

1. Library Agenda

Documents:

[2016-11-17 Library Agenda.pdf](#)

2. Library Meeting Materials

Documents:

[2016-11-17 Library Commission Minutes.pdf](#)

[2017-01-10 Financial Report.pdf](#)



CITY OF YACHATS

**LIBRARY COMMISSION MEETING  
WORK SESSION**

441 Hwy 101 N., Yachats Commons  
Civic Meeting Room

**November 17, 2016 at 1:00pm**

**AGENDA**

- I. Call meeting to order
- II. Business
  - A. Strategic Planning
  - B. Next Steps
    - 1. Core Values
    - 2. Short term Goals
    - 3. Timelines
    - 4. Benchmarks / Performance Indicators / Outcomes
    - 5. Responsible Persons
    - 6. Monitoring / Evaluating / Corrective Actions / Update Plan
    - 7. Other Considerations
    - 8. Wish List to the Friends of the Yachats Library
    - 9. Next regular meeting ideas

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 : 11/16/16



CITY OF YACHATS  
Library Commission  
Work Session

November 17, 2016

Chair David Dunsdon called the Work Session of the Library Commission to order at 1:00pm. in the Civic Meeting Room of the Yachats Commons. Members present: David Dunsdon, Marion Godfrey, Terri Homer, Marv Wigle and Nikki Carlson. Also in attendance: City Administrator Joan Davies, and Councilor Barbara Frye. Audience 4.

**I. Call meeting to order**

There is a quorum. This is a work session and no decisions will be made.

**II. Business**

**A. Strategic Planning**

Commissioner Marv Wigle suggested that the Action Plans come out of the Strategic Plan and add an additional objective that states basically develop, implement, and monitor an annual action plan designed to realize the goals and objectives established in the Strategic Plan. This would be a measuring tool for the Strategic Plan and can be updated every year. Commissioner Nikki Carlson had the Action Plans in there to memorialize them and for an understanding of the objectives. She has no objection to removing them. Commissioners Terri Homer and Marion Godfrey are opposed to removing the Action Plans as they hold the Commission accountable. Commissioner Marv Wigle is suggesting the Strategic Plan be the 5 year plan with general goals and objectives and then the Action Plan be an annual plan. Commissioner David Dunsdon said he sees the Strategic Plan as the general 5 direction with some sub goals or Action Plans with timelines and names attached for ownership. The Action Plans become an appendix or an addendum. Commissioner Marion Godfrey would like to make sure the homeschool gets included. Commissioner Nikki Carlson also wants to make sure there's a plan to upgrade the software for the staff in the future. Commissioner Marion Godfrey brought up the possibility of also including E book software and the passport system.

The Commissioners had discussion about the current practice of the issuance of library cards in Yachats and the surrounding area.

Commissioner Marion Godfrey asked the City Administrator if there was anything in Ordinances or whatever that defines the Library? City Administrator, Joan Davies clarified that there is an Ordinance that establishes the Library but there is no City Constitution and the Charter doesn't address the issue. City Admin asked that the meeting be conducted under Roberts Rules of Order for 2 reasons: it's the polite thing to do and it's impossible to listen to the tapes when people are talking over each other. Commissioner David Dunsdon was told that the City doesn't operate under Roberts Rules of Order but some other Parliamentary method but they will try to operate under that advice. Commissioner Nikki Carlson said currently, the City of Yachats operates under Modern Parliamentary Procedure by Ray E. Keeseey.

Commissioner David Dunsdon asked for volunteers to document and move forward. Commissioner Marv Wigle volunteered to go through the Strategic Plan and bring back iteration for consideration and incorporate the ideas from today. Commissioner Nikki Carlson will work on the Action Plan portion. Action can then be taken at the next meeting. Commissioner David Dunsdon cautioned

1 the Commission that discussions cannot lead to decisions via email per Oregon open meeting laws.  
2 To avoid it, email communications with ideas should just go to Commissioner Nikki Carlson.

3  
4 The Commissioners discussed Core Values, what they are and where they should be in the Plan.  
5 Councilor Barbara Frye stated that as of now, a very strong core value is the independence of the  
6 Yachats Library. The fact that we are a volunteer staffed Library is a strong source of pride in the  
7 community. Commissioner Marv Wagle suggested a subgroup of volunteers to help define library  
8 procedures. Commissioner Marion Godfrey has a list of volunteers willing to participate on a  
9 subgroup to discuss service and how to keep our character and how to modernize.

10  
11 City Administrator Joan Davies clarified that it is a policy to use the Modern Parliamentary Procedure  
12 by Ray E. Keesey. The Ordinance 36 that established the Library was appealed except for the part  
13 that established the Library. Ordinance 153 replaced Ordinance 36 which was then replaced by  
14 Ordinance 160 and then 177 and finally by Ordinance 249. The Municipal Code Responsibilities  
15 sets out the responsibilities of the Library Commission.

16  
17 City Administrator Joan asked for the history of the funds coming out of the Visitor Amenities for the  
18 Library. Yvonne said that it used to be based upon the number of library cards issued. Councilor  
19 Barbara Frye stated the Council is very committed to the Library and is interested in knowing what  
20 they need for budget purposes.

21  
22 Commissioner David Dunsdon asked who should be served. Commissioner Terri Homer said the  
23 zip code 97498 covers the greater Yachats area and should have full Library privileges because of  
24 the financial interest in the Library. Commissioner Marv Wagle pointed out that while the library is  
25 funded from the City general fund and the Yachats residents are not assessed a library tax, non-  
26 Yachatsian residents in the area are assessed a library tax as part of their property tax. These taxes  
27 go to the Lincoln County Library District and even though many of these non-residents use the  
28 Yachats library, none of their tax money goes to support it. Commissioner Nikki Carlson said that we  
29 also serve the business community. Commissioner David Dunsdon said that any Commissioner can  
30 submit a motion for a policy statement which can be discussed and voted upon. Commissioner David  
31 Dunsdon asked that Commissioner Marv Wagle meet with him and they can come up with the broad  
32 topics of who, what, and where and come up with a structure.

## 33 34 **B. Next Steps**

- 35 **1. Core Values**
- 36 **2. Short terms Goals**
- 37 **3. Timelines**
- 38 **4. Benchmarks/Performance Indicators/Outcomes**
- 39 **5. Responsible Persons**
- 40 **6. Monitoring/Evaluating/Corrective Actions/Update Plan**
- 41 **7. Other Considerations**
- 42 **8. Wish List to the Friends of the Yachats Library**

43 Commissioner David Dunsdon's opinion is that the Commission should start a wish list for the  
44 Friends of the Yachats Library for ideas on how they should be spending their money. Currently,  
45 there is \$20,000.00 available.

## 46 47 **9. Next regular meeting ideas**

48  
49 The Commission meets quarterly. The next regularly scheduled meeting: Tues., Jan 10, 2017 at  
50 10:00am.

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2  
3 There being no further business before the Library Commission, the meeting was adjourned at  
4 3:00pm.

5  
6 Attest:  
7  
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9

10 \_\_\_\_\_  
11 David Dunsdon, Chair

\_\_\_\_\_   
Sheila Voge, City Clerk III

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13 be audio taped. All items to be considered by the Commission must be submitted to City Hall no  
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15 City Hall, or on the City website at [www.yachatsoregon.org](http://www.yachatsoregon.org).  
16

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18 accommodations for any person desiring to attend a public meeting, if the request is made at least  
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**CITY OF YACHATS**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
*For LIBRARY (22)*  
*For the Fiscal Period 2017-6 Ending December 31, 2016*

| Account Number                                      |                                    | Current<br>Budget |             | Current<br>Actual |                   | Annual<br>Budget |                   | YTD<br>Actual |                  | Remaining<br>Budget % |
|-----------------------------------------------------|------------------------------------|-------------------|-------------|-------------------|-------------------|------------------|-------------------|---------------|------------------|-----------------------|
| <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        |                   | 0.00              |                  | 1,800.00          |               | 741.50           | 58.81%                |
| 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 LIBRARY Revenues</b>                       |                                    | <b>\$</b>         | <b>0.00</b> | <b>\$</b>         | <b>0.00</b>       | <b>\$</b>        | <b>64,621.00</b>  | <b>\$</b>     | <b>65,235.91</b> | <b>(0.95%)</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        |                   | 110.67            |                  | 1,400.00          |               | 757.40           | 45.90%                |
| 22-01-5252                                          | Office Utilities                   |                   | 0.00        |                   | 148.15            |                  | 1,400.00          |               | 512.95           | 63.36%                |
| 22-01-5330                                          | Maintenance-Building or Land       |                   | 0.00        |                   | 67.50             |                  | 3,000.00          |               | 1,027.50         | 65.75%                |
| 22-01-5340                                          | Operating Materials & Supplies     |                   | 0.00        |                   | 0.00              |                  | 1,800.00          |               | 458.82           | 74.51%                |
| 22-01-5470                                          | Equipment Repair & Maintenance     |                   | 0.00        |                   | 356.21            |                  | 2,800.00          |               | 1,206.21         | 56.92%                |
| 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        |                   | 468.13            |                  | 7,500.00          |               | 2,085.22         | 72.20%                |
| 22-01-7203                                          | Periodicals                        |                   | 0.00        |                   | 0.00              |                  | 650.00            |               | 386.79           | 40.49%                |
| 22-01-7205                                          | Children's Books/Reading Programs  |                   | 0.00        |                   | 0.00              |                  | 2,750.00          |               | 3,023.89         | (9.96%)               |
| 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 LIBRARY Expenditures</b>                   |                                    | <b>\$</b>         | <b>0.00</b> | <b>\$</b>         | <b>1,150.66</b>   | <b>\$</b>        | <b>66,621.00</b>  | <b>\$</b>     | <b>53,795.16</b> | <b>19.25%</b>         |
| <b>LIBRARY Excess of Revenues Over Expenditures</b> |                                    | <b>\$</b>         | <b>0.00</b> | <b>\$</b>         | <b>(1,150.66)</b> | <b>\$</b>        | <b>(2,000.00)</b> | <b>\$</b>     | <b>11,440.75</b> | <b>672.04%</b>        |

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

For the Fiscal Period 2017-6 Ending December 31, 2016

| Account Number                             |    | Current<br>Budget |    | Current<br>Actual |    | Annual<br>Budget |    | YTD<br>Actual | Remaining<br>Budget % |
|--------------------------------------------|----|-------------------|----|-------------------|----|------------------|----|---------------|-----------------------|
| Total Revenues                             | \$ | 0.00              | \$ | 0.00              | \$ | 64,621.00        | \$ | 65,235.91     | (0.95%)               |
| Total Expenditures                         | \$ | 0.00              | \$ | 1,150.66          | \$ | 66,621.00        | \$ | 53,795.16     | 19.25%                |
| Total Excess of Revenues Over Expenditures | \$ | 0.00              | \$ | (1,150.66)        | \$ | (2,000.00)       | \$ | 11,440.75     | 672.04%               |