



**City of Yachats
Library Commission Meeting
To Be Held Via Zoom & In Person
Thursday, April 16, 2026, 10:00 AM**

In Person Meeting Location:

Commons Building, Civic Meeting Room 1
441 N. Hwy 101, Yachats OR 97498

Join Zoom Meeting

<https://us02web.zoom.us/j/83990524948>

Meeting ID: 839 9052 4948

Agenda

Regular Session

- I. Meeting Called to Order** (reminder to silence phones)
- II. Announcements & Correspondence**
 - a. Recognition of David Rivinus as winner of the Oregon Librarian's Association as Library Supporter of the Year
- III. Public Comment** (no more than 5 minutes each)
- IV. Reports** (an opportunity for Commissioner questions and comments)
 - a. Budget Report
 - b. From the Library Administrator
 - c. From Friends of Yachats Library
- V. New Business**
 - a. Lincoln County Library District partner membership

- b. Other New Business

VI. Ongoing Business

- a. Status of evolving the Commission to a Workgroup
- b. Other ongoing business

VII. Other Business

- a. From Commission
- b. From Staff

VIII. Adjourn

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, the City of Yachats will make a good-faith effort to provide accommodations for any person who requests 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 April 9, 2026 By: Kimmie Jackson, Recorder

Library 100-1030

Monthly Financial Detail Report

MARCH 2026

Printed: 4/6/2026
 Period 09
 Fiscal Year 2026

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	\$ 4,000.00	\$ -	\$ 4,000.00	28.57%	
			REVENUE	\$ 118,129.59	\$ 108,129.59	\$ -	\$ 108,129.59	91.53%	
100	1030	105101	City Manager	\$ 2,880.00	\$ 1,963.52	\$ 254.46	\$ 2,217.98	77.01%	
100	1030	105110	Water Lead	\$ 1,051.00	\$ 417.11	\$ 3.20	\$ 420.31	39.99%	
100	1030	105111	Wastewater Lead	\$ 523.00	\$ 145.42	\$ 17.80	\$ 163.22	31.21%	
100	1030	105114	Utility Worker 2	\$ 320.00	\$ 167.70	\$ 35.80	\$ 203.50	63.59%	
100	1030	105116	Librarian Part Time	\$ 21,396.00	\$ 13,576.49	\$ 2,184.28	\$ 15,760.77	73.66%	
100	1030	105118	Succession Planning w/License	\$ -	\$ 88.75	\$ 106.93	\$ 195.68	0.00%	
100	1030	105119	Code Enforcer/PW	\$ 1,159.00	\$ 461.04	\$ 66.61	\$ 527.65	45.53%	
100	1030	105121	Utility Field Foreman	\$ 353.00	\$ 271.47	\$ 40.78	\$ 312.25	88.46%	
100	1030	105122	Utility Worker 1	\$ 1,200.00	\$ 272.55	\$ 23.08	\$ 295.63	24.64%	
100	1030	105130	Children's Librarian Part Time	\$ 6,000.00	\$ -	\$ 170.00	\$ 170.00	2.83%	
100	1030	105140	Fringe Benefits	\$ 3,715.00	\$ 1,268.13	\$ 212.76	\$ 1,480.89	39.86%	
100	1030	105141	Insurance Benefits	\$ -	\$ 880.72	\$ 127.73	\$ 1,008.45	0.00%	
100	1030	105142	Regular PERS System	\$ 6,354.00	\$ 3,924.01	\$ 602.76	\$ 4,526.77	71.24%	
			PERSONNEL	\$ 44,951.00	\$ 23,436.91	\$ 3,846.19	\$ 27,283.10	60.70%	
100	1030	205222	Insurance	\$ 4,397.00	\$ 4,921.24	\$ -	\$ 4,921.24	111.92%	Annual Property/Liability Renewal FY26
100	1030	205240	Office Materials & Supplies	\$ 5,000.00	\$ 953.57	\$ 403.34	\$ 1,356.91	27.14%	
100	1030	205241	Computer Equipment and Maint.	\$ -	\$ 158.00	\$ -	\$ 158.00	0.00%	
100	1030	205251	Telephones/Cell Phones/DSL	\$ 2,500.00	\$ 1,193.03	\$ 203.44	\$ 1,396.47	55.86%	
100	1030	205252	Utilities	\$ 1,500.00	\$ 653.81	\$ 140.15	\$ 793.96	52.93%	
100	1030	205260	Contract/Professional Services	\$ 748.20	\$ 223.48	\$ 232.77	\$ 456.25	60.98%	MAR - Ace Alarms \$150, Subway \$82.77
100	1030	205282	Software	\$ 5,000.00	\$ 729.95	\$ -	\$ 729.95	14.60%	
100	1030	205330	Building and Land Maintenance	\$ 526.89	\$ 1,028.68	\$ -	\$ 1,028.68	195.24%	
100	1030	205335	Custodial Support/Supplies	\$ 5,000.00	\$ 915.62	\$ 378.29	\$ 1,293.91	25.88%	
100	1030	205340	Operating Materials & Supplies	\$ 5,000.00	\$ 171.41	\$ 343.38	\$ 514.79	10.30%	
100	1030	205345	Books and Periodicals/Programs	\$ 10,500.00	\$ 4,691.25	\$ 17.82	\$ 4,709.07	44.85%	

CITY OF YACHTS

FINANCIAL REPORT

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1030	205474	Mowing	\$ 150.00	\$ -	\$ -	\$ -	0.00%	
100	1030	205490	Material and Services	\$ 2,000.00	\$ -	\$ 750.00	\$ 750.00	37.50%	
100	1030	208000	Operating Contingency	\$ 10,000.00	\$ -	\$ -	\$ -	0.00%	
			MATERIALS AND SERVICES	\$ 52,322.09	\$ 15,640.04	\$ 2,469.19	\$ 18,109.23	34.61%	
			EXPENSE	\$ 97,273.09	\$ 39,076.95	\$ 6,315.38	\$ 45,392.33	46.66%	
			Revenue Total	\$ 118,129.59	\$ 108,129.59	\$ -	\$ 108,129.59	91.53%	
			Expense Total	\$ 97,273.09	\$ 39,076.95	\$ 6,315.38	\$ 45,392.33	46.66%	
			NET GAIN/(LOSS)	\$ 20,856.50	\$ 69,052.64	\$ (6,315.38)	\$ 62,737.26	300.80%	

Library Reserve 150-1030
Monthly Financial Detail Report
MARCH 2026

Printed: 4/6/2026
 Period 09
 Fiscal Year 2026

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 Request	\$ 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%	Beginning Balance - Unaudited
150	1030	314861	Transfer in General Fund	\$ 200,000.00	\$ 100,000.00	\$ 50,000.00	\$ 150,000.00	75.00%	
			REVENUE	\$ 1,015,874.39	\$ 915,874.39	\$ 50,000.00	\$ 965,874.39	95.08%	
150	1030	105110	Water Lead	\$ 2,628.00	\$ 960.22	\$ -	\$ 960.22	36.54%	
150	1030	105111	Wastewater Lead	\$ -	\$ 100.52	\$ -	\$ 100.52	0.00%	
150	1030	105114	Utility Worker 2	\$ -	\$ 61.45	\$ -	\$ 61.45	0.00%	
150	1030	105119	Code Enforcer/PW	\$ -	\$ 27.85	\$ -	\$ 27.85	0.00%	
150	1030	105121	Utility Field Foreman	\$ -	\$ 220.58	\$ -	\$ 220.58	0.00%	
150	1030	105122	Utility Worker 1	\$ -	\$ 207.69	\$ -	\$ 207.69	0.00%	
150	1030	105140	Fringe Benefits	\$ 280.00	\$ 113.03	\$ -	\$ 113.03	40.37%	
150	1030	105141	Insurance Benefits	\$ 526.00	\$ 378.42	\$ -	\$ 378.42	71.94%	
150	1030	105142	Regular PERS System	\$ 579.00	\$ 430.25	\$ -	\$ 430.25	74.31%	
			PERSONNEL	\$ 4,013.00	\$ 2,500.01	\$ -	\$ 2,500.01	62.30%	
150	1030	217126	Capital Outlay - Buildings	\$ 1,005,000.00	\$ 946,739.03	\$ 59,634.42	\$ 1,006,373.45	100.14%	MAR - Caroline Bauman \$718.75, Towne Pump \$25.02, U-Haul \$102.40, Technical Furniture Systems \$58,788.25
150	1030	407942	CAPITAL OUTLAY	\$ 1,005,000.00	\$ 946,739.03	\$ 59,634.42	\$ 1,006,373.45	100.14%	
			EXPENSE	\$ 1,009,013.00	\$ 949,239.04	\$ 59,634.42	\$ 1,008,873.46	99.99%	
			Revenue Total	\$ 1,015,874.39	\$ 915,874.39	\$ 50,000.00	\$ 965,874.39	95.08%	
			Expense Total	\$ 1,009,013.00	\$ 949,239.04	\$ 59,634.42	\$ 1,008,873.46	99.99%	
			NET GAIN/(LOSS)	\$ 6,861.39	\$ (33,364.65)	\$ (9,634.42)	\$ (42,999.07)	-62.68%	

From: Traci Altson library@yachatsmail.org
Subject: Fw: projected LCLD annual allocation for Yachats
Date: Mar 21, 2026 at 11:25:24 AM
To: Bobbi Price citymanager@yachatsmail.org, Street Schellhase
street.schellhase@gmail.com, Sue mayspakes@gmail.com
Cc: Traci Altson library@yachatsmail.org

Here is some information that Bryan said I could share. I think his email and attachment answer a number of questions you may have prior to the meeting. And Bryan said he could bring a sample contract.

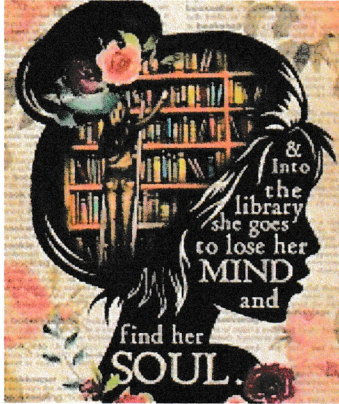
The way I read things, in a nutshell, is that we would plan to join the district 7/1/27 but since that is midway through their biennium, instead of the normal yearly payout to Yachats (which he is currently ballparking at \$54k+) they would pick up the cost of migration, the ILS and Overdrive (assuming the board approves) and then in subsequent years out of the payout we would pay \$5-\$7k for the ILS plus our share of Overdrive (I believe he initially told me \$1500 but this is a number we should verify). Clearly, financially, we come out ahead.

Sue made a good point when we spoke; their budget is based on two bonds, one of which (.09 per thousand) comes up for voting every 3 years. So, there's no guarantee of that portion of their income. I believe historically (and Bryan can verify) this bond passes easily.

LCLD will require us to adhere to Oregon Library Standards (I have brought us into compliance in the last 3 years) as well as sharing our yearly report to the state. And we will have a lot of work to do with their IT to ensure that Concept III data will successfully migrate. A decision now (or soon) gives us time to work on our data integrity if it calls for that (I would assume KOHA does not store data exactly the way Concept III does). Because we are currently in the process of cataloguing our entire 13k+ collection records it would be good to know asap if this work should either stop or shift.

Traci

Traci Altson
Yachats Public Library Administrator
PO Box 817
Yachats, Or 97498
541-547-3741



From: Bryan Miyagishima <bryan.miyagishima@lincolncolibrarydist.org>
Sent: Tuesday, February 10, 2026 4:59 PM
To: Traci Altson <library@YachatsMail.org>; pcmpho@gmail.com <pcmpho@gmail.com>
Subject: projected LCLD annual allocation for Yachats

Hi Traci,

I've put together some figures for you and your city manager to look at - basically, plugging in some population numbers into our existing allocation formula for our other city partners to come up with this figure.

Since we are in the first year of our biennial budget and have made commitments to our existing partners, our board would have to amend its existing budget and make decisions about pulling from reserves to add Yachats as a partner this biennium. It would be very realistic, however, to have the city join as a partner in 2027-28 and the District begin providing annual payments starting that fiscal year.

In the meantime, I've made some inquiries to our ILS vendor about the costs of migrating your library records to our database and adding a new library. The good news is that the costs are fairly minimal and I believe (I would need the consent of the board) that the District could assume the costs of the

migration, the annual ILS subscription costs (this is a chargeback to our existing partners), and the costs of Overdrive membership (we would add you to our existing network) in lieu of our regular allocation to the city for the remainder of the current biennium. Once payments to the city began in subsequent years, the District would charge the city for its share of ILS and electronic resource costs. I'd be happy to provide some information about what those might look like, but \$5,000 - \$7,000 would be a very safe estimate for the city's share of these costs.

If this is of interest, I'm happy to come visit to provide some more exact figures and to work on a timeline for migration. I get the impression that importing your library records and patron information could be fairly quick, but importing your transaction records might take some time; I would have to have my staff, Christopher Davis, work with you on this to extract records from your current ILS and to resolve data conflicts.

Hope that you find this information helpful. Please let me know how you would like to proceed moving forward.

B

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Bryan Miyagishima (he/him), Director
Lincoln County Library District
Newport, Oregon

Lincoln County Library District (LCLD) Fast Facts

- **Geography:** The district is comprised of all unincorporated areas of Lincoln County, as well as the incorporated areas of Siletz and Waldport.
- **Population served:** 25,489 (from State Library of Oregon statistical data)
- **Funding:** LCLD has a permanent tax rate of .25 per \$1,000.00 plus an additional taxed rate of .09 per \$1,000.00 approved every 5 years. The district received \$ 1,522,831.33 in taxpayer funding in the 24/25 fiscal year.
- **Mission:** The Lincoln County Library District works with existing Lincoln County libraries to provide library services to ALL Lincoln County residents.
- **Benefits for partner libraries:** As compensation for these services, LCLD provides in return:
 - Courier services throughout the county to ensure sharing of materials from cooperating libraries
 - Payment for all OCLC services for county libraries (approximately \$60,000/yr)
 - Billing agency for consortial services, including: ILS, databases, and e-books, allowing smaller libraries to pay less, and
- **Direct compensation for partners:** Historically, LCLD has provided the majority of its compensation to partner libraries in the form of direct payments to municipalities. The District sets aside 70% of its expected tax revenues for these payments. In the 24/25 fiscal year, LCLD made the following payments to its partners: Waldport: \$309,324.99 / Lincoln City: \$250,924.99 / Newport: \$259,845.00 / Toledo: \$127,918.99.

* The City of Siletz entered into an agreement with LCLD for the District to maintain its library operations. Therefore, the District withholds Siletz's payment to help pay for these services. The formula used to derive these amounts adds up the zip code populations for these municipalities and surrounding areas, then subtracts the municipal population (because the cities tax themselves for library services). Calculations for the city of Waldport, however, retain the city's population because the city remains part of LCLD's taxing district.

If Yachats were a partner library, what it might expect to receive:

LCLD sets aside 5% of its projected revenue (\$1,570,000 FY 26) for equal "site-based shares". Using this formula, Yachats would derive \$13,083 as its "site-based" allocation. LCLD further sets aside approximately 30% of its revenue for per-capita based allocation. Applying the per-capita formula to Yachats, LCLD would first apportion the total 97498 zip code population of 2141 individuals, then subtract the city's population of 1006 to arrive at the figure of 1135 LCLD residents served or approximately 4.1% of LCLD residents. Therefore, Yachats would realize \$41,356 as its per-capita portion. Yachats' total amount, using the District formula, would be approximately \$54,439 per annum for the biennium.

Comprehensive list of services for Lincoln County Public Libraries

The Lincoln County Library District pays the entirety for the following services for its partner libraries:

- **Courier service for book delivery Monday-Friday**
 - Yachats Public might have M,W,F
 - Siletz and Toledo receive materials T-F as they are closed on Mondays
- **OCLC subscription for all Lincoln County Public Libraries**
 - OCLC once stood for the "Online Computer Library Center," now it just goes by OCLC. OCLC provides the service which allows all our libraries to create and share catalog records as well as order materials from other libraries around the world through interlibrary loan. The Library District pays about \$60,000 for OCLC subscription for Newport, Driftwood, Waldport, Toledo, and Siletz
- **Technical support for ILS and cataloging**
 - LCLD employs one staff who specializes in these areas. Christopher will either provide training over zoom or visit in person to provide training and support.

The Lincoln County Library District serves as fiscal agent for the following services:

web Based

- *→* Koha ILS and Aspen Discovery System: LCLD pays Bywater Library Services an annual maintenance fee for hosting the Koha ILS for Waldport, Toledo, Siletz, Oregon Coast CC, Tillamook Bay CC, and Clatsop CC libraries. The District does a chargeback to the cities and colleges for their share of the bill, based upon circulation and patron statistics.
- Library2go: LCLD pays for Overdrive for Siletz, Waldport, and Toledo. Community college libraries are not eligible to use Overdrive. Newport and Lincoln City pay for their own subscriptions.
- Proquest Ancestry databases - LCLD pays a single bill to Proquest and does a chargeback to individual public libraries.
- Costs for Toledo and Waldport for 2024-25 are included for your reference:

*we would be less
Same as OCLC
Overdrive*

Toledo Costs	
Koha ILS	\$5,638.33
Library2go	\$1,601.18
Databases	\$444.75
Waldport Costs	
Koha ILS	\$5,638.33
Library2go	1601.18
Databases	\$444.75

Annual payments to partnering cities

The Lincoln County Library District works with existing Lincoln County libraries to provide library services to ALL Lincoln County residents.

Historically, LCLD has provided the majority of its compensation to partner libraries in the form of direct payments to municipalities. The District sets aside 70% of its expected tax revenues for these payments. In the 24/25 fiscal year, LCLD made the following payments to its partners: Waldport: \$309,324.99 / Lincoln City: \$250,924.99 / Newport: \$259,845.00 / Toledo: \$127,918.99. The City of Siletz entered into an agreement with LCLD for the District to maintain its library operations. Therefore, the District withholds Siletz's payment to help pay for these services. The formula used to derive these amounts adds up the zip code populations for these municipalities and surrounding areas, then subtracts the municipal population (because the cities tax themselves for library services). Calculations for the city of Waldport, however, retain the city's population because the city remains part of LCLD's taxing district.

If Yachats were a partner library, what it might expect to receive:

LCLD allocates 70% of its projected revenues for compensation to city partners. 5% of this amount is set aside for equal "site-based shares". Using this formula, Yachats would derive \$13,083 as its "site-based" allocation. LCLD then uses a per-capita formula to determine shares of the remaining amount for partners. Applying this formula to Yachats, LCLD would first apportion the total 97498 zip code population of 2141 individuals, then subtract the city's population of 1006 to arrive at the figure of 1135 LCLD residents served or approximately 4.1% of LCLD residents. Therefore, Yachats would realize \$41,356 as its per-capita portion. Yachats' total amount, using the District formula, would be approximately \$54,439 per annum for the

biennium.

*This is just an estimate using some quick calculations. Final amounts are determined by our budget committee which will meet in Spring 2027.