

1. 11:00 A.M. Agenda

Documents:

[2022-01-13 Library Agenda.pdf](#)

2. 11:00 A.M. Meeting Materials

Documents:

[Yachats Librarian PD - 2nd Draft.pdf](#)



**CITY OF YACHATS**  
**YACHATS LIBRARY COMMISSION MEETING**  
Yachats OR  
**Wednesday January 13<sup>th</sup>, 2022, at 11:00 am**  
**To Be Held Via Zoom**

Join Zoom Meeting

<https://us02web.zoom.us/j/88014759852>

Meeting ID: 880 1475 9852

One tap mobile

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- +1 669 900 6833 US (San Jose)
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- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)

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**Work Session**

- I. Introduction

**Regular Meeting**

- II. Meeting called to order
- III. Approval of November Minutes
- IV. Announcements and Correspondence
- V. Commission Reappointment: Rivinus
- VI. Election
  - a. Commission Chair for 2022
  - b. Commission Vice-Chair for 2022
- VII. Correction to RFQ: Omit mention of Friends from Executive Committee
- VIII. Business/Reports
  - a. From the Commission
    - i. Library Expansion
      - 1. RGQ responses
      - 2. Finance Committee
      - 3. New Temp Facilities Manager: Neal Morphis
    - ii. Selection of paid librarian

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. 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 10/27/21**

- iii. Work on the website
- b. From the librarians
- c. From the Friends of Yachats Library
- d. From Rebecca Bloch; Online book program
- IX. Old business
- X. New business
  - a. Possible invitation to City Council member to participate in Library Commission meetings
- XI. Adjournment

**\*\*\*\*\*NOTICE OF POSSIBLE CITY COUNCIL QUORUM\*\*\*\*\***

Library Commission Meeting held Quarterly on the 2<sup>nd</sup> Thursday at 10:00am  
(January-April-July-October, 3<sup>rd</sup> Thursday)

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**Posted 10/27/21**

## **Yachats Librarian Position Description – (ROUGH) DRAFT 1/11/2022**

### **Overview**

The City of Yachats has an active, long-serving library program utilized by residents and visitors alike. Originally founded in 1930 as a lending library, Yachats library programs have evolved and thrived under the leadership and service of volunteers, funded through community resources, private endowments and grants. The library has progressed to the present status of planning a building expansion and enhancing access to online services.

Coinciding with the library's future planning, the State of Oregon now requires the hiring of a professional librarian in order for the Yachats Library to retain legal status as a public library. Ideally, this position would start out as a quarter-time position, with possible options of combining the librarian role with another part time civic position within Yachats or nearby communities.

The priorities of this position would include: administrative and organizational oversight of library programs, services, managerial and operational responsibilities, adherence to Yachats Library's operational processes and policies, reporting to the Yachats Library Commission, and building and maintaining positive partnerships with relevant civic associates and members of the public.

### **Position Duties and Responsibilities**

- Recruitment, training and supervision of library volunteers, including volunteer scheduling and ongoing team building.
- Oversight and administration of current Yachats Library operational practices, policies and procedures, including patronage and collections. This role includes compilation and reporting of state-required library data and statistics.
- Tracking of usage and effectiveness of library programs, services and IT needs.
- Development of library program budget, including short and long-term goals for programs and services in alignment with library's mission and budget.
- Maintaining knowledge of current library trends and developments across public library systems, including technological advances and patron-driven requirements.
- Management, tracking, organization and maintenance of library inventory, equipment and supplies. Duties require accurate knowledge of specifications, vendors and governing protocols for larger purchase orders.
- Ongoing attention to physical library facility, grounds and building maintenance needs, reporting any noted repair or replacement issues to appropriate parties.
- Demonstrating open communication, ongoing reporting and information sharing with the Yachats Library Commission, and maintaining a positive community presence. As needed, this may include service and collaboration with library partners and professional committee endeavors that serve to advance the Yachats Library and its value to the community.
- Providing professional insight into library developments, projects and progressive practices.
- Actively participating with grant applications, administration and stewardship of library endowments.

### **Minimum Qualifications**

- Bachelor's Degree, preferably in Library Science from an ALA-accredited institution, plus five (5) years experience as a librarian in a public library setting.
  - Added value will be applied to candidates with a Bachelor's or Master's Degree in Library Science or those with three (3) to five (5) years of actual supervisory experience.
- Other combinations of education and experience may be given consideration if the applicant demonstrates evidence of transferrable knowledge and desired skill sets.
- The selected candidate must be willing to maintain a physical presence in the Yachats area, even if the individual is not a Yachats resident or is unable to relocate to the area.

### **Required Knowledge, Skills and Proficiencies**

- Comprehensive knowledge and experience with library sciences, principles and practices of library management in alignment with ALA mission and goals for public library institutions.
- High-level oral and written communication skills – ability to convey and clarify information and policies to library staff and peers, pertinent authorities, professional experts, and the general public.
- Proficiency in computer operations; use of relevant library software programs, including word-processing and financial software systems, and library-level internet research.
- Effective organizational and time-management skills, efficiency in meeting deadlines, with capacity to appropriately discern what tasks should be personally achieved and which ones can be reliably delegated.
- Ability to address and resolve problem issues or conflict with affirmative and non-inflammatory communication skills.
- Ability to practice active listening, and welcome new information and recommendations from all sources. Similarly, interactions that call for disagreement or denying requests are performed with respect and dignity towards the individual advocate or interested coalition.

### **Salary**

Salary will be determined by experience and in alignment with salary ranges for Oregon librarians. Current research reflects about \$58-\$60,000 average salary for a full time librarian, breaking down to approximately \$28-\$30 per hour. This position is anticipated to be a quarter time position.