

1. Agenda

Documents:

[LC_AGENDA_02-17-16.PDF](#)

2. 02-17-2016 Supporting Documents

Documents:

[ARCHITECT REPORT - 2 17 2016 \(PDF\).PDF](#)

[FINANCIAL REPORT - 2 17 2016 \(PDF\).PDF](#)

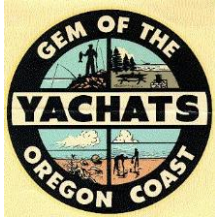
[FINANCIAL REPORT 2 - 2 17 2016 \(PDF\).PDF](#)

[LIBRARY FINANCIAL REPORT - 2 17 2016 \(PDF\).PDF](#)

[LIBRARY MINUTES - 2 17 2016 \(PDF\).PDF](#)

[VOLUNTEER APPLICATION - JOHN MOORE - 2 17 2016 \(PDF\).PDF](#)

[VOLUNTEER APPLICATION - TERRI HOMER - 2 17 2016 \(PDF\).PDF](#)



CITY OF YACHATS
LIBRARY COMMISSION
Civic Meeting Room, Yachats Commons
February 17, 2016 10:00 a.m.

Agenda

- I Minutes – October 6, 2016
- II. Reports
 - A. Financial Report
 - B. Volunteer Librarians
 - C. Friends of Yachats Library
- III. Business
 - A. Interview candidates for Library Commission
 - B. Election of Chair and Vice Chair
 - C. Building Committee Report
 - D. Continued Discussion: Paid Library Manager
 - E. Discussion Strategic Plan
 - F. New member work session
 - G. Architect proposal
 - H. Potential beneficiary funds
 - I. Budget
- IV. Other Business
 - A. From the Library Commission
 - B. From the Floor

This meeting is open to the public and all interested citizens are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be given to the City Office one-week prior to the meeting. Minutes of all public meetings are available for review in the City Office. The facility is handicapped accessible; those needing assistance please contact the City Recorder at 547-3565, or Oregon Relay 1-800-735-2900 (T.D.D.) two days in advance. The City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Next Meeting: April 5, 2016



Posted: February 12, 2016 – Linda Wangsness - Deputy City Recorder

December 28 2015

City of Yachats Public Library Commission Members:

David Dunsdon david.dunsdon@gmail.com

Marion Godfrey marion.godfrey@gmail.com

I have been pleased to had opportunity to meet and tour The Library with both of you.

Some critical issues were mentioned. The library users were not only local citizens but also occasional outside visitors and seasonal tourists. The children space is limited and maybe spatial expansion would be desirable.

Public Libraries often undertake an Assessment Process in order to learn about the needs of users (and non-users) and to evaluate how well they support these needs in order to improve library facilities, services and resources and also to illustrate it's value to the community it serves. Based on it, strategic goals and directions could be identified and established.

If Yachats Public Library decides to initiate the Assessment Process, it's participants would be existing volunteer staff, commission members and other interested community members.

A R C H I T E C T ' S P R O P O S A L

A I am offering my professional architectural services as part of the Assessment Process which would prepare Analysis of the Library Facility's Existing Conditions consisting of :

1. Observation of the state of the Existing Building's Exteriors
2. Analysis of the Building's Interior spatial organization and it's services
3. Compliance with the ADA requirements and life safety issues.
4. Proposing Improvements to items #1,2,3, if found to be necessary and providing rough construction cost estimates for them.

The work outlined above to be documented with architectural drawings. Format 11"x17"

Architect's Reimbursement for services provided shall be the fixed amount of: \$ 910.00

(sliding scale - \$65 x 14 hours)

Retainer of \$455.00 due at the acceptance of this Proposal. The remaining balance to be due at time the phase A is completed.

B After the Assessment Process is completed and if one of the goals is expansion of the Library's Children Wing I am offering my professional architectural design services to prepare Conceptual - Schematic Design and submit it's Rough Construction Cost Estimate consisting of following drawings:

Site Plan, Floor Plan, Typical Section, Roof Plan, Exterior Elevation, Format 11"x17"

Architect's Reimbursement for services provided shall be the fixed amount of: \$ 780 (sliding scale - \$65 x 12 hours)

Retainer of \$ 455.00 due at the acceptance of this Proposal. The remaining balance to be due at time the phase B is completed.

I would like to close by expressing my admiration and respect for the Library's volunteer staff dedicated to providing effective, sustainable services for their community at large.

Sincerely,
Milica Dedijer, Architect

CITY OF YACHATS

Statement of Revenue and Expenditures

Revised Budget
For LIBRARY (22)
For the Fiscal Period 2016-7 Ending January 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
Revenues Revenues					
22-00-4095 Cash Carry Forward	\$ 0.00	\$ 0.00	\$ 2,100.00	\$ 1,605.34	23.56%
Total Revenues Revenues	0.00	0.00	2,100.00	1,605.34	23.56%
Other Local Sources Revenues					
22-00-4480 Gifts and Donations	0.00	70.50	1,800.00	1,004.50	44.19%
22-00-4490 Other Local Sources	0.00	0.00	0.00	0.00	0.00%
Total Other Local Sources Revenues	0.00	70.50	1,800.00	1,004.50	44.19%
State Government Revenues					
22-00-4690 Other State Sources	0.00	0.00	1,000.00	1,000.00	0.00%
Total State Government Revenues	0.00	0.00	1,000.00	1,000.00	0.00%
Operating Interfund Transfers Revenues					
22-00-4861 OP Transfer from General Fund	0.00	0.00	16,922.00	16,922.00	0.00%
22-00-4866 OP Transfer from Visitor Amenities	0.00	0.00	2,986.00	2,986.00	0.00%
Total Operating Interfund Transfers Revenues	0.00	0.00	19,908.00	19,908.00	0.00%
Total Revenues	0.00	70.50	24,808.00	23,517.84	5.20%
Total LIBRARY Revenues	\$ 0.00	\$ 70.50	\$ 24,808.00	\$ 23,517.84	5.20%

Expenditures**Expenditures****Personnel Services Expenditures**

22-01-5140 Personnel Allocation	\$ 0.00	\$ 0.00	\$ 250.00	\$ 0.00	100.00%
Total Personnel Services Expenditures	0.00	0.00	250.00	0.00	100.00%

Materials & Services Expenditures

22-01-5222 Insurance	0.00	0.00	740.00	687.44	7.10%
22-01-5251 Office Phone, Cell or DSL	0.00	119.01	1,400.00	817.15	41.63%
22-01-5252 Office Utilities	0.00	226.60	1,400.00	803.02	42.64%
22-01-5330 Maintenance-Building or Land	0.00	38.00	2,600.00	1,441.99	44.54%
22-01-5340 Operating Materials & Supplies	0.00	0.00	1,400.00	533.78	61.87%
22-01-5470 Equipment Repair & Maintenance	0.00	400.00	2,400.00	2,126.70	11.39%
22-01-5490 Other Materials & Services	0.00	0.00	0.00	0.00	0.00%
Total Materials & Services Expenditures	0.00	783.61	9,940.00	6,410.08	35.51%

Operating Interfund Transfers Expenditures

22-01-7126 OP Transfer to Reserve Fund	0.00	0.00	3,469.00	3,469.00	0.00%
Total Operating Interfund Transfers Expenditures	0.00	0.00	3,469.00	3,469.00	0.00%

Capital Outlay Expenditures

22-01-7202 Books	0.00	370.68	7,000.00	4,390.28	37.28%
22-01-7203 Periodicals	0.00	0.00	600.00	450.45	24.93%

CITY OF YACHATS
Statement of Revenue and Expenditures

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22-01-7208 Software	0.00	0.00	300.00	0.00	100.00%
22-01-7212 Office Equipment & Furnishings	0.00	0.00	500.00	0.00	100.00%
Total Capital Outlay Expenditures	0.00	370.68	11,150.00	5,333.39	52.17%
Unallocated Expenditures					
22-01-8100 Unallocated Ending Fund Balance	0.00	0.00	0.00	0.00	0.00%
Total Unallocated Expenditures	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	0.00	1,154.29	24,809.00	15,212.47	38.68%
Total LIBRARY Expenditures	\$ 0.00	\$ 1,154.29	\$ 24,809.00	\$ 15,212.47	38.68%
LIBRARY Excess of Revenues Over Expenditures	\$ 0.00	\$ (1,083.79)	\$ (1.00)	\$ 8,305.37	830637.00%

CITY OF YACHATS

Statement of Revenue and Expenditures

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CITY OF YACHATS
Statement of Revenue and Expenditures
Revised Budget

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Total Excess of Revenues Over Expenditures	\$	0.00	\$	(1,083.79)	\$	(1.00)	\$	8,305.37		830637.00%

CITY OF YACHATS
Library Commission

February 17, 2016

Interim Dunsdon called the rescheduled quarterly meeting of the Library Commission to order at 10:00 a.m. in the Civic Meeting Room of the Yachats Commons. Members present: David Dunsdon, Marion Godfrey and Nikki Carlson. Audience - 3.

I. Minutes – October 6, 2015 and July 21, 2015

Motion to adopt the Minutes of the July 21, 2015 and October 6, 2015 Meeting, Aye - 3, No - 0.

II. Reports

A. Financial Report – Attached in writing.

B. Volunteer Librarians – None.

C. Friends of Yachats Library – None.

III. Business

A. Interview candidates for Library Commission-

W. John Moore and Terri Homer were interviewed by the Commission. Moore has also applied to the Parks and Commons Commission and will decide after the Parks and Commons meeting tomorrow which commission he would prefer. The Commission agreed to recommend that Moore and Homer be appointed to serve on the Commission.

Motion to refer to City Council at the work session – Aye - 3, No – 0.

B. Election of Chair and Vice Chair

Dunsdon said that he would be willing to continue serving. Godfrey motioned to have Dunsdon serve as Chair - Aye-3, No-0. Dunsdon recommended postponing electing a vice chair until after the new members are appointed.

C. Building Committee Report

Godfrey submitted a report from a local Architect. See attached. Proposal to be discussed at the next library work session. Dunsdon reported he will be having a budget meeting with Janet Hickam on March 8th. They will be discussing the repair and or replacement of the west wall of the library. Discussion ensued regarding the condition of the Library building.

D. Continued Discussion: Paid Manager

Item is tabled until the next work session.

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Tabled until next work session.

F. New Member Work Session

To be scheduled after the City Council Work Session on March 7, 2016.

G. Architect proposal

Proposal accepted by the commission.

H. Potential Beneficiary Funds

On advice of the City Council the Commission will wait until after the funds are received to have any further discussion.

I. Budget

Dunsdon will be meeting on March 8, 2016 with Janet Hickam and Janet Radcliff to put together a budget for the Commission to review.

IV. Other Business

A. From the Library Commission – Discussion ensued regarding the meeting schedule for the next year. The commission will make a decision at the next work session.

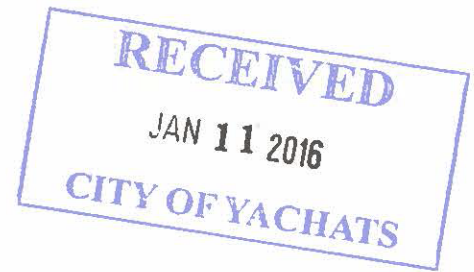
B. From the Floor – Homer requested clarification about accepting the proposal of a document.

There being no further business before the Library Commission, the meeting was adjourned at 10:52 a.m.

Attest:

David Dunsdon, Chair

Linda Wangsness, Deputy City Recorder



COMMUNITY SERVICE REGISTRATION

Date 1/11/16
Name W. John Moore
Home Address 514 Lemwood Lane
Mailing Address PO Box 595
Home Phone _____ Work Phone _____
Email address: _____

I am interested in volunteering my time and talents to the City of Yachats. I am most interested in serving in the following capacity:

- | | |
|--|--|
| ☐ Parks & Commons Commission | ☒ Library Commission |
| ☐ Public Works & Streets Commission | ☐ Planning Commission |
| ☒ Budget Committee | |
| ☐ Other Ad Hoc Committee: _____ | |

Please tell us about yourself:

How long have you lived in Yachats full-time: 6 months

Background: 20 yrs as a banker, 15 years mortgage broker;

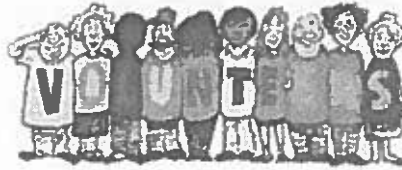
Retiree for 23 years; involved in many non-profits over the years

Skills: _____

Why you want to serve on a particular Commission or Committee: Involvement in the
community

As pertinent training opportunities occur, are you willing to attend recommended sessions? (Generally the City would cover the costs.) Yes ☒ No ☐

¹ Note: For Planning Commission you must have been a resident for six months. All applicants must live inside the city limits. (Exception: there may be one member on the Parks and Commons Commission and one member on the Library Commission that live in the greater Yachats area.)



COMMUNITY SERVICE REGISTRATION

Date 10/20/15

Name TERRI HOMER

Home Address 25 Koho Loop, Yachats

Mailing Address P.O. Box 596, Yachats

Home Phone _____

Email address: terri.homermd@gmail.com

I am interested in volunteering my time and talents to the City of Yachats. I am most interested in serving in the following capacity:

☐ Parks & Commons Commission

☒ Library Commission

☐ Public Works & Streets Commission

☐ Planning Commission

☐ Budget Committee

☐ Other Ad Hoc Committee: _____

Please tell us about yourself:

How long have you lived in Yachats full-time: 2 yrs 7 months

Background: Retired physician.

Skills: Library volunteer in Yachats for 2 yrs: 8-10 hrs/month

Why you want to serve on a particular Commission or Committee: David Dunsdon spoke with me about this commission. I have really enjoyed my time as a volunteer librarian!

As pertinent training opportunities occur, are you willing to attend recommended sessions? (Generally the City would cover the costs.) Yes ☒ No ☐

¹ Note: For Planning Commission you must have been a resident for six months. All applicants must live inside the city limits. (Exception: there may be one member on the Parks and Commons Commission and one member on the Library Commission that live in the greater Yachats area.)