

1. 10:00 A.M. Agenda

Documents:

[2020-12-10 Library Agenda.pdf](#)

2. Meeting Materials

Documents:

[Yachats Library Assessment.pdf](#)

3. No Agenda

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



**CITY OF YACHATS
YACHATS LIBRARY COMMISSION MEETING
Yachats OR
Thursday, December 10, 2020 at 10:00 am
To Be Held Via Zoom**

Join Zoom Meeting

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Regular Special Meeting

- I) Meeting called to order
- II) Opening remarks and introduction of Assessor Penny Hummel by City Manager Shannon Beaucaire
- III) Presentation and summarization of Assessment report by Assessor Penny Hummel
- IV) Discussion of Report
 - a. Governance
 - b. Operations, including possible professional librarian
 - c. Building expansion
 - d. Report as a whole

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 12/03/20

- V) Vote whether to accept Report as core of Commission's Strategic Plan
 - a. Motion
 - b. Discussion
 - c. Comments from the floor
- VI) Vote whether to present Report to City Council for its approval and acceptance
 - a. Motion
 - b. Discussion
 - c. Comments from the floor
- VII) Other business

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Posted 12/03/20

Yachats Public Library

Operations, Governance and Facilities Needs Assessment

November 25, 2020



Introduction

The Yachats Public Library is an essential educational, informational and cultural asset to the Yachats community, offering modern technology as well as traditional library services. Run entirely by volunteers, the library is well loved and well used but lacks the adequate space for the library collection, seating, programming and youth services. These limitations restrict the library's ability to fully serve the Yachats community. Recent financial bequests to the library began a discussion about how to potentially improve the library, which led to an interest in looking at the library needs more holistically.

In response, the City of Yachats hired library consultant Penny Hummel in the Spring of 2020 to conduct a facilities, operations and governance assessment of the Yachats Public Library. Although this project was postponed due to COVID-19, work commenced in August 2020. On August 6, 2020 Penny conducted a kick-off meeting with current and former members of the Yachats Library Commission (Nikki Carlson, David Rivinus and Marion Godfrey), where the following project goals were confirmed:

- To better determine the library's current needs, including reviewing its model of governance and honing its relationship with the library district and other libraries and organizations.
- To address future needs, particularly in light of a planned remodel/ expansion of the building.
- To streamline operations and practices, making them more effective.

Following the kick-off meeting, Penny met with the library's current volunteer librarians (Rose Valentine, Dianne Allen and Jane Shay), key city staff (City Manager Shannon Beaucaire and Community Services Coordinator Heather Hoen) and the Friends of the Library board (Sandy Dunn, Sue May, Nancy Lamvik and Maggie Marshall).

Additional information gathering was conducted in September and into the fall. On September 24, Penny facilitated two community meetings, which attracted 12 participants, and on September 25, she facilitated a meeting with 13 library volunteers. She also conducted interviews with several additional community leaders, including Janet Hickam, (former lead librarian), Alice Beck (Yachats Youth and Family Activities Program), John Purcell (Yachats Commons and Parks Commission) and Jacqueline Danos (Yachats Planning Commission). From September 4 – October 31, 2020, the library conducted a community wide-survey, which attracted 156 responses.

In this assessment, analysis of the Yachats Public Library's facilities, operations and governance has been approached from several angles:

- *Community input*, from conversations, meetings, e-mails and the results of the library survey. (Full survey results are included in the appendix.)
- *Local library data* from the Yachats Public Library and the Friends of the Yachats Public Library.
- *Demographic data* from the U.S. Census (as found on Census Reporter) and other sources.
- *Benchmarking with six other comparable Oregon libraries*. Statistics utilized were gathered by the Oregon State Library for fiscal year 2018-19 and reflect normal operations during pre-COVID-19 times.
- *Oregon library statutes and administrative rules*, administered by the State Library of Oregon.
- *The Oregon Library Association's Public Library Standards*, focusing on the services and practices the OLA standards deem as essential vs. the two higher levels (enhanced and exemplary).
- *Best practices in public librarianship* as detailed by other authoritative sources.

Others consulted for this project include: Buzzy Nielsen, Ross Fuqua, Greta Bergquist and Darcy Hanning (State Library of Oregon), MaryKay Dahlgreen and Jane Cothron (Lincoln County Library District), Michael Grutchfield (Oregon Digital Library Consortium), Sue Bennett (Waldport Public Library), Glenn McEowen (Library Concepts) and Amy Southwell (Lincoln County). A list of works consulted for this assessment is included at the end of this document.

Summary of Major Recommendations

This assessment includes many recommendations of varying degrees of complexity and impact. Below are its primary and most critical recommendations:

- Develop a consortium partnership with the Lincoln County Library District, which would include:
 - sharing books and other physical library materials with the seven other libraries in the Chinook Library Network;
 - adding downloadable books and audiobooks to the library's collection;
 - improving the library's collection and patron records with a more robust ILS (integrated library system) to better serve the community.
- Explore the viability of annexation to the Lincoln County Library District, which would increase tax support for the library's operating expenses, as well as offer all the benefits noted above.
- As an interim step prior to establishing a formal relationship to the Lincoln County Library District, consider offering downloadable books and audiobooks through direct membership in the Oregon Digital Library Consortium/Library2Go.
- Hire a library director to comply with new state requirements for all legally recognized public libraries in Oregon and to better support the work of library volunteers.
- Develop bylaws that state the specific powers and areas of oversight granted to the Library Commission by the City Council.
- Develop a Memorandum of Agreement between the City of Yachats and the Friends of the Library to clarify respective roles in overlapping areas (specifically: fundraising and public awareness).
- Develop and implement library policies in several key areas, including intellectual freedom, patron behavior, collection management and use of the internet.
- Improve the library's website so that it includes all the necessary components to be useable and informative to the community.
- Renovate or rebuild the library facility to increase seating, computers and meeting room capacity, improve staff/volunteer workspaces, and make the library ADA (Americans with Disabilities Act) accessible. The estimated needed square footage to meet these needs is 3,756, representing an increase of 1,380 square feet over the current space.

The Yachats Community

Description

Known as the “Gem of the Oregon Coast,” Yachats is the smallest city in Lincoln County and had an estimated 2019 population of 760 according to the Population Research Center of Portland State University. Tourism forms the backbone of the local economy, but the majority of permanent residents are retirees who come to Yachats for its beautiful beaches, generally progressive vibe and warm, small town feeling. Over 8,000 people follow the “Yachats Friends” Facebook page, a testament to the community’s special place in the hearts of both residents and visitors.

For many years, Yachats residents have been active and engaged volunteers, supporting not only the library but many other local assets. Their contributions have made Yachats into the cherished community that it is. During the assessment process, numerous Yachats residents expressed a great love for their home while at the same time also feeling challenged by living in a small town with many strong personalities and competing interests. As one resident said, “If you talk to people who live here...there’s the way the rest of the world works, and then there’s the Yachats way.”

Demographics

Age/Veteran Status

Like many small Oregon beach towns, Yachats attracts a large number of retirees. That said, variations exist with respect to the mix of retirees from community to community. U.S. Census data indicates that an unusually high percentage of Yachats residents are aged 70 – 79 when compared to nearby Florence and Waldport, as well as Lincoln County. At the same time, compared to the same population areas, Yachats has a low percentage of residents with veteran status: less than a third of Waldport, half that of Florence and Lincoln County, but comparable to Oregon and the U.S. (In all geographic areas indicated below, the majority of these veterans served in Vietnam.)

	Yachats	Florence	Waldport	Lincoln County	Oregon	U.S.
Median Age	59.6	60.3	53.9	51.3	39.2	37.9
Aged 60 and over	48%	51%	40%	37%	24%	21%
60 – 69	18%	22%	27%	20%	13%	11%
70 – 79	22%	17%	10%	11%	7%	6%
80+	8%	12%	3%	5%	4%	4%
Veteran Status	7%	17%	24%	14%	9%	8%

With respect to the percentage of residents aged 19 and under, Yachats most closely resembles Florence. Beyond that similarity, Yachats has an exceptionally small percentage of adults aged 20 – 29 compared to all other population areas. Interestingly, Yachats also has a much higher percentage of adults aged 30 – 39 than can be found in Florence, Waldport or Lincoln County.

	Yachats	Florence	Waldport	Lincoln County	Oregon	U.S.
0 – 9	6%	7%	10%	10%	12%	12%
10 - 19	7%	7%	8%	9%	12%	13%
19 and under	13%	14%	18%	19%	24%	25%
20 – 29	1%	9%	10%	9%	14%	14%
30 – 39	15%	8%	6%	10%	14%	13%
40 – 49	6%	7%	9%	11%	13%	13%
50 – 59	16%	12%	17%	15%	13%	13%

Race/Ethnicity/Language

According to US Census (American Community Survey) data, the vast majority of Yachats residents are white. Almost 20% of Yachats residents identify as “some other race,” which in Yachats’ case, appears to correlate with Hispanic/Latino identification and speaking Spanish at home. As the table below indicates, about two-thirds of this population are under aged 17.

	Yachats	Florence	Waldport	Lincoln County	Oregon	U.S.
White alone	78%	92%	97%	88%	84%	73%
Black or African American alone	0%	0.1%	0%	1%	2%	13%
Am. Indian and Alaska Native alone	0%	1%	0%	3%	1%	1%
Asian Alone	0%	2%	0%	1%	4%	5%
Native Hawaiian and Other Pacific Islander alone	0.4%	0.2%	0%	0.2%	0.4%	0.2%
Some other race alone	20%	2%	0%	2%	3%	5%
Two or more races	2%	3%	3%	5%	5%	3%
Residents who are Hispanic or Latino	20%	4%	8%	9%	13%	18%
Spanish speakers in relationship to total population	19%	2%	2%	5%	9%	13%
• 5 – 17	11%	0.1%	0%	2%	2%	3%
• 18 - 64	6%	2%	1%	3%	6%	9%
• 65 and older	2%	0.3%	2%	0.3%	1%	1%

Disability

Yachats has a lower percentage of younger disabled residents than other nearby areas (undoubtedly due to its relatively low percentage of younger residents overall) but a fairly high percentage of disabled residents aged 65 and over—almost triple that of Oregon as a whole.

	Yachats	Florence	Waldport	Lincoln County	Oregon	U.S.
18 – 64 with a disability	5%	11%	14%	10%	8%	6%
65 years and older with a disability	16%	19%	13%	11%	6%	5%

Educational Attainment

Relative to other nearby communities on the Oregon Coast, a significantly higher percentage of Yachats residents have a bachelor's degree or higher, and the percentage of residents with graduate degrees is more than double that of Florence or Waldport.

	Yachats	Florence	Waldport	Lincoln County	Oregon	U.S.
No degree	12%	10%	6%	9%	10%	12%
High School	15%	28%	27%	28%	23%	27%
Some college	34%	39%	49%	39%	35%	29%
Bachelor's	21%	15%	10%	14%	21%	19%
Post Grad	19%	8%	8%	10%	12%	12%
BA or higher	39%	23%	17%	24%	33%	31%

Computers and Internet Use

The percentage of Yachats residents who have a computer at home is comparable to that of Lincoln County and the U.S. That said, a lower percentage of residents in Yachats, Florence and Waldport have broadband internet at home than are found in the larger geographic areas also captured here. This is perhaps connected to limited local access to high speed internet.

	Yachats	Florence	Waldport	Lincoln County	Oregon	U.S.
Households with broadband internet subscription	88%	85%	92%	88%	92%	89%
Households with broadband internet subscription	73%	77%	76%	79%	84%	80%

Income and Poverty

Median household income in Yachats is higher than in Florence, Waldport or Lincoln County but lower than Oregon and the U.S. A relatively low percentage of Yachats residents (in all age groups) live below the poverty line in comparison to all other geographic areas in this study. When compared to other smaller Oregon beach towns, Yachats' 7% percent of residents below the poverty line is lower than Cannon Beach (16%) and Gold Beach (18%), comparable to Neskowin and Warrenton (8% and 6% respectively) and higher than Manzanita (2%).

	Yachats	Florence	Waldport	Lincoln County	Oregon	U.S.
Median household income	\$49,293	\$40,833	\$46,367	\$46,061	\$59,393	\$60,293
Total population below poverty line	7%	18%	15%	17%	14%	12%
65 + below the poverty line	2%	8%	13%	7%	8%	9%
Under 18 below the poverty line	7%	39%	20%	26%	18%	17%

Yachats youth are a relatively small percentage (13%) of the population and comparatively advantaged: only 7% of that young population lives below the poverty line, a much lower percentage than either Waldport or Florence. However, children in Lincoln County face many challenges. According to Children First for Oregon, compared to students in the other 36 Oregon counties, Lincoln County's children tend to rank low: 33rd in early education enrollment (pre-school), 34th in 8th grade math proficiency, 35th in child food insecurity, and 36th (last) in percentage of homeless students.

It should also be noted that the relatively high cost of housing in Yachats has a significant financial impact on its residents of all age groups. The recently published Lincoln County Housing Strategic Plan reports that the 2017 median property value in Yachats is \$355,100, almost \$50,000 higher than the nearest median property value elsewhere in Lincoln County (Depoe Bay). The study also reports that median gross rent in Yachats is 51% of median renter income—the highest percentage of any city in Lincoln County. Moreover, 63% of renting households in Yachats can be considered “rent burdened,” defined as spending 30% or more of income on rent, while 41% can be considered “extremely rent burdened,” spending 50% or more of income on rent. For working adults, families and others who do not have a comfortable retirement nest egg, Yachats can be a challenging place to make ends meet.

In this context, the Yachats Public Library functions as an essential informational, educational and cultural hub, providing a variety of services that fill community gaps including books and other materials, internet access and programming.

Looking Ahead

To estimate a service population for 2040 (a twenty year planning window), this assessment utilizes data from the Coordinated Population Forecast for Lincoln County prepared by the Population Research Center at Portland State University in 2017. This forecast estimated the population within the Yachats UGB (Urban Growth Boundary) to be 797 in 2020 and forecasts that it will increase to 1,061 by 2040.

General Library Characteristics

The origins of the Yachats Public Library are found in 1930, when the Yachats Ladies Club started a lending library that they operated until 1955. At some point later in time, the next iteration of the library opened at the Yachats Elementary School (now The Commons). In 1973, the library moved to its current location on Seventh Street, into a 2,376 square foot building that had been built specifically as a library by local volunteers and students. That same year, the City Council legally established the Yachats Public Library. The library has

always operated with an all-volunteer staff, and is in fact the only legally recognized public library in Oregon with that distinction.

As noted earlier, this assessment compares the Yachats Public Library with six other Oregon libraries that serve similarly sized populations at one location and have comparable annual expenditures as of 2018-19. Four of the benchmarked libraries (Adams, Arlington, Ione and Weston) are in Eastern Oregon, one (Scio) is in Linn County and one (Dora) is in Coos County.

	Population served	Hours open weekly	Annual visits	Registered borrowers	Newly registered borrowers this year
Adams Public Library	536	20	2,548	236	16
Arlington Public Library	610	26	2,932	332	27
Yachats Public Library	745	30	n.c.	2,275	171
Ione Library District	815	24	2,028	349	29
Scio Public Library	920	37	5,310	833	141
Dora Public Library	935	26	8,076	n.c.	n.c.
Weston Public Library	979	35	3,677	347	27

Weekly open (pre-pandemic) hours range from 20 to 37 hours a week, with Yachats Public Library in the middle at 30 hours a week. Under normal circumstances, the library is open noon – 4 pm Mondays and Fridays, noon – 5 pm Tuesdays and Thursdays, noon – 6 pm Wednesdays and 10 am – 4 pm Saturdays. While the survey did not include a question about library hours, two respondents commented about them, one requesting earlier hours and the other requesting increased and later hours.

Although Yachats Public Library is the only one of the seven that does not track visitors, the other six libraries report between 2,000 – 8,000 visitors annually. Given that a portion of library funding comes from city's Visitor Amenities Fund, the Yachats Public Library may want to install a door counter to capture visitor data.

The Yachats Public Library has significantly more registered borrowers than the other six libraries. Most likely, this reflects the fact that YPL does not restrict library card access to those who live permanently within its service area. It also may reflect the length of time since the library last purged inactive cardholders from its records.

Budget

Of the seven libraries under study, Yachats ranks the lowest in both expenditures and revenue, clearly due to its unique lack of staff costs.

	Total Revenues	Total Expenditures	Total Collection Expenditures	Total Staff Expenditures
Adams Public Library	\$34,500	\$42,611	\$3,000	\$31,900
Arlington Public Library	\$53,981	\$51,163	\$3,318	\$31,987
Yachats Public Library	\$30,400	\$32,550	\$11,000	\$0
Ione Library District	\$60,852	\$46,898	\$6,449	\$24,788
Scio Public Library	\$72,594	\$65,150	\$5,027	\$56,980
Dora Public Library	\$59,731	\$61,590	\$10,889	\$39,544
Weston Public Library	\$74,568	\$69,938	\$3,181	\$62,869

With respect to investment in collections, the libraries in Yachats and Dora make a significantly higher annual investment in their collection than do the other six libraries—more than triple that of Adams, Arlington and Weston, and close to double that of Scio and Ione. The library’s current 2020-21 budget allocates \$13,500 for collections and programs.

Collections

Circulation

With respect to library circulation—the number of materials that are checked out or renewed each year—the Yachats Public Library is truly outstanding in comparison to the six other libraries. In 2018 – 19, Yachats Public Library patrons checked out or renewed the equivalent of over 13 items for every man, woman and child in the library’s service area. This is even higher than the 12 items circulated per capita reported by the nearby Waldport Public Library, which is high relative to its own peer libraries.

Yachats’ high circulation is particularly remarkable since it is a standalone library (i.e., not a member of a consortium whose members share materials) and it does not offer downloadable e-books and audiobooks.

	Circulation of physical items	Circulation of electronic resources	Total circulation	Circulation per capita
Adams Public Library	1,088	190	1,278	2.38
Arlington Public Library	2,409	245	2,654	4.35
Yachats Public Library	9,724	0	9,724	13.05
Ione Library District	2,102	619	2,721	3.33
Scio Public Library	6,142	1,562	7,704	8.37
Dora Public Library	6,033	400	6,433	6.88
Weston Public Library	3,440	592	4,032	4.11

Holdings

Consistent with the greater financial investment the Yachats and Dora libraries make in their collections, their physical collections (print materials and media) are the largest. However, the Yachats collection is dwarfed in comparison to the tother six in two important respects.

	Physical items	E-books	Downloadable audiobooks	Total physical & download-able items	Total consortium holdings
Adams Public Library	4,428	48,438	27,802	80,668	1,700,000 (Sage)
Arlington Public Library	10,198	48,438	27,802	86,438	1,700,000 (Sage)
Yachats Public Library	15,602	0	0	15,602	15,602 (None)
Ione Library District	4,302	47,875	31,816	83,993	1,700,000 (Sage)
Scio Public Library	11,885	48,438	27,802	88,125	328,000 (Linn)
Dora Public Library	15,880	49,338	27,939	93,217	600,000 (Coastline)
Weston Public Library	10,594	47,875	31,816	90,285	1,700,000 (Sage)

First, the other six libraries are all members of Library2Go, a statewide consortium that offers downloadable e-books and audiobooks. Typically, Library2Go provides all or almost all the downloadable materials that small libraries in Oregon with limited resources provide to their patrons. For the other six libraries, this increases their holdings to over 80,000 items.

Second, the Yachats Public Library is the only one of the seven libraries under study that is not part of a larger library consortium that shares print and other physical materials, an online catalog and courier services. The benefits of such an affiliation, particularly in

relationship with the Lincoln County Library District, are discussed below but as the table above shows, the addition of downloadable consortium materials significantly increases the size and depth of materials available to cardholders at the six comparable libraries.

Overall, respondents to the assessment survey indicated that improving the library's collection was their highest priority. 70% indicated that they felt it was "important" or "very important" for the library to have a larger collection, as well as to have access to the collections of other libraries via a shared catalog. 58% indicated that it was "very important" to have access to downloadable e-books and audiobooks. Survey comments relating to the collection included the following requests:

- *Connections with other libraries and ability to access their catalogs.*
- *Online ability to get audiobooks free via library card.*
- *The ability to do online and in-person research and not having to hit paywalls. If there is a way to find out about library access or to join with other libraries to offer this ability.*
- *Update to digital.*
- *My hometown uses LIBBY [app for downloadable books and audiobooks].*
- *The larger collection of books is most important to me.*
- *I don't use the library much because it doesn't have books I'm interested in.*
- *I would love online lending like Newport library does! I would use Yachats library a lot more with online lending.*
- *Access to eBooks and library loans should be essential.*
- *We need more books! And a shared catalog with other libraries.*

Survey respondents and meeting participants (volunteers and community members) also prioritized or requested improvements to diverse areas of the collection, including:

- Fiction: Science fiction
- Nonfiction: biography, local indigenous tribes, history, metaphysics, medicinal plants, local history and culture, nature
- Media: DVDs, Audiobooks
- Large print, graphic novels
- Children's books
- COVID-19 scanners and supplies

The broad range of these requests reinforces the value of giving local library patrons access to the collections of other libraries through consortium lending. In addition, two comments requested that the library combine all genres of fiction vs shelving some (the largest being mysteries) separately. From an assessment perspective, there are advantages and

disadvantages of each approach; what libraries use is often a matter of preference and precedent.

Downloadable E-books and Audiobooks

As noted above, most public libraries in Oregon provide downloadable e-books and audiobooks through a statewide service called Library2Go (<https://library2go.overdrive.com/>). Library 2Go is managed by an organization called the Oregon Digital Library Consortium (ODLC), which contracts for these resources with a vendor called Overdrive. Management of Library2Go's shared collection of 75,000 items is handled at the consortium level, so its members do not select or weed individual items from the collection.

Libraries can either join Library2Go independently or through the consortiums with which they also share physical materials. It is much more economical to join through a consortium. According to the Oregon Digital Library Consortium, the cost to the Yachats Public Library to join Library2Go independently (excluding any startup costs) would be approximately \$4,000/year. If joined through the Lincoln County Library District (options to do so are discussed below), the cost would be closer to \$1,000/year. That said, if there is strong interest in offering downloadable materials as soon as possible, the library may want to consider joining Library2Go independently as an interim step.

Resource Sharing Opportunities within Lincoln County

The library landscape in Lincoln County is complex, involving public libraries that intersect in inconsistent ways. Below is an explanation of these relationships, the resulting impact on Yachats area residents with respect to access to library materials, and potential opportunities to bring the Yachats Public Library into parity with other similar libraries in Oregon with respect to 21st century access to materials.

Established by the Lincoln County Board of Commissioners in 1988, the Lincoln County Library District (LCLD) was approved by voters in 1991 to provide public library service to residents of the unincorporated areas of Lincoln County as well as Depoe Bay. The LCLD's permanent rate is \$0.2465 per \$1,000 of assessed property value. Since 2004, a local option serial tax levy at nine cents per \$1,000 of assessed value has also been periodically approved by voters. This total rate of 33 cents per \$1,000 of assessed value is collected from all Lincoln County taxpayers except those who live within the city limits of Lincoln City, Newport, Toledo and Yachats.

Revenues from the library district support systemwide administrative functions and the city libraries of Lincoln City, Newport, Siletz, Toledo and Waldport, which in turn provide bricks

and mortar libraries for use by residents of unincorporated areas of the county. When the district was established, the City of Yachats did not choose to join and so residents of the City of Yachats do not pay taxes to support it. Therefore, as of late 2020, the Lincoln County Library District essentially supports library services for all residents of Lincoln County except those living within the Yachats city limits.

That said, all the Lincoln County libraries that are involved with the Lincoln County Library District do not share the same ILS (Integrated Library System), the software that maintains patron records, collection data and an online catalog. The public libraries in Newport and Lincoln City partner with the Tillamook County Library system to the north in a separate consortium called Oceanbooks. The other LCLD-funded public libraries (Siletz, Toledo and Waldport) partner with three coastal community colleges to offer their 142,000 holdings through an LCLD-administered consortium called the Chinook Library Network. Beyond shared print and other physical holdings, the Chinook Library Network catalog also includes access to downloadable e-books and audiobooks purchased by the Lincoln County Library District as part of the statewide Library2Go program.

Residents within the Yachats city limits are the only Lincoln County residents who have no relationship to the LCLD, either through paying taxes to support it, or by living in a city that provides access to residents of the LCLD in exchange for getting district support. The Yachats City Library also is the only public library in Lincoln County that is not part of a consortium with a shared catalog and accompanying opportunity to share resources.

What does all of this mean for Yachats area residents and their access to library services? The answer is different depending upon where you live. Access to the nearby Waldport Public Library will be used as an illustrative example.

People who live in the Yachats area but who live outside the city limits:

- Can get a Waldport Public Library card with full privileges at no cost, since they pay taxes to the Lincoln County Library District.

People who live within the city limits of Yachats:

- Do not pay taxes to support the Lincoln County Library District and thus do not have access to its services for free. They can pay for a Waldport Public Library card with full privileges for a year (\$45) or a month (\$5). (Out of district fees to access a card from the Siuslaw Public Library District in Florence are similar.)
- If they have a Yachats Public Library card (or a card from another participating library), they can get a permanent but limited Waldport Public Library Passport card

under the aegis of the statewide Oregon Library Passport Program, which provides limited reciprocal services for public libraries across the state. This allows them to check out up to 10 physical items at a time, but does not provide access to the holdings of other libraries in the Chinook Network catalog, nor provide access to Library2Go downloadable e-books or audiobooks.

According to current records at the Waldport Public Library, there are currently 80 Yachats residents with free (and limited) Passport cards, and only four who pay the annual fee for full access. Given that the population of Yachats is under 800 people, the fact that over 10% of its total population is actively using the Waldport Public Library suggests there is significant interest in having access to an expanded collection. This underscores the collection-related survey results and comments that are discussed above, and is supported by one additional comment: “[I] would like to see the Yachats library join the network with other libraries. I use other libraries all the time but because Yachats refuses to join it costs me \$45/year to use them.”

Possible Relationships with the Lincoln County Library District

One of the prescribed goals of this needs assessment is to assist the Yachats Public Library in “honing its relationship with the library district and other libraries and organizations.” Based on discussions with LCLD director MaryKay Dahlgreen, what follows is information about possible routes to building a closer relationship with the library district. With all of these options, it is important to underscore that the LCLD itself is in the process of fine-tuning its internal operations and relationships with affiliated libraries, so some things are in flux. That said, on behalf of her governing board, Dahlgreen has expressed strong interest in opening dialogue with Yachats leadership about possible ways to incorporate the Yachats Public Library into countywide library services.

Option A. Joining the Lincoln County Library District

Simply put, in order to annex into the Lincoln County Library District, Yachats city residents would need to vote to tax themselves at the district rate (33 cents per \$1,000 of assessed value). The reasons why Yachats did not join the district in 1991 are a matter of history; what is definitely true is that things are quite different than they were then. Card catalogs were still in active use in many public libraries and the opportunity for different libraries to share resources through a computer/catalog was less than a decade old. So, one of the primary reasons to join the district today—to have easy access to the resources of other libraries—was not as much at play in 1991 as it is today. The most obvious benefit to Yachats joining the library district is that this action would result in an additional stream of operating support for its library.

While it is beyond the scope of this assessment to judge whether there is the political will in Yachats to annex into the library district, it should be noted that the most recent election results for the Lincoln County Library District's local option serial tax levy suggest strong potential for local support. In November 2019, the local option levy passed handily with over 73% approval countywide. While several precincts significantly exceeded that approval rate including Waldport, Bayview and Alsea (78 - 79%), the highest level of support for the library levy came from residents of an unincorporated area with no nearby library that is supported by it: the Yachats precinct, where 83% of voters gave it their blessing. This overwhelming support of the library levy (which does not even benefit their local library) is a positive sign.

Members of the Library district receive annual operational revenue, and are charged for their portion of the cost of services purchased by the district for all member libraries. For the City of Yachats, the benefits of joining the library district include the following:

- **\$50,000 - \$75,000 in annual operational revenue.** Currently, the LCLD distributes district revenue based on a formula that factors in circulation and annual library expenditures. While this may be evolving to a greater emphasis on population served (based on census data), the LCLD's leadership estimates that \$50,000 - \$75,000 is a reasonable ballpark for Yachats Public Library.
- **A robust ILS (Integrated Library System).** LCLD utilizes open source Koha ILS (popular with public libraries all over the US), and contracts with ByWater Solutions for ongoing support. As a result, the collection of the Yachats Public Library would be incorporated into the 142,000 other items in the Chinook Library Network catalog at <https://tinyurl.com/y397plfo>
- **Ongoing cataloging support.** The LCLD's professional cataloger would contribute time and expertise to merge YPL collection data with the Chinook Library Network.
- **Downloadable e-books and audiobooks.** LCLD offers membership in the statewide consortium Library2Go, which in turn offers a shared collection of over 75,000 downloadable e-books and audiobooks.
- **Online databases** purchased on behalf of the LCLD for its members. These augment the 24 databases provided by the Oregon State Library that LCLD already offers. As of late 2020, these include Mango (language learning), HeritageQuest (genealogy) and PolicyMap (community data).
- **Courier service** with other LCLD libraries to share materials.

Option B: Joining the Chinook Library Network (but not the Lincoln County Library District)

As described above, the Chinook Library Network is the online face of the Lincoln County Library District. It includes the 142,000 holdings of three LCLD member libraries (Waldport, Siletz and Toledo) and three coastal community college libraries (Clatsop Community College, Tillamook Bay Community College and Oregon Coast Community College). Given that passing a funding measure/annexing to the district may take time or not be desirable, Yachats city and library leadership may want to consider an alternative or interim step, which would be to simply join the Chinook Library Network in the same way that its three member community college libraries have. Under this scenario, YPL would pay the LCLD for courier service, technical support for cataloging, and its portion of the following shared services:

- **ILS (Integrated Library System).** The Koha ILS, with support by vendor ByWater Solutions would provide much stronger support to the YPL collection than the current ILS. (This issue is discussed in further detail below under in the technology section.)
- **Online databases** purchased on behalf of the LCLD for its members, which would augment the 24 databases provided by the Oregon State Library that LCLD already offers. As of late 2020, these include Mango (language learning), HeritageQuest (genealogy) and PolicyMap (community data).
- **Opportunity to join Library2Go and offer downloadable resources more economically.** The statewide service Library2Go offers a shared collection of over 75,000 downloadable e-books and audiobooks. As noted above, the cost of joining the Oregon Digital Library Consortium and offering Library2Go is around \$1,000 through the Lincoln County Library District, vs. \$4,000 independently.

The details shared above should be considered just a starting point for a future discussion about a possible future relationship between the Yachats Public Library and the Lincoln County Library District. Should either of these options move forward, the City of Yachats would need to develop an intergovernmental agreement with the district and the other participating city governments to clarify details.

That said, it is worth noting that the LCLD board has recently adopted the following relevant draft vision statement: “We envision collaboration and innovative library services that connect all residents of Lincoln County.” (Emphasis mine). Given that the City of Yachats is the one missing piece needed to achieve this countywide vision, now may be a particularly opportune time to open dialogue about potential collaboration. In any case, the Lincoln County Library District would welcome a closer ongoing relationship with the Yachats Public Library, even if it remains independent. LCLD Director MaryKay Dahlgreen invites Yachats

librarians to join the directors of other Lincoln County public libraries for their regular Zoom meetings, which are held weekly at 11:30 on Tuesdays.

Volunteers and Staff

Volunteers

The level of volunteer engagement at the Yachats Public Library is truly outstanding. With 2,900 hours reported in 2018-19, volunteer commitment to the Yachats library is comparable to the hours reported by public libraries serving communities with populations many times larger. The smallest of these communities is Stayton, which has ten times the population of Yachats; the largest is Happy Valley, whose library serves almost 60,000 people.

	Total number of volunteers	Total volunteer hours	Value of Oregon 2019 volunteer hours @\$26.39/hr.
Adams Public Library	36	39	\$1,029
Arlington Public Library	16	145	\$3,827
Yachats Public Library	26	2,900	\$76,531
Ione Library District	9	49	\$1,293
Scio Public Library	23	451	\$11,902
Dora Public Library	14	272	\$7,178
Weston Public Library	5	20	\$528

With an estimated worth of \$26.39/hour by the national organization Independent Sector, which tracks volunteer statistics state by state, the total value of the library's volunteer hours is an astounding \$76,531. (Note that this figure does not include the efforts of the Friends of the Library.)

Under normal (non-COVID) circumstances, the library is open 30 hours a week thanks to its 26 volunteers. These community members—mostly older adults—are trained in basic circulation, cataloging and patron assistance. Some are responsible for regular 2.5 – 3 hour shifts; others fill in as substitutes. Two volunteers are on duty at all times, and this is best practice with respect to paid staff at small libraries. According to one volunteer: “Everyone tries to support both the program and each other. It is a joy to volunteer in this environment...our relationship with each other is based on respect, camaraderie and our shared love of reading, libraries and our patrons.” Another noted: “It’s such a happy place to be; I just love that little library.”

At the same time, volunteers understandably vary with respect to knowledge and commitment on various levels. “Library volunteers are expected to use the procedures set out in this document,” notes the library’s draft Policies and Procedures Manual, which provides detailed guidance. “Your improvisation may lead to significant, possibly even disastrous consequences.” Some volunteers find that the physical work of shelving and processing books becomes difficult as they get older; others experience the library’s periodic computer upgrades to be challenging.

The volunteers known as *librarians* play a leadership role in running the library. For several years, there were two volunteer librarians in place at the library, but both retired from these roles in late 2019. At that time, they appointed three successors, who have been on the job since then. Two of the current librarians share general oversight of the library (including the other volunteers) while the third focuses on youth services.

The current volunteer librarians came on board at a time of flux. The library’s current ILS (Integrated Library System, which includes the library catalog, as well as collections and patron records) was installed in early 2020, and the city changed IT vendors at approximately the same time. Then, COVID-19 arrived, and the library closed. The librarians are still in the process of becoming fluent in their respective roles, have worked diligently to meet the challenges of 2020 and should be highly lauded for their efforts in keeping the library afloat during an unprecedented time. Nonetheless, the issues surrounding COVID-19 shed light on the question of whether running an all-volunteer library is appropriate, and/or makes the best use of volunteer capacity and interests.

In March 2020, thousands of public libraries across the US closed their doors and began months of intense effort to identify and implement protocols that ensure safety yet still provide the highest level of library service possible. Given the stakes involved, this work has been hugely taxing for paid library directors with master’s degrees in library science and years of experience and training. In this assessor’s opinion, it is not sustainable to expect retired volunteers to shoulder this level of responsibility, particularly in an environment where they are not connected to practitioners at other libraries, as information sharing among peers is critical to success in such times.

Consistent with this outside opinion, four survey comments reflect a desire to have well trained and professional staff. Two comments request “computer-literate” volunteers, one comment requested more responsive customer service and a fourth comment asked for “paid library staff.” This does not dismiss the contribution made by the library’s current volunteers. They are all to be highly commended for their outstanding efforts to make the library the beloved place that it is. The larger question, though, is whether in 2020 an all-volunteer library is the best way to support the information needs of the Yachats community. As of the

fall of 2020, the current three librarians at the Yachats Public Library estimate that they collectively contribute 24 hours a week to manage library operations. All three support the idea of hiring a paid librarian, so that their volunteer efforts can be less focused on the types of administrative work normally assigned to paid staff.

Staff

Minimum staffing requirements for legally established public libraries in Oregon changed as of January 1, 2020. At that time, the following minimum condition was put into law:

- For communities of 2,000 or less, the library must have a .25 FTE dedicated solely to library functions.
- For communities of more than 2,000, the library must have a .5 FTE dedicated solely to library functions.

None of the seven libraries in this study have a librarian on staff who has an MLS (Masters of Library Science) from an American Library Association-accredited institution or its equivalent, which is considered “Essential” in the Oregon Library Association’s 2017 Public Library Standards. However, all except Yachats have a paid staff member with the title of librarian, and the weekly hours of all six exceed the new minimum staffing requirement: Apart from Yachats Public Library, the other six libraries have a paid non-MLIS credentialed librarian who works somewhere between 22 and 40 hours a week. Libraries in Arlington, Scio, Ione and Dora also reported having additional staff support.

Paid Staffing (Full Time Equivalent)	Librarians with ALA/ MLS	Other librarians	Total librarians	Other paid staff	Total paid staff	Total Staff Expenditures
Adams Public Library	0	0.63	0.63	0.00	0.63	\$31,900
Arlington Public Library	0	0.70	0.70	0.23	0.93	\$31,987
Yachats Public Library	0	0.00	0.00	0.00	0.00	\$0
Ione Library District	0	0.56	0.56	0.07	0.63	\$24,788
Scio Public Library	0	1.00	1.00	1.00	2.00	\$56,980
Dora Public Library	0	0.69	0.69	0.42	1.11	\$39,544
Weston Public Library	0	0.88	0.88	0.00	0.88	\$62,869

Based on 2019-20 statistical data (the statistics being submitted this fall), State Library staff will begin reaching out to libraries that do not meet the minimum staffing conditions in the Spring of 2021. Libraries that do not meet the minimum staffing condition after July 1, 2022 will no longer have legal recognition as public libraries and will not be eligible for State library grants (such as Ready to Read, which supports early literacy) and cannot provide access to the statewide databases provided by the State Library of Oregon. Library Development staff at the State Library are eager to support libraries striving to meet the minimum conditions and should be considered an ongoing resource in this effort.

Although the City of Yachats could fulfill the new staff requirement by adding a 10 hour a week paid position, this assessment recommends that the City hire at least a halftime (20 hours a week) Library Director, which is still less than the other six libraries in this study. A full-time library director would be ideal and would provide the library with the capacity to support the City's goals and initiatives, fully explore cooperative work with other libraries, manage the collection more comprehensively and conduct outreach in the Yachats community to increase library usage. A paid library director could potentially assume some of the current duties of the City's current Community Services Coordinator, freeing up some capacity in this position to focus on other priorities. Per the Oregon Library Association's Public Library Standards, the director should possess a master's degree in library / information science.

Congruent with the Oregon Library Association's Public Library Standards, library staff and any volunteers assuming leadership responsibilities should have access to ongoing continuing education and training. In addition, all positions (paid or volunteer) should have job descriptions to clarify roles and responsibilities.

Technology

Library ILS (Integrated Library System) and Catalog

21st century public libraries depend upon what is known as an Integrated Library System (ILS), which combines patron records, collection data and a searchable catalog of library materials. As do other software programs, ILS systems vary significantly in terms of complexity and capacity. When a library is in a consortium, there is a common ILS for all members so that their records are consistent and they can share materials with each other's patrons.

The six comparable libraries in this study belong to three consortia that utilize two different open source ILS systems: Evergreen and Koha. According to a recent annual review of ILS products in *American Libraries* magazine, Evergreen and Koha are utilized by over 15% of ILS

implementations in the United States. Evergreen alone is installed at over 2,000 libraries worldwide, while ByWater Solutions, the vendor that provides Koha to many Oregon libraries (including the Lincoln County Library District and Coastline Libraries) has over 880 public library clients.

The ILS currently being utilized by the Yachats Public Library is called Concept III and is maintained by a company called Library Concepts. They have only 18 clients that are public libraries; according to their sales person, their clients “tend to be churches, schools and non-profit groups.” The capacity of the Concept III ILS is much more limited than those utilized by YPL’s peer libraries; for example (according to the library’s draft Policies and Procedures Manual), it does not have the ability to offer different types of library cards (such as limited access visitor cards).

Looking at both the public and staff interfaces, Concept III does not reflect the benefits found with a product that has been improved through implementation by a broad range of clients. Put simply, this ILS is vastly inferior to what YPL’s six peer libraries utilize and limits the library’s ability to manage its collection, as well as the community’s ability to fully use it. Should the Yachats library choose to partner with the Lincoln County Library District in some way (either by annexation, or by just joining its online catalog), the library would have access to a much better ILS.

Computers and Internet Access

All seven libraries benchmarked in this assessment offer internet access through permanent library terminals as well as Wi-Fi for devices brought in by library patrons. Yachats is in the middle of the pack with respect to the number of internet terminals but reports the highest number of users of public internet computers, which average almost 32 sessions a week. Reported use of Wi-Fi in Yachats averages 11 – 12 sessions a week.

	Number of internet terminals for public use	Annual number of users of public internet computers	Wireless Sessions
Adams Public Library	1	n.c.	n.c.
Arlington Public Library	6	485	93
Yachats Public Library	4	1,660	590
Ione Library District	2	138	42
Scio Public Library	3	745	n.c.
Dora Public Library	6	n.c.	8,371

The internet access that the library provides through desktop computers and Wi-Fi fulfills a critical community need, particularly for those who can't access high speed internet at home due to economic constraints, limited service providers, spotty service or all of the above. As the demographic data notes above, one out of four Yachats households does not have access to broadband service. Consistent with this data, 34% of survey respondents indicated that the library's computer, Wi-Fi and printing area was important or very important.

Numerous survey comments focus on a desire for increased technology support:

- *Perhaps even a computer - intro class for seniors.*
- *Computer support.*
- *At least one volunteer who is computer-literate.*
- *Separate WiFi seating with chargers.*
- *Better training so the volunteers know how to operate the copy machine.*
- *Volunteers who understand computer systems [are] essential.*
- *Bring back computer table with power outlets.*

One respondent expressed appreciation for the library's Wi-Fi: "We are, and have been since 2005 (with a few years not here) volunteers for State Parks @ Heceta Head Lighthouse. There is NO Wi-Fi at the Washburne campground, so the Yachats Public Library is very important to us. We plan to be back next year."

From an operational standpoint, the library's IT needs are served by the same consortium that supports other city departments. The library has volunteers who have assisted with technology issues, but the combination of professional and volunteer support has created issues on both the volunteer and city sides of the equation. Ongoing clarification of these complementary roles is a must.

Website

The library's website (<https://yachatsoregon.org/154/Library>) is incorporated into the City of Yachats' website and follows the structure of other city information. As such, it lacks the dynamic functionality of a successful public library website, which (consistent with Oregon Library Association's Public Library Standards) includes:

- Easy and obvious access to the catalog (a prominent button or search window);
- A calendar of library events;
- Changing features on the home page, such as new books, upcoming programming, and library news;

- Online access to the free databases provided by the State Library of Oregon (by Oregon statute, this is actually a condition of maintaining legal status as a public library);
- Online access to library policies relating to collection management, circulation and patron confidentiality that incorporate relevant American Library Association (ALA) professional ethical, codes, rules and guidelines (by Oregon statute, this is also a minimal condition of maintaining status as a public library in our state).

Two survey suggestions underscore needed website improvements:

- *More user-friendly website including easier, more intuitive reservation system. Overall improvements to make it more “modern.”*
- *More internet contact with patrons: what new books there are, maybe with brief reviews or plot synopsis.*

In many respects, the Friends of the Yachats Library website looks more like a library website than the real library website does, which is confusing since the Friends do not operate the library and are an independent organization. The solution is not to lessen the quality of the Friends of the Library’s website, but rather to improve the capacity of the library’s official website so that it has the needed functionality and usability.

Accessibility

Despite the large senior population served by the library, and despite the relatively high percentage of residents 65 and older who have a disability, the Yachats Public Library does not have features (outside of large print books) that accommodate individuals with mobility and visual issues, the Oregon Library Association’s Public Library Standards define the minimum requirement in this area as “the library has a dedicated space compliant with the Americans with Disabilities Act to make materials and services accessible for people with disabilities.” At a minimum, the library should offer a wheelchair accessible computer workstation with software and devices that allow patrons with disabilities to more easily use technology, the internet and library services. A typical assistive station will include screen magnification software, a screen reader, an accessible keyboard and mouse and an adjustable computer workstation that will accommodate a wheelchair.

Policies and Procedures

This year, library commissioners and volunteers are working to complete a Policies and Procedures Manual, which will ultimately be approved by the Library Commission and accepted by the Yachats City Council. Review of the draft version of this manual has been

part of the assessment process. In general, the draft Policies and Procedures Manual does a good job of capturing the details needed by library volunteers to perform the various tasks needed for library operations. That said, its focus is more on procedures than policy. Given that the Oregon Library Association's Public Library Standards provide very specific guidelines on necessary public library policies, the most critical policies will be reviewed below, with specific notes relating to content in the draft manual. Comparative examples of library policies from other public libraries are easily found on their websites.

This assessment recommends that at some point, members of the Library Commission review the entire Public Library Standards document to become aware of its other recommendations.

Intellectual Freedom

The following library policies ensure that community members can safely exercise their intellectual freedom rights in the library, as granted to them by Article 1 of the Oregon Constitution and the Bill of Rights to the U.S. Constitution:

- Adoption of American Library Association (ALA) Code of Ethics
- Adoption of ALA's Library Bill of Rights
- Adoption of ALA Statement on Confidentiality of Library Records
- Adoption of ALA's Free Access to Minors Statement

Links to these core documents are included in the Works Consulted section of this assessment.

Circulation

As noted earlier, the Yachats Public Library had 2,275 registered borrowers as of a year ago—more than three times the city's population. Undoubtedly, this reflects the fact that YPL does not restrict library card access to those who live permanently within its service area. (According to the library's draft Policies and Procedures Manual, "A library card will be issued to anyone requesting one if they expect to be in the area for one week or more.") It also may reflect the length of time since YPL last purged inactive cardholders from its records. The library's Policies and Procedures Manual indicates that inactive cards are not purged for five years, which is a relatively long time to keep such records.

The library would do well to adapt its circulation policies so that the number of cardholders is more reflective of the actual regular users of the library. The Yachats Public Library participates in the Oregon Library Passport Program, which allows cardholders at participating libraries to get library cards at other participating Oregon libraries by showing

their home library card. In Yachats' case, Library Passport users seem to get the same library card as regular users, but at most other libraries, Passport cards limit access to the library (such as restricting the number of items that can be checked out). This may necessitate a software upgrade as the draft Policies and Procedures Manual states that only one kind of card is available due to limitations in the library's ILS (Integrated Library System), which manages collection and patron records. The ILS utilized by the Lincoln County Library District (Koha) has this capacity.

Patron Behavior

Despite the many wonderful things that regularly happen in them, public libraries also are host to numerous behavioral challenges stemming from the fact that they are free and open to everyone. Successfully managing the library environment involves balancing the need for patrons to feel safe and welcome with clear behavioral rules that spell out what is and is not allowed at the library, as well as the consequences for not following them. Behavioral rules are important because they help ensure that everyone is treated equally and fairly, whatever their station or walk of life.

In a small library in a small picturesque village, it is tempting to think that behavioral rules are not necessary. Yet recent history at the Yachats Public Library demonstrates that this is a fallacy. As of early 2020, the library featured a large table in the children's area that was the only tabled seating available at the library. Unfortunately, a situation developed where patrons were sleeping at or around the table, which was (understandably) regarded as problematic. But rather than addressing the issue directly with the involved patrons (which would have been possible had the library had a behavioral rule about sleeping at the library), the choice was made to remove the table, which reduced the already limited table seating at the library to zero. Now, the Yachats Public Library offers no tabled seating at all, which is truly unfortunate and a significant reduction in service that the community misses (see survey comment in seating section of facilities assessment below).

The draft Policies and Procedures manual includes some information about managing patron behavior, but it is subjective and vague, i.e.: "...if the actions of a patron are making you or other patrons uncomfortable." As supported by the Oregon Library Association's Public Library Standards, what the library needs is to develop a specific list of behaviors that are not tolerated at the library and the consequences for exhibiting them. These vary from library to library but typical examples include: illegal behavior, minimum standards of dress, bringing food into the library (if not allowed), blocking areas of the library with possessions, noise, unattended children, etc. (Most libraries put their behavioral rules on their websites so there are many existing examples to consult for inspiration.)

It is understandable that library volunteers have until now shied away from developing and enforcing a behavioral policy, because this is not the most enjoyable part of working in a library. To this assessor, it is yet another reason why the library needs a paid director.

Collection Management

The draft Policies and Procedures Manual contains much valuable documentation about materials processing and shelving. What is still needed is a Collections Management Policy, which defines the desired scope of the library's collection, criteria for selection, criteria for weeding and the process for the reconsideration of library materials (i.e. what happens if a community member requests that an item be removed or restricted due to its nature or content).

Apart from having a Collection Management Policy, the library would benefit from periodic analysis of circulation data to inform future additions and deletions to the collection. Given the library's small footprint, it is crucial that every book, DVD or audiobook is earning its shelf space. Circulation metrics provide an objective picture of what is going on, vs the subjectivity of informal impressions. For example, a previous client library had a fairly large number of mass market fiction paperbacks, which generated less than 1% of the total circulation but seemed to be popular because there were a few patrons who were vocal about using them. These paperbacks took up more shelf space than the much smaller collection of new adult fiction and nonfiction, which generated 11% of total circulation. Identifying this issue allowed the library to make wiser choices with respect to how scarce shelf space was utilized. As a result, it was easier for patrons to find the materials they were much more likely to be looking for.

Normally, for the purposes of the facilities plan in this assessment, such analysis would be undertaken on the library's collection for the purposes of the facilities plan, but this was not possible, for several reasons. These include limitations in cataloging (all nonfiction books, whether for adults or for children, are cataloged the same way, which does not allow the ability to differentiate them), the pandemic (which has altered circulation activity), and the limitations of the the library's ILS (which seems to have limited reporting capacity).

Use of the Internet

The library's draft Policy and Procedures Manual includes a basic set of policies for public access computers and the public Wi-Fi. What is missing are rules that address the more serious issues that can crop up in public library internet use, such as illegal activity, violation of copyright law, and the viewing of online material that creates a hostile environment for other library users. In addition, the library should include discussion of the measures it takes

to ensure internet patron privacy. An assessment of the library's IT infrastructure is beyond the scope of this study, but it should be emphasized that the security of the library's public computers should be as strong as possible.

Governance

In the course of this assessment, questions have been raised by various stakeholders about the library's governance structure. There are three key differing perspectives.

1. The appropriate role of the Library Commission, with some advocating that it is superfluous and that the Friends of the Library should fulfill the function of the Library Commission.
2. The appropriate relationship between the Friends of the Library and the City/Library Commission, with some believing that the Friends of the Library are not "at the table" as they should be.
3. The appropriate level of oversight that city staff should provide to library volunteers, with some believing there is micromanagement on the city's side.

Each of three issues creates conflict among library stakeholders and needs to be addressed. To provide context and recommendations for each of them, we must look at the Yachats Public Library through multiple lenses:

- Nature and history of the different stakeholder groups as they exist in Yachats
- Community practice and perceptions
- Municipal libraries and the structures in which they operate
- Oregon law
- Best practices in public librarianship with respect to stakeholder roles.

Library Stakeholders in the City of Yachats

- **City Staff** include the City Manager, who provides executive oversight of the library as a city department and the Community Services Coordinator, who supports library activities and library volunteers on a day to day basis. Both positions have existed for less than five years.
- **The Library Commission** was created in 1973 when the Yachats City Council established the Yachats Public Library. Commission members are appointed by the City Council, in parallel fashion to other city commissions. There are five members and they serve three year terms; one may reside outside the city limits but the rest must reside in the city. (A note on nomenclature: some of the resources cited in this assessment use the term Library Board instead of Library Commission, and/or refer to

its members as library trustees. All three names refer to the same type of stakeholder group.)

- **The Yachats Friends of the Library** was established in 2004 as an independent nonprofit 501c3 organization. The mission of the Friends of the Library is to “promote interest in library services, support improvements of library resources and raise funds for special needs beyond the scope of the library budget.” Per their bylaws, the Friends have four board members; there are several others who are engaged in their work but unlike most library Friends groups, they have no formal membership structure. Dedicated to raising funds to support the library primarily through book sales and grant writing, the Friends also work to raise awareness about the library through social media, their website and outreach to organizations and individuals.

In normal (non-COVID-19) times, the Friends operate an ongoing book sale area in the library lobby and conduct an annual larger community book sale. Funds raised by the Friends support many projects and needs at the library, including facilities improvements, the collection, technology, public computers, and Summer Reading. While the Friends see their mission primarily as supporting library programs, they have also agreed to make their 501c3 status available to receive and hold funds from a recent bequest designated for a major capital improvement project. At this time, a key issue for the Friends of the Library is to have adequate space for processing and storage of the books they collect for their book sales.

- **The Librarians** are volunteers who have been elevated to leadership status with respect to library operations. As of late 2020, there are three of them: two who share general oversight of the library and one who focuses on youth services.
- **The Volunteers** are other community members who support the library’s operations, primarily by taking on regular shifts to cover the library’s open hours, or by acting as substitutes for those with regular shifts.

Community Practices and Perceptions

As noted at the beginning of this assessment, one of Yachats’ unique characteristics is its robust volunteer culture. Many Yachats retirees are well-credentialed professionals accustomed to making their mark upon the world, and they bring this perspective with them as they get involved in the community. A resident said, “It’s an interesting place because there are a lot of educated folks who used to be bigwigs who now don’t know how not to be bigwigs.” Another noted: “We come here with a degree of arrogance in thinking that no matter what we tackle, we’ll be good at it. We don’t have the balance that you’ll find in a larger community with more younger people, who are still striving to succeed.”

Given the historically small size of the community, the city's operational needs were handled by volunteers for decades. Three years ago, recognizing the increased complexities of managing a small municipality in the 21st century, the City of Yachats hired its first city manager. This change ruffled the feathers of many residents, who strongly align with the community's historically DIY civic culture, and object to what they see as unnecessary regulation and oversight. There is still ongoing tension around the current efforts to professionalize the City's activities, which ties directly into governance questions at the Yachats Public Library.

Organizational Structure of Municipal Libraries

Municipalities that oversee public libraries commonly use the administrative structure that is detailed in the table below. Within this general model there are relatively clear lines of authority and accountability, in large part because at its heart is a paid library director whose position offers the opportunity to connect the dots between all the other entities. This is a critical yet often under-appreciated function of a successful library director, and one that quite often can be as complex, time consuming and challenging to perform as the day to day oversight of the library itself.

Stakeholder group or entity	Function	Reports to / Accountable to:
City Council	- Governs the city - Supervises the city administrator / manager - Appoints the library commission	Voters
City Manager	- Reports to the City Council - Supervises the Library Director	City Council
Library Commission / Library Board (Advisory)	Advises the library director and the city council on policy issues and library planning	City Council
Library Director	- Administers the library - Supervises staff and volunteers - Liaison to the Library Board, Friends, Foundation	City Manager
Volunteers	Support the library's daily operations	Library Director
Friends of the Library, Library Foundation	Raise money and / or advocate for the library	(Independent)

A side note: there are two types of library boards, depending upon the nature of the governmental unit establishing the library. *Governing* library boards have full authority over all aspects of the library's governance. In Oregon, they are usually associated with legally established library districts and are normally elected directly by voters. *Advisory* library

boards are typically found wherever the library is a city or county department. Advisory boards do not have governance authority (this is technically in the hands of the City Council or County Commission), but engage in policy development, planning and goal setting for the library and usually play a role in hiring the library director (although commonly the library director formally reports to the city or county administrator). Given that it is appointed by the City Council and lacks ultimate governing responsibility for the Yachats Public Library, the Yachats Public Library Commission is an advisory library board.

In the case of the Yachats Public Library, of course, there is no paid library director. While having volunteer librarians instead of a paid library director might seem like a minor variation to the general model, it has profound implications. Given that everyone outside of city staff—including library commission members, librarians, library volunteers, and Friends of the Library members—is an unpaid volunteer, everyone is potentially equal with respect to authority and potential sphere of influence. Since this environment often makes it hard to tell who has authority over what (or whom), tensions arise that feel personality driven but are ultimately structural in nature. Apart from satisfying the minimum conditions of a legally established public library in Oregon as detailed above, hiring a library director is therefore advisable with respect to clarifying and supporting differing stakeholder roles and responsibilities on an ongoing basis.

Oregon Law

According to State Library of Oregon records, the Yachats Public Library was established in November 1973 with *Ordinance No. 36, An Ordinance Establishing the Yachats Public Library and Providing for a Board of Directors*. The establishment papers submitted by the City of Yachats say the following:

The City of Yachats does hereby establish a public library to be known as the “Yachats Public Library”, to be operated and funded by the said city and to be used for the educational and cultural benefit by the citizens of the said city in accordance with the rules and regulations of the said library.

In order to maintain its legal status as a public library, the Yachats Public Library must comply with relevant Oregon statutes. For public libraries serving communities of 2,000 or less, Oregon Statute 543-010-0036 mandates 10 minimum conditions. The Yachats Public Library currently meets seven out of ten:

- Have at least one-fourth (25%) of operational support from public funds;
- Be open to the public a minimum of 10 hours a week;
- Provide a collection comprising of books, media or electronic resources;

- Offer at least one free public access computer with internet access;
- Offer free public wireless internet access (wi-fi);
- Provide basic services for reference and youth services;
- Complete an annual statistical report.

Currently, the Yachats Public Library does not meet three of the ten minimum conditions, which have been explored in previous sections of this report relating to the library's website and staffing:

- Provide a website that enables local library users to access State Library of Oregon resources and services available to all Oregon residents;
- Have basic policies in place and accessible online for collection management, circulation and patron confidentiality that incorporates relevant American Library Association (ALA) professional ethical, codes, rules and guidelines;
- Dedicate at least .25 full-time equivalent (FTE) paid staff time exclusively to library functions.

In addition to establishing the minimum conditions for a legally recognized public library, Oregon statutes also provide direction with respect to their ongoing governance. According to ORS 357.465:

Each public library established under ORS 357.417 (Methods of establishing public library by local government unit) shall be governed by a library board unless some other method is specified in the charter, ordinance or resolution establishing the library.

Oregon Statute 357.490 further explains that "the governing body shall determine the library board's responsibility for the following":

1. Appointment of the librarian and staff, fixing their compensation, determining their working conditions and prescribing their duties;
2. Formulating rules and policies for the governance of the library;
3. Preparing and submitting an annual budget request;
4. Approving, or delegating to the librarian the responsibility for approving all expenditures from the library fund or the public library building fund;
5. Acceptance, use, expenditure of any real or personal property or funds donated to the library;
6. Selection of sites for public library buildings or for location of library facilities;
7. Entering into contracts;
8. Such other activities as the governing body may assign.

It is important to note that this list of general powers is not fixed but subject to the direction of the governing board (in Yachats' case, the City Council). That said, this list does provide a good sense of what library boards generally do and their unique role among public library stakeholder groups. The Oregon Library Association's Public Library Standards recommend that library boards have written bylaws or governance policies, which should clarify the particular powers vested in each library board by its governing body. In practice, Oregon advisory library boards focus their energies on 2 and 3, unless they are governing library boards (elected to oversee a library district). According to national library advocate Sally Gardner Reed: "The powers and duties of library trustees are established by law, and, consequently, are not subject to delegation to another body."

Roles of Library Stakeholder Groups

One of the national divisions of the American Library Association is United for Libraries, an association of library trustees, advocates, friends and foundations. Since the plethora of stakeholder groups associated with public libraries can lead to conflict and confusion, United For Libraries has created many helpful resources with respect to clarifying roles and responsibilities. These resources are listed in the "Works Consulted" section of this assessment and are worth reviewing in their entirety; below are highlights relevant to the current study.

As noted earlier, the absence of a paid library director in Yachats leaves a large hole in the organizational structure of the library. In addition to providing the expertise for the day to day operation of the library, the library director provides the glue that makes the work of the stakeholder groups—library commission members, volunteers and Friends—fit smoothly together. Since it is this assessment's strong recommendation that the city hire a paid staff person, the outline of appropriate roles and responsibilities below includes a library director, without whom it is frankly difficult for the assessor to see how the current challenges can be successfully addressed.

The table below has been adapted from "Working Together: Roles and Responsibilities Guidelines," created by the Connecticut State Library, the Connecticut Library Association, the Association of Connecticut Library Boards and the Friends of Connecticut Libraries. Until such time that the City of Yachats can hire a library director, this assessment recommends that the lead librarians (currently three people) report to the Chair of the Library Commission and that with the exception of managing other volunteers, the Library Commission assumes the policy and planning functions normally in the portfolio of the library director.

	Library Director	Library Commission	Friends	Volunteers
Reports to/ appointed by	City Manager	City Council	Independent Organization	Library Director
Administrative	Oversee daily library operations Work with library board on policy and planning Coordinate with Friends on fundraising and advocacy Supervise and support volunteers	Provide input to library director on operational issues as requested Participate in hiring of library director; contribution to annual evaluation	Support quality library service through fundraising and advocacy	Support successful library operations under the direction of the library director
Policy	Draft policy for board review	Review and adopt written policies	Support the policies of the library as adopted by the library board	Support the policies of the library as adopted by the library board
Planning	Coordinate and implement a strategic plan with participation of stakeholders	Ensure that the library has a strategic plan with implementation and evaluation components	Provide input into the library's strategic plan and support its implementation	Provide input into the library's strategic plan and support its implementation
Fiscal	Prepare an annual library budget in accordance with city	Assist in preparation and presentation of annual budget	Conduct fundraising to support the library's mission and plans	
Advocacy	Promote the mission of the library within the community Educate stakeholder groups and community on local, state and federal issues impacting the library	Promote the mission of the library within the community	Promote the mission of the library within the community	Promote the mission of the library within the community

Role of the Library Commission

The current role of the Yachats Library Commission is consistent with the responsibilities outlined in Oregon statute as described above. By law, the library commission needs to exist; by law, its members must be appointed by the Yachats City Council.

While the model of having one entity covering both fundraising and policy oversight may be viable for a nonprofit, it is not legally an option in Oregon for a Friends of the Library group to assume both these functions. In fact, United for Libraries makes a strong case that there should also be no individuals who simultaneously serve as library trustees and Friends board members, due to potential confusion of roles, conflicts of interest and the potential for a single board member to be imbued with more power and authority than his or her peers, given his or her participation on both boards.

The process of maintaining the distinction between different stakeholder roles starts at Library Commission meetings. Community members who are not currently members of the Library Commission should be given an opportunity to provide input at a public testimony portion of every meeting, or invited to participate in discussions that they have a particular reason to join. Apart from these exceptions, though, Library Commission meetings should be centered around discussion held by its current members.

That said, it would be beneficial for the Library Commission (in collaboration with City staff and the City Council) to develop bylaws that state the specific powers and areas of oversight granted to them by the City Council. The lack of such documentation is a factor in the lack of community clarity about the role of the Library Commission.

Role of the Friends of the Library

The sustained dedication of the Friends of the Yachats Public Library and the positive impact that they have made upon library services in the community is unquestionable. Their input should be strongly sought in areas that fulfill their mission: projects that would benefit from external financial support, library advocacy and awareness, and the logistical issues that surround used book donations, processing and sales. But the Library Commission and the Friends of the Library do not have equal responsibility for oversight of the library; one is appointed by the City Council to oversee library policy and planning, the other is an independent support organization. This statement should not be taken as a lack of appreciation for what Friends of the Library groups do (in fact, the assessor is a proud past Friends president in her own community); it is simply a statement of reality. Given that some Friends members feel that their organization is better suited to perform the work of the Library Commission than the Library Commission itself is, it is difficult to clarify the

appropriate scope of the Library Commission in a way that is not potentially objectionable to the Friends.

The United for Libraries toolkit “Friends and Libraries: Working Effectively Together” (included in Works Consulted) offers a useful perspective:

Many conflicts arise because a member of the Friends executive board disagrees with policy or decisions that are made regarding library services and direction. Though Friends are welcome to make their opinions known (and serve a good feedback purpose in doing so), ultimately the policies of the board and the decisions by the librarian are not subject to Friends’ approval. (p.1)

Sorting out the difference between interpersonal and structural issues can be complicated and difficult. This assessment recommends that the Friends of the Library and the City of Yachats (represented by both City staff and the Library Commission) develop a memorandum of understanding that clarifies their respective roles in the variety of ways that they intersect, such as fundraising, library communications and advocacy. (A sample is included in the Works Consulted section of this assessment.) This is a process that may take some time but will reap great benefits in the future.

Role of Library Managers and City Staff

Consistent with the community’s deep-seated volunteer culture, some library volunteers feel that the library works best with minimal supervision from City of Yachats staff (i.e., less than is currently being received). Were the librarians paid staff, the relationship between them and the City would be much clearer; in all likelihood, they would be consolidated into one full or part time library director who reported directly to the City Manager and was substantially accountable to the Library Commission and the City Council. The library is a city department, and so it is reasonable for the city staff to exert the same level of influence there that they do on other city departments. In fact, it is their job and in the best interest of the library to ensure such consistency with other departments. As with other issues discussed previously, the hiring of a paid library director will go a long way towards resolving this issue; volunteers can focus on the hands-on activities that they enjoy doing at the library, and administrative work will be delegated into employee hands.

Facility Assessment

Built by community volunteers and students, the Yachats Public Library has been well loved and well used for over forty years. However, as library services have evolved in those forty years, challenges have emerged. Thanks to community bequests, the City is now considering ways to potentially expand the library, which could involve adding a wing to the current

library, or moving the library to a different site, should the needed improvements need more square footage than can be added at the current location.

The assessment below outlines the facilities issues that the library is currently experiencing, and provides a library program outlining the desirable elements of a revitalized library (as a detailed Excel spreadsheet and accompanying narrative). This program is not specific to the current location and is not a layout of what the library might look like, which would be under the purview of the architect selected for the project.

Size

While there is no universal set of standards that defines how large a library facility should be, the minimum for a very small library such as Yachats is generally accepted to be at or close to one square foot per capita. As the table below indicates, Yachats is well within that standard and is in fact one of the largest libraries benchmarked in this assessment, with over three square feet per capita. It should be noted, though, that Yachats has one of the largest collections of books and other physical materials, which has a huge impact on needed space. And, since circulation of physical items is so much higher at Yachats than the other six libraries, its circulation per square foot is second highest.

	Population served	Square footage of building	Physical Items in collection	Circulation of physical items	Circulation per square foot
Adams Public Library	536	425	4,428	1,088	2.56
Arlington Public Library	610	2,016	10,198	2,409	1.19
Yachats Public Library	745	2,376	15,602	9,724	4.09
Ione Library District	815	760	4,302	2,102	2.76
Scio Public Library	920	783	11,885	6,142	7.84
Dora Public Library	935	2,420	15,880	6,033	2.49
Weston Public Library	979	1,500	10,594	3,440	2.29

A question that is frequently asked is “How large should a library serving a community like ours be?” While a generation ago, the answer might involve utilizing a formula based on population, today we understand that communities and libraries can vary significantly. For example, a community without any meeting room space outside of the library has a more acute need for library meeting rooms than one in a community where that function is supported elsewhere. In developing a library program, the goal should be to provide the

features and amenities needed to serve the unique needs of the community being served. If the current facility doesn't have enough space to meet community needs, it needs to be bigger.

General Atmosphere

"I have found the current library adequate but I would not go so far as to say that it does not need updating." (survey respondent)

The library's layout is simple: a large high-ceilinged front room with lounge seating, computers, the adult collection, and the service desk/work area, and a smaller back room with books and media for children and teens. Except for a fairly recent conversion of one bathroom to a storage area, the library's layout has remained untouched since the 1970s. Although generally hospitable, like most buildings of its vintage that have not been significantly renovated, the library is showing its age. Much is packed within a small footprint and the overall feeling is cramped and busy. The library only has one bathroom, which is not ADA accessible.

In the community survey, respondents provided the following general comments about desired improvements to the library facility:

- *Repainting, expanding, better ambient lighting.*
- *Windows that can be opened to circulate air. Levered door handles - easier to open with elbows when carrying books.*
- *Like it as it is.*
- *Coffee for sale and places to visit as well as read.*
- *Improved lighting. Different wall colors.*
- *Overall improvements to make it more "modern."*
- *A gas fireplace for cold, wet weather "ambiance."*

At information gathering sessions, community members and volunteers echoed the need for improved lighting and new paint and emphasized an overall need for additional space.

Collections/Shelving

"Access to collections of other libraries and catalogs is probably the #1 thing. And more books! (survey respondent)"

As has been discussed earlier, according to the assessment survey, Yachats residents place a high priority on having access to a bigger and better library collection, whether those

materials are downloadable or come from the collections of other libraries. And despite the fact that the collection of the Yachats Public Library is already large in comparison to its peer libraries, many residents (70% of survey respondents) would like their own library's print and media collection to be even bigger. However, increasing the size of the collection is challenging because the library's shelves are already full. Some symptoms of this problem include:

- Tightly packed shelves in some areas make it harder than it should be for library volunteers to shelve.
- Adult series fiction is shelved elsewhere than the main stacks because there isn't room on the shelves.
- The library's DVDs are housed on spinners that are inconvenient for both shelvees and patrons.
- The library's print reference collection is shelved in a back corner of the library (near the young adult materials) rather than in a more prominent area that would encourage use.

Center shelving of adult books is over 70" high, which, given the smallness of the library, makes the space feel close and hemmed in. Shelving that high is also not ideal with respect to making the collection accessible to seniors, and also limits the sight lines from the circulation desk.

Computers and Technology

"People come in to use the computers. They don't have a good connection at home. Or they don't have it at all." (library volunteer)

The internet access that the library provides through Wi-Fi and library computers fulfills a critical community need, particularly for those who can't access high speed internet at home due to economic constraints, limited service providers, spotty service or all of the above. Consistent with this need, 58% of survey respondents indicated that having a computer, Wi-Fi and printing area at the library was somewhat or very important.

The library offers five computers for public use, including an online catalog near the service desk and four public internet access computers, which are grouped in a small pod near the front door (the users of all four computers face each other). This locale undoubtedly is not ideal for those seeking quiet or privacy while online. The catalog is also in an awkward place for library patrons. Opinions about the adequacy of the library's computers vary among its volunteers. Some feel having more computers would be a good idea; others think that four public access computers are enough.

Seating

“Bring back computer table with power outlets.” (survey respondent)

Seating at the Yachats Public Library is minimal at best: only six lounge seats at the front of the library and one additional seat to the side of the adult collection. These seven seats put the library at the low end of best practice for an independent, small town library (at least 5 – 10 seats per 1,000 people). As discussed above in the policies and procedures section, and reinforced by the above quote, patrons need tabled seating as well as lounge chairs. Both types of seating need to be adjacent to a power source, so that those bringing their own laptops, phones or tablets can plug in.

35% of community members taking the survey indicated that increased seating was somewhat or very important to them. The library currently offers no small enclosed study rooms, which would be a boon for those seeking greater privacy and quiet. 30% of survey respondents ranked 2 - 4 person study/tutoring/small group spaces (up to 4 people) as somewhat or very important.

The community survey attracted numerous suggestions/thoughts about seating, some expressing relative satisfaction with the status quo, others asking for more:

- *More “comfortable” seating.*
- *Seating spread through a space (for health and safety reasons).*
- *Good sitting areas for reading newspapers.*
- *Separate Wi-Fi seating with chargers.*
- *The library as quiet space is #2 [#1 is improved collection.].*
- *Not necessarily increased seating but more comfortable seating.*
- *Dedicated ergonomic space to work on my own laptop.*
- *Quiet places to study.*
- *Increased seating: not sure.*

Programming and Event Space

“The library is as much of a community center as any place.” (community member)

Small town libraries are central to the cultural life of their communities, and at the Yachats Public Library, youth programming is a particular strength. As the table below shows, the Yachats Public Library in 2018 – 19 was outstanding with respect to both the number of programs offered and the number of attendees. The library’s volunteers (particularly its

former volunteer youth librarian) are to be commended for achieving these remarkable results.

	Number of children's programs	Children program attendance	Number of Adult/multi-generational programs	Adult/multi-generational attendance	Total number of programs	Total program attendance
Adams PL	22	374	12	134	46	532
Arlington PL	27	371	14	79	41	450
Yachats PL	76	1,479	28	77	104	1,556
Ione Library Dist.	20	351	1	87	21	438
Scio PL	36	778	12	51	48	829
Dora PL	11	726	29	394	40	1,120
Weston PL	38	498	51	360	89	858

Youth programming in 2018-19 (a pre-pandemic time) included the following:

- Two Summer Reading events per week for seven weeks;
- Twice monthly class visits from the nearby pre-school (including storytimes);
- Weekly visits from Yachats Youth and Family Activities Afterschool program (including storytimes);
- Regular “Read to the Dog” sessions with a therapy dog;
- Monthly visits from a local homeschooling group (including storytimes).

The number of multigenerational/ adult programs offered at the Yachats Public Library in 2018-19 included a monthly book group as well as Medicare counseling. In this area, Yachats is in the middle of the study group, with relatively low attendance. Currently, the library does not focus resources on teen programming.

In the community survey, two comments expressed an interest in increased adult programming, giving as examples author visits, writing groups, book clubs and conversation groups. Given the community’s preponderance of older adults, an increased focus on adult programming might be well received. Increased partnership with the Yachats Academy of Arts and Sciences could maximize available resources for this type of programming.

Since the library has no meeting room, any programming that occurs at the library must be carved out of its inadequate space. In normal (non-pandemic) times, storytimes attract an average of 12 – 15 children per session, which is not a small turnout for a community of

Yachats' size. These storytimes are held on the floor in the children's area, which is too small to properly accommodate this number of children and their caregivers. Book group meetings are scheduled when the library is closed, so that the lounge chair/reading area can be used for this purpose.

Although the library lacks a meeting room, the community does have the benefit of plentiful event space available nearby at The Commons, which includes the Multi-Purpose Room (capacity of 225, seated theater-style), smaller meeting rooms and the outside pavilion. Only 24% of survey respondents indicated that a small (up to 20 people) meeting room at the library was important or very important to them, which (based on community discussions) reflects a sense that The Commons fills this need. However, it still can be argued that having a small meeting room is still desirable, as it provides flexible space for a number of uses.

Areas for Children and Youth

"I like that we provide for kids, but we personally don't need that." (survey respondent)

The youth services area of the library is one room that includes sections for young (pre-Kindergarten) children, school age children and teens. All are primarily book stacks and lack the enhancements (hands on activities, seating, computers) that attract use and respond to age-specific needs.

Responses to survey questions as well as open-ended comments reflect different perspectives on the appropriate level of services to children and youth at the Yachats Public Library. To explore them, we must first unpack who took the survey. There were 156 responses, which break down in the following way:

- 84% of survey takers are 55 and over. The rest are between the ages of 25 – 54, which is significantly lower representation than is in the general Yachats population (see demographic information earlier in this assessment).
- 10% have children living with them. Those who have children living with them are not limited to those of childbearing age, but range from the age categories 25 – 34 to 65 – 74.
- 90% of all respondents describe themselves as library users. This is about equal to library users with no children at home, but lower than the 94% of respondents with children living with them who use the library.

On the one hand, the survey received several comments in support of a robust youth services program, with particular emphasis on the needs of younger children:

- *Yachats has mostly older population but the town needs to be ready to accommodate younger people and children, especially if there are future affordable housing projects.*
- *We've lived in Yachats almost 4 years & we just had a baby boy. We plan on raising our boy here in Yachats & hope to spend a lot of time here at the library with him. Is there such a thing as storytime? Maybe not enough kids? I would love to see something like story time for the kids &/or have an event (weekly) where kids can read to dogs (out on the lawn?)*
- *A pre k program!! Story time! There are so many activities for K-12 kids, but the library is such a great opportunity for little ones to get out and during hours when everyone is already in school. Please!*

On the other hand, the survey also received a number of comments (all from respondents who do not have children at home) that express other priorities, such as books and maintaining the library as a quiet space:

- *Population of Yachats is elderly; little need for a children's library. We need more books!*
- *Areas for 0-5/5-12/13-18 can be same space w/designated times of use even w/ addition-space(s). Need to be flexible & multi-use...management of use!! You are not getting enough space to give everyone a room. Maybe a flex space for all groups @ designated times and other times available for 2nd quiet area or small meeting/dropin.*
- *As a noise sensitive person, the library is one of the few public spaces that are always safe and welcoming for me. It would be sad to see our Yachats library move towards resembling libraries in bigger cities where meeting areas and play spaces for kids become an increasing focus of the library. Those are fantastic things to have. But I'd love to see them belong in the Yachats Commons. And the library to be a quiet place for books!*
- *Separate children's library to become part of YYFAP [Yachats Youth and Family Activities Program] and Preschool leaving whole building for adult library.*

When asked in the survey "How important are the following features to you?" respondents responded differently depending upon whether or not they had children at home. With respect to services that 50% or more respondents indicated were "important" or "very important," both groups gave high rankings (albeit at somewhat different levels) to services relating to the collection, technology access and quiet space. However, respondents with children at home prioritized dedicated youth areas at more than double the rate of those without children at home:

Percentage who ranked this feature as “important” or “very important”	Respondents without children at home	Respondents with children at home
Dedicated area for pre-K children (0 – 5 years)	40%	100%
Dedicated children’s area (5 – 12 years)	47%	100%
Dedicated teen space (13 – 18 years)	35%	80%
Increased seating	33%	47%
Larger collection of books, DVDs and audiobooks	72%	60%
Access to downloadable e-books and audiobooks	58%	60%
Access to collections of other libraries	73%	53%
Computer, Wi-Fi and printing area	57%	67%
Quiet space	56%	60%
Meeting room (up to 20 people)	23%	21%

While it may seem predictable that those who are not raising children do not prioritize services to children as much as those who are, it is unusual to find this result in the responses to library surveys. More commonly, strong support for children’s services is generally expressed across the board regardless of age or child rearing situation.

In any case, services to youth are a core service of public libraries. The Oregon Library Association’s Public Library Standards include many references to essential youth services-related activities, including regular storytimes, Summer Reading and maintaining a dynamic and relevant collection for this population. Judging from the attendance statistics for children’s programming shared above, the volunteers of the Yachats Public Library are providing services that make a positive difference in the lives of local children.

Volunteer Areas

The library has one all-purpose service desk serving multiple functions: checkouts, and check-ins, retrieving holds (which are kept behind the desk), managing technology, responding to informational questions and processing library materials. Sight lines are poor as the desk partially faces the center high shelves and the volunteers cannot see back into the youth services area. With so many things happening at this two person desk, it is often difficult for the lead librarians to complete their administrative responsibilities; as a result, they often come in when the library is closed. Behind the circulation desk, there is a tiny cramped area with a sink, fridge, the library safe and other necessities. Storage is at a premium.

Friends of the Library

At the library, the Friends gather, process and store donated books that are sold through three different channels. Some are available for sale on the Friends' well-curated sales shelf by the front door; others are processed and set aside for periodic community sales. Books that potentially have a higher value are sold online. Currently, the Friends have several unmet needs:

- **Processing space.** The Friends volunteer who goes through and processes donated books takes them home to do this work because there is no space at the library;
- **Storage.** In the past, the Friends have stored books already prepped for their book sales in various nooks and crannies of the library, including the attic, which is difficult to access. They would like a dedicated storage area with room enough for the many boxes of books they stockpile to raise money to support the library. Currently, they are utilizing a room on the main floor of the Commons for this purpose.

The Friends hope that an expanded library will provide them with enough processing and storage space to ensure smooth management of their ongoing efforts. As one of them said, "It would be nice if it was part of the library, because that's where the donations come in." Survey respondents provided several comments and suggestions relating to the efforts of the Friends of the Library:

- *It would be nice if you could keep the book swap, even post-COVID. People contribute interesting books that the library might never access.*
- *Storage for books donated to the book sale.*
- *Ongoing book sale area.*
- *I enjoyed telling visitors they could purchase books at the library. I've discovered new authors in that section myself.*

Outside the Library

In the survey comments, community members expressed interest in a sheltered outside area, as well as the opportunity to enjoy children's programming on the lawn. 42% of respondents indicated that having dedicated library parking was "important" or "very important" to them. According to some discussion participants, many Yachats residents get around on foot, so parking may be less of an issue than it is in other communities.

Philosophy of Service

The Yachats Public Library strives to provide residents with services that meet and anticipate their needs, in a comfortable facility that facilitates the delivery of its highest priority services. A successful public library today plays multiple roles in the life of the community it serves. First, it provides access to the world of learning, knowledge and human creativity. Access to books and the printed word for all age groups continues to be the primary service expectation of many residents and remains a basic library function. As a corollary, library service to children introduces families to the joy of reading and establishes a foundation for a lifetime of reading. This role has expanded in recent years to include access to creative and informative works in many formats, including digital media and electronic content. Libraries are also a primary public gateway to online information, offering wireless and free access to the Internet.

Even as the library's role as a resource for physical and digital media continues to be important, its traditional role as a community destination and gathering place is also evolving and expanding. The public library now serves as the community's principal place for solitary reading and study as well as a venue for collaboration and group interaction. Book discussion groups, storytimes and educational talks are a few examples of the multitude of community events that draw significant participation. The library facility can and should offer residents a safe, and comfortable place to be. This can be a sanctuary for solitary reflection, a quiet workspace in which to complete a school assignment or a social space for connecting with peers. To perform these roles, the library needs appropriate space – for collections, for people, for programming and for functional operations.

Facility Recommendations

Notes on the Library Program

In addition to this narrative report, this facilities plan includes a library program—a series of interrelated spreadsheets that detail the contents of an expanded library. The program has three sections:

- *Summary:* An overview of the square footage in each area of the library.
- *Detail:* description of each element included in each proposed space.
- *Shelving:* the types of shelving proposed for each part of the collection, as well as other assumptions regarding shelving (percentage of each collection on the shelf, number of items that fit on one linear foot of shelving, etc.)

In this model, 70% of the building footprint is estimated to be used for the components of the library that are programmable or subject to choice (shelving, furniture, computers, desks, etc.). The remaining 30% is considered unassignable space or gross square footage, utilized for bathrooms, hallways, mechanical spaces, wall thicknesses and other necessary building elements. Thus, since the programmed space in this plan for the Yachats Public Library is 2,729 square feet, at 70% efficiency the total (gross) square feet is 3,756.

This model represents the ideal. It should be considered for future planning, even if current space restraints make it unlikely to be implemented soon. Potential adjustments will be discussed toward the end of this section.

Collections

The community needs access to a well-balanced collection in both print and digital media formats. Adequate shelving capacity is needed to support a balanced physical collection, so that materials can be shelved and displayed for convenient browsing. Shelving capacity needs to allow shelves to be kept 20% to 25% clear, so that there is readily available shelving space for incoming materials. The various collections of the library need to be shelved in appropriate locations within the overall space, clearly identified and easily found, and at heights appropriate to their target audiences. The bottom two shelves on most shelving units can be angled to allow browsers to easily view book spines.

While public interest in downloadable books and media continues to be strong, there is increasing evidence that use of digital media is complementing, not replacing, the use of books and other physical resources. Therefore, most public libraries currently plan their future collections assuming future use of both types of resources. The Yachats Public Library currently offers about 13,800 items (books, DVDs, etc.).

While many community members would like to see a larger physical collection, the need for access to a greater number and variety of items will be more economically achieved through participation in a resource sharing consortium, as has been discussed earlier in this assessment. Therefore, the collection utilized for this program is about the same as the current collection. Given the relatively large size of the collection, the library may want to consider reducing it further to free up space for other uses, particularly if the library enters into a materials sharing agreement with other Lincoln County libraries, which would significantly increase the materials available to Yachats library patrons.

To maintain desirable sight lines, accessibility and aesthetics, this plan recommends a maximum shelf height of 66" for interior of the library and 45" shelving for picture books and other materials for young children. Shelving height for adult materials along the library's

walls could potentially be increased to 78", but it should be noted that for older patrons, higher shelving can be a barrier to easy access to the collection.

This program assumes standard shelving wherever possible to maximize flexibility in the future. DVDs would be housed on regular shelves (vs. spinners); and magazines would be shelved using Demco Magboxes (<https://www.demco.com/magbox>), acrylic boxes that allow the current issue to be inserted in the front and displayed face out, with back issues behind.

Normally, the formulas utilized in this program would assume that the bottom shelves are empty, for two reasons: 1) this creates some capacity should the collection grow over time and 2) bottom shelves are often difficult for library patrons (particularly older ones) to access. However, given that space will be at a premium in an expanded library, and the stacks will already be losing a shelf due to the drop in height, this program utilizes the bottom shelf.

Computers and Technology

While patrons increasingly are bringing in their own devices (laptops, tablets and smartphones), for some, library computers are the only way to access the Internet for research, job seeking, and connecting with friends and family. This plan recommends seven computers (an increase in two computers), distributed in the following way:

- Adults: 1 stack end catalog, 4 public computer workstations (one with assistive technology; see discussion of accessibility issues above for details).
- Children: 1 stack end catalog, 1 early learning workstation.

Should the library be interested in providing more internet computers for public use without increasing the space needed, one option is to provide laptops or Chrome books for checkout within the library (or as circulating items). To accommodate personal devices, the new library should include access to power at every seating area.

Seating and Small Meeting Rooms

In a library facility, it is as important to provide space for people to use the building, as it is to provide space to house and display the collection. The preschool/family area needs chair seating for toddlers and their parents or caregivers. Adults need both table seating and lounge chairs for quiet reading of books and periodicals as well as concentrated work at a laptop. All seats should be adjacent to electrical power, with outlets located safely out of circulation paths.

Overall, this plan recommends an increase from 7 to 16 desk and lounge seats to offer appropriate work/study, collaboration and reading space for the community. The plan also includes one 1 – 2 person meeting room that can be used for tutoring, quiet study or small meetings.

Programming and Event Space

Library programs are a basic library service that complements the collection, attracts new users and provides the community with needed information on many topics. Dedicated space within the library is needed to provide an appropriate, accessible venue for these events, with seating to accommodate different groups of people. The primary programming space needs to be flexible and multipurpose, with stacking chairs, media projection equipment, adjustable lighting, access to a kitchen, and table and chair storage.

Even though the library is not far from the meeting room space in The Commons, it is advantageous for it to have its own multipurpose small meeting room. The library program, therefore, includes a 12 person meeting room, which can be used for storytimes, book groups, library programs or quiet study. (Accordingly, the children's area does not have a dedicated storytime area.) The meeting room is accompanied by a storage room where tables and chairs can be stored when they are not in use (during a storytime, for example). If desired, the meeting room walls could host temporary exhibits of local art.

Areas for Children and Youth

As noted above, the current library provides minimum amenities for children and teens beyond the book stacks. The new plan adds features that are designed for the interests and abilities of different age groups. Geared towards pre-K children and their caregivers, the Family Space features one early learning station (a computer workstation loaded with educational games appropriate for small children), added seating (including a 4-person toddler table and lounge chairs), and space for an interactive play/learn station. The area for school aged children includes lounge seating. Given the small size of the community's teen population, dedicated space for this population is focused on the collection, but computer access and seating and programming space are available elsewhere in the library.

Service Delivery

Given that the library is run by a small number of people, there is a great need to make all circulation and reference functions as efficient as possible. A primary service desk with stations for two staff or volunteers will support volunteer (and, ultimately staff) capacity to provide excellent customer service.

Public restrooms are included in the gross square footage (unprogrammed) portion of the program. If the library is renovated or rebuilt, these restrooms will be built to reflect ADA (Americans with Disability Act) standards, which is an important step towards ensuring access for all library users.

Staff/Volunteer Areas

The library program includes workstations for a library director and a volunteer (or two volunteers), and assumes that book processing and mending would occur there rather than at the front desk. The workroom also includes a kitchenette, a work/break table and general shelving and storage.

Friends of the Library

The program includes sales area for the Friends of the Library and a workspace that includes three sections of shelving for book processing (and online sales), a 6' x 3' work table and 50 square feet for donations and/or storage of processed books. While this is less storage space than the Friends of the Library have requested, it is still a relatively large Friends-dedicated space in relationship to the size of the overall building, and reflects the need to prioritize the public service functions of the library.

Site Selection

Should the City decide to relocate the library, suggested criteria for determining a viable location are listed below:

Accessibility:

- Located where many people within its service can easily reach it.
- Located on safe, accessible routes that can be utilized by multiple means of transportation (including on foot, public transit, bicycles, automobiles).
- Located near other community services and amenities.
- Offering adequate and safe parking.

Capacity:

- Of adequate size and configuration to accommodate the proposed building's programmed square footage, landscaping and parking.
- Compatible with future planned facilities/services.
- Offering access to infrastructure for technology and public utilities.

Environment:

- Offering access to the natural environment.
- Offering access to adequate natural light.
- Compatible with quiet library functions.

Visibility:

- Easily visible from the street.
- Proposed volume of the building is compatible with the existing neighborhood.
- Proposed building is compatible with neighborhood's historic context.

Economic Feasibility

- Initial cost of acquiring property is viable.
- Property/land is free of hazardous material, or such material is easily removed.
- Site preparation cost (demolition, environmental) is appropriate to overall budget.
- Functions as a catalyst for economic development.
- Potential for public or private partnerships to leverage additional funding.

Legal

- Zoning is appropriate for library use and there are no other government restrictions that would restrict library use.
- There are no easements or other legal or access considerations that would restrict use of the property or impose financial liability.

Possible Adaptations

As mentioned at the beginning of this section, some compromises may be needed if the library is to remain in the current building; the available space on the property may not be large enough to renovate to a size recommended in this model. Fortunately, the nearby Commons could help make up the difference. The collection, seating and computers would remain in the library, but meeting rooms and a storage area for the Friends of the Library could conceivably be located in the Commons. (If the meeting room is eliminated, additional space will need to be allocated in the children's area so that storytimes can be held there.)

Summary of Assessment Recommendations

The primary recommendations of this assessment are the following:

- Develop a consortium partnership with the Lincoln County Library District, which would include:
 - sharing books and other physical library materials with the seven other libraries in the Chinook Library Network;
 - adding downloadable books and audiobooks to the library's collection;
 - improving the library's collection and patron records with a more robust ILS (integrated library system) to better serve the community.
- Explore the viability of annexation to the Lincoln County Library District, which would increase tax support for the library's operating expenses, as well as offer all the benefits noted above.
- As an interim step prior to establishing a formal relationship with the Lincoln County Library District, consider offering downloadable books and audiobooks through direct membership in the Oregon Digital Library Consortium/Library2Go.
- Hire a library director to comply with new state requirements for all legally recognized public libraries in Oregon, better support the work of library volunteers and ensure the smooth operation of the library.
- Develop bylaws that state the specific powers and areas of oversight granted to the Library Commission by the City Council.
- Develop a Memorandum of Agreement between the City of Yachats and the Friends of the Library to clarify respective roles in overlapping areas (specifically: fundraising and public awareness).
- Develop and implement library policies in several key areas, including intellectual freedom, patron behavior, collection management and use of the internet.
- Improve the library's website so that it includes all the necessary components to be useable and informative to the community.
- Renovate or rebuild the library facility to increase seating, computers and meeting room capacity, improve staff/volunteer workspaces, and make the library ADA (Americans with Disabilities Act) accessible. The estimated needed square footage to meet these needs is 3,756, representing an increase of 1,380 square feet over the current space.

Other recommendations include the following:

- Install a door counter to capture visitor data.
- Create job descriptions for library volunteers.

- Consider whether differentiating between regular library cards and visitor cards (utilizing the Oregon Passport model) is desirable.
- Improve accessibility of current library by installing assistive technology on one of the library's four internet stations and ensuring it is wheelchair accessible.
- Review the Oregon Library Association's Public Library Standards for a full understanding of recommended best practices.

Conclusion

For decades, Yachats Public Library volunteers have worked together to create a remarkable community asset, and they are truly to be commended for their creativity and commitment. Given the changes in state law that require paid library staffing for legally established public libraries, the City of Yachats now has the opportunity to substantially improve library services as well as to better support its current and future volunteers. In addition, closer collaboration with the Lincoln County Library District will reap huge dividends with respect to the quantity and quality of library materials available to local residents.

With respect to its facility, the issues facing the Yachats Public Library are typical of libraries sharing its size and locale. According to the 2017 study *Rural Libraries in the United States: Recent Strides, Future Possibilities and Meeting Community Needs* by Brian Real and R. Norman Rose for the American Library Association:

Broadly speaking, rural libraries are small, and their buildings are less up-to-date...it makes sense that rural libraries are smaller, considering that they serve smaller population bases. However, this lack of space may limit the ability of these outlets to reconfigure their physical plant to follow broader library trends of incorporating new technologies and offering more public programming.

This study goes on to report that in 2014, only 15% of rural libraries reported renovations within the last five years, compared to the national average of 21 – 33% of city libraries. Given that residents of rural communities generally have access to fewer cultural and educational resources, making their facilities the best they can be should be a high priority. An updated and expanded Yachats Public Library will significantly improve the quality of life in the Yachats community.

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Yachats Public Library Program

		Total Net Assignable Square Feet:		2,629
		Total Gross Square Feet @70% Efficiency:		3,756
Code	General Area	Specific Area	SF	In GSF
Public Areas				
1.02	Public Areas	Lobby	28	
1.04	Public Areas	Restrooms	-	IN GSF
1.06	Public Areas	Service Desk	142	
1.08	Public Areas	Public Access Computers	145	
	Total		315	
Adult Services				
2.02	Adult Services	Reading Area	209	
2.04	Adult Services	New Materials and Media	96	
2.06	Adult Services	Adult Collection	548	
	Total		853	
Youth Services				
3.02	Youth Services	Family Space	340	
3.04	Youth Services	Children's Library	208	
3.06	Youth Services	Young Adult Library	12	
	Total		560	
Meeting Areas				
4.02	Meeting Areas	Small Meeting Room	300	
4.04	Meeting Areas	Meeting Room Storage	51	
4.06	Meeting Areas	1 - 2 Person Study/Meeting Room	80	
	Total		431	
Staff/Volunteer				
5.02	Staff/Volunteer	Workstations	114	
5.04	Staff/Volunteer	Workroom	131	
	Total		245	
Support Areas				
6.02	Support Areas	Friends of the Library Workroom	122	
6.04	Support Areas	Storage (General)	36	
6.08	Support Areas	Janitorial Closet	67	
	Total		225	
Grand Total			2,629	

Detail

Yachats Public Library Program

				Total Net Assignable Square Feet:			2,629
				Total Gross Square Feet @ 70% Efficiency:			3,756
Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
1.02	Public Areas	Lobby	donor recognition display	1	unit	0	0
1.02	Public Areas	Lobby	shelving for Friends of the Library sales area (66")				12
1.02	Public Areas	Lobby	community information display unit, wall, mounted, with brochures and racks, bulletin board, storage below. 4' x 4' x 1.25	1	section	16	16
Lobby Total							28
1.04	Public Areas	Restrooms	1 or 2 restrooms	GSF	restroom		IN GSF
Restrooms Total							0
1.06	Public Areas	Service Desk	staff counter positions with computer workstations	2	position	50	100
1.06	Public Areas	Service Desk	book truck parking	2	trucks	8	16
1.06	Public Areas	Service Desk	shelving for holds and supplies (66")	1	section	12	12
1.06	Public Areas	Service Desk	printer	1	printer	6	6
1.06	Public Areas	Service Desk	small fax/copy machine	1	machine	8	8
Service Desk Total							142
1.08	Public Areas	Public Access Computers	computer workstations, sitdown	3	computer	35	105
1.08	Public Areas	Public Access Computers	wheelchair accessible computer workstation with adaptive technology	1	computer	40	40
Public Access Computers Total							145
2.02	Adult Services	Reading Area	shelving for magazines (60"), with back issue storage behind current issues				12
2.02	Adult Services	Reading Area	shelving for newspapers (66")				7
2.02	Adult Services	Reading Area	lounge seats	4	seats	35	140
2.02	Adult Services	Reading Area	1 person table seats	2	seats	25	50
Reading Area Total							209
2.04	Adult Services	New Materials and Media	shelving for new books (66")				36
2.04	Adult Services	New Materials and Media	shelving for adult DVDs (66")				36
2.04	Adult Services	New Materials and Media	shelving for audiobooks (66")				24
New Materials and Media Total							96
2.06	Adult Services	Adult Collection	shelving for adult fiction (inc. science fiction, westerns) (66")				120
2.06	Adult Services	Adult Collection	shelving for adult mysteries (66")				96
2.06	Adult Services	Adult Collection	shelving for large print (66")				36
2.06	Adult Services	Adult Collection	shelving for adult nonfiction (66")				228
2.06	Adult Services	Adult Collection	online catalog @ stack end	1	catalog	6	6
2.06	Adult Services	Adult Collection	shelving for reference, Spanish (66")				12
2.06	Adult Services	Adult Collection	1 person table seats	2	seats	25	50
Adult Collection Total							548
3.02	Youth Services	Family Space	shelving for picture books (45")				108
3.02	Youth Services	Family Space	shelving for EZ readers, juvenile media (66")				12
3.02	Youth Services	Family Space	lounge seats	2	seats	35	70
3.02	Youth Services	Family Space	4 place round toddler table	4	seats	15	60
3.02	Youth Services	Family Space	sit-down early learning station	1	computer	25	25
3.02	Youth Services	Family Space	area for play/interactive feature	1	space	50	50
3.02	Youth Services	Family Space	cabinet for puzzle and toy storage	1	unit	15	15
Family Space Total							340
3.04	Youth Services	Children's Library	shelving for juvenile fiction (66")				84
3.04	Youth Services	Children's Library	shelving for juvenile nonfiction (60")				36
3.04	Youth Services	Children's Library	shelving for juvenile magazines (66")				12
3.04	Youth Services	Children's Library	lounge seats	2	seats	35	70
3.04	Youth Services	Children's Library	online catalog @ stack end	1	catalog	6	6
Children's Library Total							208

Detail

Yachats Public Library Program

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
3.06	Youth Services	Young Adult Library	shelving for young adult materials (66")				12
Young Adult Library Total							12
4.02	Meeting Areas	Small Meeting Room	12 seat meeting room/programming space	12	seats	25	300
4.02	Meeting Areas	Small Meeting Room	digital projector, ceiling mounted	1	unit	0	0
4.02	Meeting Areas	Small Meeting Room	large screen video monitor, wall mounted	1	monitor	0	0
Small Meeting Room Total							300
4.04	Meeting Areas	Meeting Room Storage	chair dollies	2	dollies	6	12
4.04	Meeting Areas	Meeting Room Storage	space for tables (nesting)	4	table	6	24
4.04	Meeting Areas	Meeting Room Storage	circulation space	1	space	15	15
Meeting Room Storage Total							51
4.06	Meeting Areas	1 - 2 Person Study/Meeting Room	1 - 2 person study/meeting room	2	seats	40	80
1 - 2 Person Study/Meeting Room Total							80
5.02	Staff/Volunteer Areas	Workstations	Library Director's workstation (8' x 8')	1	wkstn	64	64
5.02	Staff/Volunteer Areas	Workstations	Volunteer workstation (7' x 7')	1	wkstn	50	50
Workstations Total							114
5.04	Staff/Volunteer Areas	Workroom	book truck parking	2	trucks	6	12
5.04	Staff/Volunteer Areas	Workroom	shelving, 84" for book processing supplies, materials in process, snags and withdrawn materials	1	section	12	12
5.04	Staff/Volunteer Areas	Workroom	space for courier boxes (placeholder)	1	space	6	6
5.04	Staff/Volunteer Areas	Workroom	lateral file cabinet	1	cabinet	15	15
5.04	Staff/Volunteer Areas	Workroom	wall safe	1	safe	4	4
5.04	Staff/Volunteer Areas	Workroom	hand truck	1	trucks	3	3
5.04	Staff/Volunteer Areas	Workroom	materials return slot and bin (placeholder)	1	space	6	6
5.04	Staff/Volunteer Areas	Workroom	volunteer lockers, 6 per stack	1	stack	5	5
5.04	Staff/Volunteer Areas	Workroom	table, 6' x 3' with 2 chairs	2	table	15	30
5.04	Staff/Volunteer Areas	Workroom	work counter, 6' x 2', with double sink, undercounter refrigerator and dishwasher, cabinets above	1	kitchenette	30	30
5.04	Staff/Volunteer Areas	Workroom	microwave oven, on counter	1	unit	0	0
5.04	Staff/Volunteer Areas	Workroom	bulletin board, wall mounted	1	unit	0	0
5.04	Staff/Volunteer Areas	Workroom	trash and recycling bins	2	container	4	8
Workroom Total							131
6.02	Support Areas	Friends of the Library Workroom	shelving for sorting, eBay sales	3	section	12	36
6.02	Support Areas	Friends of the Library Workroom	work table (6' x 3') for book sorting	1	table	30	30
6.02	Support Areas	Friends of the Library Workroom	book truck	1	trucks	6	6
6.02	Support Areas	Friends of the Library Workroom	clear space for donations	1	space	10	10
6.02	Support Areas	Friends of the Library Workroom	storage area for boxed (processed) books	1	space	40	40
Friends of the Library Workroom Total							122
6.04	Support Areas	Storage (General)	shelving for misc. storage (84")	3	section	12	36
Storage (General) Total							36
6.08	Support Areas	Janitorial Closet	shelving for supplies (84")	1	unit	12	12
6.08	Support Areas	Janitorial Closet	mop sink, with mop storage	1	space	25	25
Janitorial Closet Total							37
6.08	Support Areas	Telecommunications	telecom equipment and patch panels, WiFi box	1	space	30	30
Telecommunications Total							30
Grand Total							2,629

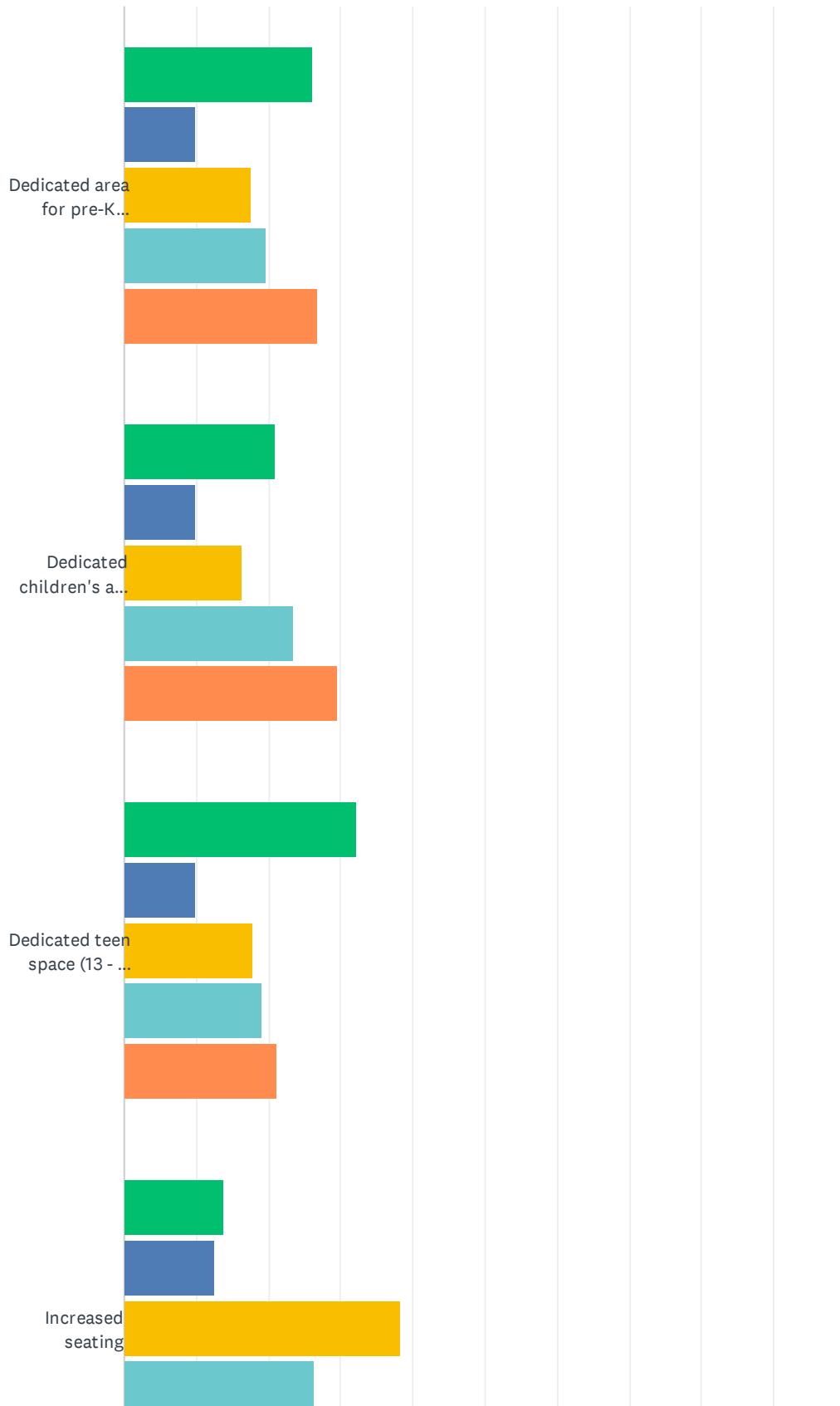
Shelving

Yachats Public Library Program

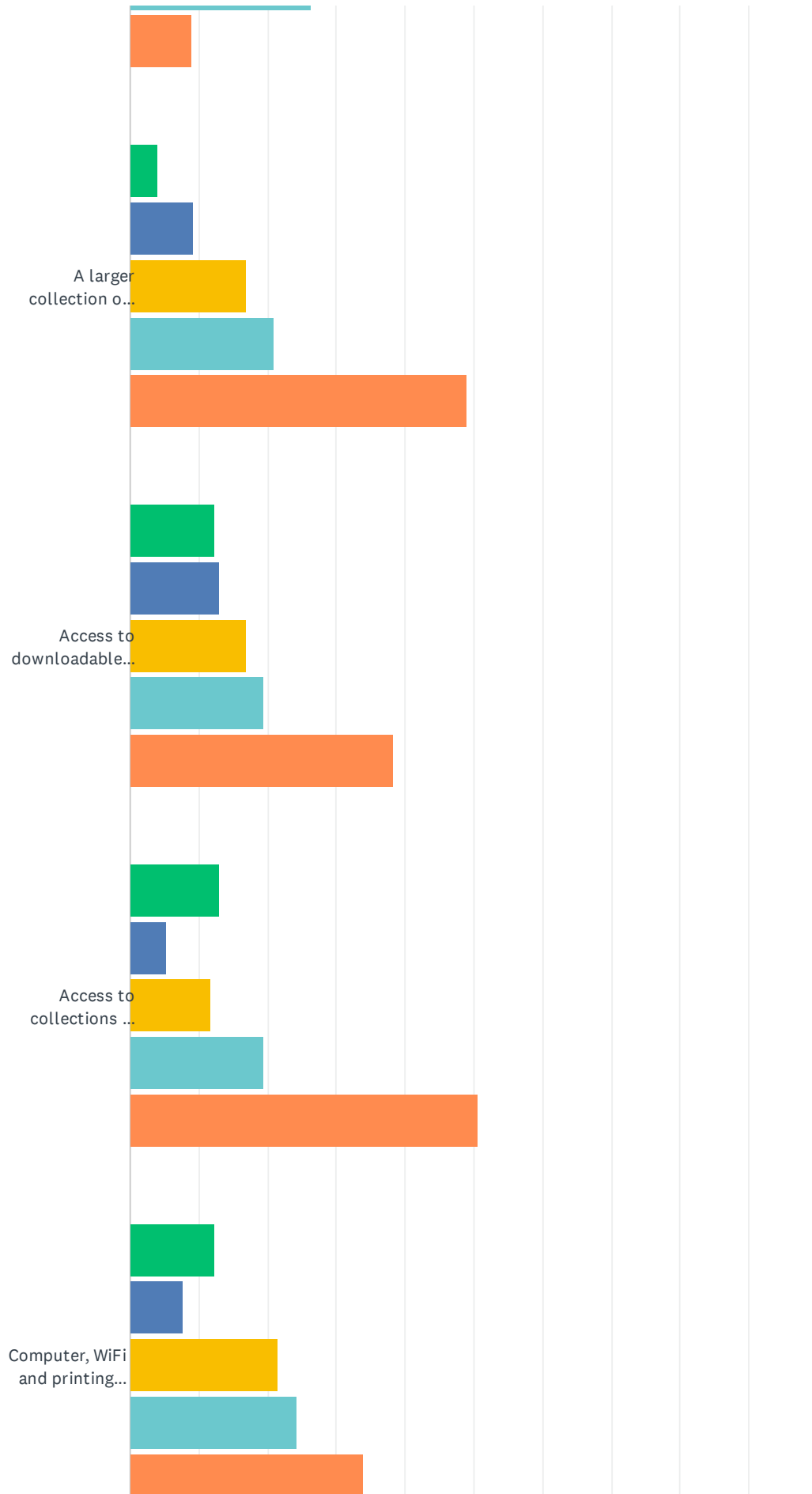
							Assumes 12 SF/single sided shelf, standard shelving is 3' x 1'					
No of												
General Area	Specific Area	Description	Materials Count	% on Shelf	Items Shelved	Storage Type	Items / LF	Total shelves	Shelves or Items	Sections Needed	Section Type	SF
Adult Services	Reading Area	shelving for magazines (60"), with back issue storage behind current issues	12	100%	12	Shelf	1	4	4	1	Single Sided	12
Adult Services	Reading Area	shelving for newspapers (66")	4	100%	4	Kiosk	0.67	4	4	1	Kiosk	7
Adult Services	New Materials and	shelving for new books (66")	500	66%	330	Shelf	8	14	5	3	Single Sided	36
Adult Services	New Materials and	shelving for adult DVDs (66")	1,100	66%	726	Shelf	15	16	6	3	Single Sided	36
Adult Services	New Materials and	shelving for audiobooks (66")	500	70%	350	Shelf	10	12	6	2	Single Sided	24
Adult Services	Adult Collection	shelving for adult fiction (inc. science fiction, westerns) (66")	1,700	70%	1,190	Shelf	8	50	5	10	Single Sided	120
Adult Services	Adult Collection	shelving for adult mysteries (66")	1,400	70%	980	Shelf	8	41	5	8	Single Sided	96
Adult Services	Adult Collection	shelving for large print (66")	500	70%	350	Shelf	8	15	5	3	Single Sided	36
Adult Services	Adult Collection	shelving for adult nonfiction (66")	3,300	70%	2,310	Shelf	8	96	5	19	Single Sided	228
Adult Services	Adult Collection	shelving for reference, Spanish (66")	100	100%	100	Shelf	8	4	5	1	Single Sided	12
Adult Services Total												607
Youth Services	Family Space	shelving for picture books (45")	1,800	70%	1,260	Shelf	15	28	3	9	Single Sided	108
Youth Services	Family Space	shelving for EZ readers, juvenile media (66")	250	70%	175	Shelf	15	4	5	1	Single Sided	12
Youth Services	Children's Library	shelving for juvenile fiction (66")	1,600	70%	1,120	Shelf	10	37	5	7	Single Sided	84
Youth Services	Children's Library	shelving for juvenile nonfiction (60")	500	75%	375	Shelf	10	13	5	3	Single Sided	36
Youth Services	Children's Library	shelving for juvenile magazines (66")	8	100%	8	Shelf	1	3	5	1	Single Sided	12
Youth Services	Young Adult Library	shelving for young adult materials (66")	200	75%	150	Shelf	8	6	5	1	Single Sided	12
Youth Services Total												264
Grand Total												871

Q1 How important are the following features to you?

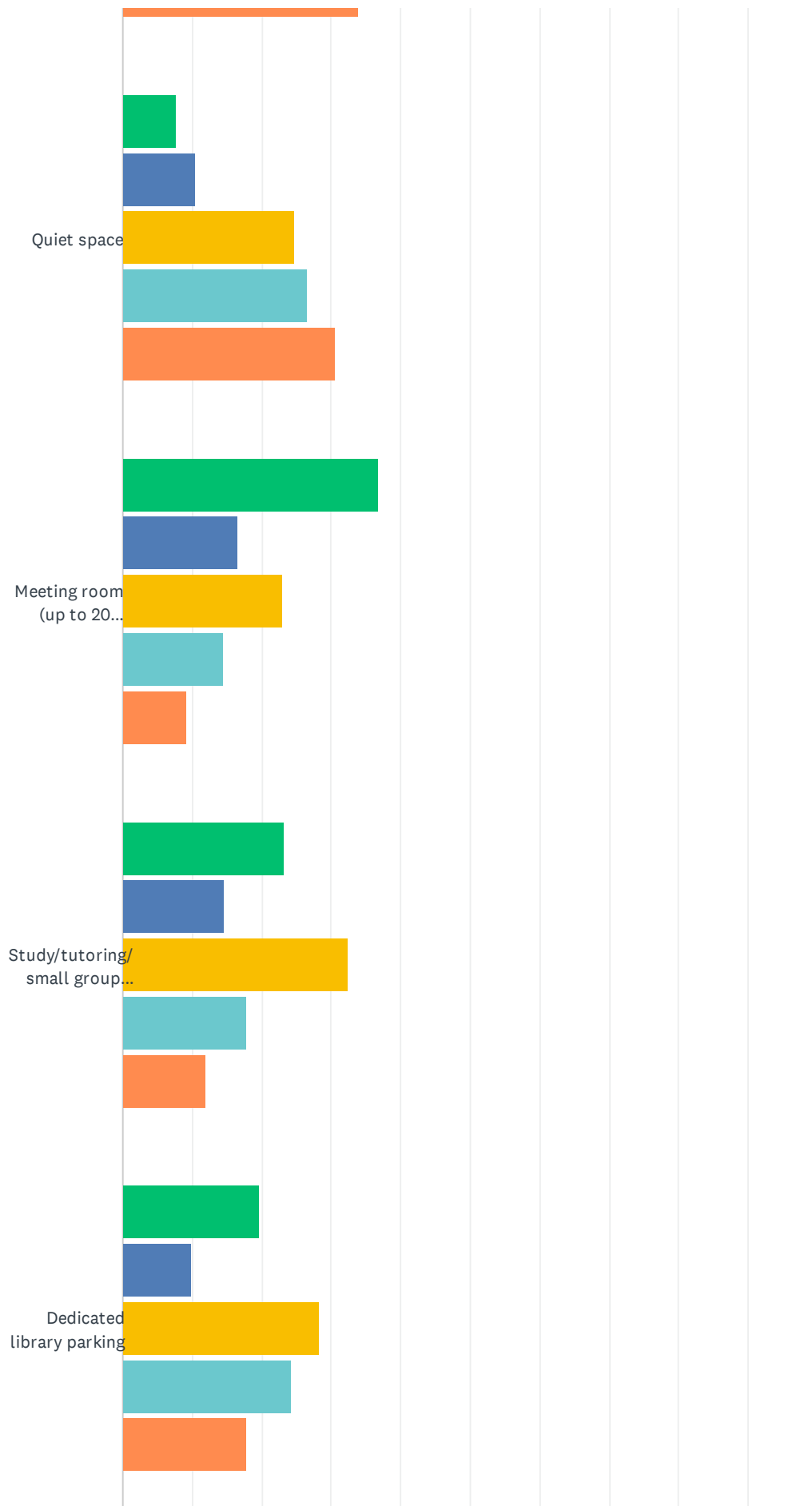
Answered: 156 Skipped: 0



Yachats Public Library Survey



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0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

■ Not at all important
 ■ (no label)
 ■ (no label)
 ■ (no label)

■ Very important

	NOT AT ALL IMPORTANT	(NO LABEL)	(NO LABEL)	(NO LABEL)	VERY IMPORTANT	TOTAL	WEIGHTED AVERAGE
Dedicated area for pre-K children (0 - 5 years)	26.14% 40	9.80% 15	17.65% 27	19.61% 30	26.80% 41	153	3.11
Dedicated children's area (5 - 12 years)	20.92% 32	9.80% 15	16.34% 25	23.53% 36	29.41% 45	153	3.31
Dedicated teen space (13 - 18 years)	32.24% 49	9.87% 15	17.76% 27	19.08% 29	21.05% 32	152	2.87
Increased seating	13.89% 20	12.50% 18	38.19% 55	26.39% 38	9.03% 13	144	3.04
A larger collection of books, DVDs and audiobooks	3.92% 6	9.15% 14	16.99% 26	20.92% 32	49.02% 75	153	4.02
Access to downloadable e-books and audiobooks	12.34% 19	12.99% 20	16.88% 26	19.48% 30	38.31% 59	154	3.58
Access to collections of other libraries (via shared catalog)	12.99% 20	5.19% 8	11.69% 18	19.48% 30	50.65% 78	154	3.90
Computer, WiFi and printing area	12.42% 19	7.84% 12	21.57% 33	24.18% 37	33.99% 52	153	3.59
Quiet space	7.79% 12	10.39% 16	24.68% 38	26.62% 41	30.52% 47	154	3.62
Meeting room (up to 20 people)	36.84% 56	16.45% 25	23.03% 35	14.47% 22	9.21% 14	152	2.43
Study/tutoring/small group spaces (2 - 4 people)	23.18% 35	14.57% 22	32.45% 49	17.88% 27	11.92% 18	151	2.81
Dedicated library parking	19.74% 30	9.87% 15	28.29% 43	24.34% 37	17.76% 27	152	3.11

Q2 Tell us about any other features you would like to see in an improved library:

Answered: 61 Skipped: 95

Yachats Public Library Survey

#	RESPONSES	DATE
1	I'm newer to the area I do live here full time and plan to live here a very long time, 30+ years. I have school age children now. So good natural sciences books that are age appropriate, good reading childrens books. As time goes by - I enjoy books about nature and health benefits of plants etc. Quiet places to study.	10/30/2020 4:30 PM
2	We've lived in Yachats almost 4 years & we just had a baby boy delivered at the hospital in Newport back in June, his name is Carter. We plan on raising our boy here in Yachats & hope to spend a lot of time here at the library with him. Is there such a thing as storytime? Maybe not enough kids? I would love to see something like story time for the kids &/or have an event (weekly) where kids can read to dogs (our on the lawn?)	10/30/2020 4:24 PM
3	Bring back computer table with power outlets.	10/26/2020 7:17 PM
4	I don't use the library much because it doesn't have books I'm interested in e.g. metaphysical. I have been a teacher.	10/26/2020 7:15 PM
5	repainting, expanding,better ambient lighting	10/26/2020 7:06 PM
6	I enjoyed telling visitors they could purchase books at the library. I've discovered new authors in that section myself.	10/23/2020 2:15 PM
7	Separate Wi-Fi seating with chargers.	10/22/2020 2:22 PM
8	Just because we don't need these spaces doesn't mean others don't. I responded as 2 senior residents with no kids visiting or in home - Meeting space might be important for many people.	10/22/2020 2:20 PM
9	I would LOVE a larger S.F./Fantasy section - Mercedes Lackey Orson Scott card etc.	10/22/2020 2:18 PM
10	Yachats has mostly older population but the town needs to be ready to accommodate younger people and children, especially if there are future affordable housing projects.	10/22/2020 2:15 PM
11	1.) At least one volunteer who is computer-literate. 2.) Perhaps even a computer - intro class for seniors. 3.) More historical biographies.	10/22/2020 2:11 PM
12	New building - former Bank building would be ideal. Could that idea be revisited? (That building is just sitting empty and wasted.)	10/22/2020 2:07 PM
13	Population of Yachats is elderly; little need for a children's library. We need more books! And a shared catalog with other libraries. Thank you!	10/22/2020 2:02 PM
14	Improved lighting. Different color walls.	10/22/2020 1:54 PM
15	Anything you can do to help children and families navigate Covid/disaster related distance learning.	10/22/2020 11:21 AM
16	[under "increased seating"] NOT SURE [under "larger collection..."] UPDATE TO DIGITAL	10/22/2020 11:19 AM
17	[note regarding ebooks and audiobooks] My hometown uses LIBBY	10/22/2020 11:17 AM
18	Hi, our house is for sale on Driftwood Lane, but after 12 years of 5 times/year summer visits & library use, felt I could answer your survey-- luck on improvements, Paula	10/22/2020 11:13 AM
19	A history of Books you take out of the library.	10/21/2020 1:13 PM
20	It would be nice if you could keep the book swap even post covid. People contribute interesting books that the library might never access.	10/21/2020 1:03 PM
21	Seating spread throughout a space (for health & safety reasons.) Windows that can be opened to circulate air. Levered door handles - easier to open with elbows when carrying books. Thanks	10/21/2020 12:58 PM
22	An Alsea/Indigenous books section - ideally local Nations/Tribes. ASL books (dictionary, books about American sign language, books written in ASL, etc.)	10/21/2020 12:54 PM
23	Areas for 0-5/5-12/13-18 can be same space w/designated times of use even w/ addition-space(s). Need to be flexible & multi-use...management of use!! You are not getting enough space to give everyone a room. Maybe a flex space for all groups @ designated times and other times available for 2nd quiet area or small meeting/dropin.	10/19/2020 3:59 PM
24	We are, and have been since 2005 (with a few years not here) volunteers for State Parks @	10/19/2020 3:45 PM

Yachats Public Library Survey

Heceta Head Lighthouse. There is NO wifi @ Washburne campground, so the Yachats Public Library is very important to us. We plan to be back next year.

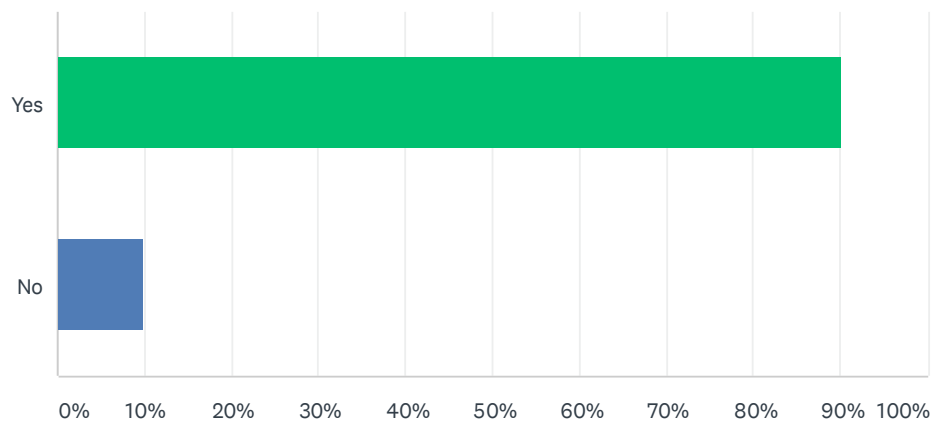
25	Adult programming (author visits, etc.)	10/19/2020 3:40 PM
26	In some libraries I have seen coffee (barista) for sale and places to visit as well as read. I have no idea if it is profitable or a mess, but it's an interesting idea.	10/5/2020 4:01 PM
27	More "comfortable" seating.	9/30/2020 9:18 PM
28	I have always enjoyed libraries and have found the current library adequate, but would not go so far as to say that it does not need updating. The cost of any updates must be a prominent part of the discussion. This is especially important at this time. Public perception of how we spend limited funds is more crucial now than in the past.	9/23/2020 11:56 AM
29	Covid Safety Zones Temperature Scanners Covid Testing Supplies	9/22/2020 8:32 AM
30	The ability to do online and in-person research and not having to hit paywalls. If there is a way to find out about library access or to join with other libraries to offer this ability.	9/19/2020 8:13 AM
31	Community awareness of available library resources.	9/18/2020 3:13 PM
32	Just a question - there's a reference to the library expanding in a certain way. I thought this assessment was to determine what was really needed? I'm confused.	9/18/2020 1:59 PM
33	Not necessarily increased seating but *more comfortable* seating.	9/17/2020 8:02 PM
34	earlier hours	9/17/2020 6:18 PM
35	More user-friendly website including easier more intuitive reservation system. Overall improvements to make it more "modern."	9/17/2020 5:36 PM
36	A sheltered outside area	9/17/2020 12:15 PM
37	Dedicated section for Oregon history	9/17/2020 8:29 AM
38	Increased hours. Closing at 4pm is sometimes too early for me.	9/17/2020 8:28 AM
39	Access to collections of other libraries and catalogs is probably the #1 thing. And more books! The library as a quiet place is #2. As a noise sensitive person it is one of the few public spaces that is always safe and welcoming for me. It would be sad to see our Yachats library move towards resembling libraries in bigger cities where meeting areas and play spaces for kids become an increasing focus of the library. Those are fantastic things to have. But I'd love to see them belong in our Yachats commons. And the library to be a quiet place for books!	9/16/2020 9:20 PM
40	A person who stops what they're doing and walks over to you when you're standing at the desk for 10+ minutes waiting to ask for copies to be made. Better training so that volunteers know how to operate the copy machine.	9/16/2020 7:11 PM
41	Good sitting areas for reading newspapers	9/16/2020 4:53 PM
42	A gas fire place for cold, wet weather ambiance.	9/16/2020 4:49 PM
43	A pre k program!! Story time! There are so many activities for K-12 kids, but the library is such a great opportunity for little ones to get out and during hours when everyone is already in school. Please!!	9/16/2020 2:44 PM
44	Storage for books donated for the book sale.	9/16/2020 2:37 PM
45	connections with other local libraries and ability to access their catalogs.	9/16/2020 1:48 PM
46	I like that We provide for kids, but we personally don't need that.	9/16/2020 1:20 PM
47	On-line ability to get audio books free via library card. E.G. "Libby" I had this in Illinois and it was great!	9/16/2020 12:54 PM
48	I would love online lending like Newport library does! I would use yachats library a lot more with online lending.	9/16/2020 12:47 PM
49	Proper organization of adult fiction. Alphabetical by author. Incorporate all genres and hard and paperback. Do not have separate sections for mystery, etc.	9/16/2020 11:38 AM

Yachats Public Library Survey

50	Computer support	9/10/2020 9:27 PM
51	Dedicated activities (i.e. book clubs, foreign language conversation groups, writing groups, etc.)	9/9/2020 2:43 PM
52	I hoped this would be a better chance to respond to more specific questions about what we'd like - would you prefer this or that. (Hours, for instance, or HOW do you use the library, not just "do you". And if so, why. If not why.) Also the link cited in the NewsTimes has a dash that makes it unavailable (btw.Library and Survey.)	9/9/2020 2:00 PM
53	Access to eBooks and library loans should be essential. Volunteers who understand computer systems essential	9/9/2020 12:51 PM
54	Paid library staff	9/8/2020 3:06 PM
55	More internet contact with patrons: what new books there are, maybe with brief reviews or plot synopsis.	9/7/2020 1:56 PM
56	separate children's library to become part of YYFAP and Preschool leaving whole building for adult library.	9/5/2020 11:41 AM
57	Like it as it is.	9/5/2020 10:45 AM
58	Would like to see Yachats library join the network with other local libraries. I use other libraries all the time but because Yachats refuses to join it cost me \$45 yearly to use them	9/4/2020 6:00 PM
59	Reorganize the fiction section to be alphabetical by author only; not subdivided by genre .	9/4/2020 4:08 PM
60	ongoing book sale area , dedicated egonomic space to work on my own laptop.	9/4/2020 2:19 PM
61	The larger collection of books is the most important to me.	9/4/2020 2:08 PM

Q3 Do you use the Yachats library?

Answered: 153 Skipped: 3

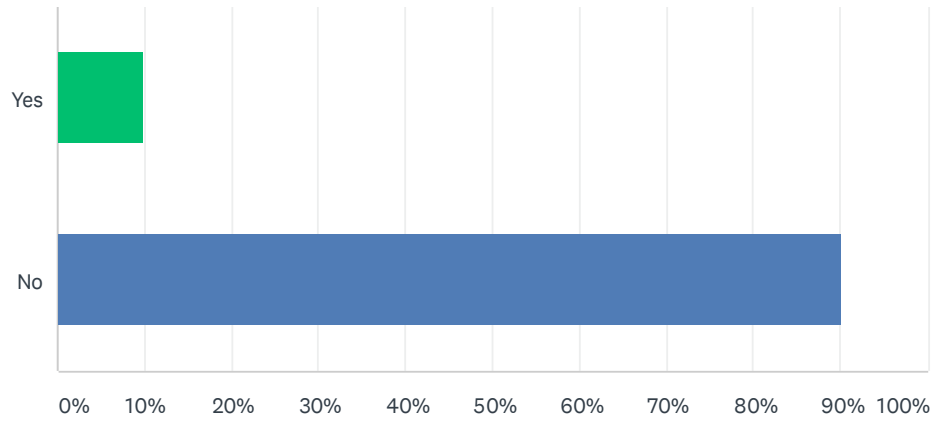


ANSWER CHOICES	RESPONSES	
Yes	90.20%	138
No	9.80%	15
TOTAL		153

Q4 Do you have children living with you?

Answered: 152 Skipped: 4

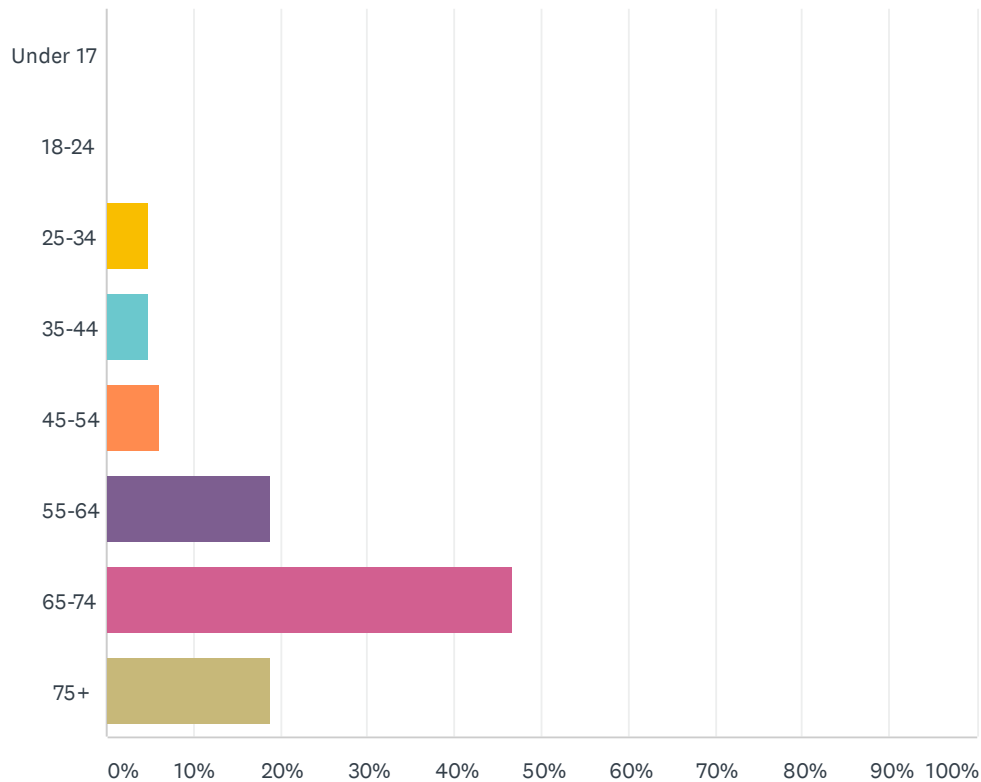
Yachats Public Library Survey



ANSWER CHOICES	RESPONSES	
Yes	9.87%	15
No	90.13%	137
TOTAL		152

Q5 What is your age? (Circle one)

Answered: 148 Skipped: 8



Yachats Public Library Survey

ANSWER CHOICES	RESPONSES	
Under 17	0.00%	0
18-24	0.00%	0
25-34	4.73%	7
35-44	4.73%	7
45-54	6.08%	9
55-64	18.92%	28
65-74	46.62%	69
75+	18.92%	28
TOTAL		148