

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

**Wednesday, January 15, 2020
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
Steering Committee
Building Update**
- 10. New Business
Add July 4th to 2020 closure list
Training Day – February 7th
Preliminary Budget Review for 20/21**
- 11. Announcements**
- 12. Adjournment**

COOS BAY PUBLIC LIBRARY

DECEMBER 2019 REPORT

OF ITEMS ADDED TO COLLECTION - **624**

NEW CARDS ISSUED - **72**

TOTAL REFERENCE QUESTIONS - **741**

DAILY AVERAGE CIRCULATION - **1,081**

TOTAL # OF PROGRAMS - **22**

PROGRAM ATTENDANCE - **566**

TOTAL ITEMS CHECKED OUT AT THE LIBRARY - **20,008**

TOTAL OF COOS BAY ITEMS CHECKED OUT ANYWHERE - **25,953**

TOTAL DIGITAL DOWNLOADS - **152**

GATE COUNT - **12,589**

TOTAL MONTHLY VISITORS - **14,310**

COOS BAY PUBLIC LIBRARY DECEMBER 2019

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>		
Adult Books	310		
Adult Audio Books	50		
Adult Video	87		
Adult Video Games	1		
Young Adult Books	43		
Young Adult Audio	2		
Child Books	126		
Child Audio	4		
Child Video	1		
Child Miscellaneous	0		

TOTAL	624	DISCARDS	667

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out		
2019	20,008	25,953		
2018	19,054	21,090		
2017	18,752	22,165		
2016	21,826	23,882		
2015	19,076	19,967		
2014	21,025	23,992		
GATE COUNT:	12,589			
	(2018 - 12,520)			
REFERENCE QUESTIONS ANSWERED:			741	
YP REFERENCE QUESTIONS ANSWERED:			72	
NEW PATRON REGISTRATIONS:				
#DAYS OPEN:		24	24	23
DAILY AVERAGE CIRCULATION:		1,081	(18) 957	(17) 1155

RECEIPTS FROM PATRONS

FINES	\$406.08
DISKS/MISC.	\$59.42
DAMAGE/LOSS	\$96.98
RENT	\$420.00
BOOK BAGS	\$36.00
COPIES	<u>\$776.40</u>
TOTAL	<u>\$1,794.88</u>

City of Coos Bay
Revenues with Comparison to Budget
For the 6 Months Ending December 31, 2019

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>					
07-000-300-0100	Carryover - Regular	.00	.00	855,071.00	855,071.00 .0
07-000-300-0200	Carryover - Memorial/Board	.00	.00	100,000.00	100,000.00 .0
	Total Carryover	.00	.00	955,071.00	955,071.00 .0
<u>Revenue From Other Agencies</u>					
07-000-340-0300	State Library Grant	.00	.00	1,700.00	1,700.00 .0
07-000-340-0301	Grants	.00	1,000.00	7,000.00	6,000.00 14.3
07-000-340-0303	Federal Grants	.00	.00	5,000.00	5,000.00 .0
07-000-340-0900	Library Tax Base	1,027,970.45	1,277,517.89	1,115,000.00	(162,517.89) 114.6
	Total Revenue From Other Agencies	1,027,970.45	1,278,517.89	1,128,700.00	(149,817.89) 113.3
<u>Use Of Money & Property</u>					
07-000-350-0100	Interest	1,501.37	10,342.91	12,000.00	1,657.09 86.2
07-000-350-1100	Auditorium Rental	420.00	3,240.00	2,500.00	(740.00) 129.6
	Total Use Of Money & Property	1,921.37	13,582.91	14,500.00	917.09 93.7
<u>Current Services</u>					
07-000-360-0100	Copies	781.80	3,869.95	7,000.00	3,130.05 55.3
07-000-360-1800	Library Fees	899.26	5,555.91	10,000.00	4,444.09 55.6
	Total Current Services	1,681.06	9,425.86	17,000.00	7,574.14 55.5
<u>Other Revenue</u>					
07-000-380-0100	Miscellaneous	2,181.79	13,236.30	100.00	(13,136.30) 13236.
07-000-380-0400	Reimbursements	226.00	343.00	500.00	157.00 68.6
07-000-380-0900	Gifts, Donations & Memorials	4,043.14	10,112.84	20,000.00	9,887.16 50.6
	Total Other Revenue	6,450.93	23,692.14	20,600.00	(3,092.14) 115.0
	Total Fund Revenue	1,038,023.81	1,325,218.80	2,135,871.00	810,652.20 62.1

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City of Coos Bay
Expenditures with Comparison to Budget
For the 6 Months Ending December 31, 2019

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Library Fund						
Personnel Services						
07-510-510-1001	Salaries	44,729.20	301,287.99	686,818.00	385,530.01	43.9
07-510-510-1003	P.E.R.S.	10,599.27	70,517.91	133,210.00	62,692.09	52.9
07-510-510-1004	Social Security	3,319.58	22,527.41	52,548.00	30,020.59	42.9
07-510-510-1005	Employee Insurance	10,725.92	63,621.52	153,574.00	89,952.48	41.4
07-510-510-1006	Unemployment	.00	104.94	13,000.00	12,895.06	.8
07-510-510-1007	Workers Compensation Insurance	58.49	370.28	2,833.00	2,462.72	13.1
07-510-510-1008	Volunteer Workers Compensation	.00	2.97	122.00	119.03	2.4
Total Personnel Services		69,432.46	458,433.02	1,042,105.00	583,671.98	44.0
Materials & Services						
07-510-520-2005	Training,Meetings,Travel,Dues	337.27	2,538.95	9,000.00	6,461.05	28.2
07-510-520-2101	Utilities	2,944.28	14,080.02	42,000.00	27,919.98	33.5
07-510-520-2102	Telephone	1,352.34	3,234.29	13,000.00	9,765.71	24.9
07-510-520-2105	Advertising	917.77	3,603.77	15,000.00	11,396.23	24.0
07-510-520-2108	Contractual	6,650.29	35,199.21	92,250.00	57,050.79	38.2
07-510-520-2120	Insurance	.00	14,540.50	14,500.00	(40.50)	100.3
07-510-520-2122	Duplicating	831.59	3,395.44	8,500.00	5,104.56	40.0
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00	.0
07-510-520-2205	Office Supplies	140.44	1,028.52	2,500.00	1,471.48	41.1
07-510-520-2206	Postage	.00	500.00	2,200.00	1,700.00	22.7
07-510-520-2225	Janitorial Supplies	249.96	1,559.71	5,200.00	3,640.29	30.0
07-510-520-2231	Small Equipment	.00	6,545.06	35,000.00	28,454.94	18.7
07-510-520-2234	Grants	326.88	476.88	17,000.00	16,523.12	2.8
07-510-520-2235	Library Supplies	1,597.14	6,535.61	15,000.00	8,464.39	43.6
07-510-520-2236	Library Books & Records	7,835.58	35,790.23	100,000.00	64,209.77	35.8
07-510-520-2237	Periodicals	.00	4,471.38	10,000.00	5,528.62	44.7
07-510-520-2238	Microfilm	.00	.00	200.00	200.00	.0
07-510-520-2239	State Aid to Children - Books	.00	305.86	2,000.00	1,694.14	15.3
07-510-520-2240	Library Books/Records (Restr)	.00	.00	50,000.00	50,000.00	.0
07-510-520-2302	Office Equipment Rental	835.75	1,758.46	5,200.00	3,441.54	33.8
07-510-520-2303	Equipment Repairs/Replacement	359.88	2,060.53	25,000.00	22,939.47	8.2
07-510-520-2304	Equipment Maintenance Contract	37.95	227.70	12,000.00	11,772.30	1.9
07-510-520-2309	Building & Grounds Maintenance	78.94	6,921.82	50,000.00	43,078.18	13.8
07-510-520-2310	Furniture (restricted)	.00	.00	75,000.00	75,000.00	.0
07-510-520-2406	Reimbursable	.00	.00	200.00	200.00	.0
07-510-520-2424	Library Board	.00	.00	500.00	500.00	.0
07-510-520-2450	Gifts, Donations & Memorials	2,430.38	10,901.21	20,000.00	9,098.79	54.5
Total Materials & Services		26,726.44	155,675.15	624,250.00	468,574.85	24.9
Other Financing Uses						
07-510-560-6001	Contingency	.00	.00	469,516.00	469,516.00	.0
Total Other Financing Uses		.00	.00	469,516.00	469,516.00	.0

City of Coos Bay
Expenditures with Comparison to Budget
For the 6 Months Ending December 31, 2019

Library Fund					
	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Total Library Fund	96,158.90	614,108.17	2,135,871.00	1,521,762.83	28.8
Total Fund Expenditures	96,158.90	614,108.17	2,135,871.00	1,521,762.83	28.8
Net Revenue Over Expenditures	941,864.91	711,110.63	.00	(711,110.63)	.0

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PROGRAMS

Families and Children

Lego Club (2) - 65

MGOL (6) - 144

Preschool Storytime (3) - 98

Tween Book Club - 11

Head Start - 16

Family Story Time (4)- 27

Coast Guard Storytime (2) - 19

Black Light Bingo - 24

Questionably Christmas Movie (4) - 16

LEAp into Science: Wind - 15

Young Adult

Young Writers Workshop -15

Magic Gathering (3) - 10

Adult

Foreign Film - 21

Spanglish - 8

Forever YA Book Club - 4

Armchair Adventures - 24

Table Top Gaming - 6

Film Noir - 14

Proctoring - 3

LGBTQIA+ Mingle - 7

Technology

Drop In Computer Lab (2) - 20

One on One appts - 3

Beginning Mouse - 1

Room Use

Myrtlewood

Library - 11

Non Library - 6

Cedar

Library - 8

Non Library - 39

Art Displays

Walls: Paintings by Sharron Kay
Womack

Lobby: Jewelry - Pam Calandrino, Hester
Solseng & Tricia Hayden

Librarian's Report

December 2019

Miscellaneous

In December there were 4350, county-wide, checkouts on OverDrive. 152 circulations on hoopla in December with 10 new borrowers.

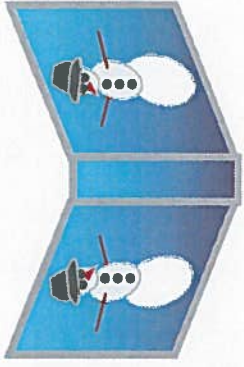
The first year of the Dolly Parton Imagination Library Project is ending. Currently Coos Bay have 207 enrolled children. Overall the goal for the first year throughout the county was 369 children which was greatly surpassed with 507 children. Year Two's goal is 738 children county wide. Ford Family Foundation and Rippey Family Foundation continue to be the major donors but we are always looking for other donations.



COOS BAY PUBLIC LIBRARY CALENDAR

JANUARY 2020

525 Anderson Avenue, Coos Bay, OR | (541) 269-1101
<https://coosbaylibrary.org>



Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	6 Friends of the Library Craft Sale Jan. 17th 4:00-6:00pm and Jan. 18th 10:00-2:00pm Craft supplies, craft related books, and much more! ● Coast Guard Storytime 3:30pm ● Free Sample Fitness 6:00-7:00pm	7 ● Lego Club 3:30pm ● Magic the Gathering 4:00pm ● Forever YA Book Club 6:00pm	1 LIBRARY CLOSED	2 ● MGOL 9:30am ● Speed Dating 50+ 5:00-7:00pm	3 ● Beyblade Burst Tourney 12:00-2:00pm ● Drop-In Computer Lab 2:00pm	4 ● Family Read-Aloud 2:00-2:30pm
12	13 ● Coast Guard Storytime 3:30pm ● Free Sample Fitness 6:00-7:00pm	14 ● Armchair Adventures 2:00pm ● Magic the Gathering 4:00pm	8 ● MGOL 9:30am ● Preschool Storytime 10:30am	9 ● MGOL 9:30am ● Young Writers Group 3:45pm	10 ● Intro to the Internet 9:30am ● Foreign Film Friday 7:00pm	11 ● Family Read-Aloud 2:00-2:30pm ● Free Sample Fitness 3:00-5:00pm
19	20 LIBRARY CLOSED ● Film Noir 4:00pm	21 ● Magic the Gathering 4:00pm	15 ● MGOL 9:30am ● Preschool Storytime 10:30am ● Keto Diet 101 5:30pm ● Library Board Meeting 5:15-7:00pm	16 ● MGOL 9:30am ● Tween Book Club 3:45pm	17 ● OMSI Move Your Class 2:00-3:00pm ● Lego Club 3:30pm ● OMSI Caloric Chemistry 4:15-5:15pm Craft Sale Friday 4:00-6:00pm Saturday 10:00-2:00pm	18 ● Family Read-Aloud 2:00-2:30pm
26	27 ● Coast Guard Storytime 3:30pm ● Free Sample Fitness 6:00-7:00pm	28 ● Magic the Gathering 4:00pm	22 ● MGOL 9:30am ● Drop-In Computer Lab 10:00am ● Preschool Storytime 10:30am ● Pokemon Club 3:30pm	23 ● MGOL 9:30am ● Speed Dating 20-40 5:00-7:00pm	24 ● Tabletop Board Game Night 7:00-10:00pm	25 ● Spanglish! Conversational Program 10:30am ● Family Read-Aloud 2:00-2:30pm
			29 ● MGOL 9:30am ● Preschool Storytime 10:30am	30 ● MGOL 9:30am	31	

Legend:

- Kids
- Teen
- Everyone
- Family
- Adult

FREE SAMPLE FITNESS MONTH! TRY A NEW EXERCISE TYPE

1/6 Zumba 1/11 Self Defense 1/13 Yoga 1/27 Pilates

2019/20	Myrtlewood	Myrtlewood	Myrtlewood	Cedar	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use				(minus library program attendance already reported)
Jul-19	19	3	6	41			69	582
Aug-19	13	8	5	51			77	1607
Sep-19	9	4	6	44			63	648
Oct-19	16	14	11	52			93	1799
Nov-19	15	8	10	50			83	1595
Dec-18	11	6	8	39			64	1403
Jan-20								
Feb-20								
Mar-20								
Apr-20								
May-20								
Jun-20								
Totals								7634

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CITY OF COOS BAY 2020-2021 BUDGET
LIBRARY FUND 07
RESOURCES

6/30/2018
6/30/2019
6/30/2020

Actual 2017-18	Actual 2018-19	Council Adopted 2019-20	Account No.	Proposed & Exp summary	Committee Approved & Exp summary	Council Adopted & Exp summary
845,013	925,606	855,071	07-000-300-0100	900,000	900,000	900,000
52,490	51,859	100,000	07-000-300-0200	125,000	125,000	125,000
897,503	977,465	955,071	Total Carryover Balance	1,025,000	1,025,000	1,025,000

CARRYOVER BALANCE
Carryover Balance - unrestricted
Carryover Balance - restricted (donation & furniture)
Total Carryover Balance

RESOURCES FROM OTHER AGENCIES

2,146	5,127	1,700	07-000-340-0300	2,000	2,000	2,000
3,000	9,300	7,000	07-000-340-0301	7,000	7,000	7,000
17,273	0	5,000	07-000-340-0303	2,000	2,000	2,000
1,109,072	1,097,036	1,115,000	07-000-340-0900	1,130,000	1,130,000	1,130,000
1,131,491	1,111,463	1,128,700	Total Resources from other Agencies	1,141,000	1,141,000	1,141,000

USE OF MONEY AND PROPERTY

16,089	24,447	12,000	07-000-350-0100	15,000	15,000	15,000
3,800	3,975	2,500	07-000-350-1100	3,000	3,000	3,000
19,889	28,422	14,500	Total Use of Money & Property	18,000	18,000	18,000

CHARGES FOR CURRENT SERVICES

7,988	7,217	7,000	07-000-360-0100	7,000	7,000	7,000
13,848	14,129	10,000	07-000-360-1800	12,000	12,000	12,000
21,835	21,346	17,000	Total Charges for Current Services	19,000	19,000	19,000

OTHER INCOME

245	25,236	100	07-000-380-0100	100	100	1,000
602	706	500	07-000-380-0400	500	500	500
29,196	36,835	20,000	07-000-380-0900	20,000	20,000	20,000
30,044	62,778	20,600	Total Other Income	20,600	20,600	21,500

TOTAL LIBRARY RESOURCES

2,100,762	2,201,473	2,135,871	TOTAL LIBRARY RESOURCES	2,223,600	2,223,600	2,223,600
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1,170,900
1,050,000
2,220,900

Just added

~~400,000~~
~~15,000~~
~~1,025,000~~

9/21

12,000
3,500
15,500

CITY OF COOS BAY 2020-2021 BUDGET
LIBRARY FUND 07
EXPENDITURES

Actual 2017-18	Actual 2018-19	Council Adopted 2019-20	Account No.	Proposed & Exp summary	Committee Approved & Exp summary	Council Adopted & Exp summary
526,988	566,127	686,818	07-510-510-1001	762,990	762,990	762,990
99,923	107,353	133,210	07-510-510-1003	160,369	160,369	160,369
39,956	42,779	52,548	07-510-510-1004	58,376	58,376	58,376
130,299	149,938	153,574	07-510-510-1005	216,054	216,054	216,054
113	0	13,000	07-510-510-1006	6,750	6,750	6,750
1,548	816	2,833	07-510-510-1007	1,696	1,696	1,696
36	13	122	07-510-510-1008	250	250	250
798,863	867,025	1,042,105	Total Personnel Services	1,206,485	1,206,485	1,206,485

Proposed

↓
1,206,485
1,230,000

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
- Library Books and Records (restricted)
- Periodicals
- Microfilm
- State Aid to Children
- Office Equipment Rental
- Equipment Repairs/Replacement
- Equipment Maintenance Contracts
- Furniture (restricted)
- Building & Grounds Maintenance
- Reimbursable

3,097	6,872	9,000	07-510-520-2005	9,000	9,000	9,000
37,467	35,703	42,000	07-510-520-2101	42,000	42,000	42,000
4,261	6,486	13,000	07-510-520-2102	13,000	13,000	13,000
1,740	5,598	15,000	07-510-520-2105	15,000	15,000	15,000
21,770	63,869	92,250	07-510-520-2108	95,000	95,000	95,000
21,968	20,768	14,500	07-510-520-2120	22,000	22,000	22,000
6,158	9,624	8,500	07-510-520-2122	8,500	8,500	8,500
607	93	3,000	07-510-520-2123	2,000	2,000	2,000
2,221	1,895	2,500	07-510-520-2205	2,500	2,500	2,500
1,429	2,363	2,200	07-510-520-2206	2,200	2,200	2,200
4,749	4,132	5,200	07-510-520-2225	5,200	5,200	5,200
0	10,952	35,000	07-510-520-2231	35,000	35,000	35,000
14,814	4,207	17,000	07-510-520-2234	17,000	17,000	17,000
11,785	13,961	15,000	07-510-520-2235	15,000	15,000	15,000
67,507	75,629	100,000	07-510-520-2236	100,000	100,000	100,000
0	0	0	07-510-520-2240	50,000	50,000	50,000
9,111	9,012	10,000	07-510-520-2237	10,000	10,000	10,000
179	0	200	07-510-520-2238	200	200	200
1,214	2,520	2,000	07-510-520-2239	2,000	2,000	2,000
4,784	4,690	5,200	07-510-520-2302	5,200	5,200	5,200
21,358	4,191	25,000	07-510-520-2303	25,000	25,000	25,000
9,394	11,096	12,000	07-510-520-2304	12,000	12,000	12,000
0	0	75,000	07-510-520-2310	75,000	75,000	75,000
35,875	48,217	50,000	07-510-520-2309	50,000	50,000	50,000
20	104	200	07-510-520-2406	200	200	200

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