

1. 10:00 A.M. Agenda

Documents:

[2025-10-23 Library Agenda.docx \(2\).Pdf](#)

2. Meeting Material

Documents:

[September 2025 Library Financials.pdf](#)

[McKinnon - Volunteer Agreement Application_Redacted.pdf](#)

[Notes From Library Commssion Meeting ReportsPresident.pdf](#)

[CIP Spend YTD FY25-26 Presentation 2025-10-20 Library Spending Report.pdf](#)



CITY OF YACHATS

YACHATS LIBRARY COMMISSION MEETING

Tuesday, October 23, 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. Reports

- a. Budget Report ([Link](#))
- b. Library Expansion Status Report (Neal Morphis)
- c. Discussion regarding the library's grand opening
 - i. List of invitees
 - ii. Who is in charge?
- d. From the Library Administrator
- e. From Friends of Yachats Library (in absentia)

IV. New Business

- a. Discussion and possible vote to recommend Marilyn McKinnon to the Yachats City Council for inclusion on the Yachats Library Commission ([Link](#))

V. Ongoing business

- a. Further discussion regarding the future of the Library Commission

VI. Adjournment

The Library Commission Meeting is held quarterly (typically) 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. Minutes of all public meetings are available for review on the City website at www.yachatsoregon.org. In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1- 800-735-2900 (TDD) two days in advance. Posted 10/15/2025 By: Kimmie Jackson, Recorder

Library 100-1030
Monthly Financial Detail Report
SEPTEMBER 2025

Printed: 10/7/2025
 Period 03
 Fiscal Year 2025

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1030	300101	Beginning Balance	\$ (5,870.41)	\$ (5,870.41)	\$ -	\$ (5,870.41)	100.00%	Beginning Balance - Unaudited
100	1030	304480	Gifts/Donations	\$ 110,000.00	\$ 110,000.00	\$ -	\$ 110,000.00	100.00%	
100	1030	304481	Grants	\$ 14,000.00	\$ -	\$ -	\$ -	0.00%	
			REVENUE	\$ 118,129.59	\$ 104,129.59	\$ -	\$ 104,129.59	88.15%	
100	1030	105101	City Manager	\$ 2,880.00	\$ 480.08	\$ 240.03	\$ 720.11	25.00%	
100	1030	105110	Water/Lead	\$ 1,051.00	\$ 135.79	\$ 4.22	\$ 140.01	13.32%	
100	1030	105111	Wastewater/Lead	\$ 523.00	\$ 25.38	\$ 25.76	\$ 51.14	9.78%	
100	1030	105114	Utility Worker 2	\$ 320.00	\$ 12.51	\$ 9.75	\$ 22.26	6.96%	
100	1030	105116	Librarian Part Time	\$ 21,396.00	\$ 2,832.88	\$ 1,497.88	\$ 4,330.76	20.24%	
100	1030	105118	Succession Planning w/License	\$ -	\$ 35.29	\$ -	\$ 35.29	0.00%	
100	1030	105119	Code Enforcer/PW	\$ 1,159.00	\$ 12.08	\$ 139.47	\$ 151.55	13.08%	
100	1030	105121	Utility Field Foreman	\$ 353.00	\$ 13.84	\$ 10.43	\$ 24.27	6.88%	
100	1030	105122	Utility Worker 1	\$ 1,200.00	\$ -	\$ 103.85	\$ 103.85	8.65%	
100	1030	105130	Children's Librarian Part Time	\$ 6,000.00	\$ -	\$ -	\$ -	0.00%	
100	1030	105140	Fringe Benefits	\$ 3,715.00	\$ 259.62	\$ 148.22	\$ 407.84	10.98%	
100	1030	105141	Insurance Benefits	\$ -	\$ 127.60	\$ 141.96	\$ 269.56	0.00%	
100	1030	105142	Regular PERS System	\$ 6,354.00	\$ 737.78	\$ 502.44	\$ 1,240.22	19.52%	
			PERSONNEL	\$ 44,951.00	\$ 4,672.85	\$ 2,824.01	\$ 7,496.86	16.68%	
100	1030	205222	Insurance	\$ 4,397.00	\$ 4,771.24	\$ 150.00	\$ 4,921.24	111.92%	Annual Property/Liability Renewal FY26
100	1030	205240	Office Materials & Supplies	\$ 5,000.00	\$ 75.73	\$ 328.72	\$ 404.45	8.09%	
100	1030	205251	Telephones/Cell Phones/DSL	\$ 2,500.00	\$ 206.33	\$ 102.96	\$ 309.29	12.37%	
100	1030	205252	Utilities	\$ 1,500.00	\$ 115.90	\$ 45.49	\$ 161.39	10.76%	
100	1030	205260	Contract/Professional Services	\$ 748.20	\$ -	\$ -	\$ -	0.00%	
100	1030	205282	Software	\$ 5,000.00	\$ -	\$ -	\$ -	0.00%	
100	1030	205330	Building and Land Maintenance	\$ 526.89	\$ -	\$ -	\$ -	0.00%	
100	1030	205335	Custodial Support/Supplies	\$ 5,000.00	\$ 60.00	\$ 30.00	\$ 90.00	1.80%	
100	1030	205340	Operating Materials & Supplies	\$ 5,000.00	\$ 171.41	\$ -	\$ 171.41	3.43%	
100	1030	205345	Books and Periodicals/Programs	\$ 10,500.00	\$ 1,700.59	\$ 100.44	\$ 1,801.03	17.15%	
100	1030	205474	Moving	\$ 150.00	\$ -	\$ -	\$ -	0.00%	
100	1030	205490	Material and Services	\$ 2,000.00	\$ -	\$ -	\$ -	0.00%	
100	1030	208000	Operating Contingency	\$ 10,000.00	\$ -	\$ -	\$ -	0.00%	
			MATERIALS AND SERVICES	\$ 52,322.09	\$ 7,101.20	\$ 757.61	\$ 7,858.81	15.02%	
			EXPENSE	\$ 97,273.09	\$ 11,774.05	\$ 3,581.62	\$ 15,355.67	15.79%	
			Revenue Total	\$ 118,129.59	\$ 104,129.59	\$ -	\$ 104,129.59	88.15%	
			Expense Total	\$ 97,273.09	\$ 11,774.05	\$ 3,581.62	\$ 15,355.67	15.79%	
			NET GAIN/(LOSS)	\$ 20,856.50	\$ 92,355.54	\$ (3,581.62)	\$ 88,773.92	425.64%	

Library Reserve 150-1030
Monthly Financial Detail Report
SEPTEMBER 2025

Printed: 10/7/2025
 Period: 03
 Fiscal Year: 2025

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
150	1030	300101	Beginning Balance	\$ 325,874.39	\$ 325,874.39	\$ -	\$ 325,874.39	100.00%	Beginning Balance -Unaudited
150	1030	300105	Beginning Balance-Hall Bequest	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 150,000.00	100.00%	Beginning Balance -Unaudited
150	1030	304480	Gifts/Donations	\$ 340,000.00	\$ 340,000.00	\$ -	\$ 340,000.00	100.00%	
150	1030	314861	Transfer in General Fund	\$ 200,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	25.00%	
			REVENUE	\$ 1,015,874.39	\$ 815,874.39	\$ 50,000.00	\$ 865,874.39	85.23%	
150	1030	105110	Water Lead	\$ 2,628.00	\$ -	\$ 404.30	\$ 404.30	15.38%	
150	1030	105140	Fringe Benefits	\$ 280.00	\$ -	\$ 28.98	\$ 28.98	10.35%	
150	1030	105141	Insurance Benefits	\$ 526.00	\$ -	\$ 88.17	\$ 88.17	16.76%	
150	1030	105142	Regular PERS System	\$ 579.00	\$ -	\$ 123.59	\$ 123.59	21.35%	
			PERSONNEL	\$ 4,013.00	\$ -	\$ 645.04	\$ 645.04	16.07%	
150	1030	407942	Capital Outlay - Buildings	\$ 1,005,000.00	\$ 473,938.92	\$ 1,402.25	\$ 475,341.17	47.30%	Sep- Caroline Bauman \$837.50, MD Architech + Design \$564.75
			CAPITAL OUTLAY	\$ 1,005,000.00	\$ 473,938.92	\$ 1,402.25	\$ 475,341.17	47.30%	
			EXPENSE	\$ 1,009,013.00	\$ 473,938.92	\$ 2,047.29	\$ 475,986.21	47.17%	
			Revenue Total	\$ 1,015,874.39	\$ 815,874.39	\$ 50,000.00	\$ 865,874.39	85.23%	
			Expense Total	\$ 1,009,013.00	\$ 473,938.92	\$ 2,047.29	\$ 475,986.21	47.17%	
			NET GAIN/(LOSS)	\$ 6,861.39	\$ 341,935.47	\$ 47,952.71	\$ 389,888.18	5682.35%	

From: noreply@civicplus.com
To: [City Hall](#); [Kimmie Jackson](#)
Subject: Online Form Submission #350 for City of Yachats Volunteer Agreement
Date: Tuesday, July 29, 2025 1:14:40 PM

City of Yachats Volunteer Agreement

City of Yachats
501 Highway 101 N

PO Box 345

Yachats, OR 97498

Phone: 541-547-3565

Fax: 541-547-3063

Thank you for your interest in volunteering for City of Yachats. We look forward to partnerships with volunteers to enable us to effectively serve the citizens of our community. In order to ensure the safety of our volunteers and protect the interests of City of Yachats, we require potential volunteers to complete this questionnaire form and participate in a background check. Thank you for volunteering.

First Name	Marilyn
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Last Name	McKinnon
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Address	██████████
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City	Yachats
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State	Oregon
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Zip Code	97498
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Daytime Phone	██████████
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Evening Phone	<i>Field not completed.</i>
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Email	██████████
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(Section Break)

Volunteer Activity

Please describe the type of volunteer work	Library Commission Member
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you are interested in performing or activity/event you wish to volunteer for.

Please list the date(s) or range of dates for which you would like to volunteer

Any Time

Statement of Interest or Related Experience for Commissions & Committees

Has been a library volunteer for the past just short of two years.

Upload document, if needed

Field not completed.

(Section Break)

References

*Please list two references that are **not related to you** and that have knowledge of your relevant experience for the type of volunteer activity you are interested in.*

Reference 1

First Name

Traci

Last Name

Altson

Address

Field not completed.

City

Field not completed.

State

Field not completed.

Zip Code

Field not completed.

Phone Number

Field not completed.

Relationship

colleague

Years Known

2

Reference 2

First Name

Annie

Last Name

Pusey

Address

Field not completed.

City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip Code	<i>Field not completed.</i>
Phone Number	<i>Field not completed.</i>
Relationship	friend
Years Known	2.5

Emergency Information

Name and contact information for the person(s) to reach in the event of an emergency.

Name	Rick McKinnon
Phone Number	801-673-3600
Relationship	husband
Name	<i>Field not completed.</i>
Phone Number	<i>Field not completed.</i>
Relationship	<i>Field not completed.</i>

I understand and agree to the following:

- I will keep all issues pertaining to city business confidential
- I may be subject to background and motor vehicle record checks.
- I will adhere by Oregon Occupational Safety and Health Division (OR-OSHA) safety standards and training I am provided.
- I have read and understand the Volunteer Policy.

I hereby certify that the facts set forth in this volunteer registration are true to the best of my knowledge. I agree that if the information given in my registration, resume, or any other materials, or during any interview, is found to be false in any way, it shall be considered sufficient cause for denial of volunteer status.

I understand that City of Yachats is not obligated to appoint me to a volunteer position and that nothing contained in the volunteer registration form is intended to create a contract between City of Yachats and me. In addition to the above items, I agree to comply with the policies, rules, regulations, and procedures of City of Yachats, which I understand may change at any time and I understand that my volunteer status can be terminated with or without cause or notice, at any time, at the option of either me or City of Yachats.

Signature Marilyn McKinnon

Date 7/29/2025

Required for all Minors: Parent or Guardian's Authorization for Medical Care & Consent to Agreement

I PARENT/GUARDIAN as parent or legal guardian, hereby grant permission for MINOR to do volunteer work for City of Yachats. In the event of an emergency, accident, or illness, I authorize City of Yachats and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature in the following hereby represents that I have read, understand, and to this agreement.

Parent/Guardian *Field not completed.*

Minor *Field not completed.*

Signature *Field not completed.*

Date *Field not completed.*

Version 2022-10-01

Email not displaying correctly? [View it in your browser.](#)

Notes from Reports to be presented at the Library Commission Meeting on October 23, 2025

Regarding the Library Expansion

- Discussion about the logistics of the move back into the building, including contact and arrangements with Angel Job Corps
- Discussion about the specific sizes and types of bookcases
- Discussion about the Grand Opening Celebration: Who will be in charge? Who will coordinate activities? Who will compile the list of invitees?

Regarding the future of the Library Commission

- Discussion about the makeup and size of the commission replacement
- Discussion about what the entity will be designated, i. e. most likely a committee and it can't be a Board of Directors
- Discussion about its relationship to the Library Friends and the Friends' preferences
- Discussion about when to put full attention on this issue, i. e. probably after the move into the new building.

Regarding the report from the Library Administrator

- Traci will have those notes.

Two emails from Library Friends Board President, Sue May

On Monday, the FoYL made the following board changes. We are going back to a 3 person board for the time being. The officers are: Sue May, President, Maggie Marshall, Treasurer, and Nancy Lamvick, Secretary.

>

> We have paused our book donations for the immediate future while we determine what we can or cannot handle going forward.

>

> We continue to accept monetary donations and will continue to support library projects you choose to bring to us for funding.

This last month, we earned around \$2,000 at our Labor Day book sale, we received an unsolicited check for \$2,000 from Trust Management, just because we are a good cause, and today we sold a donated book on ebay for \$1,950.00!

We will have new plans in the upcoming year on how we are going to handle further book donations and sales. We will continue to do all we can to raise funds for the library.

10/20/2025

LIBRARY

Budget

Spending

Preconstruction and Construction	880000	727682.92
Interior Finishing	100000	
Interior Wall Felt	25000	
TOTAL LIBRARY BEFORE CAPITALIZED LABOR	1,005,000.00	727,682.92