

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

**Wednesday, December 18, 2019  
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 4<sup>th</sup> to 2020 closure list**
11. **Announcements**
12. **Adjournment**



Meeting  
Cancelled

COOS BAY PUBLIC LIBRARY

NOVEMBER 2019 REPORT

# OF ITEMS ADDED TO COLLECTION - **722**

NEW CARDS ISSUED - **81**

TOTAL REFERENCE QUESTIONS - **669**

DAILY AVERAGE CIRCULATION - **1,067**

TOTAL # OF PROGRAMS - **25**

PROGRAM ATTENDANCE - **718**

TOTAL ITEMS CHECKED OUT AT THE LIBRARY - **22,784**

TOTAL OF COOS BAY ITEMS CHECKED OUT ANYWHERE - **23,469**

TOTAL DIGITAL DOWNLOADS - **126**

GATE COUNT - **11,638**

TOTAL MONTHLY VISITORS - **13,746**

COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
November 20, 2019

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

**Board Members Present:** Curt Benward, Robert Moore, Kathy Erickson, Peggy Christensen, Drew Farmer

**Others In Attendance:** Sami Pierson, Crystal Barr, Marie Benton

**Public Comment** – The board heard a request from Mountain Rose Herb Co. to serve alcohol at their function in the Myrtlewood Room on 11/24/19. Mountain's representatives assured the board that there was no OLCC permit needed and it would be adults only. Kathy made a motion to approve the request with a second from Peggy. Approved unanimously.

**Minutes and Circulation** – Minutes were reviewed with Robert making a motion to approve the minutes and circulation report with the correction of the sentence "Curt remarked that we need to emphasize the water damaged inside the library not just the cracks – change "damaged" to "damage". It was also noted that in the Librarian's report under Technology the "Drop In Computer Lab" should read "Drop-In". Kathy seconded the motion. Approved unanimously.

**Treasurer's Report** – Financial reports for September & October 2019 were reviewed. Spending is on track and we have received the first tax payment. The memorial report was also reviewed.

**Correspondence** – None

**Librarians Report** – The Deputy Library Director position deadline has been extended by a week due to low turnout. Interviews are planned for December 27<sup>th</sup>.

Reminder that the library will be closed from November 28-30 for the Thanksgiving holiday.

Sami recently attended a Public Library Association conference on Space Planning along with the North Bend Library Director and Assistant Director.

The library's Job Fair on November 20<sup>th</sup> had 95 attendees with several on the spot interviews.

**Friends of the Library Report** – The next book sale will be December 7<sup>th</sup> and 8<sup>th</sup>. Sunday will feature all books for free. The 3<sup>rd</sup> Thursday of December will be ½ price in the bookstore. The November sale took in \$1,203.09 and the bookstore made \$844.00.

**Library Foundation Report** – The Fall Fundraiser was not as big a crowd this year but still a good event.

**Old Business –**

Steering Committee – The library surveys have gone out by email. The committee will meet after the results are in.

**New Business –**

**RFID Project** - Sami and Crystal met with the representatives at Biblioteca to over the procedures for getting the project going.

**2020 Library Closure Dates** – The closure dates for the coming year were reviewed. Kathy motioned to approve the list with a second from Robert. Approved unanimously.

**Library Materials Late Fines** – The idea of doing away with fines for late items was discussed. With late fines blocking access to library materials it is a deterrent to having full access to library services. Many of the other libraries in our system have already approved the idea or will be doing so soon. Items that have not been returned or damaged will still be billed. Robert made a motion to approve the move to no fines with a second from Drew. Approved unanimously.

**Announcements – None**

Adjournment – C. Benward adjourned the meeting at 6:23 p.m.

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

Respectfully submitted,  
Crystal Barr

# COOS BAY PUBLIC LIBRARY NOVEMBER 2019

## INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>		
Adult Books	220		
Adult Audio Books	33		
Adult Video	140		
Adult Video Games	21		
Young Adult Books	47		
Young Adult Audio	2		
Child Books	240		
Child Audio	6		
Child Video	13		
Child Miscellaneous	0		
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<b>TOTAL</b>	<b>722</b>	<b>DISCARDS</b>	<b>373</b>

## CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out		
<b>2019</b>	22,784	23,469		
<b>2018</b>	18,829	21,055		
<b>2017</b>	20,608	21,940		
<b>2016</b>	21,826	23,882		
<b>2015</b>	19,076	19,967		
<b>2014</b>	21,025	23,992		
<b>GATE COUNT:</b>	11,638			
	( 2018 - 13,623)			
<b>REFERENCE QUESTIONS ANSWERED:</b>		669		
<b>YP REFERENCE QUESTIONS ANSWERED:</b>		61		
<b>NEW PATRON REGISTRATIONS:</b>		81		
<b>#DAYS OPEN:</b>		<b>22</b>	<b>22</b>	<b>19</b>
<b>DAILY AVERAGE CIRCULATION:</b>		1,067	(18) 957	(17) 1155

## RECEIPTS FROM PATRONS

FINES	\$450.83
DISKS/MISC.	\$44.20
DAMAGE/LOSS	\$68.70
RENT	\$1,470.00
BOOK BAGS	\$23.50
COPIES	<u>\$557.70</u>
<b>TOTAL</b>	<b><u>\$2,614.93</u></b>

City of Coos Bay  
 Revenues with Comparison to Budget  
 For the 5 Months Ending November 30, 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
	<b>Total Carryover</b>	<b>.00</b>	<b>.00</b>	<b>955,071.00</b>	<b>955,071.00 .0</b>
<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	183,978.58	249,547.44	1,115,000.00	865,452.56 22.4
	<b>Total Revenue From Other Agencies</b>	<b>183,978.58</b>	<b>250,547.44</b>	<b>1,128,700.00</b>	<b>878,152.56 22.2</b>
<u>Use Of Money &amp; Property</u>					
07-000-350-0100	Interest	1,270.86	8,841.54	12,000.00	3,158.46 73.7
07-000-350-1100	Auditorium Rental	1,470.00	2,820.00	2,500.00	( 320.00) 112.8
	<b>Total Use Of Money &amp; Property</b>	<b>2,740.86</b>	<b>11,661.54</b>	<b>14,500.00</b>	<b>2,838.46 80.4</b>
<u>Current Services</u>					
07-000-360-0100	Copies	583.50	3,088.15	7,000.00	3,911.85 44.1
07-000-360-1800	Library Fees	764.63	4,656.65	10,000.00	5,343.35 46.6
	<b>Total Current Services</b>	<b>1,348.13</b>	<b>7,744.80</b>	<b>17,000.00</b>	<b>9,255.20 45.6</b>
<u>Other Revenue</u>					
07-000-380-0100	Miscellaneous	2,178.79	11,054.51	100.00	( 10,954.51) 11054.
07-000-380-0400	Reimbursements	23.50	117.00	500.00	383.00 23.4
07-000-380-0900	Gifts, Donations & Memorials	1,949.66	6,069.70	20,000.00	13,930.30 30.4
	<b>Total Other Revenue</b>	<b>4,151.95</b>	<b>17,241.21</b>	<b>20,600.00</b>	<b>3,358.79 83.7</b>
	<b>Total Fund Revenue</b>	<b>192,219.52</b>	<b>287,194.99</b>	<b>2,135,871.00</b>	<b>1,848,676.01 13.5</b>

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City of Coos Bay  
Expenditures with Comparison to Budget  
For the 5 Months Ending November 30, 2019

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<b>Library Fund</b>					
<b>Personnel Services</b>					
07-510-510-1001	Salaries	44,111.29	256,558.79	686,818.00	430,259.21 37.4
07-510-510-1003	P.E.R.S.	8,925.43	59,918.64	133,210.00	73,291.36 45.0
07-510-510-1004	Social Security	3,271.43	19,207.83	52,548.00	33,340.17 36.6
07-510-510-1005	Employee Insurance	10,763.85	52,895.60	153,574.00	100,678.40 34.4
07-510-510-1006	Unemployment	104.94	104.94	13,000.00	12,895.06 .8
07-510-510-1007	Workers Compensation Insurance	58.42	311.79	2,833.00	2,521.21 11.0
07-510-510-1008	Volunteer Workers Compensation	.00	2.97	122.00	119.03 2.4
<b>Total Personnel Services</b>		<b>67,235.36</b>	<b>389,000.56</b>	<b>1,042,105.00</b>	<b>653,104.44 37.3</b>
<b>Materials &amp; Services</b>					
07-510-520-2005	Training, Meetings, Travel, Dues	268.74	2,201.68	9,000.00	6,798.32 24.5
07-510-520-2101	Utilities	.00	11,135.74	42,000.00	30,864.26 26.5
07-510-520-2102	Telephone	20.74	1,881.95	13,000.00	11,118.05 14.5
07-510-520-2105	Advertising	830.00	2,686.00	15,000.00	12,314.00 17.9
07-510-520-2108	Contractual	6,838.33	28,548.92	92,250.00	63,701.08 31.0
07-510-520-2120	Insurance	692.61	14,540.50	14,500.00 ( 40.50)	100.3
07-510-520-2122	Duplicating	601.04	2,563.85	8,500.00	5,936.15 30.2
07-510-520-2123	Printing	.00	.00	3,000.00	3,000.00 .0
07-510-520-2205	Office Supplies	74.09	888.08	2,500.00	1,611.92 35.5
07-510-520-2206	Postage	.00	500.00	2,200.00	1,700.00 22.7
07-510-520-2225	Janitorial Supplies	601.14	1,309.75	5,200.00	3,890.25 25.2
07-510-520-2231	Small Equipment	2,059.93	6,545.06	35,000.00	28,454.94 18.7
07-510-520-2234	Grants	.00	150.00	17,000.00	16,850.00 .9
07-510-520-2235	Library Supplies	692.81	4,938.47	15,000.00	10,061.53 32.9
07-510-520-2236	Library Books & Records	5,500.95	28,154.65	100,000.00	71,845.35 28.2
07-510-520-2237	Periodicals	3,463.95	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	204.00	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	137.44	922.71	5,200.00	4,277.29 17.7
07-510-520-2303	Equipment Repairs/Replacement	119.90	1,700.65	25,000.00	23,299.35 6.8
07-510-520-2304	Equipment Maintenance Contract	37.95	189.75	12,000.00	11,810.25 1.6
07-510-520-2309	Building & Grounds Maintenance	749.50	6,842.88	50,000.00	43,157.12 13.7
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	1,927.01	8,470.83	20,000.00	11,529.17 42.4
<b>Total Materials &amp; Services</b>		<b>24,820.13</b>	<b>128,948.71</b>	<b>624,250.00</b>	<b>495,301.29 20.7</b>
<b>Other Financing Uses</b>					
07-510-560-6001	Contingency	.00	.00	469,516.00	469,516.00 .0
<b>Total Other Financing Uses</b>		<b>.00</b>	<b>.00</b>	<b>469,516.00</b>	<b>469,516.00 .0</b>

City of Coos Bay  
Expenditures with Comparison to Budget  
For the 5 Months Ending November 30, 2019

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Total Library Fund	92,055.49	517,949.27	2,135,871.00	1,617,921.73	24.3
Total Fund Expenditures	92,055.49	517,949.27	2,135,871.00	1,617,921.73	24.3
Net Revenue Over Expenditures	100,164.03	( 230,754.28)	.00	230,754.28	.0

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## **PROGRAMS**

### ***Families and Children***

Lego Club (2) - 60

MGOL (6) - 171

Preschool Storytime (3) - 74

Tween Book Club - 3

Coquille Tribe Head Start - 22

Family Story Time - 34

### ***Young Adult***

Young Writers Workshop -15

Magic Gathering (4) - 19

### ***Adult***

Foreign Film - 15

Spanglish - 14

Forever YA Book Club - 4

Armchair Adventures - 24

Table Top Gaming - 15

Film Noir - 15

Author Judith McDonald - 40

Job Fair - 93

Folk Dancing - 12

Proctoring - 1

LGBTQIA+ Mingle - 3

Grocery Store Book Tour - 27

Novel Tattoos - 9

OHP Outreach - 15

Pet Photobooth - 15

### ***Technology***

Drop In Computer Lab (2) - 16

One on One appts - 2

### ***Room Use***

#### ***Myrtlewood***

Library - 15

Non Library - 8

#### ***Cedar***

Library - 10

Non Library - 50

### ***Art Displays***

Walls: Darrell Sanders

Lobby: South Coast Woodturners

**Walls: Darrell Sanders**

**Lobby: South Coast Woodturners**

***Miscellaneous***

**In November there were 4,195, county-wide, checkouts on OverDrive. There were 126 circulations on hoopla in November with 3 new borrowers.**

**Interviews were help for the Deputy Director position. Christina Coffman was hired and will start in that position in December. She will have some overlap of duties until her current position as Acquisition Librarian is filled.**

**Sami attended a Library Space Planning workshop hosted by Public Library Association. The session reinforced many of the things staff have been trying such as drawing people further into the library so they see more of what there is. Staff moved some of the new collections closer to the center of the library and increased displays along the path to keep patrons engaged. The security staff is working with library staff to identify under used spaces in the library. As they patrol they make note of areas being used and more importantly the areas that have very little use. Staff can use this data to make decisions of where to move collections or other things.**

2019/20	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							
Jan-20							
Feb-20							
Mar-20							
Apr-20							
May-20							
Jun-20							
Totals						6231	



**COOS BAY PUBLIC LIBRARY CALENDAR**  
**DECEMBER 2019**  
 525 Anderson Avenue, Coos Bay, OR | (541) 269-1101  
<http://coosbaylibrary.org>



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Forever YA Book Club 6:00pm Questionably Christmas Movie 6:00pm	3 Coast Guard Storytime 2:00pm Lego Club 3:00pm Magic the Gathering 4:00pm	4 MGOL 9:30am Storytime 10:30am Readers Group 6:00pm	5 MGOL 9:30am	6	7 Family Storytime 2:00pm - 2:30pm Leap into Science: Wind 3:00pm - 4:00pm
8	9 Questionably Christmas Movie 6:00pm	10 Coast Guard Story Time 2:00pm Magic the Gathering 4:00pm Armchair Adventures 2:00pm Black Light Bingo 5:00pm	11 MGOL 9:30am Drop-in Computer Lab 10:00am Preschool Storytime 10:30am	12 MGOL 9:30am Young Writers Group 3:45pm	13 Foreign Film Friday 7:00pm	14 Family Storytime 2:00pm
15	16 Questionably Christmas Movie 6:00pm	17 Coast Guard Storytime 2:00pm Magic: The Gathering 4:00pm	18 Mother Goose on the Loose 9:30am Preschool Storytime 10:30am Drop-in Computer Lab 12:30pm	19 MGOL 9:30am Tween Book Club 3:45pm	20 Lego Club 3:30pm	21 Spanglish! Conversational Program 10:30am Family Storytime 2:00pm
22	23 Questionably Christmas Movie 6:00pm	24 LIBRARY CLOSED	25 LIBRARY CLOSED	26	27 Tabletop Board Game Night 7:00pm - 10:00pm	28 Family Storytime 2:00pm
29	30	31			Library Board Meeting Wednesday, December 18th 5:15pm	

**Legend:**  
 Kids ● Teen ● Everyone  
 Family ● Adult ●

**NEW! COAST GUARD STORYTIME: TUESDAYS AT 2:00PM**  
**MAGIC THE GATHERING: TUESDAYS AT 4:00PM**