

1. Library Agenda

Documents:

[2016-10-11 Library Agenda.pdf](#)

2. Library Meeting Materials

Documents:

[2016-09-30 Financial Report.pdf](#)



## CITY OF YACHATS

### LIBRARY COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 3

**October 11, 2016 at 10:00am**

#### AGENDA

- I. Call meeting to order
- II. Minutes of July 12, 2016
- III. Reports
  - A. Financial Report
  - B. Volunteer Librarians
  - C. Friends of Yachats Library
- IV. Business
  - A. Budget/Finance Work Group Report
  - B. Building/Interior Work Group Report
  - C. Continued Discussion: Paid Library Manager
  - D. Discussion: Strategic Plan
  - E. Report from Procedures Work Group
  - F. Need for future work sessions
  - G. Discussion of chair/vice-chair
  - H. Membership in Oregon Library Association
- V. Other Business
  - A. From the Library Commission
  - B. From the Floor

Commission meets quarterly. Next regularly-scheduled meeting: Tues., Jan. 10, 2017 at 10am

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 at City Hall, or on the City website at [www.yachatsoregon.org](http://www.yachatsoregon.org).

In accordance with ORS 192.630, City of Hines 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 : 09/26/16 Re-posted: 10/06/16 (with location change)



**CITY OF YACHATS**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For LIBRARY (22)  
For the Fiscal Period 2017-3 Ending September 30, 2016

| Account Number                                      | Current<br>Budget | Current<br>Actual    | Annual<br>Budget     | YTD<br>Actual       | Remaining<br>Budget % |
|-----------------------------------------------------|-------------------|----------------------|----------------------|---------------------|-----------------------|
| <b>Revenues</b>                                     |                   |                      |                      |                     |                       |
| <b>Revenues</b>                                     |                   |                      |                      |                     |                       |
| 22-00-4095 Cash Carry Forward                       | \$ 0.00           | \$ 0.00              | \$ 0.00              | \$ 673.41           | 0.00%                 |
| 22-00-4480 Gifts and Donations                      | 0.00              | 83.00                | 1,800.00             | 468.00              | 74.00%                |
| 22-00-4490 Other Local Sources                      | 0.00              | 0.00                 | 0.00                 | 0.00                | 0.00%                 |
| 22-00-4690 Other State Sources                      | 0.00              | 0.00                 | 1,000.00             | 0.00                | 100.00%               |
| 22-00-4861 OP Transfer from General Fund            | 0.00              | 0.00                 | 52,248.00            | 54,248.00           | (3.83%)               |
| 22-00-4866 OP Transfer from Visitor Amenities       | 0.00              | 0.00                 | 9,573.00             | 9,573.00            | 0.00%                 |
| <b>Total Revenues</b>                               | <b>0.00</b>       | <b>83.00</b>         | <b>64,621.00</b>     | <b>64,962.41</b>    | <b>(0.53%)</b>        |
| <b>Total LIBRARY Revenues</b>                       | <b>\$ 0.00</b>    | <b>\$ 83.00</b>      | <b>\$ 64,621.00</b>  | <b>\$ 64,962.41</b> | <b>(0.53%)</b>        |
| <b>Expenditures</b>                                 |                   |                      |                      |                     |                       |
| <b>Expenditures</b>                                 |                   |                      |                      |                     |                       |
| 22-01-5140 Personnel Allocation                     | \$ 0.00           | \$ 0.00              | \$ 250.00            | \$ 0.00             | 100.00%               |
| 22-01-5222 Insurance                                | 0.00              | 0.00                 | 724.00               | 789.38              | (9.03%)               |
| 22-01-5251 Office Phone, Cell or DSL                | 0.00              | 204.40               | 1,400.00             | 426.23              | 69.56%                |
| 22-01-5252 Office Utilities                         | 0.00              | 93.13                | 1,400.00             | 246.28              | 82.41%                |
| 22-01-5330 Maintenance-Building or Land             | 0.00              | 17.50                | 3,000.00             | 432.50              | 85.58%                |
| 22-01-5340 Operating Materials & Supplies           | 0.00              | 49.99                | 1,800.00             | 330.45              | 81.64%                |
| 22-01-5470 Equipment Repair & Maintenance           | 0.00              | 0.00                 | 2,800.00             | 400.00              | 85.71%                |
| 22-01-5490 Other Materials & Services               | 0.00              | 0.00                 | 0.00                 | 0.00                | 0.00%                 |
| 22-01-7126 OP Transfer to Reserve Fund              | 0.00              | 0.00                 | 43,547.00            | 43,547.00           | 0.00%                 |
| 22-01-7202 Books                                    | 0.00              | 471.83               | 7,500.00             | 1,496.93            | 80.04%                |
| 22-01-7203 Periodicals                              | 0.00              | 0.00                 | 650.00               | 108.79              | 83.26%                |
| 22-01-7205 Children's Books/Reading Programs        | 0.00              | 249.72               | 2,750.00             | 697.05              | 74.65%                |
| 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%               |
| 22-01-8100 Unallocated Ending Fund Balance          | 0.00              | 0.00                 | 0.00                 | 0.00                | 0.00%                 |
| <b>Total Expenditures</b>                           | <b>0.00</b>       | <b>1,086.57</b>      | <b>66,621.00</b>     | <b>48,474.61</b>    | <b>27.24%</b>         |
| <b>Total LIBRARY Expenditures</b>                   | <b>\$ 0.00</b>    | <b>\$ 1,086.57</b>   | <b>\$ 66,621.00</b>  | <b>\$ 48,474.61</b> | <b>27.24%</b>         |
| <b>LIBRARY Excess of Revenues Over Expenditures</b> | <b>\$ 0.00</b>    | <b>\$ (1,003.57)</b> | <b>\$ (2,000.00)</b> | <b>\$ 16,487.80</b> | <b>924.39%</b>        |

**CITY OF YACHATS**  
**Statement of Revenue and Expenditures**  
Revised Budget

For the Fiscal Period 2017-3 Ending September 30, 2016

| Account Number                             |    | Current<br>Budget |    | Current<br>Actual |    | Annual<br>Budget |    | YTD<br>Actual | Remaining<br>Budget % |
|--------------------------------------------|----|-------------------|----|-------------------|----|------------------|----|---------------|-----------------------|
| Total Revenues                             | \$ | 0.00              | \$ | 83.00             | \$ | 64,621.00        | \$ | 64,962.41     | (0.53%)               |
| Total Expenditures                         | \$ | 0.00              | \$ | 1,086.57          | \$ | 66,621.00        | \$ | 48,474.61     | 27.24%                |
| Total Excess of Revenues Over Expenditures | \$ | 0.00              | \$ | (1,003.57)        | \$ | (2,000.00)       | \$ | 16,487.80     | 924.39%               |