

1. 10:00 A.M. Agenda

Documents:

[2022-07-21 Library Agenda.pdf](#)

2. 10:00 A.M. Meeting Materials

Documents:

[July 2022 Yachats Librarian Job Announcement--Revised.pdf](#)



**CITY OF YACHATS
YACHATS LIBRARY COMMISSION MEETING**

Yachats OR
Thursday July 21, 2022, at 10:00 am
To Be Held Via Zoom

Join Zoom Meeting

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

Meeting ID: 880 1475 9852

One tap mobile

+12532158782,,88014759852# US (Tacoma) +13462487799,,88014759852# US (Houston)

Dial by your location

- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)

Meeting ID: 880 1475 9852

Find your local number: <https://us02web.zoom.us/u/kdpRaGCaG>

Work Session

- I. A discussion of how to modify the library's search for a director

Regular Meeting

- II. Meeting called to order
- III. Announcements and Correspondence
- IV. DISCUSSION AND VOTE: Whether to approve the revised Yachats Librarian job announcement
- V. Business/Reports
 - a. Library Budget
 - b. Library expansion progress
 - i. Design build teams
 - ii. Michelle Pellitier
 - c. Broken window
 - d. From the librarians
 - e. From the Friends of Yachats Library
 - f. From Rebecca Bloch, re: e-books program and library computers
- VI. Old business
- VII. New business
- VIII. Adjournment

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

Library Commission Meeting held Quarterly on the 2nd Thursday at 10:00am
(January-April-July-October, 2nd Thursday)

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.; 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 7/13/22

Yachats Librarian Position Description and Job Announcement

July 2022

Overview

The City of Yachats has an active, long-serving library program. Originally founded in 1930 as a lending library, Yachats library programs have evolved and thrived under the leadership and service of volunteers. The library has progressed to the present status of planning for both building and program expansions.

Coinciding with the library's future plans, the State of Oregon now requires the hiring of a librarian in order for Yachats Library to retain legal status as a public library. Ideally, this position would start out as a quarter-time to half-time position. The City of Yachats is committed to equal opportunity, diversity and non-discrimination in hiring practices and respectful treatment in the workplace.

The primary duties of this position would include; administrative oversight of library programs, services, and general managerial responsibilities. This position reports to the Yachats City Manager and sustains positive partnerships with library volunteers, relevant civic associates and members of the public.

Duties and Responsibilities of Librarian Position

- Recruitment, selection, training and management of library volunteers, including volunteer scheduling.
- Administration and oversight of current Yachats Library operations, compliance with written library policies and procedures, and compilation of state-required library data and statistics.
- Tracking patron usage of library programs, services and noted IT needs.
- Assist in development of library program budget, planning and service goals.
- Management, tracking and maintenance of library inventory, equipment and supplies.
- Attention to the library building and grounds maintenance needs, reporting any noted repair or replacement issues to appropriate parties.
- Demonstrate open communication, reporting and information sharing with the Yachats Library Commission, routine updates to the Yachats City Manager, and a positive community presence. As needed, this may include collaboration with library partners and professional committee endeavors that serve to advance the Yachats Library and its value to the community.

Minimum Qualifications

- While a Bachelor's Degree is desired, other combinations of education and experience will be given serious consideration if the applicant demonstrates evidence of transferrable knowledge and 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.

Desired Knowledge, Skills and Proficiencies

- Knowledge and experience with library sciences, principles and practices of library management - or knowledge and experience that can be similarly applied to the position.
- Oral and written communication skills - ability to convey and clarify information and policies to library staff, professional peers, and the general public.
- Aptitude in computer operations; relevant library software programs, word-processing and financial software systems, and library-level internet research, or a willingness to learn.
- Effective organizational and time-management skills, with capacity to appropriately discern what tasks should be personally assumed and which ones can be reliably delegated.
- Ability to address and resolve problem issues or matters of conflict with positive, non-inflammatory communication skills.
- Practices active listening and welcomes 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.

Physical Working Conditions

- Competent to perform duties and interactions in an office environment, subject to background noise and unscheduled interruptions.
- Ability to travel for work-related meetings, errands and events.
- Ability to move or lift materials up to 25 pounds.
- Ability to stand, sit, walk, kneel, bend, crawl, climb or reach necessary heights as needed when filing and organizing library books and printed matter, audio-visual media and technical equipment.
- Vision and hearing at or correctible to accepted standard "normal" ranges.
- Requested reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Salary

Salary will be determined by the selected candidate's experience and in alignment with salary ranges for Oregon librarians.

Interested applicants should submit a letter of application and resume as follows. Please be certain to list RE: Yachats Librarian Application in the subject line of your letter of application:

Via email to: citycoordinator@yachatsmail.org

Please write Yachats Librarian Application in the Subject line of the email

Via USPS City of Yachats
 ATTN: Neal Morphis
 PO Box 345
 Yachats, OR 97498

The deadline for submissions is July __, 2022