

1. Library Agenda

Documents:

[2017-10-10 Library Agenda.pdf](#)

2. Meeting Materials

Documents:

[2017-10-10 Friends Of The Library Report.pdf](#)

[2017-10-10 Library Marketing Report.pdf](#)

[2017-10-10 Library Strategic Plan DRAFT.pdf](#)



CITY OF YACHATS

LIBRARY COMMISSION REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

October 10, 2017 at 10:00am

AGENDA

- I) Meeting call to order
- II) Approve minutes for July 11, 2017 VOTE
Approve minutes for August 8, 2017 VOTE
- III) Financial Report
- IV) Reports
 - a) Library Volunteers
 - b) Friends of the Yachats Library
- V) Work Group Reports:
 - a) Procedures
 - b) Budget/Finance
 - c) Building/Interior
 - d) Strategic Plan
 - e) Website/Marketing
 - f) 2+2
- VI) Decision Items
 - a) Change of Library Name VOTE
- VII) Other Business:
 - From the Commission
 - From the Floor
- VIII) Next Steps, Meetings & Work Session
- IX) 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 at City Hall, or on the City website at www.yachatsoregon.org.

In accordance with ORS 192.630, City of Yachats 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: 10/03/17



To: Library Commission, October 2017

From: Friends of Yachats Library, Sandy Dunn: President

- Friends have been working on promotional material in many formats:
 - Book marks will be placed in for sale books
 - Stickers will be inside the large print and books of CD that are fully funded by us.
 - We have a new website thanks for Nancy Bolton-Rawles:
friendsofyachatslibrary.org
 - We have a new facebook page: Friends of Yachats Library
 - We are in the process of designing a paper brochure, text was prepared by Patty Hodgins and Burgandy Featherkile has volunteered to produce the actual brochure, she will be working with Sandy Dunn
 - We have changed posters and signs in the library to clearly state that the books for sale, and those donated are to the non-profit to be used to support the library

Our Ebay sales to date are 9 books with Gross Sales of \$582.50. Nancy Lamvik has about 13 books on sale now.

We received a donation of about 30 cartons of used books from the Fireside Bookstore in Newport. Sara Moore has been through all the books and determined that about 70% will go in the book sale, while 30% not good enough for the sale will be put in the free box at the library.

Thanks to one of our librarians, Jane Reshay we will be getting several boxes of new kids books from the Pacific Northwest Booksellers Association after their annual convention. It is part of the PNBA Rural Library Project that donates leftovers from the convention to nominated libraries. These books will go to Janet Rackleff first, and anything she does not want in the children's library will go in the book sale.

We are in the process of finalizing a partnership with the Dolly Parton Imagination Library. We hope to have the program up and running in January. Janet Rackleff estimates there will be about 20 children in the 97498 zip code participating. It is a 5 year program that send books to these children. The Friends will be picking up the cost of this program for those children.

**Library Commission Meeting
10 October 2017**

Report from the Website/Marketing work group (Nancy and David)

Meeting with Friends of Yachats Library:

- 1) Met with Sandy and Sue re: website
- 2) Website built; FB presence – both on line.

I met with Sandra Dunn and Sue May Spakes regarding their desire to have the Friends of Yachats Library website. I volunteered to build a website for the friends and was able to secure a domain name "FriendsofYachatsLibrary.org." Over the past few weeks I built a site. I also created a Facebook presence. I volunteered to maintain the website so it would be kept up to date. The Friends will keep me posted of anything they need updated.

This website is user friendly and I would like to train others how to add information.

Meeting with David Dunsdon and Greg Scott Sept 26th:

RE: GoYachats.com/www.yachatsoregon.org

- 1) Added Library Commission Meetings via GoYachats.com
- 2) Updated the library open hours on GoYachats.com
- 3) Need info from Greg as to how update Friends of Yachats Library info. (Sent an email, no reply as yet.)
- 4) Need to meet with librarians regarding website needs.
- 5) Some WordPress training should be put on the calendar in the near future.
- 6) We need to have a discussion about library branding and logo.

David and I spoke with Greg Scott on Sept 26th. Discussion was that of the Library information currently residing on the city web site and the possibility of having a Library website separate from the city site, since there is so little information offered.

Greg gave us a brief "tour" of the city site and we learned how to add the library commission meeting to the site, via posting an event on GoYachats.org. Greg sent me a login and password. I added the current meeting to the city site and will add future meetings as well.

A library web site *off site* of the city current site is OK by Greg, until the city site is updated – which is expected at the end of 2018. At that time he would like the library information to reside on the City site, only.

We need to have a future meeting with librarians scheduled – to discuss website needs, and branding of the library.

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Yachats Library Strategic Plan 2017-2022

Action Items

Vision: Our village is a place where natural resources are valued and protected, where diversity is celebrated, and where a vibrant economy and sense of community pride create and recreate a living spirit. Yachats cares not just for its citizens' basic needs but also supports them in their efforts to excel mentally, physically, artistically and spiritually. It is a community with an enduring sense of itself.

Mission: The Yachats Public Library is a lending library that provides its users with the facility and the resources to access and share information that entertains and/or enlightens.

Goal 1: Succession – Ensure and enhance the sustainability of current operations.

Objective 1: Continue and enhance the support, training and rewards for volunteers.

- Review, update and document current policies and procedures
- Develop new procedures as needed
 - o Emergency procedures and evacuation
 - o New meeting room procedures
 - o Homeless policies & procedures

Objective 2: Adopt a formal organization chart, establish position descriptions and develop written policies and procedures to document library operations and programs.

- Develop organization chart with current names and titles, modify as necessary
- Job descriptions for head librarian, children's librarian, volunteers
- Document relationship with Friends of Library and the role they play in the library structure
- Role of technical support both for hardware and software applications

Goal 2: Programs – Ensure and enhance the sustainability of current programs and examine the feasibility of developing new programs related to reading, viewing, and listening for pleasure and enlightenment

Objective 1: Continue to expand reading programs for children.

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- Outreach to home school to determine services needed and those available from the library
- Evaluate need for tutoring programs at various age levels

Objective 2: Continue and enhance outreach programs to hard-to-serve populations and the community in general.

- Discuss needs of Sea Aire residents with staff – is a satellite library the answer
- Reach out to programs in South Lincoln County for seniors (meals on wheels, etc.) for possible partnerships for distribution of library books to those who cannot access the library.

Objective 3: Explore the possibility of developing an adult reading program.

- Explore the need/desire for library sponsored book clubs, or reach out to existing clubs to provide space and resources for them.
- Explore adult literacy program in conjunction with the Literacy program in Waldport.

Objective 4: Explore the possibility of collaborating with local organizations, such as the Academy of Arts and Sciences, by supporting and contributing to their programs or in developing and promoting joint educational programs.

- Reach out to YAAS and other programs offered at the Commons to determine whether library resources could be used to highlight their programs.
- Coordinate through the YAAS leader and Commons Director
- Create a group of volunteers responsible for coordinating and setting up displays.
- Coordinate more closely with the Friends of the Library to publicize their contributions to the library.

Goal 3: Technology – Ensure that library technology is adequate to the needs of patrons and staff.

Objective 1: Enhance and maintain the systems and programs available to patrons for using the computers, accessing the internet, and obtaining information and other services electronically.

- Identify library volunteer to act as liaison with technical support, both hardware and software
- Routinely review technology needs of library and patrons

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- Ensure access to internet access, new computers for adults and children

Objective 2: Enhance and maintain the systems used by staff to perform the functions necessary for the effective and efficient operation of the library.

- Evaluate cloud catalog app with Friends of Library
- Identify and determine what systems could be used to enhance staff functions (new check-in/check-out software, etc)

Goal 4: Going Forward – Anticipate and plan for future needs and interests.

Objective 1: Explore the possibilities of establishing relationships and/or joining with library associations and groups such as the Oregon Library Association and the Chinook Library Network in order to expand services and opportunities available to patrons and staff.

- Evaluate membership in OLA after a year and either renew or drop membership
- Periodically review desire to join Chinook Library Network
- Review/Identify other relationships of benefit to the library

Objective 2: Develop options and initiate discussions with library staff and volunteers, the city council and the community as a whole on the needs that should drive any future expansion of library facilities.

- **Library will be moving to bank building in near future**

Objective 3: Develop and pursue a long-range plan to: a) assess the need for establishing paid positions in library management, the children's library, and/or technical support, and b) identify sources of funding for any proposed positions.

- Develop job descriptions for part-time paid head librarian and children's librarian positions
- Determine salary ranges for jobs (update as necessary)
- Identify and make arrangements for financial support for positions (update annually)

Objective 4: Develop policies and procedures for managing funds received in the form of gifts and bequests to ensure: a) that the receipt of such funds is appropriately acknowledged; b) that the funds are used only in accordance with the restrictions, if any, established by the donor, and c) that all unrestricted funds are used only in a manner that contributes significantly to the long term value and integrity of the library.

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- Develop policies and procedures for receiving and managing gifts and bequests for to the library
- Advertise the best way to have bequests and gifts given (in conjunction with the Friends of the Library)
- Tax exemption issues, totally dedicated funds

Objective 5: Identify and establish a relationship with an experienced grants professional who can provide the expertise necessary for: a) discovering appropriate grant opportunities; b) preparing and submitting grant applications and documents and, c) managing grant funds.

- Establish list of applicable grants and dates by which requests must be submitted
- Identify a community volunteer with grant writing experience to write grants and train a commission member or volunteer to write grants as needed.

5. **NEW – Renovation of Bank Building for new library**

1. Form committee of Library Commission and City Council members
2. Hire consultant to evaluate building
3. Hire architect/designer
4. Identify appropriate grants to assist in financing renovation
5. Write grant applications
6. Renovate
7. Plan and execute move