

1. Library Agenda

Documents:

[2017-01-10 Library Agenda.pdf](#)

2. Meeting Materials

Documents:

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

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



CITY OF YACHATS

LIBRARY COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 1

January 10, 2017 at 10:00am

AGENDA

- I. Call meeting to order – IDENTIFY DATE OF MEETING AND NAME OF COMMISSION
- II. Minutes of Oct. 11, 2016 meeting
- 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. Election of chair/vice-chair
 - H. Need for Work Session
 - I. 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., 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 : 09/26/16 Re-posted: 10/06/16 (with location change)



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. Keesey.

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.

1
2
3 There being no further business before the Library Commission, the meeting was adjourned at
4 3:00pm.

5
6 Attest:
7
8

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
14 later than one week prior to the meeting. Minutes of all public meetings are available for review at
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16

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19 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with
20 mobility devices: a sign language or foreign language interpreter may be available, with advance
21 notice. Call City Hall at 541-547-3365 or Oregon Relay 1-800-735-2900 (TTD) two days in advance.

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%
22-00-4480	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%
Total LIBRARY Revenues		\$	0.00	\$	0.00	\$	64,621.00	\$	65,235.91	(0.95%)
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 & 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%
Total LIBRARY Expenditures		\$	0.00	\$	1,150.66	\$	66,621.00	\$	53,795.16	19.25%
LIBRARY Excess of Revenues Over Expenditures		\$	0.00	\$	(1,150.66)	\$	(2,000.00)	\$	11,440.75	672.04%

CITY OF YACHATS
Statement of Revenue and Expenditures
Revised Budget

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

Account Number		Current Budget		Current Actual		Annual Budget		YTD Actual		Remaining 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%