

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

**Wednesday, December 19, 2018
5:15pm**

Introductions

1. **Call to Order**
2. **Public Comments**
3. **Minutes and Circulation Reports**
October
November
4. **Treasurer's Reports**
October
November
5. **Correspondence**
6. **Librarian's Report**
October
November
7. **Friends of the Library Report**
8. **Foundation Report**
9. **Old Business**
Allocation Formula
10. **New Business**
Library Standards – Minimum Requirements and Governance Standards
2018 State Report
2019 Holidays
Budget Discussion
Strategic Plan
12. **Announcements**
13. **Adjournment**

Coos Bay Public Library

November Report

~~December~~

of items added to collection - 669

New cards issued - 71

Total reference questions - 948

Daily average circulation - 879

Total # of programs - 18

Program attendance - 526

Total items checked out at the library - 19,054

Total of Coos Bay items checked out anywhere - 21,090

Total digital downloads - 69

Gate count - 12,520

Total monthly visitors - 13,905

Coos Bay Public Library

November Report

of items added to collection – 625

New cards issued - 81

Total reference questions - 822

Daily average circulation - 957

Total # of programs - 31

Program attendance – 572

Total items checked out at the library – 18,829

Total of Coos Bay items checked out anywhere – 21,055

Total digital downloads - 60

Gate count – 13,623

Total monthly visitors – 20,319

PROGRAMS

Families and Children

Lego Club (2) - 60

MGOL (8) - 178

Storytime (4) - 123

Pokemon Club - 6

Tween Book Club - 6

Stuffed Animal Sleepover - 57

Young Adult

Adult

Foreign Film - 28

Spanglish - 18

Forever YA Book Club - 6

Armchair Adventures - 14

Criminal Background Barrier - 3

Cookies and Canvas - 16

Fermented Foods - 16

Film Noir - 27

Books2 Film - 4

Proctoring - 1

Technology

Drop In Computer Lab (2) - 8

One on One appts - 1

Beginning Computer Mouse - 0

Room Use

Myrtlewood

Library - 9

Non Library - 6

Cedar

Library - 6

Non Library - 46

Art Displays

Walls - Sarita Southgate paintings

Lobby - South Coast Woodturners

Librarian's Report

November 2018

Miscellaneous

In October there were, county-wide, 4186 checkouts on OverDrive. 60 circulations on hoopla in November with 6 new borrowers. Adult audio books continue to be the category most heavily used.

The library received a grant from Oregon Community Foundation for the strategic planning process. The grant will go to City Council in December for acceptance.

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	12	3	7	55	77	1555
Sep-18	9	6	6	39	60	648
Oct-18	13	9	10	50	82	1625
Nov-18	9	6	6	46	67	1490
Dec-18						
Jan-19						
Feb-19						
Mar-19						
Apr-19						
May-19						
Jun-19						
Totals						

**COOS BAY PUBLIC LIBRARY
NOVEMBER 2018**

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>
Adult Books	324
Adult Audio Books	109
Adult Video	73
Adult Miscellaneous	0
Young Adult Books	11
Young Adult Audio	0
Child Books	90
Child Audio	0
Child Video	17
Child Miscellaneous	1
TOTAL	625

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out	
2018	18,829	21,055	
2017	20,608	21,940	
2016	21,826	23,882	
2015	19,076	19,967	
2014	21,025	23,992	
2013	20,020	21,745	
GATE COUNT:	13,623		
	(2017 - 14,227)		
REFERENCE QUESTIONS ANSWERED:		710	
YP REFERENCE QUESTIONS ANSWERED:		112	
NEW PATRON REGISTRATIONS:		81	
#DAYS OPEN:	22	19	22
DAILY AVERAGE CIRCULATION:	957	(17) 1155	(16) 1086

RECEIPTS FROM PATRONS

FINES	\$661.45
DISKS/MISC.	\$8.25
DAMAGE/LOSS	\$75.97
RENT	\$450.00
BOOK BAGS	\$29.50
COPIES	<u>\$468.20</u>
TOTAL	<u>\$1,693.37</u>

City of Coos Bay
 Balance Sheet
 October 31, 2018

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	597,931.04	
07-000-100-1015	Petty Cash	200.00	
	Total Assets		598,131.04

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	977,484.84	
	Revenue over Expenditures - YTD	(379,333.80)	
	Balance - Current Date		598,131.04
	Total Fund Equity		598,131.04
	Total Liabilities and Equity		598,131.04

City of Coos Bay
Revenues with Comparison to Budget
For the 4 Months Ending October 31, 2018

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>					
07-000-300-0100 Carryover - Regular	.00	.00	715,000.00	715,000.00	.0
Total Carryover	.00	.00	715,000.00	715,000.00	.0
<u>Revenue From Other Agencies</u>					
07-000-340-0300 State Library Grant	.00	3,000.00	1,200.00	(1,800.00)	250.0
07-000-340-0301 Grants	.00	.00	7,500.00	7,500.00	.0
07-000-340-0303 Federal Grants	.00	.00	2,500.00	2,500.00	.0
07-000-340-0900 Library Tax Base	.00	.00	1,010,000.00	1,010,000.00	.0
Total Revenue From Other Agencies	.00	3,000.00	1,021,200.00	1,018,200.00	.3
<u>Use Of Money & Property</u>					
07-000-350-0100 Interest	1,465.36	6,246.83	8,000.00	(246.83)	104.1
07-000-350-1100 Auditorium Rental	.00	330.00	2,000.00	1,670.00	16.5
Total Use Of Money & Property	1,465.36	6,576.83	8,000.00	1,423.17	82.2
<u>Current Services</u>					
07-000-360-0100 Copies	337.65	1,908.15	6,500.00	4,591.85	29.4
07-000-360-1800 Library Fees	905.26	4,547.81	14,200.00	9,652.19	32.0
Total Current Services	1,242.91	6,455.96	20,700.00	14,244.04	31.2
<u>Other Revenue</u>					
07-000-380-0100 Miscellaneous	27.95	27.95	.00	(27.95)	.0
07-000-380-0400 Reimbursements	16.00	107.00	400.00	293.00	28.8
07-000-380-0900 Gifts, Donations & Memorials	3,121.47	4,083.09	18,000.00	13,936.91	22.6
Total Other Revenue	3,165.42	4,198.04	18,400.00	14,201.96	22.8
Total Fund Revenue	5,873.89	20,230.83	1,783,300.00	1,763,089.17	1.1

City of Coos Bay
Expenditures with Comparison to Budget
For the 4 Months Ending October 31, 2018

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Library Fund					
Personnel Services					
07-510-510-1001	Salaries	47,213.05	188,234.85	668,787.00	480,552.15 28.2
07-510-510-1003	P.E.R.S.	9,038.93	34,745.23	115,799.00	81,053.77 30.0
07-510-510-1004	Social Security	3,576.10	14,257.20	51,171.00	36,913.80 27.9
07-510-510-1005	Employee Insurance	9,800.93	39,202.70	205,917.00	166,714.30 19.0
07-510-510-1006	Unemployment	.00	.00	16,150.00	16,150.00 .0
07-510-510-1007	Workers Compensation	66.21	262.57	2,620.00	2,357.43 10.0
07-510-510-1008	Volunteer Workers Compensation	.00	.00	162.00	162.00 .0
	Total Personnel Services	69,695.22	276,702.55	1,060,606.00	783,903.45 26.1
Materials & Services					
07-510-520-2005	Training, Meetings, Travel, Dues	694.50	1,913.18	8,000.00	6,086.82 23.9
07-510-520-2101	Utilities	3,136.04	9,402.36	42,000.00	32,597.64 22.4
07-510-520-2102	Telephone	733.61	1,099.19	13,200.00	12,100.81 8.3
07-510-520-2105	Advertising	.00	600.00	8,000.00	7,400.00 7.5
07-510-520-2108	Contractual	6,837.25	15,479.28	12,000.00	(3,479.28) 129.0
07-510-520-2120	Insurance	.00	20,766.19	21,000.00	231.81 98.9
07-510-520-2122	Duplicating	463.06	2,077.13	7,200.00	5,122.87 28.9
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00 .0
07-510-520-2205	Office Supplies	267.55	682.49	2,200.00	1,517.51 31.0
07-510-520-2206	Postage	78.16	591.97	2,500.00	1,908.03 23.7
07-510-520-2225	Janitorial Supplies	540.51	1,058.98	4,400.00	3,341.02 24.1
07-510-520-2231	Small Equipment	.00	.00	33,000.00	33,000.00 .0
07-510-520-2234	Grants	249.75	4,188.46	11,200.00	7,011.54 37.4
07-510-520-2235	Library Supplies	6.99	2,605.56	14,000.00	11,394.44 18.6
07-510-520-2236	Library Books & Records	8,947.13	20,935.78	82,000.00	61,064.22 25.5
07-510-520-2237	Periodicals	8,254.38	8,734.80	8,500.00	(234.80) 102.8
07-510-520-2238	Microfilm	.00	.00	200.00	200.00 .0
07-510-520-2239	State Aid to Children - Books	238.17	645.02	2,100.00	1,454.98 30.7
07-510-520-2302	Office Equipment Rental	398.47	963.83	5,200.00	4,236.17 18.5
07-510-520-2303	Equipment Repairs/Replacement	503.24	698.11	7,000.00	6,301.89 10.0
07-510-520-2304	Equipment Maintenance Contract	315.95	7,472.55	9,500.00	2,027.45 78.7
07-510-520-2309	Building & Grounds Maintenance	3,231.95	15,765.68	33,000.00	17,234.32 47.8
07-510-520-2406	Reimbursable	.00	.00	300.00	300.00 .0
07-510-520-2424	Library Board	.00	.00	600.00	600.00 .0
07-510-520-2450	Gifts, Donations & Memorials	3,504.45	7,179.52	18,000.00	10,820.48 39.9
	Total Materials & Services	38,421.16	122,862.08	348,100.00	225,237.92 35.3
Other Financing Uses					
07-510-560-6001	Contingency	.00	.00	374,594.00	374,594.00 .0
	Total Other Financing Uses	.00	.00	374,594.00	374,594.00 .0
	Total Library Fund	108,116.38	399,564.63	1,783,300.00	1,383,735.37 22.4

City of Coos Bay
Expenditures with Comparison to Budget
For the 4 Months Ending October 31, 2018

	Library Fund				
	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Unexpended</u>	<u>Pcnt</u>
Total Fund Expenditures	108,116.38	399,564.63	1,783,300.00	1,383,736.37	22.4
Net Revenue Over Expenditures	(102,242.69)	(379,333.80)	.00	379,333.80	.0



Sun	Mon	Tue	Wed	Thu	Fri	Sat
 2  FOL Book Sale <i>noon-4 p.m.</i>	3 Forever YA Book Club <i>6:00 p.m.</i>	4 LEGO Club <i>3:30-4:30</i> 	5 MGOL <i>9:30 a.m.</i> Storytime 10:30 a.m. Readers Group 6:00	6 MGOL <i>9:30</i> <i>Registration Required</i> Bath Bombs 101 4:00 p.m.	7  Foreign Film <i>7:00 p.m.</i>	8 FOL Book Sale <i>10 a.m.-4 p.m.</i> 
9 Film Noir 4:00 p.m. 	10 11 Armchair Adventures <i>2:00 p.m.</i> The Basques 7:00 p.m.	12 MGOL <i>9:30</i> Storytime 10:30 Computer Lab 10-12 METEOR SHOWERS 6:00 p.m.	13 MGOL <i>9:30</i> Storytime 10:30 Computer Lab 10-12 METEOR SHOWERS 6:00 p.m.	14  MGOL <i>9:30 a.m.</i>	15  SPANGLISH <i>10:30-noon</i>	22 21 <i>Registration Required</i> Intro to Internet Browser 9:30 LEGO Club 3:30 
16 Film Noir 4:00 p.m. 	17 BOOKS2FILM  'Books 2 Film' book club 6:00	18 19 MGOL <i>9:30</i> Storytime 10:30 Computer Lab 2-4 Library Board 5:15	19 MGOL <i>9:30</i> Storytime 10:30 Computer Lab 2-4 Library Board 5:15	20 MGOL <i>9:30 a.m.</i> 	21 <i>Registration Required</i> Intro to Internet Browser 9:30 LEGO Club 3:30 	29 28 Tabletop Game Night 7:00 p.m. 
23 24 <i>Library Closed</i>  Happy Holidays!	25 <i>Library Closed</i>  Happy Holidays!	26	26	27	28 Tabletop Game Night 7:00 p.m. 	29
30	31	 The Basques: Mystery People of the American West Prize-winning historian Richard W. Etulain, will provide an introduction to the Euskaldunak and Amerikanuak, the Old World and American Basques. Tuesday, Dec. 11th 7 p.m.		 Meteor Showers: From Cosmic Dust to Cosmic Displays Dr. Aaron Coyner, Physics Instructor at SOCC, will discuss meteor showers as well as the upcoming Geminid meteor shower which will reach its maximum rate of activity on December 14, 2018. Thursday, Dec. 12th 6 p.m.		

#REF!
Library Fund 7

Actual #REF!	Actual #REF!	Council Adopted #REF!	Acct. No.	Proposed #REF!
811,902	845,013	715,000	07-000-300-0100	600,000
51,598	52,490	0	07-000-300-0200	600,000
863,500	897,503	715,000		
CARRYOVER BALANCE				
			Carryover Balance - Regular	
			Carryover Balance - Memorial/Board (Restricted)	
			Total Carryover Balance	600,000
REVENUE FROM OTHER AGENCIES				
2,073	2,146	1,200	07-000-340-0300	2,000
0	3,000	7,500	07-000-340-0301	10,000
2,000	17,273	2,500	07-000-340-0303	3,000
1,061,321	1,109,072	1,010,000	07-000-340-0900	1,011,000
1,065,394	1,131,491	1,021,200		1,026,000
USE OF MONEY AND PROPERTY				
9,881	16,089	6,000	07-000-350-0100	8,000
2,575	3,800	2,000	07-000-350-1100	2,500
12,456	19,889	8,000		10,500
CHARGES FOR CURRENT SERVICES				
7,968	7,988	6,500	07-000-360-0100	6,700
15,641	13,848	14,200	07-000-360-1800	10,000
23,609	21,835	20,700		16,700
OTHER INCOME				
799	245	0	07-000-380-0100	100
930	602	400	07-000-380-0400	400
21,630	29,196	18,000	07-000-380-0900	20,000
23,359	30,044	18,400		20,500
1,988,318	2,100,762	1,783,300		1,673,700
TOTAL LIBRARY REVENUE				

#REF!
Library Fund 7
Department 510

Actual #REF!	Actual #REF!	Council Adopted #REF!	Acct. No.	Proposed #REF!
529,078	526,988	668,787	07-510-510-1001	
94,142	99,923	115,799	07-510-510-1003	
40,069	39,956	51,171	07-510-510-1004	
137,395	130,299	205,917	07-510-510-1005	
105	113	16,150	07-510-510-1006	
1,366	1,548	2,620	07-510-510-1007	
25	36	162	07-510-510-1008	
<u>802,179</u>	<u>798,863</u>	<u>1,060,606</u>		<u>1,028,936</u>

PERSONNEL SERVICES

Salaries
P.E.R.S.
Social Security
Employee Insurance
Unemployment
Workers' Compensation
Volunteer Worker's Compensation
Total Personnel Services

MATERIALS AND SERVICES

Training, Meetings, Travel, and Dues
Utilities
Telephone
Advertising
Contractual
Insurance
Duplicating
Printing
Office Supplies
Postage
Janitorial Supplies
Small Equipment
Library Grant Materials
Library Supplies
Library Books and Records
Periodicals
Microfilm
State Aid to Children

6,856	3,097	8,000	07-510-520-2005	9,000
39,535	37,467	42,000	07-510-520-2101	42,000
3,641	4,261	13,200	07-510-520-2102	13,000
1,288	1,740	8,000	07-510-520-2105	8,000
22,638	21,770	12,000	07-510-520-2108	25,000
20,485	21,968	21,000	07-510-520-2120	21,000
6,555	6,158	7,200	07-510-520-2122	7,500
238	607	3,000	07-510-520-2123	3,000
1,892	2,221	2,200	07-510-520-2205	2,500
2,496	1,429	2,500	07-510-520-2206	2,200
4,273	4,749	4,400	07-510-520-2225	5,200
0	0	33,000	07-510-520-2231	30,000
1,111	14,814	11,200	07-510-520-2234	17,000
12,575	11,785	14,000	07-510-520-2235	14,000
68,040	67,507	82,000	07-510-520-2236	82,000
7,726	9,111	8,500	07-510-520-2237	10,000
170	179	200	07-510-520-2238	200
1,800	1,214	2,100	07-510-520-2239	2,100

4,782	4,784	07-510-520-2302	Office Equipment Rental	5,200
738	21,358	07-510-520-2303	Equipment Repairs/Replacement	7,000
11,626	9,394	07-510-520-2304	Equipment Maintenance Contracts	9,500
29,371	35,875	07-510-520-2309	Building & Grounds Maintenance	36,000
347	20	07-510-520-2406	Reimbursable	300
350	480	07-510-520-2424	Library Board	600
22,421	32,997	07-510-520-2450	Gifts, Donations & Memorials	20,000
<u>270,954</u>	<u>314,984</u>		Total Materials and Services	<u>372,300</u>
CAPITAL OUTLAY				
17,682	9,450	07-510-530-3001	Computer Hardware & Software	10,000
<u>17,682</u>	<u>9,450</u>		Total Capital Outlay	<u>10,000</u>
CONTINGENCY				
0	0	07-510-560-6001	Contingency (Library Board Reserve \$50,000)	262,464
<u>0</u>	<u>0</u>		Total Contingency	<u>262,464</u>
UNAPPROPRIATED ENDING FUND BALANCE				
0	0	07-510-560-6002		
<u>0</u>	<u>0</u>		TOTAL LIBRARY EXPENDITURES	<u>1,673,700</u>
<u>1,090,815</u>	<u>1,123,297</u>			
	<u>1,783,300</u>			