

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA
Wednesday August 18, 2021
5:15pm

Introductions

- 1. Public Comments**

- 2. Election of Officers**

- 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**
 - New signature sheet
 - Update of City Fees
- 11. Announcements**

- 12. Adjourn**

Coos Bay Public Library

July 2021 Report

of items added to collection – **532**

New cards issued - **126**

Total reference questions – **301**

Daily average circulation – **620**

Total # of programs –**13**

Program attendance – **823**

Total items checked out at the library – **13,122**

Total of Coos Bay items checked out anywhere – **16,119**

Total digital downloads – **324**

Gate count – **4,391**

Total monthly visitors – **4,391**

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
July 21, 2021

Call to Order – Curt Benward called the meeting to order at 5:18 p.m.

Board Members Present: Robert More, Peggy Christensen, James Moore, Curt Benward, Gina Sutherland, Janice Langlinais, Rob Miles

Others In Attendance: Sami Pierson, Christina Coffman, Crystal Barr, Marie Benton, Susan Anderson

Introductions for those at the meeting were made for the new board members.

Public Comment –None

Minutes and Circulation – Minutes from the June 2021 meeting were reviewed. It was noted that Gina's last name was misspelled and there was grammatical error in the first sentence of the Bond Committee summary. Bob made a motion to approve the minutes with the changes noted. Janice seconded the motion. Approved unanimously. The circulation report was reviewed.

Treasurer's Report – Financial reports for June 2021 were not out yet from the Finance department as it is the end of the budget year. The memorial account report was reviewed.

Correspondence – None

Librarians Report – The three new employees are on board, Youth Librarian Jennifer Knight and Library Assistants Jessie Ansley and Emily Church.

The Story Walk in project Mingus Park is nearing completion. It has 16 stations and will tell a story 2 pages per station going around the lake.

Friends of the Library Report – A "Sidewalk" book sale was held on July 9th. The Friends bookstore will open back up on 8/4. The store will be open Wed-Fri from 12-5pm. There will be an "In Lobby" book sale on Saturday, August 14th from 10-2pm.

Library Foundation Report – "After Hours at the Library" will be held on 10/9/21. A grant proposal was submitted to the Judith Mogan foundation for new equipment for the children's department. The Urban renewal district was expanded so that the new building site is included. The soils testing, traffic study, road and utilities can now go forward. The process of getting an architect on board has begun in order to get at least thirty percent of the preliminary plans for a more accurate building cost.

Election of Officers – The election of officers for 2021/22 was held:

Chairman: Curt Benward was nominated by Robert with a second by Janice. Approved unanimously.
Vice Chairman: Curt nominated Bob with a second by Rob. Approved unanimously.
Secretary: Alissa was nominated by Curt with a second by Gina. Approved unanimously.
Treasurer: Peggy was nominated by Janice with a second by Bob. Approved unanimously.

Old Business –

None

New Business –

The funding request submitted by the City to the State of Oregon did not come through. The roofing contractor has been through the building and will be providing a repair estimate to the City. The City will also be repairing the damaged ceiling tiles and emergency exit door that no longer opens. The trees overhanging the building will be pruned back.

Bond Committee – City Manager Craddock recommend to the City Council that the bond measure be delayed until 2023 in an effort to secure other funding avenues. Susan said the library cannot wait that long to go out for a bond measure and it should be put on the May 2022 ballot and if that fails try again on the November 2022 ballot. Susan also said that the library needs drawings so that people can see what the money will be spent on and what the new facility will bring to the community.

The City Council is asking for input from the library board on when to go out for the bond. Janice made a motion that the library board recommend that the City Council go out for a bond measure for the full cost of construction of a new library building on the May 2022 ballot. Gina seconded the motion. Approved unanimously.

General Fund Library Item – The City has a \$20,000 line item in the general fund for maintenance on the library building. Curt would like to recommend to the budget committee this coming year that the amount be increased in anticipation of more building repairs.

Announcements

Sami reported that Coos Bay, North Bend and Lakeside libraries received a grant to fund a full-time social worker in the libraries. As a pilot program the social worker will rotate between the three libraries.

Adjournment – C. Benward adjourned the meeting at 6:53p.m.

Next Meeting: August 18, 2021 – 5:15 p.m.

Respectfully submitted,
Crystal Barr

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**COOS BAY PUBLIC LIBRARY
JULY 2021**

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>
Adult Books	225	24
Adult Audio Books	38	1
Adult Video	34	12
Adult Music	0	0
Adult Video Games	0	0
Library of Things	4	0
Young Adult Books	21	0
Young Adult Audio	0	0
Child Books	200	19
Child Audio	1	1
Child Video	9	0
Child Music Cds	0	0
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TOTAL	532	57

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out	
2021	13,122	16,119	
2020	8,528	9,270	
2019	20,054	22,944	
2018	20,696	23,117	
2017	24,406	24,630	
2016	21,369	24,362	
GATE COUNT:	4,391 (2020 - 363)		
REFERENCE QUESTIONS ANSWERED:		301	
YP REFERENCE QUESTIONS ANSWERED:		32	
NEW PATRON REGISTRATIONS:		126	
#DAYS OPEN:	26	23	26
DAILY AVERAGE CIRCULATION:	620	(20) 403	(19) 882

RECEIPTS FROM PATRONS

DISKS/MISC.	\$4.00
DAMAGE/LOSS	\$54.93
RENT	\$0.00
BOOK BAGS	\$0.00
COPIES	<u>\$176.66</u>
TOTAL	<u>\$235.59</u>

City of Coos Bay
 Revenues with Comparison to Budget
 For the 12 Months Ending June 30, 2021 **DRAFT**

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pct	
<u>Carryover</u>						
07-000-300-0100	Carryover - Regular	.00	.00	1,074,855.00	1,074,855.00	.0
07-000-300-0200	Carryover - Memorial/Board	.00	.00	125,000.00	125,000.00	.0
	Total Carryover	.00	.00	1,199,855.00	1,199,855.00	.0
<u>Revenue From Other Agencies</u>						
07-000-340-0300	State Library Grant	.00	15,268.00	1,900.00	(13,368.00)	803.6
07-000-340-0301	Grants	9,292.16	18,500.00	16,043.00	(2,457.00)	115.3
07-000-340-0303	Federal Grants	.00	.00	3,000.00	3,000.00	.0
07-000-340-0350	Federal Other Financial Assist	.00	27,211.39	39,534.00	12,322.61	68.8
07-000-340-0900	Library Tax Base	63,217.89	1,233,861.05	1,130,000.00	(103,861.05)	109.2
	Total Revenue From Other Agencies	72,510.05	1,294,840.44	1,190,477.00	(104,363.44)	108.8
<u>Use Of Money & Property</u>						
07-000-350-0100	Interest	671.16	9,712.42	15,000.00	5,287.58	64.8
07-000-350-1100	Auditorium Rental	.00	.00	3,500.00	3,500.00	.0
	Total Use Of Money & Property	671.16	9,712.42	18,500.00	8,787.58	52.5
<u>Current Services</u>						
07-000-360-0100	Copies	105.10	105.10	7,000.00	6,894.90	1.5
07-000-360-1800	Library Fees	199.35	1,094.28	12,000.00	10,905.72	9.1
	Total Current Services	304.45	1,199.38	19,000.00	17,800.62	6.3
<u>Other Revenue</u>						
07-000-380-0100	Miscellaneous	1,212.00	2,586.78	100.00	(2,486.78)	2586.8
07-000-380-0300	ESO Administration/Rent	2,174.79	26,097.48	26,000.00	(97.48)	100.4
07-000-380-0400	Reimbursements	.00	2,935.65	500.00	(2,435.65)	587.1
07-000-380-0900	Gifts, Donations & Memorials	195.02	5,313.30	20,000.00	14,686.70	26.6
	Total Other Revenue	3,581.81	36,933.21	46,600.00	9,666.79	79.3
	Total Fund Revenue	77,067.47	1,342,685.45	2,474,432.00	1,131,746.55	54.3

City of Coos Bay
Expenditures with Comparison to Budget
For the 12 Months Ending June 30, 2021

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Expenditures</u>					
Personnel Services					
07-510-510-1001	Salaries	48,275.96	562,427.09	758,449.00	196,021.91 74.2
07-510-510-1003	P.E.R.S.	10,648.14	124,499.70	159,382.00	34,882.30 78.1
07-510-510-1004	Social Security	3,586.87	40,579.98	58,028.00	17,448.02 69.9
07-510-510-1005	Employee Insurance	9,233.18	145,124.96	211,964.00	66,839.04 68.5
07-510-510-1006	Unemployment	.00	1,400.32	3,600.00	2,199.68 38.9
07-510-510-1007	Workers Compensation Insurance	60.41	711.40	1,066.00	354.60 66.7
07-510-510-1008	Volunteer Workers Compensation	.00	.25	250.00	249.75 .1
	Total Personnel Services	71,804.56	874,743.70	1,192,739.00	317,995.30 73.3
Materials & Services					
07-510-520-2005	Training,Meetings,Travel,Dues	426.65	3,353.65	9,000.00	5,648.35 37.3
07-510-520-2101	Utilities	4,395.42	29,677.19	42,000.00	12,322.81 70.7
07-510-520-2102	Telephone	2,887.21	11,955.96	9,000.00	(2,955.96) 132.8
07-510-520-2105	Advertising	3,018.49	11,288.10	17,514.00	6,225.90 64.5
07-510-520-2108	Contractual	5,560.08	39,417.17	80,000.00	40,582.83 49.3
07-510-520-2120	Insurance	.00	15,757.10	25,000.00	9,242.90 63.0
07-510-520-2122	Duplicating\Data Processing	412.30	3,853.28	9,500.00	5,646.72 40.6
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00 .0
07-510-520-2205	Office Supplies	366.19	13,132.00	43,023.00	29,891.00 30.5
07-510-520-2206	Postage	.00	11,837.39	20,276.00	8,438.61 58.4
07-510-520-2225	Janitorial Supplies	22.95	196.02	13,800.00	13,603.98 1.4
07-510-520-2231	Small Equipment	28,536.57	54,945.69	68,794.00	13,848.31 79.9
07-510-520-2234	Grants	5,546.82	31,060.55	7,900.00	(23,160.55) 393.2
07-510-520-2235	Library Supplies	571.65	9,866.20	13,000.00	3,133.80 75.9
07-510-520-2236	Library Books & Records	18,744.17	93,685.56	100,000.00	6,314.44 93.7
07-510-520-2237	Periodicals	52.93	9,977.74	10,000.00	22.26 99.8
07-510-520-2239	State Aid to Children - Books	500.00	4,725.86	2,000.00	(2,725.86) 236.3
07-510-520-2240	Library Books/Records (Restr)	.00	.00	50,000.00	50,000.00 .0
07-510-520-2241	Programming	5,264.12	8,118.82	16,000.00	7,881.18 50.7
07-510-520-2302	Office Equipment Rental	518.30	4,673.20	5,200.00	526.80 89.9
07-510-520-2303	Equipment Repairs/Replacement	.00	1,084.83	35,000.00	33,915.17 3.1
07-510-520-2304	Equipment Maintenance Contract	857.95	4,879.54	12,000.00	7,120.46 40.7
07-510-520-2305	Vehicle Maintenance/Fuel	155.31	2,311.72	10,000.00	7,688.28 23.1
07-510-520-2309	Building & Grounds Maintenance	4,133.53	35,933.38	50,000.00	14,066.62 71.9
07-510-520-2310	Furniture (restricted)	.00	.00	100,000.00	100,000.00 .0
07-510-520-2406	Reimbursable	.00	34.78	200.00	165.22 17.4
07-510-520-2424	Library Board	.00	.00	500.00	500.00 .0
07-510-520-2450	Gifts, Donations & Memorials	213.81	16,993.59	20,000.00	3,006.41 85.0
	Total Materials & Services	82,214.45	418,759.32	772,707.00	353,947.68 54.2
Capital Outlay					
07-510-530-3001	Computer Hardware & Software	.00	.00	10,000.00	10,000.00 .0
	Total Capital Outlay	.00	.00	10,000.00	10,000.00 .0

City of Coos Bay
Expenditures with Comparison to Budget
For the 12 Months Ending June 30, 2021

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Other Financing Uses						
07-510-560-6001	Contingency	.00	.00	336,225.00	336,225.00	.0
07-510-560-6002	Unappropriated Ending Fund Bal	.00	.00	162,761.00	162,761.00	.0
Total Other Financing Uses		.00	.00	498,986.00	498,986.00	.0
Total Expenditures		154,019.01	1,293,503.02	2,474,432.00	1,180,928.98	52.3
Total Fund Expenditures		154,019.01	1,293,503.02	2,474,432.00	1,180,928.98	52.3
Net Revenue Over Expenditures		(76,951.54)	49,182.43	.00	(49,182.43)	.0

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**Coos Bay Public Library
Memorial Funds Checking Account
July 2021**

<u>BALANCE, June 30, 2021</u>	\$ 66,135.42
Jones Estate Donation	\$ 7,272.59
Friends of Coos Bay Public Library/Friends Childrens Fund	\$ 129.00
Misc. Donations-July 2021	\$ 50.54
TOTAL DEPOSITS	\$ 7,452.13
 <u>DISBURSEMENTS:</u>	
Oregon State Parks/2021-22 Back Pack Park Passes	\$ 360.00
TOTAL DISBURSEMENTS	\$ 360.00
 Balance July 31, 2021	 \$ 73,227.55

General Fund	\$ 11,200.22
Friend's Children's Fund	\$ 606.66
Kenaston Estate Donation	\$ -
Mallek Estate Memorial	\$ 52,610.89
Jones Estate Donation	\$ 7,272.59
Coos Bay Library Foundation YP Book Donation	\$ -
E-Books	\$ -
Friends Library Purchases	\$ 4,096.78
Rotary Donation	\$ (5,129.05)
Coos Bay Library Foundation-Equipment	\$ -
Coos Bay Library Foundation-Audios	\$ -
Eagles Large Print Fund	\$ -
Dollywood	\$ 2,569.46
 MEMORIAL ACCOUNT FUNDS TOTAL	 \$ 73,227.55

Librarian's Report August 2021

PROGRAMS

Spanglish Conversation had two online meetings with 5 people in attendance.

Forever Young Adult Book Group met with 4 in attendance.

Community Cooking with the Co-Op had 24 attendees.

Craft Take Out - 40 kits distributed and 108 views on Facebook and 23 on YouTube

Unlimited Book Club, a partnership with Coos History Museum and North Bend Public Library had 8 participants.

ASL Practice Place - 12 participants

Book Box Program - 84 adults and 65 children participating

Swords and Starships Podcast - 2 podcasts released in July. There were 68 downloads in June and 81 downloads in July

The Empire and Eastside pickup/drop off sites continue. There is an average of 30 people served each Friday.

Community Yoga - 11 participants

One on One Appts - 4

Story time in the Park - 8 attendees

Coos County Fair - 296 people on the Friday that North Bend and Coos Bay shared the booth. We gave away books, early literacy information, and promoted the libraries.

Miscellaneous

In July there were 5040, county-wide, checkouts on OverDrive. 324 circulations on hoopla in July with 1 new borrower.

With no meeting room, the library is using Mingus Park for a lot of current programming. Luckily, the weather is cooperating.

In anticipation of the Governor's mask mandate and the rising cases of COVID in Coos County, the library went back to mandatory masks for all on August 9, 2021. The library will do curbside delivery for people unable to wear a mask.

Damage deposit.....\$105.00

LIBRARY

Replacement Library Card\$1.00

Late Fees per Day
DVD's~~\$1.00~~ 0
All Other Materials~~\$0.15~~ 0

Lost Items price of the item plus \$5.25 processing fee

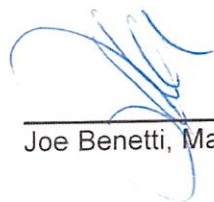
Copies
Black and white\$0.20
Color\$0.25

Fax *all ~~first~~ pages*
First page~~\$2.00~~ 1.00
Additional page (each)\$1.00

Room Rental
Cedar Room No Charge
Myrtlewood Room (three-hour minimum)~~\$26-25/hr.~~
\$ 30 hr (3hr min)

NOW, THEREFORE, BE IT RESOLVED THAT, the Coos Bay City Council of the City of Coos Bay, Oregon hereby amends the fee schedule.

The foregoing resolution was duly adopted by the City Council of the City of Coos Bay, Coos County, Oregon this 20th day of April 2021.



Joe Benetti, Mayor

ATTEST: Nichole Rutherford
Nichole Rutherford, City Recorder