

Request from the Library Commission & Update on Library Move

Attached, please find:

1. **Library Commission Request regarding use of Hall Funds**
2. **The Request from Chair Dundson regarding clarification of roles and authority;**
3. **A draft design layout**
4. **December 14th minutes from the 2+2 meeting**
5. **Draft Scope of work from 2+2 Planning Committee**
6. **Children & Teen area Project Budget**

Request from the Library Commission Regarding Use of Hall Funds

The Library Commission passed the following resolution unanimously at our December 11 meeting:

"The Library Commission recommends to the City Council that a maximum of \$75,000 of the John Lester Hall Jr. bequest to the library be dedicated to the Library Move Project and that these funds be expended in a manner and for such purposes as will be mutually agreed upon by the Library Commission and the City Council."

Request from the Library Commission Chair regarding Clarification of Roles and Authority

December 12, 2017

To Mayor Stanley and the Yachats City Council.

The Yachats Library Commission requests by unanimous vote on December 11, 2017, that you:

Please clarify and advise on the Role and Authority of the Friends of the Yachats Library.

Please clarify and advise on the Role and Authority of the "library shepherd"- Barbara Fry.

Please clarify and advise on the role and authority of the 2+2 Work Group.

Yachats Library Commission,

David Dunsdon Chair

For context:

Hello David,

It was good to meet with you and Marv on Monday. Per our conversation, please see my answers below each of your questions in *Italics*:

Thank you,

Shannon Beaucaire

City Manager

City of Yachats

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From: David Dunsdon [mailto:david.dunsdon@gmail.com]

Sent: Saturday, November 25, 2017 3:06 PM

To: Shannon Beaucaire; Marion Godfrey; Marv Wigle; Nancy Bolton-Rawles; Nikki Carlson; Janet Hickam; rackleff@peak.org

Subject: Formal Request from Yachats Library Commission Chair

Shannon.

Please affirm the City's support and enforcement of the Powers and Duties Of the Library Commission under Municipal Code 208.040

2. Library Commission

- a. Operate and manage the Yachats Public Library;
- b. Formulate rules, regulations and standards for operation of the library
- c. Receive gifts, grants, bequests and devises to carry out the purpose of the library;
- d. Prepare and submit to the budget officer an annual budget which will be forwarded to the budget committee

These are the duties listed in the Yachats Municipal Code Section 2.08.040

Can these Duties and Responsibilities be delegated or taken over by any other group?

I do not see a delegation clause in Chapter 2.08 of the Yachats Municipal Code.

Please affirm support of the duties of a Commission Chair under Administrative Policy NO. 18, Commission Operations & Procedures; Officers, Duties of the Chair

The duties if the Chair are outlined in Administrative Policy No. 18.

Please advise on the Role and Authority of the Friends of the Yachats Library

I would recommend that the Commission request clarification of this role as they are a private non-profit organization.

Please advise on the role and authority of the Yachats Library Volunteers

Duty 2 (a) of the Library Commission in Section 2.08.040 is to operate and manage the Library. My understanding is that the volunteers are part of those operations & management.

Please advise on the Role and Authority of the "library shepherd"- Barbara Fry

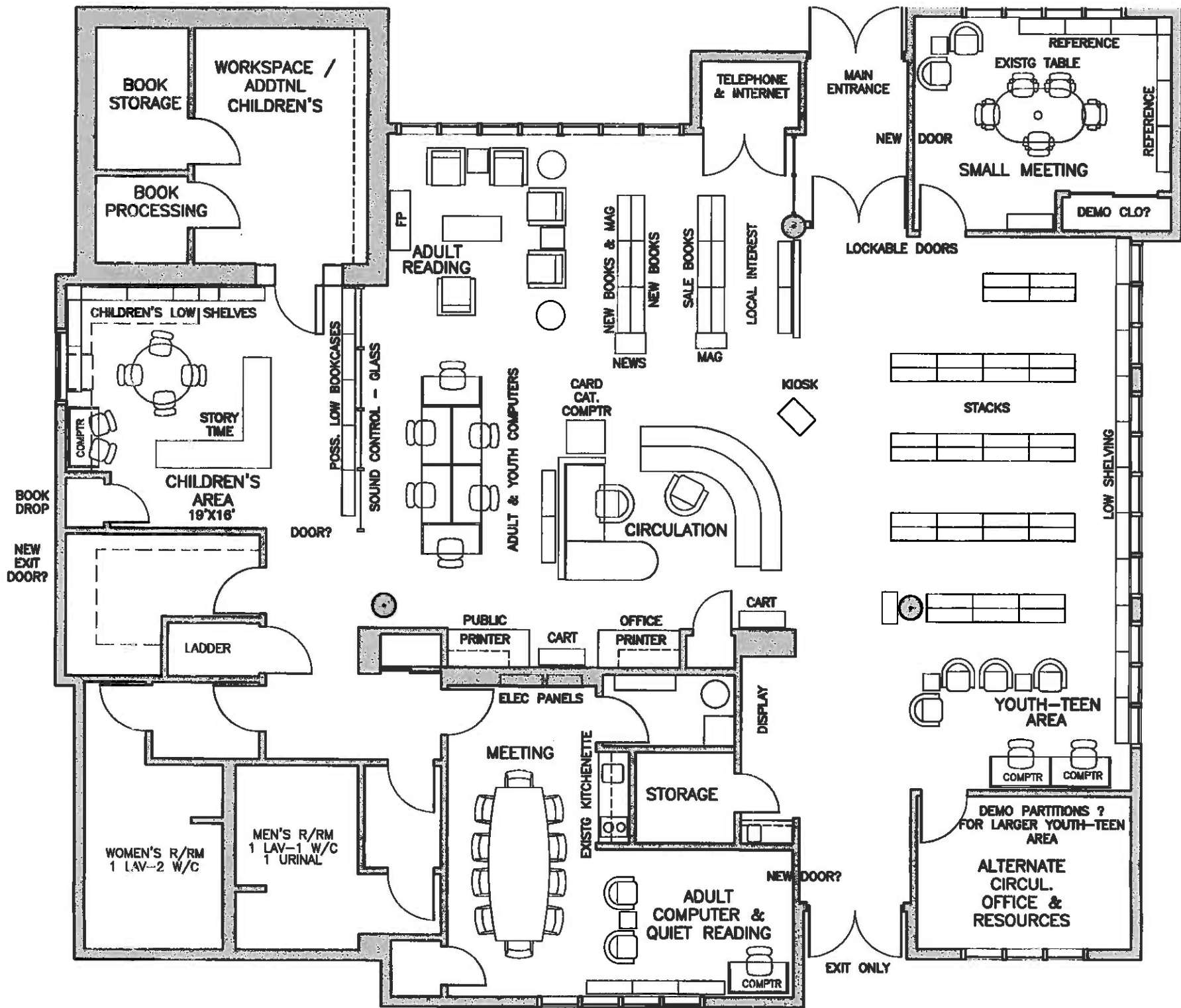
Shepherds are a function of Council. I would recommend requesting clarification from Council.

Please advise on the role and authority of the 2+2 Work Group

The 2+2 Work Group was appointed by Council. I would recommend requesting clarification from Council.

Please respond before the next Library Commission Meeting December 11, 2017

As my tenure ends soon, "time is of the essence"
David Dunsdon, Library Commission Chair



Library Move Project

2x2 Planning Meeting – minutes

December 14, 2017

501 Building, 10:00 am

2x2 members present: Barbara Frye, Jim Tooke, Marv Wigle, Nikki Carlson (substitute for Marion Godfrey), Janet Rackleff

Guests: Sara Moore, Loren Dickinson, Mike Guerriero, Jo Crooks, Meredith Howell

Facilitator: Barbara Frye

Agenda:

1. Grants update
2. Actions by Library Commission
3. Marion and Loren's assignments
4. Friends' Fundraising
5. Next Meeting and Action Items

1. Grants Update

- a. The TFFF Technical Assistance grant was awarded for \$4,000.
 - i. Funds will be deposited into FYL's new account for the Library Move Project.
 - ii. Funds will not be spent for a couple of months.
 - iii. Grant match includes \$1,000 in cash from FYL to be spent on project capacity building. Discussed options for use of that match. Agreement that it should be used for Library Move Project elements.
- b. Three Rivers Foundation: Deadline December 31, 2017
 - i. Janet Rackleff shared items included in project budget. Minor adjustments were suggested.
 - ii. Meredith, Nan Scott, Janet and Sandy will work to submit online grant application. Grant awards will be made in February
- c. Oregon Community Foundation: Deadline January 15, 2018
 - i. Discussed idea of also seeking funding for Children's and Teen's Areas from OCF.

2. Actions by Library Commission

- a. Marv shared that the Library Commission voted to recommend that \$75,000 of the Hall bequest be used for the Library Move Project and that the Library Commission and City Council work together to make decisions on how the funds are used. The wording of the recommendation includes the sentiment that usage of funds will be mutually voted on by the Council and Commission.
- b. Recommendation will be forwarded for inclusion at the January 3rd City Council meeting.

3. Marion and Loren's Assignments

- a. Loren continued to help the group understand parameters involved in bidding a construction project. He reported that out of his meeting with Barbara and Shannon, that there is agreement for the need of an external Project Manager.
- b. Loren is working on a preliminary construction design for library programming. He is still deciding how to react to the design input previously given by community members

- c. Marion supplied Shannon with two copies of RFP for bidding processes. Meredith shared an addition RFP from the Curry Public Library project. These will help Shannon create a legal way of procuring services.
- d. The desired character of the new library was discussed. Turning the uninteresting commercial building into a comfortable, effective library space is a challenge. Parameters that were discussed included: a fireplace in the corner, a vaulted ceiling in front of the East-facing windows, and using the vault as an adult reading room instead of as book storage, adding photos or pictures inside the vault, looping continuous photos on a digital screen.
- e. Nikki asked whether volunteers could be used for interior painting and other work. Loren shared that this probably would not be possible in the Occupancy Expense stage of the project, unless the contractor agrees to working with volunteers. The Library Move Project should have many opportunities for volunteer work.
- f. The group created a draft of items that should be included in the Occupancy Move portion of the project, the Library Move Project, and areas of overlap or where a decision might be difficult to make. See attached file.

4. FYL Fundraising, Finance Updates and Volunteer Recognition

- a. To date \$8,126 has been raised from FYL's fundraising efforts for the Library Move Project.
- b. 320 fundraising letters were mailed out, via USPS.
- c. Nancy Bowles-Rawlings has added information about the project onto the FYL website at <https://friendsofyachatslibrary.org>. Information about the fundraising letter is also on the website, as is an online donation feature.
- d. Barbara read a letter from Sandy, outlining a possible digital fundraising event that FYL could pursue. The Fundraising committee of FYL will be meeting December 19, 2017 to plan fundraising work and come up with recommendations for this group.
- e. Polly Plumb Productions will be coordinating an art quilt show on February 24 and 25. PPP offered that it could be a benefit for the Library Move Project.
- f. Mike Guerriero shared input on creating a volunteer recognition feature for the new library.
- g. FYL Finance Team will also be meeting December 19, 2017 to finalize supporting documents for upcoming grants.

5. Recommendations, Next Meeting and Action Items

- a. **Recommendation:** See Further Description of Scope of Work for the distribution of items in the Occupancy Expenses and Library Move Project
- b. **Action Item:** Barbara will summarize today's meeting with Shannon
- c. **Action Item:** Loren will continue his work on a preliminary design drawing
- d. **Action Item:** Meredith will revise the Three Rivers Foundation grant proposal to include budget changes that were discussed today
- e. **Action Item:** Meredith will send Loren a digital copy of the fundraising letter, so he can post it digitally
- f. **Action Item:** FYL Fundraising team will share notes from its upcoming Committee meeting
- g. **Action Item:** FYL Finance team will share notes from its upcoming Committee meeting

Next 2x2 Planning Meeting is set for **Wednesday, December 27th at 10:00 am at the 501 building.**
Please note the date change!

Draft Descriptions of Scope of Work		
Occupancy Expenses	Library Move Project	Difficult to yet categorize
Structural assessment	Shelving	Interior windows
Structural repairs	Tables and chairs	Interior entryways
Seismic upgrades	Computers and computer stations	Room expansions
Addition of third exterior door	Fit up for computers, wi-fi	Exterior sign
Emergency exit signage	Children's Area furniture	
ADA accessibility modifications	Teen Area furniture	
HVAC replacement	Donor recognition art	
Stairway reconfiguration	Art, Murals	
Lighting	Fireplace	
Electrical outlet wiring	Move from old library expenses	
Central wi-fi wiring	Interior painting	
Exterior painting		

Draft Sources of Financial Opportunity		
Occupancy Expenses	Library Move Project	Difficult to yet categorize
Visitor Amenity Funds	Hall Bequest: \$75,000	??
The Ford Family Foundation – Rural Capital Grant: \$150,000	FYL Grant Writing: \$50,000	??
	FYL Community Fundraising: \$50,000	

Draft Responsible Parties		
Occupancy Expenses	Library Move Project	Difficult to yet categorize
City of Yachats	City of Yachats	??
City Councilors	City Councilors	??
City Accounting	Library Commission	??
FYL Grant Writing (TFFF)	Library Volunteers	
	Friends of Yachats Library	
	FYL Accounting	
	FYL Grant Writing	

**Friends of Yachats Library
Library Move Project - Children and Teen Areas
Project Budget - v5**

Revenue		
	Three Rivers Foundation	9,600
	Friends of Yachats Library - cash reserves	5,000
	Friends of Yachats Library - community donations	8,495
	Total Revenue	23,095
Expenses		
	Children's Area	
	Story corner benches; 2-tier corner and 2-tier straight	2,345
	Central Play-pod and shelving units	3,300
	Mural by local artist with volunteer participation	2,250
	Picture-Board book shelves	560
	Additional seating	400
	2-station computer desks, computers, software	2,200
	Manipulative toys, puzzles, rug	450
	White board, magnets, markers	100
	Carpeting	1,500
	Teen's Area	
	Sofa, ottoman and 2 "pod" chairs	2,860
	Computer station and charging station	1,600
	Café tables with power station	530
	Mural by local artist with volunteer participation	1,250
	Magazine rack and central book rack	1,970
	Game table for board games with chairs	880
	Carpeting	900
		Total Expenses
	Surplus (deficit)	-

