1. Library Agenda

    Documents:

        2017-03-14 Library Agenda.pdf

2. Meeting Materials

    Documents:

        2017-03-14 Financial Report.pdf

CITY OF YACHATS

LIBRARY COMMISSION
SPECIAL WORK SESSION

441 Hwy 101 N., Yachats Commons, Room 1

March 14, 2017 at 10:00am

AGENDA

I	Call to order	
II	Yachats Municipal Code:	2.08.040(2) Powers/Duties of Library Commission
III	Strategic Plan:	WiFi and Computer Update – Greg Scott Plan Overview – Tom Lauritzen Review and update Strategic Plan Core Values
IV	Bequest from Hall Estate:	Recognition to Mr. Hall Plan for future uses
V	Building/shelving update:	Requests to Friends of the Yachats Library
VI	Next steps:	Time line(s) Annual/detailed goals Input from volunteers Input from other stakeholders Evaluation/measures
VII	Report Strategic Plan to Council	Date
VIII	Topics for next work session(s)	

Commission meets quarterly. Next regular meeting is Tuesday, April 11, 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 .

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: 03/07/17

Finance Committee
Library Commission Meeting Notes and Calculations
July, 2011

Keith Perkins and Tom Lauritzen met with the Library Commission to understand their current "Wish List" for Capital Expenditures
Nan Scott, in her role as head of the Friends of the Yachats Library, also attended
Purpose was to identify Library capital needs and opportunities to compete for Funds with other City activities

Current Assessment:

Lack of storage for books destined for the Annual Book Sale fundraiser
Lack of Wall Insulation inflates heating costs
The building is too small to meet user needs - Computer area, restrooms, office and more display areas are needed
Parking is not adequate

Other items mentioned -

Network integrated wiring is needed
Role of the Friends related to the building
Only 4 computers currently - crowded space and occasional waits for availability
Overhead storage and dumbwaiter needed
Kindle/E-readers a potential tool
David Dunsdon volunteered to prepare the initial Library Master Plan
City requires an annual report of book inventory, contents, equipment, etc.

Outcome:

The first decision the Commission needs to address is "Stay, or Go"
If "Stay" is the recommendation - expand horizontally or vertically
If "Go" is the decision - where and when, how big, how much
Cost components and time frames need to be identified

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 Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues						
22-00-4095	Cash Carry Forward	$ 0.00	$ 0.00	$ 0.00	$ 673.41	0.00%
22-00-4410	Interest Earned	0.00	0.00	0.00	0.00	0.00%
22-00-4480	Gifts and Donations	0.00	37.00	1,800.00	778.50	56.75%
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%
Total LIBRARY Revenues		**$ 0.00**	**$ 37.00**	**$ 64,621.00**	**$ 65,272.91**	**(1.01%)**
Expenditures						
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 & Maintainence	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	219.58	56.08%
22-01-8100	Unallocated Ending Fund Balance	0.00	0.00	0.00	0.00	0.00%
Total LIBRARY Expenditures		**$ 0.00**	**$ 1,150.66**	**$ 66,621.00**	**$ 54,014.74**	**18.92%**
LIBRARY Excess of Revenues Over Expenditures		**$ 0.00**	**$ (1,113.66)**	**$ (2,000.00)**	**$ 11,258.17**	**662.91%**

CITY OF YACHATS

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