

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

**Wednesday May 20, 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**
 - Building**
 - Reviews of Closure and Services**
- 10. New Business**
 - Stages of Reopening**
- 11. Announcements**
- 12. Adjournment**

Coos Bay Public Library
March 2020 Report

of items added to collection -**413**

New cards issued -**49**

Total reference questions - **509**

Daily average circulation - **848**

Total # of programs - **14**

Program attendance - **659**

Total items checked out at the library - **20,523**

Total of Coos Bay items checked out anywhere - **11,877**

Total digital downloads - **250**

Gate count - **7,023**

Total monthly visitors - **14,542**

Coos Bay Public Library

April 2020 Report

of items added to collection - **786**

New cards issued - **6**

Total reference questions - **509**

Daily average circulation - **366**

Total # of programs - **2**

Program attendance - **45**

Total items checked out at the library - **9,450**

Total of Coos Bay items checked out anywhere - **9,871**

Total digital downloads - **408**

Gate count - **0**

Total monthly visitors - **35**

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
February 19, 2020

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

Board Members Present: Curt Benward, Steve Metz, Kathy Erickson, Peggy Christensen, Alyssa Pruess

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

Public Comment –None

Minutes and Circulation – Minutes from the January 2020 were reviewed. Sami pointed out the breakdown of the discards was added. It was noted that due to a Koha report error there was no count for Total Items Checked Out At The Library for January. Kathy mentioned that Crystal was doing a good job with the minutes and meeting packet. Peggy made a motion to approve the minutes and circulation. Steve seconded the motion. Approved unanimously.

Treasurer's Report – Financial reports for January 2020 were reviewed. Curt questioned the \$10,686.50 expenditure for the new reader board. Sami explained that half of the cost was due up front. The board asked that Sami ask the City for help with the cost of the new reader board. The memorial report was reviewed.

Correspondence –None

Librarians Report – Interviews for the Acquisitions Librarian were held and the candidate chosen visited the area but decided not to accept the job. Sami will post the job again. Current Extended Services Office employee Stacey Nix will be interim ESO Director.

Friends of the Library Report – The next book sale will be March 7th & 8th. The February sale took in \$1,1393.47 and the bookstore made \$813.47. The yearly craft sale took in \$1,121.05. Volunteers are needed to help in the bookstore and at the book sales.

Library Foundation Report – The fall fundraiser made \$5,316.00. The Foundation balance is \$162,293. The Foundation has made a one hundred percent funds commitment to the new building project. The Adult Spelling Bee will be held April 4, 2020 at Black Market Gourmet.

Old Business –

Building Update – City Building Administrator Randy Dixon will be asking for additional monitoring equipment for the building movement issues.

2020/2021 Budget – The first library budget meeting will be May 14, 2020

New Business –

Building Bond May 2021 – The Coos Bay City Council approved a motion that the bond be placed on the May 2021 ballot. A discussion followed on what the Library Board’s participation in the process would be. Alyssa thought we should have a consultant on board for marketing and promotion. Sami said that the library’s current marketing firm does have experience in this area. Alyssa also mentioned the idea of combine the building with the plans for a new county court annex to save money.

Announcements – None

Adjournment – C. Benward adjourned the meeting at 6:12 p.m.

Next Meeting: March 18, 2019 – 5:15 p.m.

Respectfully submitted,
Crystal Barr

**COOS BAY PUBLIC LIBRARY
MARCH 2020**

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>	
Adult Books	158	Books	1215
Adult Audio Books	28	YP Books	106
Adult Video	98	Graphic Novels	0
Adult Video Games	0	YP Graphic Novel	0
		Large Print	3
Young Adult Books	7	Music CD	1
Young Adult Audio	1	Dvd	28
		Audio Book	0
Child Books	111	Board Game	0
Child Audio	2	Reference	133
Child Video	8		
Child Miscellaneous	0		
TOTAL	413	DISCARDS	1486

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out	
2020	20,523	11,877	
2019	19,417	22,889	
2018	20,790	23,996	
2017	22,498	25,067	
2016	23,063	24,997	
2015	23,466	25,288	
GATE COUNT:	7,023		
	(2019 - 14,131)		
REFERENCE QUESTIONS ANSWERED:		466	
YP REFERENCE QUESTIONS ANSWERED:		27	
NEW PATRON REGISTRATIONS:		49	
#DAYS OPEN:	14	26	27
DAILY AVERAGE CIRCULATION:	848	(19) 880	(18) 889

RECEIPTS FROM PATRONS

FINES	\$212.69
DISKS/MISC.	\$28.15
DAMAGE/LOSS	\$128.95
RENT	\$0.00
BOOK BAGS	\$21.00
COPIES	<u>\$427.90</u>
TOTAL	6 <u>\$818.69</u>

**COOS BAY PUBLIC LIBRARY
APRIL 2020**

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>	
Adult Books	367	Books	2483
Adult Audio Books	90	YP Books	1184
Adult Video	184	Graphic Novels	0
Adult Video Games	27	YP Graphic Novel	2
		Large Print	0
Young Adult Books	20	Music CD	55
Young Adult Audio	2	Dvd	276
		Audio Book	5
Child Books	80	Board Game	5
Child Audio	1	Reference	6
Child Video	15		
Child Miscellaneous	0		
TOTAL	786	DISCARDS	4016

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out
2020	9,405	9,871
2019	19,914	22,439
2018	19,210	21,747
2017	19,932	22,634
2016	21,086	23,113
2015	22,291	24,179

GATE COUNT: 0
(2019 - 13,997)

REFERENCE QUESTIONS ANSWERED: 200
YP REFERENCE QUESTIONS ANSWERED: 12
NEW PATRON REGISTRATIONS: 6

#DAYS OPEN: - by mail/curbside 27 26 25
DAILY AVERAGE CIRCULATION: 366 (19) 863 (18) 870

RECEIPTS FROM PATRONS

FINES	\$0.00
DISKS/MISC.	\$0.00
DAMAGE/LOSS	\$0.00
RENT	\$0.00
BOOK BAGS	\$0.00
COPIES	\$0.00
TOTAL	7 <u>\$0.00</u>

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	14	10	9	52	85	1679		
Feb-20	13	11	11	55	90	1745		
Mar-20	1	4	4	21	30	372		
Apr-20	0	1	0	0	1	35		
May-20								
Jun-20								
Totals								11465

DATABASE STATS (July 1, 2019 - April 30, 2020)

DATABASE	Jul-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	Totals
AtoZ Databases (# OF SEARCHES)	51	11	35	101	11	30	50	10	31	57	387
AtoZ Databases (# OF PGS. VIEWED)	161	7	73	311	7	253	70	205	29	33	1149
AtoZ Databases (# OF RECORDS VIEWED)	3596	29	1371	6864	108	6191	1087	4989	182	588	25005
AtoZ Databases (# OF RECORDS DOWNLOADED)	2475	0	1	229	0	3553	14971	0	0	0	21229
AtoZ World Food (# OF PGS. VIEWED)	8	1	3	48	5	13	3	7	2	16	106
Consumer Reports (# OF PGS. VIEWED) Started database mid-Oct 2019				40	15		159	157	166	184	721
Morningstar (# OF SEARCHES)	316	172	179	171	105	48	170	115	359	155	1,790
Morningstar (# OF RECORDS VIEWED)	172	98	85	96	39	20	157	120	164	84	1,035
Newspapers.com (# of sessions)	23	16	21	31	19	27	26	20	8	6	197
Newspapers.com (# of records viewed)	810	760	822	1435	2682	1543	1601	849	325	101	10928

City of Coos Bay
Revenues with Comparison to Budget
For the 9 Months Ending March 31, 2020

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	2,204.00	1,700.00 (504.00) 129.7
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	.00	1,277,517.89	1,115,000.00 (162,517.89) 114.6
	Total Revenue From Other Agencies	.00	1,280,721.89	1,128,700.00 (152,021.89) 113.5
<u>Use Of Money & Property</u>					
07-000-350-0100	Interest	2,425.88	18,391.31	12,000.00 (6,391.31) 153.3
07-000-350-1100	Auditorium Rental	.00	5,850.00	2,500.00 (3,350.00) 234.0
	Total Use Of Money & Property	2,425.88	24,241.31	14,500.00 (9,741.31) 167.2
<u>Current Services</u>					
07-000-360-0100	Copies	423.90	5,781.42	7,000.00	1,218.58 82.6
07-000-360-1800	Library Fees	340.77	7,213.47	10,000.00	2,786.53 72.1
	Total Current Services	764.67	12,994.89	17,000.00	4,005.11 76.4
<u>Other Revenue</u>					
07-000-380-0100	Miscellaneous	2,174.79	20,728.19	100.00 (20,628.19) 20728.
07-000-380-0400	Reimbursements	21.00	534.95	500.00 (34.95) 107.0
07-000-380-0900	Gifts, Donations & Memorials	4,007.94	19,632.31	20,000.00	367.69 98.2
	Total Other Revenue	6,203.73	40,895.45	20,600.00 (20,295.45) 198.5
	Total Fund Revenue	9,394.28	1,358,853.54	2,135,871.00	777,017.46 63.6

City of Coos Bay
Expenditures with Comparison to Budget
For the 9 Months Ending March 31, 2020

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Library Fund</u>					
Personnel Services					
07-510-510-1001	Salaries	45,762.13	437,247.21	686,818.00	249,570.79 63.7
07-510-510-1003	P.E.R.S.	9,676.50	98,585.86	133,210.00	34,624.14 74.0
07-510-510-1004	Social Security	3,391.55	32,600.59	52,548.00	19,947.41 62.0
07-510-510-1005	Employee Insurance	10,313.25	128,567.15	153,574.00	25,006.85 83.7
07-510-510-1006	Unemployment	.00	559.68	13,000.00	12,440.32 4.3
07-510-510-1007	Workers Compensation Insurance	59.56	543.96	2,833.00	2,289.04 19.2
07-510-510-1008	Volunteer Workers Compensation	2.81	5.78	122.00	116.22 4.7
Total Personnel Services		69,205.80	698,110.23	1,042,105.00	343,994.77 67.0
Materials & Services					
07-510-520-2005	Training,Meetings,Travel,Dues	549.19	4,118.14	9,000.00	4,881.86 45.8
07-510-520-2101	Utilities	2,402.85	22,542.08	42,000.00	19,457.92 53.7
07-510-520-2102	Telephone	675.42	5,279.25	13,000.00	7,720.75 40.6
07-510-520-2105	Advertising	2,678.46	7,987.62	15,000.00	7,012.38 53.3
07-510-520-2108	Contractual	4,512.64	54,369.83	92,250.00	37,880.17 58.9
07-510-520-2120	Insurance	.00	14,540.50	14,500.00	(40.50) 100.3
07-510-520-2122	Duplicating	702.01	5,487.49	8,500.00	3,012.51 64.6
07-510-520-2123	Printing	.00	378.09	3,000.00	2,621.91 12.6
07-510-520-2205	Office Supplies	36.24	1,579.43	2,500.00	920.57 63.2
07-510-520-2206	Postage	.00	836.98	2,200.00	1,363.02 38.0
07-510-520-2225	Janitorial Supplies	198.23	1,885.80	5,200.00	3,314.20 36.3
07-510-520-2231	Small Equipment	721.99	23,204.73	35,000.00	11,795.27 66.3
07-510-520-2234	Grants	1,138.30	2,256.13	17,000.00	14,743.87 13.3
07-510-520-2235	Library Supplies	1,076.73	10,320.28	15,000.00	4,679.72 68.8
07-510-520-2236	Library Books & Records	4,971.79	53,078.61	100,000.00	46,921.39 53.1
07-510-520-2237	Periodicals	.00	4,596.32	10,000.00	5,403.68 46.0
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	397.04	3,069.48	5,200.00	2,130.52 59.0
07-510-520-2303	Equipment Repairs/Replacement	.00	1,883.63	25,000.00	23,116.37 7.5
07-510-520-2304	Equipment Maintenance Contract	37.95	1,523.22	12,000.00	10,476.78 12.7
07-510-520-2309	Building & Grounds Maintenance	3,952.09	19,384.06	50,000.00	30,615.94 38.8
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	5,472.02	19,070.73	20,000.00	929.27 95.4
Total Materials & Services		29,522.95	257,698.26	624,250.00	366,551.74 41.3
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

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City of Coos Bay
Expenditures with Comparison to Budget
For the 9 Months Ending March 31, 2020

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Total Library Fund	98,728.75	955,808.49	2,135,871.00	1,180,062.51	44.8
Total Fund Expenditures	98,728.75	955,808.49	2,135,871.00	1,180,062.51	44.8
Net Revenue Over Expenditures	(89,334.47)	403,045.05	.00	(403,045.05)	.0

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City of Coos Bay
Revenues with Comparison to Budget
For the 10 Months Ending April 30, 2020

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	2,204.00	1,700.00	(504.00)	129.7
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	67,991.97	1,345,509.86	1,115,000.00	(230,509.86)	120.7
	Total Revenue From Other Agencies	67,991.97	1,348,713.86	1,128,700.00	(220,013.86)	119.5
<u>Use Of Money & Property</u>						
07-000-350-0100	Interest	1,950.66	20,341.97	12,000.00	(8,341.97)	169.5
07-000-350-1100	Auditorium Rental	.00	5,850.00	2,500.00	(3,350.00)	234.0
	Total Use Of Money & Property	1,950.66	26,191.97	14,500.00	(11,691.97)	180.6
<u>Current Services</u>						
07-000-360-0100	Copies	.00	5,781.42	7,000.00	1,218.58	82.6
07-000-360-1800	Library Fees	396.85	7,610.32	10,000.00	2,389.68	76.1
	Total Current Services	396.85	13,391.74	17,000.00	3,608.26	78.8
<u>Other Revenue</u>						
07-000-380-0100	Miscellaneous	2,174.79	22,902.98	100.00	(22,802.98)	22903.
07-000-380-0400	Reimbursements	2,476.87	3,011.82	500.00	(2,511.82)	602.4
07-000-380-0900	Gifts, Donations & Memorials	110.00	19,742.31	20,000.00	257.69	98.7
	Total Other Revenue	4,761.66	45,657.11	20,600.00	(25,057.11)	221.6
	Total Fund Revenue	75,101.14	1,433,954.68	2,135,871.00	701,916.32	67.1

City of Coos Bay
Expenditures with Comparison to Budget
For the 10 Months Ending April 30, 2020

		Library Fund				
		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Library Fund</u>						
Personnel Services						
07-510-510-1001	Salaries	45,834.00	483,081.21	686,818.00	203,736.79	70.3
07-510-510-1003	P.E.R.S.	9,983.56	108,569.42	133,210.00	24,640.58	81.5
07-510-510-1004	Social Security	3,397.09	35,997.68	52,548.00	16,550.32	68.5
07-510-510-1005	Employee Insurance	10,314.02	138,881.17	153,574.00	14,692.83	90.4
07-510-510-1006	Unemployment	.00	559.68	13,000.00	12,440.32	4.3
07-510-510-1007	Workers Compensation Insurance	60.24	604.20	2,833.00	2,228.80	21.3
07-510-510-1008	Volunteer Workers Compensation	2.23	8.01	122.00	113.99	6.6
Total Personnel Services		69,591.14	767,701.37	1,042,105.00	274,403.63	73.7
Materials & Services						
07-510-520-2005	Training,Meetings,Travel,Dues	(568.47)	3,549.67	9,000.00	5,450.33	39.4
07-510-520-2101	Utilities	5,170.33	27,712.41	42,000.00	14,287.59	66.0
07-510-520-2102	Telephone	788.48	6,067.73	13,000.00	6,932.27	46.7
07-510-520-2105	Advertising	897.99	8,885.61	15,000.00	6,114.39	59.2
07-510-520-2108	Contractual	2,930.64	57,300.47	92,250.00	34,949.53	62.1
07-510-520-2120	Insurance	.00	14,540.50	14,500.00	(40.50)	100.3
07-510-520-2122	Duplicating	185.76	5,673.25	8,500.00	2,826.75	66.7
07-510-520-2123	Printing	.00	378.09	3,000.00	2,621.91	12.6
07-510-520-2205	Office Supplies	534.59	2,114.02	2,500.00	385.98	84.6
07-510-520-2206	Postage	1,500.00	2,336.98	2,200.00	(136.98)	106.2
07-510-520-2225	Janitorial Supplies	296.07	2,181.87	5,200.00	3,018.13	42.0
07-510-520-2231	Small Equipment	10,889.19	34,093.92	35,000.00	906.08	97.4
07-510-520-2234	Grants	.00	2,256.13	17,000.00	14,743.87	13.3
07-510-520-2235	Library Supplies	271.31	10,591.59	15,000.00	4,408.41	70.6
07-510-520-2236	Library Books & Records	8,264.12	61,342.73	100,000.00	38,657.27	61.3
07-510-520-2237	Periodicals	196.00	4,792.32	10,000.00	5,207.68	47.9
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	403.19	3,472.67	5,200.00	1,727.33	66.8
07-510-520-2303	Equipment Repairs/Replacement	25.99	1,909.62	25,000.00	23,090.38	7.6
07-510-520-2304	Equipment Maintenance Contract	37.95	1,561.17	12,000.00	10,438.83	13.0
07-510-520-2309	Building & Grounds Maintenance	3,894.18	23,278.24	50,000.00	26,721.76	46.6
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	2,619.50	21,690.23	20,000.00	(1,690.23)	108.5
Total Materials & Services		38,336.82	296,035.08	624,250.00	328,214.92	47.4
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

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City of Coos Bay
Expenditures with Comparison to Budget
For the 10 Months Ending April 30, 2020

	Library Fund				
	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Total Library Fund	107,927.96	1,063,736.45	2,135,871.00	1,072,134.55	49.8
Total Fund Expenditures	107,927.96	1,063,736.45	2,135,871.00	1,072,134.55	49.8
Net Revenue Over Expenditures	(32,826.82)	370,218.23	.00	(370,218.23)	.0

**Coos Bay Public Library
Memorial Funds Checking Account
March 2020**

BALANCE, February 29, 2020 \$ 73,833.58

DEPOSITS:

Friends of Coos Bay Public Library/Quarterly Donation-Friends Childrens Fund	\$2,000.00
Friends of Coos Bay Public Library/Quarterly Donation-Adult Programs	\$1,750.00
Friends of Coos Bay Public Library/Quarterly Donation-Dvds	\$250.00
Regina Ochsner-Journal Entry - transferred to Young Writers Grant	\$200.00
Misc. Donations-March 2020	\$7.94
TOTAL DEPOSITS	\$4,207.94

DISBURSEMENTS:

Office Depot/Toner-Dollywood Foundation	\$ 404.34
Ingram/Books-Rotary Donation	\$ 51.72
Baker Taylor/Books-Rotary Donation	\$ 1,763.06
Ingram/Books-Rotary Donation	\$ 4,170.08
Amazon/Supplies-YP Programs-Summer Reading	\$ 225.27
Safeway, Dollar Tree, Dollywood Foundation, Collaborative Summer Library-Supplies-Summer Reading	\$ 221.00
Fred Meyer/Supplies-Adult Programs-Foreign Films, Poetry Anthology Reading	\$ 124.01
Amazon/Supplies-Adult Programs-Book Boxes, Forever Young Book Club	\$ 136.31
McKays/Supplies-Adult Programs-Game Night	\$ 9.57
TOTAL DISBURSEMENTS	\$ 7,105.36
Balance March 31, 2020	\$ 70,936.16

General Fund	\$ 9,860.18
Friend's Children's Fund	\$ 4,008.30
Kenaston Estate Donation	\$ (469.51)
Mallek Estate Memorial	\$ 52,610.89
Coos Bay Library Foundation Donation	\$ (13.30)
E-Books	\$ 35.00
Care Connections	\$ 0.78
Friends Library Purchases	\$ 8,268.16
Rotary Donation	\$ (5,984.86)
Coos Bay Library Foundation-Equipment	\$ 35.35
Coos Bay Library Foundation-Audios	\$ 110.32
Eagles Large Print Fund	\$ 6.25
Dollywood	\$ 2,468.60

MEMORIAL ACCOUNT FUNDS TOTAL \$ 70,936.16

**Coos Bay Public Library
Memorial Funds Checking Account
April 2020**

BALANCE, March 31, 2020 \$ 70,936.16

DEPOSITS:

Misc. Donations-April 2020		\$110.00
TOTAL DEPOSITS		\$110.00

DISBURSEMENTS:

Ingram/Books-Rotary Donation	\$ 11.68	
Ingram/Books-Rotary Donation	\$ 128.60	
Amazon/Supplies-Adult Programs-Book Boxes	\$ 48.98	
Zoobean/Online Summer Reading Program Tracker-YP Programs	\$ 1,190.00	
Amazon/Supplies-YP Programs-Summer Reading, Home STEAM Kits	\$ 277.26	
TOTAL DISBURSEMENTS		\$ 1,656.52
Balance April 30, 2020		\$ 69,389.64

General Fund	\$ 9,970.18	
Friend's Children's Fund	\$ 2,541.04	
Kenaston Estate Donation	\$ (469.51)	
Mallek Estate Memorial	\$ 52,610.89	
Coos Bay Library Foundation Donation	\$ (13.30)	
E-Books	\$ 35.00	
Care Connections	\$ 0.78	
Friends Library Purchases	\$ 8,219.18	
Rotary Donation	\$ (6,125.14)	
Coos Bay Library Foundation-Equipment	\$ 35.35	
Coos Bay Library Foundation-Audios	\$ 110.32	
Eagles Large Print Fund	\$ 6.25	
Dollywood	\$ 2,468.60	

MEMORIAL ACCOUNT FUNDS TOTAL \$ 69,389.64

Librarian's Report

MARCH 2020

Miscellaneous

Due to COVID 19, the library closed to the public on March 14th at the end of the day. The library offered curbside pickups of holds for a week. On March 23rd all employees were sent home for a two-week period. Staff returned on May 6th. Instead of curbside, the library switched to delivering holds by mail so there was even less personal contact with people. The number of digital offerings were increased.

When the library closed to the public, staff shifted to an online environment.

Haiku contest was held on the library's Facebook page – prizes included library branded toilet paper. 10 people participated with a winner in each age bracket 18+ and 17 and under.

Quarantine Bingo online with 4 participants who finished

Daily early literacy tips in Spanish and English for the last two weeks of March.

Quaran-Time Activity page was developed for the public to have access to various stay at home activities.

Bekah in Youth Services filmed story times for our YouTube channel so her regular crowd could still see and hear her.

The Teen Writing Group switched to an online format. This group started almost a year ago by meeting once a month in the library. It progressed to meeting a couple times a month and is currently meeting weekly online through a combination of Zoom meetings and Google Classroom. The Talented and Gifted program director for Coos Bay Schools, has become a valuable partner with this program. Once a month the library arranges a guest author to meet with the participants – this has also switched to online.

In March there were 5,390, county-wide, checkouts on OverDrive. 250 circulations on hoopla in March with 30 new borrowers.

PROGRAMS

Families and Children

Lego Club - 23

MGOL (4) - 87

Preschool Storytime (3) - 58

Tween Book Club - 3

Coast Guard Storytime (2) - 37

Dr. Seuss Night - 386

Young Adult

Young Writers Workshop - 13

Magic Gathering (2) - 7

Adult

Spanglish - 12

Forever YA Book Club - 3

Armchair Adventures - 17

Technology

Drop In Computer Lab - 5

One on One appts - 2

Intro to the Internet - 6

Room Use

Myrtlewood

Library - 13

Non Library - 11

Cedar

Library - 11

Non Library - 55

Art Displays

Walls: Sand 'n Sea Quilters

Lobby: Trenton Kolosik drawings

Librarian's Report

April 2020

PROGRAMS

Staff continued to transition programming online in April.

Spanglish Conversation had two online meetings with 13 people in attendance.

Armchair Adventures has moved online by providing participants a place to explore online instead of gathering for a movie. This month was a visit to the interactive website for the British Museum.

Story time has moved to a Zoom meeting format so all the children can actively participate. One was held in April with 32 attendees.

Flannel Fridays were introduced to the library's YouTube account. Each Friday one of the Youth Services staff does a flannel board story and uploads it for the kids to watch.

Black Out Poetry Art Contest was started in April and will end May 15th. Participants were sent a discarded book with the simple instructions to use a page to create a poem and art by blacking parts out. The entries so far are amazing. This contest was open to anyone in the county.

Staff continued with the Book Box program both in March and April. The library mailed them the book instead of the normal pickup of a box with it in it. There are roughly 150 participants in this program.

Room use for April consisted of the Red Cross using it one day for a by appointment blood drive.

There were 8 on-on one appointments fulfilled by Zoom in April.

Miscellaneous

In April there were, county-wide, 6179 checkouts on OverDrive. 408 circulations on hoopla in April with 41 new borrowers.

Besides direct patron services, staff has been busy weeding and conducting the first inventory of materials since 1983. Not only will we have a better idea of what is in the building, but it has helped clean up the database.

Staged Library Operations Plan

Coos Bay Public Library has developed a staged approach to providing library services to the community in response to the COVID-19 pandemic that took place in 2020. It is the intention that these stages will be used in response to in future emergency situations. Certain community triggers to similar emergency situations in the future would indicate to staff that they should prepare for a level of service one or more degrees higher or lower than the level that is in place at the beginning of the emergency.

Stage 1: Virtual Library Services and Building Open to Staff Only

Promote digital collections and online resources

Offer virtual programs for all ages

Email and phone assistance to patrons

Mail holds to patrons

Stage 2: Front Door Services

Continue all services offered in Stage 1

Maintain and ensure proper distancing and health guidelines

Patrons can visit the library to pick up available holds (at curbside) at times determined by library staff

Staff is required to wear masks when interacting with patrons

Stage 3: Limited Materials Access

Continue all services in Stage 1 and 2

Need an ensure a constant supply of sanitation supplies

No seating in the building

Public strongly urged to wear masks while in the building

Limited number of people in the building to browse certain collections and check out materials.
Staff will retrieve materials from closed portions of the building.

Computer use by appointment only. Staff assistance by remote software only.

Reinstate security services

Stage 4: Limited Library Services

Continue all services offered in Stage 1 and Stage 2

Library open with public access, limiting the number of people allowed based on the size of the building and reduced hours

No in-person library programs or public use of meeting rooms

Limited use of computers - both number of and length of time

Reinstate ILL

Arrange computers and other furniture for proper distancing.

Stage 5: Full Library Services

Return to regular library services with new health and safety recommendations in place