received in the form of gifts and bequests to ensure that a) the receipt of such funds is appropriately acknowledged, b) the funds are used only in accordance with the restrictions, if any have been established by the donor, and c) all unrestricted funds are used only in a manner that contributes significantly to the long-term value and integrity of the library.

Objective 4 Continue to review Library needs over the lifetime of this Plan to determine if further expansion is needed or desirable.

Objective 5: Explore the requirements, including the advantages and disadvantages of establishing relationships and/or joining with library associations and groups, such as the Oregon Library Association and the Chinook Library Network in order to expand services and opportunities available to patrons and staff. These relationships should be evaluated periodically as circumstances change either at the library or with the associations.

Objective 6: Assess the need for establishing paid positions in library management, the Children's Library services, and/or technical support, and identify sources of funding for any paid positions.