

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

**Wednesday September 16, 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**
- 10. New Business**
- 11. Announcements**
- 12. Adjournment**

Coos Bay Public Library

August 2020 Report

of items added to collection - **516**

New cards issued - **17**

Total reference questions - **580**

Daily average circulation - **390**

Total # of programs - **9**

Program attendance - **321**

Total items checked out at the library - **9,325**

Total of Coos Bay items checked out anywhere - **9,759**

Total digital downloads - **302**

Gate count - **446**

Total monthly visitors - **450**

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

Call to Order – Curt Benward called the meeting to order at 5:23 p.m.

Board Members Present: Curt Benward, Steve Metz, Robert More, Rob Miles, Peggy Christensen, JR Moore

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

Public Comment –None

Minutes and Circulation – Minutes from the July 2020 meeting were reviewed. Curt noted that under the topic of the Steering Committee the minutes should reflect that it is the Steering Committee not the Library Foundation who would make a recommendation to the City of Coos Bay on the timing of the ballot measure. Curt also questioned in the circulation report that there were fines collected and questioned why as we have been fines free. Sami explained that people are still paying some of the fines incurred before the change. It was noted that the amount in the fines column was actually payment for a lost book and should have been in the “Damage & Loss” column. Bob made a nomination to accept the minutes with the corrections. Steve seconded the motion. Approved unanimously.

Treasurer’s Report – Financial reports for June and July were reviewed. Sami noted that the July figures were still a draft until the fiscal year audit is performed. Sami also pointed out the library received a \$41,495.24 reimbursement for covid-19 federal financial assistance. Curt noted that the miscellaneous income line item looked like the ESO rent was still going into it even though a new line item was created for the rent. Sami will check with the finance department on this. Steve questioned what the amount was that the library contents were insured for. Sami will check with finance on this as well. Steve made a motion to accept the treasurers report. Bob seconded that motion. Approved unanimously.

Correspondence –None

Librarians Report – Steve questioned if we would be increasing the monthly limit on Hoopla downloads. Sami said that we won’t be at this time but will reassess after school starts back up. Steve also questioned if we had looked at other providers besides Hoopla. Sami said that others had been researched but Hoopla was the best fit. Steve said that a tutorial or brochure would be a good idea for new Hoopla users-Sami will look into it. Curt asked how the in-library visits have been going. Sami said that the volume has picked up considerably and was going smoothly. Curt questioned the two open library jobs posted. Sami explained that one was the ESO courier position and the Library Assistant II position was left vacant after the person holding it was promoted.

Friends of the Library Report – Drive-By curbside sale on August 1st brought in \$350.00. Next sale will be on Saturday, September 12th from 10am – 1pm.

Library Foundation Report – The fall fundraiser will be held online this year.

Old Business – None

New Business –

Sami reported that after meeting with PacWest the City Council voted to approve the movement of the library bond measure to the November 2021 ballot.

Sami said that the in-city representative for the Coos Library Board, Francis Smith has agreed to serve another term. A motion was made by Peggy to recommend to the City Council to extend her term. JR seconded the motion. Approved unanimously.

Announcements - None

Adjournment – C. Benward adjourned the meeting at 6:13 p.m.

Next Meeting: September 16, 2020 – 5:15 p.m.

Respectfully submitted,
Crystal Barr

COOS BAY PUBLIC LIBRARY

JULY 2020

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>	
Adult Books	275	Books	154
Adult Audio Books	64	YP Books	17
Adult Video	61	Graphic Novels	3
Adult Video Games	17	YP Graphic Novel	0
		Large Print	1
Young Adult Books	5	Music CD	73
Young Adult Audio	2	Dvd	46
		Audio Book	32
Child Books	121	Board Game	3
Child Audio	0	Reference	2
Child Video	6	Video Game	0
Child Music Cds	22		
TOTAL	573	DISCARDS	331

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out
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
2015	22,429	24,830

GATE COUNT: 363
(2019 - 13,835)

REFERENCE QUESTIONS ANSWERED: 303
YP REFERENCE QUESTIONS ANSWERED: 23
NEW PATRON REGISTRATIONS: 24

#DAYS OPEN: - by mail/curbside 23 26 25
DAILY AVERAGE CIRCULATION: 403 (19) 882 (18) 925

RECEIPTS FROM PATRONS

FINES	\$16.99
DISKS/MISC.	\$0.00
DAMAGE/LOSS	\$0.00
RENT	\$0.00
BOOK BAGS	\$0.00
COPIES	\$0.00
TOTAL	<u>\$16.99</u>

COOS BAY PUBLIC LIBRARY

AUGUST 2020

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>	
Adult Books	247	Books	63
Adult Audio Books	63	YP Books	35
Adult Video	64	Graphic Novels	18
Adult Video Games	0	YP Graphic Novel	1
		Large Print	0
Young Adult Books	15	Music CD	2
Young Adult Audio	1	Dvd	48
		Audio Book	5
Child Books	118	Board Game	1
Child Audio	7	Reference	0
Child Video	1	Video Game	0
Child Music Cds	0		
TOTAL	516	DISCARDS	173

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out	
2020	9,325	9,759	
2019	20,800	23,252	
2018	20,745	23,227	
2017	25,082	25,333	
2016	23,917	26,035	
2015	21,725	23,438	
GATE COUNT:	446		
	(2019 - 16,341)		
REFERENCE QUESTIONS ANSWERED:		580	
YP REFERENCE QUESTIONS ANSWERED:		26	
NEW PATRON REGISTRATIONS:		17	
#DAYS OPEN:	25	26	27
DAILY AVERAGE CIRCULATION:	390	(19) 894	(18) 860

RECEIPTS FROM PATRONS

FINES	\$52.84
DISKS/MISC.	\$0.00
DAMAGE/LOSS	\$0.00
RENT	\$0.00
BOOK BAGS	\$0.00
COPIES	<u>\$0.00</u>
TOTAL	<u>\$52.84</u>

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

<u>BALANCE, July 31, 2020</u>	\$ 76,894.64
Misc. Donations-August 2020	\$347.80
TOTAL DEPOSITS	\$347.80

DISBURSEMENTS:

Recorded Books/Dvd-Adult Programs	\$	41.60	
Recorded Books/Dvd-Adult Programs	\$	41.60	
Office Max/Printer Toner-Dollywood Program	\$	183.66	
Amazon/Supplies-YP Programs-STEAM Kits	\$	7.49	
Amazon/Supplies-YP Programs-STEAM Kits	\$	17.97	
American Library Association, Fred Meyer/Adult Programs-Book Boxes, Blackout Poetry	\$	53.46	
Cricket Media, McKays/Supplies-YP Programs-Summer Reading, STEAM Kits	\$	25.82	
Amazon/Supplies-Adult Programs-Book Boxes, Fall Reading Program	\$	403.59	
Amazon/Portable CD Player-Library of Things	\$	62.87	
Amazon/Supplies-YP Programs-STEAM Kits, Book Boxes, Fall Reading	\$	239.21	
TOTAL DISBURSEMENTS		\$ 1,077.27	
Balance August 31, 2020		\$ 76,165.17	

General Fund		\$ 10,669.50	
Friend's Children's Fund		\$ 3,387.54	
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		\$ 7,507.41	
Rotary Donation		\$ -	
Coos Bay Library Foundation-Equipment		\$ 35.35	
Coos Bay Library Foundation-Audios		\$ 110.32	
Eagles Large Print Fund		\$ 6.25	
Dollywood		\$ 2,284.94	

MEMORIAL ACCOUNT FUNDS TOTAL	\$ 76,165.17
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Librarian's Report August 2020

PROGRAMS

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 Thyssen-Bornemisza National Museum in Madrid, Spain.

Good4U Lifestyle Program with Natural Grocers.

TV Tuesday had 108 views (Facebook Live program)

Vaccines I Adolescence: Why Do We need our HPV Shots? With North Bend Medical Center

Forever Young Adult Book Group met with four in attendance.

Lynching in America had 32 attendees.

Swords and Starships book club met and had 144 views (Facebook Live event)

Community Cooking with the Co-Op had 20 attendees.

STEAM Kits were mailed out 2 times in August for a total of 144 kits. This is a project kit that corresponds with a story and instructional video that is posted on the library's YouTube channel.

We did Lunch Site Book Giveaways 9 times and had 157 people participate.

There were 9 one-on one appointments fulfilled by Zoom in August.

Miscellaneous

In August there were 6,383, county-wide, checkouts on OverDrive. 302 circulations on hoopla in August with 14 new borrowers.

Impact of COVID on circulations numbers:
FY 19/20 ended at 72% of the circulation of FY 18/19.
The last few months compared to same month last year

April at 47%

May at 32%

June at 27%

July at 42%
August at 42%

Other libraries across the nation are reporting anywhere from 20 to 40% compared to last years numbers (totally unscientific poll). Coos Bay seems to be on the higher end which is good news.

2020/21	Myrtlewood		Cedar		Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use		(minus library program)
Jul-20	0	2	0	0	2	70
Aug-20	0	2	0	0	2	4
Sep-20						
Oct-20						
Nov-20						
Dec-20						
Jan-21						
Feb-21						
Mar-21						
Apr-21						
May-21						
Jun-21						
Totals						74