

**COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA**

**Wednesday, April 18, 2018
5:15pm**

Introductions

- 1. Call to Order**
- 2. Public Comments**
- 3. Minutes and Circulation Reports**
- 4. Treasurer's Reports**
- 5. Correspondence**
- 6. Librarian's Report**
- 7. Friends of the Library Report**
- 8. Foundation Report**
- 9. Old Business**

- 10. New Business**
 - Fines on Children's Items**
 - Property**
 - Volunteer Appreciation Event**
- 11. Announcements**
- 12. Adjournment**

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
March 21, 2018

Call to Order – C. Benward called the meeting to order at 5:15 p. m.

Board Members present: Curt Benward, Teri Harris Jones, Gina Sutherland, Steve Metz, James Moore, Bob More and Jennifer Groth.

Others in Attendance: Marie Benton, Sami Pierson and Randy Dixon.

Public Comment – None

Minutes and Circulation – We reviewed minutes of the February 21st board meeting and February circulation figures. J. Moore made a motion to approve the minutes and T. Harris Jones seconded. Approved unanimously. Gate count and circulation were both down a bit last month. Sami told us that figures for items checked out electronically were not included in these circulation totals, but she hoped to be able to include this information soon. J. Moore noted that a summary of items withdrawn from circulation was not included in the report. Sami explained that the library was nearing the end of a three-year “weeding out” cycle of materials. When this process is concluded staff will perform the first official inventory of library materials done since 1983, giving us an accurate figure for library materials. At that point Sami will again include data for withdrawn library materials in monthly circulation reports.

Treasurer’s Report – We reviewed library revenue and expenditures for the first eight months of the fiscal year and the memorial funds account summary. With 67% of the fiscal year elapsed, we have expended 61% of the materials and services budget and 56.8% of the personnel services budget.

Sami reminded us that the budget line item for computer hardware and software will be moved into the regular expenses budget because of a change in the City’s budget policy. Another large County payment will arrive in May and a smaller payment is expected in June.

Correspondence – None

Librarian’s Report – Sami included figures for staff proctoring of testing sessions in this month’s report and explained that library staff sometimes provide this monitoring of formal testing sessions. Two part-time staff have been hired and will begin work on April 2nd. The timeline for hiring the vacant full-time position has been extended and we hope to have someone hired for this soon. The library is partnering with the Egyptian Theater to show “The Fantastic Mr. Fox” at 2:00 p. m. on Saturday, March 24th at the Egyptian. Library staff will be on hand before and after the movie to hand out information about library programs and services and to give away copies of the book. The demand for and use of library meeting rooms continues to be extremely strong.

Friends of the Library Report – M. Benton reported that the March book sale brought in \$1,063.37 and February book store sales were \$746.13. The Friends will sponsor of the Foundation’s Adult Spelling Bee with a contribution of \$250. The next book sale will be held April 7th and 8th, with set-up for the sale on the morning of Friday April 6th. The Friends would appreciate help with set-up and with cleaning up after the sale on Sunday April 8th at 4 p. m. The Friends could also use more volunteers in the book store.

Library Foundation Report– B. More reported that Foundation members are getting ready for their March 31st Adult Spelling Bee fundraiser. Seven teams are registered to compete at the event and Friday March 23rd is the deadline to bring in items to contribute to the raffle baskets. Foundation members would appreciate the loan of 30-inch high stools for use during the Bee.

Old Business –

Building – City Operations Administrator Randy Dixon reported on the status of the library structure and the City's monthly monitoring procedures of data points inside and on the exterior of the building. Randy said there was more noticeable building movement with greater rainfall amounts. But, he told us, there has only been ¼ of an inch of movement over a three-month period on the exterior of the building and so he plans to discontinue taking the exterior measurements for now. The interior building measurements are more important, Randy believes. These figures measure the width in millimeters of cracks in twelve of the library's structural beams. Randy will continue to take these measurements every month and, once every few months, he will go into the attic space to check the structural supports up there. Randy clarified that the building rises somewhat in the rainy season and sinks in the summer months as the underlying soils lose moisture. The structure shows the greatest movement in the northeast corner, but Randy assured us that we are not yet close to a point at which the building is unsafe.

New Business – There was a fire in the library earlier this week caused by someone igniting a roll of toilet paper in the men's restroom. Sami told us that the venting system worked well with vents closing when triggered by the fire alarm and containing the spread of smoke. The fire department was very helpful, bringing large fans to blow smoke out of the building. Some patrons were reluctant to leave and resisted staff efforts to get them to turn off computers and go outside.

Sami told us there has been increasing difficulty with disruptive and disrespectful behavior from library patrons. The restroom fire is an extreme example of this, but it is part of a growing pattern of troublesome behaviors. These problems have kept staff from being able to perform their professional responsibilities at an optimal level and have had a negative impact on our ability to maintain a safe, civil and welcoming atmosphere.

Sami learned that the Newport library has hired a security guard in response to similar difficulties and problems were noticeably reduced as a result. After preliminary investigation Sami discovered that CNB provides security at several local entities and that they have a positive reputation. The cost CNB quoted to Sami for a security guard on site for 44 hours per week (the number of hours the library is open each week) is \$41,480. City Manager Rodger Craddock had no immediate objection to the idea of hiring a library security guard if this would not increase the library's operating budget. Sami said she believed she would be able to cover the quoted cost of a guard without increasing the budget.

Board members agreed that we supported the hiring of a security guard for the library and suggested Sami discuss this matter in greater detail with Rodger Craddock. J. Groth offered to bring up this idea with City Council.

Announcements – None

Adjournment – C. Benward adjourned the meeting at 6:23 p. m.

Next meeting: April 18th at 5:15 p. m.

Respectfully submitted,

G. Sutherland

**COOS BAY PUBLIC LIBRARY
MARCH 2018**

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>
Adult Books	229
Adult Audio Books	27
Adult Video	121
Adult Miscellaneous	0
Young Adult Books	28
Young Adult Audio	0
Child Books	41
Child Audio	3
Child Video	13
Child Miscellaneous	1
TOTAL	463

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out	
2018	20,790	23,996	
2017	22,498	25,067	
2016	23,063	24,997	
2015	23,466	25,288	
2014	21,136	20,984	Closed 2 Days
2013	24,036	26,382	

GATE COUNT: 15,500
(2017 -15,513)

REFERENCE QUESTIONS ANSWERED: 915
YP REFERENCE QUESTIONS ANSWERED: 125
NEW PATRON REGISTRATIONS: 80

#DAYS OPEN: 27
DAILY AVERAGE CIRCULATION: 889 (17) 928 (16) 926

RECEIPTS FROM PATRONS

FINES	\$1,175.45
DISKS/MISC.	\$40.15
DAMAGE/LOSS	\$152.85
RENT	\$100.00
BOOK BAGS	\$42.50
COPIES	<u>\$727.25</u>
TOTAL	<u>\$2,238.20</u>

City of Coos Bay
 Balance Sheet
 March 31, 2018

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	1,043,505.54	
07-000-100-1015	Petty Cash	200.00	
07-000-100-1150	Investments - Nonspendable	52,220.92	
		<hr/>	
	Total Assets		<u>1,095,926.46</u>

LIABILITIES AND EQUITY

FUND EQUITY

07-000-200-2501	Fund Balance - Nonspendable	52,220.92	
	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	845,281.93	
	Revenue over Expenditures - YTD	198,423.61	
		<hr/>	
	Balance - Current Date	1,043,705.54	
		<hr/>	
	Total Fund Equity		<u>1,095,926.46</u>
			<hr/>
	Total Liabilities and Equity		<u>1,095,926.46</u>

City of Coos Bay
Revenues with Comparison to Budget
For the 9 Months Ending March 31, 2018

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pcnt	
<u>Carryover</u>						
07-000-300-0100	Carryover - Regular	.00	.00	602,252.00	602,252.00	.0
07-000-300-0200	Carryover - Memorial/Board	.00	.00	50,000.00	50,000.00	.0
	Total Carryover	.00	.00	652,252.00	652,252.00	.0
<u>Revenue From Other Agencies</u>						
07-000-340-0300	State Library Grant	.00	2,146.00	17,000.00	14,854.00	12.6
07-000-340-0301	Grants	.00	.00	7,500.00	7,500.00	.0
07-000-340-0303	Federal Grants	.00	4,702.86	2,500.00	(2,202.86)	188.1
07-000-340-0900	Library Tax Base	.00	972,181.97	1,000,000.00	27,818.03	97.2
	Total Revenue From Other Agencies	.00	979,030.83	1,027,000.00	47,969.17	95.3
<u>Use Of Money & Property</u>						
07-000-350-0100	Interest	1,848.96	10,780.78	4,000.00	(6,780.78)	269.5
07-000-350-1100	Auditorium Rental	100.00	2,825.00	1,000.00	(1,825.00)	282.5
	Total Use Of Money & Property	1,948.96	13,605.78	5,000.00	(8,605.78)	272.1
<u>Current Services</u>						
07-000-360-0100	Copies	727.25	5,664.29	6,000.00	335.71	94.4
07-000-360-1800	Library Fees	1,385.45	10,259.86	14,000.00	3,740.14	73.3
	Total Current Services	2,112.70	15,924.15	20,000.00	4,075.85	79.6
<u>Other Revenue</u>						
07-000-380-0200	Cash Over/short	.00	(.10)	.00	.10	.0
07-000-380-0400	Reimbursements	42.50	335.25	325.00	(10.25)	103.2
07-000-380-0900	Gifts, Donations & Memorials	4,931.43	17,182.41	13,000.00	(4,182.41)	132.2
	Total Other Revenue	4,973.93	17,517.56	13,325.00	(4,192.56)	131.5
	Total Fund Revenue	9,035.59	1,026,078.32	1,717,577.00	691,498.68	59.7

City of Coos Bay
Expenditures with Comparison to Budget
For the 9 Months Ending March 31, 2018

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Library Fund</u>						
Personnel Services						
07-510-510-1001	Salaries	41,350.41	396,169.96	613,484.00	217,314.04	64.6
07-510-510-1003	P.E.R.S.	7,744.63	75,640.74	114,873.00	39,232.26	65.9
07-510-510-1004	Social Security	3,137.01	30,046.64	46,936.00	16,889.36	64.0
07-510-510-1005	Employee Insurance	8,305.54	102,669.79	165,715.00	63,045.21	62.0
07-510-510-1006	Unemployment	.00	.00	16,150.00	16,150.00	.0
07-510-510-1007	Workers Compensation	130.45	1,156.11	2,513.00	1,356.89	46.0
07-510-510-1008	Volunteer Workers Compensation	.00	19.01	167.00	147.99	11.4
Total Personnel Services		60,668.04	605,702.25	959,838.00	354,135.75	63.1
Materials & Services						
07-510-520-2005	Training,Meetings,Travel,Dues	353.95	2,292.77	4,200.00	1,907.23	54.6
07-510-520-2101	Utilities	3,259.31	25,144.24	40,500.00	15,355.76	62.1
07-510-520-2102	Telephone	392.90	2,947.07	3,200.00	252.93	92.1
07-510-520-2105	Advertising	.00	1,030.94	1,500.00	469.06	68.7
07-510-520-2108	Contractual	1,867.32	20,653.59	46,000.00	25,346.41	44.9
07-510-520-2120	Insurance	.00	21,968.17	21,000.00	(968.17)	104.6
07-510-520-2122	Duplicating	605.18	3,794.99	5,200.00	1,405.01	73.0
07-510-520-2123	Printing	.00	262.49	1,500.00	1,237.51	17.5
07-510-520-2205	Office Supplies	84.02	1,085.84	2,000.00	914.16	54.3
07-510-520-2206	Postage	.00	1,042.97	2,000.00	957.03	52.2
07-510-520-2225	Janitorial Supplies	845.18	3,390.59	3,600.00	209.41	94.2
07-510-520-2234	Grants	38.55	3,032.96	16,000.00	12,967.04	19.0
07-510-520-2235	Library Supplies	2,268.46	8,682.49	12,000.00	3,317.51	72.4
07-510-520-2236	Library Books & Records	7,251.36	48,667.85	70,000.00	21,332.15	69.5
07-510-520-2237	Periodicals	.00	9,054.19	8,900.00	(154.19)	101.7
07-510-520-2238	Microfilm	.00	178.84	200.00	21.16	89.4
07-510-520-2239	State Aid to Children - Books	.00	1,174.00	1,200.00	26.00	97.8
07-510-520-2302	Office Equipment Rental	398.47	3,189.92	5,000.00	1,810.08	63.8
07-510-520-2303	Equipment Repairs/Replacement	185.98	5,524.84	7,000.00	1,475.16	78.9
07-510-520-2304	Equipment Maintenance Contract	37.95	8,278.70	14,000.00	5,721.30	59.1
07-510-520-2309	Building & Grounds Maintenance	5,773.84	24,330.73	29,000.00	4,669.27	83.9
07-510-520-2406	Reimbursable	.00	12.00	300.00	288.00	4.0
07-510-520-2424	Library Board	.00	.00	500.00	500.00	.0
07-510-520-2450	Gifts, Donations & Memorials	1,394.50	16,762.28	13,000.00	(3,762.28)	128.9
Total Materials & Services		24,756.97	212,502.46	307,800.00	95,297.54	69.0
Capital Outlay						
07-510-530-3001	Computer Hardware & Software	.00	9,450.00	33,000.00	23,550.00	28.6
Total Capital Outlay		.00	9,450.00	33,000.00	23,550.00	28.6

City of Coos Bay
Expenditures with Comparison to Budget
For the 9 Months Ending March 31, 2018

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Other Financing Uses					
07-510-560-8001 Contingency	.00	.00	416,939.00	416,939.00	.0
Total Other Financing Uses	.00	.00	416,939.00	416,939.00	.0
Total Library Fund	85,425.01	827,654.71	1,717,577.00	889,922.29	48.2
Total Fund Expenditures	85,425.01	827,654.71	1,717,577.00	889,922.29	48.2
Net Revenue Over Expenditures	(76,389.42)	198,423.61	.00	(198,423.61)	.0

**Coos Bay Public Library
Memorial Funds Checking Account
March 2018**

BALANCE, February 28, 2017 \$ 19,323.82

DEPOSITS:

Robb/Stoneburg Memorial Donation	\$ 44.49
Coos Bay Public Library Foundation Donation	\$ 1,000.00
Friends of the Coos Bay Public Library/Quarterly Donation	\$ 3,875.00
Misc. Donations-March 2018	\$ 11.94

TOTAL DEPOSITS \$4,931.43

DISBURSEMENTS:

Facebook, Safeway/FLP-Adult Programs	\$ 41.61
Safeway, McKays/FLP-Adult Programs	\$ 50.90
Fred Meyer, Safeway/Friends Childrens Fund	\$ 95.72
Ingram/Friends Childrens Fund	\$ 43.80
City of Coos Bay-ESO/Friends Library Purchases-Title Wave Program	\$ 500.00
Amazon/Friens Childrens Fund	\$ 12.72
Center Point/Kenaston Donation	\$ 136.02
Recorded Books/Friends Library Purchases-Dvds	\$ 41.60
Amazon/Friends Childrens Fund	\$ 23.77
Amazon/Friends Childrens Fund	\$ 65.93
Amazon/Friends Childrens Fund	\$ 9.94
Amazon/Stoneburg Memorial	\$ 15.39

TOTAL DISBURSEMENTS \$ 1,037.40
\$ 23,217.85

General Fund	\$ 8,816.94
Friend's Children's Fund	\$ 5,256.80
Care Connections	\$ 0.78
Kenaston Estate Donation	\$ (136.02)
Mallek Estate Memorial	\$ 121.17
Coos Bay Library Foundation Donation	\$ (13.30)
E-Books	\$ 70.00
Friends Library Purchases	\$ 8,737.36
Rotary Donation	\$ 17.52
Coos Bay Library Foundation-Equipment	\$ 35.35
Coos Bay Library Foundation-Audios	\$ 305.00
Eagles Large Print Fund	\$ 6.25
Coos Bay Lions Club Large Print Fund	\$ -

MEMORIAL ACCOUNT FUNDS TOTAL - March 31, 2018 **\$ 23,217.85**

CD Beginning Balance	\$ 52,138.67
Interest for March 2018	\$ 82.25
BALANCE	<u>\$ 52,220.92</u>

	Myrtlewood	Myrtlewood	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use		(minus library program attendance already reported)
Jul-17	17	3	9	25	54	360
Aug-17	10	7	7	42	66	1469
Sep-17	9	3	8	39	59	527
Oct-17	22	5	12	34	73	1313
Nov-17	14	6	13	41	74	1427
Dec-17	9	5	4	38	56	1361
Jan-18	11	7	5	34	57	1373
Feb-18	12	10	5	37	64	1499
Mar-18	15	9	7	40	71	1514
Apr-18						
May-18						
Jun-18						
Totals	119	55	70	330	574	10843

Librarian's Report

March 2018

PROGRAMS

Families and Children

Lego Club (2) - 50

MGOL (9) - 204

Storytime (4) - 112

Pokemon Club (2) – 18

Tween Book Club – 6

Fantastic Mr. Fox – 110

Dr. Seuss Night – 331

Head Start Outreach - 42

Young Adult

Teen Advisory – 4

You Tube Workshop – 7

Adult

Maker Madness - 2

Foreign Film - 28

Spanglish - 16

Forever YA Book Club - 4

Armchair Adventures - 18

Film Noir – 29

Books2 Film - 5

Adult Tabletop Games – 15

Classic Cult Comedies – 9

Proctoring – 5

Pushing the Limits – 4

Ceremony of Honor – 35

Nobody's Girl – 27

Oregon's Carousel – 17

Oregon's Learners Permit – 15

Oregon Rail History - 44

Technology

Drop In Computer Lab (2) – 10

Introduction to the Internet - 3

One on One appointments - 2

March Room Use

Myrtlewood

Library - 15

Non Library - 9

Cedar

Library - 7

Non Library – 40

Art Displays

Sand and Sea Quilters – walls and cases

Librarian's Report

March 2018

Miscellaneous

There were 3,560 downloads from Overdrive in March. This is the total for Coos County since it can't be broken down into individual library counts.

The library hosted another successful and full Dr. Seuss Night. Bekah recruited a lot of high school students to help which worked out well. She also changed out the layout of the event to accommodate the large crowd better.



Coos Bay Public Library Calendar

THINK & SPRING! **North Day** Every Day

APRIL 2018

525 Anderson, Coos Bay, OR 541-269-1101
<http://bay.cooslibraries.org>

APRIL ART

Paintings by Susan Chambers
 South Coast Woodturners



Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2 Forever YA Book Club 6:00	3 LEGO Club 3:30-4:30	4 MGOL 9:30 a.m. Storytime 10:30 a.m. Computer Lab 2 - 4 Readers Group 6:00	5 MGOL 9:30 a.m.	6 Storytime at Charleston Marine Life Center 10:30 am	7 FOL Book Sale 10 a.m.-4 p.m.	
8 FOL Book Sale noon-4 p.m.	9 Armchair Adventures 2:00 p.m.	10 Board Game Club 5:15	11 MGOL 9:30 am Storytime 10:30 a.m. PIRATE DAY 3:30-5 POKEMON 3:30	12 MGOL 9:30 a.m.	13 <i>Registration Required</i> Intro to Google Searching 9:30 Foreign Film 7:00 p.m.	14	
15 Film Noir 4:00 p.m	16 'Books 2 Film' book club 6:00	17	18 MGOL 9:30 Storytime 10:30 a.m.	19 FOL BOOKSTORE 1/2 PRICE SALE! TWEEN BOOK CLUB 3:45	20 LEGO Club 3:30-4:30 Maker Madness 3:30	21 Young Author's Tea 1:00-2:30 p.m.	
22 Good Morning Vietnam 4:00	23 Plastic Recycling 6:30 p.m.	24 TitleWave Author GREGG HURWITZ 2:00 pm	25 MGOL 9:30 a.m. Storytime 10:30 a.m. Computer Lab 10 - 12 POKEMON 3:30	26 MGOL 9:30 a.m.	27 Tabletop Game Night 7:00 p.m	28 SPANGLISH 10:30-noon WELCOME! ¡BIENVENIDOS!	
29	30	CELEBRATE MARITIME LEGACY DAYS (Apr. 6, 11-15) PIRATE DAY!! Wednesday, Apr. 11th 3:30 -5:00 <i>Fun for scallywags of all ages, including a hunt for treasure!</i>					In 1965, an unorthodox and irreverent DJ named Adrian Cronauer begins to shake up things when he is assigned to the U.S. Armed Services radio station in Vietnam. Sunday, Apr. 22 4:00 Starring Robin Williams.



Catch the Title Wave

MEET THE AUTHOR!

Tuesday, April 24
 2 PM - Coos Bay Public Library

Gregg Hurwitz is the New York Times bestselling author of 19 novels, including *HELLBENT* (2018). His novels have been shortlisted for numerous literary awards, graced top ten lists, and have been published in 30 languages. He is also a New York Times Bestselling comic book writer, having penned stories for Marvel (Wolverine, Punisher) and DC (Batman, Penguin). He has written screenplays for or sold scripts to many of the major studios (including *THE BOOK OF HENRY*), and has also developed and produced television series for various networks.

Plastics, Recycling & Sustainability
 Tuesday, Apr. 24 6:30 pm
 Learn more about sustainability & how to be 'waste-conscious'