1. Library Agenda

   Documents:

   2016-07-12 Library Agenda.pdf

2. Library Meeting Materials

   Documents:

   2016-06-30 Financial Report.pdf
   2016-07-06 Library Strategic Plan DRAFT.pdf

CITY OF YACHATS
LIBRARY COMMISSION
Civic Meeting Room, Yachats Commons
July 12, 2016 10:00 a.m.

I Minutes – April 5, 2016 and May 10, 2016

II. Reports

- A. Financial Report
- B. Volunteer Librarians
- C. Friends of Yachats Library

III. Business

- A. Budget/Finance Work Group Report
- B. Building/Interior Work Group Report
- C. Continued Discussion: Paid Library Manager
- D. Discussion: Strategic Plan

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: October 11, 2016

Posted: July 11, 2016, Nancy Batchelder, City Recorder

CITY OF YACHATS

Statement of Revenue and Expenditures

Revised Budget

For LIBRARY (22)

For the Fiscal Period 2016-12 Ending June 30, 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	305.00	1,800.00	1,700.00	5.56%
22-00-4490 Other Local Sources	0.00	0.00	0.00	0.00	0.00%
Total Other Local Sources Revenues	**0.00**	**305.00**	**1,800.00**	**1,700.00**	**5.56%**
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**	**305.00**	**24,808.00**	**24,213.34**	**2.40%**
Total LIBRARY Revenues	**$ 0.00**	**$ 305.00**	**$ 24,808.00**	**$ 24,213.34**	**2.40%**
Expenditures					
Expenditures					
Personnel Services Expenditures					
22-01-5140 Personnel Allocation	$ 0.00	$ 0.00	$ 250.00	$ 250.00	0.00%
Total Personnel Services Expenditures	**0.00**	**0.00**	**250.00**	**250.00**	**0.00%**
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	110.57	1,400.00	1,391.65	0.60%
22-01-5252 Office Utilities	0.00	89.77	1,400.00	1,517.82	(8.42%)
22-01-5330 Maintenance-Building or Land	0.00	285.00	2,600.00	2,519.49	3.10%
22-01-5340 Operating Materials & Supplies	0.00	212.77	1,400.00	1,188.37	15.12%
22-01-5470 Equipment Repair & Maintainence	0.00	150.00	2,400.00	2,876.70	(19.86%)
22-01-5490 Other Materials & Services	0.00	0.00	0.00	0.00	0.00%
Total Materials & Services Expenditures	**0.00**	**848.11**	**9,940.00**	**10,181.47**	**(2.43%)**
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	232.88	7,000.00	7,341.20	(4.87%)
22-01-7203 Periodicals	0.00	0.00	600.00	618.45	(3.08%)

Revised Budget

For LIBRARY (22)

For the Fiscal Period 2016-12 Ending June 30, 2016

Account Number		Current Budget		Current Actual		Annual Budget		YTD Actual	Remaining Budget %
22-01-7205 Children's Books/Reading Programs		0.00		11.99		2,750.00		2,095.39	23.80%
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**		**244.87**		**11,150.00**		**10,055.04**	**9.82%**
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**		**1,092.98**		**24,809.00**		**23,955.51**	**3.44%**
Total LIBRARY Expenditures	**$**	**0.00**	**$**	**1,092.98**	**$**	**24,809.00**	**$**	**23,955.51**	**3.44%**
LIBRARY Excess of Revenues Over Expenditures	**$**	**0.00**	**$**	**(787.98)**	**$**	**(1.00)**	**$**	**257.83**	**25883.00%**

CITY OF YACHATS

Statement of Revenue and Expenditures

Revised Budget

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Total Revenues	$ 0.00	$ 305.00	$ 24,808.00	$ 24,213.34	2.40%
Total Expenditures	$ 0.00	$ 1,092.98	$ 24,809.00	$ 23,955.51	3.44%
Total Excess of Revenues Over Expenditures	$ 0.00	$ (787.98)	$ (1.00)	$ 257.83	25883.00%

Yachats Public Library Strategic Plan 2017-2022

Goal 1: Continue to Develop and Maintain Electronic Presence Consistent with the Library's Mission and Needs

Objective 1: Offer access to e-books for checkout through tools such as Libraries2go.

Actions

a. Periodically survey active year-round patrons to determine interest
As the nature of the library patron population shifts and more interest is expressed this will be re-examined and if determined to be needed, actions to implement will be added in the future annual review of the strategic plan.

Objective 2: Keep current on electronic needs of the Library, patrons and visitors.

Actions

a. Although covered in objective 1 this objective is intended to ensure that someone or a committee of staff and volunteers are up to date on both the electronic needs of the library, patrons and visitors, but that they have some knowledge of the products available to meet those needs.

b. Investigate the possibility of and electronic reference section to replace hard copies of reference books.
c. Investigate the desirability of electronic magazine/newspaper subscriptions.

Goal 2: Stimulate Imagination: Reading, Viewing and Listening for Pleasure

Objective 1: Expand access to materials for library users

Actions

a. Investigate participation in New Chinook Library Network in order to share collections of multiple libraries (interlibrary loan programs?)
b. Ensure funds for purchase of New York Times best-selling books (fiction and non-fiction) for library.
c. Continue to purchase patron requested books

Objective 2: Reading Program for Children

Actions

a. Continue summer reading program
b. Continue preschool story time in collaboration with YYFAP, and preschool
c. In order to reduce the burden on public computers, acquire a laptop for children's room for juvenile computer games

Objective 3: Reading Programs for Adults

Actions

a. Collaborate with Academy of Arts and Sciences to help support their programs by highlighting library materials available for loan on their chosen topics
b. Investigate establishing a Yachats Reads program for adults. Sponsor a local or NW author for a reading and/or book signing (in conjunction with YAAS or Friends of the Library?)

Objective 4: Enhance outreach to hard-to-serve populations

Actions

a. Supply books to Sea Aire residents
b. Investigate need for reading materials to shut-ins (coordination with Meals-on-Wheels or other organizations)

Goal 3: Library Operations

Objective 1: Ease of use and comfort for Patrons, Library Staff and Volunteers

Actions

a. Review, write and/or update all policies and procedures on a regular basis (annually, at least review and update)

b. Review physical space needs for computer use, reading, the collection, storage for book series and for book sale donations
c. Coordinate with City Works Department to ensure physical structure is sound and usable (periodic inspections scheduled)

Objective 2: Recruitment and Retention of Volunteers

Actions

a. Align volunteer program with requirements of City Volunteer manual
b. Join Oregon Library Association (?)

Objective 3: Efficient Use of All Resources

Actions

a. Clearly define roles and responsibilities of all aspects of the library personnel: Volunteers, Head Librarian, Children's Librarian, Library Commission members
b. Successful liaison with Friends of the Library

Goal 4: Succession Planning for Library Staff

Objective 1: Provide City Council with needs based argument for paid positions for Head Librarian and Children's Librarian at some future date.

Actions

a. Develop job descriptions for these positions

b. Use job descriptions from Oregon Library Assn. and other small library districts to develop descriptions for Yachats positions.

Goal 5: Library Expansion

Objective 1: Develop plan to expand library facility to accommodate storage and other physical space needs.

Actions

a. Work with volunteers and other stakeholders to determine needs.
b. Engage architect and/or interior designer to incorporate needs into a workable design.
c. Budget monies for improvements/changes.