

1. 10:00 A.M. Agenda

Documents:

[2025-01-09 Library Commison Agenda.pdf](#)

2. Meeting Material

[2024-11-Financial-Report-General-Fund](#)

Documents:

[2024-10-10 Libary Minute Summary.pdf](#)

[Summary Of Assessment Recommendations.pdf](#)

[Yachats-Public-Library-Logo-Presentation-01-2025.Pdf](#)



CITY OF YACHATS
YACHATS LIBRARY COMMISSION MEETING
Thursday, January 9, 2025, at 10:00 am
To Be Held Via Zoom & In Person Located at:
Commons Bldg., Civic Meeting Room 1
441 Hwy 101 N., Yachats OR 97498

Join Zoom Meeting
<https://us02web.zoom.us/j/83990524948>
Meeting ID: 839 9052 4948

AGENDA

- I. Meeting called to Order
- II. Announcements and Correspondence
- III. Discussion of future Library Commission goals prior to voting for Commission Chair and Commission Vicechair.
- IV. Election
 - a. Commission Chair for 2025
 - b. Commission Vice-chair for 2025
- V. Reports
 - a. Budget Report
 - b. Library Expansion Status Report (Rick McClung)
 - c. Discussion and vote for new library logo.
 - d. From the Library Administrator
 - e. From Friends of Yachats Library
- VI. Other ongoing business
- VII. New business
- VIII. Adjournment

*The Library Commission Meeting is held quarterly on the 2nd Thursday at 10:00 am
(January-April-July-October)*

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. 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.; 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 01/02/2025 By: Kimmie Jackson, Recorder



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43

CITY OF YACHATS
YACHATS LIBRARY COMMISSION
SUMMARY MINUTES
October 10, 2024

The quarterly regular meeting of the Yachats Library Commission was called to order by Chair David Rivinus at 10:00 a.m. in the Civic Meeting Room of the Yachats Commons. Members present, Commissioners, Marion Godfrey, Street Schellhase, Layne Morrill and Naomi Steenson, Co-Chair; Staff: Kimmie Jackson, Recorder
Audience: 12

Announcements & Correspondence –

The chair reminded the members, there will be no more hard copies of the packet provided. Copies of the agenda will be provided to follow along with the meeting.

Citizens' Concerns - None

Reports

Chair Rivinus led the Library Commission's quarterly meeting, introducing a shift to online document access for future gatherings. Commissioner Morrill presented the budget report, indicating that personnel expenses are on track at 17%, while materials and services are at 58% due to previously low book orders. The commission discussed the library rebuild project, which is currently navigating the permit application process, noting a reduced backlog at the county. Rick McClung will serve as the on-site manager for construction oversight and emphasized the need for meticulous financial tracking to ensure that payments correspond with completed work, aiming for project completion by October 2025.

It was proposed a community event to celebrate the demolition of a building, highlighting recent developments such as the groundbreaking for a new animal shelter and the relocation of a large log from the library's front; acknowledged challenges in sourcing beams and posts for the library, warning that fulfilling such requests could lead to increased costs and delays. The meeting also covered the library's recent achievements, including the successful summer reading program and plans for a football-themed fall reading initiative. It was mentioned the library's participation in the YFAP trick-or-treat event and ongoing support for children through bi-weekly sessions, while also finalizing a 30-page administrator's handbook for future use.

In addressing operational matters, it was expressed a desire to reinstate a faxing service for the community, citing its previous popularity and the technical challenges posed by the new printer setup. She also discussed the completion of her library statistical report, pending the adoption of a patron confidentiality policy necessary for compliance with state regulations, and reported a slight increase in e-book usage on the

1 Libby platform, although many patrons still prefer print copies. Financial updates
2 included successful grant negotiations and fundraising efforts, with a recent book sale
3 generating \$1,550 and unexpected donations totaling around \$1,500 allocated to
4 various projects.

6 **Patron Confidentiality Policy Discussion**

7 The Library Administrator highlighted the completion of over 1,000 data points for the
8 library's annual statistical report, with the final item being the adoption of a public-facing
9 patron confidentiality policy; emphasized the importance of this policy for compliance
10 with state requirements and plans to share it on the city website; additionally, mentioned
11 the library's new Facebook presence for community updates. Discussed of the patron
12 confidentiality policy and its approval.

13
14 The Chair highlighted the importance of a well-structured confidentiality policy,
15 commending Steenson's work on the document and proposed adding references to
16 ethical guidelines and suggested including a process for handling challenges related to
17 library materials. It was emphasized the need for proactive measures in light of
18 increasing book bans and information requests.

20 **UPS Customer Service Center Closure**

21 It was shared that the UPS customer service center in Newport is closing, requiring
22 returns to be made in Corvallis concerns expressed over the inconvenience this poses,
23 especially with the limited return window for Amazon items. Additionally.

25 **Action Items:**

26 * Recorder will ensure that all meeting documents are available online for future
27 meetings.

28 * Kimmie Jackson will forward the bid set and contract from the contractor as soon as it
29 is received.

30 * Morrill will continue tracking financial expenses related to the library rebuild project
31 and report any discrepancies.

32 * Morrill will carefully review the requests for payment against the budget line items
33 monthly to ensure that payments align with the work completed.

34 * The Chair will motivate the contractor to expedite the demolition of the current library
35 building.

36 * Administrator will finalize and distribute the 30-page administrator's handbook.

37 * The Administrator will communicate with the city about the need for a phone jack for
38 faxing capabilities in the new library setup.

39 * The Administrator will submit the patron confidentiality policy to the state once
40 approved; make suggested updates to the patron confidentiality policy and send it back
41 for review; and will reach out to the appropriate person for next year's capital expenses
42 as she prepares her report for the state.

43 **Meeting adjourned at 10:45 a.m.**

44
45 **Kimmie Jackson, Recorder**

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.

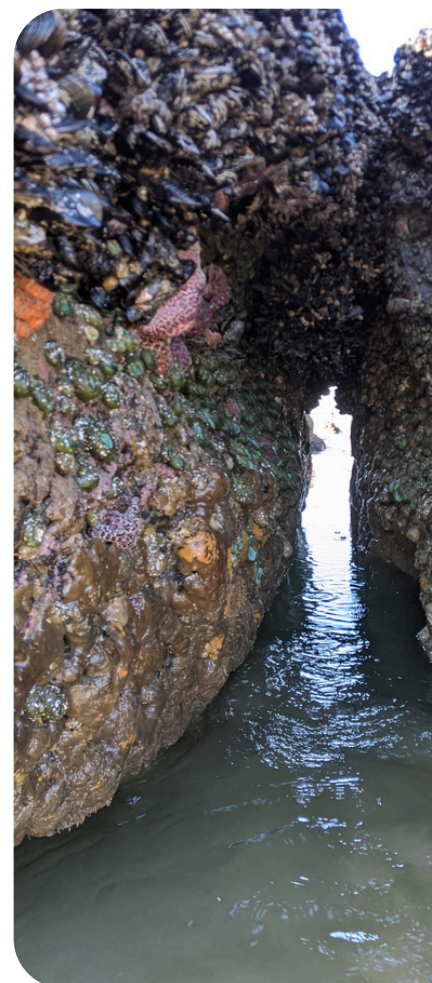
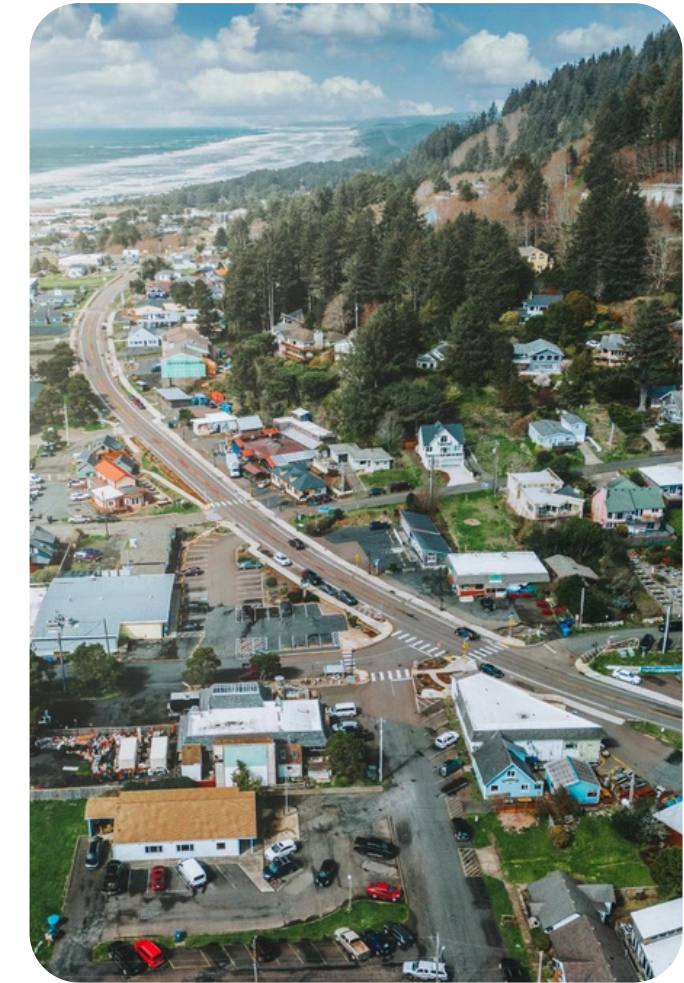
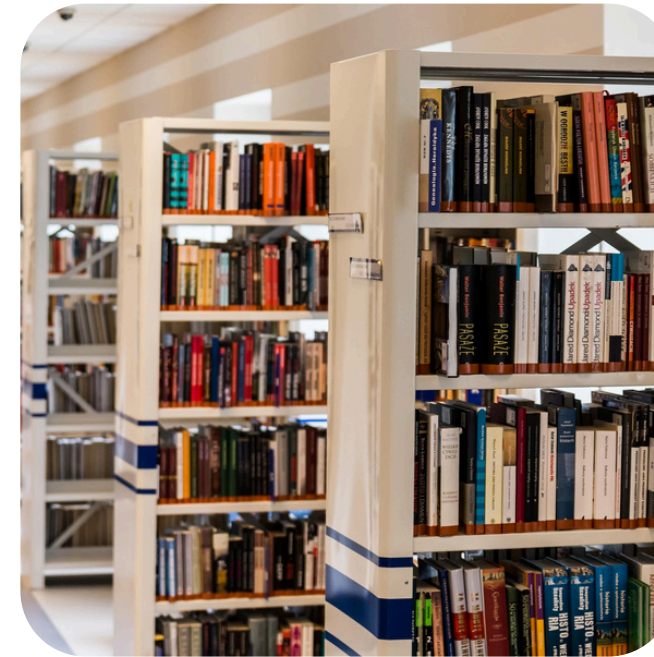
PENNY HUMMEL CONSULTING

JANUARY 2025

Yachats Public Library

Logo Presentation V2

Jenna Finberg



Logo Option 1: "Where the Mountain Meets the Sea"



YACHATS
PUBLIC LIBRARY



YACHATS
PUBLIC LIBRARY

Yachats Public Library Logo 2025

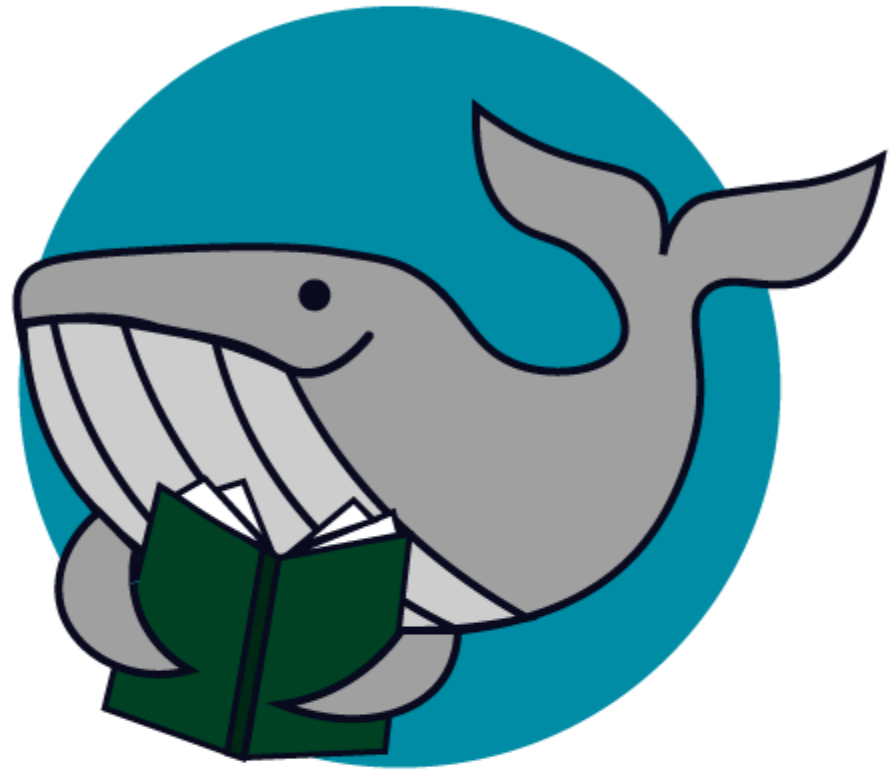
Logo Option 1: "Where the Mountains Meet the Sea"



Yachats Public Library Logo 2025

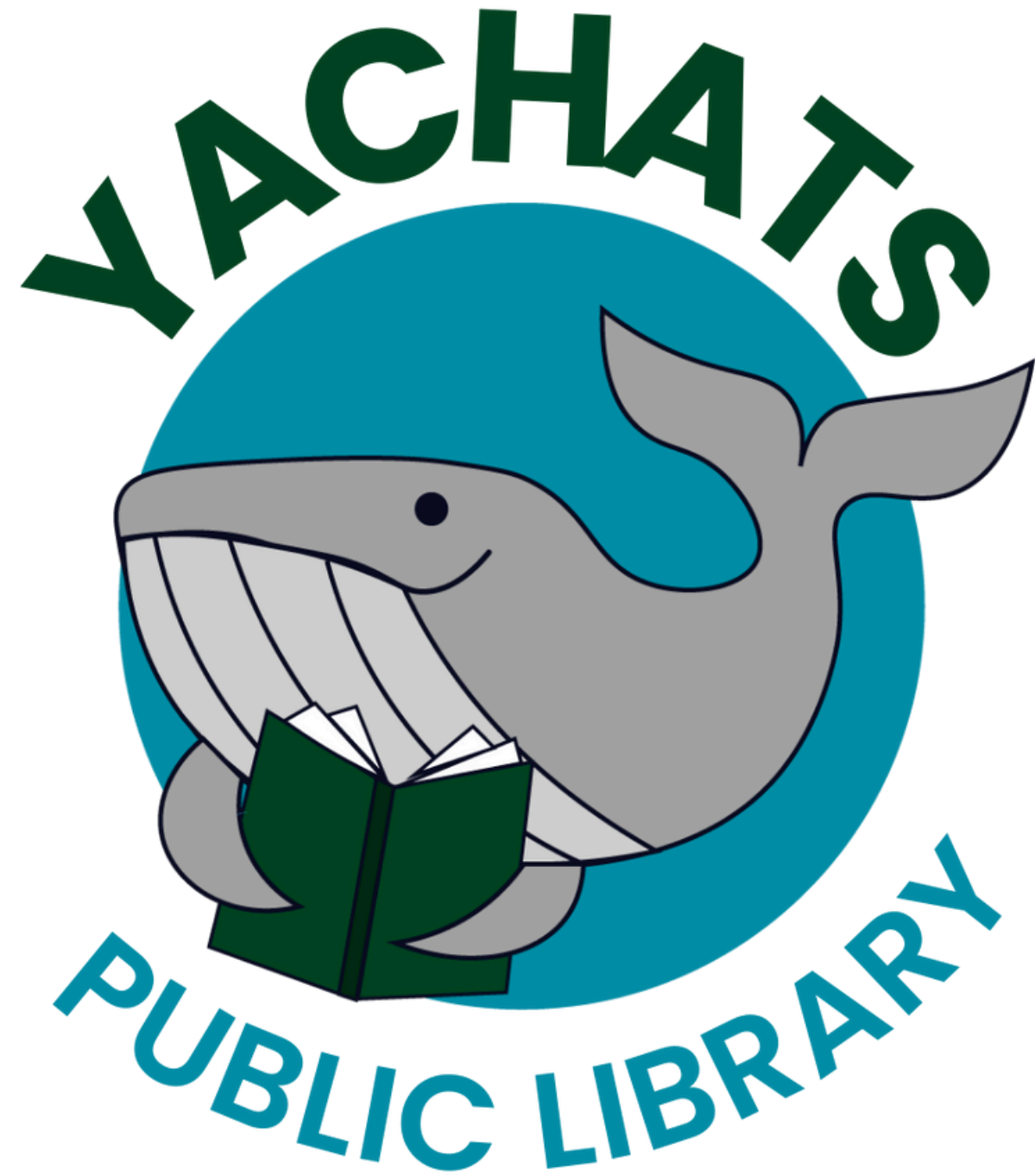
Logo Option 2: "A Whale of a Good Time"

2A.



YACHATS
PUBLIC LIBRARY

2B.



Yachats Public Library Logo 2024

Logo Option 2: "A Whale of a Good Time"



Logo 3A



Logo Option 3: "A Whale of a Good Time"

3A.



YACHATS
PUBLIC LIBRARY

3B.



YACHATS
PUBLIC LIBRARY

Yachats Public Library Logo 2025

Logo Option 3: "A Whale of a Good Time"



Logo 3A



Logo Option 4: River Otter

4A.



YACHATS
PUBLIC LIBRARY

4B.



YACHATS
PUBLIC LIBRARY

Yachats Public Library Logo 2025

Logo Option 4: River Otter



Logo 6A

