

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

**Wednesday, February 21, 2018
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
10. New Business
11. Announcements
12. Adjournment

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
January 17, 2018

Call to Order – C. Benward called the meeting to order at 5:16 p. m.

Board Members present: Curt Benward, Teri Harris Jones, Gina Sutherland, Kathy Erickson, James Moore, Steve Metz, Jennifer Groth and Bob More.

Others in Attendance: Marie Benton and Sami Pierson

Public Comment – None

Minutes and Circulation – We reviewed minutes of the December 20th board meeting and December circulation figures. J. Groth made a motion to approve the minutes and T. Harris Jones seconded. Approved unanimously. Circulation was down significantly last month and we wondered if the unusually good December weather might have been a contributing factor.

Treasurer's Report – We reviewed library revenue and expenditure summaries for the first six months of the fiscal year as well as the memorial funds account summary. Sami told us that the library's annual spending was on track. We have expended 51% of the materials and services budget, but, because library staffing is currently down, we have spent only 41% of the personnel services budget. A patron donated \$250 for purchasing more books and this contribution was spent for that purpose. The large tax payment from the county was received.

Correspondence – Sami received a complaint from a patron unhappy with the frequency of scratches found on the library's heavily used DVDs. The library has a device that can reduce or eliminate many scratches, but, unless a returned disc contains notification of a scratch or other problem, it is put back into the collection without further treatment. To address this situation, staff are now inserting "trouble" slips into each DVD in the library's collection. Patrons can use this slip to note any difficulty they experienced in playing the disc. Sami then wrote to the patron explaining the new procedure and thanking them for calling this issue to her attention.

Librarian's Report – The library was not selected to receive Three Rivers grant funding. We are still in the process of hiring for one full-time and two part-time positions. These will be posted soon and people should be hired for these positions within two to three months. The library is leasing an Adobe suite of programs for developing in-house publications and staff have had training sessions to become familiar with using this software.

Friends of the Library Report – M. Benton reported that the "Third Thursday" half-price sale in the book store takes place tomorrow. The book store took in \$587.80 in December. There is no book sale in January, but the Friends will hold an art and crafts materials fair Friday, January 19th from 4 to 6 p. m. and Saturday, January 20th from 10 a. m. to 2 p. m. The next book sale will contain only recently donated items and will be held February 3rd and 4th.

Library Foundation Report– The next Foundation meeting will be January 18th at 5:15 p. m. Foundation members will plan for their March 31st Adult Spelling Bee fundraiser. C. Benward asked Sami to make copies of the Marketing Strategies Guide for Foundation members.

Old Business –

Building – City staff continue monthly measurements of the sinking of the library, and Randy Dixon will send Sami the data after the next set of measurements is taken on January 22nd. The

roof coating continues to be largely effective in reducing water leaks, but upcoming wet windy weather should provide a real test.

Library Budget – Sami reported that updated information shows a larger carryover sum than previously thought. Accordingly, she has increased the proposed materials budget. One additional expenditure Sami proposes is trying the Hoopla service to allow patrons to download a variety of free media. Hoopla then charges the library a fee for each patron download. Sami is trying to ensure that this service can be restricted to patrons within our service area. K. Erickson asked why the proposed amount for salaries was up \$70,000. Sami explained the library needs to hire temporary staff to complete inventory, there will be a salary increases in the coming year and PERS costs are rising significantly. In addition, the library will soon have one more staff member than in the past and few of our staff are at the bottom of the salary schedule. B. More asked if the financial reports the Board receives could separate permanent and temporary staff positions. Sami said she will see if she can implement this change. S. Metz made a motion to approve the proposed 2018 – 2019 library budget and J. Moore seconded. Passed unanimously.

Board Goals – We discussed Library Market’s “Marketing Strategies Guide.” Our consensus was that these strategies were largely the purview of library staff rather than the Library Board. An exception might be Board involvement in outreach activities.

Sami told us that she and Christina manage the library’s Facebook page. K. Erickson expressed concern that any removal of objectionable or inappropriate Facebook material not become censorship of negative comments. Sami said that she, Ellen and Paul are the designated point persons for interactions with the media and that money has been included in the library budget to implement some of these marketing strategies.

We then discussed “The Librarian’s Disaster Planning and Community Resiliency Guidebook.” Among the points considered:

- Preparedness is key. It is important to have plans in place to meet a variety of emergency situations before these emergencies arise.
- The library would likely serve as a public information center in the event of an emergency. Having a generator at the library would be a huge help to many community members in the event of a widespread power outage.
- Having a vision of serving as a community resource center in the event of a disaster could be an element of planning for the new library building.
- The current library structure might not survive a severe earthquake and/or tsunami, but library staff could use their training and skills to provide some services to the public even if the building is destroyed.

We will invite Coos Bay Fire Chief Mark Anderson to attend our next Library Board meeting to present a condensed version of the City’s Emergency Response Plan and the library’s role in this.

New Business – None

Announcements – B. More announce the 16th annual Burns Night will take place Friday February 2nd at the Mill Casino and Hotel.

Adjournment – C. Benward adjourned the meeting at 6:26 p. m.

Next meeting: February 21st at 5:15 p. m.

Respectfully submitted,

City of Coos Bay
 Balance Sheet
 January 31, 2018

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	1,191,363.77	
07-000-100-1015	Petty Cash	200.00	
07-000-100-1150	Investments - Nonspendable	52,064.84	
	Total Assets		1,243,628.61

LIABILITIES AND EQUITY

FUND EQUITY

07-000-200-2501	Fund Balance - Nonspendable	52,064.84	
	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	845,438.01	
	Revenue over Expenditures - YTD	346,125.76	
	Balance - Current Date	1,191,563.77	
	Total Fund Equity		1,243,628.61
	Total Liabilities and Equity		1,243,628.61

City of Coos Bay
 Revenues with Comparison to Budget
 For the 7 Months Ending January 31, 2018

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pcnt	
<u>Carryover</u>						
07-000-300-0100	Carryover - Regular	.00	.00	602,252.00	602,252.00	.0
07-000-300-0200	Carryover - Memorial/Board	.00	.00	50,000.00	50,000.00	.0
	Total Carryover	.00	.00	652,252.00	652,252.00	.0
<u>Revenue From Other Agencies</u>						
07-000-340-0300	State Library Grant	.00	2,146.00	17,000.00	14,854.00	12.6
07-000-340-0301	Grants	.00	.00	7,500.00	7,500.00	.0
07-000-340-0303	Federal Grants	.00	4,702.86	2,500.00	(2,202.86)	188.1
07-000-340-0900	Library Tax Base	.00	972,181.97	1,000,000.00	27,818.03	97.2
	Total Revenue From Other Agencies	.00	979,030.83	1,027,000.00	47,969.17	95.3
<u>Use Of Money & Property</u>						
07-000-350-0100	Interest	1,988.22	7,168.68	4,000.00	(3,168.68)	179.2
07-000-350-1100	Auditorium Rental	900.00	2,375.00	1,000.00	(1,375.00)	237.5
	Total Use Of Money & Property	2,888.22	9,543.68	5,000.00	(4,543.68)	190.9
<u>Current Services</u>						
07-000-360-0100	Copies	682.70	4,353.99	6,000.00	1,646.01	72.6
07-000-360-1800	Library Fees	1,352.43	7,712.29	14,000.00	6,287.71	55.1
	Total Current Services	2,035.13	12,066.28	20,000.00	7,933.72	60.3
<u>Other Revenue</u>						
07-000-380-0200	Cash Over/short	.00	(.10)	.00	.10	.0
07-000-380-0400	Reimbursements	23.50	229.50	325.00	95.50	70.6
07-000-380-0900	Gifts, Donations & Memorials	2,305.15	11,295.70	13,000.00	1,704.30	86.9
	Total Other Revenue	2,328.65	11,525.10	13,325.00	1,799.90	86.5
	Total Fund Revenue	7,252.00	1,012,165.89	1,717,577.00	705,411.11	58.9

City of Coos Bay
Expenditures with Comparison to Budget
For the 7 Months Ending January 31, 2018

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Library Fund</u>						
Personnel Services						
07-510-510-1001	Salaries	40,692.26	313,334.53	613,484.00	300,149.47	51.1
07-510-510-1003	P.E.R.S.	7,744.93	60,150.65	114,873.00	54,722.35	52.4
07-510-510-1004	Social Security	3,086.69	23,762.33	46,936.00	23,173.67	50.6
07-510-510-1005	Employee Insurance	35,810.84	86,063.03	165,715.00	79,651.97	51.9
07-510-510-1006	Unemployment	.00	.00	16,150.00	16,150.00	.0
07-510-510-1007	Workers Compensation	117.12	902.99	2,513.00	1,610.01	35.9
07-510-510-1008	Volunteer Workers Compensation	8.96	19.01	167.00	147.99	11.4
Total Personnel Services		87,460.80	484,232.54	959,838.00	475,605.46	50.5
Materials & Services						
07-510-520-2005	Training, Meetings, Travel, Dues	440.00	1,844.12	4,200.00	2,355.88	43.9
07-510-520-2101	Utilities	3,235.59	18,195.62	40,500.00	22,304.38	44.9
07-510-520-2102	Telephone	329.15	2,160.78	3,200.00	1,039.22	67.5
07-510-520-2105	Advertising	42.00	220.76	1,500.00	1,279.24	14.7
07-510-520-2108	Contractual	49.20	18,739.37	46,000.00	27,260.63	40.7
07-510-520-2120	Insurance	.00	21,968.17	21,000.00	(968.17)	104.6
07-510-520-2122	Duplicating	469.09	2,987.46	5,200.00	2,212.54	57.5
07-510-520-2123	Printing	157.50	217.49	1,500.00	1,282.51	14.5
07-510-520-2205	Office Supplies	103.42	632.65	2,000.00	1,367.35	31.6
07-510-520-2206	Postage	.00	542.97	2,000.00	1,457.03	27.2
07-510-520-2225	Janitorial Supplies	46.39	2,339.05	3,600.00	1,260.95	65.0
07-510-520-2234	Grants	11.59	2,850.05	16,000.00	13,149.95	17.8
07-510-520-2235	Library Supplies	1,400.03	5,973.99	12,000.00	6,026.01	49.8
07-510-520-2236	Library Books & Records	3,217.89	37,993.07	70,000.00	32,006.93	54.3
07-510-520-2237	Periodicals	20.00	8,964.19	8,900.00	(64.19)	100.7
07-510-520-2238	Microfilm	.00	178.84	200.00	21.16	89.4
07-510-520-2239	State Aid to Children - Books	.00	1,174.00	1,200.00	26.00	97.8
07-510-520-2302	Office Equipment Rental	258.64	2,392.98	5,000.00	2,607.02	47.9
07-510-520-2303	Equipment Repairs	5.29	4,832.87	7,000.00	2,167.13	69.0
07-510-520-2304	Equipment Maintenance Contract	1,127.95	8,202.80	14,000.00	5,797.20	58.6
07-510-520-2309	Building & Grounds Maintenance	3,666.00	15,226.80	29,000.00	13,773.20	52.5
07-510-520-2406	Reimbursable	.00	12.00	300.00	288.00	4.0
07-510-520-2424	Library Board	.00	.00	500.00	500.00	.0
07-510-520-2450	Gifts, Donations & Memorials	526.37	14,707.56	13,000.00	(1,707.56)	113.1
Total Materials & Services		15,106.10	172,357.59	307,800.00	135,442.41	56.0
Capital Outlay						
07-510-530-3001	Computer Hardware & Software	.00	9,450.00	33,000.00	23,550.00	28.6
Total Capital Outlay		.00	9,450.00	33,000.00	23,550.00	28.6

City of Coos Bay
Expenditures with Comparison to Budget
For the 7 Months Ending January 31, 2018

Library Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Other Financing Uses						
07-510-560-6001	Contingency	.00	.00	416,939.00	416,939.00	.0
Total Other Financing Uses		.00	.00	416,939.00	416,939.00	.0
Total Library Fund		102,566.90	666,040.13	1,717,577.00	1,051,536.87	38.8
Total Fund Expenditures		102,566.90	666,040.13	1,717,577.00	1,051,536.87	38.8
Net Revenue Over Expenditures		(95,314.90)	346,125.76	.00	(346,125.76)	.0

**Coos Bay Public Library
Memorial Funds Checking Account
January 2018**

<u>BALANCE, December 31, 2017</u>		\$ 17,796.72
 <u>DEPOSITS:</u>		
Blew Donation	\$	150.00
Coos Bay-North Bend Rotary	\$	2,141.14
Misc. Donations-January 2018	\$	14.01
TOTAL DEPOSITS		\$2,305.15
 <u>DISBURSEMENTS:</u>		
Safeway/Friends Childrens Fund	\$	32.00
Safeway, McKays, Grocery Outlet/Friends Library Purchases-Adult Programs	\$	70.78
Safeway/Friends Library Purchases-Adult Programs	\$	25.99
Scott Stursa/Friends Library Purchases-Adult Programs	\$	300.00
Ingram/Friends Childrens Fund	\$	14.36
Ingram/Friends Childrens Fund	\$	16.05
Ingram/Friends Childrens Fund	\$	40.15
Amazon/Friends Childrens Fund	\$	48.09
Baker Taylor/Foundation Donation	\$	19.43
Recorded Books/Friends Library Purchases-Dvds	\$	41.60
Janway/Friends Childrens Fund	\$	301.13
TOTAL DISBURSEMENTS		\$ 909.58
		\$ 19,192.29
 General Fund		
	\$	8,744.12
Friend's Children's Fund		
	\$	3,190.84
Care Connections		
	\$	0.78
Mallek Estate Memorial		
	\$	121.17
E-Books		
	\$	70.00
Friends Library Purchases		
	\$	7,714.56
Coos Bay Library Foundation Donation		
	\$	(1,013.30)
Rotary Donation		
	\$	17.52
Coos Bay Library Foundation-Equipment		
	\$	35.35
Coos Bay Library Foundation-Audios		
	\$	305.00
Eagles Large Print Fund		
	\$	6.25
Coos Bay Lions Club Large Print Fund		
	\$	-
MEMORIAL ACCOUNT FUNDS TOTAL - December 31, 2017		\$ 19,192.29
 CD Beginning Balance		
	\$	51,913.89
Interest for December 2017		
	\$	73.74
Interest for January 2018		
		\$77.21
BALANCE		\$52,064.84

Librarian's Report

January 2017

PROGRAMS

Families and Children

Lego Club (2) - 56

MGOL (9) - 184

Storytime (5) - 128

Pokemon Club (2) – 28

Tween Book Club – 6

Furry Friends – 9

OMSI Blastoff – 32

OMSI Chemistry - 72

Young Adult

Maker Madness – 3

Adult

Maker Madness - 4

Foreign Film - 22

Spanglish - 12

Forever YA Book Club - 3

Armchair Adventures - 16

Film Noir – 18

Distilled in Oregon – 14

Books2 Film - 8

Adult Tabletop Games – 9

Don't Think I've Forgotten – 12

Lioness Documentary - 43

Job Fair – 116

Coos Bay Region & the Great War - 24

Technology

Drop In Computer Lab (2) – 17

Beginning Gmail – 4

Introduction to Wix - 3

One on One appointments - 1

January Room Use

Myrtlewood

Library - 11

Non Library - 7

Cedar

Library - 5

Non Library – 34

Art Displays

Amy Pollicina – Walls

Juan Ramos - Cases

Librarian's Report

January 2017

Miscellaneous

January saw another very successful job fair with a mix of new-to-the fair employers and some not as new.

OMSI came for their yearly visit. The Coos Bay Fire Department was kind enough to lend us their facilities again. This year there was a chemistry program and a rock program. There is still a rocket lodged in the fire station somewhere.

	Myrtlewood	Myrtlewood	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use		(minus library program attendance already reported)
July 2017	17	3	9	25	54	360
Aug 2017	10	7	7	42	66	1469
Sept 2017	9	3	8	39	59	527
Oct 2017	22	5	12	34	73	1313
Nov 2017	14	6	13	41	74	1427
Dec 2017	9	5	4	38	56	1361
Jan 2018	11	7	5	34	57	1373
Feb 2018						
March 2018						
April 2018						
May 2018						
June 2018						
Totals	92	36	94	253	439	6650



Coos Bay Public Library Calendar

February 2018

525 Anderson, Coos Bay, OR 541-269-1101
www.coosbaylibrary.org



FEBRUARY ART
Photos by Ron & Carol Miranda
Native American Art by Andy Charles



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>4</p> <p>FOL Book Sale noon-4 p.m.</p>	<p>5</p> <p>Forever YA Book Club 6:00 p.m.</p>	<p>6</p> <p>LEGO Club 3:30-4:30</p> <p>CLASSIC CULT COMEDIES 7:00</p>	<p>7</p> <p>MGOL 9:30 a.m. Storytime 10:30 a.m. Readers Group 6:00</p>	<p>1</p> <p>MGOL 9:30 a.m.</p>	<p>2</p>	<p>3</p> <p>FOL Book Sale 10 a.m.-4 p.m.</p>
<p>11</p> <p>Missing In America 4:00 pm</p>	<p>12</p>	<p>13</p> <p>Armchair Adventures 2:00 p.m.</p> <p>CLASSIC CULT COMEDIES 7:00</p>	<p>14</p> <p>MGOL 9:30 a.m. Storytime 10:30 a.m. Computer Lab 10 - 12 POKEMON 3:30</p>	<p>8</p> <p>MGOL 9:30 a.m.</p>	<p>9</p> <p>Foreign Film 7:00 p.m.</p>	<p>10</p> <p>Se Habla Espanol SPANGLISH 10:30-noon</p>
<p>18</p> <p>Film Noir 4:00 p.m.</p>	<p>19</p> <p>CLOSED President's Day 'Books 2 Film' Club 6:00 pm</p>	<p>20</p> <p>Furry Friends 3:30 CLASSIC CULT COMEDIES 7:00</p>	<p>21</p> <p>MGOL 9:30 Storytime 10:30 a.m. Library Board 5:15 p.m.</p>	<p>22</p> <p>MGOL 9:30 Pushing the Limits 6:00 pm</p>	<p>16</p> <p>Teens: Foodie February 1:30 LEGO Club 3:30-4:30 Maker Madness 3:30</p>	<p>17</p>
<p>25</p>	<p>26</p>	<p>27</p> <p>CLASSIC CULT COMEDIES 7:00</p>	<p>28</p> <p>MGOL 9:30 a.m. Storytime 10:30 a.m. Computer Lab 10 - 12 POKEMON 3:30</p>	<p>23</p> <p>Registration Required Beginning Computer Mouse 9:30 am Tabletop Game Night 7:00 p.m.</p>	<p>24</p>	<p>6th annual Adult Spelling Bee</p>

CLASSIC CULT COMEDIES Tuesdays 7 p.m.
Beat the mid-winter blahs with these irreverent cult classics! The films in this series are aimed at a mature audience and may contain language or situations offensive to some. Viewer discretion is advised.

- Feb. 6th **THIS IS SPINAL TAP** (1984) Feb. 27th **WITHNAIL AND I** (1987)
- Feb. 13th **REPO MAN** (1984) Mar. 6th **THE BIG LEBOWSKI** (1998)
- Feb. 20th **CLERKS** (1994)



Pushing the Limits: Exploring Science via Literature
Thursday, Feb. 22nd 6:00 p.m.

This book discussion session will focus on memories and what they mean to a person's current life.

The featured novel is **Flight Behavior** by Barbara Kingsolver.



Mark Your Calendars!
Dr. Seuss Night!



Thursday,
March 1st
6:00 p.m.

Interior Building Survey Report

Coos Bay Library FY 2017 / 2018

Date	Survey Point 1	Survey Point 2	Survey Point 3	Survey Point 4	Survey Point 5	Survey Point 6	Survey Point 7	Survey Point 8	Survey Point 9	Survey Point 10	Survey Point 11	Survey Point 12	Subtotal
3/22/17	4.64	1.62	1.35	1.59	2.72	2.46	2.49	1.85					18.72
4/22/17	4.54	1.70	1.10	1.55	2.89	2.55	2.42	1.89					18.64
5/22/17	4.59	1.78	1.13	1.50	2.75	2.37	2.65	1.83					18.60
6/22/17													
7/22/17													
8/22/17	4.43	1.67	1.15	1.48	2.65	2.14	2.39	1.47					17.38
9/22/17	4.20	1.63	1.11	1.43	2.67	2.39	2.53	1.66					17.62
10/22/17	4.42	1.64	1.11	1.46	2.61	2.40	2.35	1.71					17.70
11/22/17	4.54	1.64	1.11	1.46	2.73	2.44	2.35	1.70					17.97
12/22/17													
1/22/18													
2/22/18													
3/22/18													
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12/22/18													
1/22/19													
2/22/19													
3/22/19													

Exterior Building Survey Report

Coos Bay Library FY 2017 / 2018

Measurement (Inches)

Date	Survey Point 1	Survey Point 2	Survey Point 3	Survey Point 4	Survey Point 5	Survey Point 6	Survey Point 7	Survey Point 8	Survey Point 9	Survey Point 10	Survey Point 11	Survey Point 12	Subtotal
3/22/17	25.55	25.00	25.80	25.00	25.00	24.65	24.00	25.00	25.00	25.70	22.80	25.10	298.60
4/22/17	25.85	25.00	26.75	25.00	25.00	24.50	24.00	25.00	25.00	25.60	22.80	25.00	299.50
5/22/17	24.50	24.80	24.50	25.10	25.00	24.50	24.00	24.80	25.00	25.25	23.00	25.00	295.45
6/22/17	24.75	24.85	24.65	25.00	25.00	24.60	24.00	24.95	25.00	25.20	22.80	25.00	295.80
7/22/17	24.25	24.15	25.00	24.90	24.75	24.85	24.00	24.75	25.00	25.15	22.50	25.00	294.30
8/22/17	24.35	24.20	25.00	24.80	24.75	24.70	24.00	24.75	25.00	25.10	22.50	25.00	294.15
9/22/17	25.00	24.50	24.50	25.00	25.00	24.75	24.00	24.75	24.75	25.50	22.50	25.25	295.50
10/22/17	25.25	24.75	24.85	25.00	25.10	24.50	24.00	24.85	25.00	25.45	22.65	25.20	296.60
11/22/17	25.45	25.00	25.10	25.35	25.45	24.50	24.00	24.90	25.00	25.55	22.75	25.25	298.30
12/22/17	25.65	25.25	25.15	25.35	25.45	24.65	24.00	25.00	25.00	25.60	22.85	25.35	299.30
1/22/18													-
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