

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

**Wednesday, August 15, 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**
Library Standards
Policy Manual
Steering Committee
- 10. New Business**
- 12. Announcements**
- 13. Adjournment**

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
July 18, 2018

Call to Order – G. Sutherland called the meeting to order at 5:15 p. m.

Board Members present: Jennifer Groth, Kathy Erickson, James Moore, Bob More, Steve Metz, Gina Sutherland, Alissa Pruess.

Others in Attendance: Marie Benton, Ellen Thompson, Jennifer Croft, Sami Pierson

Election of Officers –

Curt Benward was nominated for Chair by S. Metz. B. More seconded the nomination. Unanimously approved

Bob More was nominated for Vice-Chair by K. Erickson. S. Metz seconded. Unanimously approved

Gina Sutherland was nominated as Secretary by K. Erickson. B. More seconded. Unanimously approved

Kathy Erickson was nominated as Treasurer by S. Metz. B. More seconded. Unanimously approved

Discussion with Jennifer Croft of Extended Services Office –

J. Croft is collecting information from all the library boards for Strategic Planning purposes. Four questions were sent out prior to the meeting for the board members to contemplate.

1. What do you like about our libraries and the services they provide?

Availability and accessibility, community center/gathering place, diverse range of resources, reaching out to patrons, employment help, frustrated with availability of e-library services

2. What do you think our libraries could improve on?

Highlight databases more, perceived safety issues

3. What do you like best about living in your community?

Quality of life, lower population density, weather, small enough that you recognize people, friendly open atmosphere, affordable, lots to do, natural environment

4. What do you see as the most vital need in your community?

Affordable housing, living wage jobs

Public Comment – None

Minutes and Circulation – The June 20, 2018 board meeting minutes and circulation figures were reviewed. Approved unanimously.

Treasurer's Report – Unanimously approved

Correspondence – None

Librarian's Report – Nothing additional to report

Friends of the Library Report – M. Benton reported that there was no book sale in July. June sales in the book store totaled 617.25. August 4&5 is the next sale.

Library Foundation – There is a meeting tomorrow. B. More reported the Facebook audience is growing. The audit was completed and was fine. There is a fall fundraiser meeting at 3:30 tomorrow.

Old Business – None

New Business – S. Pierson discussed reviewing Public Library Standards and the new policy manual. She asked that everyone come prepared with their opinion on how and if the library is meeting the

standards or not. They will be reviewed at the next meeting. The manual needs to be reviewed and will be discussed at a later meeting.

Announcements –

Next meeting: August 15, 2018 at 5:15 p. m.

Adjournment – G. Sutherland adjourned the meeting at 6:12 p. m.

Respectfully submitted,

Sami Pierson

**COOS BAY PUBLIC LIBRARY
JULY 2018**

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>
Adult Books	177
Adult Audio Books	18
Adult Video	158
Adult Miscellaneous	18
Young Adult Books	5
Young Adult Audio	0
Child Books	67
Child Audio	6
Child Video	12
Child Miscellaneous	3

TOTAL	464

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out	
2018	20,696	23,117	
2017	24,406	24,630	
2016	21,369	24,362	
2015	22,429	24,830	
2014	25,492	32,765	
2013	24,880	27,349	
GATE COUNT:	13,903		
	(2017 - 15,442)		
REFERENCE QUESTIONS ANSWERED:		969	
YP REFERENCE QUESTIONS ANSWERED:		126	
NEW PATRON REGISTRATIONS:		97	
#DAYS OPEN:	25	25	25
DAILY AVERAGE CIRCULATION:	925	(17) 985	(16) 974

RECEIPTS FROM PATRONS

FINES	\$1,047.16
DISKS/MISC.	\$48.50
DAMAGE/LOSS	\$107.92
RENT	\$0.00
BOOK BAGS	\$41.50
COPIES	<u>\$600.75</u>
TOTAL	<u>\$1,845.83</u>

City of Coos Bay
 Balance Sheet
 June 30, 2018

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund		1,114,167.92	
07-000-100-1015	Petty Cash		200.00	
07-000-100-1101	Prepaid Expense		6,005.51	
07-000-100-1150	Investments - Nonspendable		52,489.72	
			<u>52,489.72</u>	
	Total Assets			<u><u>1,172,863.15</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

07-000-200-2501	Fund Balance - Nonspendable		52,489.72	
	Unappropriated Fund Balance:			
07-000-200-2500	Fund Balance	845,013.13		
	Revenue over Expenditures - YTD	275,360.30		
			<u>275,360.30</u>	
	Balance - Current Date		1,120,373.43	
			<u>1,120,373.43</u>	
	Total Fund Equity			<u><u>1,172,863.15</u></u>
	Total Liabilities and Equity			<u><u>1,172,863.15</u></u>

City of Coos Bay
Revenues with Comparison to Budget
For the 12 Months Ending June 30, 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	3,000.00	7,500.00	4,500.00 40.0
07-000-340-0303	Federal Grants	.00	6,546.00	2,500.00 (4,046.00) 261.8
07-000-340-0900	Library Tax Base	236,999.34	1,285,723.43	1,000,000.00 (285,723.43) 128.6
	Total Revenue From Other Agencies	236,999.34	1,297,415.43	1,027,000.00 (270,415.43) 126.3
<u>Use Of Money & Property</u>					
07-000-350-0100	Interest	1,737.72	16,088.84	4,000.00 (12,088.84) 402.2
07-000-350-1100	Auditorium Rental	175.00	3,675.00	1,000.00 (2,675.00) 367.5
	Total Use Of Money & Property	1,912.72	19,763.84	5,000.00 (14,763.84) 395.3
<u>Current Services</u>					
07-000-360-0100	Copies	586.10	7,874.39	6,000.00 (1,874.39) 131.2
07-000-360-1800	Library Fees	931.33	13,649.40	14,000.00	350.60 97.5
	Total Current Services	1,517.43	21,523.79	20,000.00 (1,523.79) 107.6
<u>Other Revenue</u>					
07-000-380-0200	Cash Over/short	.00 (.10)	.00	.10 .0
07-000-380-0400	Reimbursements	27.00	446.75	325.00 (121.75) 137.5
07-000-380-0900	Gifts, Donations & Memorials	8,343.30	29,195.20	13,000.00 (16,195.20) 224.6
	Total Other Revenue	8,370.30	29,641.85	13,325.00 (16,316.85) 222.5
	Total Fund Revenue	248,799.79	1,368,344.91	1,717,577.00	349,232.09 79.7

City of Coos Bay
Expenditures with Comparison to Budget
For the 12 Months Ending June 30, 2018

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Library Fund</u>						
Personnel Services						
07-510-510-1001	Salaries	43,228.96	526,988.41	613,484.00	86,495.59	85.9
07-510-510-1003	P.E.R.S.	7,823.16	99,111.12	114,873.00	15,761.88	86.3
07-510-510-1004	Social Security	3,271.11	39,955.75	46,936.00	6,980.25	85.1
07-510-510-1005	Employee Insurance	9,800.59	130,299.27	165,715.00	35,415.73	78.6
07-510-510-1006	Unemployment	.00	.00	16,150.00	16,150.00	.0
07-510-510-1007	Workers Compensation	124.14	1,544.29	2,513.00	968.71	61.5
07-510-510-1008	Volunteer Workers Compensation	.00	27.91	167.00	139.09	16.7
Total Personnel Services		64,247.96	797,926.75	959,838.00	161,911.25	83.1
Materials & Services						
07-510-520-2005	Training, Meetings, Travel, Dues	19.61	3,097.01	4,200.00	1,102.99	73.7
07-510-520-2101	Utilities	2,927.24	34,551.03	40,500.00	5,948.97	85.3
07-510-520-2102	Telephone	311.54	3,943.59	3,200.00	(743.59)	123.2
07-510-520-2105	Advertising	608.67	1,710.61	1,500.00	(210.61)	114.0
07-510-520-2108	Contractual	26.10	20,824.22	46,000.00	25,175.78	45.3
07-510-520-2120	Insurance	.00	21,968.17	21,000.00	(968.17)	104.6
07-510-520-2122	Duplicating	927.00	5,798.36	5,200.00	(598.36)	111.5
07-510-520-2123	Printing	188.00	571.07	1,500.00	928.93	38.1
07-510-520-2205	Office Supplies	207.56	1,748.57	2,000.00	251.43	87.4
07-510-520-2206	Postage	.00	1,042.97	2,000.00	957.03	52.2
07-510-520-2225	Janitorial Supplies	460.20	4,545.61	3,600.00	(945.61)	126.3
07-510-520-2234	Grants	.00	3,786.82	16,000.00	12,213.18	23.7
07-510-520-2235	Library Supplies	758.28	11,692.90	12,000.00	307.10	97.4
07-510-520-2236	Library Books & Records	4,426.58	62,768.16	70,000.00	7,231.84	89.7
07-510-520-2237	Periodicals	56.85	9,111.04	8,900.00	(211.04)	102.4
07-510-520-2238	Microfilm	.00	178.84	200.00	21.16	89.4
07-510-520-2239	State Aid to Children - Books	.00	1,214.00	1,200.00	(14.00)	101.2
07-510-520-2302	Office Equipment Rental	538.30	4,385.33	5,000.00	614.67	87.7
07-510-520-2303	Equipment Repairs/Replacement	2,454.64	20,559.85	30,550.00	9,990.15	67.3
07-510-520-2304	Equipment Maintenance Contract	37.95	8,829.65	14,000.00	5,170.35	63.1
07-510-520-2309	Building & Grounds Maintenance	2,431.85	33,493.54	29,000.00	(4,493.54)	115.5
07-510-520-2406	Reimbursable	.00	.00	300.00	300.00	.0
07-510-520-2424	Library Board	480.00	480.00	500.00	20.00	96.0
07-510-520-2450	Gifts, Donations & Memorials	1,642.92	29,306.52	13,000.00	(16,306.52)	225.4
Total Materials & Services		18,503.29	285,607.86	331,350.00	45,742.14	86.2
Capital Outlay						
07-510-530-3001	Computer Hardware & Software	.00	9,450.00	9,450.00	.00	100.0
Total Capital Outlay		.00	9,450.00	9,450.00	.00	100.0

City of Coos Bay
Expenditures with Comparison to Budget
For the 12 Months Ending June 30, 2018

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Other Financing Uses					
07-510-560-6001 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	82,751.25	1,092,984.61	1,717,577.00	624,592.39	63.6
Total Fund Expenditures	82,751.25	1,092,984.61	1,717,577.00	624,592.39	63.6
Net Revenue Over Expenditures	166,048.54	275,360.30	.00	(275,360.30)	.0

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

BALANCE, June 30, 2018 \$ 20,127.05

DEPOSITS:

Coos Head Garden Club/G.Ivy Memorial	\$25.00	
K.Robb/M. Fields Memorial	\$29.20	
Coos Bay Public Library Foundation/Kenaston Reimbursement	\$848.00	
Journal Entry-Ingram/Rode Memorial	\$35.99	
Misc. Donations-July 2018	\$ 17.72	
TOTAL DEPOSITS		\$955.91

DISBURSEMENTS:

Ingram/Books-Fields Memorial	\$ 29.20	
Greg Gustafson/Friends Childrens Fund-Summer Adventures Performer	\$ 450.00	
Journal Entry-E Books	\$ 35.00	
TOTAL DISBURSEMENTS		\$ 514.20
		<u>\$ 20,568.76</u>

General Fund	\$ 8,372.15	
Friend's Children's Fund	\$ 3,258.23	
Care Connections	\$ 0.78	
Kenaston Estate Donation	\$ -	
Mallek Estate Memorial	\$ 121.17	
Coos Bay Library Foundation Donation	\$ (13.30)	
E-Books	\$ 35.00	
Friends Library Purchases	\$ 8,448.13	
Rotary Donation	\$ -	
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 - July 31, 2018 **\$ 20,568.76**

Beginning CD Balance	\$ 52,398.83	
Interest June 2018	\$ 90.89	
Total	\$ 52,489.72	

Librarian's Report

July 2018

PROGRAMS

Families and Children

Lego Club (2) - 50

MGOL (7) – 168

Storytime (3) – 127

Pokemon Club (2) –

Tween Book Club – 0

Summer Reading Check-in (4) – 71

DHS baby group (3) - 19

Lego Robotics (5) – 170

Fantasia 2000 – 22

Micah and Me – 48

Oregon Rocks – 51

Violin Jenn – 33

Big Rig Day – 290

Young Adult

Learners Permit Class – 10

Harry Potter Escape Room (8) - 33

Adult

Foreign Film - 28

Spanglish - 20

Forever YA Book Club - 5

Armchair Adventures – 15

Pushing the Limits – 4

Lunch, Listen & Learn (3) - 111

Film Noir – 30

Books2 Film – 3

Adult Tabletop Games – 12

Proctoring – 3

Thing Fling – 48

How to use Craigslist - 7

Technology

Drop In Computer Lab (2) – 9

Introduction to Internet – 2

Searching the Web - 2

July Room Use

Myrtlewood

Library - 15

Non Library - 2

Cedar

Library - 9

Non Library – 54

Art Displays

Walls: Frank Price, photography

Lobby: Nancy Price, baskets

Librarian's Report

July 2018

Miscellaneous

North Bend and Coos Bay Libraries staff the county library booth at the fair on July 27th. We were able to interact with many Coos County residents and several out of town guests. We distributed children's books, purchased through grant dollars, and adult books that were donations. An estimate on the people we interacted with is: (by estimated age)

Preschool - 72

7-14 - 140

14-20 - 65

Adult - 162

This is always a great event to let our county residents know about library services and programs in a different location and atmosphere.

The catalogers from both Coos and Curry Counties have been working together to do some larger scale clean up efforts of the shared database. It is a massive undertaking that has had some bumps but now seems to be progressing. In the end, it should make for an easier user experience.

In July there were, county-wide, 4231 checkouts on OverDrive. 13 circulations on hoopla. (launched on 7/20/2018)

2018/19	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-18	15	2	9	54	80	708
Aug-18						
Sep-18						
Oct-18						
Nov-18						
Dec-18						
Jan-19						
Feb-19						
Mar-19						
Apr-19						
May-19						
Jun-19						
Totals						



Coos Bay Public Library Calendar
AUGUST 2018
 525 Anderson, Coos Bay, OR 541-269-1101
 www.coosbaylibrary.org



AUGUST
 Walls & Lobby:
KATHY ANDREASON



Sun	Mon	Tue	Wed	Thu	Fri	Sat
5 FOL Book Sale <i>noon-4 p.m.</i>	6 LEGO Club 2.0: Robotics 2:00 Forever YA Book Club 6:00 p.m.	7 LEGO Club 2.0: Robotics 2:00 Forever YA Book Club 6:00 p.m.	1 MGOL 9:30 a.m. Storytime 10:30 a.m. Readers Group 6:00	2 MGOL 9:30 a.m. Youth Program BUILD A BIRD-HOUSE 1:00 & 2:30	3 Foreign Film 7:00 p.m.	4 FOL Book Sale 10 a.m.-4 p.m.
12	13 LEGO Club 2.0: Robotics 2:00	14 Armchair Adventures 2:00 p.m.	8 MGOL 9:30 Storytime 10:30 Drop-in Computer Lab 10-noon POKEMON 3:30	9 MGOL 9:30 a.m. <i>Registration Required</i> COOKIES & CANVAS: For Adults 6:00 pm	10 LEGO CLUB 3:30-4:30	11 Youth Program BORDER COLLIE INTERNATIONAL <i>Noon-1:00</i>
19 Film Noir 4:00 p.m.	20 Books2Film Book Club 6:00 p.m. Book discussion & film screening	21	15 MGOL 9:30 a.m. Storytime 10:30 a.m. Library Board 5:15	16 MGOL 9:30 1/2 Price Day in Bookstore!	17 LEGO CLUB 3:30-4:30	18 Youth Program BORDER COLLIE INTERNATIONAL <i>Noon-1:00</i>
26	27	28	22 MGOL 9:30 a.m. Drop-In Computer Lab 10am - noon POKEMON 3:30	23 MGOL 9:30 Pushing the Limit 5:30 PJ Storytime 6:30-7:15	24 VOLUNTEER FAIR 10:30 am - 1:30 p.m. Tabletop Game Night 7:00 p.m.	25 SPANGLISH 10:30-noon
26	27	28	29 MGOL 9:30 a.m. Storytime 10:30 a.m.	30 MGOL 9:30 Storytime 10:30 a.m.	31 <i>Registration Required</i> Intro to Google Drive 9:30 am	4 FOL Book Sale 10 a.m.-4 p.m.
Border Collie International Saturday, Aug 18th noon - 1:00 Blossom Gulch School Gymnasium A performing canine team of rescued border collies demonstrating football, basketball, baseball, soccer, and world class Frisbee tricks.		3rd Mondays BOOKS2FILM Book Club Book: STARDUST by Neil Gaiman		Science & book discussion Thursday, Aug. 23rd 5:30 p.m. The Spinning Magnet by Alanna Mitchell		VOLUNTEER FAIR Become A Volunteer Learn how you can help out in our community Friday, Aug. 24th 10:30 a.m. - 1:30 p.m.
☆PJ STORYTIME☆ Thursday, Aug. 23rd 6:30-7:15 Wear your jammies for bedtime stories and a cozy craft. Bring a favorite blanket or toy. For preschoolers and their families.						